

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR MEETING WEDNESDAY, MAY 31, 2017

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agend	da Item No. A	Superintendent/President College Area
address the Accrediti		t on Monterey Peninsula College's efforts to or Colleges' (ACCJC's) findings regarding the
		eived an Action Letter and External Evaluation the College's application for reaffirmation of
	2017, Dr. Tribley will provide to the Boa College's efforts to address the ACCJC's	ard of Trustees his monthly progress report on recommendations.
Budgetary Implicati None.	ions:	
⊠ INFORMATIO	N: Accreditation Recommendations – P	rogress Report
Recommended By:	Dr. Walter Tribley, Superintendent/Pre-	sident
Prepared By:	Shawn Anderson, Executive Assistant to S	uperintendent/President and Governing Board
Agenda Approval:	Dr. Walter Tribley, Superintendent/Pre-	sident

#	Recommendation Text	Lead	Progress
		Responsibility	(Black font = Goal or Direction)
			(Red Font = RECOMMENDATION HAS BEEN MET)
			(Green font = Completed by March, 2017)
			(Blue font = Completed by April, 2017)

1	In order to meet the Standards, the team recommends that the College completes the implementation of TracDat and begins to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulations of students, and when the institution identifies performance gaps, implement strategies to mitigate those gaps and evaluate the efficacy of those strategies. (Standards I.B.2, II.A.11, ER 11)	PRIELAC	 TracDat is in use for Course Reflections since January 2017. TracDat planning for Service Area Outcomes (SAO) assessment in progress in spring 2017. Mechanisms for completing program of study-level (PLO) assessment TracDat (including SLO-PLO mapping) is in progress in spring 2017. Student Services has a team lead by LaKisha Bradley (Grace Anongcha and Chris Calima) working on TracDat planning for SAOs The PRIE committee has established initial tasks related to disaggregation of learning outcomes, identification of performance ga and evaluation of strategies to address gaps. Work groups for the task are being formed during the week of 4/17/17.
2	In order to meet the Standards, the team recommends the College develop a process and calendar to assess College's progress and planning processes in a timely manner. (Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)	◆ PRIE	 The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting. The job announcement for Dean of Planning, Research and Institution Effectiveness (Interim) has been posted in April 2017. The PRIE committee has established initial tasks related to developing process & calendar for assessing the college's progress and processes Work groups for the tasks are being formed during the week of 4/17/
3	In order to meet the Standards, the team recommends the College attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed. To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all	Academic Senate LAC Curriculum Advisory Committee	 According to the LAC plan approved by Academic Senate, AAAG and Call courses will be assessed by July 1, 2017 or be archived in CurricUN Only assessed courses will be included in the 2018-19 College Catalog Timelines for cycles of assessment have been established by LAC and endorsed by Academic Senate AAAG, and CAC. All instructional divisions have established course assessment plans for at least one program of study.

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	instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulation of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)		 TracDat is in use for Course Reflections effective January 2017. LAC has conducted TracDat training during Spring 2017 Flex, as well as at Division meetings in Social Sciences, Creative Arts, Physical Science, Physical Education, and Humanities. Thirteen (13) out of Sixteen (16) faculty in the initial training reported a positive change in their attitude towards Reflections/assessment. As of March 2017, all divisions have completed at least one course assessment in TracDat. Anatomy and Astronomy have assessed 100% of their courses. 20 disciplines have assessed 75% of their courses. Assessments for 75 courses taught in Fall 2016 have been completed, and 9 formative assessments have been completed for courses being taught in the Spring 2017 semester. Academic Senate voted to help facilitate assessments (March 16, 2017). At the February 15, 2017 meeting of AAAG, it adopted the following guideline: "If a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be archived in CurricUNET and deleted in the Chancellor's Office." Progress is being made in SLO assessment: In March 2014, 181 out of 830 courses were reported as assessed (21.8%). In October 2016, 664 out of 1417 courses were reported as assessed (46.9%). In March 2017, 724 out of 1378 courses are reported as assessed (52.5%) In April 2017, 707 out of 1223 courses are reported as assessed (57.8%) 			

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4	In order to meet the Standards, MPC needs to engage in continuous, broadbased, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, ER19)	•	PRIE		The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting. The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017. PRIE has met four times since it was formed and is having good, foundational discussions. PRIE has identified initial tasks related to the development of a broadbased system of integrated planning, resource prioritization, and resource allocation. Work groups are being formed during the week of 4/17/17. Discussions of how to time activities related to program review and resource prioritization in order to integrate needs & data emerging from the plans into resource allocation with budget development activities are underway as of the 4/17/17 PRIE committee meeting.
5	In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)	•	Student Services Council	•	The MPC AP's are being reviewed to replace existing language in the current catalog defining complaints vs grievances A full student complaint log was developed prior to the on-site visit and was provided to the on-site team. Will continue to review process for improvement. Student Services has a team lead by Dr. Kim McGinnis (Larry Walker, Nicole Dunne, Lyndon Schutzler). The team reviewed responses from other colleges, created a new template with a column for improvements and is adding additional categories of student complaints to the log. Reviewing all academic council petitions over the last five years. Pulling out petitions on residency and dismissal to look for trends and patterns. This task to be completed by April 30.

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8	In order to meet the Standards, the team recommends the College conduct regularly scheduled library surveys of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior and experience, and to use the results as the basis for improvement. (Standards II.B.1, II.B.3)	•	Office of Institutional Research Library Division		Moving forward, will revise the college catalog to remove the complaint section in catalog. The current Grievance Procedure will be the process to log and address student complaints. Added an additional column, Analysis and Improvement, to the existing log that tracks the result of evaluations of our complaint processes and indicates what revisions/modifications/improvements we are making to the process. Library faculty/staff have developed a survey instrument with assistance from the Director of Institutional Research, with a plan to administer the survey to students and faculty at the Monterey, Marina, Seaside, and online locations prior to the end of the spring 2017 semester. A link to the Library survey was emailed to all students on 4/18/17, and will be emailed to MPC faculty and staff between 4/19/17 and 4/21/17.
9	In order to meet the Standards, the team recommends the College improve its evaluation process of student support and learning services to include discussion of services offered at all centers and for distance education based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the college's mission. (Standards II.C.1, II.C.2)	•:	Student Services Council	•	Full review of student services at the Centers and for distance education is in process. Dean of Student Services/Marina has been approved by the Board. Hiring process has begun. Dean will be in place in fall 2017 to provide full time leadership. A team lead by LaKisha Bradley (Larry Walker, Grace Anongchanya, Alethea DeSoto, Nicole Dunne) met to define the available services at outreach centers and online. Conversations regarding gaps in student services in Marina, PSTC and online have begun. Counseling through online "Cranium Café" is being provided. Counselors are going through training to serve students through this means at all physical sites and online.

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Have met with Dr. Rosaleen Ryan to develop a survey for all four

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			campuses to cover students' awareness and usage of student services,
			their satisfaction with service levels, and their needs for additional services. Survey will be conducted during the early/middle of the fall term. Had discussion with Catherine Webb to review the Service Area Planning sections of TracDat. Team will be working to update the Student Services Program Review Calendar and develop a cycle for program level outcome assessments. Reviewed data in SARS Track to identify traffic levels and requests for counseling support at the Marina Center. Discussions are in progress to identify increased counseling support at the Marina Center to accommodate these traffic hours, an expected increase in student traffic as a result of the implementation of the ACE (Dual Admissions with CSUMB) program, and increased general education course scheduling for Fall 2017. The goal is that in Fall 2017, we will offer twice the amount of counseling hours that were available in Fall 2016. Planning May 5 All Student Services Meeting Agenda. Will discuss Program Review: program review calendar, assessment cycle, and program review template and components; transition from Program
			Reflections to TracDat; review and identification of current SAOs/SLOs; need to include evaluation of service delivery to four MPC campuses (Monterey, Marina, PSTC, Online).

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13	In order to meet the Standards, the team recommends the College create a Human Resources staffing plan to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the institution's mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, ER 8)	•	HR Cabinet	•	Cabinet members presented a high level staffing plan to the college in August 2016. HR is searching for a professional expert to work on this.
14	In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups.	•	HR Cabinet	9	Full-time and part-time faculty, and classified staff evaluations are being regularly and consistently conducted. Administrative and Executive evaluations are being tracked and will be

completed more regularly and consistently in spring 2017 and on.

Full-time faculty evaluations for 2016 have been completed.

Second part of the recommendation is in negotiations at this time,.
The District has proposed changes to contract language to MPCTA to

The District and CSEA have negotiated and agreed on tentative language.
 The MSC evaluation process now includes the appropriate language.

We are striving for 100% completion by June 2017.

Some adjunct faculty, classified, and MSC evaluations are still to be

HR is compiling data on outstanding evaluations.

include assessment in the self-evaluation.

completed.

review schedule of policy and procedures relevant to Human Resources.
(Standards III.A.11, III.A.12, III.A.13)

HR
Cabinet

In order to meet the Standards, the team recommends the college

Information
Information
Information Services Dept. has completed key changes to improve the

Negotiations

Dr. Walter Tribley Board of Trustees May 31, 2017

The team further recommends that faculty, academic administrators, and

others directly responsible for student learning have, as a component of

learning outcomes assessment to improve teaching and learning.

(Standards III.A.5, III.A.6)

their evaluation, consideration of how these employees use the results of

In order to meet the Standard, the team recommends the College establish a

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	immediately address network vulnerabilities starting with implementing a firewall solution in order for the College to ensure its technology infrastructure are appropriate and adequate to support the institution's management and operational functions. (Standards III.C.1, III.C.3)		Services Dept.	• REC	security of the District's technology. Information Services Dept. has identified the need to upgrade key components of the District's networking infrastructure. Additional hardware and software has been procured and is in the process of being installed. Additional hardware and software have been procured and will be installed prior to the end of March 2017.
17	In order to meet the Standards, the team recommends the college complete and roll out the Information Technology Disaster Preparedness/Recovery Plan in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1, III.C.2)	•	Information Services Dept.	REG	The Information Technology Disaster Preparedness/Recovery DRAFT Plan has been completed. The Technology Committee began review of the plan February 10, 2017 and recommended approval to the President. The plan is being reviewed at the Governing Board on March 22, 2017. COMMENDATION HAS BEEN MET.
18	In order to meet the Standards, the team recommends the College complete the revisions and implementation of all board policies. The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, IV.C.7)	•	President Board of Trustees		 30 Administrative Board Policies were reviewed and approved by the Board of Trustees in 2016. 28 Student Services policies were approved in PAG in January and are ready for Board Sub-committee review. 9 Academic Affairs Board policies have been approved. 3 are being forwarded to the Board Sub-Committee for review; and 6 have been forwarded to the Academic Senate for review. Last 3 are being reviewed in AAAG and Academic Senate on April 19 and April 20. 31 Board Policies were reviewed by the Board Subcommittee (March 13, 2017). 30 of these are included for a first reading on the March 22, 2017 Board Agenda.

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19	In order to meet the Standards, the team recommends the College discontinue deficit spending by adopting budgets that match ongoing revenue and expenditures in the unrestricted general fund without the need to make significant draws against unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, ER 18)	•	President CBO Board	•	 At the April 26, 2017 Board of Trustees meeting 30 Board Policies are being recommended to the Board for adoption 11 Board Policies are being brought to the Board for a First Reading Measures to improve efficiency have been implemented such as EMS and changes to scheduling practices. Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines. Position control and review is being implemented. Short term classes were added to the second half of spring 2017 to increase FTES while focusing on high productivity. Marketing has been ramped up for second half of spring and summer enrollments. Measures to increase enrollment are in process. Admission by Co-Enrollment (ACE) with CSUMB was approved by the MPC Board in March. Dual Enrollment with MPUSD will go to MPC Board for its second reading on April 26, 2017. Dual Enrollment with PGUSD will go to MPC Board for its first reading on April 26, 2017. Scheduling in Marina is being expanded. 50% more FTES is being planned for Marina in summer 2017 and 100% more FTES is being planned for fall 2017.
20	In order to meet the Standard, the team recommends the College develop a funding plan and set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) annual required contribution (ARC) each year (Standard III.D.12)	•	President CBO Board	e e RI	The latest, required OPEB actuarial has been completed as of February 7, 2017. Funds have been identified to transfer to the OPEB trust. The ARC will be included in budget development for 2017-18. Transfer of the 2017-17 ARC (March 22, 2017 Board meeting) COMMENDATION HAS BEEN MET.

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21	In order to meet the Standard, the team recommends the College clarify Board, administrators, classified and faculty roles in the decision-making process and routinely evaluate and monitor these roles.	•	Academic Senate Cabinet		New "Decision Making Process" (handbook) was adopted by the college in fall 2016 and is being implemented. President's Advisory Group (PAG) was re-envisioned. Planning, Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting Roles are now clarified at meetings - committees and groups - to educate the campus. Senate retreat in Fall 2016 that included discussions on roles and a focus on procedures/processes. ASCC visit Fall 2016 — open session
22	These roles are not distinctly differentiated at faculty level between Academic Senate and the faculty bargaining unit's role in participatory governance and labor relations. (Standard IV.A.6) In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness (Standard IV.A.7)	•	PRIE	Re	Presentation of 10+1 at all campus Flex Days clarifies roles of Senate PRIE has identified initial tasks related to the development of a calendar/timeline for evaluation of policies, procedures, and processes. Work groups are being formed during the week of 4/17/17.

Recommendations to Improve Quality

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6	In order to improve, the team recommends that the College develop more intentional cycles of course assessment, strengthen the link between course and program assessment cycles, and reach greater levels of participation in student learning outcomes assessment from all faculty. (Standard II.A.3)	• LAC	 The LAC is working on the program-level assessment module in TracDat in spring 2017. Cycles of course assessment have been developed by the LAC, and approved by the Academic Senate, AAAG, and CAC. The LAC provided TracDat training on course-level assessment to a large group of faculty in Spring Flex 2017. Divisions are inviting the LAC to conduct course-level assessment TracDat training. The LAC has made presentations at AAAG and at the Academic Senate to improve understanding and increase participation. The LAC is working with Divisions on how to access courses that have multiple sections. LAC is working with Divisions to map SLOs from the course-level to the program-level.
7	In order to improve, the team recommends that the College use enrollment data to inform scheduling decisions and implement an enrollment manage ment system to facilitate data usage. (Standards II.A.6; II.A.10)	• VPAA	 EMS training was provided to Division Chairs and DOMS in December 2016. EMS has been implemented and has been in use since January 2017. It is being used to plan and finalize summer and fall 2017 schedules now. Data is EMS is being used by Division Chairs, Deans and the Office of Academic Affairs to make scheduling decisions for Summer 2017, Fall 2017 and Spring 2018 based on productivity, growth areas (Dual Admission, Dual Enrollment) and budget. RECOMMENDATION HAS BEEN MET.

Recommendations to Improve Quality

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10	In order to improve, the team recommends that all student services provided at the Marina Education Center be consistently scheduled and published. (Standard II.C.3)	• VPSS	 All Student Services at the Marina Education Center are being reviewed. A consistent schedule will be published. Hiring is in process to fill staff vacancies in the MEC. A "Student Services in Marina" web page has been added to the Marina website. The schedule for counseling, financial aid and assessment services is listed. A staff member or a counselor offer to visit every class scheduled in Marina to promote services available for students. A calendar of student services availability is regularly posted on the bulletin boards in each classroom and office on the Marina Center. Have reposted the MPC Student Services Banner. RECOMMENDATION HAS BEEN MET.
11	In order to improve, the team recommends that the College obtain accurate data on students receiving comprehensive and abbreviated student education plans and review the data regularly to make appropriate action plans to increase Student Success. (Standard II.C.5)	 VPSS Office of Institutional Research 	 MPC currently has accurate data on comprehensive and abbreviated student educational plans. They will continue to be collected and reviewed to inform actions taken to increase student success. Documentation of improvements will be provided. Received a report that identifies the number of students who have been directed to receive an education plan, whether or not they have a plan on record. Will review this report to identify students who do not have a comprehensive education plan and will reach out to them to get them in to see a counselor. Will be working with counseling to identify the best way to coordinate this effort. Working with IT to develop a standing report that we can run so that we're able to pull this report at any point in time

May 31, 2017

Dr. Walter Tribley Board of Trustees

Recommendations to Improve Quality

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12	In order to improve, the team recommends that the College update its administrative hiring procedures . (Standard III.A.3)	• HR	

May 31, 2017

Dr. Walter Tribley Board of Trustees

Monterey Peninsula Community College District

Governing Board Agenda

May 31 2017

New Business Agenda	a Item No. B	<u>Fiscal Services</u> College Area
		College Area
Proposal: That the Gove period ending, April 3		16-2017 Monthly Financial Report for the
Background: The Board rost fiscal operations.	utinely reviews financial data regarding o	expenses and revenues to monitor District
Budgetary Implication None.	ons:	
RESOLUTION: ending April 30, 2017		17 Monthly Financial Report for the period
	A	
Recommended By:	Steven L. Crow, Ed.D., Vice President of	of Administrative Services
Prepared By:	Rosemary Barrios, Controller	vie

Dr. Walter Tribley, Superintendent/President

Agenda Approval:

Monterey Peninsula College

Fiscal Year 2016-2017 Financial and Budgetary Report April 30, 2017

Enclosed please find attached the Summary of All Funds Report for the month-ending April 30, 2017 for your review and approval.

Operating Fund net revenue through April 30, 2017 is \$47,496,375 which is 84% of the operating budget for this fiscal year. Expenditures year-to-date total \$42,378,942 and Encumbrances of \$4,423,636 which together is 81.3% of the operating budget for this fiscal year, for a net difference of \$693,797.

Unrestricted General Fund

Revenue

- April Apportionment Payment received of \$1,277,409.
- Property taxes received of \$6,050,991.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$166,580.

Expenditures

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

Restricted Child Development Fund

- Expenditures continue to exceed revenue in the Restricted Child Development Fund due to state reimbursements continue to be slow in being received.
- State revenues are received on a reimbursement basis for the State Preschool and the State Food Grant.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 64.6% of budgeted expenditures. Last fiscal year at this time we were at 95%.
- We would expect to see the expenditures tracking closer to 83% at this time of the fiscal year. We will continue to track this fund closely.
- Revenue received this month from the Restricted General Fund, Child Development Fund, and Parking Fund totaled \$50,146.
- Revenue from Retiree Contributions and COBRA payments received this month of \$51,684.

Student Center Fund

• The Student Center Fund revenue and expenditures are being reviewed for possible budget adjustments that need to be made before the year end is closed out.

OPEB Fund

• The payment made to the districts outside banking institution for \$112,014 is included in this month OPEB expenditures. This is the deposit the district made into the Irrevocable Trust, Balance Investment Account, for this fiscal year.

Cash Balance:

The total cash balance for all funds is \$28,577,903 including bond cash of \$9,633,796 and \$18,944,107 all other funds. Operating funds cash is \$13,275,423. Cash balance in the General Fund is at \$11,845,917 for the month-ending April 30, 2017.

Monterey Peninsula Community College

Monthly Financial Report April 30, 2017

Summary of All Funds

	Beginning Revised Budgets Fund Balance 2016 - 2017		Ending Year to Date Actual Fund Balance 2016 - 2017			t	% Actual o Budget	Cash Balance		
<u>Funds</u>	<u>07/01/16</u>	Revenue	Expense	<u>6/30/2017</u>	Revenue	Expense	Encumbrances	Rev	Expense/ Enc.	4/30/2017
General - Unrestricted	\$6,755,552	\$40,237,689	\$41,267,787	\$5,725,454	35,061,862	32,732,717	3,564,815	87.1%	88.0%	\$11,845,917
General - Restricted	0	15,010,714	15,010,714	0	11,384,491	8,730,388	698,061	75.8%	62.8%	0
Child Dev - Unrestricted	79,143	155,631	155,631	79,143	191,479	104,678	3,263	123.0%	69.4%	131,522
Child Dev - Restricted	0	439,166	439,166	0	297,229	335,075	32,913	67.7%	83.8%	0
Student Center	565,728	258,000	259,094	564,634	138,995	87,969	34,111	53.9%	47.1%	616,744
Parking	649,435	418,790	418,790	649,435	422,319	388,115	90,472	100.8%		681,240
Subtotal Operating Funds	\$8,049,858	\$56,519,990	\$57,551,182	\$7,018,666	\$47,496,375	\$42,378,942	\$4,423,636	84.0%	81.3%	\$13,275,423
Self Insurance	3,581,841	7,181,305	8,985,831	1,777,315	5,474,977	5,793,791	11,481	76.2%	64.6%	3,251,307
Worker Comp	131,701	25,000	97,500	59,201	11,719	89,445	0	46.9%	91.7%	53,975
Other Post Employment Benefits	557,878	100,770	112,014	546,634	53,230	112,014	0	52.8%	0.0%	499,095
Capital Project	67,820	1,333,637	884,253	517,204	927,462	654,495	47,035	69.5%	79.3%	340,787
Building	9,925,943	94,000	429,418	9,590,525	67,962	360,109	62,993	72.3%	98.5%	9,633,796
Revenue Bond	22,562	21,500	21,500	22,562	21,590	21,500	0	100.4%	100.0%	22,652
Associated Student	199,733	80,000	80,000	199,733	67,303	57,291	0	84.1%	71.6%	259,523
Financial Aid	19,146	5,722,000	5,722,000	19,146	5,649,223	5,649,223	0	98.7%	98.7%	243,638
Scholarship & Loans	89,154	2,600,000	2,600,000	89,154	2,848,749	2,848,837	0	109.6%	109.6%	318,511
Trust Funds	439,580	2,530,000	2,530,000	439,580	2,391,032	1,701,766	_0	94.5%	67.3%	648,863
Orr Estate	26,740	20,000	20,000	26,740	19,976	16,383	0	99.9%		30,333
Total all Funds	\$23,111,956	\$76,228,202	\$79,033,698	\$20,306,460	\$65,029,599	\$59,683,796	\$4,545,146	85.3%	75.5%	\$28,577,903

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agenda Item No. C

Fiscal Services College Area

Proposal:

That the Governing Board reviews the attached County of Monterey Investment Report for the quarter ending March 31, 2017.

Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending March 31, 2017, was 1.18%. Approximately 85.8% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 14.2% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary	Imp	lica	tio	ns
Duugetary	TIMP	IICa	uo	112

None.

INFORMATION: County of Monterey Investment Report for the quarter ending March 31, \bowtie 2017.

Recommended By:

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

Prepared By:

Rosemary Barrios, Controller

Agenda Approval:

Dr. Walter Tribley, Superintendent/President



Monterey County Board of Supervisors

Board Order

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

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

Received and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

PASSED AND ADOPTED on this 25th day of April 2017, by the following vote, to wit:

AYES:

Supervisors Alejo, Phillips, Parker and Adams

NOES:

None

ABSENT: Supervisor Salinas

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting April 25, 2017.

Dated: April 27, 2017 File ID: 17-0380 Gail T. Borkowski, Clerk of the Board of Supervisors County of Monterey, State of California

Deputy



Monterey County

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

Board Report

Legistar File Number: 17-0380

April 25, 2017

Introduced: 4/14/2017

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and Accept the Treasurer's Report of Investments for the Quarter Ending March 31, 2017.

SUMMARY:

Government Code Section 53646 (b) (1) states the Treasurer may submit a quarterly report of investments. The attached exhibits provide a narrative portfolio review of economic and market conditions that support the investment activity during the January - March period, the investment portfolio position by investment type, a listing of historical Monterey County Treasury Pool yields versus benchmarks, and the investment portfolio by maturity range.

DISCUSSION:

During the January - March quarter, short term U.S. Treasury yields moved higher after the Federal Reserve's March decision to hike rates, but longer yields moved very little as markets awaited clarity from the new Administration and Congress. Information received since the Federal Reserve's Federal Open Market Committee (FOMC) met in February indicates the labor market has continued to strengthen and that economic activity has continued to expand at a moderate pace. Job gains remained solid and the unemployment rate was relatively stable in recent months. Inflation has increased in recent quarters, moving close to the FOMC's 2% longer-run objective. The FOMC expects that economic conditions will evolve in a manner that will warrant gradual increases in the federal funds rate. In March the Committee raised the target range for the federal funds rate to 0.75% - 1.00%.

On March 31, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,347,896,920 spread among 91 separate securities and funds. The par value of those funds was \$1,348,216,996, with a market value of \$1,346,285,723 or 99.9% of amortized book value. The portfolio's net earned income yield for the period was 1.18%. The portfolio produced an estimated quarterly income of \$3,869,097 which will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 419 days. The County Treasury outperformed most of the portfolio benchmarks due to an investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three year investment range.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy, and contained sufficient liquidity to meet all projected outflows over the next six months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

The investment portfolio contains sufficient liquidity to meet all projected expenditures over the next six months. We estimate that the investment earnings in the General Fund will be consistent with budgeted revenue.

Prepared by: Susanne King, Treasury Manager, x5490

Approved by: Mary A. Zeeb, Treasurer-Tax Collector, x5474

All attachments are on file with the Clerk of the Board:

Exhibit A - Investment Portfolio Review-3.31.17

Exhibit B - Portfolio Management Report-3.31.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks

Exhibit D - Aging Report-4.1.17

cc:

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

Treasury Oversight Committee

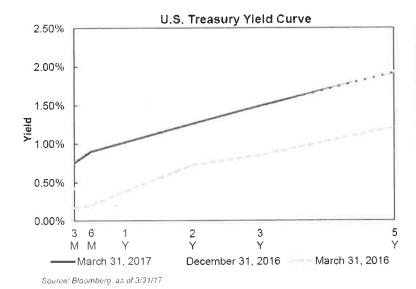
Exhibit A Investment Portfolio Review Quarter Ending March 31, 2017

OVERVIEW January 1, 2017 - March 31, 2017

During the January - March quarter, short term U.S. Treasury yields moved higher after the Federal Reserve's March decision to hike rates, but longer yields moved very little as markets awaited clarity from the new Administration and Congress. Information received since the Federal Reserve's Federal Open Market Committee (FOMC) met in February indicates the labor market has continued to strengthen and that economic activity has continued to expand at a moderate pace. Job gains remained solid and the unemployment rate was relatively stable in recent months. Inflation has increased in recent quarters, moving close to the FOMC's 2% longer-run objective. The FOMC expects that economic conditions will evolve in a manner that will warrant gradual increases in the federal funds rate. In March the Committee raised the target range for the federal funds rate to 0.75% - 1.00%.

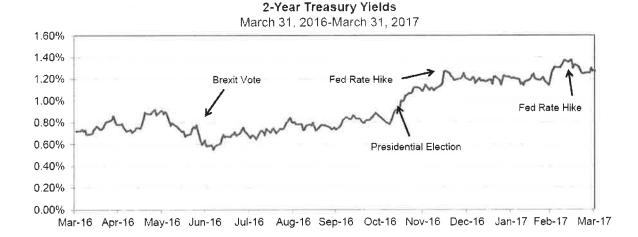
U.S. TREASURY YIELD CURVE

- Treasury rates remain range-bound this quarter as long-term yields remain unchanged with future inflation expectations.
- The short end of the curve moved higher as participants priced in rate hikes in 2017.



Yield Curve History 3/31/16 12/31/16 3/31/17 0.20 0.50 0.75 3-Mo. 6-Mo. 0.38 0.61 0.90 1-Yr. 0.58 0.81 1.02 2-Yr. 0.72 1.19 1.26 3-Yr. 0.85 1.45 1.49 5-Yr. 1.21 1.93 1.92 7-Yr. 2.25 2.21 1.53 10-Yr. 1.77 2.45 2.39 30-Yr. 2.61 3.07 3.01

• Short U.S. Treasury yields moved higher following the Federal Reserve's decision to hike rates in March.



Source, Bloomberg, as of 3/31/17.

The County Treasury continues to outperform most of its portfolio benchmarks this quarter. Our investment strategy positions short term debt to provide liquidity and continues to take advantage of available higher yields on US Treasuries, commercial paper, notes and negotiable CDs as well as maintaining federal agencies with attractive rates. The following indicators reflect key aspects of the County's investment portfolio in light of the above noted conditions:

- 1. <u>Market Access</u> During the quarter, investment purchases included U.S. Treasuries, Federal Agencies, Commercial Paper and Corporate Notes. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
- 2. <u>Diversification</u> The Monterey County Treasurer's portfolio consists of 91 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition									
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper				
14.2%	7.1%	18.4%	24.5%	31.3%	4.5%				

Total may not equal 100% due to rounding

3. <u>Credit Risk</u> – Approximately 85.8% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, Negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (14.2%) is rated in the higher levels of investment grade and all federal agency securities have AA ratings, or are

guaranteed by the U.S. Treasury. The credit quality of the County's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

	11			Por	tfolio (Credit (Compositi	on			
											Not
							A-1+	A-1			Rated
							(Short-	(Short-	Aaf/S1+		(LAIF/
AAA	AAAm	AA+	AA	AA-	Α	A-	Term)	Term)	(CalTrust)	BBB+	MMF)
1%	6%	56%	2%	9%	3%	2%	2%	6%	8%	1%	4%

4. <u>Liquidity Risk</u> – Liquidity risk, as measured by the ability of the County's Treasury to meet withdrawal demands on invested assets, was managed during the January - March quarter. The portfolio's average weighted maturity was 419 days, and the County maintained \$247M (18%) in overnight investments to provide immediate liquidity. In addition, the County maintained \$385M (28%) in securities with maturities under a year to provide enhanced liquidity.

PORTFOLIO CHARACTERISTICS

	<u>December 31, 2016</u>	March 31, 2017
Total Assets	\$1,381,798,946.89	1,348,216,995.71
Market Value	\$1,384,251,718.73	1,346,285,722.86
Days to Maturity	451	419
Yield	1.07%	1.18%
Estimated Earnings	\$3,249,517.27	\$3,869,096.96

FUTURE STRATEGY

The Treasurer has 53% of the portfolio invested in the 1-3 year maturity range and 28% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve. We will continue to run the portfolio to manage safety and liquidity while maximizing the rate of return.

Monterey County Daily Reports Portfolio Management Portfolio Details - Investments March 31, 2017

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CUSIP	Investment#	issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market A	Accts - GC 53601(k)(2)										
SYS11672	11672	BlackRock			0.00	0.00	0.00	0,337			0.337	
SYS11830	11830	Federated		07/01/2016	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			100,000.00	100,000.00	100,000.00	0.532	Aaa	AAA	0.532	
	Sub	total and Average	5,685,555.56		100,000.00	100,000.00	100,000.00				0.532	
State Pool - GC	16429.1											
SYS11361	11361	LAIF			52,300,000.00	52,300,000.00	52,300,000.00	0,676			0.676	
	Sub	total and Average	44,904,444.44		52,300,000.00	52,300,000.00	52,300,000.00				0.676	
CALTRUST/CAI	MP - GC 53601(p)											
SYS11801	11801	CalTrust			70,000,000.00	70,000,000.00	70,000,000.00	1.019	Aaa	AAA	1.019	
SYS11802	11802	CalTrust		03/27/2017	40,000,000.00	40,000,000.00	40,000,000.00	0,628	Aaa	AAA	0.628	
SYS10379	10379	Calif, Asset Mgmt			82,100,000.00	82,100,000.00	82,100,000.00	0.899		AAA	0.899	
SYS11961	11961	Calif. Asset Mgmt			0.00	0.00	0.00	0.658		AAA	0.658	
	Sub	ototal and Average	163,220,000.00		192,100,000.00	192,100,000.00	192,100,000.00				0.886	
SWEEP ACCOL	JNT-MORG STNL	Y										
SYS12041	12041	Morgan Stanley			2,171,995.71	2,171,995.71	2,171,995.71	0.551			0.551	
	Sub	ototal and Average	908,057.71		2,171,995.71	2,171,995.71	2,171,995.71				0,551	
Medium Term N	Notes - GC 53601	(k)										
0258M0DP1	12088	American Express C	redit	06/27/2016	10,000,000.00	10,055,700.00	10,135,746.63	2.250	A2	A-	1.660	08/15/2019
037833BQ2	12066	Apple Inc Corp Note	s	02/23/2016	6,000,000.00	6,011,340.00	5,999,356.24	1,700	Aa1	AA+	1.706	02/22/2019
06406HCZ0	12126	Bank of New York M	lellon Corp	03/17/2017	10,000,000.00	10,011,150.33	10,011,150.33	2.150	A1	Α	2.110	02/24/2020
084664BS9	12031	Berkshire Hathaway	Finance	04/24/2015	10,000,000.00	10,018,700.00	10,010,605.13	1.600	Aa2	AA	0.724	05/15/2017
084670BX5	12098	Berkshire Hathaway	Finance	08/15/2016	2,415,000.00	2,402,876.70	2,414,801.16	1.150	Aa2	AA	1.156	08/15/2018
166764AE0	12049	Chevron Corp. Glob	al	11/25/2015	8,175,000.00	8,200,015,50	8,194,569.49	1.718	Aa1	AA	1.519	06/24/2018
17275RBG6	12104	Cisco Systems Inc (Согр	09/20/2016	9,000,000.00	8,901,900.00	8,991,776.75	1.400	A1		1.438	09/20/2019
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,825,523,20	3,838,544.08	2.050	Baa1	A-	2.068	06/07/2019
25468PDH6	12064	The Walt Disney Co	pr	01/08/2016	2,710,000.00	2,712,601.60	2,707,858.15	1.650	A2	Α	1.696	01/08/2019
369604BC6	12010	General Electric		01/23/2015	10,000,000.00	10,359,400.00	10,273,650.53	5,250	Aa	AA	1.150	12/06/2017
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,409,382.45	1,412,290.12	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,181,376.30	7,206,818.25	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Fir	nance	02/23/2016	3,780,000.00	3,764,502.00	3,779,522,86	1.700	A1	A+	1,707	02/22/2019

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Portfolio INVT AP PM (PRF_PM2) 7.3.0

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term N	otes - GC 53601(k	k)										
02665WBE0	12091	American Honda Fina	ance	07/12/2016	2,500,000.00	2,455,575.00	2,498,099,54	1.200	A1	A+	1.234 (07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	20,008,600.00	19,994,622.26	1.800			1.812 (05/17/2019
24422ETE9	12063	John Deere Captital	Corp	01/08/2016	8,300,000.00	8,334,943.00	8,299,706.27	1.950	A2	Α	1.952	01/08/2019
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000,00	9,968,400.00	10,011,546.75	1.850	А3	Α	1.789 (03/22/2019
594918BN3	12095	MICROSOFT CORP		08/08/2016	6,500,000.00	6,412,575.00	6,494,749.38	1.100	Aaa	AAA		08/08/2019
713448DE5	12070	Pepsico Inc Corp Not	te	02/24/2016	3,850,000.00	3,836,525.00	3,849,294,68	1.500	A1	Α		02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,939,100.00	9,991,745.56	1.450	A1	AA		06/03/2019
89236TCA1	12009	Toyota Motor Corpor	ation	01/16/2015	10,000,000.00	10,002,900.00	10,012,953.16	1.450		AA	_	01/12/2018
89233P6S0	12018	Toyota Motor Corpor	ation	03/30/2015	10,000,000.00	9,998,700.00	10,007,197.35	1,250	Aaa	AA		10/05/2017
89236TBP9	12121	Toyota Motor Corpor	ation	01/12/2017	5,000,000.00	5,024,645.70	5,024,645.70	2.125		AA-		07/18/2019
94974BFG0	12021	Wells Fargo & Comp	any	04/07/2015	10,000,000.00	9,988,000.00	10,026,075.08	1.500		AA		01/16/2018
94974BFU9	12089	Wells Fargo & Comp	any	06/27/2016	10,000,000.00	10,032,400.00	10,128,853.69	2.125	A2	A	1.483	04/22/2019
	Subt	total and Average	183,055,025.41		190,695,000.00	190,856,831.78	191,316,179.14				1.535	
Negotiable CDs	- GC 53601(i)											
40428AR58	12047	HSBC Securites		11/18/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.540	Aa2	AA-	1.540	11/17/2017
65558LWA6	12109	Nordea Bank Finland	I NY	12/05/2016	17,500,000.00	17,641,225.00	17,500,000.00	1.760	Aa3	AA-	1.760	11/30/2018
78009NZZ2	12072	Royal Bank of Canad	da	03/15/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.700	Aa3	AA-	1.700	03/09/2018
83050FBG5	12046	Skandinaviska Enski	lada Banken	11/17/2015	14,000,000.00	14,000,000.00	14,000,000.00	1.480	Aa3	A+	1.501	11/16/2017
86958DH54	12048	Svenska Handelsbar	nken NY	11/24/2015	14,000,000.00	14,007,000.00	14,000,000.00	1.504			1.241	08/24/2017
89113E5E2	12073	Toronto Dominion Ba	ank	03/16/2016	18,000,000.00	18,000,000.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
18	Subt	total and Average	107,277,777.78		95,500,000.00	95,648,225.00	95,500,000.00				1.599	
Commercial Pa	per Disc GC 5360	01(h)										
06538BSG9	12106	Bank of Tokyo-MITS		11/16/2016	10,000,000.00	9,956,400.00	9,984,375.00	1.250	P-1	A-1	1,258	05/16/2017
06538BSG9	12108	Bank of Tokyo-MITS		11/28/2016	2,000,000.00	1,991,280.00	1,996,950.00	1.220	P-1	A-1	1.227	05/16/2017
09659BTG5	12107	BNP Paribas NY		11/18/2016	20,000,000.00	19,885,200.00	19,948,066.67	1,230	P-1	A-1	1.248	06/16/2017
22533TWC6	12124	Credit Agricole CIB I	٧Y	03/06/2017	20,000,000.00	19,888,844.44	19,888,844.44	1,220	P-1	A-1	1.254	09/12/2017
21687AUA9	12105	Cooperatieve Rabob	ank USA	11/01/2016	10,000,000.00	9,931,100.00	9,969,444.45	1.100	P-1	A-1	1.119	07/10/2017
	Subf	total and Average	83,545,218.18		62,000,000.00	61,652,824.44	61,787,680.56		- 3		1.230	
Fed Agcy Coup	on Sec - GC 5360	1(f)										
3133EEFE5	12008	Federal Farm Credit	Bank	01/12/2015	10,000,000.00	10,019,700.00	10,010,513.64	1.125	Aaa	AA	0.975	12/18/2017
3133EEMA5	12011	Federal Farm Credit	Bank	01/30/2015	10,000,000.00	9,981,300.00	10,005,252.32	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit	Bank	02/02/2015	10,000,000.00	9,979,400.00	10,010,768.34	1.000	Aaa	AA	0.890	03/29/2018

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Investment # Sec - GC 53601(1 12020 11925 11928 11966 12032 12082 12084	Federal Farm Credit B Federal Home Loan B Federal Home Loan B Federal Home Loan B Federal Home Loan B	ank ank	04/01/2015 05/02/2013 06/13/2013	10,000,000.00 10,000,000.00	10,009,500.00	10,017,965.98	1.125	Moody's Aaa	S&P AA	0 932	Date
12020 11925 11928 11966 12032 12082	Federal Farm Credit B Federal Home Loan B Federal Home Loan B Federal Home Loan B Federal Home Loan B	ank ank	05/02/2013	· ·	· · ·	10,017,965.98	1.125	Aaa	AA	0.932	
11925 11928 11966 12032 12082	Federal Home Loan B Federal Home Loan B Federal Home Loan B Federal Home Loan B	ank ank	05/02/2013	· ·	· · ·	10,017,965.98	1.125	Aaa	AA	0.932	
11928 11966 12032 12082	Federal Home Loan B Federal Home Loan B Federal Home Loan B	ank		10,000,000.00	40 005 000 00			,		-,	03/12/2018
11966 12032 12082	Federal Home Loan B Federal Home Loan B		06/13/2013		10,035,800.00	10,056,765.43	1.375	Aaa	AA	0.758	03/09/2018
12032 12082	Federal Home Loan B	ank		10,000,000.00	9,947,800.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
12082			04/04/2014	10,000,000.00	10,116,100.00	10,010,489,77	1.875	Aaa	AA	1,818	03/08/2019
	Endoubline Design	ank	04/23/2015	10,000,000.00	10,006,100.00	10,011,715.80	1.000	Aaa	AA+	0.811	11/17/2017
12084	Federal Home Loan B	ank	05/27/2016	32,000,000.00	31,888,640.00	31,954,056.17	0.875	Aaa	AA+	0.992	06/29/2018
	Federal Home Loan B	ank	06/03/2016	16,935,000.00	16,838,639.85	16,929,817.70	1.125	Aaa	AA+	1.139	06/21/2019
12090	Federal Home Loan B	ank	07/12/2016	26,000,000.00	25,852,060.00	26,186,983.95	1.125	Aaa	AA+	0.797	06/21/2019
12097	Federal Home Loan B	ank	08/15/2016	18,000,000.00	17,856,900.00	17,945,202.13	0,625	Aaa	AA+	0.853	08/07/2018
12099	Federal Home Loan B	ank	08/15/2016	15,250,000.00	15,196,930.00	15,252,236.06	0.875	Aaa	AA+	0.863	06/29/2018
12101	Federal Home Loan B	ank	08/29/2016	17,500,000.00	17,403,750.00	17,491,118.13	0.875	Aaa	AA+	0.909	10/01/2018
12125	Federal Home Loan B	ank	03/17/2017	10,000,000.00	9,983,918.45	9,983,918.45	1.375	Aaa	AA+	1.458	03/18/201
11987	Federal Home Loan N	Itg Corp	08/25/2014	10,000,000.00	10,009,700.00	9,995,101.01	1.000	Aaa	AA	1.101	09/29/201
12100	Federal Home Loan N	ltg Corp	08/29/2016	17,500,000.00	17,429,125.00	17,559,336.84	1.125	Aaa	AA+	0.956	04/15/201
12103	Federal Home Loan N	Itg Corp	09/16/2016	10,150,000.00	10,094,885.50	10,146,776.35	0.875	Aaa	AA+	0.896	10/12/201
12114	Federal Home Loan N	Itg Corp	12/19/2016	20,000,000.00	19,735,800.00	19,691,770.32	0.875	Aaa	AA+	1.561	07/19/201
11924	Federal National Mtg	Assn	05/21/2013	10,000,000.00	9,930,700.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/201
11927	Federal National Mtg	Assn	05/30/2013	10,000,000.00	9,979,200.00	10,000,000.00	1.050	Aaa	AA .	1.050	05/25/201
11929	Federal National Mtg	Assn	05/28/2013	10,000,000.00	9,972,000.00	9,981,180.70	0.875	Aaa	AA	1.045	05/21/201
12013	Federal National Mtg	Assn	02/03/2015	10,000,000.00	10,080,600.00	10,100,744.54	1.700	Aaa	AA	1,157	02/27/201
12033	Federal National Mtg	Assn	04/23/2015	10,000,000.00	10,115,900.00	10,116,856.33	1.875	Aaa	AA+	1.060	09/18/201
12039	Federal National Mtg	Assn	10/22/2015	10,000,000.00	9,994,500.00	10,011,019.15	0.875	Aaa	AA+	0.720	12/20/201
12040	Federal National Mtg	Assn	10/22/2015	10,000,000.00	9,993,200.00	10,010,518.28	0.875	Aaa	AA+	0.750	02/08/201
12069	Federal National Mtg	Assn	02/23/2016	21,150,000.00	21,018,447.00	21,118,429.28	1.000	Aaa	AA+	1.080	02/26/201
12094	Federal National Mtg	Assn	08/08/2016	18,675,000.00	18,415,604.25	18,640,927.17	0.875	Aaa	AA+	0.954	08/02/201
12096	Federal National Mtg	Assn	08/09/2016	7,900,000.00	7,850,862.00	7,914,340.18	1.000	Aaa	AA+	0.903	02/26/201
12112	Federal National Mtg	Assn	12/19/2016	20,000,000.00	19,777,800.00	19,744,463.16	1.000	Aaa	AA+	1.544	08/28/201
12123	Federal National Mtg	Assn	02/28/2017	12,600,000.00	12,592,182.40	12,592,182.40	1.500			1.522	02/28/202
Subto	tal and Average	407,058,986.50		423,660,000.00	422,107,044.45	423,490,449.58				1.067	
GC 53601(b)											
, ,	IIS Treasury		11/10/2015	5.290.000.00	5,297,670.50	5,290,000.00	1.250	Aaa	AA	1.250	11/30/201
	-				16,993,370.00	16,987,213.04			AA+	1,066	05/31/201
	-				· · ·	10,001,294.28			AA		11/30/201
	-			* .					AA+		10/31/201
	12097 12099 12101 12125 11987 12100 12103 12114 11924 11927 11929 12013 12033 12039 12040 12069 12094 12096 12112	12090 Federal Home Loan B 12097 Federal Home Loan B 12099 Federal Home Loan B 12101 Federal Home Loan B 121125 Federal Home Loan B 121125 Federal Home Loan B 121100 Federal Home Loan N 121100 Federal Home Loan N 121103 Federal Home Loan N 12114 Federal Home Loan N 12114 Federal National Mtg 11927 Federal National Mtg 11929 Federal National Mtg 12013 Federal National Mtg 12013 Federal National Mtg 12033 Federal National Mtg 12039 Federal National Mtg 12040 Federal National Mtg 12069 Federal National Mtg 12094 Federal National Mtg 12096 Federal National Mtg 12096 Federal National Mtg 12112 Federal National Mtg 12112 Federal National Mtg 12112 Federal National Mtg 12112 Federal National Mtg 12123 Federal National Mtg 12123 Federal National Mtg 12124 Federal National Mtg 12125 Subtotal and Average 3C 53601(b) 12042B U.S. Treasury 12045 U.S. Treasury	12090 Federal Home Loan 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12097 Federal Home Loan Bank 08/15/2016 18,000,000.00 17,955,900.00 17,945,202.13 0.625 Aaa AA+ 0.853 AA+ 0.854 AA+ 0.854

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Portfolio INVT PM (PRF_PM2) 7.3.0

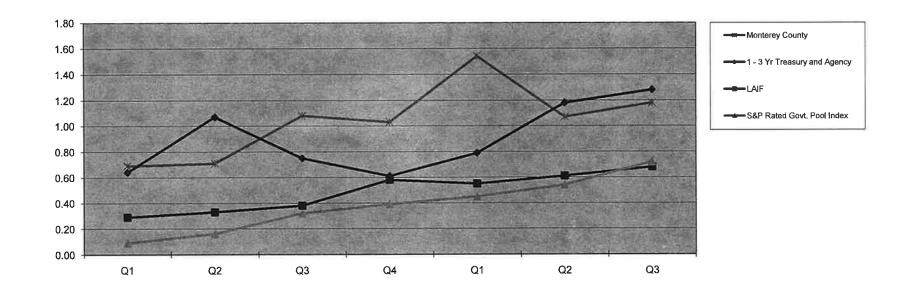
Monterey County Daily Reports Portfolio Management Portfolio Details - Investments March 31, 2017

Page 4

			Average	Purchase				Stated			YTM	Maturity
CUSIP	Investment	t# Issuer	Balance	Date	Par Value	Market Value	Book Value	Rate	Moody's	S&P		Date
US Treasury N	Note-GC 53601(b)										
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,992,200.00	19,961,989.69	1.000	Aaa	AA+	1.166	05/31/2018
912828TG5	12110	U.S. Treasury		12/19/2016	20,000,000.00	19,979,600.00	19,985,651.51	0.500	Aaa		0.716	07/31/2017
912828TM2	12111	U.S. Treasury		12/19/2016	20,000,000.00	19,984,400.00	19,988,357.84	0.625	Aaa		0.766	08/31/2017
912828568	12113	U.S. Treasury		12/19/2016	20,000,000.00	19,893,000.00	19,881,387,95	0.750	Aaa		1.200	07/31/2018
912828RE2	12115	U.S. Treasury		12/19/2016	20,000,000.00	20,125,000.00	20,079,478.33	1.500	Aaa		1.215	08/31/2018
912828H52	12116A	U.S. Treasury		12/21/2016	12,400,000.00	12,308,984.00	12,281,728.93	1,250	Aaa		1.596	01/31/2020
912828T42	12117	U.S. Treasury		12/21/2016	25,000,000.00	24,831,000.00	24,828,534.92	0.750	Aaa		1.214	09/30/2018
912828UJ7	12118	U.S. Treasury		12/21/2016	25,000,000.00	24,981,500.00	24,979,458.51	0.875	Aaa	AA	0.974	01/31/2018
912828SD3	12119	U.S. Treasury		12/21/2016	25,000,000.00	25,014,750.00	24,977,935.52	1.250	Aaa		1.299	01/31/2019
912828UR9	12120	U.S. Treasury		12/23/2016	50,000,000.00	49,883,000.00	49,893,107.10	0.750	Aaa		0.986	02/28/2018
912828N63	12122	U.S. Treasury		01/24/2017	20,000,000.00	19,985,826.98	19,985,826.98	1.125	Aaa		1.165	01/15/2019
	5	Subtotal and Average	332,005,573.83		329,690,000.00	329,348,801.48	329,130,615.22				1.114	
		Total and Average	1,327,660,639.40		1,348,216,995.71	1,346,285,722.86	1,347,896,920.21				1.148	

Data Updated: SET_001: 04/10/2017 10:18 Run Date: 04/10/2017 - 10:18

Exhibit C
Monterey County Historical Yields vs. Benchmarks



		FY 1	15/16			FY 16/17				
Quarterly Yield	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Monterey County	0.69	0.71	1.08	1.03	1,54	1.07	1.18			
1 - 3 Yr Treasury and Agency	0.64	1.07	0.75	0.61	0.79	1.18	1.28			
LAIF	0.29	0.33	0.38	0.58	0.55	0.61	0.68			
S&P Rated Govt. Pool Index	0.09	0.16	0.32	0.39	0.45	0.54	0.72			

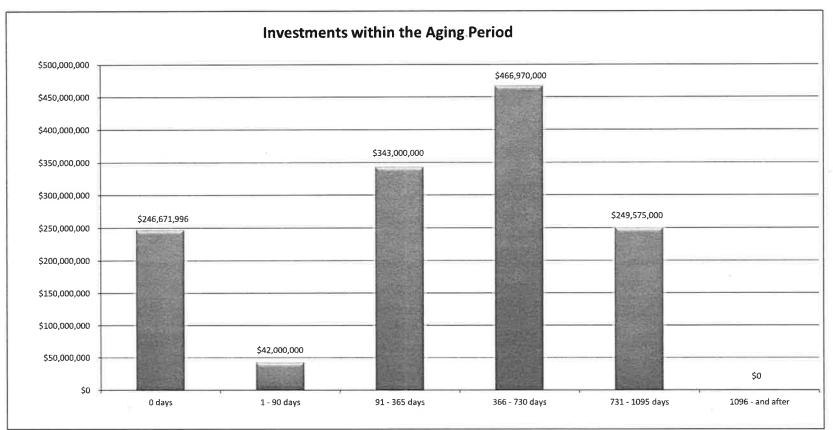
The S&P Index yields are obtained from Bloomberg

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



Exhibit D Monterey County Aging Report By Maturity Date As of April 1, 2017

				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(04/01/2017 - 04/01/2017)	9 Maturities	246,671,995.71	18.30%	246,671,995.71	246,671,995.71
Aging Interval:	1 - 90 days	(04/02/2017 - 06/30/2017)	4 Maturities	42,000,000.00	3.12%	41,939,996.80	41,851,580.00
Aging Interval:	91 - 365 days	(07/01/2017 - 04/01/2018)	23 Maturities	343,000,000.00	25.44%	343,149,107.60	343,052,344.44
Aging Interval:	366 - 730 days	(04/02/2018 - 04/01/2019)	34 Maturities	466,970,000.00	34.64%	466,774,315.02	466,520,379.23
Aging Interval:	731 - 1095 days	(04/02/2019 - 03/31/2020)	21 Maturities	249,575,000.00	18.51%	249,361,505.08	248,189,423.48
Aging Interval:	1096 - and after	(04/01/2020 -	0 Maturities	0.00	0.00%	0.00	0.00
			Total for 91 Investments	1,348,216,995.71	100.01	1,347,896,920.21	1,346,285,722.86



Monterey Peninsula Community College District

Governing Board Agenda

May 24, 2017

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Board approve an increase in Parking Permit fees to \$53.00 per semester, \$95.00 for annual permits, \$26.00 per summer session, along with an increase in the Daily Parking Permit to \$3.00. Discounted semester permits will be \$32.00 for financial aid students or for students enrolled in six or fewer units. The new fee schedule will take effect for the fall 2017 semester.

Background:

Education Code Section 76360 provides the governing board of a community college district the option of increasing the parking service fee by the same percentage as the Increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator has increased enough to support the increase. For the Parking Services Fee, Districts may charge a maximum fee of \$53.00 per semester and \$26.00 for summer or intersession. Current permit fees are \$50.00 per semester, \$90.00 for an annual permit, \$25.00 per summer session and daily parking permits are \$2.00. Fees were last increased in fall 2012.

Education Code Section 76360 provides that all parking fees collected shall be deposited in the designated fund of the district, and shall be expended only for parking services or for purposes of reducing the costs to students and employees of the college of using public transportation to and from the college. The section defines "parking services" to mean the purchase, construction, and operation and maintenance of parking facilities for vehicles and motor vehicles as defined in Sections 415 and 670 of the Vehicle Code.

Budgetary Implications: The change in fee schedule is expected to generate additional parking revenue, which will help offset the costs of maintaining and operating MPC parking facilities.

RESOLUTION: BE IT RESOLVED, That the Board approve an increase in Parking Permit fees to

\$53.00 per semester,	\$95.00 for annual permits, \$26.00 per summer session, along with an increase in the
Daily Parking Permi	to \$3.00. Discounted semester permits will be \$32.00 for financial aid students or for
students enrolled in s	ix or fewer units. The new fee schedule will take effect for the fall 2017 semester.
Recommended By:	
	Steven L. Crow, Ed. D., Vice President, Administrative Services
Prepared By:	\$uzanne Ammons, Administrative Assistant

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agenda Item No. E

Student Services
Office

Proposal:

That the Governing Board increases the current student health fees by \$1.00 to now charge \$20.00 per semester and \$17.00 for summer session. Increase will begin in Fiscal Year 2017-2018 during the Fall Term.

Background:

Education Code Section76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Whenever the calculation produces an increase of one dollar above the existing fees, this fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support a one dollar increase in the student health fee. Specifically for the student health fee, districts may now charge a maximum of \$20.00 per semester, \$17.00 for summer session, \$17.00 for each intersession of at least four weeks, or \$17.00 for each quarter term.

Budgetary Implications:

Revenue received from increase will be restricted to Student Health Services operations.

RESOLUTION: BE IT RESOLVED That the Governing Board increase the current student health	ı fee
\$1.00 to now charge \$20.00 per semester and \$17.00 per summer session.	
ecommended By: Kinhmallinia	_
Dr. Kim McGinnis, Vice President of Student Services	
repared By:	
Jennyfer Gutterrez, Administrative Assistant to the Vice President of Student Services	
genda Approval:	
Dr. Walter Tribley, Superintendent/President	

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

1102 Q STREET SACRAMENTO, CA 95811-6549 (916) 445-8752 http://www.cccco.edu



Memorandum

February 24, 2017

Fiscal Services Memo 17-01 Via E-mail Only

To:

Chief Business Officers

Chief Student Services Officers Health Services Program Directors

Financial Aid Officers

Admissions and Records Officers

From: AL

Elias Regalado, Director

Fiscal Standards and Accountability

Subject: Student Health, Parking Services & Transportation Services Fees

Health Fees

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Whenever the calculation produces an increase of one dollar above the existing fees, this fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support a one dollar increase in in the student health fee. Specifically for the student health fee. districts may now charge a maximum of \$20.00 per semester, \$17.00 for summer session, \$17.00 for each intersession of at least four weeks, or \$17.00 for each quarter term.

Parking Services Fees

Education Code Section 76360 provides the governing board of a community college district the option of increasing the parking services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever this calculation produces an increase of one dollar above the existing fees, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator has increased enough to support a one dollar increase in the parking services fee. Specifically for the Parking Services Fee, Districts may charge a maximum fee of \$53.00 per semester. The calculation did not change enough to increase the summer, intersession and quarter term fee amounts. Thus, districts may continue to charge a maximum fee of \$26.00 for summer session, \$26.00 for each intersession of at least four weeks, or \$26.00 for each quarter term.

Transportation Services Fees

Education Code Section 76361 provides the governing board of a community college district the option of increasing the transportation services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index did <u>not</u> change enough from last year to produce an increase in the transportation services fee. Specifically for the Transportation Services Fee, Districts may continue charging a maximum fee of \$73.00 per semester, \$37.00 for summer session, \$37.00 for each intersession of at least four weeks, or \$37.00 for each quarter term.

If you have any questions about these fees, please contact Michael Yarber at (916) 327-6818 or myarber@cccco.edu.

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agenda Item No. F

Superintendent/President College Area

Proposal:

To review the attached AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College and Pacific Grove Unified School District. The term of this CCAP Agreement shall be for one year beginning on July 1, 2017 through June 30, 2018, and requires annual renewal each year by July 1st, unless otherwise terminated in accordance with Section 19 of this agreement.

Background:

Assembly Bill 288 authorized California Community College districts to enter partnership agreements with local high school districts to expand dual enrollment opportunities for high school students. This agreement details the terms of MPC's partnership with Pacific Grove Unified School District and outlines the courses that will be offered as part of the pathways and on the high school campuses.

Budgetary Implications:

Anticipated increase in revenue to the general fund as a result of increased enrollments and FTES for the courses offered at the local high schools.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College and Pacific Grove Unified School District for 2017-2018.

Recommended By:

Kim McGinnis Vice President of Student Services

Prepared By:

Jennyfer Gutierrez, Administrative Assistant to the Vice President of Student Services

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

COLLEGE AND CAREER ACCESS PATHWAYS A DUAL ENROLLMENT PARTNERSHIP AGREEMENT 2017-2018

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College ("COLLEGE") a college of the Monterey Peninsula Community College District ("MPCCD"), 980 Fremont Street, Monterey, CA 93940, and Pacific Grove Unified School District hereinafter known as "SCHOOL DISTRICT".

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Monterey Peninsula Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Monterey County and within the regional service area of MPCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, MPCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE;

NOW THEREFORE MPCCD and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for one year beginning on July 1, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.5 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.6 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2(b)

2. **DEFINITIONS**

- 2.1 CCAP Agreement Courses Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of MPCCD and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- 2.3 Pupil or Student A resident or nonresident student attending high school in California. High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by section 4901.1

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility High school students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- 3.2 Student Selection and Enrollment Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by the COLLEGE and shall be in compliance with applicable law and MPCCD standards and policies.
- 3.3 College Admission and Registration Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and MPCCD policy.

- 3.4 Student Records It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures; and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all MPCCD prerequisite requirements as established by the MPCCD and stated in the COLLEGE catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass, if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including admissions and records, counseling and guidance, assistance with assessment and placement, tutoring, and additional support available to students with disabilities are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

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5.8 A course dropped within the MPCCD drop "without a W" deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course solely to high school students. Sec. 2 (0)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with MPCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructors are part of an approved Instructional Service Agreement as required by MPCCD Business Procedure.

- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to MPCCD as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or MPCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with MPCCD academic standards. The site visits and instructor evaluation process for any instructor who is also an employee of the SCHOOL DISTRICT will be determined and detailed in an Instructional Service Agreement to be developed in agreement between the COLLEGE and the SCHOOL DISTRICT.
- 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with MPCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with MPCCD guidelines, policies, pertinent statutes, and regulations.
- 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.15 Degree and Certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses that make up the programs must be part of the approved programs.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 COLLEGE and MPCCD must individually designate an employee to coordinate efforts to comply with and carry out each entity's responsibilities under Title IX of the Education Amendments of 1972. Upon receipt of a complaint alleging harassment, discrimination or any other violation of law, including but not limited to Title IX, the designated employee from the entity receiving the complaint shall inform and provide a copy of such complaint to the designated employee from the other entity. The designated employees from the COLLEGE and MPCCD shall review the facts giving rise to the complaint and determine which entity will take the lead on investigating, managing and resolving such complaint. Neither COLLEGE nor MPCCD may abandon or assign their obligations under the law, including Title IX.
- 7.5 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.

- 7.8 Prior to teaching, faculty provided by the COLLEGE shall receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices and requirements. Said training shall be approved by and provided by the SCHOOL DISTRICT.
- 7.9 Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field. Adjunct faculty are not required to participate in these activities however, they are encouraged to participate.
- 7.10 Performance of faculty members employed by the COLLEGE shall be evaluated by the COLLEGE using the existing procedures as outlined in Article 14 Evaluation of the Agreement between Monterey Peninsula Community College District and Monterey Peninsula College Teachers Association (MPCTA). In cases where a faculty member is employed by the SCHOOL DISTRICT to teach AB288 courses, the performance expectations and evaluation process will be detailed in an Instructional Service Agreement between the COLLEGE and SCHOOL DISTRICT. The Agreement between MPCCD and the Monterey Peninsula College Teachers Association (MPCTA)/CTA/NEA is available at http://www.mpc.edu/home/showdocument?id=5521.
- 7.11 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of MPCCD specifically with regard to their duties as instructors of record for the college course.
- 7.12 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by MPCCD.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with MPCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with MPCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in

- compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 MPCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 MPCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 MPCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that MPCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)

11.7 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (1)

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to MPCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and MPCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The MPCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of MPCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the MPCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

17.1 The SCHOOL DISTRICT, in order to protect the MPCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of selfinsurance shall expressly name the COLLEGE and MPCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to MPCCD.

17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and MPCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

18. NON-DISCRIMINATION

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and MPCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

20. NOTICES

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE

Monterey Peninsula College 980 Fremont Street Monterey, CA 93940 Attn: Kim McGinnis, Vice President of Student Services

SCHOOL DISTRICT
Pacific Grove Unified School District
435 Hillcrest Ave.
Pacific Grove, CA 93950
Attn: Sean Keller, Pacific Grove High School Assistant Principal

Note: All referenced Sections from AB 288 (Education Code § 76004)

21. INTEGRATION

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of MPCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Execu	ted on	_2017				
By:			By:			
Бу	SCHOOL DISTRI	CT	Бу	CC	LLEGE	

By:			
Monterey Peninsula	COMMUNITY	COLLEGE	DISTRICT

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Monterey Peninsula College ("COLLEGE") a college of the Monterey Peninsula Community College District (MPCCD), 980 Fremont Street, Monterey, CA 93940 and Pacific Grove Unified School District (SCHOOL DISTRICT.") and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, MPCCD and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before ______ and follow the protocols set forth in (a) and (b) of this section.
- d. MPCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
MPCCD:	Dr. Kim McGinnis, Vice-President of Student Services	(831) 646-4191	kmcginnis@mpc.edu
School District:	Sean Keller, Pacific Grove High School Assistant Principal	(831) 646-6590 ext. 274	skeller@pgusd.org

2. STUDENT SELECTION

- a. Minimum School Day The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec.* 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. CCAP AGREEMENT PROGRAM YEAR FALL 2017 - COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2017-2018 COLLEGE: Monterey Peninsula College

SCHOOL DISTRICT: Pacific Grove Unified School District

HIGH SCHOOL: Pacific Grove High School EDUCATIONAL PROGRAM: Computer Information Systems

		//
TOTAL NUMBER OF STUDENTS TO BE SERVED: 25	TOTAL PROJECTED FTES: 3.0	

COURSE NAME	COURSE NUMBER	UNITS	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Computer Hardware/A+ Prep	CSIS 75	4	Fall 2017	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	[]CC [X]HS	[]CC [X]HS
Networking Fundamentals	CSIS 76A	4	Spring 2018	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	[]CC [X]HS	[]CC [X]HS
Routing and Switching Basics	CSIS 177A	4	Fall 2018	1:04 pm 1:52 Pm	Monday, Tuesday, Thursday	Staff	[X] CC [] HS	CC [X] HS
Networking Security Fundamentals/Security + Prep	CSIS 86		Spring 2019	1:04 pm - 1:52 Pm	Monday, Tuesday, Thursday	Staff	[X]CC []HS	[] CC [X] HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

Note: All referenced Sections from AB 288 (Education Code § 76004)

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. The goal is that students who choose to do so can graduate from high school having earned Certificate of Training, be eligible to enter the workforce in their selected career pathway, and/or be well on their way toward completion of an Associate Degree. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses to align with high school pathways and college programs of study and for the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

5. **BOOKS AND INSTRUCTIONAL MATERIALS -** The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Introduction to Computer Hardware/A+ Prep	No textbook, course uses CISCO academy online	\$0.00		
Networking Fundamentals	Intro to Networks Companion Guide CISCO academy online	\$0.00		
Routing and Switching Basics	LabSIM - online code supplied by MPC	\$102		
Networking Security Fundamentals/Security + Prep	LabSIM Security Pro 2014	\$136 (Rental)	d	

5. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before June 30 and shall be reported annually in compliance with all applicable state and federal privacy laws. The MPCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

6. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

7. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R.§ 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

8. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

Course	BUILDING	CLASSROOM	DAYS	HOURS
CSIS 75	PGHS N-Wing	N-1	Monday, Tuesday, &	Monday: 1:04-1:54
(Fall 2017)			Thursday	Tues/Thurs: 1:04-2:54
CSIS 76	PGHS N-Wing	N-1	Monday, Tuesday, &	Monday: 1:04-1:54
(Spring 2018)			Thursday	Tues/Thurs: 1:04-3:09

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

Mary	Business	Aganda	Itam	Mo	G
New	Business	Agenda	nem	INO.	U

Student Services
Office

Proposal:

That the Governing Board approves the addendum to the AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College (MPC) and Monterey Peninsula Unified School District (MPUSD) for one year beginning on July 1, 2017 through June 30, 2018.

Background:

Assembly Bill 288 authorized California Community College districts to enter partnership agreements with local high school districts to expand dual enrollment opportunities for high school students. The Board approved the agreement with Monterey Peninsula Unified School District at the April 2017 meeting. Since that approval, we have worked to identify a pathway and courses available at Seaside High School. This is an addendum shows the pathway to be offered at Seaside High School.

Budgetary Implications:

Anticipated increase in revenue to the general fund as a result of increased enrollments and FTES for the courses offered at the local high schools.

RESOLUTION: BE IT RESOLVED, That the Governing Board approves the addendum to the AB 288 College and Career Access Pathways (CCAP) Agreement between Monterey Peninsula College and Monterey Peninsula Unified School District for 2017-2018, highlighting the pathway to be available at Seaside High School.

Recommended By:

Dr. Kim McGinnis, Vice President of Student Services

Prepared By:

Jennyfer Gutterrez, Administrative Assistant to the Vice President of Student Services

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

ADDENDUM May 2, 2017 COLLEGE AND CAREER ACCESS PATHWAYS

COLLEGE AND CAREER ACCESS PATHWAYS A DUAL ENROLLMENT PARTNERSHIP AGREEMENT 2017-2018

1. CCAP AGREEMENT PROGRAM YEAR FALL 2017 - COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: <u>201</u>	17-2018	COLLEGE: _	Monterey Peninsula College
SCHOOL DISTRICT:	Monterey Penins	ula Unified School I	District

A. 1 HIGH SCHOOL: Seaside High School EDUCATIONAL PROGRAM: _Theatre Arts

TOTAL NUMBER OF STUDENTS TO BE SERVED: 25 TOTAL PROJECTED FTES:

COURSE NAME	COURSE NUMBER	UNITS	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYE R OF RECORD	LOCA TION
Introduction to Theatre	THEA 1	3	Fall	TBD	TBD	Staff	□ CC [X] HS	□ CC [X] HS
Acting I	THEA 15A	3	Spring	TBD	TBD	Staff	□ CC [X] HS	□ CC [X] HS
Contemporary Acting Techniques	THEA 15B	3	Fall	TBD	TBD	Staff	□ CC [X] HS	□ CC [X] HS
TBD			Spring	TBD	TBD	Staff	□ CC [X] HS	□ CC [X] HS

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses to align with high school pathways and college programs of study and for the potential for course completion to accelerate students' time to completion of a postsecondary degree or certificate.

A. 2 BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS
Introduction to Theatre	Theatre: Brief Version	Retail prices \$130	Supplemental material: Handouts, timelines, videos. MPC website class notes available to students online. 'Theatre: The Collaborative Art,' by Wilson and Goldfarb. 'Action and Idea: The Roots of Entertainment,' by Dr. Edward Emmanuel. Individual play scripts for reading and analysis.
Acting I	No Text required		
Contemporary Acting Techniques	TBD - Instructor will choose the play. Materials will be provided		Materials will be provided
TBD			

Monterey Peninsula Community College District

Governing Board Agenda

MAY 31, 2017

New Business Agenda Item No. H

Academic Affairs
College Area

Proposal:

To adopt the 2018-2019 College Academic Calendar

Background:

The attached recommended 2018-2019 academic calendar conforms to the legal and contractual obligations of the District. The 2018-2019 academic calendar is being proposed in order to facilitate advance planning.

This calendar has been developed in consultation with the Calendar Committee, which consists of the Vice President of Academic Affairs and representatives from the Monterey Peninsula Callege Teachers Association (as per Article 11.4 of the MPCCD and MPCTA/CTA/NEA agreement), Monterey College Employees Association (MPCEA, CSEA #245), the Academic Senate, and Associated Students, Monterey Peninsula College (ASMPC).

Budgetary Implications:

None

_	BE IT RESOLVED, that the 2018-2019 College Academic Calendar be approved
as proposed	
a.	// // _{****}
Recommended By:	diran Kamath
<i>y</i> .	Kiran Kamath, Vice-President of Academic Affairs
Prepared By:	Bene Timell
	JoRene Finnell, Administrative Assistant IV
Agenda Approval:	walt a Trilly
	Dr. Walter Tribley, Superintendent/President
	N .

DRAFT Monterey Peninsula Community College District Calendar 2018-2019

1A/1- 4	Month	S	M	T	W	Th	F	S	Teaching Days Per	Month
Wk. #	Month SEMESTER - Aug							3	reacting Days 1 or	MOTION.
IALL	AUGUST	5	6	7	8	9	10	11		
	7.00001	12	13	14	15	(16)	(17)	18	Scheduled Flex Days – August 16 and 17, 2018	
1		19	20	21	22	23	24	25	Semester begins August 20, 2018	
2		26	27	28	29	30	31			10
	SEPTEMBER							1_	Labor Day Observance – September 3, 2018	
3		2	3*	4	5	6	7	8	CENSUS DAY – September 4, 2018	
4		9	10	11	12	13	14	15	**Native American Day Commemoration – September 21	
5		16	17 24	18 25	19 26	20 27	21**	22	"Native American Day Commemoration – September 21	19
6		23 30	24	25	20	21	20	25		
7	OCTOBER	- 30	1	2	3	4	5	6		
8	OOTOBER	7	8	9	10	11	12	13		
9		14	15	16	17	18	19	20		
10		21	22	23	24	25	26	27		
11		28	29	30	31					23
	NOVEMBER					1	2	3		
12		4	5	6	7	8	9	10	V.A	
13		11	12*	13 20	14 21	15 22*	16 23*	17 24	Veteran's Day Observance – November 12, 2018 Thanksgiving Holiday – November 22, 23 and 24	
14 15		18 25	19 26	27	28	29	30	24	Thanksgiving Holiday - November 22, 23 and 24	19
13	DECEMBER	23	20	21	20	23	- 30	1		
16	DECEMBER	2	3	4	5	6	7	8		
17		9	10	11	12	13	14	15	Final Exams: December 11-17, 2018	11
		16	17	18	19	20	21	22	Semester ends December 17, 2018	
		23	24*	25*	26*	27*	28*	29		
		30	31*						TOTAL	82
EAR	LY SPRING SESSI	ON – Ja	nuary	2, 2019	throug	h Janua	ary 25, 2	2019		
10-	JANUARY			1*	2	3	4	5	Early Spring Session begins January 2; ends January 25, 2019	
		6	7	8	9	10	11	12		
		13	14	15	16	17	18	19	MLK Day – January 21, 2019	
ODD	ING SEMESTER -	20	21*	22	(23)	(24)	(25)	26	NOTE: Overlap of Early Spring with Flex Days: January 23, 24, 25	
SPR	ING SEMESTER -	THE INTERIOR								
							719		Semester begins January 28, 2019	4
1	JANUARY	27	28	29	30	31		2	Semester begins January 28, 2019	4
_ 1							1 8	2 9	Semester begins January 28, 2019 CENSUS DAY – February 11, 2019	4
	JANUARY	27	28	29	30	31	1			4
2	JANUARY	27	28 4 11 18*	5 12 19	6 13 20	7 14 21	1 8	9	CENSUS DAY – February 11, 2019	
2 3	JANUARY FEBRUARY	27 3 10	28 4 11	29 5 12	30 6 13	7 14	1 8 15* 22	9 16 23	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019	18
1 2 3 4	JANUARY	3 10 17 24	28 4 11 18* 25	5 12 19 26	30 6 13 20 27	7 14 21 28	1 8 15* 22	9 16 23	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019	
1 2 3 4 5	JANUARY FEBRUARY	3 10 17 24	28 4 11 18* 25	5 12 19 26	30 6 13 20 27	7 14 21 28	1 8 15* 22	9 16 23 2 9	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019	
1 2 3 4	JANUARY FEBRUARY	3 10 17 24 3 10	28 4 11 18* 25 4 11	5 12 19 26 5 12	30 6 13 20 27 6 13	7 14 21 28 7 14	1 8 15* 22 1 8 15	9 16 23 2 9 16	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019	
1 2 3 4 5	JANUARY FEBRUARY	3 10 17 24 3 10	28 4 11 18* 25 4 11	5 12 19 26 5 12	6 13 20 27 6 13 20	7 14 21 28 7 14 21	1 8 15* 22 1 8 15	9 16 23 2 9 16 23	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019	18
1 2 3 4 5	JANUARY FEBRUARY	3 10 17 24 3 10 17 24	28 4 11 18* 25 4 11	5 12 19 26 5 12	30 6 13 20 27 6 13	7 14 21 28 7 14	1 8 15* 22 1 8 15	9 16 23 2 9 16	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019	
1 2 3 4 5	JANUARY FEBRUARY MARCH	3 10 17 24 3 10	28 4 11 18* 25 4 11	5 12 19 26 5 12	6 13 20 27 6 13 20	7 14 21 28 7 14 21	1 8 15* 22 1 8 15	9 16 23 2 9 16 23	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019	18
1 2 3 4 5	JANUARY FEBRUARY	3 10 17 24 3 10 17 24	28 4 11 18* 25 4 11 18 25	5 12 19 26 5 12 19 26	6 13 20 27 6 13 20 27	7 14 21 28 7 14 21 28	1 8 15* 22 1 8 15 22 29	9 16 23 2 9 16 23 30 6	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31	28 4 11 18* 25 4 11 18 25 1** 8 15	5 12 19 26 5 12 19 26 2 9	6 13 20 27 6 13 20 27 27 3 10	7 14 21 28 7 14 21 28 4 11 18	1 8 15* 22 1 8 15 22 29 5 12	9 16 23 2 9 16 23 30 6 13 20	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5 6 7 8 9 10 11	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21	28 4 11 18* 25 4 11 18 25 1** 8 15 22	5 12 19 26 5 12 19 26 2 9 16 23	30 6 13 20 27 6 13 20 27 3	7 14 21 28 7 14 21 28 4 11	1 8 15* 22 1 8 15 22 29 5 12	9 16 23 2 9 16 23 30 6	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5 6 7 8 9	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7	28 4 11 18* 25 4 11 18 25 1** 8 15	5 12 19 26 5 12 19 26 2 9	6 13 20 27 6 13 20 27 27 3 10 17 24	7 14 21 28 7 14 21 28 4 11 18 25	1 8 15* 22 1 8 15 22 29 5 12 19 26	9 16 23 2 9 16 23 30 6 13 20 27	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5 6 7 8 9 10 11 12	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21 28	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29	5 12 19 26 5 12 19 26 2 9 16 23 30	6 13 20 27 6 13 20 27 27 3 10 17 24	7 14 21 28 7 14 21 28 4 11 18 25	1 8 15* 22 1 8 15 22 29 5 12 19 26	9 16 23 9 16 23 30 6 13 20 27	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5 6 7 8 9 10 11 12	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21 28	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29	5 12 19 26 5 12 19 26 2 9 16 23 30	30 6 13 20 27 6 13 20 27 3 10 17 24	7 14 21 28 7 14 21 28 4 11 18 25	1 8 15* 22 1 8 15 22 29 5 12 19 26	9 16 23 9 16 23 30 6 13 20 27	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019	18
1 2 3 4 5 6 7 8 9 10 11 12	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21 28	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13	5 12 19 26 5 12 19 26 2 9 16 23 30	30 6 13 20 27 6 13 20 27 3 10 17 24	7 14 21 28 7 14 21 28 4 11 18 25 2 9	1 8 15* 22 1 8 15 22 29 5 12 19 26	9 16 23 9 16 23 30 6 13 20 27	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019	18 16
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21 28 5 12	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13 20	5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21	30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22	7 14 21 28 7 14 21 28 4 11 18 25 2 9 16 23	1 8 15* 22 1 8 15 22 29 5 12 19 26 3 10 17 24	9 16 23 9 16 23 30 6 13 20 27 4 11 18 25	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019 Memorial Day Observance - May 27, 2019	18
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	JANUARY FEBRUARY MARCH	3 10 17 24 3 10 17 24 31 7 14 21 28 5 12 19 26	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13 20 27*	29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28	30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22 29	7 14 21 28 7 14 21 28 4 11 18 25 2 9 16 23 30	1 8 15* 22 1 8 15 22 29 5 12 19 26 3 10 17 24 31	9 16 23 9 16 23 30 6 13 20 27 4 11 18 25 1	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019 Memorial Day Observance - May 27, 2019 Final exams May 28 – June 3; Commencement June 1, 2019	18 16 22 22
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	JANUARY FEBRUARY MARCH APRIL MAY	3 10 17 24 3 10 17 24 31 7 14 21 28 5 12 19 26 2	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13 20 27* 3	29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28 4	30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22 29 5	7 14 21 28 7 14 21 28 4 11 18 25 25 2 9 16 23 30 6	1 8 15* 22 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7	9 16 23 9 16 23 30 6 13 20 27 4 11 18 25 1 8	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019 Memorial Day Observance - May 27, 2019 Final exams May 28 – June 3; Commencement June 1, 2019 Semester ends June 3, 2019 TOTAL	18 16 22
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17	JANUARY FEBRUARY MARCH APRIL MAY June MER SESSION – J	3 10 17 24 3 10 17 24 31 7 14 21 28 5 12 19 26 2	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13 20 27* 3	29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28 4	30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22 29 5	7 14 21 28 7 14 21 28 4 11 18 25 25 2 9 16 23 30 6	1 8 15* 22 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7	9 16 23 9 16 23 30 6 13 20 27 4 11 18 25 1 8	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019 Memorial Day Observance - May 27, 2019 Final exams May 28 – June 3; Commencement June 1, 2019	18 16 22 22
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 SUM	JANUARY FEBRUARY MARCH APRIL MAY	3 10 17 24 3 10 17 24 31 7 14 21 28 5 12 19 26 2 une 10,	28 4 11 18* 25 4 11 18 25 1** 8 15 22 29 6 13 20 27* 3 , 2019 t	29 5 12 19 26 5 12 19 26 2 9 16 23 30 7 14 21 28 4 hrough	30 6 13 20 27 6 13 20 27 3 10 17 24 1 8 15 22 29 5	31 7 14 21 28 7 14 21 28 4 11 18 25 2 9 16 23 30 6 9, 2019	1 8 15* 22 1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 (6-week	9 16 23 9 16 23 30 6 13 20 27 4 11 18 25 1 8 8 8 8 8 9 15 22	CENSUS DAY – February 11, 2019 Lincoln Day Observance – February 15, 2019 Washington Day Observance – February 18, 2019 Spring Recess – March 18 - March 22, 2019 **Cesar Chavez Day Commemoration – April 1, 2019 Memorial Day Observance - May 27, 2019 Final exams May 28 – June 3; Commencement June 1, 2019 Semester ends June 3, 2019 TOTAL TOTAL TOTAL	18 16 22 22
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Board Approved ** Native American Day/Cesar Chavez Commemoration

* Holidays for Classified Staff and Administrators

Non-Teaching Days within Session

() Scheduled Flex Days for Faculty

FALL SEMESTER - August 20, 2018 through December 17, 2018

August 16 and 17

Scheduled Flex Days for Faculty

August 20

Semester Begins

September 3

Labor Day

September 4 November 12 Census Day Veterans' Day

November 22, 23 and 24

Thanksgiving Holiday

December 11 through 17

Final Exams

December 17

Semester Ends

December 24

Christmas Eve Day Observance

December 25

Christmas Day

December 26

In lieu of Cesar Chavez Day

December 27

Admissions Day Alternate Holiday for Classified

December 28

Periodic Holiday

December 31

New Year's Eve ½ Day and Spring Holiday ½ Day Observance

January 1

New Year's Day

EARLY SPRING - January 2, 2019 through January 25, 2019

January 2

Session Begins

January 21

Martin Luther King, Jr. Day

January 25

Session Ends

SPRING SEMESTER – January 28, 2019 through June 3, 2019

January 23, 24, 25

Scheduled Flex Days for Faculty; Note: Overlap with Early Spring

January 28

Semester Begins

February 11

Census Day

February 15

Lincoln's Day Observance

February 18

Washington's Day

March 18 through March 24

Monday Only Classes – Final Exams

May 20

Memorial Day

Spring Recess

May 27 May 28 through June 3

Final Exams

June 1 June 3 Commencement Semester Ends

SUMMER SESSION - June 10, 2019 through July 19, 2019 (Six-Week Session) June 10, 2019 through August 2, 2019 (Eight-Week Session)

June 10

Session Begins

July 4

Independence Day

July 19

End of Six-Week Session

August 2

End of Eight-Week Session

Faculty is required to be on duty a total of 175.5 days. This calendar has 165 teaching days, 5 scheduled flex days, and .5 day of commencement. Each full-time contractual faculty member teaching census week classes must contract individually for another 5 days of flex time.

Board Approved	
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Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agenda Item No. I

Human Resources
College Area

Proposal:

That the Governing Board approve the Equal Employment Opportunity (EEO) Fund Multiple Measures Allocation Model Certification Form, Fiscal Year 2016-2017.

Background:

The California Code of Regulations, Title 5 Section 53000 et seq. allocates funds for the purposes of promoting EEO in hiring and employment practices. In the past, these funds have been allocated based on the FTES of each college district. In December of 2014, the California Community College Chancellor's Office (CCCCO) notified all districts of the implementation of a new multiple measures allocation funding model to increase compliance with EEO requirements, promote best practices, and fund diversity initiatives.

Historically, Monterey Peninsula College (MPC) has received approximately \$5,000 annually that has been used primarily for recruitment and accommodations. For the 2015-2016 year, MPC received \$60,000.

To receive EEO funds, districts must meet method #1 certifying that the district has a current board adopted EEO Plan, an EEO Advisory Group has been established, and that the annual report on the use of these funds has been submitted. In addition, the district must meet five (5) measures of the remaining eight (8) measures. The Monterey Peninsula College EEO Advisory Committee has met, reviewed, and recommended for approval the EEO Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-2017.

Following the Board of Trustees' review of the information in April and approval in May, the 2016-2017 Equal Employment Opportunity Fund Multiple Measures Allocation Model Certification Form will be submitted to the CCCCO for review in consideration to receive funding.

Budgetary Implications:

The amount of EEO funds that MPC may receive from the California Community College Chancellor's Office for the purposes of promoting Equal Employment Opportunity practices in hiring and employment is unknown at this time. The funding is contingent on available funds and the number of community colleges that qualify for the funding.

BE IT RESOLVED, that the Governing Board approve the Equal Employment Opportunity Fund Multiple Measures Allocation Model Certification Form, Fiscal Year 2016-2017.

Recommended By:	Susan Kitagawa, Associate Dean of Human Resources
Prepared By:	Susan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-17

District Name: <u>Monterey Peninsula Comm</u>	unity College District
The district met Multiple Method #1 (Mandat Committee, EEO Plan, and submittal of Expen ☑Yes ☐No	diture/Performance Reports for prior year.
The district met at least 5 of the remaining 8	Multiple Methods? (Please mark your answers.)
X Method 2 (Board policies and adopted	resolutions)
X Method 3 (Incentives for hard-to-hire	
X Method 4 (Focused outreach and publ	diversity throughout hiring steps and levels)
X Method 5 (Procedures for addressing X Method 6 (Consistent and ongoing tra	ining for hiring committees)
X Method 6 (Consistent and ongoing train X Method 7 (Professional development)	focused on diversity)
Method 7 (Processional development) Method 8 (Diversity incorporated into	criteria for employee evaluation and tenure review)
X Method 9 (Grow-Your-Own programs)
□No	
	FE AND ACCURATE Places effect meeting agends of
I CERTIFY THAT THIS REPORT FORM IS COMPLETED Advisory Committee continue	<u>re AND ACCURATE.</u> Please attach meeting agenda of find this report form
when District's EEO Advisory Committee certification	ned this report form.
Chair, Equal Employment Opportunity Advisor	y Committee.
Name: Susan Kitagawa	Title: Associate Dean of Human Resources
Signature: Auran Kitagawa	Date: april 25, 2017
Chief Human Resources Officer	
Name: Susan Kitagawa	Title: Associate Dean of Human Resources
Signature: Jusque Atagana	Date: april 25, 2017
Chief Executive Officer (Chancellor or Preside	nt/Superintendent)
Name:Dr. Walter Tribley	Title: Superintendent/President
Signature:	Date:
President/Chair, District Board of Trustees Date of governing board's approval/certification: _	
Name: Ms. Marilynn Gustafson	Title: President/Chair, Board of Trustees
Signature:	Date:
Date Due at the Ch	ancellor's Office: June 1, 2017

Return to: Leslie LeBlanc <u>[leblanc@cccco.edu]</u> Chancellor's Office California Community Colleges 1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year

Pre-Hiring

- 2. Board policies & adopted resolutions
- 3. Incentives for hard-to-hire areas/disciplines
- 4. Focused outreach and publications

Hiring

- 5. Procedures for addressing diversity throughout hiring steps and levels
- 6. Consistent and ongoing training for hiring committees

Post-Hiring

- 7. Professional development focused on diversity
- 8. Diversity incorporated into criteria for employee evaluation and tenure review
- 9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

XYes

 \square No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered <u>active</u> for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

The Equal Employment Opportunity (EEO) Plan for Monterey Peninsula Community College District (MPC) was approved by the Board of Trustees on May 25, 2016. It is currently valid through May 2019. The EEO Plan was submitted to the California Community College Chancellor's Office (CCCCO) in June of 2016.

Component 5 of the EEO Plan describes the EEO Advisory Committee's (EEOAC) diverse composition and responsibilities. This is a standing committee consisting of faculty, staff, administrators, and members of the community which meets regularly.

MPC annually submits the EEO Expenditures Report to the CCCCO in September in compliance with Title 5, Section 53034.

To receive funding for this year's allocation amount, districts are <u>also</u> required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

ĭ¥Yes

□No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The board policies (BP) associated with EEO have been reviewed by the EEOAC and various college participatory governance groups. The Board of Trustees reviewed and approved the policies on May 25, 2016. They include BP 3410 Non Discrimination, BP 3420 Equal Employment Opportunity, BP 7100 Commitment to Diversity, and BP 7120 Recruitment and Hiring.

MPC has established recruitment and hiring procedures for full-time and part-time faculty and classified employees. The procedures are designed to ensure EEO practices are reinforced by accountability and transparency.

The MPC mission statement includes its commitment to fostering student learning and achievement within its diverse community.

The Board of Trustees receives an annual report on the demographics of the applicant pool and current employees or all job categories. This report reviews federal and state laws and regulations.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines) 图Yes □No
Please provide an explanation and evidence of meeting this Multiple Method, #3.
MPC has maintained demographic data on its applicant pools and employee groups since 2008. The data is presented to the Board of Trustees and EEOAC on an annual basis.
More recently the demographics of applicant pools for administrative and full-time faculty recruitments have been tracked from the initial submission of application, minimum qualification screening, initial interviews, second interviews and hiring. Reasons for withdrawal of candidacy are also being tracked to determine patterns that may be addressed in the recruitment and hiring processes. Tracking of applicants throughout the process will be conducted on a quarterly basis for classified and adjunct positions.
Last year, some candidates expressed concern that cost of traveling to the college for second interviews was a hardship. EEO Funds were allocated for reimbursement of costs for second interviews for candidates traveling a distance of 250 miles or more one way.
MPC has also subscribed to new recruitment sources on both national and local levels. Applicants must cite recruitment sources as part of the application process. Data is being collected to determine the effectiveness of these sources. This data will be analyzed to formulate decisions regarding the expenditure of resources for the future.
MPC reviews postings for all positions to eliminate local requirements that may create barriers for applicants. Minimum qualifications for faculty and administrative positions reflect Title 5 regulations.
For hard-to-hire disciplines, additional advertisement has been placed in professional and vocational websites and circulations. Extension of recruitment periods has also been used as a method to increase applicant pools for hard-to-hire positions for both faculty and classified positions.
Does the District meet Method #4 (Focused outreach and publications)? ☑Yes ☐No
Please provide an explanation and evidence of meeting this Multiple Method, #4.

MPC asks all applicants where they learned about our job opportunities. That data is used to inform decisions regarding recruitment sources. Using EEO funds received in 2016, MPC purchased annual

subscriptions to Asians in Higher Education, Blacks in Higher Education, Hispanics in Higher Education, LGBT in Higher Education, Women in Higher Education, and Veterans in Higher Education. The college regularly posts full-time faculty and administrative vacancies with CCC Registry and the Chronicle of Higher Education. Additionally, postings were placed in Hispanic Association of Colleges and Universities (HACU) and Historically Black Universities and Colleges (BACU).

MPC advertises locally with print media, the Monterey Herald and the Monterey County Weekly (a free publication) and with MontereyBayJobs.com, a local online recruitment source. All vacant positions are also advertised with Craigslist and the Employment Development Department. Recently, the college posted vacancies with the Santa Cruz Sentinel and the Salinas Californian to increase applicant pools.

MPC attended the CCC Registry Job Fair in 2016 and 2017. We successfully placed two job seekers who attended the job fair in full-time faculty tenure track positions. MPC also attended local community job fairs in Monterey and Salinas, as well as one sponsored by CSU Monterey Bay (CSUMB).

Prior to 2015, MPC had not participated in the any job fairs. With additional EEO Funds, the Office of Human Resources purchased supplies such as a tablecloth, pop-up banner, polo shirts, tote bags, and other promotional items to brand MPC as a preferred employer.

MPC continues to update classified job descriptions through the Reclassification Process. Additional new administrative and management job descriptions have been developed and approved by the Board of Trustees.

Does the District meet Method #5 (Procedures for addressing diversity throughout	ut
hiring steps and levels)?	

 \square No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

MPC analyzes the demographics of applicants throughout the recruitment and hiring process. Instances of withdrawal from candidacy will be reviewed to determine measures to address any barriers to applicants. In addition, the effectiveness of recruitment efforts is analyzed to determine future advertising strategies. Demographics of employee groups and applicant pools are analyzed on an annual basis.

The requirement for demonstrating sensitivity to and knowledge of the diverse backgrounds of the students we serve is a component for every search process. A diversity statement is embedded in

the application process of faculty and staff. For all positions, there is at least one interview question designed to measure the awareness of diversity and assessment of cultural competency.

Criteria used for screening application materials, interview questions, assessments and exercises are reviewed to determine job relatedness and for the elimination of bias and disparate impact. MPC trains hiring managers and committee members to practice behavior-based interview techniques which reinforces that all criterion used are job related, thus ensuring best practices for EEO. These practices eliminate discriminatory practices and reduce the impact of bias in interviews.

Informal and formal complaints of unlawful discriminations are investigated using the district's procedures. MPC has also hired third party unbiased consultants to investigate complaints as necessary. The procedure is posted on the HR webpage and is easily accessible.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

坚Yes □No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

MPC provides consistent and on-going training for hiring committees. The requirement for training hiring committees is recognized in the recruitment and hiring procedures for faculty and classified staff, and the EEO Plan. The trainings are updated annually with current laws and regulations, the role of bias in interviews and the commitment to and value of diversity and inclusion.

MPC also provides specialized training for EEO Representatives who serve on full-time faculty and administrative hiring committees. This training is extensive and in addition to the topics reviewed in the standard training, it includes Title 5 regulations, board policies and hiring procedures, research on bias in interviews, the annual demographics report, and EEO best practices.

The Office of Human Resources works collaboratively with hiring managers to ensure best practices in hiring. MPC has incorporated practices from <u>Hire with Your Head</u> by Lou Adler and <u>High-Impact Interview Questions</u> by Victoria A. Hoevemeyer. Both books explore methods and practices to combat bias in interviews and advocate for behavior-based interview techniques based on job related criteria.

In 2016, MPC developed a new on-line training and is beta testing it for effectiveness. Due to the increased number of hiring committees, the on-line training ensured that all members were given the opportunity for training. In 2017, we provide an opportunity in committee meetings for a follow-up to the online training. In addition to student demographic data, we review the employee demographic data for the current workforce in the particular job group. The trainings have been revised to include links to videos on bias in interviews and the Harvard Implicit Bias tests.

Does	he District meet Method #7 (Professional development focused on diversity)?
	Yes

Please provide an explanation and evidence of meeting this Multiple Method, #7.

As part of the Spring Flex 2017 activities, the EEOAC sponsored a presentation by a former MPC and CSUMB student who is a trans woman. The presenter is a member of on the speaker's bureau for the American Civil Liberties Union. Topics included a discussion of terminology, Title IX, and methods to support trans students to be successful.

Other flex activities included "MTR Iceland: Retaining and Supporting Student with Disabilities", which explored success and challenges in supporting students with disabilities, and "Safe Zone Train the Trainer" LBGTQ certification to establish sustainable programs in colleges.

All employees participate in online training through KeenanSafe Colleges for Title IX and Sexual Misconduct and Campus SaVE Act.

The Monterey Peninsula College Foundation annually grants Faculty and Staff Awards (FASA) for professional and staff development. Among the awards for 2016-2017 was a request to attend the 17th Annual Berkshire Conference on the Study of Women, Gender, and Sexualities and a request to attend and present at the Annual Multicultural Conference and Summit.

On April 7, 2017, Dr. Veronica A. K. Neal presented a lecture entitled, "Creating a Call-in Culture for Advancing Equity" to the MCP campus community. She is a certified diversity professional, coach and conflict mediator. Her focus is on cultural humility across the lifespan and as a spiritual practice, equity change management, unconscious bias and oppression transformation, and attitudinal healing. An open forum discussion and reception followed the lecture.

In June 2017, MPC will partner with T9Mastered to present a three-day investigation training focused on sexual assault. This intensive workshop will train participants on interview techniques and report writing skills, and will be tailored to community colleges. Many of these skills are transferable to other types of investigations including complaints based on other protected classes.

MPC celebrated the 16th Annual Cultural Show sponsored and coordinated by the Asian Student Association in April 2017. The celebration featured multi-cultural song, dance and music performers from the community.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)? □Yes 図No
Please provide an explanation and evidence of meeting this Multiple Method, #8.
Does the District meet Method #9 (Grow-Your-Own programs)? ☑ Yes □No
Please provide an explanation and evidence of meeting this Multiple Method, #9.
The Office of Academic Affairs at MPC has developed a new onboarding program, designed to mentor new tenure-track faculty members. The cohort meets regularly to learn about college processes and procedures, available resources, and to provide support to this new cohort. In addition to the training provided, the members of the group will develop relationships and, hopefully, continue to provide support to each other.
MPC hired a new Vice President of Student Services in July 2016. She is attending the Association of California Community College Administrators (ACCCA) Admin 101 program to introduce her to the California Community College System.
Members of board, administration and staff attend annual conferences and training for student services, instruction, technology, human resources, and administrative services.
For the 2016-2017 year, FASA awards were granted to faculty in the areas of nursing, ceramics, fire technology, music, information technology, physical education, art, anatomy, hospitality, film, and health.
The Office of Human Resources attended the MPC Job Fair for students. We encouraged students to consider community college as a career choice. Job postings for full-time faculty were available to

discuss minimum qualification requirements.

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Catherine Webb, serving as Interim Dean of Planning, Research and Institutional Effectiveness (PRIE), for the period of July 1, 2017 through June 30, 2018.

Background:

Following an internal recruitment and interview process for the Interim Dean of PRIE, Ms. Webb was the successful candidate. The employment agreement clarifies the terms and conditions of employment.

The District will conduct a search for the position of Dean of PRIE. The final candidate for the position of Dean of PRIE is expected to begin July 2018 following an open and thorough recruitment and search process. The Governing Board approved the job description and salary placement for Dean of PRIE at the February 22, 2017 Governing Board meeting.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement between the Monterey Peninsula Community College District and Catherine Webb,

Budgetary Implications:

Included in budget.

	nterim Dean of Planning, Research and Institutional Effectiveness (PRIE), 2017 through June 30, 2018.	for the
Recommended By:	Dr. Walter Tribley, Superintendent/President	
Prepared By:	Susan Kitagawa, Associate Dean of Human Resources	
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

AGREEMENT

This agreement is made and entered into by and between the Monterey Peninsula Community College District, acting by and through the Governing Board of Said Monterey Peninsula Community College District, hereinafter referred to as the District, and Catherine Webb, hereinafter referred to as the Interim Dean of Planning, Research and Institutional Effectiveness (PRIE).

WITNESSETH

Length of Contract and Compensation: That the District agrees to elect and employ and hereby does elect and employ Catherine Webb as Interim Dean of PRIE of the Monterey Peninsula Community College District. The term of employment is to commence on the 1st day of July 2017 and end on the 30th day of June 2018, at a monthly rate of \$10,319.00 per month or an annual rate of \$123,828.00, which represents Dean Row, Step 3, on the Administrative Salary Schedule. This amount will be payable on the normal payroll date of each calendar month, less applicable taxes and deductions. The rate is also subject to any increases to the Administrative Salary Schedule during the term of this agreement.

Unless otherwise specified, all health and welfare benefits granted the Administration will also be granted to the Interim Dean.

The District agrees to pay, in accordance with District policy, the actual and necessary travel and conference expenses incurred by the Interim Dean when performing services for the District outside of said District.

Vacation: That the Interim Dean shall earn vacation at the rate of 1.833 days per month, which may be taken at any time agreeable to both parties. In the event of termination of employment, the Interim Dean shall be entitled to compensation for earned and unused vacation.

Sick Leave: That in addition to any accrued sick leave forwarded from another California school or community college district under Education Code section 87782, the Interim Dean shall be credited with sick leave at the rate of one day per month per the length of this employment contract.

Responsibilities: That it is hereby further mutually understood and agreed by and between the parties hereto, as follows:

1) That Catherine Webb accepts said employment for the term and at the compensation stated above and agrees to perform the duties of Interim Dean of

PRIE at the Monterey Peninsula Community College District, whether such duties are imposed by law or required by the District.

2) That Catherine Webb shall devote her full time to the performance of the duties of Interim Dean of PRIE of the Monterey Peninsula Community College District.

Termination: That the District and the Interim Dean of PRIE agree to the following provisions:

- 1) Mutual Consent. This agreement may be terminated at any time by mutual consent of the District and the Interim Dean of PRIE.
- 2) Resignation. The Interim Dean of PRIE may resign at any time by giving sixty (60) days written notice to the Superintendent/President. This Agreement shall terminate on the date the resignation is effective.
- 3) Termination for Cause. The Superintendent/President, upon approval of the Board, may terminate the employment of the Interim Dean of PRIE for cause as enumerated in Board Policy 5325 and Education Code sections 87732 and 87735.

General: Unless otherwise specified, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Interim Dean of PRIE.

The terms of the agreement are subject to change by mutual written agreement of the parties hereto.

In witness thereof, the Monterey Peninsula Community College District of Monterey County, State of California, has caused its name to be signed by its Governing Board Chair, and its Superintendent/President, both of whom are duly authorized, and Paul Long has signed his name signifying acceptance of the terms of this agreement.

By:		Date:	
	Ms. Marilynn Gustafson, Chair Governing Board		
	Monterey Peninsula Community College District		
By:		Date:	
	Dr. Walter Tribley, Superintendent/President		
	Monterey Peninsula Community College District		

Catherine Webb, Interim Dean, Planning, Research

Date: 5-22-2017

And Institutional Effectiveness

Personnel File cc:

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017
Board Meeting Date

New Business Agenda Item No. K

Human Resources
College Area

Proposal:

That the Governing Board approve the employment agreement with Dr. Walter Tribley to serve as the Superintendent/President of Monterey Peninsula Community College District from July 1, 2017 through June 30, 2021.

Background:

The term of employment of the current agreement with Dr. Walter Tribley ends June 30, 2018. It is the desire of the Board and Superintendent/President to enter into a new employment agreement that would extend the term of employment through June 30, 2021.

In addition, the employment agreement has been updated to include the Superintendent/President's current salary, reflecting adjustments made since 2013, consistent with increases received by management, faculty, and classified employees. All other contract provisions of the original employment agreement remain the same.

Budgetary Implications:

Included in budget.

		RESOLVED, that the employment agreement with Dr. Walter Tribley ndent/President, effective July 1, 2017 through June 30, 2021, be
	approved.	M'
Recomi	nended By:	Ms. Marilynn Gustafson, Chair, Board of Trustees
Prepare	ed By:	Susan Kitagawa, Associate Dean of Hyman Resources
Agenda	Approval:	Ms. Marilynn Gustafson, Chair, Board of Trustees

EMPLOYMENT AGREEMENT

Between

DR. WALTER TRIBLEY

and the

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

This Agreement is entered into the 31st day of May, 2017, by and between the Board of Trustees of the Monterey Peninsula Community College District (hereinafter "Board") and Dr. Walter Tribley (hereinafter "Superintendent/President"). In consideration of their mutual promises, the parties agree as follows:

TERM OF EMPLOYMENT

The Board hereby employs Dr. Walter Tribley as Superintendent/President of the Monterey Peninsula Community College District for a period commencing July 1, 2017 through June 30, 2021, subject to the terms and conditions set forth below. The Superintendent/President accepts said employment and agrees to carry out his duties faithfully and to the best of his ability.

2. DUTIES

The Superintendent/President shall perform the duties of a community college district Superintendent/President as prescribed by the laws of the State of California and as reflected in the job description for the Superintendent/President which is attached as Appendix 1 and incorporated here by reference. In addition to powers and duties set forth in Education Code and the job description, the Superintendent/President shall have those powers and duties which are delegated to him by the Board pursuant to Education Code section 70902, subdivision (d). He shall execute all powers and duties in accordance with the policies adopted by the Board, the rules and regulations of the California Community College Chancellor's Office, and the laws of the State of California.

a. Superintendent/President and Board's Responsibilities

The Superintendent/President shall be the chief executive officer of the District and shall act as secretary to the Board. As such, the Superintendent/President shall have the primary responsibility for execution of District Board policy. The Board shall retain the sole

responsibility for setting such a policy within AB 1725 parameters and the collective bargaining agreement.

b. Personnel Responsibilities

The Superintendent/President shall have responsibility in all personnel matters, including the selection, assignment and transfer of employees, in accordance with Board policies, administrative regulations, shared government requirements, existing collective bargaining agreements, and subject to the approval of the Board. In all personnel matters, the Superintendent/President shall present his recommendations to the Board.

c. Other Duties

The Superintendent/President shall:

- 1) periodically review all policies adopted by the Board and make appropriate recommendations for changes to the Board;
- 2) prepare and maintain the agenda, minutes, and records of all Board meetings and handle correspondence of the Board, in accordance with procedures adopted by the Board;
- direct, coordinate, and provide overall leadership for all the programs of the District including curriculum, instruction, supervision, finance, business administration, resource development, maintenance and operations, student personnel, academic and classified personnel, administration and collective bargaining;
- provide for the development and improvement of physical facilities within resource limitations;
- 5) evaluate or cause to be evaluated employees as provided for by California law and board policy;
- 6) provide leadership in securing all possible sources of funds, public and private, that might be available to augment present or contemplated District programs;
- 7) supervise preparation of the annual budget, submit the budget to the Board and administer expenditures with the budget;
- 8) provide for continued accreditation status;
- 9) provide for membership in appropriate agencies and associations;
- 10) endeavor to maintain and improve his professional competence;
- 11) represent the District and the college in the community and establish and maintain an appropriate community relations program;
- 12) serve as liaison between the Board and the Board's designated representative with respect to all employer-employee relations matters;

- 13) enter into contracts (or designee) for and on behalf of the District pursuant to Education Code section 81655;
- 14) provide for preparation and submission of all reports required by local, state, and national agencies;
- 15) provide leadership in planning for the future;
- 16) attend appropriate professional meetings; and
- 17) work toward building positive and cooperative relationships among campus constituencies in pursuit of the college's mission and goals.

3. Salary

The Superintendent/President's salary shall be two hundred thirteen thousand, three hundred sixty-four dollars (\$213,364) annually for 246 duty days. The salary amount shall be increased or decreased equivalent to any salary changes negotiated with the faculty bargaining unit. Per California Education Code and the State Teachers' Retirement System requirements, academic employees are compensated per duty day for partial years. The annual salary shall be divided by twelve (12) to calculate monthly installments. Partial months shall be prorated based on the days worked. Salary payments for December are paid on January 1; all other payments shall be issued on the last working day of each month.

No later than September 1 each year, the Board will review the Superintendent/President's salary and compensation. The Superintendent/President shall inform the Board annually of this review schedule.

Any change in salary made during the life of the Agreement shall constitute an amendment to this Agreement but shall not be construed as entering into a new contract or extending the termination date of this Agreement.

4. OTHER BENEFITS

a. Out of District Expense Reimbursement

The District shall reimburse the Superintendent/President for actual and reasonable expenses incurred out of district by the Superintendent/President within the scope of his employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board. For reimbursement, the Superintendent/President shall submit an expense claim to the Board President in writing for the Superintendent/President's reimbursable expenses for the prior month. The Superintendent/President's expense claim shall be supported by appropriate written documentation verifying the contents of the report prior to the Board's authorization of reimbursement.

b. Fringe Benefits

The Governing Board shall provide the Superintendent/President with the same fringe benefit package provided to other academic management personnel, except as otherwise may be set forth in this Agreement.

c. Expense Allowance

In light of the unique nature of the professional duties of the Superintendent/President, the District shall pay a monthly expense allowance of \$625.00 for expenses within district. This allowance shall be paid consistent with applicable regulations adopted by the State Teachers Retirement System.

d. Automobile Allowance/Expense

The Superintendent/President is required to have a vehicle available at all times to perform the duties of the position. To support this need, the District shall provide the Superintendent/President with a monthly automotive allowance of \$625.00. This allowance shall be paid consistent with applicable regulations adopted by the State Teachers Retirement System.

5. SUPERINTENDENT/PRESIDENT'S PERFORMANCE OBJECTIVES

Prior to June 30 of each year, the parties shall meet to establish written performance objectives for the succeeding year based on the duties and responsibilities set forth in this Agreement and in the position description (Appendix 1) together with any other criteria upon which the parties have mutually agreed. The Superintendent/President shall inform the Board of this schedule.

6. EVALUATION

The Governing Board may evaluate and assess in writing the performance of the Superintendent/President, at any time, and shall do so at least once a year during the term of this Agreement. Unless an alternate format is mutually agreed to, the evaluation process described in Appendix 2 shall be followed.

7. TERMINATION OF CONTRACT

a. <u>Mutual consent</u>. This Agreement may be terminated at any time by mutual consent of the Board and the Superintendent/ President.

- b. <u>Resignation</u>. The Superintendent/President may resign at any time by giving ninety (90) days written notice. This Agreement shall terminate on the date the resignation is effective.
- not to renew this Agreement by the District. The Board may elect not to renew this Agreement for any reason by providing six (6) months written notice to the Superintendent/President in accordance with the Education Code section 72411. The Superintendent/President shall inform each member of the Board of this notice requirement no less than eight (8) months in advance of the expiration of this Agreement.
- Termination for cause. The Superintendent/President's status as d. a District employee and all of the Superintendent/President's rights under this Agreement may be terminated by the Board at any time for, but not limited to, material breach of contract. unsatisfactory evaluation, any ground enumerated in Education Code sections 87732, or the Superintendent/President's failure to perform his responsibilities as set forth in this agreement, as defined by law, or as specified in the Superintendent/President's position description (Appendix 1). The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Superintendent/ President. The Superintendent/ President shall then be entitled to a conference with the Board at which time the Superintendent/President shall be given a reasonable opportunity to address the Board's concerns. The Superintendent/President shall have the right to have a representative of his choice at the conference with the Board. The conference with the Board shall be the Superintendent/ President's exclusive right to any hearing otherwise required by law.
- e. <u>Disability of Superintendent/President</u>. Upon expiration of Superintendent/President's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Superintendent/ President to perform the essential functions of the position as a result of a physical or mental disability, with or without reasonable accommodation, this Agreement may be immediately terminated by the Board upon written notice to Superintendent/President.
- f. <u>Termination without cause</u>. Notwithstanding any provision in this Agreement, if this Agreement is terminated without cause by the Board, the cash settlement to which the Superintendent/President is entitled shall be an amount equal to his monthly

salary multiplied by the number of months remaining in the unexpired term of this Agreement. However, if the unexpired term of the Agreement is greater than eighteen (18) months, the maximum cash settlement shall be an amount equal to his then-current monthly salary, multiplied by eighteen (18).

- g. Termination for Unlawful Fiscal Practices. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Superintendent/ President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Superintendent / President solely upon written notice to Superintendent/President and Superintendent/President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260, subdivision (b).
- h. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Superintendent/President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by Superintendent/President if Superintendent/President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Superintendent/President against charges involving abuse of office or position and Superintendent/President is then convicted of such charges, Superintendent/President shall fully reimburse the District all funds expended for Superintendent/President's criminal defense.

8. OUTSIDE PROFESSIONAL ACTIVITIES

By prior approval of the Board, the Superintendent/President may undertake outside professional activities, including, but not limited to, consulting, speaking and writing, so long as such outside professional activities do not, in the Board's sole judgment, interfere with the Superintendent/President's performance of his duties. In no event will the Board be responsible for any expenses attendant to the performance of such outside activities.

WORK YEAR/VACATIONS

The Superintendent/President shall be required to render twelve (12) months (246 duty days) of full and regular service to the District during each academic

year, or a proportionate number of days/months of such service during any portion of an academic year, under this Agreement. The Superintendent/President shall be entitled to holidays as non-duty days specified in Board Policy. The Superintendent/President shall be entitled to twenty-two (22) working days annual vacation with full pay, accrued at 1.83 days per month. The accrual of annual leave may not exceed a maximum of forty-four (44) days. If the maximum accrual is reached, no further accruals shall occur until the balance is less than the maximum allowed. In the event of the expiration or termination of this Agreement, the Superintendent/President shall be entitled to compensations for unused vacation up to the maximum of forty-four (44) days at his current salary rate.

10. SICK LEAVE AND OTHER LEAVES

- a. In addition to any accrued sick leave forwarded from another California school or community college district under Education Code section 87782, the Superintendent/President shall accrue sick leave at the rate of twelve (12) days per contract year. The Superintendent/President is also entitled to those leaves of absence set forth in District policy for other academic employees.
- b. The Superintendent/President may, at his option, be granted a one (1) week paid administrative leave per year. Such leave shall accrue from year to year, if unused, up to a maximum of two (2) weeks. However, in no event shall any unused portion of this leave be subject to payment, and shall be forfeited upon termination of this Agreement.

REPORTING REQUIREMENT

The Superintendent/President shall report his use of sick leave, administrative leave, professional leave and vacation days through the same process and procedures applicable to other academic management personnel.

12. MEDICAL EXAMINATIONS

The Superintendent/President shall have a complete medical examination by a District-approved physician upon the request of the Board. The Superintendent/President shall also execute appropriate medical releases to allow the District's medical providers to review prior medical records of the Superintendent/President. A written report of such medical examination, together with a statement evaluating the Superintendent/President's physical ability to perform his regular duties, shall be filed with the Board. The costs of said medical examination and report shall be paid by the District.

13. TAX/RETIREMENT ISSUES

The District has made no representations or warranties regarding any tax or retirement consequences of this Agreement. All tax and retirement consequences of this Agreement shall be borne exclusively by Superintendent/President. Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement, including any benefits provided to Superintendent/President or any designated beneficiary, heirs, administrators, executors, successors or assigns of Superintendent/President. Superintendent/President shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time.

14. MANAGEMENT HOURS

The demands of Superintendent/President's position require more than eight (8) hours a day and/or forty (40) hours per work week.

Superintendent/President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

15 GENERAL TERMS

- a. <u>Integration</u>. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement.
- b. <u>Severability</u>. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.
- c. <u>Construction of Agreement</u>. This Agreement shall not be construed more strongly in favor or against either party regardless of which party is responsible for its preparation.
- d. <u>Board Approval</u>. The effectiveness of this Agreement shall be contingent upon approval by District's governing board at a regular meeting in open session as required by law.

e. <u>Public Record</u>. The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date indicated below.

Date:	May, 2017	
Date.	may	Dr. Walter Tribley
		Superintendent/President
Date:	May, 2017	
		Ms. Marilynn Dunn Gustafson, Chair Board of Trustees
		Monterey Peninsula Community College District
		Mr. Charles Brown, Vice Chair
		Dr. Margaret-Anne Coppernoll
		Dr. Loren Steck
		Mr. Rick Johnson

Appendix 1: Position Description Appendix 2: Evaluation Process

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

POSITION DESCRIPTION

SUPERINTENDENT/PRESIDENT

I. POSITION TITLE

SUPERINTENDENT/PRESIDENT

II. POSITION DEFINITION

The Superintendent/President will be the chief executive and administrative officer for the Governing Board. In addition to the powers and duties specifically imposed by law, all executive and administrative powers and duties in connection with the conduct of the College will be exercised by him/her. The Superintendent/President will report directly to the Governing Board.

III. DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT/PRESIDENT

The Superintendent/President shall:

- 1. Be responsible for the organization and administration of the College and its education program.
- Recommend to the Governing Board changes in personnel and personnel policies.
- 3. Be responsible for the supervision of instruction and educational leadership for the faculty.
- 4. Recruit new teachers and make recommendations to the Board for their appointment.
- Be a liaison between the College and the community through contact with community organizations.
- 6. Prepare and submit an annual budget to the Governing Board and make recommendations to the Board for any budget changes.
- Be responsible for a program of training and growth for teaching personnel.
- 8. Have authority to exercise broad, discretionary power along lines established by the Governing Board.
- Lend influence toward the development of proper local, state, and national educational policies.
- Assume responsibility for establishing and maintaining an adequate public relations program.

Page Two

- 11. Be responsible for the formulation and submission of all reports required by local, state, and national agencies.
- 12. Be responsible for the coordination of the entire College program.
- 13. Be responsible to keep the Board informed orally and in writing as to the progress of the educational program at the College.
- 14. Be assigned to serve as Secretary for the Governing Board.
- 15. Be designated as the Executive Officer of the Board, and as such shall be empowered to sign such papers and documents as the Board may authorize or is otherwise authorized by law.
- 16. Be responsible for administering the policies adopted by the Governing Board and for executing all decisions of the Governing Board requiring administrative action. In the initiation and formulation of District policies, the Superintendent/President shall act as the professional advisor to the Governing Board.
- 17. Be authorized to delegate any powers and duties entrusted to the office by the Governing Board and be specifically responsible to the Governing Board for the execution of such delegated powers and duties.
- 18. Be delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.
- 19. Be delegated the authority to accept written resignations of employees of the District. The resignation shall be deemed accepted by the Board when accepted in writing by the Superintendent/President whose acceptance shall be final and conclusive. The resignation may not be withdrawn without the consent of the Board. The Board shall fix the date when the resignation takes effect, ordinarily on the date tendered by the employee but in no event later than the close of the current school year.
- 20. Be empowered to act in situations for which the Governing Board has provided no policy for administrative action; but his/her decision shall be subject to the review of the Governing Board.
- 21. Be responsible to make available any information or give any report requested by the Governing Board or any member of the Governing Board.

Page 3

- 22. Be responsible to perform all duties specifically required or assigned to the President or the Superintendent of the District in the California Education Code and the California Administrative Code, Title 5 Education.
- IV. <u>QUALIFICATIONS</u> (See attached "Recommended Qualifications for Next MPC Superintendent/President.")
- V. CONDITIONS OF EMPLOYMENT

This is a 12-month, full-time administrative position.

VI. COMPENSATION

Contract basis with the Governing Board.

Appendix 2

SUPERINTENDENT/PRESIDENT EVALUATION PROCEDURES Walter Tribley

Background

As stipulated in Article 6 of the employment contract between Walter Tribley, Superintendent/President, and the Monterey Peninsula Community College District Board of Trustees, the performance of the Superintendent/President shall be evaluated at least once per academic year.

The CCLC publication "Assessing the Performance of the Chief Executive" emphasizes that regular assessment of CEO performance fosters open communication and clarifies expectations, roles, and responsibilities. The publication also states:

The board is responsible to have and follow a policy and fair process for the evaluation, establish clear direction, provide constructive and honest feedback in a supportive manner, and to protect and strengthen the integrity of the CEO and board roles throughout the process.

The chief executive is responsible to assist the board in developing a policy and process, provide information upon which the criteria are based, provide open and accurate information for evaluation, respond to board concerns and direction, and protect and strengthen the CEO and board roles.

The primary purpose of an evaluation is to bring the CEO and the board together to discuss how their performance and priorities contribute to the effectiveness of the educational program and services for students and the community. The emphasis should be on identifying what works well, and what needs improvement.

Board policy

At present, the Monterey Peninsula College Board Policies do not contain a specific item related to evaluation of the Superintendent/President. As part of the overall review of the board policy manual, a specific board policy should be developed based on the model policies provided by CCLC (attachment).

Components of the Evaluation

The CCLC materials suggest that the performance evaluation of the Superintendent/President be based on <u>district criteria</u> and <u>leadership roles</u>, <u>skills</u>, and <u>objectives</u>.

District criteria include examination of broad institutional effectiveness issues and institutional goals as well as annual performance objectives. Given the broad nature of institutional goals, CCLC recommends identifying a limited number of key indicators to assess progress. Examination of progress on annual performance objectives is more specific and can lead to development of subsequent performance objectives.

Leadership roles, skills, and characteristics include examination of the ongoing skills and characteristics necessary for success as a chief executive. They address the day-to-day performance of the CEO and are generally derived from the job announcement.

Proposed Process

The proposed process is based on the material above and intended to be conducted annually from April to June.

- 1. The governing board Chair and Vice Chair will serve as a sub-committee to oversee the annual evaluation of the Superintendent/President.
- 2. In April, the board sub-committee will confer with the Superintendent/President on the selection of a survey group to include a minimum of twenty-five faculty, classified staff, and administrators who will be sent a confidential evaluation feedback form, adapted from the instrument used for MPC administrative evaluations (attachment). These individuals will be asked to complete the confidential feedback form, which will be returned to the board sub-committee for review and compilation. The compilation will be reported in such a way as to protect the confidentiality of the respondents.
- 3. In May, the Superintendent/President will complete and submit to the board sub-committee a self-assessment examining the status of institutional goals and progress toward completion of annual performance objectives. The Superintendent/President will also include draft performance objectives for the ensuing year.
- 4. In May, the board sub-committee will confer with all board members and meet to review the Superintendent/President's day-to-day performance with reference to overall leadership skills and expectations and develop a report detailing their findings.
- 5. In June, a closed session meeting will be held including all board members and the Superintendent/President to review the evaluation portfolio, including the self-assessment, the confidential evaluation compilation, and the report on day-to-day performance. This discussion will be include approval of performance objectives for the ensuing year and the governing board's role in achieving those objectives.
- 6. In September, December, and March of each year, the Superintendent/President will present to the Board in Closed Session a Quarterly Evaluation Report based on the approved Performance Objectives for that year.
- 7. The evaluation portfolio is intended to be confidential, shall become a part of the Superintendent/President's personnel file, and shall not be considered a public document. The Superintendent/President may share the performance objectives with appropriate college personnel as necessary.

Monterey Peninsula Community College District Management Team Employee Performance Evaluation Confidential Evaluation Feedback Survey

CONFIDENTIAL

EVALUATION FEEDBACK SURVEY

(to be conducted as an electronic survey)

Management Employee being evalu	ated Title		Evaluation Year
Supervisor	Title	 X	Date
Return this form to: Supe	rvisor of Management Employee	Date Due:	

INSTRUCTIONS:

For each performance area below, select the rating scale number which best reflects your personal assessment. If you have no knowledge of the specific item listed, selct the number, "0". Space is provided after each item for supporting comments or examples.

Your response should be based not on the reaction of others, but on your own firsthand knowledge and experience with the management employee, focusing on the management employee's performance at the present time. As with all evaluations, the ultimate goal is to improve performance; therefore, any comments should be constructive, assisting the individual to improve his/her performance.

Rating scale:

- 1 = Strongly disagree
- 2 = Disagree somewhat
- 3 = Agree somewhat
- 4 = Strongly agree
- 0 = Unable to rate, insufficient opportunity to observe

Perf	ormance area	strongly disagree	disagree somewhat	agree somewhat	strongly agree	unable to rate
1.	Overall, the services within the management employee's scope of responsibility support the mission of the college and meet District goals and	1*	2*	3	4	0
Supp	objectives. orting comments/examples:					

^{*} Supporting comments required when "strongly disagree" (rating number 1) or "disagree somewhat" (rating number 2) are selected.

Monterey Peninsula Community College District Management Team Employee Performance Evaluation Confidential Evaluation Feedback Survey

Perfo	ormance area	strongly disagree	disagree somewhat	agree somewhat	strongly agree	unable to rate
3.	The duties within the management employee's scope of responsibility are effectively performed.	1*	2*	3	4	0
Supp	orting comments/examples:					
4.	The management employee demonstrates effective decisionmaking through being able to weigh alternatives, consider variables, analyze information, and make a clear judgment free from contradiction and vagueness.	1*	2*	3	4	0
Supp	orting comments/examples:					
5.	The management employee reflects a District-wide perspective in decisionmaking and recognizes and maintains policies and procedures that support the college mission.	1*	2*	3	4	0
Supp	orting comments/examples:					
Supp 6.	The management employee is effective at solving problems, is able to consider a problem from several viewpoints, and demonstrates ability to be creative and innovative in devising solutions.	1*	2*	3	4	0
6.	The management employee is effective at solving problems, is able to consider a problem from several viewpoints, and demonstrates ability to be	1*	2*	3	4	0
6.	The management employee is effective at solving problems, is able to consider a problem from several viewpoints, and demonstrates ability to be creative and innovative in devising solutions.	1*	2*	3	4	0
6. Supp	The management employee is effective at solving problems, is able to consider a problem from several viewpoints, and demonstrates ability to be creative and innovative in devising solutions. orting comments/examples: The management employee communicates	1*			4	
6. Supp	The management employee is effective at solving problems, is able to consider a problem from several viewpoints, and demonstrates ability to be creative and innovative in devising solutions. orting comments/examples: The management employee communicates effectively and clearly, both verbally and in writing.	1* 1*			4	

^{*} Supporting comments required when "strongly disagree" (rating number 1) or "disagree somewhat" (rating number 2) are selected.

Monterey Peninsula Community College District Management Team Employee Performance Evaluation Confidential Evaluation Feedback Survey

Performance area	strongly disagree	disagree somewhat	agree somewhat	strongly agree	unable to rate
 The management employee actively participates in shared governance processes. 	1*	2*	3	4	0
Supporting comments/examples:					
The management employee works cooperatively for organizational effectiveness.	1*	2*	3	4	0
Supporting comments/examples:					
The management employee is approachable about concerns and issues.	1*	2*	3	4	0
Supporting comments/examples:					
12. The management employee demonstrates sensitivity and the ability to work effectively with others from culturally different backgrounds.	1*	2*	3	4	0
Supporting comments/examples:					
13. The management employee is an effective supervisor of staff, develops effective teams, and provides guidance and direction for their office/departments. (if applicable)	1*	2*	3	4	0
Supporting comments/examples:					
The management employee provides leadership and effective management for the college. (if applicable)	1*	2*	3	4	0
Supporting comments/examples:					

^{*} Supporting comments required when "strongly disagree" (rating number 1) or "disagree somewhat" (rating number 2) are selected.

COMMENDATIONS:				
GENERAL COMMENTS:				
I interact with the management employee	□ Daily	□ Weekly	☐ Monthly	□ Less often
THE CONFIDENTIALITY OF RESPONSES SUMMARY OF THE RESULTS ONLY WILL MANAGEMENT EMPLOYEE BEING EVAL	BE SHAR			

^{*} Supporting comments required when "strongly disagree" (rating number 1) or "disagree somewhat" (rating number 2) are selected.

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

President's Office

College Area

New Business Agenda Item No. L

Proposal:

That the Governing Board adopt Board Policies: 2015 – Student Member; 2110 – Vacancies on the Governing Board; 2210 - Officers; 2220 – Committees of the Governing Board; 2305 – Annual Organizational Meeting; 2310 – Regular Meetings of the Governing Board; 2315 – Closed Sessions; 2320 – Special and Emergency Meetings; 2330 – Quorum and Voting; 2342 – Superintendent/President Succession; and 2717 – Personal Use of Public Resources

Background:

In May 2012, the District approved a new approach for revision of board policies where the policy language provided through the Community College League of California (CCLC) policies and procedure subscription service would be adopted without change, including the numbering, except in limited circumstances. The goal of the new approach is to adopt CCLC's policy manual in its entirety, as a replacement for the District's existing policies. This approach will ensure the District has the essential policies in place and the deleting of out-of-date or noncompliant policies will be accomplished more efficiently. The acceptance of the CCLC policy language without revision is advised to safeguard the District and avoid the need for review of language modifications by local legal counsel, saving District legal costs.

An extensive update of board policies to reflect CCLC policy language and numbering has been underway for the past few years. Policies have been presented to the Board in a group for review and approval to facilitate the policy update. Completion of this update will address one of the recommendations from the District's accreditation evaluation report.

The attached policies in the Board of Trustees chapter were presented to the Board for a first reading at the April Board meeting. Board policy 2342 has been revised as noted below to reflect a change recommended by the President's Advisory Group and accepted by the Board Policies Subcommittee. With this modification, the policies are recommended for adoption:

Student Member (replaces existing MPC policy 1030)
Vacancies on the Governing Board (replaces existing MPC policy 1210)
Administrative procedure 1210 also attached for information.
Officers (replaces existing MPC policies 1010 and 1011)
Administrative procedure 2210 also attached for information.
Committees of the Governing Board (no existing MPC policy)
Annual Organizational Meeting (replaces existing MPC policy 1010)
Regular Meetings of the Governing Board (replaces existing MPC policy
1015)
Closed Sessions (replaces existing MPC policy 1040)

Board Policy 2320 Special and Emergency Meetings (no existing MPC policy)

Administrative procedure 2320 also attached for review.

Board Policy 2330 Quorum and Voting (replaces existing MPC policy 1045)

Board Policy 2342 Superintendent/President Succession (no existing MPC policy)

NOTE: This policy was revised to make the periods of time consistent

with each other.

Budgetary Implications:

None.

 \bowtie RESOLUTION: **BE IT RESOLVED,** That Board Policies: 2015 – Student Member; 2110 – Vacancies on the Governing Board; 2210 - Officers; 2220 - Committees of the Governing Board; 2305 – Annual Organizational Meeting; 2310 – Regular Meetings of the Governing Board; 2315 – Closed Sessions; 2320 – Special and Emergency Meetings; 2330 – Quorum and Voting; 2342 – Superintendent/President Succession; and 2717 – Personal Use of Public Resources, be adopted.

Recommended By: Dr. Walter Tribley, Superintendent/President

Vidi Nakanua Prepared By:

Vicki Nakamura, Assistant to the President

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

c://Board/Board Policies Adoption - May 2017.doc



GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2015

BP 2015 Student Member

The Governing Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be enrolled in and maintain a minimum of five semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a cumulative 2.0 grade point average during their term.

The student member shall be seated with the Governing Board and shall be recognized as a full member of the Governing Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Governing Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Governing Board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Governing Board shall reaffirm that the student member shall have the following privileges:

- The privilege to make and second motions;
- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Governing Board.

References: Education Code Section 72023.5

Formerly Governing Board Policy 1030 - Student Member of the Governing Board

Adopted: April 13, 1988 Revised: August 22, 2000

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1030 Student Member of the Governing Board

In accordance with the requirements of Education Code Section 72023.5, it shall be the policy of the Governing Board to include within the membership of the Governing Board, in addition to the number of members otherwise prescribed, one non-voting Monterey Peninsula College student who is a resident of the District. Procedures for selecting the student Board member are included as Appendix 1030 of the Governing Board Policies Handbook.

The rights and duties of the student Board member are also delineated in Appendix 1030. Per Education Code 72023.5, on an annual basis, the Governing Board shall adopt regulations authorizing these privileges by May 15 for the following year.

Reference: Education Code 72023.5.

Formerly Governing Board Policy 1.15.

Renumbered and Adopted: April 13, 1988; August 22, 2000



GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees 2110

BP 2110 Vacancies on the Governing Board

Vacancies on the Governing Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Governing Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Governing Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for District Governing Board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Governing Board members at a public meeting.

The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Governing Board will determine the schedule and appointment process, which will include interviews at a public meeting.

See Administrative Procedure 2110 – Vacancies on the Governing Board

References: Education Code Sections 5090 et seq.;

Government Code Section 1770

Formerly Governing Board Policy 1210 - Vacancies on the Governing Board

Adopted: April 13, 1988

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

C. <u>Elections</u>

1210 Vacancies on the Governing Board

Whenever a vacancy occurs, or whenever a resignation has been filed with the county superintendent of schools containing a deferred effective date, the Governing Board shall, within sixty (60) days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. Appointments to vacancies and elections will be conducted in accordance with the applicable provisions of the California Education and Elections Codes.

Reference:

Education Code 5090; 5091.

Elections Codes 2500, et seq. Government Code 1770.

Formerly Governing Board Policy 1.3.

Revised, Renumbered and Adopted: April 13, 1988.



ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2110

AP 2110 Vacancies on the Governing Board

Filling a Vacancy

When the Governing Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Governing Board.

Applying for an Appointment

Persons applying for appointment to the Governing Board shall receive a letter from the Superintendent/President containing information about the District and the Governing Board, and including a candidate information form to be completed and returned by a specific date.

Interviewing and Selecting Candidates

The Governing Board shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Governing Board member will review all candidate information forms, with final selection made by a majority vote of the Governing Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Governing Board shall, within ten days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and also the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Governing Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.



ADMINISTRATIVE PROCEDURES

A provisional appointment confers all powers and duties of a Governing Board member upon the appointee immediately following his/her appointment.

Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Governing Board members, when an election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References: Education Code Sections 5090 et seq.;

Government Code Sections 1770 and 6061

President's Cabinet Approved:



GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2210

BP 2210 Officers

At the annual organizational meeting, the Board shall elect from its members the following officers:

- 1. Chair
- 2. Vice Chair
- 3. Other officers as the Board may from time to time designate.

The terms of officers shall be for one year.

The Chair of the Board, or in his/her absence, the Vice-Chair or other Board designee, shall:

- 1. Preside at all meetings of the Governing Board.
- 2. Call emergency and special meetings as required by law.
- 3. Perform such other duties as may be prescribed by law or action of the Board.
- 4. Appoint sub-committees of the Board.
- 5. Consult with the Superintendent/President on Governing Board meeting agendas.
- 6. Communicate with individual Governing Board members about their responsibilities.
- 7. Participate in the orientation process for new Governing Board members.
- 8. Assure Governing Board compliance with policies on Board education, self-evaluation, and evaluation of the Superintendent/President.
- 9. Represent the Governing Board at official events or ensure Board representation.

The Superintendent/President will be the Secretary of the Governing Board and in such capacity will perform the following duties:

1. Prepare and post Board meeting agendas.



- 2. Notify members of the Board of all regular, special, emergency, and adjourned meetings.
- 3. Attend all Board meetings and closed sessions, unless excused, and in such cases appoint a designee.
- 4. Provide advance notice to the public of all Board meetings.
- 5. Record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each meeting.
- 6. Keep on file all records, proceedings, and documents of the Board.
- 7. File and post copies of the financial reports as required by law.
- 8. Conduct the official correspondence of the Governing Board.
- 9. Certify as legally required all Board actions.
- 10. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Governing Board.

See Administrative Procedure 2210 -- Officers

References: Education Code Section 72000

Formerly Governing Board Policies 1010 – Annual Organizational Meeting & Officers of the Board and 1011 – The Board Chair

Adopted: April 13, 1988 Revised: February 23, 2010

Revised, Renumbered and Adopted:

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>

1010 Annual Organizational Meeting & Officers of the Board

Each year, the Governing Board shall, pursuant to Education Code Section 72125, hold an organizational meeting. At such annual organizational meeting, the Board shall elect from its members the following officers:

- 1. Chair
- 2. Vice-Chair
- Other officers as the Board may from time to time designate.

The Chair of the Board, or in his or her absence, the Vice-Chair or other Board Designee, shall:

- 1. Preside at all meetings of the Governing Board.
- Call special meetings as required.
- 3. Perform such other duties as may be prescribed by law or action of the Board.
- Appoint sub-committees of the Board.

The Superintendent/President will be the Secretary of the Governing Board and in such capacity will perform the following duties:

- Prepare Board Meeting agendas.
- 2. Notify members of the Board of all regular, special, and adjourned meetings.
- 3. Attend all Board meetings, or appoint a designee.
- Provide advance notice to the public of all Board meetings.
- Record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each meeting.

1000 SERIES GOVERNING BOARD POLICIES

- A. Organization and Procedures of the Governing Board
 - 1010 Annual Organizational Meeting & Officers of the Board (continued)
 - 6. Keep on file all records, proceedings, and documents of the Board.
 - 7. File and post copies of the financial reports as required by law.

Reference: Education Code 72125.

Formerly Governing Board Policies 1.4, 1.6 and 1.7.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: February 23, 2010.

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1011 The Board Chair

The role of the Board Chair is important to the effectiveness of the Governing Board. As the elected leader of the Board he/she coordinates the Board's activities, is the Board's representative at public functions and works closely with the Superintendent/President of the college. The Board Chair guides the Board in increasing its effectiveness. The best Boards are those that are organized in ways that capitalize on member's strengths.

Selection of the Board Chair

The Board Chair is selected annually at the December organizational meeting. The term is one year.

The Board Chair is elected through a nomination process conducted at the annual meeting. In making the nomination Board members will consider the priorities before the Board, the willingness of each member to serve, and the opportunity for each Board member to serve. Board members could serve more than one term.

Responsibilities of the Board Chair

The Board Chair, as is true with all Board members, has no legal authority as an individual other than those specifically delegated by the Board. The Board Chair, upon his/her selection or election has a responsibility to create a positive climate lead the Board and work closely with all members of the Board as well as the Superintendent/President.

- 1. Work closely with the Superintendent/President. The Board Chair is a major source of support and counsel for the Superintendent/President. He/she should communicate regularly with the President and clearly state Board expectations on behalf of the Board.
- 2. Represent the Board and the District. The Board Chair often acts as the spokesperson for the Board. The Board Chair represents the Board's actions and not his/her personal views.
- 3. Preside over Board meetings. He/she assures that discussion and decision-making are orderly, deliberate, and appropriate. He/she seeks a balance between facilitating open exploration of diverse opinions, running the meeting efficiently and reaching closure on issues. Knowledge of the Brown Act, Robert's Rules of Order, and basic parliamentary procedure is essential.
- 4. <u>Contribute to Meeting Agendas.</u> After soliciting suggestions from each Board member, the Board Chair works with the Superintendent/President to incorporate Board

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1011 The Board Chair (continued)

items on meeting agendas. He/she is responsible to acknowledge each Board member's views, judge whether there is a consensus of the Board and, in balance, be sensitive to the time required by staff to carry out the Board's request.

- 5. <u>Develop the Board Team.</u> The Board Chair is responsible to build the team as a body that works together in the best interests of the college. He/she is responsible to see that the Board's actions are cohesive, inclusive, and are a consensus of its members. Divergent views are important to hear and understand, but it is the consensus of the Board membership that creates action and positive change.
- 6. <u>Lead the Board</u>. The Board Chair is responsible to initiate discussions that will establish the calendar of activities and the priorities of the Board to improve its function. He/she, with input from board members, plans Board workshops, retreats, and study sessions such as in-service training, the annual evaluation of the Board's practices, the plan to be knowledgeable of the college's instructional program, the maintenance of its infrastructure, its legal responsibilities, and staff morale. The Board Chair establishes Board Committees with specific tasks to perform and involves each member in participating in the Board's activities. The Board Chair assesses Board practices to assure that the function of the Board as a policy making body is properly conducted.

Adopted: November 27, 2001

Revised and adopted: May 25, 2010



Chapter 2 Board of Trustees 2210

AP 2210 Officers

The role of the Board Chair is important to the effectiveness of the Governing Board. The Board Chair leads the board and facilitates board processes. He/she plays an important role in ensuring that the board effectively governs the institution and that trustees work together well. The Board Chair is often perceived as the major spokesperson for the board. He/she is the primary point of contact with the Superintendent/President.

Selection of the Board Chair

The Board Chair is selected annually at the December organizational meeting. The term is one year.

The Board Chair is elected through a nomination process conducted at the annual meeting. In making the nomination Board members will consider the priorities before the Board, the willingness of each member to serve, and the opportunity for each Board member to serve. Board members could serve more than one term.

Responsibilities of the Board Chair

The Board Chair, as is true with all Board members, has no legal authority as an individual other than those specifically delegated by the Board. The Board Chair is bound to represent the board's decisions and to reflect the voice of the entire board when working with the Superintendent/President or representing the board to the public. The Board Chair, upon his/her selection or election has a responsibility to create a positive climate, lead the Board and work closely with all members of the Board as well as the Superintendent/President.

- 1. Preside over Board Meetings. The Board Chair presides over board meetings and ensures that discussion and decision-making are orderly and deliberate. He/she ensures that the meetings are conducted in a way that is fair to everybody—that diverse opinions are heard, issues are explored, time is used efficiently, and closure on issues is reached. The Board Chair sets and reinforces expectations for respectful communication among board members and meeting participants.
- 2. Work closely with the Superintendent/President. The Board Chair is usually a major source of support and counsel for the Superintendent/President. He/she works with the Superintendent/President to develop the board's meeting agendas. The Board Chair reinforces and clarifies board expectations as needed, and ensures that there is an effective Superintendent/President evaluation process.



- 3. **Represent the Board and District**. The Board Chair is often viewed as a primary advocate for the college and a spokesperson for the board. The responsibility flows from the board's duty to represent the college in the community and advocate college interests to state and national policy makers.
- 4. **Ensure the Board Fulfills Its Role**. The Board Chair helps ensure that the board performs legally and well and that it represents public interests, focuses on policy when working with the Superintendent/President, and monitors institutional performance.
- 5. **Create a Positive Climate.** Board Chairs help create a positive climate for board work by being welcoming and inclusive. Effective chairs model standards for trustees' behavior by adhering to principles of effective trusteeship and expecting other trustees to do the same. They epitomize what it means to be stewards of the public trust.
- 6. Facilitate Teamwork. Board chairs build a sense of team and help trustees work together. They clarify goals, seek contributions, and facilitate open (legal) communication. They address and try to resolve dysfunctional behavior.
- 7. **Board Education**. The board chair ensures that there is an ongoing program of trustee development to ensure trustees are knowledgeable about their roles and the issues. He/she ensures that the board conducts an annual self-evaluation.

References: Education Code Section 72000;

CCLC Board Chair Handbook, 2016 CCLC Trustee Handbook, 2016

President's Cabinet Approved:



Chapter 2 Board of Trustees 2220

BP 2220 Committees of the Governing Board

The Governing Board may by action establish committees that it determines are necessary to assist the Governing Board in its responsibilities. Any committee established by Governing Board action shall comply with the requirements of the Brown Act and with policies regarding open meetings.

Governing Board committees that are composed solely of less than a quorum of members of the Governing Board that are advisory are not required to comply with the Brown Act, or with policies regarding open meetings, unless they are standing committees.

Governing Board committees that are only advisory have no authority or power to act on behalf of the Governing Board. Findings or recommendations shall be reported to the Governing Board for consideration.

The Governing Board has established the following committees:

- Board Policies Subcommittee Acts in an advisory role to the Board by reviewing policies and administrative procedures prior to Board consideration and adoption.
- Citizens' Bond Oversight Committee Established pursuant to the requirements of Proposition 39 to inform the public about the expenditure of bond proceeds, monitor bond-related expenditures to ensure compliance with Proposition 39 regulations, and provide an annual report summarizing the committee's proceedings and activities

See Board Policy 6740 – Citizens' Bond Oversight Committee

References: Government Code Section 54952

Adopted:



Chapter 2 Board of Trustees 2305

BP 2305 Annual Organizational Meeting

The annual organizational meeting of the Governing Board will be held at its regularly scheduled meeting in December. In a year in which a regular election for Governing Board members is conducted, the annual organizational meeting will be held within fifteen days of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December.

The purpose of the annual organizational meeting is to elect a Governing Board Chair, Vice Chair, and Secretary, establish regular meeting dates and times for the year, appoint representatives of the Board to various committees and organizations, and conduct any other business as required by law or determined by the Governing Board.

References: Education Code Section 72000(c)(2)(A)

Formerly Governing Board Policy 1010 – Annual Organizational Meeting & Officers of the Board

Adopted: April 13, 1988 Revised: February 23, 2010

Revised, Renumbered and Adopted:

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>

1010 Annual Organizational Meeting & Officers of the Board

Each year, the Governing Board shall, pursuant to Education Code Section 72125, hold an organizational meeting. At such annual organizational meeting, the Board shall elect from its members the following officers:

- 1. Chair
- 2. Vice-Chair
- Other officers as the Board may from time to time designate.

The Chair of the Board, or in his or her absence, the Vice-Chair or other Board Designee, shall:

- 1. Preside at all meetings of the Governing Board.
- Call special meetings as required.
- Perform such other duties as may be prescribed by law or action of the Board.
- 4. Appoint sub-committees of the Board.

The Superintendent/President will be the Secretary of the Governing Board and in such capacity will perform the following duties:

- Prepare Board Meeting agendas.
- Notify members of the Board of all regular, special, and adjourned meetings.
- Attend all Board meetings, or appoint a designee.
- Provide advance notice to the public of all Board meetings.
- Record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each meeting.

1000 SERIES GOVERNING BOARD POLICIES

- A. <u>Organization and Procedures of the Governing Board</u>
 - 1010 Annual Organizational Meeting & Officers of the Board (continued)
 - 6. Keep on file all records, proceedings, and documents of the Board.
 - 7. File and post copies of the financial reports as required by law.

Reference: Education Code 72125.

Formerly Governing Board Policies 1.4, 1.6 and 1.7.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: February 23, 2010.



Chapter 2 Board of Trustees

2310

BP 2310 Regular Meetings of the Governing Board

Regular meetings of the Governing Board shall be held on the fourth Wednesday of each month. The date and time of regular meetings of the Board for the coming year will be confirmed at the annual organizational meeting.

Regular meetings of the Governing Board shall normally be held in the Sam Karas Room, Library & Technology Center, at the Monterey Peninsula College campus, 980 Fremont Street, Monterey, California. Regular meetings may be held at other locations in the District as determined by the Board.

A notice identifying the location, date, and time of each regular meeting of the Governing Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Governing Board shall be held within the boundaries of the District except in cases where the Governing Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

The date and place of a regular meeting may be changed by action of the Board at any previous meeting provided that every member is notified either by letter or by distribution of the minutes carrying a record of the change. When the date or place of any regular meeting is changed, the Secretary shall take appropriate steps to inform the public of the change in advance of the meeting.

All regular and special meetings of the Governing Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

See also Board Policy/Administrative Procedure 2320 -- Special and Emergency Meetings

References: Education Code Section 72000(d);

Government Code Sections 54952.2, 54953 et seq., and 54961

Formerly Governing Board Policy 1015 – Meeting Times of the Governing Board

Adopted: April 13, 1988 Revised: April 21, 1998

Revised, Renumbered and Adopted:

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>

1015 Meeting Times of the Governing Board

Pursuant to Education Code Section 72126, the Governing Board of the Monterey Peninsula Community College District establishes that the Regular Meetings of the Board shall normally be the third Tuesday of each month usually beginning at 5:30 p.m. in the Governing Board Room, Monterey Peninsula College, 980 Fremont Street, Monterey, California. Regular Meetings of the Board may be held at other locations in the District as may be determined by the Board.

The date and place of a regular meeting may be changed by action of the Board at any previous meeting provided that every member is notified either by letter or by distribution of the minutes carrying a record of the change. When the date or place of any regular meeting is changed, the Secretary shall take appropriate steps to inform the public of the change in advance of the meeting.

Additionally, adjourned meetings, special meetings or study sessions may be held from time to time as called by the Board President, or majority of the Board, provided public notice and other conditions set forth in the Education and Government Codes are met, and further provided that every Board member is notified either by letter or by distribution of the minutes carrying a record of the change.

Reference:

Education Code 72120, 72126, and 72129.

Government Code 54955.

Formerly Governing Board Policy 1.9.1.

Revised, Renumbered and Adopted: April 13, 1988 and April 21, 1998.



Chapter 2 Board of Trustees

2315

BP 2315 Closed Sessions

Closed sessions of the Governing Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Governing Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Governing Board or by law.

If any person requests an opportunity to present complaints to the Governing Board about a specific employee, such complaints shall first be presented to the Superintendent/President.



Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Governing Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Governing Board.

References: Education Code Section 72122;

Government Code Sections 54956.8, 54956.9, 54957, 54957.6, and 11125.4

Formerly Governing Board Policy 1040 – Closed Sessions of the Governing Board

Adopted: April 13, 1988 Revised: January 25, 2011

Revised, Renumbered and Adopted:

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1040 Closed Sessions of the Governing Board

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another
 person or employee, unless the accused public employee requests that the
 complaints or charges be heard in an open session. The employee shall be
 given at least twenty-four (24) hours written notice of the closed session.
- · advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- · real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held. The agenda shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Governing Board or by law.

Reference: Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4 Education Code Section 72122

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>
 1040 Closed Sessions of the Governing Board (continued)

Formerly Governing Board Policy 1.9.5.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: January 25, 2011.



Chapter 2 Board of Trustees 2320

AP 2320 Special and Emergency Meetings

Special Meetings

Whenever a special meeting of the Governing Board is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting at the Administration Building on the Monterey campus and on the District's website. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Governing Board, including the student member.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Governing Board in writing either prior to or at the time of the meeting.

Emergency Meetings

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References: Education Code Sections 72023.5 and 72129;

Government Code Sections 54956 and 54956.5

President's Cabinet Approved:



Chapter 2 Board of Trustees 2320

BP 2320 Special and Emergency Meetings

Special meetings may from time to time be called by the Chair of the Governing Board or by a majority of the members of the Governing Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the Chair of the Governing Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure 2320 – Special and Emergency Meetings

References: Education Code Section 72129;

Government Code Sections 54956, 54956.5, and 54957

Adopted:



Chapter 2 Board of Trustees

2330

BP 2330 Quorum and Voting

A quorum of the Governing Board shall consist of a simple majority of its members. Three public members of the Governing Board will constitute a quorum for the transaction of business. An affirmative vote by three members present is required to make effective actions of the Governing Board, except in those instances in which the law requires a two-thirds majority, in which case four affirmative votes by Board members present are required.

The Governing Board shall act by majority vote of all of the membership of the Governing Board, except as noted below.

No action shall be taken by secret ballot. The Governing Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Governing Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Governing Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

The adoption, modification, revision, or termination of Board policies shall require a one meeting lapse between the introduction of the proposal and action of the Governing Board, unless the Board shall by unanimous vote of the members present and voting waive the one meeting lapse requirement.

The Governing Board will, when required by law, and may at other times, adopt resolutions on a roll call vote. Such vote shall be recorded in the official minutes of the meeting.

References: Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;

Government Code Sections 53094 and 54950 et seq.;

Code of Civil Procedure Section 1245.240

Formerly Governing Board Policy 1045 – Actions of the Governing Board

Adopted: April 13, 1988

Revised, Renumbered and Adopted:

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>

1045 Actions of the Governing Board

Three (3) public members of the Governing Board will constitute a quorum for the transaction of business. An affirmative vote by three members present is required to make effective actions of the Governing Board, except in those instances in which the law requires a two-thirds (2/3) majority, in which case four (4) affirmative votes by Board members present are required.

The adoption, modification, revision or termination of Board policies shall require a one (1) meeting lapse between the introduction of the proposal and action of the Board, unless the Board shall by unanimous vote of the members present and voting waive the one meeting lapse requirement.

The Board will, when required by law, and may at other times, adopt Resolutions on a roll call vote. Such vote shall be recorded in the official minutes of the meeting.

Reference: Education Code 72203.

Formerly Governing Board Policy 1.10.

Revised, Renumbered and Adopted: April 13, 1988.



Chapter 2	Board of Trustees	2432
BP 2432	Superintendent/President Succession	

The Governing Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his/her absence for short periods of time, not to exceed 60-calendar days3 months at a time.

In the absence of the Superintendent/President and when an acting Superintendent/President has not been named, administrative responsibility shall reside with (in order):

Vice President of Academic Affairs
Vice President for Administrative Services
Vice President of Student Services

The Governing Board shall appoint an acting Superintendent/President for periods exceeding 3 months.

References: Education Code Sections 70902(d) and 72400;

Title 5 Section 53021(b)

Adopted:



Chapter 2	Board of Trustees	2717

BP 2717 Personal Use of Public Resources

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

See Administrative Procedure 7371 -- Personal Use of Public Resources

References: Government Code Section 8314;

Penal Code Section 424

Adopted:

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

President's Office

College Area

New Business Agenda Item No. M

Proposal:

That the Governing Board review Board Policies: 2340 – Agendas; 2355 – Decorum; 2360 - Minutes; 2365 – Recording; 2750 – Governing Board Member Absence from the State; 4021 – Program Discontinuance; 4025 – Philosophy and Criteria for Associate Degree and General Education; 4040 – Library and Learning Support Services; 4100 – Graduation Requirements for Degrees and Certificates; 4220 – Standards of Scholarship; and 5220 – Shower Facilities for Students

Background:

In May 2012, the District approved a new approach for revision of board policies where the policy language provided through the Community College League of California (CCLC) policies and procedure subscription service would be adopted without change, including the numbering, except in limited circumstances. The goal of the new approach is to adopt CCLC's policy manual in its entirety, as a replacement for the District's existing policies. This approach will ensure the District has the essential policies in place and the deleting of out-of-date or noncompliant policies will be accomplished more efficiently. The acceptance of the CCLC policy language without revision is advised to safeguard the District and avoid the need for review of language modifications by local legal counsel, saving District legal costs.

An extensive update of board policies is currently underway to reflect CCLC policy language and policies will be presented to the Board in a group for review and approval to facilitate the policy update. Policies for the Board of Trustees, academic affairs, and student services have been forwarded to the Board Policies Subcommittee for review. The subcommittee's recommendation will be provided during the Board discussion of this item. The academic affairs policies were previously reviewed and endorsed by the Academic Senate and the Academic Affairs Advisory Group. The student services policy was similarly reviewed and endorsed by the Student Services Advisory Group. The President's Advisory Group has also reviewed and recommended these policies.

The attached policies are presented for a first reading for Governing Board review and will return for action at the next board meeting:

Board Policy 2340	Agendas (replaces existing MPC policies 1020 and 1021)
	Administrative procedure 2340 also attached for information.
Board Policy 2355	Decorum (no existing MPC policy)
Board Policy 2360	Minutes (replaces existing MPC policy 1035)
	Administrative procedure 2360 also attached for information.
Board Policy 2365	Recording (no existing MPC policy)
	Administrative procedure 2365 also attached for information.
Board Policy 2750	Governing Board Member Absence from the State (no existing MPC
·	policy)

Board Policy 4021	Program Discontinuance (replaces existing MPC policy 3005)
Board Policy 4025	Philosophy and Criteria for Associate Degree and General Education
·	(replaces existing MPC policy 3001)
Board Policy 4040	Library and Learning Support Services (replaces existing MPC policy 3050)
Board Policy 4100	Graduation Requirements for Degrees and Certificates (replaces existing
·	MPC policy 3000)
Board Policy 4220	Standards of Scholarship (no existing MPC policy)
Board Policy 5220	Shower Facilities for Student (no existing MPC policy)
•	Administrative procedure 5220 also attached for information.

Budgetary Implications:

None.

Minutes; 2365 − Recording; 2750 − Governing Board Member Absence from the State; 4021 − Program Discontinuance; 4025 − Philosophy and Criteria for Associate Degree and General Education; 4040 − Library and Learning Support Services; 4100 − Graduation Requirements for Degrees and Certificates; 4220 − Standards of Scholarship; and 5220 − Shower Facilities for Students

Recommended By:

Dr. Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura, Assistant to the President

Agenda Approval: Watha Inkly

Dr. Walter Tribley, Superinterdent/President

c://Board/Board Policies 1st Reading - May 2017, doc



Chapter 2 Board of Trustees

2340

BP 2340 Agendas

An agenda shall be posted at the Administration Building as well as on the District's website at least 72 hours prior to the meeting time for regular meetings and at least 24 hours prior to each special meeting. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present)
 determine there is a need for immediate action and the need to take action came to the
 attention of the Governing Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Governing Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Governing Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agenda items submitted by members of the public must be received by the Office of the Superintendent/President two weeks prior to the regularly scheduled Governing Board meeting.

Agenda items initiated by members of the public shall be placed on the Governing Board's agenda following the items of business initiated by the Governing Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

See Administrative Procedure 2340 – Agendas

References: Education Code Sections 72121 and 72121.5;

Government Code Sections 6250 et seq. and 54954 et seq.

Formerly Governing Board Policies 1020 - Agenda and Public Notice and 1021 - Construction of Agenda

Adopted: April 13, 1988 for Policy 1020 and April 12, 1989 for Policy 1021

Revised: June 22, 1994 for Policy 1020 **Renumbered, Revised, and Adopted:**

1000 SERIES GOVERNING BOARD POLICIES

A. <u>Organization and Procedures of the Governing Board</u>

1020 Agenda and Public Notice

An agenda for each regular meeting shall be prepared and posted as prescribed by law by the Superintendent/President at least seventy-two (72) hours in advance of the meeting.

The agenda shall be mailed or delivered to the Governing Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions.

The order of business at a regular meeting of the Board will be:

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Closed Session
- H. Recognitions
- III. Communications
- IV. Consent Calendar
- V. Old Business
- VI. New Business
- VII. Advance Planning
- VIII. Adjournment

The President of the Board, however, may rearrange the agenda during the meeting of the Board if there is no objection from a majority of Board members present.

The agenda for regular meetings shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and be posted in a location freely accessible to members of the public and employees.

No action shall be taken on any item not appearing on the agenda except under any of these conditions:

1000 SERIES GOVERNING BOARD POLICIES

- A. <u>Organization and Procedures of the Governing Board</u>
 - 1020 Agenda and Public Notice (continued)
 - 1. Upon a determination by a majority vote of the Board that an emergency situation exists; an emergency situation means:
 - A. Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board, or
 - B. Crippling disaster, which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
 - 2. Upon determination by a two-thirds vote (4) of the Board membership, or, if less than two-thirds are present, a unanimous vote of those present that there is a need to take immediate action and that the need for action came to the attention of the Board subsequent to the agenda being posted;
 - 3. The item was posted for a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Prior to discussing any item meeting any of the foregoing conditions, the Board must publicly identify the item.

Special Meetings

Special meetings may be held at the call of the President of the Governing Board or upon a call issued in writing and signed by a majority of the members of the Board.

Agendas for special meetings shall specify the time and location of the meeting and the business to be transacted and shall be posted in a location freely accessible to the public and employees no less than twenty four (24) hours prior to the meeting. No other business shall be considered by the Board.

Reference: Education Code 72121-72125, 72129.

Government Code 54954.2, 54956.5.

Formerly Governing Board Policies 1.9.3 and 1.9.4.

Adopted: April 13, 1988.

Revised and Re-Adopted: June 22, 1994.

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1021 Construction of Agenda

As prescribed in Policy 1020, the Superintendent/President shall prepare and post an agenda for each regular meeting at least seventy-two (72) hours in advance of the meeting.

The Superintendent/President shall, in his/her discretion, consult with the Board President with respect to placement of items on the agenda.

Any Board member may call the Superintendent/President, after consultation with the Board President, and request that an item be placed on the agenda. Such notification shall be given no later than noon on Friday the week preceding the regular Board meeting.

Adopted: April 12, 1989.



Chapter 2 Board of Trustees 2340

AP 2340 Agendas

An agenda for each regular meeting shall be prepared and posted as prescribed by law by the Superintendent/President at least 72 hours in advance of the meeting.

Preparation of Agenda Items

The initiator prepares a proposed agenda item using the designated Board agenda item format. Templates for agenda items are provided by the President's Office and are available through the Vice Presidents of Academic Affairs, Student Services, and Administrative Services.

The information item template is used for agenda items that are informational and do not require Governing Board action. The resolution template is used for agenda items that require action, i.e., adoption or approval, by the Governing Board.

The initiator submits the proposal to the appropriate vice president whose area of responsibility covers the requested action. Upon review and endorsement by the vice president, proposed agenda items are forwarded to the President's Office by the established agenda deadline. Backup documents for agenda items shall also be delivered to the President's Office by the established deadline.

The President's Office reviews agenda items and assembles the agenda packet, for review and approval by the Superintendent/President. The agenda document is further reviewed at the monthly board agenda review meeting by the Superintendent/President, Vice Presidents, Deans, and President's Office staff. The final agenda packet is submitted to the Print Shop for production.

Posting

The President's Office posts the agenda document at the Administration Building and on the Governing Board meeting page of the District's website at least 72 hours prior to the meeting.

Receipt of Agenda

The agenda shall be mailed or delivered to the Governing Board within the foregoing time limits and shall be accompanied by such other materials as the Superintendent/President believes will assist the Board in arriving at decisions. Copies are also distributed to key college staff.

Members of the public and of the college community can view Governing Board agendas on the District's website.



The public can receive copies of the agenda through the President's Office at the standard District charge for photocopies. Any individual can print the agenda from the website.

Agenda Items from the Public

Members of the public may place items on the agenda. Items requested to be placed on the agenda must relate directly to District business. The determination of whether or not items to be placed on the agenda by members of the public relate directly to District business is to be made by the Superintendent/President or his/her designee.

To place an item on the agenda, the requestor shall submit a written request to the Superintendent/President describing the item to be placed on the agenda. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed 50 words.

The request shall include contact information for the individual making the request: name, phone number, e-mail address and/or mailing address.

The Superintendent/President shall consult with the Governing Board Chair regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of the District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Governing Board meeting that follows the request, the Superintendent/President and Board Chair have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of District business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of District business requiring discussion and/or action, and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the Governing Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Governing Board. Any such item placed upon the agenda shall be for information only.



Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedures regulating the conduct of Board business.

See Board Policy 2340 – Agendas and Board Policy/Administrative Procedure 3300 – Public Records

References: Education Code Section 72121

President's Cabinet Approved:



Chapter 2 Board of Trustees

2355

BP 2355 Decorum

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Governing Board has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Governing Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the Chair of the Governing Board. If the behavior continues, the person(s) may be removed by a vote of the Governing Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Governing Board may order the meeting room cleared and may continue in session. The Governing Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

See Board Policy 2345 -- Public Participation at Governing Board Meetings and Board Policy 2350 -- Speakers

References: Education Code Section 72121.5;

Government Code Section 54954.3 (b)

Adopted:



Chapter 2 Board of Trustees

2360

BP 2360 Minutes

The Superintendent/President shall cause minutes to be taken of all meetings of the Governing Board. The minutes shall record all actions taken by the Governing Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. Voting will be by voice unless otherwise designated. A member voting against a proposition or abstaining from voting may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.

See Administrative Procedure 2360 -- Minutes

References: Education Code Section 72121(a);

Government Code Section 54957.5

Formerly Governing Board Policy 1035 -- Minutes of Governing Board Meetings

Adopted: April 13, 1988

Revised, Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

Organization and Procedures of the Governing Board

1035 Minutes of Governing Board Meetings

A record of all transactions of the Board will be set forth in the official Minutes of the Board, and shall be kept by the Secretary as a permanent official record of school legislation in the District and will be open to public inspection during normal business hours.

The minutes will record the name of the person making a motion, the name of the person seconding the motion, and the vote. Voting will be by voice unless otherwise designated. A member voting against a proposition or abstaining from voting may state his/her reasons and may have them recorded in the minutes if he/she so requests at the time of the voting.

Reference: Education Code 72202.

Formerly Governing Board Policy 1.9.6.

Revised, Renumbered and Adopted: April 13, 1988.



ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2360

AP 2360 Minutes

The executive assistant to the Governing Board, or designee determined by the Superintendent/President, will take minutes at all Governing Board meetings.

Minutes of open meetings shall contain, at minimum, the following information:

- Meeting details, such as date, time, location and meeting type;
- Accounting of Governing Board members present and absent;
- A record of all actions taken by the Governing Board, including all motions, the names of members making and seconding motions, and the votes;
- Time of adjournment.

The minutes may include brief summaries of information items and verbal reports made by administrators, senate and other designated representatives, and Board members. The minutes may also include a log of public comments, consisting of the name of the commenter, if provided, and the topic.

Meetings are recorded to ensure accuracy and completeness of the minutes. (Access to and maintenance of tape recordings are addressed in Board Policy/Administrative Procedure 2365 - Recording.)

After approval by the Governing Board (normally at the following Governing Board meeting), the approved minutes shall be maintained in the President's Office and posted on the District website. Minutes may be accessed by college employees and members of the public on the District website.

See Board Policy 2360 -- Minutes

References: Education Code Section 72121(a)

President's Cabinet Approved:



Chapter 2 Board of Trustees 2365

BP 2365 Recording

Any audio or video recording of an open and public Governing Board meeting made by or at the direction of the Governing Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Governing Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Governing Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Governing Board to stop.

See Administrative Procedure 2365 - Recording

References: Education Code Section 72121(a);

Government Code Sections 54953.5 and 54953.6

Adopted:



ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees 2365

AP 2365 Recording

Governing Board meetings are recorded to ensure accuracy and completeness of the minutes. Audio recordings of Governing Board meetings made by the District are maintained in the President's Office for at least 30 days following the recording. The audio recordings of meetings are available for inspection by the public in the President's Office in accordance with the California Public Records Act, Government Code Section 6250, during the 30 day time period. Any inspection of an audio recording will be provided without charge on equipment made available by the District.

See Board Policy 2365 – Recording and Board Policy/Administrative Procedure 3300 – Public Records

References: Government Code Sections 54953.5 and 54953.6

President's Cabinet Approved:



Chapter 2 Board of Trustees

2750

BP 2750 Governing Board Member Absence from the State

No member of the Governing Board shall be absent from the State for more than 60 days, except in any of the following situations:

- Upon business of the District with the approval of the Governing Board.
- With the consent of the Governing Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the State may be extended by the Governing Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Governing Board pursuant to this subdivision exceeds six months, the Governing Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Governing Board may appoint an interim member to serve in his/her absence. If two or more members of the Governing Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Governing Board may immediately appoint one or more interim members as necessary to enable the Governing Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Governing Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

References: Government Code Section 1064

Adopted:



Chapter 4 Academic Affairs

4021

BP 4021 Program Discontinuance

The Board of Trustees recognizes its responsibility to establish, maintain, and evaluate program quality, effectiveness, and efficiency. The Superintendent/President in collaboration with the Academic Senate shall develop processes and procedures to address Title 5 Section 51022. College districts are required by current regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs.

Every career/technical program offered by the community college district shall be reviewed every two years by the Board of Trustees as per Education Code Section 78016.

See Administrative Procedure 4021 – Program Discontinuance.

References: Education Code Section 78016;

Title 5 Sections 51022 and 55130; ACCJC Accreditation Standard II.A.15

Formerly Governing Board Policy 3005 – Academic Program Discontinuance

Adopted: June 26, 2007

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3005 Academic Program Discontinuance

As authorized and required by State Law and Regulation, Monterey Peninsula College will adopt and follow a procedure for discontinuing academic programs.

Reference: California Code of Regulations, Title 5, 51000-51102, 55000-55534; California

Education Code, 78016.

Adopted: June 26, 2007



Chapter 4 Academic Affairs 4025

BP 4025 Philosophy and Criteria for Associate Degree and General Education

At Monterey Peninsula College courses that are designated to fulfill the general education and depth requirements shall meet the following criteria:

A. General Education Philosophy

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think critically and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the students shall possess sufficient depth of knowledge in a selected field to contribute to a lifetime of interest in that field.

Central to an Associate degree, general education is designed to introduce students to the variety of ways in which people comprehend the modern world. Monterey Peninsula College's general education curriculum reflects the conviction that students who receive Associate degrees shall possess knowledge of certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the natural world, the culture, and the society in which they live. Most importantly, general education shall lead students to a better understanding of their world.

MPC shall assist students by creating coherence and integration among the requirements of the separate disciplines, so that students recognize the interrelationships among social, political, cultural and economic institutions both within and between global societies. Participation in general education programs shall provide students with opportunities to critically examine the values and beliefs inherent in proposed solutions to major societal problems.

At Monterey Peninsula College, the institution's General Education Outcomes specify the ways students will demonstrate knowledge and abilities gained while completing the General Education program.



B. General Education Course Designation Procedures and Requirements

The Superintendent/President, in collaboration with the Academic Senate, shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate MPC Curriculum Advisory Committee and Academic Senate involvement. The General Education requirements shall be published in the MPC Catalog.

See Administrative Procedure 4025 – Philosophy and Criteria for Associate Degree and General Education

References: Title 5 Section 55061

ACCJC Accreditation Standard II.A

Formerly Governing Board Policy 3001 – General Education

Adopted: October 25, 2005

Revised and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. <u>Educational Programs</u>

3001 General Education

a. General Education Philosophy

Those students who complete a program in General Education possess, in common, certain principles, concepts, and methods of inquiry either unique to or shared by the sciences, the humanities, and the social sciences. Through General Education, students are led to gain an appreciation of the arts and humanities to examine the interrelationships among social, political, cultural and economic institutions that both link and separate global societies. Further, students are led to develop habits of critical and quantitative analysis and synthesis, to apply the scientific method of inquiry when gaining an understanding of the physical and biological sciences, and to express judgment through oral and written communication.

b. General Education Requirements

The College shall maintain a current listing of general education requirements for the AA/AS degrees, and general education requirements for the California State University and the Inter-segmental General Education Transfer Curriculum (IGETC). These requirements shall be published in the College Catalog, the Schedule of Classes, and the MPC Web Site.

Monterey Peninsula College General Education Requirements shall consist of the following:

AREA A1: English Composition

AREA A2: Communication and Analytical Thinking

AREA B: Natural Science

AREA C: Humanities

AREA D: Social Science

AREA E: Lifelong Learning and Self-Development

F1: Wellness

E2: Introduction to Careers

AREA F: Intercultural Studies

c. General Education Course Designation Procedures

The Senate appointed General Education Review Committee shall review board approved courses for inclusion in areas of general education. Each course will be reviewed to determine if it meets the requirements of a College general education area as described in the College Catalog or as determined

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3001 General Education (continued)

by the CSU and IGETC process. Upon approval as a general education course, the course will have the area designation(s) in the course description, in the course outline, and published in the College Catalog.

Reference: California Administrative Code, Title 5, 55802, 55805

Adopted: October 25, 2005



Chapter 4 Academic Affairs 4040

BP 4040 Library and Learning Support Services

The District shall have library and learning support services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

References: Education Code Section 78100;

Civil Code Section 1798.90;

ACCJC Accreditation Standard II.B.

Formerly Governing Board Policy 3050 - Library

Adopted: March 12, 1990.

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3050 Library

The College Library is the essential focal point for learning outside of the classroom. As such, the Library is a vital element in the fulfillment of the educational goals of the institution. Therefore, the Library will provide a wide range of organized informational materials, along with appropriate facilities, services and staff. In this atmosphere of intellectual freedom, students and others will be able to continue to explore and formulate their ideas and realize their human potential. Procedures and regulations related to the library collection development are included as Appendix 3050 of the Governing Board Policies Handbook.

Reference: Education Code 18100-03, 18111, 72237

Formerly: Governing Board Policy A.1.

Revised, Re-numbered and Adopted: March 12, 1990



Chapter 4 Academic Affairs

4100

BP 4100 Graduation Requirements for Degrees and Certificates

The District grants the degrees of Associate in Arts, Associate in Science, and Associate Degrees for Transfer (ADTs) to those students who have completed the degree-applicable requirements for graduation and who have maintained a 2.0 average in degree applicable courses. All courses that count toward the associate degree major or area of emphasis must be "satisfactorily completed" with grades of A, B, C, CR (credit), or P (pass). Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed to develop certain capabilities that may be oriented to career or general education as recommended by the MPC Curriculum Advisory Committee. All courses that count toward the Certificate of Achievement and skills certificates must be "satisfactorily completed" with grades of A, B, C, CR (credit), or P (pass).

The Superintendent/President, in collaboration with the Academic Senate, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the MPC Curriculum Advisory Committee.

The procedures shall assure that graduation requirements are published in the MPC Catalog and included in other resources that are convenient for students.

See Administrative Procedure 4100 -- Graduation Requirements for Degrees and Certificates.

References: Education Code Section 70902(b)(3);

Title 5 Sections 55060 et seq.

Formerly Governing Board Policy 3000 - Degrees and Certificates Offered

Adopted: August 10, 1988.

Revised and Adopted: December 20, 2005.

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3000 Degrees and Certificates Offered

As authorized by State Law and Regulations, Monterey Peninsula College will offer Associate in Arts and Associate in Science Degrees and Certificates of Achievement. The Associate in Arts degree is awarded in the liberal arts area; the Associate in Science degree is awarded in the science, technical, and vocational fields. Requirements for associate degrees and certificates are published in the College Catalog and the Monterey Peninsula College Web Site.

The Associate degree is awarded upon satisfaction of the following:

- Satisfactory completion of competency requirements in Reading, Writing, and Mathematics as designated in Title 5 and Information Competency as designated by MPC and published in the College Catalog and Web Site.
- Completion of a major from the approved list of MPC majors as listed in the college catalog and web site or the University Studies program requirements based on California State University General Education (CSU-GE) requirements or the requirements of the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Completion of a minimum of sixty (60) degree-applicable units with a 2.0
 ("C") grade point average.
- Completion of twelve (12) units, with at least six in the major area, at Monterey Peninsula College.
- Completion of at least forty (40) degree-applicable units of courses with letter grades.

The Certificate of Achievement is awarded upon satisfaction of the following:

- Completion with at least a grade of "C" or better in each course required for one of the approved majors.
- Completion of at least twelve (12) units applied toward the certificate program at Monterey Peninsula College.

Reference: California Administrative Code, Title 5, 51022 (a), (b), 55001-55182, 55800-55810.

Formerly Governing Board Policies 6.3.1, 6.3.2, and 6.3.3.

Adopted: August 10, 1988

Revised and Re-Adopted: December 20, 2005



Chapter 4 Academic Affairs 4220

BP 4220 Standards of Scholarship

The Superintendent/President, in collaboration with the Academic Senate, shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address:

- grading practices,
- academic record symbols,
- grade point average,
- credit by examination,
- academic and progress probation,
- academic and progress dismissal,
- academic renewal,
- course repetition,
- limits on remedial coursework, and
- grade changes.

These procedures shall be described in the MPC Catalog.

References: Education Code Section 70902(b)(3);

Title 5 Sections 55020 et seq., 55031 et seq., and 55040 et seq.

Adopted:

Chapter 5 Student Services 5220

BP 5220 Shower Facilities for Students

The Superintendent/President shall establish procedures necessary to make on-campus shower facilities available to any student who is enrolled in coursework, has paid enrollment fees (or received waiver), and is in good standing with the District, regardless of housing status.

See Administrative Procedure 5220 – Shower Facilities for Students

References: Education Code Section 76011

Adopted:



ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services 5220

AP 5220 Shower Facilities for Students

The District maintains shower facilities for student use on campus that may be used by any enrolled student (including enrolled students who identify as homeless) who is in enrolled in a minimum of 1 unit of coursework, has paid enrollment fees, and is in good standing with the District, regardless of housing status.

A homeless student is defined as a student who does not have a fixed, regular, and adequate nighttime residence. This includes, but is not limited to, students who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelter; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Shower facilities are located at the Physical Education facilities, gymnasium, general student's room. Operating hours for the use of facilities are available on the District's website. With the exception of use for classes, the District has identified the hours of 7:30 a.m. to 10:30 a.m., Monday through Friday, as a preferred time to use. In the event that these hours conflict with the hours of a special event, appropriate notice will be posted and the District will post alternative hours to use the facilities.

See Board Policy – Shower Facilities for Students

References: Education Code Section 76011

President's Cabinet Approved: April 20, 2017

Monterey Peninsula Community College District

Governing Board Agenda

May 31, 2017

New Business Agen	da Item No. N	Superintendent/President College Area
Proposal: To review the	e attached Calendar of Events.	
agenda for review as campus.	request that the Calendar of Events be placed on eand that volunteer assignments be made so that the attend meetings as observers and will not represent	e Trustees become more visible or
Budgetary Implicati None.	ons:	
Recommended By:	Dr. Walter Tribley, Superintendent/President	
Prepared By:	Shawn Anderson, Executive Assistant to Superintende	nt/President and Governing Board
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	

MPC Governing Board 2017 Calendar of Events

MAY 2017

Saturday, May 27 Faculty Retirement Breakfast, 9:00am (Ferrante's Bayview Room, Monterey

Marriott)

Commencement: 12:00pm, MPC Stadium

(Ceremony Rehearsal: 10:30am, MPC amphitheater; Line-up: 11:30am above

MPC amphitheater)

Nurse Pinning Ceremony, 3:00pm, MPC amphitheater

Monday, May 29 Holiday – Memorial Day

Wednesday, May 31 Regular Board Meeting, Education Center at Marina

Closed Session: **10:00am**, MA402 Regular Meeting: 1:30pm, **MA501**

JUNE 2017

Thursday, June 1 Fire Academy Graduation, MPC Theater, 10:00am

Monday, June 5 Summer Session Begins

Wednesday, June 28 Regular Board Meeting, MPC Library & Technology Center

Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

JULY 2017

Tuesday, July 4 Holiday – Independence Day
Friday, July 14 End of Six-Week Summer Session

Wednesday, July 26 Regular Board Meeting, Education Center at Marina

Closed Session: 11:00am, MA403 Regular Meeting: 1:30pm, MA404

Friday, July 28 End of Eight-Week Summer Session

AUGUST 2017

Friday, August 4 MPC Booster Club Golf Tournament (tentative)
Thursday, August 17 Fall Flex Day (time and location to be announced)

Friday, August 18 Fall 2017 Semester Begins

Wednesday, August 23 Regular Board Meeting, MPC Library & Technology Center

Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

SEPTEMBER 2017

Monday, September 4 Holiday – Labor Day

Wednesday, September 27 Regular Board Meeting, MPC Library & Technology Center

Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

OCTOBER 2017

Wednesday, October 25 Regular Board Meeting, Public Safety Training Center, Seaside

Closed Session: 11:00am, Room to be determined Regular Meeting: 1:30pm, Room to be determined

MPC Governing Board 2017 Calendar of Events

NOVEMBER 2017

Friday, November 10 Holiday – Veterans' Day Observance

Thursday, Nov 23. through Holiday - Thanksgiving

Saturday, Nov. 25

Wednesday, November 29 Regular Board Meeting, MPC Library & Technology Center

Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

DECEMBER 2017

Friday, December 15 Fall 2017 Semester Ends

Tuesday, December 19 Fire Academy Graduation, MPC Theater, 10:00am

Wednesday, December 20 Regular Board Organization Meeting and Swearing-in Ceremony, Monterey

Peninsula College

Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

Friday, Dec. 22 through

Monday, Jan. 1

Winter Break