

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD OF TRUSTEES

REGULAR MEETING THURSDAY, JUNE 29, 2017

**NEW BUSINESS** 

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office

New Business Agend	a Item No. A College Area			
Proposal:				
That the Gove	rning Board recognize the service of Stephen Lambert as Student Trustee			
Background:				
until May 31, 2017. If representative on the G	ert was sworn in as Student Trustee on June 24, 2015 and served two years in this role le was also appointed by the Board in October 2015 to serve as the student Citizens' Bond Oversight Committee. The attached resolution recognizes his his effective representation of students, and his dedicated service as Student Trustee.			
<b>Budgetary Implication</b>	ons:			
None.				
	<b>BE IT RESOLVED,</b> That the resolution of appreciation for Stephen Lambert's Trustee, be approved.			
Recommended By:	Dr. Walter Tribley, Superintendent/President			
Prepared By:	Vicki Nakamura, Assistant to the President			
Agenda Approval:	12 1t a Till			

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#### RESOLUTION OF APPRECIATION

#### STEPHEN LAMBERT

WHEREAS, Stephen Lambert served faithfully and with distinction for two academic years on the Governing Board as Student Trustee from June 24, 2015 through May 31, 2017; and

WHEREAS, Stephen Lambert effectively represented the Governing Board's positions to the students as well as provided student feedback on issues before the Board, enhancing communication and encouraging solutions;

WHEREAS, Stephen Lambert was appointed in October 2015 by the Monterey Peninsula Community College District's Board of Trustees to serve as the student representative on the Citizens' Bond Oversight Committee and he continues to contribute to the effective oversight of expenditure of bond proceeds during his term on the Committee; and

WHEREAS, Stephen Lambert served as an ambassador of Monterey Peninsula College in the community, representing the College at community events, including appearing as the MPC Lobo mascot at local parades; and

WHEREAS, Stephen Lambert will continue to be a leader and voice for students during the 2017-18 year as the President of the Associated Students of Monterey Peninsula College;

**NOW THEREFORE, BE IT RESOLVED,** that the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Stephen Lambert for his responsible leadership and dedicated service to the District as Student Trustee.

**PASSED AND ADOPTED,** This 29th day of June 2017, by the Governing Board of the Monterey Peninsula Community College District.

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

### **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

New	<b>Business</b>	Agenda	Item	No.	R
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Superintendent/President College Area

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That the Governing Board receives a progress report on Monterey Peninsula College's efforts to address the Accrediting Commission of Community and Junior Colleges' (ACCJC's) findings regarding the College's application for reaffirmation of accreditation.

#### **Background:**

On February 6, 2017, Monterey Peninsula College received an Action Letter and External Evaluation Report from the ACCJC, elucidating their findings regarding the College's application for reaffirmation of accreditation.

On June 29, 2017, Dr. Tribley will provide to the Board of Trustees his monthly progress report on Monterey Peninsula College's efforts to address the ACCJC's recommendations.

### **Budgetary Implications:**

None.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

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

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

#	Recommendation Text	Lead	Progress
		Responsibility	(Black font = Goal or Direction)
			(Red Font = RECOMMENDATION HAS BEEN MET)
			(Green font = Completed by May, 2017)
			(Blue font = Completed by June, 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)	• PRIE • LAC	<ul> <li>TracDat has been in use for Course Reflections since January 2017.</li> <li>TracDat planning for Service Area Outcomes (SAO) assessment is in progress in spring 2017.</li> <li>Mechanisms for completing program of study-level (PLO) assessment in TracDat (including SLO-PLO mapping) is in progress in spring 2017.</li> <li>Student Services has a team lead by LaKisha Bradley (Grace Anongchanya and Chris Calima) working on TracDat planning for SAOs</li> <li>The PRIE committee has established initial tasks related to disaggregation of learning outcomes, identification of performance gaps, and evaluation of strategies to address gaps. Work groups for the tasks are being formed during the week of 4/17/17.</li> <li>SAO template created for Administrative offices. Student Services has begun inputting</li> <li>End of Summer 2017, President's office, Human Resources, IT and Office of Academic Affairs will have SAOs complete</li> <li>Program of Study Assessments will be done during Fall Flex "Program Reflections" for an hour and half.</li> <li>Program Review templates for Academic Affairs, Student Services, and Administrative services have been created in the TracDat/IPA interface using existing Program Review forms as a model. Adjustments to the templates to take advantage of TracDat/IPA's data display capabilities are</li> </ul>
			templates to take advantage of TracDat/IPA's data display capabilities are in progress as of June 2017. This action also supports recommendation 4, below, as it will help create a link between student achievement/learning data and planning through the Program Review process.

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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 Institutional Effectiveness (Interim) has been posted in April 2017.  The PRIE committee has established initial tasks related to developing a process & calendar for assessing the college's progress and processes. Work groups for the tasks are being formed during the week of 4/17/17.  PRIE has developed a format for a planning and evaluation calendar that shows when major institutional plans and processes will be evaluated over the next 10 years. The calendar includes evaluation of progress towards goals, as well as scheduled evaluations of the effectiveness of processes. A small PRIE workgroup has developed a first draft of guidelines that can be used to evaluate progress towards goals and effectiveness of processes. The first draft is on the agenda for discussion at the June PRIE Committee meeting (6/19/17). The PRIE Committee will test the guidelines using the recently finished Technology Plan as a pilot for an evaluation of progress toward stated goals and effectiveness of an institutional process.
			•	Interim Dean of PRIE has been hired and joins MPC on July 1, 2017.
3	In order to meet the Standards, the team recommends the College attain	Academic Senate	•	According to the LAC plan approved by Academic Senate, AAAG and CAC,
	the sustainability level per the ACCJC rubric for Student Learning	• LAC		all courses will be assessed by July 1, 2017 or be archived in CurricUNET.
	Outcomes (SLO) assessment by raising the percentage of courses for	Curriculum		Only assessed courses will be included in the 2018-19 College Catalog.
	which SLOs have been evaluated and increasing the percentage of	Advisory	0	Timelines for cycles of assessment have been established by LAC and
	programs that have had PLOs assessed. To do so, the team recommends	Committee	1	endorsed by Academic Senate AAAG, and CAC.
	that the College complete the implementation of their planning and			All instructional divisions have established course assessment plans for at

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ass lea ou	tcomes assessment software as identified by their QFE1 and begin to sess learning outcomes for all instructional programs and student and arning support services as well as disaggregating and analyzing learning stcomes and achievement data for subpopulation of students. (Standards 5.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)		<ul> <li>least one program of study.</li> <li>TracDat is in use for Course Reflections effective January 2017.</li> <li>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.</li> </ul>

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

Academic Senate voted to help facilitate assessments (March 16, 2017).
At the February 15, 2017 meeting of AAAG, it adopted the following

in CurricUNET and deleted in the Chancellor's Office."
Progress is being made in course SLO assessment:

"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 March 2014, 181 out of 830 courses were reported as assessed

• In March 2017, 724 out of 1378 courses are reported as assessed

In October 2016, 664 out of 1417 courses were reported as assessed

the Spring 2017 semester.

guideline:

(21.8%).

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4	In order to meet the Standards, MPC needs to engage in continuous, broad-based, 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	<ul> <li>(52.5%)</li> <li>In April 2017, 707 out of 1223 courses are reported as assessed (57.8%)</li> <li>In May 2017, 745 out of 1194 courses are reported as assessed (62.4%)</li> <li>In June 2017, 760 out of 1159 course are reported assessed. (65.6%). The goal is to have 100% of our courses assessed by December 2017, and to also make progress on the assessment at the program level (PLO assessment).</li> <li>The Planning Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting.</li> <li>The job announcement for Dean of Planning, Research and Institutional Effectiveness (Interim) has been posted in April 2017.</li> <li>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.</li> <li>Discussions of how to time activities related to program review and resource prioritization in order to integrate needs &amp; data emerging from the plans into resource allocation with budget development activities are underway as of the 4/17/17 PRIE committee meeting.</li> <li>Nine (9) PRIE committee members attended an IEPI Integrated Planning workshop on 4/19/17.</li> <li>PRIE has drafted a process for prioritizing resource requests that emerge from program review and analysis of student learning &amp; achievement data. The prioritization process is intended to link resource requests to the</li> </ul>

	Recommendations to Weet the Standard				
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5	In order to meet the Standard, the team recommends the College develop a process to ensure <b>student complaints</b> can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)	• Student Services Council	resource allocation and budget development processes. PRIE is actively soliciting feedback on the process from College committees and governance groups, with the goal of having the new process ready for fall.  The Executive Committee approved for a PRT Team, a resource team to assist PRIE in Fall 2017 with IEPI.  The Interim Dean of PRIE has been hired effective July 1, 2017.  PRIE has gathered substantive feedback from campus committees on its proposed process for prioritizing resource requests. Final adjustments to the process will be discussed at the June PRIE Committee meeting (6/19/17), with the goal of recommending the process to the S/P for implementation in the fall 2017.  The MPC Administrative Procedures (AP) 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, 2017.		

Dr. Walter Tribley

 Moving forward, will revise the college catalog to remove the complaint section in catalog. The current Grievance Procedure will be the process to

	Recommendations to Meet the Standard				
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			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.  • Student Discipline procedures, Student Rights and Grievances, and Complaints sections of the catalog have been revised  • Student readmission information for the past six years (2010-2016) has been obtained from IT. The information shows the following:   o 1918 student petitions for readmission  o 1899 "approved" petitions  o 13 "denied" petitions  o 1 no action  o 5 pending additional student information  • Academic Council petitions reviewed for past six years (2010-2016) and		
			analyzed for improvement. A narrative is being formulated to address what changes have been instituted that resulted in a decrease in the number of residency related petition to the academic council.  Student Services will have a meeting analyze the data with the goal of completing this Recommendation by the end of June 2017.  The College Catalog has been updated to include this information.		

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

Office of

Institutional

Research

Library

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.

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	improvement. (Standards II.B.1, II.B.3)	Division	<ul> <li>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.</li> <li>The survey closed on 5/7/17. The Office of Institutional Research has delivered the raw results to the Library Division, where the initial review of emerging themes has begun. Goal to complete this Recommendation by Fall Flex 2017.</li> <li>Library personnel have completed an initial review of the survey data and have identified several general areas where improvements can be made. A written report of the results and initial recommendations for improvements is in progress as of 6/16/17.</li> </ul>
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	<ul> <li>Full review of student services at the Centers and for distance education is in process.</li> <li>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.</li> <li>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.</li> <li>Conversations regarding gaps in student services in Marina, PSTC and online have begun.</li> <li>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.</li> <li>Have met with Dr. Rosaleen Ryan to develop a survey for all four campuses to cover students' awareness and usage of student services,</li> </ul>

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			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).  Student Services has identified a division wide SAO: We will provide RICH services, regardless of location or means of delivery, and students will be informed, engaged, and connected with the campus community. Programs will add additional SAOs as needed.		

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13	In order to meet the Standards, the team recommends the College create a <b>Human Resources staffing plan</b> 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)	<ul><li>HR</li><li>Cabinet</li></ul>	<ul> <li>We are developing an updated Program Review Timeline and an SAO schedule/timeline for all Student Services Programs.</li> <li>Student Services representatives are on the PRIE committee that is updating and reviewing the Program Review processes and template at MPC to ensure that it reflects the evaluation of services based on SAOs and consideration of support at all MPC campuses.</li> <li>The Office of Institutional Research has begun development of the survey for student services. We will finalize this within the next month and plan to administer the survey in early/mid Fall.</li> <li>We conducted a series of focus group meetings to collect data about their experiences as students and how we can better support students.</li> <li>Dean of Student Services has been hired effective July 2017 and will be located at the Marina Center.</li> <li>Cabinet members presented a high level staffing plan to the college in August 2016.</li> <li>HR is searching for a professional expert to work on this.</li> <li>Collaborative Brain Trust Consulting Firm has been identified to prepare the HR Staffing Plan. The contract will be presented to the Board of Trustees June 2017 meeting for approval.</li> </ul>	

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14	In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups.  The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning. (Standards III.A.5, III.A.6)	<ul><li>HR</li><li>Cabinet</li><li>Negotiations</li></ul>	<ul> <li>Full-time and part-time faculty, and classified staff evaluations are being regularly and consistently conducted.</li> <li>Administrative and Executive evaluations are being tracked and will be completed more regularly and consistently in spring 2017 and on.</li> <li>HR is compiling data on outstanding evaluations.</li> <li>Full-time faculty evaluations for 2016 have been completed.</li> <li>Some adjunct faculty, classified, and MSC evaluations are still to be completed.</li> <li>We are striving for 100% completion by June 2017.</li> <li>Second part of the recommendation is in negotiations at this time.</li> <li>The District has proposed changes to contract language to MPCTA to include assessment in the self-evaluation.</li> <li>The District and CSEA have negotiated and agreed on tentative language</li> <li>The MSC evaluation process now includes the appropriate language.</li> <li>Goal to complete this Recommendation by end of June 2017.</li> <li>Evaluations of Administrators, Division Chairs, Faculty and Staff are being completed and forwarded to HR to meet the June 30, 2017 deadline.</li> </ul>
15	In order to meet the Standard, the team recommends the College establish a review schedule of policy and procedures relevant to Human Resources. (Standards III.A.11, III.A.12, III.A.13)	HR     Cabinet	
16		<ul> <li>Information</li> <li>Services</li> <li>Dept.</li> </ul>	<ul> <li>Information Services Dept. has completed key changes to improve the security of the District's technology.</li> <li>Information Services Dept. has identified the need to upgrade key components of the District's networking infrastructure.</li> <li>Additional hardware and software has been procured and is in the process</li> </ul>

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17	In order to meet the Standards, the team recommends the college complete and roll out the Information <b>Technology Disaster Preparedness/Recovery Plan</b> 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.	<ul> <li>of being installed.</li> <li>Additional hardware and software have been procured and will be installed prior to the end of March 2017.</li> <li>RECOMMENDATION HAS BEEN MET.</li> <li>The Information Technology Disaster Preparedness/Recovery DRAFT Plan has been completed.</li> <li>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.</li> <li>RECOMMENDATION HAS BEEN MET.</li> </ul>
18	In order to meet the Standards, the team recommends the College complete the <b>revisions</b> and <b>implementation</b> 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	<ul> <li>30 Administrative Board Policies were reviewed and approved by the Board of Trustees in 2016.</li> <li>28 Student Services policies were approved in PAG in January and are ready for Board Sub-committee review.</li> <li>9 Academic Affairs Board policies have been approved.</li> <li>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.</li> <li>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.</li> <li>At the April 26, 2017 Board of Trustees meeting</li> </ul>

Dr. Walter Tribley

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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)	<ul><li>President</li><li>CBO</li><li>Board</li></ul>	<ul> <li>30 Board Policies were adopted.</li> <li>11 Board Policies were brought to the Board for a First Reading</li> <li>At the May 31, 2017 Board of Trustees meeting</li> <li>11 Board Policies were adopted</li> <li>11 Board Policies are being brought to the Board for a First Reading</li> <li>At the June 21, 2017 Special Board of Trustees meeting</li> <li>20 Board Policies are being brought to the Board for a first reading</li> <li>At the June 29, 2017 Board of Trustees meeting</li> <li>11 Board Policies are being recommended to the Board for adoption</li> <li>20 Board Policies are being recommended to the Board for adoption</li> <li>Measures to improve efficiency have been implemented such as EMS and changes to scheduling practices.</li> <li>Faculty prioritization process has been improved and hiring is taking place in productive and efficient disciplines.</li> <li>Position control and review is being implemented.</li> <li>Short term classes were added to the second half of spring 2017 to increase FTES while focusing on high productivity.</li> <li>Marketing has been ramped up for second half of spring and summer enrollments.</li> <li>Measures to increase enrollment are in process.</li> <li>Admission by Co-Enrollment (ACE) with CSUMB was approved by the MPC Board in March.</li> </ul>

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			<ul> <li>Dual Enrollment with MPUSD will go to MPC Board for its second reading on April 26, 2017.</li> <li>Dual Enrollment with PGUSD will go to MPC Board for its first reading on April 26, 2017.</li> <li>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.</li> <li>Measures to increase enrollment are progressing:</li> <li>Enrollments with Admission by Co-Enrollment (ACE) with CSUMB: 64 total; 24 Marine Science, 17 Business, 13 undeclared</li> <li>Dual Enrollments with MPUSD: 120 Marina, 115 Monterey, 20 Seaside High Schools</li> <li>Dual Enrollment with PGUSD will go to MPC Board for its second reading on May 31, 2017. Enrollments expect for Pacific Grove High School is 24.</li> <li>Measures to increase enrollment June through beginning of August 2017 when schools return for the 2017-2018 Academic Year.</li> <li>Enrollments with Admission by Co-Enrollment (ACE) with CSUMB: MPC working with 23 students with applications and assessments.</li> <li>Dual Enrollments: AB288 College &amp; Career Access Pathways Partnership Agreements have been finalized with MPUSD and PGUSD</li> <li>Dual Enrollment Coordinator has been hired.</li> </ul>		

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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)	<ul><li>President</li><li>CBO</li><li>Board</li></ul>	<ul> <li>The latest, required OPEB actuarial has been completed as of February 7, 2017. Funds have been identified to transfer to the OPEB trust.</li> <li>The ARC will be included in budget development for 2017-18.</li> <li>Transfer of the 2017-17 ARC (March 22, 2017 Board meeting)</li> </ul> RECOMMENDATION HAS BEEN MET.
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.	<ul><li>Academic Senate</li><li>Cabinet</li></ul>	<ul> <li>New "Decision Making Process" (handbook) was adopted by the College in fall 2016 and is being implemented.</li> <li>President's Advisory Group (PAG) was re-envisioned.</li> <li>Planning, Research and Institutional Effectiveness (PRIE) committee has been formed and is meeting regularly.</li> <li>Roles are now clarified at meetings - committees and groups - to educate the campus.</li> <li>Senate retreat in Fall 2016 included discussions on roles and a focus on procedures/processes.</li> <li>ASCCC visit in Fall 2016 – open session</li> </ul>
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	PRIE	Regarding Roles:  Presentation of 10+1 at all campus Flex Days clarifies roles of Senate  Documentation clarifying the faculty roles between the Academic Senate and the faculty bargaining unit is still pending.  PRIE has identified initial tasks related to the development of a
22	develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness (Standard IV.A.7)	TRIE	calendar/timeline for evaluation of policies, procedures, and processes.  Work groups are being formed during the week of 4/17/17.

Dr. Walter Tribley

**Board of Trustees Meeting** 

June 29, 2017

# Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by May, 2017) (Blue font = Completed by June, 2017)
		<ul> <li>PRIE has developed a format for a planning and evaluation calendar that shows when major institutional plans and processes will be evaluated over the next 10 years. The calendar currently includes evaluation of scheduled evaluations of the effectiveness of processes.</li> <li>A PRIE workgroup has developed a first draft of guidelines that can be used to evaluate the effectiveness of processes and procedures. The guidelines are intended to accompany the evaluation calendar, and the draft is on the agenda for discussion at the June PRIE Committee meeting (6/19/17). The PRIE Committee will test the guidelines using the recently finished Technology Plan as a pilot for an evaluation of process effectiveness.</li> </ul>

# **Recommendations to Improve Quality**

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

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 management 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

Dr. Walter Tribley

**Board of Trustees Meeting** 

June 29, 2017

# **Recommendations to Improve Quality**

# Recommendation Text	Lead Responsibility	Progress (Black font = Goal or Direction) (Red Font = RECOMMENDATION HAS BEEN MET) (Green font = Completed by May, 2017) (Blue font = Completed by June, 2017)
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				2017 and Spring 2018 based on productivity, growth areas (Dual Admission, Dual Enrollment) and budget.
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	<ul> <li>Admission, Dual Enrollment) and budget.</li> <li>RECOMMENDATION HAS BEEN MET.</li> <li>All Student Services at the Marina Education Center are being reviewed. A consistent schedule will be published.</li> <li>Hiring is in process to fill staff vacancies in the MEC.</li> <li>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.</li> <li>A staff member or a counselor offer to visit every class scheduled in Marina to promote services available for students.</li> <li>A calendar of student services availability is regularly posted on the bulletin boards in each classroom and office on the Marina Center.</li> <li>Have reposted the MPC Student Services Banner.</li> <li>Dean of Student Services for Marina hired effective July 2017. The contract will be submitted for Board of Trustees approval in June 2017.</li> </ul>
				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	•	VPSS Office of Institutional	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.

Dr. Walter Tribley

**Board of Trustees Meeting** 

June 29, 2017

# **Recommendations to Improve Quality**

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

	plans to increase Student Success. (Standard II.C.5)	Research	•	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
12	In order to improve, the team recommends that the College <b>update its</b> administrative hiring procedures. (Standard III.A.3)	• HR		Professional Personnel Leasing, Incorporated has been identified to research and revise the administrative hiring procedures. The contract will be presented to the Board of Trustees at the June 2017 meeting for approval.

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

New Business Agenda	Item No. C	Fiscal Services College Area
Proposal:  That the Gove period ending, May 31	erning Board review and discuss the 2016-2017 Mo, 2017.	onthly Financial Report for the
Background: The Board roufiscal operations.	ntinely reviews financial data regarding expenses an	nd revenues to monitor District
Budgetary Implication None.	ons:	
□ RESOLUTION: ending May 31, 2017,	<b>BE IT RESOLVED,</b> that the 2016-2017 Monthly be accepted.	Financial Report for the period
Recommended By:	G. J. G. Fally Wise President of Administra	trativo Comigan
Prepared By:	Steven L. Crow, Ed.D., Vice President of Administration of Adminis	
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	

#### **Monterey Peninsula College**

# Fiscal Year 2016-2017 Financial and Budgetary Report May 31, 2017

Enclosed please find attached the Summary of All Funds Report for the month-ending May 31, 2017 for your review and approval.

The Fiscal Services department is now preparing for the fiscal year close of the 16-17 Fiscal Year.

Operating Fund net revenue through May 31, 2017 is \$52,467,169 which is 92.8% of the operating budget for this fiscal year. Expenditures year-to-date total \$48,644,477 and Encumbrances of \$2,571,027 which together is 88.9% of the operating budget for this fiscal year, for a net difference of \$1,251,665.

#### **Unrestricted General Fund**

#### Revenue

- May Apportionment Payment receive of \$1,240,207.
- Property taxes received of \$31,359.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local and state revenues totaling: \$378,376.

#### **Expenditures**

As we go into the last month of the fiscal year, there is a lot of work to be completed to close out the fiscal year, and additional expenditures will be setup as year-end liabilities will be setup. Budgets will be adjusted to match posted expenditures.

#### 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.
- We expect to receive the full amount of the State Preschool and State Food Grant.

#### **Self Insurance Fund**

- Self Insurance Fund (SIF) expenses are at 91.2% of budgeted expenditures. Last fiscal year at this time we were at 97.9%.
- The transfer between funds from the Self Insurance Fund and the Unrestricted General Fund has been completed this month for \$2M. This was the amount that was budgeted to balance the Unrestricted Revenue with the Unrestricted Expense budget.

- Revenue received this month from the Unrestricted General Fund, Restricted General Fund, Child Development Fund, and Parking Fund totaled \$1,637,777.
- Revenue from Retiree Contributions and COBRA payments received this month of \$41,837.

#### **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.

#### **Fiduciary Funds**

• Revenue adjustments were completed this month between the Trust Fund and the Scholarship and Loan Fund. Budgets will need to be adjusted in these two Funds.

#### **Cash Balance:**

The total cash balance for all funds is \$26,968,549 including bond cash of \$9,656,292 and \$17,312,257 all other funds. Operating funds cash is \$12,362,363. Cash balance in the General Fund is at \$10,945,791 for the month-ending May 31, 2017.

# Monterey Peninsul Community College

Monthly Financial Report May 31, 2017

# **Summary of All Funds**

	Beginning Fund Balance	Revised 2016 -	0	Ending Fund Balance				% Actual  • Budget	Cash Balance	
<u>Funds</u>	07/01/16	Revenue	Expense	<u>6/30/2017</u>	Revenue	Expense	Encumbrances	Rev	Expense/ Enc.	<u>5/31/2017</u>
General - Unrestricted	\$6,755,552	\$40,237,689	\$41,267,787	\$5,725,454	38,738,768	36,910,798	1,809,657	96.3%	93.8%	\$10,945,791
General - Restricted	0	15,053,914	15,053,914	0	12,520,979	10,638,007	606,053	83.2%	74.7%	o
Child Dev - Unrestricted	79,143	155,631	155,631	79,143	208,222	112,786	0	133.8%	72.5%	132,832
Child Dev - Restricted	0	439,166	439,166	0	343,813	388,991	79,878	78.3%	106.8%	0
Student Center	565,728	258,000	259,094	564,634	201,971	100,843	25,653	78.3%	48.8%	670,876
Parking	649,435	418,790	418,790	649,435	453,416	493,052	49,786	108.3%	129.6%	612,864
Subtotal Operating Funds	\$8,049,858	\$56,563,190	\$57,594,382	\$7,018,666	\$52,467,169	\$48,644,477	\$2,571,027	92.8%	88.9%	\$12,362,363
Self Insurance	3,581,841	7,181,305	8,985,831	1,777,315	7,162,477	8,189,918	6,495	99.7%	91.2%	2,542,679
Worker Comp	131,701	25,000	97,500	59,201	25,855	89,445	0	103.4%	91.7%	68,112
Other Post Employment Benefits	557,878	100,770	112,014	546,634	84,996	112,014	0	84.3%	100.0%	530,860
Capital Project	67,820	1,333,637	884,253	517,204	928,801	656,336	199,342	69.6%	96.8%	340,284
Building	9,925,943	94,000	429,418	9,590,525	96,741	366,932	118,174	102.9%	113.0%	9,656,292
Revenue Bond	22,562	21,500	21,500	22,562	21,590	21,618	0	100.4%	100.5%	22,679
Associated Student	199,733	80,000	80,000	199,733	73,228	61,641	0	91.5%	77.1%	248,872
Financial Aid	19,146	5,722,000	5,722,000	19,146	5,686,652	5,686,652	0	99.4%	99.4%	104,879
Scholarship & Loans	89,154	2,600,000	2,600,000	89,154	3,206,397	3,227,244	0	123.3%	124.1%	313,574
Trust Funds	439,580	2,530,000	2,530,000	439,580	1,726,481	1,817,425	0	68.2%	71.8%	747,621
Orr Estate	26,740	20,000	20,000	26,740	19,976	16,383	0	99.9%	81.9%	30,334
Total all Funds	\$23,111,956	\$76,271,402	\$79,076,898	\$20,306,460	\$71,500,363	\$68,890,085	\$2,895,038	93.7%	87.1%	\$26,968,549

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. D

**Fiscal Services** College Area

Proposal:

That the Governing Board approve the Tentative Budget for FY 2017-18, and set the date for public hearing for the adoption of the Final Budget to be August 23, 2017.

Background:

The Governing Board is required by state law to approve a Tentative Budget by July 1, and conduct a public hearing and adopt a final budget no later than September 15. The Tentative Budget for the 2017-18 fiscal year is presented for consideration, discussion and approval. This is the District's spending plan until a final budget is adopted. Projections used in the Tentative Budget will be reviewed and adjusted, where appropriate to reflect more accurate projections before presentation of the final budget.

**RESOLUTION: BE IT RESOLVED**, that the Fiscal Year 2017-2018 Tentative Budget be approved,

**Budgetary Implications:** 

Revenues and expenses are anticipated as presented.

and the public hearing the Sam Karas Room	for the adoption of the Final Budget be scheduled for August 23, 2017, at 1:30 pm at of the Library Technology Center, at Monterey Peninsula College, 980 Fremont St.,
Monterey, CA.	
Recommended By:	Steven L. Crow Ed.D., Vice President for Administrative Services
Prepared By:	Rosemary Barrios, Controller
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

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# **Monterey Peninsula College**

# **Tentative Budget**

Fiscal Year 2017-18

Pending Board Adoption on June 29, 2017

# **Monterey Peninsula College**

# **Tentative Budget**

# **Fiscal Year 2017-2018**

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# Executive Summary 2017-2018 Tentative Budget

#### **Introduction**

The Tentative Budget is the District's spending plan from July 1 through September 15. On or before September 15, the Board is required to hold a public hearing and approve an Adopted Budget for the fiscal year. The Tentative Budget is based on "budget assumptions" developed from a number of sources including the Governor's May Revision, the Chancellor's Office and the Community College League of California. As of this writing, there is no approved State Budget for 2017-18, however legislative leaders and the Governor appear to have an agreed framework including the funding of public education.

Following is a summary indicating the projected beginning balances (based on the current 2016-17 budgets and prior to year-end and audit), 2017-18 tentative budgets and projected ending balances for all funds maintained by the District:

	Summary of All	Funds		
MPG	C 2017-2018 Tei	ntative Budge	it	
	Beginning	Budge	ets	Ending Fund
	Fund Balance	2017-2	018	Balance
<u>Funds</u>	<u>7/1/2017</u>	Revenue	<u>Expense</u>	6/30/2018
General				* . = .0 =0=
Unrestricted	\$4,543,767	\$40,045,956	\$40,045,956	\$4,543,767
Restricted	\$0	\$8,998,493	\$8,998,493	\$0
Special Revenue				<b></b>
Child Development - Unrestricted	\$0	\$204,600	\$204,600	\$(
Child Development - Restricted	\$0	\$429,737	\$429,737	\$ 504.00
Student Center	\$590,109	\$241,500	\$240,225	\$591,38
Parking	\$560,013	\$555,000	\$735,132	\$379,88
Debt Service				400.50
Student Center	\$22,534	\$20,900	\$20,900	\$22,53
Debt Service	\$200,604	\$1,000	\$0	\$201,60
Capital Projects	\$590,327	\$53,702	\$471,814	\$172,21
Building	\$9,537,578	\$120,000	\$115,110	\$9,542,46
Self Insurance	\$2,547,905	\$7,786,867	\$7,385,138	\$2,949,63
Other Post Employment Benefits (OPEB)	\$530,860	\$112,014	\$112,014	\$530,86
Worker Comp Insurance	\$148,111	\$22,100	\$92,000	\$78,21
Fiduciary				
Financial Aid	\$19,146	\$6,200,000	\$6,200,000	\$19,14
Associated Students	\$211,320	\$80,000	\$80,000	\$211,32
Scholarship and Loans	\$68,307	\$3,500,000	\$3,500,000	\$68,30
Trust Funds	\$348,636	\$2,135,000	\$1,930,000	\$553,63
Orr Scholarship	\$30,333	\$25,000	\$20,000	\$35,33
Total	\$19,949,550	\$70,531,869	\$70,581,119	\$19,900,30

Unrestricted General Fund revenue and expense budgets are balanced, resulting in an ending fund balance of \$4,543,767 this maintains the Board established fund balance reserve of 10% and the Chancellor's Office minimum prudent reserve of 5%. All other funds are budgeted to have positive ending fund balances.

The Governor's 2017-18 May Revise provides additional base funding of ~\$800,000 for MPC's Unrestricted General Fund, which can be used to address the increase costs and other needs of the District.

The District has several major problems that need to be addressed: 1) future losses of revenue and increased expenses, and 2) other needs (including employee compensation, and maintaining systems and facilities). The additional base funding proposed by the state for 2017-18 and the projected increase in FTES is sufficient to address the problems this fiscal year but continued review of reduction to operating budgets, efficiency through scheduling, vacancies, and health and welfare plan changes needs to be continued.

#### State Budget...Governor's May Revise for California Community College

At the time of this writing, the Governor's May Revision continues to provide solid funding proposals for the community colleges.

For general apportionments, community colleges are proposed to receive the following:

- An additional \$160 million of base increase for a total of \$183.6 million, which is provided in recognition of pending cost increases in areas of PERS and STRS pension rate increases, employee benefits, and utilities.
- A reduction of \$21.5 million of growth for a total of \$57.8 million to reduce growth from 1.34% to 1%.
- Cost-of-living adjustment (COLA) is proposed to increase from 1.48% to 1.54% an increase of \$3.5 million for a total of \$97 million.
- The Administration also proposes budget bill language that authorizes the Chancellor's Office to apply unused growth funds to cover an apportionment deficit. While this does not remove all uncertainty from the apportionment process, it will help in years we are not growing to our funded cap and have an apportionment deficit.

For Facilities, community colleges are proposed to receive the following:

- A decrease of \$5.8 million of Proposition 39 for a total of \$46.5 million to fund energy efficiency projects. 2017-18 is scheduled to be the final year of the program under current law, however, there are attempts to continue the program that will play out over the next year.
- An additional \$92.1 million of deferred maintenance and instructional equipment funding for a total of \$135.8 million. As discussed above, these funds are not proposed to be allocated until the P2 in 2018-19 and will act as a contingency against future reductions in Propositions 98.

For Support Services, the community colleges are proposed to receive the following:

- An additional \$1.9 million for a total increase of \$5 million for the Full-Time Student Success Grant that provides grants to CalGrant B and C students taking 12 or more units per term. Further, the administration proposes increasing the grant amounts from \$300 to \$350 per term.
- Additional funds are included for the following: \$20 million for innovation awards, \$10 million for the Online Education Initiative's learning management system, and \$6 million for the integrated library service.

#### **Unrestricted General Fund**

The District has had an Unrestricted General Fund structural deficit for the past four years: 2013-14 through 2016-17. The 2017-18 Tentative Budget is balanced, with no funds being borrowed from other funds. The balanced budget has been achieved by a reduction to operating budgets, efficiency through scheduling, vacancies, and reduced workers compensation rate and additional funds projected to the base apportionment revenue.

#### Future losses of revenue and increases in expenses

Although projecting the future with any degree of accuracy would be an educated guess at best, there are at least five future certainties that can be quantified that will have significant negative impacts on District finances:

- **Declining FTES:** Potential of losing FTES and being rebased at a lower FTES. This will decrease the overall apportionment revenue received from the state.
- **PERS/STRS increases:** MPC retirement systems PERS and STRS have established rates that based on 2016-17 employee salaries will result in cumulative increased UGF expenses of ~\$2.3M by 2019-20.
- Health and Welfare increases: MPC health and welfare is increasing by ~\$300K a year or more.
- Affordable Care Act (ACA): Providing accurate costs for future provisions of ACA with any degree of accuracy is likely not possible assuming past changes and delays in implementation will likely continue for the future. However, current provisions of the ACA establish thresholds on the costs for benefits (\$10,200 for single person, \$27,500 for family) and starting in 2018 taxes employers 40% on the amounts above the thresholds. Estimates for total cost to MPC are between \$281K and \$431K per year.
- In addition —COLA increases from the state have historically been less than increases in operating expenses. Colleges relying on COLA as their primary new revenue source end up losing financial ground. Community Colleges need to realize growth in enrollments to maximize new funding from the State and make headway increasing their financial resources.

<u>General Fund:</u> The General Fund includes the general operating budgets for the District. Some monies are restricted as to their use and the fund is therefore separated by unrestricted and restricted.

#### **Unrestricted General Fund**

The District's primary financial activities for day-to-day operating revenues and expenses occur in the Unrestricted General Fund. Revenue is budgeted by the source of the funding and expenses are budgeted by their function.

Additional ongoing funds are added to the 17-18 Tentative Budget total \$800,000

1. Ongoing, unrestricted 17-18 funds added to the base -  $\sim$ \$800,000

MPC assumes a \$1.2M in additional funding if FTES can be increased (\$1.2M from restoration). This Tentative Budget uses the 2016-17 P2 FTES of 6,700 for the 2017-18 apportionment revenue projection.

#### **Restricted General Fund**

Funds used for the operation and support of educational programs that are specifically restricted by law, regulation, donor, or other outside agency are recorded in the Restricted General Fund. The majority of these funds must be expended within the fiscal year or returned to the funding agency. Budgets for state programs are based on the state's current approved budget. Funds budgeted for all programs total a little over \$8.9M. Since no allocation details have been provided by the Chancellor's Office, the amounts shown below are based on prior year estimates and will be adjusted at the Final Budget.

The following chart shows the 18 largest categorical programs and their respective funding level for the 2017-18 Tentative Budget:

	2016-17	2017-18	Change
Access Resource Center (DSP&S)	\$669,929	\$569,389	-\$100,540
CalWorks/TANF	\$246,551	\$199,503	-\$47,048
Enrollment Growth Nursing	\$142,600	\$142,600	\$0
Extended Opportunities Programs and Services	• ,		
(EOP&S)	\$942,356	\$1,008,823	\$66,467
Federal Work Study	\$151,539	\$151,539	\$0
Fire Training (Fees Supported)	\$190,278	\$190,200	-\$78
First 5 Monterey County Workforce Devt.	\$109,723	\$99,999	-\$9,724
Health Services	\$305,226	\$305,226	\$0
ITEST (National Science Foundation)	\$402,699	\$384,518	-\$18,181
Lottery	\$239,394	\$239,394	\$0
Marine Tech Mentor/Intern	\$103,759	\$56,400	-\$47,359
MATE Support Center	\$402,699	\$408,979	\$6,280
Math Science (TRIO)	\$376,701	\$382,851	\$6,150
Upward Bound (TRIO)	\$388,453	\$400,107	\$11,654
Student Support Services (TRIO)	\$294,916	\$303,227	\$8,311
Student Success - CR/NCR	\$1,625,872	\$1,699,664	\$73,792
Student Equity	\$608,102	\$608,102	\$0
Student Financial Aid Administration	\$245,736	\$355,864	\$110,128

#### **Special Revenue Fund:**

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

Revenues and expenses for child development services are recorded in the CDC Fund. The CDC Fund includes monies that are restricted as to their use and the fund is therefore separated into unrestricted and restricted. The CDC Fund has a total expense budget of \$634,337 (unrestricted and restricted). CDC has been operating with a State Preschool contract under the California Department of Education. The Unrestricted General Fund is budgeted to transfer \$100,000 to support CDC.

The Student Center Fund is maintained to record financial transactions of the Student Center building that was partially constructed using lease revenue bonds. The Student Center Fund receives revenue primarily from student use fees and commissions from the bookstore and cafeteria. The bond requires income to be used to make debt payments and maintain the facility. A percentage of the Student Activity Coordinator salary and benefits is paid by the Student Center Fund and a percentage is paid by the Unrestricted General Fund.

The Parking Fund is maintained to record financial transactions related to parking as required by the Education Code. Revenues are primarily from parking permit sales and parking citations. Expenses are for parking security, maintenance and improvements to the parking lots.

#### **Debt Service**

Long-term debt principal, interest, and related costs of the District are accounted for in the Debt Service Fund. There is one obligation remaining that is accounted for in this fund: the annual long-term debt payment for the Student Center. Student Use Fees in the Student Center operating accounts pay the Student Center required payment of \$20,900.

#### Capital Projects

Non-bond expenses for all major acquisition, construction and scheduled maintenance projects are accounted for in the Capital Projects Funds. Expenses are estimated at \$471,814 includes scheduled Maintenance funds.

#### Building

Expenses associated with Measure I, the \$145 million Proposition 39 bond, are accounted for in the Building Fund. Total expense are budgeted at \$115,110 for the 17-18 Tentative Budget. Revenue of \$120K for interest income is budgeted resulting in a projected ending fund balance of \$9,542,468.

#### Self Insurance

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments will be made from the various operating funds to the Self Insurance Fund to cover the claim payment. Total expenses of \$7,385,138 are budgeted for 2017-18.

#### Other Post Employment Benefits (OPEB)

The District has an OPEB Unfunded Actuarial Accrued Liability of \$9.2 million. The District setup an irrevocable trust in the 15-16 FY. Two accounts were established with an outside banking institution in the transferring \$3 million into a balanced investment account and \$1 million into an associated liquidity account. This complies with GASB 43 rules for funding the liability and provides greater interest income to satisfy the liability. The District made the ARC (Annual Required Contribution) payment in the 16-17 FY and has budgeted for the ARC payment for the 17-18 FY.

#### Workers Comp

The District is responsible for a small number of old workers compensation claims after it withdrew from a K12 workers compensation self insurance JPA. The workers compensation fund has been established to pay these old claims. The workers comp fund does not generate any revenue except for a small amount of interest income. The workers comp fund is funded through a transfer of funds when needed from the self insurance fund

#### Fiduciary Funds

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

#### Conclusion

Addressing the Unrestricted General Fund structural deficit has been the top priority for the District. There have been ongoing expenses in the area of health and welfare, ongoing salary increase to employees, STRS and PERS increases. There is no transfer from other funds into the unrestricted general fund in this Tentative Budget. Potential budget savings in the areas of reduced operating budgets, efficiencies through scheduling, and reduced workers comp rates have been key factors in balancing the 2017-18 Tentative Budget.

The Tentative Budget for 2017-18 was developed using the best information at this time. Revenue assumptions were used in the absence of an approved State Budget at this writing. The final budget approved by the State will alter District assumptions that will require further adjustments to the District's budgets.

# Monterey Peninsula College 3-Year Comparison

% >

	2014-2015	2015-2016	2016-2017		2017-2018	Budget to
			Act thru	Revised	Budget	<u>Final</u> Budget
	Actual	<u>Actual</u>	May*	Budget	Budget	Budget
<b>Unrestricted General Fund:</b>						
Income	010 421	\$2,349	\$2,349	\$11,000	\$10,300	-6.4%
Federal	\$12,431	\$19,818,748	\$15,452,192	\$17,889,166	\$17,730,212	-0.9%
State	\$16,066,173	\$23,053,270	\$23,284,226	\$22,337,223	\$22,305,444	-0.1%
Local	\$21,907,198		\$38,738,768	\$40,237,389	\$40,045,956	-0.5%
Total Income	\$37,985,802	\$42,874,367	\$30,730,700	ψ+0,237,307	ψ10,015,550	
Expense			#12.01F.624	Φ1 <i>E</i> (25 022	\$14,779,101	-5.4%
Academic Salaries	\$14,344,525	\$15,122,308	\$13,817,634	\$15,625,022	\$6,919,074	-7.4%
Classified Salaries	\$7,080,888	\$7,103,255	\$6,567,008	\$7,474,383	\$11,447,841	3.3%
Fringe Benefits	\$8,931,276	\$10,376,392	\$10,090,233	\$11,078,792	\$450,567	-4.5%
Books and Supplies	\$38,670	\$684,246	\$550,456	\$471,573	\$6,114,034	-2.5%
Operating	\$5,317,293	\$5,618,294	\$5,646,476	\$6,270,354	\$165,756	-6.9%
Capital Outlay	\$269,634	\$502,044	\$138,990	\$178,079		0.0%
Transfers	\$1,328,481	\$925,220	\$100,000	\$169,583	\$169,583	
Total Expenses	\$37,310,767	\$40,331,759	\$36,910,798	\$41,267,787	\$40,045,956	-3.0%
	-					
Restricted General Fund:						
Income		#0.586.222	61:004 914	\$2,677,643	\$2,140,630	-20.1%
Federal	\$2,397,694	\$2,586,223	\$1,926,816 \$9,133,753	\$10,891,961	\$5,595,942	-48.6%
State	\$4,252,371	\$5,896,847	900000	\$1,484,310	\$1,261,921	-15.0%
Local	\$660,217	\$664,717	\$1,460,410		\$8,998,493	-40.2%
Total Income	\$7,310,282	\$9,147,787	\$12,520,979	\$15,053,914	\$6,996,493	40.270
Expense					Φ2 115 012	-9.0%
Academic Salaries	\$1,821,513	\$1,864,901	\$1,815,384	\$2,324,557	\$2,115,813	
Classified Salaries	\$1,270,157	\$1,508,598	\$1,678,353	\$1,962,648	\$1,719,903	-12.4%
Fringe Benefits	\$1,080,703	\$1,368,418	\$1,263,395	\$1,369,648	\$1,701,584	24.2% -54.4%
Books and Supplies	\$560,524	\$414,131	\$332,258	\$626,202	\$285,721	-73.4%
Operating	\$1,753,149	\$2,454,079	\$3,995,508	\$6,657,435	\$1,773,562	
Capital Outlay	\$525,413	\$628,598	\$525,628	\$1,378,580	\$488,531	-64.6%
Transfers	\$298,823	\$909,070	\$1,027,481	\$734,846	\$913,379	24.3%
Total Expenses	\$7,310,282	\$9,147,795	\$10,638,007	\$15,053,916	\$8,998,493	-40.2%
	<del></del>					
Unrestricted Child Develop			****	#155 C21	\$204,600	31.5%
Income	\$277,545	\$300,891	\$208,222	\$155,631	\$204,600	31.5%
Expense	\$277,545	\$242,388	\$112,786	\$155,631	\$204,000	31.370
Restricted Child Developme	ont .					
Income	\$283,249	\$347,894	\$343,813	\$439,166	\$429,737	-2.1%
Expense	\$283,249			\$439,166	\$429,737	-2.1%
Expense	<b>\$200</b> ,2 (5	. ,				
Student Center						
Income	\$283,416	\$306,291	\$201,971	\$258,000		-6.4%
Expense	\$184,735		\$100,843	\$259,094	\$240,225	-7.3%
- 1 <sub>1</sub>						
<b>Student Revenue Bond</b>						

Income	\$17,738	\$22,290	\$21,590	\$21,500	\$20,900	-2.8%
Expense	\$17,625	\$22,100	\$21,618	\$21,500	\$20,900	-2.8%
*Actual through May 31, 2016	,					04
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					2017 2018	% >
	2014-2015	2015-2016	2016-2		2017-2018	Budget to Final
	A -41	A atual	Act thru May*	Revised Budget	Budget	Bud
	Actual	Actual	<u>iviay</u>	Duager		
Debt Service			0.0	\$0	\$1,000	0.0%
Income	\$0	\$200,000	\$0 \$0	\$0 \$0	\$1,000	0.0%
Expense	\$0	\$0	\$0	ΦO	ΨΟ	01070
Parking					****	22.50/
Income	\$516,264	\$514,220	\$453,416	\$418,790	\$555,000	32.5%
Expense	\$483,640	\$438,039	\$493,052	\$418,790	\$735,132	75.5%
Capital Projects						
Income	\$460,330	\$398,102	\$928,801	\$1,333,637	\$53,702	-96.0%
Expense	\$978,028	\$391,235	\$656,336	\$884,253	\$471,814	-46.6%
1						
Self Insurance		\$ 6 000 0 <b>7</b> 0	07.1/2.477	\$7,181,305	\$7,786,867	8.4%
Income	\$8,026,004	\$6,829,879	\$7,162,477 \$8,189,918	\$8,985,831	\$7,780,007	-17.8%
Expense	\$7,006,368	\$7,132,675	\$6,169,916	\$6,765,651	ψ1,505,150	
OPEB			1/ 1/		****	0.00/
Income	\$110,169	\$539,328	\$84,996	\$100,770	\$112,014	0.0% 0.0%
Expense	\$0	\$4,000,000	\$112,014	\$112,014	\$112,014	0.070
Worker Comp Insurance						
Income	\$22,377	\$101,905	\$25,855	\$25,000	\$22,100	-11.6%
Expense	\$668,017	\$94,563	\$89,445	\$97,500	\$92,000	-5.6%
Financial Aid	\$5,671,240	\$5,728,892	\$5,686,652	\$5,722,000	\$6,200,000	8.4%
Income Expense	\$5,686,573	\$5,727,197	\$5,686,652	\$5,722,000	\$6,200,000	8.4%
-						
Associated Students	\$94,855	\$86,304	\$73,228	\$80,000	\$80,000	0.0%
Income	\$53,434	\$57,287	\$61,641	\$80,000	\$80,000	0.0%
Expense	\$33,737	(307,207	+ , -			
Scholarship and Loans		<b>#2.420.017</b>	e2 206 20 <b>7</b>	\$2,600,000	\$3,500,000	34.6%
Income	\$1,969,069	\$2,420,917	\$3,206,397 \$3,227,244	\$2,600,000	\$3,500,000	34.6%
Expense	\$1,987,565	\$2,351,635	\$5,227,244	\$2,000,000	ψ3,300,000	
Trust Funds				** *** ***	#2 125 000	-15.6%
Income	\$736,254	\$1,388,135	\$1,726,481	\$2,530,000	\$2,135,000 \$1,930,000	-23.7%
Expense	\$613,731	\$1,016,597	\$1,817,425	\$2,530,000	\$1,930,000	-23.770
Orr Scholarship				<b>***</b> ***	<u>ው</u> ላይ ለበሳ	25.0%
Income	\$5,465	\$19,869	\$19,976	\$20,000	\$25,000	0.0%
Expense	\$6,165	\$16,785	\$16,383	\$20,000	\$20,000	0.070
Building Fund						
Income	\$71,704	\$118,926	\$96,741	\$94,000	\$120,000	27.7%
Expense	\$1,468,642	\$13,667	\$366,932	\$429,418	\$115,110	-73.2%
5						

#### **Unrestricted General Fund Highlights**

2017-2018 Tentative Budget

#### Revenues:

Total Unrestricted General Fund revenue budgeted for 2017-18 is \$40,056,956. This includes \$800,000 in additional state funding as proposed in the Governor's May Revise.

- Apportionment The largest source of unrestricted revenue is referred to as Apportionment and is based on the size of a college. Apportionment funds are received from student registration fees, local property taxes, and state. Apportionment includes a basic allocation (based on the college structure single/multiple campus, centers, and size of each) and workload (FTES credit and non-credit). MPC's 2016-17 P2 of 6,700 is being used to calculate a base Apportionment revenue of \$38,112,620 for 2017-18 Tentative Budget. The projected apportionment assumes a COLA of 1.54%, additional \$800K to the base and no deficit coefficient.
- Additional State Funding based on Governor's May Revise
  - Ongoing ~\$800,000
    - Base allocation increase based on MPC FTES vs statewide FTES = ~\$800,000
- Restoration and Growth MPC assumes a \$1.2M in partial restoration funding and no growth funding.
- Part-Time Faculty Compensation The District has budgeted at \$179,114.
- <u>Lottery</u> Funds received from the Lottery Commission are based on FTES, including non-resident and apprenticeship. Lottery funds are budgeted at \$856,604.
- Nonresident Fees The non-resident fee revenue for 2017-18 is budgeted at \$703,000. The new rate adopted by the board for 2017-18 is the State average of \$234 per unit, which is \$23 more than the MPC 2016-17 rate.

#### Expenses:

Total Unrestricted General Fund Expenses are budgeted at \$40,045,956. Projections are included for all known obligations and only mandated increases (contractual, fee increases, etc.) in expenses have been added to the budget.

• <u>Salaries</u> - Total net salaries are budgeted at \$21,698,175. Increases for required step and column movement and longevity have been budgeted where appropriate, and turnover savings are reflected in the totals.

• Fringe Benefits – Fringe benefits are shown in two categories: salary roll-up costs and medical benefits.

Salary roll-up costs include retirement, Medicare, FICA, unemployment, and workers comp and total 31.931% for classified employees and 17.630% for academic employees. The employer rate for STRS increased 1.85% from last year, and the PERS rate increased by 1.65%. Employer rates for STRS and PERS are both expected to increase every year for the next several years. The Legislature has set STRS rates to increase by a total of 10.22% and PERS rates to increase 12.03% spread over the period from 2014-15 to 2020-21. Roll-up costs associated with salary increases for required step and column movement and longevity increases have been budgeted.

Expenses for the District's self-insured medical benefits are budgeted and recorded in the Self Insurance Fund. Payments are made from the various operating accounts to the Self Insurance Fund to cover the expenses. This Tentative Budget increases the medical rate by 5% from 2016-17.

- Books and Supplies This category is budgeted at \$445,397 for 2017-18.
- Services and Operating Is at \$6,114,034 for the 2017-18 FY.
  - 1. <u>Utilities</u> Total utility expenses (electricity, natural gas, water, waste disposal and sewage) are budgeted at \$935,486. Telephone expenses are budgeted at \$66,500. A decrease of \$13,600 from last fiscal year.
  - 2. Risk Management (insurance) The District is in a pool with other community colleges and is self-insured for property and liability coverage. Property and liability is budgeted at \$240,884 Student accident insurance for athletes is budgeted at \$70,474. (A budget for student accident insurance is also included in the Restricted General Fund at \$44,717.)
  - 3. <u>Instructional Service Agreements</u> \$2,395,100 is budgeted for Instructional Service Agreements (ISA.)
  - 4. <u>Travel</u> The conference attendance and related travel budget is \$123,950 for 2017-18.
  - 5. <u>Legal Expenses</u> Legal is budgeted at \$293,500.
  - 6. <u>Building Maintenance</u> Minor capital improvements is budgeted at \$67,000.
  - 7. Other Services & Expenses The total budgets here are similar to last year.
  - 8. <u>Contingencies</u> Total general contingencies are \$16,080, including: \$6,580 for the Superintendent/President, \$8,000 total for vice presidents, \$1,500 total for deans.
  - <u>Capital Outlay This category is budgeted at \$165,756.</u>

• Transfers - Transfers to other funds are budgeted at \$169,583, the same as the prior year.

Child Development Fund EOP&S

\$100,000 \$ 69,583

• <u>Other</u> - The District records the mandatory allocation of revenue generated by DSPS classes by covering direct expenses totaling \$424,921 in the Unrestricted General Fund.

#### Conclusion

Unrestricted General Fund Revenue and Expense budgets are balanced with no borrowing from other funds.

The Tentative Budget for 2017-18 was developed using the best information available at the time. The final budget approved by the State could alter District assumptions that would require further adjustments to the District's Final Budget.

### Attachment A

#### Monterey Peninsula College Planning and Resource Allocation Process

Instructor Reflections on Student Learning: Assessment of Student Learning



Each planning step:

· Is evidence-supported.

Program Reflections on Student Learning: Dialog about Student Learning



Program Review
Updates/Action Plans:
Prioritization of Plans
to Improve
Student Learning

#### Ideas and Data to Enhance Programs and Services for Students\*

Multi-year mission/goals and Education/ Facilities/Technology Master Plans influence and are influenced by the Planning and Resource Allocation process-

Get a Maria

- 12. IMPLEMENTATION
- Superintendent/President submits tentative budget to Board in June and final budget to Board in August.
- 10. Coilege Council makes allocation recommendations to the President in May/June.

- College Council
   reviews student
   achievement data
   and a summary of
   the reflection
   process-in
   September. 1
- College Council reviews previous year's progress on institutional goals/Education Master Plan in September.

Supports and/or advances student learning.

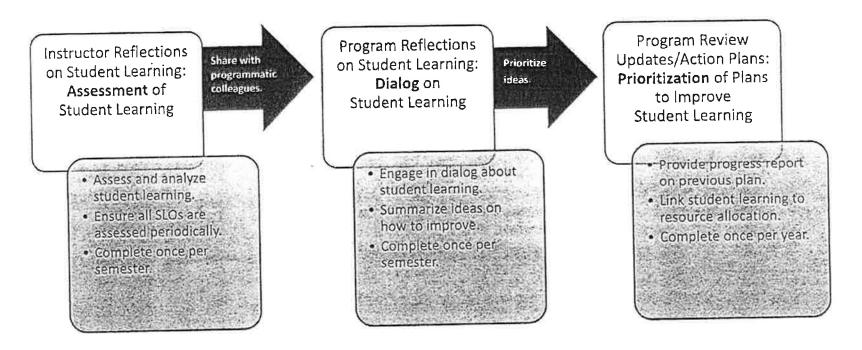
Requires communication to constituencies.

- Superintendent sets planning assumptions for next fiscal year in October.
- College Council provides direction to advisory groups in updating Education Master Plan objectives as needed.
- 5. All units complete Program Review Updates/Action Plans in March.
- Advisory groups review action plans and share preliminary priorities with College Council in early April.

- Administration completes institutional review of budget in May/June.
- 8. Budget Committee affirms revenue assumptions based on May Revise.
- Budget Committee affirms reverue assumptions based on Governor's Budget Proposal and begins budget development in early April.

<sup>\*</sup>Please see attached page for further details.

### Student Learning: Foundational to Planning and Resource Allocation



### Attachment B

### MONTEREY PENINSULA COLLEGE 2014-2020 Institutional Goals and Supporting Objectives

#### Mission Statement

Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong learning opportunities.

#### **Values Statement**

To attain the mission of the college and enhance the intellectual, cultural, and economic vitality of our diverse community, MPC strives to:

- Cultivate collaboration to promote student success
- Recruit and retain highly qualified faculty and staff
- Provide students and staff with clean, accessible, attractive, and safe facilities
- Provide equipment and training sufficient to support student learning and achievement

#### Goal 1: Help students achieve their educational goals.

Objective 1.1: Create, delete and/or revise programs and curriculum to help students transfer or build job-related skills. [Meet SB 1440 and 440 requirements]

Objective 1.2: Develop and implement Student Success and Equity plans. [Student Success Initiative]

**Objective 1.3:** Continue to develop continuing education program encompassing community education, contract education, and workforce development. See *Strategic Initiative on Continuing Education*. [Community needs]

Objective 1.4: Provide essential support services for the Marina Education Center and the Seaside Public Safety Center. [Meet Accreditation standards]

Objective 1.5: Implement the online learning strategic plan that includes institutional support, protocols, and assessment. [Meet Accreditation standards.]

Objective 1.6: Maximize systematic participation in the Instructor and Program Reflections process for continuous quality improvement. [Meet Accreditation standards]

Objective 1.7: Review and revise scheduling processes to meet student needs and increase class size average. [Fiscal Stability]

Objective 1.8: Meet the college's Institution-Set Standards. [Meet Accreditation standards] Goal 2: Establish and maintain fiscal stability.

- Objective 2.1: Improve institutional efficiencies.
- Objective 2.2: Create and implement a significant marketing plan.
- Objective 2.3: Strategically improve and enhance enrollment and retention rates.
- Objective 2.4: Develop and implement a plan to Increase the number of international students.
- Objective 2.5: Create opportunities to partner with public and private organizations.
- Objective 2.6: Obtain extramural funding.
- Goal 3: Review, revise, and communicate policies and procedures to support the college mission.
- Objective 3.1: Review and revise Board policies and administrative procedures as needed. [Accreditation]
- Objective 3.2: Develop and distribute handbooks to clarify committee functions and shared governance processes.
- Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.
- **Objective 4.1:** Strengthen connectivity, security, and sustainability of technology infrastructure. [Accreditation]
- Objective 4.2: Implement an information management system. [Accreditation]
- Objective 4.3: Develop funding and sustainability model for technology. [Accreditation]
- Objective 4.4: Review and revise facilities plan. [Accreditation and Fiscal Stability]
- Objective 4.5: Create and implement a human resources plan. [Accreditation, Fiscal Stability and Equity]
- Objective 4.6: Update and implement the emergency response plan.

# Exhibit A Unrestricted General Fund

Print Date: Tuesday, June 20, 2017

Budget

Budget

Budget

Print Time: 2:15 PM

Budget

		Buuget	Duuget	Duuget	Dudget	Duuget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
8100 Fe	ederal Revenues							
8105	VA Education - Reporting Fee	2,000	2,000	2,300	2,300	2,300	0	0.00%
8107	PELL Allowance	7,000	7,000	7,000	7,000	8,000	1,000	14.29%
8117	Forest Reserve	1,700	2,000	2,000	2,000	0	-2,000	-100.00%
	8100 Total >	10,700	11,000	11,300	11,300	10,300	-1,000	-8.85%
8600 Sta	ate Revenues							
8602	Mandated Cost	190,000	182,000	742,000	742,000	182,035	-559,965	-75.47%
8629	Enrollment Fee Admin Allowance	55,887	56,000	63,091	63,091	62,080	-1,011	-1.60%
8634	Part Time Faculty	173,268	173,268	184,537	184,537	179,114	-5,423	-2.94%
8640	Part Time Faculty Office hours	2,715	2,715	0	0	0	0	0.00%
8665	Lottery	901,248	856,064	856,064	856,064	856,064	0	0.00%
8667	Prop 30 - EPA Funds	4,604,477	5,000,000	5,353,807	5,353,807	5,227,252	-126,555	-2.36%
8671	Home Owners Property Tax	0	85,000	85,000	85,000	86,904	1,904	2.24%
8672	Ongoing Base Allocation	0	2,020,115	0	0	0	0	0.00%
8673	One Time Block Grant	0	3,559,876	0	0	0	0	0.00%
8674	Ongoing Full Time Faculty	0	426,503	0	0	0	0	0.00%
8676	Revenue Shortfall	0	0	0	0	-325,657	-325,657	0.00%
	8600 Total >	5,927,595	12,361,541	7,284,499	7,284,499	6,267,792	-1,016,707	-13.96%
8610 Sta	ate Apportionment							
8601	Apportionment	11,716,186	10,332,694	10,604,667	10,604,667	11,462,420	857,753	8.09%
	8610 Total >	11,716,186	10,332,694	10,604,667	10,604,667	11,462,420	857,753	8.09%
8800 La	ocal Revenues							
8801	Secured Taxes	12,729,121	14,000,000	15,334,008	15,334,008	16,505,739	1,171,731	7.64%
8802	Unsecured Taxes	500,000	540,000	540,000	540,000	627,247	87,247	16.16%
8803	Prior Year Taxes	330,796	175,000	175,000	175,000	250,665	75,665	43.24%
8804	Supplemental Taxes	883,318	700,000	900,000	900,000	1,088,431	188,431	20.94%
8805	Athletic Ticket Sales	7,000	7,000	6,000	6,000	5,600	-400	-6.67%
8810	Transcripts	50,000	72,000	72,000	72,000	75,000	3,000	4.17%
8813	OPEB for Restricted Programs	75,000	0	0	0	0	0	0.00%
8814	Duplicate ID Cards	0	0	0	0	22,000	22,000	0.00%
8816	Non-Resident Tuition - MPC Campus	585,000	586,000	590,000	590,000	703,000	113,000	19.15%
8817	Old Non-Resident Tuition	0	3,000	0	0	0	0	0.00%
001/	Old Non-Resident Tultion							
8820	NSF Checks	0	0	0	0	8,000	8,000	0.00%

Budget

Monterey Peninsula Community College District

Tentative Budget Tentative Budget Tenta

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Object

8826	State Enrollment Fees
8831	NSF Checks Collected
8832	NSF Checks Service Charge
8852	Rents (Facilites)
8853	A/R Not Recorded
8857	Interest on Fund Balance
8858	Foundation for CC Lease
8860	Go Print (Marina)
8878	Student International Insurance
8884	Return to Title IV
8886	PE Fee
8888	Library Materials
8889	Library Fines/Dues
8894	Bank Account Interest (FNB)

8800 Total >

8900 Other

8970	Transfer-In from Capital Outlay	
8998	Transfer In - From Self Insurance	

8900 Total > 8xxx Total >

General Fund (Fund 01)

Print Date: Tuesday, June 20, 2017

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
10.15%	263,962	2,863,962	2,600,000	2,600,000	2,800,000	2,490,000
-100.00%	-8,000	0	8,000	8,000	10,000	5,000
0.00%	0	0	0	0	0	150
0.00%	0	0	0	0	0	2,200
100.00%	5,000	10,000	5,000	5,000	1,000	1,000
0.00%	80,000	80,000	0	0	15,000	20,000
0.00%	0	12,000	12,000	12,000	12,000	12,000
0.00%	0	0	0	0	1,000	1,000
-10.00%	-5,000	45,000	50,000	50,000	50,000	0
-62.50%	-5,000	3,000	8,000	8,000	0	0
42.86%	150	500	350	350	0	200
20.00%	200	1,200	1,000	1,000	1,000	500
0.00%	0	4,000	4,000	4,000	5,000	5,000
0.00%	0	100	100	100	1,000	1,500
9.85%	1,999,986	22,305,444	20,305,458	20,305,458	18,979,000	17,733,785
0.00%	0	0	0	0	0	400,000
-100.00%	-2,031,765	0	2,031,765	2,031,765	0	
########	-2,031,765	0	2,031,765	2,031,765	0	2,241,207 <b>2,641,207</b>
-0.48%	-191,733	40,045,956	40,237,689	40,237,689	41,684,235	38,029,473
-0.48%	-191,733	40,045,956	40,237,689	40,237,689	41,684,235	38,029,473

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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			-	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
38,029,473	41,684,235	40,237,689	40,237,689	40,045,956	-191,733	-0.48%

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		Budget	Budget	Budget	Budget	Budget			
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)	
-	structional Salaries, Regular Salary				,				
1100	Needs Description	73,406	73,406	0	0	0	0	0.00%	
1101	Teaching	6,494,204	6,577,974	6,778,422	6,778,422	6,870,243	91,821	1.35%	
1120	Faculty Salary Contingency	0	144,320	0	0	0	0	0.00%	
1135	Faculty Temporary	0	0	63,011	63,011	0	-63,011	-100.00%	
1155	Short Term Contract	0	0	74,900	74,900	0	-74,900	-100.00%	
1185	One-Time 1.08% 015-16 Class/Mgr/Conf	0	518,988	0	0	0	0	0.00%	
	1100 Total >	6,567,610	7,314,688	6,916,333	6,916,333	6,870,243	-46,090	-0.67%	
1200 No	on-Instructional Salaries, Regular Salary								
1202	Non-Teaching - Executives	635,452	567,630	673,620	673,620	818,621	145,001	21.53%	
1203	Non-Teaching - Deans	566,594	577,790	603,541	603,541	644,809	41,268	6.84%	
1215	Counselors	511,910	403,780	297,435	297,435	316,530	19,095	6.42%	
1220	Division/Department Chairs	444,578	451,175	466,649	466,649	424,526	-42,123	-9.03%	
1225	Academic Senate Officers	44,708	37,381	34,090	34,090	36,017	1,927	5.65%	
1230	CTA Reassigned Time	28,778	29,448	19,302	19,302	14,075	-5,227	-27.08%	
1235	Reassigned Time	346,612	351,314	362,092	362,092	295,548	-66,544	-18.38%	
1240	Librarians	216,690	230,271	287,914	287,914	245,390	-42,524	-14.77%	
1260	Administrative Salary Contingency	0	13,088	0	0	0	0	0.00%	
1275	Non-Teaching Stipend	6,470	0	13,000	13,000	6,674	-6,326	-48.66%	
	1200 Total >	2,801,792	2,661,876	2,757,644	2,757,644	2,802,191	44,547	1.62%	
1300 In.	structional Salaries, Other Nonregular								
1301	Hourly Teaching - Fall/Spring	3,328,807	3,328,807	3,313,807	3,313,807	3,137,053	-176,754	-5.33%	
1302	Hourly Teaching - Early Spring	91,341	91,341	91,341	91,341	71,100	-20,241	-22.16%	
1303	Hourly Teaching - Summer	730,000	730,000	724,000	724,000	652,579	-71,421	-9.86%	
1304	Hourly Teaching - Substitutes	57,200	57,200	57,200	57,200	86,300	29,100	50.87%	
1305	Hourly Teaching - Retirees	20,700	0	0	0	0	0	0.00%	
1306	Hourly Teaching - One-Time Overload	0	69,426	0	0	0	0	0.00%	
1325	Hourly Teaching - Student Advisement Pool	28,000	28,000	28,000	28,000	43,025	15,025	53.66%	
1326	Hrly Teaching - Flex Time	120,000	100,000	120,000	120,000	165,200	45,200	37.67%	
1328	Grading Factor	101,619	101,619	101,619	101,619	97,019	-4,600	-4.53%	
1329	Grading Factor - Contract	0	0	0	0	900	900	0.00%	
1335	Hrly Inst - contract employee	512,000	562,700	557,290	557,290	519,677	-37,613	-6.75%	
1344	Sub's for Faculty Interviews	10,000	2,000	1,000	1,000	0	-1,000	-100.00%	
	1300 Total >	4,999,667	5,071,093	4,994,257	4,994,257	4,772,853	-221,404	-4.43%	

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Budget

Budget

Budget

		Budget	Buaget	Buaget	Buaget	Buaget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
1400 Non	-Instructional Salaries, Other Nonregular							
1401	Hourly Non-Teaching - Fall/Spring	201,011	170,420	217,945	217,945	272,500	54,555	25.03%
1402	Hourly Non-Teaching - Early Spring	6,180	5,180	10,180	10,180	10,000	-180	-1.77%
1403	Hourly Non-Teaching - Summer	33,466	36,533	45,171	45,171	26,314	-18,857	-41,75%
1408	Hourly Non-Teaching - Governance Cmte.	2,295	2,295	2,295	2,295	0	-2,295	-100.00%
1409	Mandatory Trng. For Adjuncts	0	50,760	50,760	50,760	25,000	-25,760	-50.75%
	1400 Total >	242,952	265,188	326,351	326,351	333,814	7,463	2.29%
	1xxx Total >	14,612,021	15,312,845	14,994,585	14,994,585	14,779,101	-215,484	-1.44%
2100 Non	-Instructional Salaries, Regular Full-Time	v						
2101	Non-Instructional Classified	4,448,249	4,362,282	4,392,403	4,392,403	4,218,431	-173,973	-3.96%
2102	Managers	602,796	615,239	633,511	633,511	722,194	88,683	14.00%
2103	Supervisors	119,652	117,540	128,120	128,120	132,553	4,432	3.46%
2104	Confidential	392,269	470,201	531,110	531,110	470,828	-60,283	-11.35%
2120	MSC Salary Contingency	0	13,862	0	0	0	0	0.00%
2130	Class. Sal. Contingency	0	60,407	0	0	0	0	0.00%
2180	One-Time 2.02% Class/Conf 15-16	0	148,047	0	0	0	0	0.00%
2185	One-Time 1.08% 15-16 Fac/Adm	0	258,691	0	0	0	0	0.00%
	2100 Total >	5,562,967	6,046,268	5,685,145	5,685,145	5,544,004	-141,141	-2.48%
2200 Inst	ructional Aides, Regular Full-Time Schedule							
2201	Instructional Aid	707,557	722,730	697,889	697,889	678,911	-18,978	-2.72%
2203	Supervisor (Instructional)	77,928	54,322	62,544	62,544	66,010	3,466	5.54%
	2200 Total >	785,485	777,052	760,433	760,433	744,921	-15,512	-2.04%
2300 Nor	-Instructional, Other than Regular Full-Time							
2301	Hourly Part Time, Permanent	85,738	76,880	66,611	66,611	61,073	-5,538	-8.31%
2302	Hourly Student Help	7,873	9,873	10,673	10,673	0	-10,673	-100.009
2303	Hourly Overtime	55,408	55,408	52,408	52,408	33,107	-19,301	-36.839
2304	Hourly Professional Experts	285	285	0	0	44,912	44,912	0.00%
2306	Hourly Temporary	39,610	37,610	37,610	37,610	36,155	-1,455	-3.87%
2308	Substitutes for Classified	23,339	5,155	5,155	5,155	4,000	-1,155	-22.41%
	2300 Total >	212,253	185,211	172,457	172,457	179,247	6,790	3.94%
2400 Inst	ructional Aides, Other than Full-Time Sched.							
2401	Student Help	29,768	25,062	25,062	25,062	14,990	-10,072	-40.19%
2402	Hourly, Part Time, Permanent	421,180	422,644	451,653	451,653	388,747	-62,907	-13.93%

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Object

2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2408	Substitute

2400 Total > 2xxx Total >

3110 STRS Instructional

1100	Needs Description
1101	Teaching
1135	Faculty Temporary
1155	Short Term Contract
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1304	Hourly Teaching - Substitutes
1305	Hourly Teaching - Retirees
1325	Hourly Teaching - Student Advisement Pool
1326	Hrly Teaching - Flex Time
1328	Grading Factor
1335	Hrly Inst - contract employee
1344	Sub's for Faculty Interviews
2402	Hourly, Part Time, Permanent

3110 Total >

3120 STRS Non-Instructional

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1220	Division/Department Chairs
1225	Academic Senate Officers
1230	CTA Reassigned Time
1235	Reassigned Time
1240	Librarians
1275	Non-Teaching Stipend

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(%)	Variance**	Budget	Budget	Budget	Budget	Budget
		17-18	16-17	16-17	15-16	14-15
-49.73%	-33,653	34,015	67,668	67,668	67,668	66,654
-64.16%	-4,079	2,279	6,358	6,358	6,358	6,358
0.00%	0	9,871	9,871	9,871	9,871	7,000
0.00%	0	1,000	1,000	1,000	1,000	1,000
-19.71%	-110,711	450,902	561,612	561,612	532,603	531,960
-3.63%	-260,573	6,919,074	7,179,647	7,179,647	7,541,134	7,092,665
0.00%	0	0	0	0	6,974	6,974
2.73%	26,003	977,676	951,673	951,673	697,705	570,219
-100.00%	-9,092	0	9,092	9,092	0	0
-100.00%	-10,808	0	10,808	10,808	0	0
7.28%	30,711	452,680	421,969	421,969	357,191	295,601
-7.71%	-858	10,259	11,117	11,117	9,801	8,112
3.16%	2,884	94,170	91,286	91,286	78,328	64,822
73.05%	5,257	12,453	7,196	7,196	6,138	5,079
0.00%	0	0	0	0	0	1,838
76.21%	2,685	6,208	3,523	3,523	3,004	2,486
57.92%	8,743	23,839	15,096	15,096	10,730	10,656
9.51%	1,215	13,999	12,784	12,784	10,904	9,023
6.89%	4,836	74,991	70,155	70,155	60,380	45,464
-100.00%	-126	0	126	126	215	888
-100.00%	-1,179	0	1,179	1,179	1,179	0
3.75%	60,272	1,666,275	1,606,003	1,606,003	1,242,548	1,021,161
1.96%	1,904	99,107	97,203	97,203	60,907	56,428
118.32%	22,186	40,938	18,752	18,752	19,418	16,802
7.11%	2,537	38,228	35,691	35,691	38,752	41,542
-7.47%	-4,947	61,259	66,206	66,206	48,411	39,478
5.65%	278	5,197	4,919	4,919	4,011	3,970
-27.08%	-754	2,031	2,785	2,785	2,415	2,556
-16.88%	-8,663	42,648	51,310	51,310	37,696	30,779
-14.77%	-6,136	35,410	41,546	41,546	24,708	19,242
-100.00%	-1,635	0	1,635	1,635	0	575

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		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
1401	Hourly Non-Teaching - Fall/Spring	17,906	16,285	27,230	27,230	26,119	-1,111	-4.08%
1402	Hourly Non-Teaching - Early Spring	510	457	1,155	1,155	1,154	-1	-0.07%
1403	Hourly Non-Teaching - Summer	2,754	3,083	5,683	5,683	3,319	-2,364	-41.59%
1408	Hourly Non-Teaching - Governance Cmte.	189	189	289	289	0	-289	-100.00%
1409	Mandatory Trng. For Adjuncts	0	5,447	6,386	6,386	3,608	-2,778	-43.50%
2101	Non-Instructional Classified	0	0	0	0	4,249	4,249	0.00%
2304	Hourly Professional Experts	0	0	0	0	6,481	6,481	0.00%
5202	Executive Contract Payroll Expense	1,411	1,649	0	0	0	0	0.00%
5209	Automobile Allowance	567	825	0	0	0	0	0.00%
	3120 Total >	234,709	264,253	360,789	360,789	369,748	8,958	2.48%
3210 PI	ERS Instructional							
1101	Teaching	10,469	10,537	13,963	13,963	14,745	782	5.60%
2201	Instructional Aid	132,816	136,213	135,815	135,815	152,965	17,150	12.63%
2203	Supervisor (Instructional)	14,628	10,238	1,224	1,224	14,873	13,649	#######
2402	Hourly, Part Time, Permanent	15,830	22,692	27,928	27,928	24,611	-3,317	-11.88%
2405	Summer	0	0	0	0	2,150	2,150	0.00%
	3210 Total >	173,743	179,680	178,930	178,930	209,344	30,415	17.00%
3220 PI	ERS Non-Instructional							
1202	Non-Teaching - Executives	0	17,826	0	0	20,471	20,471	0.00%
1203	Non-Teaching - Deans	53,138	54,271	73,423	73,423	56,084	-17,339	-23.62%
1215	Counselors	5,191	5,050	7,781	7,781	8,016	235	3.02%
1230	CTA Reassigned Time	0	822	822	822	0	-822	-100.00%
1275	Non-Teaching Stipend	0	0	0	0	1,504	1,504	0.00%
2101	Non-Instructional Classified	834,905	813,574	917,899	917,899	936,924	19,025	2.07%
2102	Managers	113,151	115,954	142,736	142,736	162,717	19,981	14.00%
2103	Supervisors	22,460	22,153	28,867	28,867	29,865	999	3.46%
2104	Confidential	73,633	88,619	72,087	72,087	106,082	33,995	47.16%
2301	Hourly Part Time, Permanent	0	3,303	3,303	3,303	4,198	895	27.11%
2304	Hourly Professional Experts	54	54	0	0	0	0	0.00%
2306	Hourly Temporary	2,500	2,500	0	0	1,200	1,200	0.00%
	3220 Total >	1,105,032	1,124,125	1,246,918	1,246,918	1,327,062	80,144	6.43%
3310 O.	ASDI (FICA) Instructional							
1101	Teaching	5,514	5,514	5,574	5,574	5,886	312	5.60%
2201	Instructional Aid	43,869	44,809	37,799	37,799	42,092	4,294	11.36%

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		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
2203	Supervisor (Instructional)	4,832	3,368	403	403	4,093	3,690	916.48%
2402	Hourly, Part Time, Permanent	5,229	7,465	10,567	10,567	6,772	-3,794	-35.91%
2403	Professional Experts (Instructional)	0	0	0	0	3	3	0.00%
2405	Summer	0	. 0	0	0	180	180	0.00%
	3310 Total >	59,443	61,157	54,342	54,342	59,027	4,685	8.62%
3320 OA	ASDI (FICA) Non-Instructional							1
1202	Non-Teaching - Executives	0	9,329	10,057	10,057	8,172	-1,885	-18.74%
1203	Non-Teaching - Deans	22,851	22,926	23,910	23,910	22,389	-1,521	-6.36%
1215	Counselors	2,734	2,643	3,106	3,106	3,200	94	3.02%
1230	CTA Reassigned Time	0	430	430	430	0	-430	-100,00%
1275	Non-Teaching Stipend	0	0	0	0	414	414	0.00%
2101	Non-Instructional Classified	275,791	267,668	254,260	254,260	253,347	-913	-0.36%
2102	Managers	37,373	38,145	39,278	39,278	44,776	5,498	14.00%
2103	Supervisors	7,418	7,287	7,943	7,943	8,218	275	3.46%
2104	Confidential	24,321	29,152	20,410	20,410	29,191	8,782	43.03%
2301	Hourly Part Time, Permanent	0	1,086	1,629	1,629	1,155	-474	-29.08%
2303	Hourly Overtime	3,434	3,434	3,249	3,249	2,179	-1,070	-32.93%
2304	Hourly Professional Experts	18	18	0	0	0	0	0.00%
2306	Hourly Temporary	1,000	1,000	0	0	260	260	0.00%
2308	Substitutes for Classified	217	0	0	0	2	2	0.00%
3950	Retirement Incentive	0	3,229	0	0	0	0	0.00%
	3320 Total >	375,159	386,348	364,272	364,272	373,304	9,031	2.48%
	edicare Instructional	1.064	1.064		0	0	0	0.00%
1100	Needs Description	1,064	1,064	0 02 142		99,619	6,476	6.95%
1101	Teaching	89,750	90,950	93,142	93,142	99,619	-914	-100.00%
1135	Faculty Temporary	0	0			0	-1,086	-100.00%
1155	Short Term Contract	0	0	1,086	1,086		-2,570	-5.35%
1301	Hourly Teaching - Fall/Spring	48,270	48,285	48,068	48,068	45,498	-2,370	-22.26%
1302	Hourly Teaching - Early Spring	1,325	1,326	1,326	1,326	1,031		-9.93%
1303	Hourly Teaching - Summer	10,593	10,593	10,506	10,506	9,463	-1,043 422	50.84%
1304	Hourly Teaching - Substitutes	829	829	830	830	1,252	0	0.00%
1305	Hourly Teaching - Retirees	300	0	0	0			
1325	Hourly Teaching - Student Advisement Pool	406	406	406	406	624	218	53.69%
1326	Hrly Teaching - Flex Time	1,740	1,450	1,740	1,740	2,398	658	37.82%

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Object

1328	Grading Factor
1335	Hrly Inst - contract employee
1344	Sub's for Faculty Interviews
2201	Instructional Aid
2203	Supervisor (Instructional)
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2408	Substitute
5202	Executive Contract Payroll Expense
5209	Automobile Allowance

3330 Total >

3340 Medicare Non-Instructional

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1220	Division/Department Chairs
1225	Academic Senate Officers
1230	CTA Reassigned Time
1235	Reassigned Time
1240	Librarians
1275	Non-Teaching Stipend
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1408	Hourly Non-Teaching - Governance Cmte.
1409	Mandatory Trng. For Adjuncts
2101	Non-Instructional Classified
2102	Managers
2103	Supervisors
2104	Confidential
2301	Hourly Part Time, Permanent
2303	Hourly Overtime

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Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
1,473	1,473	1,473	1,473	1,406	-67	-4.55%
7,423	8,160	8,087	8,087	7,542	-545	-6.74%
145	29	15	15	0	-15	-100.00%
10,260	10,480	8,840	8,840	9,844	1,004	11.36%
1,130	788	94	94	957	863	916.48%
6,107	6,128	5,914	5,914	5,637	-277	-4.68%
966	981	982	982	304	-678	-69.04%
92	92	92	92	33	-59	-64.29%
102	144	144	144	476	332	230.56%
14	14	15	15	15	0	0.00%
0	0	0	0	52	52	0.00%
0	0	0	0	35	35	0.00%
181,989	183,192	183,674	183,674	186,186	2,512	1.37%
9,214	8,231	9,767	9,767	11,870	2,103	21.53%
8,216	8,378	8,751	8,751	9,350	598	6.84%
5,945	4,377	4,313	4,313	4,590	277	6.42%
6,446	6,542	6,766	6,766	6,156	-611	-9.03%
648	542	494	494	522	28	5.65%
417	427	280	280	204	-76	-27.08%
4,546	4,655	4,796	4,796	4,285	-511	-10.65%
3,142	3,339	4,175	4,175	3,558	-617	-14.77%
94	0	0	0	97	97	0.00%
2,924	2,481	3,160	3,160	3,162	2	0.07%
90	75	148	148	145	-3	-2.03%
486	530	943	943	382	-561	-59.50%
33	33	33	33	0	-33	-100.00%
0	736	736	736	363	-373	-50.68%
64,500	63,253	60,017	60,017	60,252	235	0.39%
8,741	8,921	9,186	9,186	10,472	1,286	14.00%
1,735	1,704	1,858	1,858	1,922	64	3.46%
5,688	6,818	4,773	4,773	6,827	2,054	43.03%
1,243	1,115	970	970	886	-84	-8.66%
803	803	761	761	479	-282	-37.09%

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### Object Analysis (Detail)

Expense	by Objec	t - Sı	ımmary
General	Fund (1	Fund	l <b>01</b> )

		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
2304	Hourly Professional Experts	4	4	0	0	651	651	0.00%
2306	Hourly Temporary	574	545	546	546	524	-22	-4.03%
2308	Substitutes for Classified	339	75	75	75	58	-17	-22.67%
3950	Retirement Incentive	0	755	0	0	0	0	0.00%
5202	Executive Contract Payroll Expense	249	318	0	0	0	0	0.00%
5209	Automobile Allowance	107	142	0	0	0	0	0.00%
	3340 Total >	126,184	124,799	122,549	122,549	126,755	4,205	3.43%
3400 H	ealth and Welfare Benefits							
3416	Vision	33,728	33,976	33,976	33,976	33,976	0	0.00%
3417	Dental	375,904	378,668	378,688	378,688	378,688	0	0.00%
3418	Life Insurance	36,168	36,429	36,429	36,429	36,429	0	0.00%
3419	Long Term Disability Insurance	20,672	20,824	20,824	20,824	20,824	0	0.00%
3430	Non-Medical for Categoricals (Abatement)	-57,611	-66,271	-66,271	-66,271	-66,271	0	0.00%
3450	H & W Payments	5,135,038	5,346,638	5,895,434	5,895,434	6,170,952	275,518	4.67%
	3400 Total >	5,543,899	5,750,264	6,299,080	6,299,080	6,574,598	275,518	4.37%
3510 S	UI Instructional							
1100	Needs Description	37	37	0	0	0	0	0.00%
1101	Teaching	3,247	3,289	3,318	3,318	3,435	117	3.52%
1135	Faculty Temporary	0	0	32	32	0	-32	-100.00%
1155	Short Term Contract	0	0	37	37	0	-37	-100.00%
1301	Hourly Teaching - Fall/Spring	1,663	1,682	1,676	1,676	1,581	-95	-5.67%
1302	Hourly Teaching - Early Spring	45	47	48	48	35	-13	-27.08%
1303	Hourly Teaching - Summer	371	370	369	369	329	-40	-10.89%
1304	Hourly Teaching - Substitutes	29	29	29	29	44	15	51.72%
1305	Hourly Teaching - Retirees	10	0	0	0	0	0	0.00%
1325	Hourly Teaching - Student Advisement Pool	14	14	14	14	23	9	64.29%
1326	Hrly Teaching - Flex Time	60	50	6,000	6,000	85	-5,915	-98.58%
1328	Grading Factor	51	50	50	50	48	-2	-4.00%
1335	Hrly Inst - contract employee	255	283	280	280	264	-16	-5.83%
1344	Sub's for Faculty Interviews	5	1	1	1	0		-100.00%
2201	Instructional Aid	354	361	305	305	339	35	11.36%
2203	Supervisor (Instructional)	39	27	3	3	33	30	916.48%
2402	Hourly, Part Time, Permanent	211	211	204	204	194	-10	-4.68%
2403	Professional Experts (Instructional)	33	34	35	35	10	-25	-71.43%

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General Fund (Fund 01)

Object	
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2404	Hourly Temporary
2405	Summer
2408	Substitute
5202	Executive Contract Payroll Expense
5209	Automobile Allowance

3510 Total >

#### 3520 SUI Non-Instructional

	A A TOTA ATHUM PROPERTIES
1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1220	Division/Department Chairs
1225	Academic Senate Officers
1230	CTA Reassigned Time
1235	Reassigned Time
1240	Librarians
1275	Non-Teaching Stipend
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1408	Hourly Non-Teaching - Governance Cmte.
1409	Mandatory Trng. For Adjuncts
2101	Non-Instructional Classified
2102	Managers
2103	Supervisors
2104	Confidential
2301	Hourly Part Time, Permanent
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2308	Substitutes for Classified
3950	Retirement Incentive
5202	Executive Contract Payroll Expense
5209	Automobile Allowance

3520 Total >

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
-75.00%	-3	1	4	4	3	3
0.00%	0	5	5	5	5	4
0.00%	0	1	1	1	1	1
0.00%	2	2	0	0	0	0
0.00%	1	1	0	0	0	0
-48.19%	-5,981	6,431	12,412	12,412	6,495	6,431
21.53%	73	409	337	227	284	210
6.84%	21	322	302	337	284	318
6.42%	10	158	149	302 149	289	283
-9.03%	-21	212	233	233	202	256
5.65%	1	18	17			222
-27.08%	-3	7	10	17	19	22
-18.38%	-33	148	181	181	176	
-14.77%	-33	123	144	144	115	173
-94.87%	-62	3	65	65	0	3
-95.69%	-2,442	110	2,552	2,552	86	102
-66.67%	-10	5	15	15	3	3
-87.04%	-94	14	108	108	19	17
-100.00%	-1	0	1	1	19	1
-100.00%	-25	0	25	25	25	0
0.39%	8	2,078	2,070	2,070	2,181	2,224
14.00%	44	361	317	317	308	301
3.46%	2	66	64	64	59	60
43.03%	71	235	165	165	235	196
-8.66%	-3	31	33	33	38	43
-37.61%	-10	17	27	27	30	30
0.00%	22	22	0	0	1	1
-5.26%	-1	18	19	19	19	20
-33.33%	-1	2	3	3	3	13
0.00%	0	0	0	0	26	0
0.00%	0	0	0	0	94	180
0.00%	0	0	0	0	6	4
-36.21%	-2,475	4,361	6,836	6,836	4,458	4,596

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		Budget	Budget	Budget	Budget	Buaget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
3600 W	Torker's Compensation Insurance							
3615	WC - NCCP (Contribution)	500,000	500,000	452,954	452,954	452,954	0	0.00%
3616	WC - NCCP (Abatement)	-500,000	-500,000	-452,954	-452,954	-452,954	0	0.00%
3610 W	C Instructional							
1100	Needs Description	2,202	2,202	0	0	0	0	0.00%
1101	Teaching	194,826	197,339	114,713	114,713	116,794	2,082	1.81%
1135	Faculty Temporary	0	0	1,071	1,071	0	-1,071	-100.00%
1155	Short Term Contract	0	0	1,273	1,273	0	-1,273	-100.00%
1301	Hourly Teaching - Fall/Spring	99,866	99,865	99,415	99,415	53,331	-46,084	-46.36%
1302	Hourly Teaching - Early Spring	2,741	2,741	2,741	2,741	1,210	-1,531	-55.86%
1303	Hourly Teaching - Summer	21,902	21,902	21,722	21,722	11,096	-10,626	-48.92%
1304	Hourly Teaching - Substitutes	1,716	1,716	1,716	1,716	1,468	-248	-14.45%
1305	Hourly Teaching - Retirees	621	0	0	0	0	0	0.00%
1325	Hourly Teaching - Student Advisement Pool	840	840	840	840	733	-107	-12.74%
1326	Hrly Teaching - Flex Time	3,600	3,000	3,600	3,600	2,809	-791	-21.97%
1328	Grading Factor	3,048	3,049	3,049	3,049	1,650	-1,399	-45.88%
1335	Hrly Inst - contract employee	15,359	16,881	16,730	16,730	8,834	-7,896	-47.20%
1344	Sub's for Faculty Interviews	300	60	30	30	0	-30	-100.00%
2201	Instructional Aid	21,227	21,682	10,910	10,910	11,541	631	5.79%
2203	Supervisor (Instructional)	2,338	1,630	195	195	1,122	927	476.01%
2401	Student Help	931	759	752	752	255	-497	-66.09%
2402	Hourly, Part Time, Permanent	12,635	12,679	6,933	6,933	6,609	-325	-4.68%
2403	Professional Experts (Instructional)	1,999	2,029	2,031	2,031	358	-1,673	-82.37%
2404	Hourly Temporary	192	192	191	191	39	-152	-79.58%
2405	Summer	210	296	296	296	68	-228	-77.03%
2408	Substitute	30	30	30	30	17	-13	-43.33%
5202	Executive Contract Payroll Expense	0	0	0	0	102	102	0.00%
5209	Automobile Allowance	0	0	0	0	41	41	0.00%
	3610 Total >	386,583	388,892	288,238	288,238	218,077	-70,161	-24.34%
3620 W	C Non-Instructional							
1202	Non-Teaching - Executives	19,064	17,029	11,452	11,452	13,917	2,465	21.53%
1203	Non-Teaching - Deans	16,998	17,334	10,345	10,345	10,962	617	5.96%
1215	Counselors	15,357	12,113	5,056	5,056	5,381	325	6.42%
1220	Division/Department Chairs	13,337	13,535	8,728	8,728	7,217	-1,511	-17.31%

Budget

Budget

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Budget

Budget

Budget

Monterey Peninsula Community College District

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Object

ect	
1225	Academic Senate Officers
1230	CTA Reassigned Time
1235	Reassigned Time
1240	Librarians
1275	Non-Teaching Stipend
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1408	Hourly Non-Teaching - Governance Cmte.
1409	Mandatory Trng. For Adjuncts
2101	Non-Instructional Classified
2102	Managers
2103	Supervisors
2104	Confidential
2301	Hourly Part Time, Permanent
2302	Hourly Student Help
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2308	Substitutes for Classified
3950	Retirement Incentive
5202	Executive Contract Payroll Expense
5209	Automobile Allowance

3620 Total >

3900 Other Benefits

1120	Faculty Salary Contingency
1185	One-Time 1.08% 015-16 Class/Mgr/Conf
1260	Administrative Salary Contingency
1306	Hourly Teaching - One-Time Overload
2120	MSC Salary Contingency
2130	Class. Sal. Contingency
2180	One-Time 2.02% Class/Conf 15-16
2185	One-Time 1.08% 15-16 Fac/Adm
3450	H & W Payments

Monterey Peninsula Community College District

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Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
1,341	1,121	580	580	612	33	5.65%
863	883	328	328	239	-89	-27.08%
10,398	10,539	6,816	6,816	5,024	-1,791	-26.28%
6,501	6,908	4,895	4,895	4,172	-723	-14.77%
194	0	390	390	113	-277	-70.91%
6,049	5,131	5,538	5,538	3,706	-1,832	-33.08%
185	155	305	305	170	-135	-44.26%
1,004	1,096	1,355	1,355	447	-908	-67.02%
69	69	69	69	0	-69	-100.00%
0	1,522	1,523	1,523	425	-1,098	-72.09%
133,447	130,868	72,514	72,514	70,640	-1,874	-2.58%
18,084	18,457	10,770	10,770	12,277	1,508	14.00%
3,590	3,526	2,178	2,178	2,253	75	3.46%
11,768	14,106	6,331	6,331	8,004	1,673	26.43%
2,572	2,306	1,364	1,364	1,038	-326	-23.91%
4,185	4,245	4,275	4,275	3,955	-320	-7.49%
1,664	1,664	1,572	1,572	534	-1,038	-66.03%
10	10	0	0	764	764	0.00%
1,189	1,129	1,129	1,129	615	-514	-45.53%
712	155	155	155	68	-87	-56.13%
0	1,562	0	0	. 0	0	0.00%
657	657	0	0	0	0	0.00%
243	315	0	0	0	0	0.00%
269,482	266,438	157,669	157,669	152,534	-5,134	-3.26%
0	21,980	0	0	0	0	0.00%
0	79,043	0	0	0	0	0.00%
0	1,993	0	0	0	0	0.00%
0	10,574	0	0	0	0	0.00%
0	4,096	0	0	0	0	0.00%
0	16,491	0	0	0	0	0.00%
0	40,174	0	0	0	0	0.00%

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0

70,640

159,248

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159,248

0

0

159,248

0

0

0

-159,248

0.00%

-100.00%

#### Object

3930	Educational Incentive/Classified
3950	Retirement Incentive
3960	Other Benefits

3900 Total > 3xxx Total >

4300 Instructional Supplies

4304	Royalities/Scripts
4311	Printing
4312	Instructional Program Materials
4331	Subscription
4335	Computer Software (Upgrades & New)
4350	Books

4300 Total >

#### 4500 Non-Instructional Supplies

4501	Catalog Data Base
4502	Reference Data Base
4503	Subscription
4505	Licensed Database Subscription
4506	Print Periodical Subscriptions
4507	Recruiting
4510	OCLC Subscription
4511	Printing (Non- Printshop)
4514	Graduation Supplies
4525	Office Supplies
4528	Reference Material
4529	Instructional Materials (abatement)
4531	Service Awards
4536	Computer Network Related Supplies
4540	State/County Health Required Innoculations
4550	Pool Chemicals
4551	Minor Equipment/Property
4553	Uniforms (Parking, Athletics)
4556	Professional Reference Books

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
0.00%	0	10,000	10,000	10,000	10,000	10,000
0.00%	164,140	164,140	0	0	52,080	0
0.00%	0	0	0	0	20,004	20,004
2.89%	4,892	174,140	169,248	169,248	486,323	30,004
3.59%	396,880	11,447,841	11,050,961	11,050,961	10,468,972	9,518,415

196,083	180,625	193,349	193,349	157,261	-36,088	-18.66%
245	245	245	245	200	-45	-18.37%
0	0	500	500	0	-500	-100.00%
1,000	1,090	1,090	1,090	400	-690	-63.30%
193,838	179,290	184,014	184,014	156,661	-27,353	-14.86%
0	0	7,500	7,500	0	-7,500	-100.00%
1,000	0	0	0	0	0	0.00%

-100.00%	-10,200	0	10,200	10,200	10,200	10,200
0.00%	0	0	0	0	0	4,178
-97.13%	-44,041	1,300	45,341	45,341	44,058	38,260
0.00%	55,775	55,775	0	0	0	0
0.00%	7,775	7,775	0	0	0	0
0.00%	0	34,565	34,565	34,565	34,565	35,000
0.00%	10,500	10,500	0	0	0	0
-6.39%	-1,800	26,355	28,155	28,155	28,155	28,655
0.00%	0	6,590	6,590	6,590	6,540	6,240
0.48%	455	94,552	94,097	94,097	92,294	90,315
-100.00%	-3,920	0	3,920	3,920	3,500	3,500
0.00%	0	-239,394	-239,394	-239,394	-239,394	-239,394
7.14%	200	3,000	2,800	2,800	0	0
0.00%	0	10,000	10,000	10,000	10,000	10,000
0.00%	0	2,000	2,000	2,000	2,000	2,000
0.00%	0	14,000	14,000	14,000	14,000	14,000
-5.93%	-908	14,395	15,303	15,303	15,303	15,864
11.56%	2,750	26,548	23,798	23,798	23,798	24,048
0.00%	0	0	0	0	200	200

Monterey Peninsula Community College District

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General Fund (Fund 01)

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4561	Maintenance Supplies
4571	Equipment Repair Parts & Material
4572	Go Print Supplies
4580	Safety Equipment
4590	Custodial Consumable Supplies

4500 Total >

Budget

4700 Food

4706	Food (Receptions, Special Events, Program Supp
	4700 Total >

4xxx Total >

5100	Contracts

5103	Drama Contracts
5104	American Society of Composers/Broadcast Mus
5105	Music
5106	Hope Services LNSK410
5108	VEA Home Economics
5114	Technical Assistance/Training
5120	Planning
5121	Fire Academy-Guest Lecturer
5122	CHOMP (Community Hospital Of Monterey Pe
5123	MOBAC Library System
5124	Program Consultant
5126	South Bay Regional Pub. Safety
5130	Occupational Educ. And Monterey, Fire
5131	Engineering & Design Services
5134	Monterey Bay Aquarium
5139	Specialists/Workshops
5142	Clovis Fire
5145	Temp. Contract Service
5159	Contingency for Instructional Contract
5163	North Bay Industries
5168	Central Coast Lighthouse Keepers
5180	Contract Services

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(%)	Variance**	17-18	16-17	16-17	15-16	14-15
0.00%	0	17,815	17,815	17,815	17,815	17,815
0.00%	0	55,685	55,685	55,685	55,685	55,685
0.00%	0	500	500	500	0	0
0.00%	0	6,175	6,175	6,175	6,175	6,175
0.00%	0	140,000	140,000	140,000	140,000	140,000
6.11%	16,586	288,136	271,550	271,550	264,894	262,741
-30.79%	-2,300	5,170	7,470	7,470	3,870	3,870
-30.79%	-2,300	5,170	7,470	7,470	3,870	3,870
-4.62%	-21,802	450,567	472,369	472,369	449,389	462,694
0.00%	0	35,225	35,225	25 225	40,000	49,000
-20.57%	-1,036	4,000	5,036	35,225 5,036	5,036	48,000
0.00%	-1,030	2,481	2,481	2,481	2,481	5,036
33.33%	6,000	24,000	18,000	18,000	16,000	2,481 13,000
-100.00%	-200	24,000	200	200	200	200
-20.06%	-16,481	65,679	82,160	82,160	66,160	66,160
-100.00%	-1,000	05,079	1,000	1,000	1,000	1,000
-0.26%	-66	25,400	25,466	25,466	25,466	25,466
0.00%	0	463,140	463,140	463,140	471,686	476,665
2.16%	37	1,750	1,713	1,713	1,713	1,713
209.28%	20,300	30,000	9,700	9,700	9,700	9,700
9.50%	168,250	1,939,375	1,771,125	1,771,125	1,771,350	1,593,800
555.56%	300,000	354,000	54,000	54,000	54,000	54,800
-90.00%	-1,800	200	2,000	2,000	2,000	2,000
-100.00%	-2,000	0	2,000	2,000	1,500	300
-8.26%	-1,000	11,100	12,100	12,100	12,100	12,600
0.00%	0	0	0	0	0	16,000
126.28%	48,430	86,780	38,350	38,350	38,350	39,200
28.57%	2,000	9,000	7,000	7,000	10,000	0
0.00%	0	25,000	25,000	25,000	20,000	20,100
0.00%	0	8,500	8,500	8,500	8,000	9,000
-50.47%	-25,000	24,531	49,531	49,531	219,531	44,911

Budget

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Monterey Peninsula Community College District

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\*\*Variance: Column 5 - Column 3.

General Fund (Fund 01)

		Budget	Budget	Budget	Budget	Budget		
ject		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5194	Old Monterey Preservation Society	4,000	0	0	0	0	0	0.00%
5195	Mandated cost consulting	5,000	5,000	5,000	5,000	0	-5,000	-100.00%
5198	Monterey Fire Department - NERT	18,000	20,000	20,000	20,000	0	-20,000	-100.00%
100 T-	5100 Total >	2,469,132	2,801,273	2,638,727	2,638,727	3,110,161	471,434	17.87%
$\frac{200}{5202} Tr$	Executive Contract Payroll Expense	21,900	21,900	24,300	24,300	24,300	0	0.00%
5203	Field Trips	9,258	9,258	9,258	9,258	175	-9,083	-98.11%
5209	Automobile Allowance	7,500	9,900	9,900	9,900	9,900	0	0.00%
5220	Conference Attendance & Related Expenses	86,659	95,959	84,015	84,015	74,575	-9,440	-11.24%
5230	Mileage	13,522	13,422	15,000	15,000	15,000	0	0.00%
5235	Board Community Events Travel	1,500	1,500	1,500	1,500	0	-1,500	-100.00%
	5200 Total >	140,339	151,939	143,973	143,973	123,950	-20,023	-13.91%
300 Di 5306	Professional Organization/Service Club (Membe	175,595	175,306	178,961	178,961	184,876	5,915	3.31%
5325	Special Services	1,500	1,500	1,500	1,500	2,000	500	33.33%
5327	The Research & Planning Group	400	400	400	400	400	0	0.00%
5300 Total >		177,495	177,206	180,861	180,861	187,276	6,415	3.55%
100 In	surance				15.45			
5114	Technical Assistance/Training	0	679	679	679	0	<b>-</b> 679	-100.00%
5401	Insurance (Property, Liability, Children's Ctr)	277,321	291,188	240,884	240,884	240,884	0	0.00%
5405	Deductibles (Claims)	0	0	10,000	10,000	10,000	0	0.00%
5409	Student Accident Insurance	70,474	70,474	70,474	70,474	70,474	0	0.00%
5414	Property Insurance Abatement	-17,545	-17,545	-17,545	-17,545	-17,545	0	0.00%
5415	Fine Arts Insurance	758	758	758	758	758	0	0.00%
5420	Enviromental Insurance	0	52,500	0	0	0	0	0.00%
	5400 Total >	331,008	398,054	305,250	305,250	304,571	-679	-0.22%
	tilities and Housekeeping Services	545 500	555,000	500.406	500.406	506 496	2,000	0.200/
5501	Electricity	547,500	555,000	508,486	508,486	506,486	-2,000	-0.39%
5502	Natural Gas	151,000	149,600	141,600	141,600	144,000	2,400	1.69%
5503	Water	495,618	425,343	208,000	208,000	200,000	-8,000	-3.85%
5504	Telephone	86,000	69,000	69,000	69,000	66,500	-2,500	-3.62%
5505	Gasoline & Oil	31,332	31,332	32,132	32,132	31,132	-1,000	-3.11%
5506	Waste Disposal	45,600	47,600	43,600	43,600	41,500	-2,100	-4.82%
5507	Sewage	44,900	45,900	44,900	44,900	43,500	-1,400	-3.12%

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General Fund (Fund 01)

		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5510	Utilities Abatememt	-71,277	-74,026	-74,026	-74,026	-74,026	0	0.00%
5512	Unspecified	-45,000	-45,000	-45,000	-45,000	-45,000	0	0.00%
5513	Contract Services	45,090	45,090	45,090	45,090	46,590	1,500	3.33%
5514	General Maintenance	50,960	50,960	50,960	50,960	50,495	-465	-0.91%
5516	Parking Utilities Abatement	-14,700	-14,700	-14,700	-14,700	-14,700	0	0.00%
5528	Mobile Phone	19,900	14,000	12,290	12,290	11,990	-300	-2.44%
	5500 Total >	1,386,923	1,300,099	1,022,332	1,022,332	1,008,467	-13,865	-1.36%
5600 Re	ents, Leases and Repairs							
5601	Minor Capital Improvement/Renewal	77,000	77,000	77,000	77,000	67,000	-10,000	-12.99%
5602	Rental/Renewal	4,025	2,025	2,025	2,025	2,025	0	0.00%
5604	Vehicle Repair/Maintenance	13,915	13,915	13,915	13,915	11,907	-2,008	-14.43%
5605	Vehicle Rental	10,368	14,068	16,568	16,568	14,568	-2,000	-12.07%
5616	Facility Rental/Lease	1,635	1,710	4,210	4,210	2,025	-2,185	-51.90%
5617	Integrated Library System License	0	0	0	0	17,500	17,500	0.00%
5620	Maintenance Agreement	118,419	118,519	118,619	118,619	116,163	-2,456	-2.07%
5621	Computer Hardware Maintenance	68,280	68,280	68,280	68,280	68,280	0	0.00%
5622	Computer Software Maintenance	84,253	127,338	121,338	121,338	107,986	-13,352	-11.00%
5626	Alarm Maint., Fire & Burglar	21,413	21,413	21,413	21,413	20,000	-1,413	-6.60%
5630	Equipment Repair	50,895	51,095	100,965	100,965	81,767	-19,198	-19.01%
5635	Postage Meter Lease/Maintenance Agreement	4,438	4,438	4,438	4,438	4,438	0	0.00%
5637	Copier Equipment Lease	172,400	172,400	141,603	141,603	139,003	-2,600	-1.84%
5643	Computer Software License	32,000	40,500	40,500	40,500	40,500	0	0.00%
5645	License Fee, Permit, and Certification	5,324	5,400	5,539	5,539	5,930	391	7.06%
5660	Sign Maintenance/Repair	2,000	2,000	2,000	2,000	2,000	0	0.00%
	5600 Total >	666,365	720,101	738,413	738,413	701,092	-37,321	-5.05%
	egal, Election and Audit Expenses			60.000	52.500	60.500		0.000
5701	Audit	63,500	63,500	63,500	63,500	63,500	0	0.00%
5702	Audit Abatement	-1,100	-1,100	0	0	0	0	0.00%
5710	Legal (Advertising & Fees)	178,321	178,321	185,000	185,000	230,000	45,000	24.32%
5751	Election	50,000	25,000	0	0	0	0	0.00%
5800 Ot	5700 Total > ther Services & Expense	290,721	265,721	248,500	248,500	293,500	45,000	18.11%
5802	Advertising	148,503	151,703	151,703	151,703	136,000	-15,703	-10.35%
5803	Athletics - Entry Fee	6,056	6,056	7,256	7,256	7,256	0	0.00%

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General Fund (Fund 01)

Obj	ect
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5805	Postage/Bulk Mailing
5807	One-time 2015-16 Efficiency Expense 2015-16
5808	One-time 2015-16 Staffing/Reorg.
5810	Loomis
5811	Finger Prints
5816	Special Events
5819	Peninsula Messenger Svc
5821	Accreditation Fee
5824	State Authorization Fee
5825	Athletics - Physical Exams
5827	Foundation Services
5830	County Support Services
5834	Indirect Cost
5836	Athletics - Officials & Scorekeepers
5838	Use Tax
5839	Other Services
5840	General Institutional Contingency
5842	Registration/Renewal (Vehical & Dental)
5845	EDD Quarterly Taxes
5851	Integrated Planning Contingency
5880	Interest-Based Barg. 2015-16
5895	Ongoing FT Faculty Contingency
5897	1098s, for Hope Scholarship

5800 Total > 5xxx Total >

**Building Improvements** 6200

6201	Hazardous Material / Abatement
	6200 Total >

Library Books 6300

6301	Library Materials
6310	PC Software
6316	Campus Agreement
	6300 Tot

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Budget	Budget	Budget	et Budget Budget			
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
79,500	79,500	79,500	79,500	62,500	-17,000	-21.38%
0	200,000	0	0	0	0	0.00%
0	471,000	0	0	0	0	0.00%
11,000	11,000	11,000	11,000	11,000	0	0.00%
210	210	210	210	1,000	790	376.19%
1,000	1,000	1,000	1,000	1,000	0	0.00%
5,310	5,310	5,310	5,310	5,000	-310	-5.84%
0	0	23,225	23,225	6,000	-17,225	-74.17%
0	500	500	500	500	0	0.00%
2,868	2,868	2,868	2,868	2,868	0	0.00%
100,000	100,000	100,000	100,000	0	-100,000	-100.00%
85,051	68,320	69,096	69,096	68,935	-161	-0.23%
-120,000	-145,544	-170,000	-170,000	-145,000	25,000	-14.71%
35,850	35,850	35,850	35,850	41,350	5,500	15.34%
10,000	10,000	12,000	12,000	12,000	0	0.00%
300	300	300	300	100	-200	-66.67%
30,120	71,355	481,620	481,620	101,413	-380,207	-78.94%
1,095	1,095	1,095	1,095	1,095	0	0.00%
20,000	20,000	17,000	17,000	17,000	0	0.00%
0	0	100,000	100,000	0	-100,000	-100.00%
0	45,000	45,000	45,000	45,000	0	0.00%
0	426,503	0	0	0	0	0.00%
10,000	10,000	10,000	10,000	10,000	0	0.00%
426,863	1,572,026	984,533	984,533	385,017	-599,516	-60.89%
5,888,846	7,386,419	6,262,589	6,262,589	6,114,034	-148,555	-2.37%
28,621	29,081	29,081	29,081	24,000	-5,081	-17.47%
29 621	20.081	20.091	20.081	24,000	5.081	-17 47%

28,621	29,081	29,081	29,081	24,000	-5,081	-17.47%
28,621	29,081	29,081	29,081	24,000	-5,081	-17.47%

138,000	70,000	95,000	95,000	93,000	-2,000	-2.11%
0	0	25,000	25,000	25,000	0	0.00%
68,000	68,000	68,000	68,000	68,000	0	0.00%
70,000	2,000	2,000	2,000	0	-2,000	-100.00%

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Object

6400 Capital Equipment - New

İ	6403	Equipment Replacement
Ī	6404	Equipment Purchase - New
Ī	6405	Instructional Equipment - New
	6425	Non-Instructional Equipment - Replacement
	6426	Non-Instr. Ergonomic Eq.
	6441	PC Hardware - Non-Instructional - Replacement
Ī	6443	Technology Refreshment (15-16)
		6400 Total >

6400 Total > 6xxx Total >

7300 Interfund Transfers - Out

7314	Child Development Interfund Transfer-Out
7316	Restricted Interfund Transfer-Out

7300 Total >

7xxx Total >

General Fund (Fund 01)

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		Budget	Budget Budget Bud		Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
-56.84%	-2,833	2,151	4,984	4,984	4,984	0
-25.84%	-5,000	14,350	19,350	19,350	5,350	2,000
-93.63%	-7,346	500	7,846	7,846	6,174	1,000
-5,05%	-372	7,000	7,372	7,372	107,000	15,659
0.00%	0	5,000	5,000	5,000	5,000	5,000
0.00%	0	19,755	19,755	19,755	19,755	19,755
0.00%	0	0	0	0	200,000	0
-24.18%	-15,551	48,756	64,307	64,307	348,263	43,414
-12.01%	-22,632	165,756	188,388	188,388	447,344	210,035
0.00%	0	100,000	100,000	100,000	50,000	260,707
0.00%	0	69,583		69,583	96,600	67,774
0.00%	0	169,583	169,583	169,583	146,600	328,481
0.00%	0	169,583	169,583	169,583	146,600	328,481
-0.68%	-272,166	40,045,956	40,318,122	40,318,122	41,752,704	38,113,156

### Object Analysis (Detail) Expense by Object - Summary Grand Totals

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Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	38,113,156	41,752,704	40,318,122	40,318,122	40,045,956	-272,166	-0.68%

# Exhibit B Restricted General Fund

Monterey Peninsula Community College District

\*\*Variance: Column 5 - Column 3.

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Budget

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Budget

		Dauget	Dauget	Duager	B			
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
8100 Fe	deral Revenues							
8110	VATEA - Title II C	136,951	156,643	23,318	23,318	15,541	-7,777	-33.35%
8113	New Scholars	304,351	304,351	294,916	294,916	303,227	8,311	2,82%
8115	Work Study	136,838	136,838	151,539	151,539	151,539	0	0.00%
8116	Upward Bound	388,453	388,453	388,453	388,453	400,107	11,654	3.00%
8118	Child Development/Training	10,000	10,000	10,000	10,000	0	-10,000	-100.00%
8122	Math / Science	376,700	376,700	376,700	376,700	382,851	6,151	1.63%
8126	Federal Grants	911,150	964,560	926,600	926,600	849,897	-76,703	-8.28%
8152	Tech Prep	43,269	258,691	85,326	85,326	0	-85,326	-100.00%
8153	TANF	35,230	39,429	37,468	37,468	37,468	0	0.00%
	8100 Total >	2,342,942	2,635,665	2,294,320	2,294,320	2,140,630	-153,690	-6.70%
8600 Sta	ate Revenues			.,				
8604	State Funded Project	390,756	581,600	1,742,104	1,742,104	1,422,052	-320,052	-18.37%
8610	Matriculation	826,747	1,420,469	1,700,064	1,700,064	1,699,664	-400	-0.02%
8618	Instructional Equipment & Library Material	68,713	387,679	595,721	595,721	48,000	-547,721	-91.94%
8621	Student Financial Aid Admin (BFAP)	239,293	239,293	284,217	284,217	355,864	71,647	25.21%
8622	Basic Skills Funding	253,000	180,000	129,809	129,809	0	-129,809	-100.00%
8626	Assoc. Degree Nursing- RN Program	135,287	135,287	142,600	142,600	142,600	0	0.00%
8628	UC Santa Cruz - ACCESS Program	0	6,586	6,586	6,586	2,260	-4,326	-65.68%
8659	Instructional Material - Trailer Bill (One Time)	7,000	4,556	2,355	2,355	0	-2,355	-100.00%
8696	Appt. Adjustment	0	0	8,893	8,893	0	-8,893	-100.00%
	8600 Total >	1,920,796	2,955,470	4,612,349	4,612,349	3,670,440	-941,909	-20.42%
8620 Ca	ntegorical Apportionments					*/		
8608	Supportive Services (DSP&S)	476,686	626,661	626,661	626,661	569,389	-57,272	-9.14%
8609	EOPS	662,633	662,633	899,025	899,025	1,008,823	109,798	12.21%
8635	Instructional Equipment Block Grant	6,000	0	0	0	0	0	0.00%
8642	CAL WORKS	183,313	168,856	162,035	162,035	162,035	0	0.00%
8692	Cooperative Agencies Resources Education	91,413	91,413	152,900	152,900	145,255	-7,645	-5.00%
	8620 Total >	1,420,045	1,549,563	1,840,621	1,840,621	1,885,502	44,881	2.44%
8690 St	ate Revenue							-
8616	Staff Diversity	5,111	5,111	60,000	60,000	40,000	-20,000	-33.33%
	8690 Total >	5,111	5,111	60,000	60,000	40,000	-20,000	-33.33%
8800 Lo	ocal Revenues							
8809	Lottery	239,394	239,394	239,394	239,394	239,394	0	0.00%

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Budget

General Fund (Fund 01)

Obj	ect
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8812	Course Materials Fee
8828	Health Fees
8851	DMV Citations Class (Community Services)
8852	Rents (Facilites)
8862	Library (Equipment Revenue)
8880	Fire Training (Local Revenue)
8898	Local Grants

8800 Total >

Local Revenue 8870

8827	Lesting Fees	
		9970 Total

8900 Other

8984	Interfund Transfer - In Restricted Funds
8986	Interfund Transfer - In (Fund 01)

8900 Total >

8xxx Total >

General Fund (Fund 01)

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Budget Budget	Budget	Budget	Budget	Budget
16-17 17-18 Varian	16-17	16-17	15-16	14-15
7,000 7,000	7,000	7,000	12,000	12,000
300,226 305,226 :	300,226	300,226	255,642	340,000
700 0	700	700	0	0
180,000 180,000	180,000	180,000	180,000	0
30,000 30,000	30,000	30,000	40,000	0
190,278 190,200	190,278	190,278	146,000	150,500
322,047 310,101 -1	322,047	322,047	337,930	127,616
1,269,645 1,261,921 -	1,269,645	1,269,645	1,210,966	869,510
5,000 0 -	5,000	5,000	5,000	2,000
5,000 0	5,000	5,000	5,000	2,000
69,583 0 -6	69.583	69,583	69,583	67,774
0 0		0	27,017	0
69,583 0 -6	69,583	69,583	96,600	67,774
10,151,517 8,998,493 -1,15		10,151,517	8,458,375	6,628,178
10,151,517 8,998,493 -1,15	10,151,517	10,151,517	8,458,375	6,628,178

# Object Analysis (Detail) Revenue by Object - Summary Grand Totals

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Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	6,628,178	8,458,375	10,151,517	10,151,517	8,998,493	-1,153,024	-11.36%

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Budget

Budget

Budget

Budget

Object	Budget 14-15	15-16	Budget 16-17	16-17	17-18	Variance**	(%)
Teaching	36,662	37,028	38,531	38,531	40,835	2,304	5.98%
Faculty Salary Contingency	0	12,425	400	400	0	-400	-100.00%
1100 Total >	36,662	49,453	38,931	38,931	40,835	1,904	4.89%
n-Instructional Salaries, Regular Salary							1.02
Non-Teaching - Executives	0	88,776	131,050	131,050	89,748	-41,302	-31.52%
Non-Teaching - Deans	143,630	121,075	193,037	193,037	491,038	298,000	154,37%
Counselors	884,498	948,601	1,101,705	1,101,705	1,243,259	141,554	12.85%
Reassigned Time	163,007	130,645	96,521	96,521	0	-96,521	-100.00%
Librarians	29,833	30,928	32,367	32,367	0	-32,367	-100.00%
Administrative Salary Contingency	0	1,954	0	0	0	0	0.00%
1200 Total >	1,220,967	1,321,980	1,554,680	1,554,680	1,824,044	269,364	17.33%
structional Salaries, Other Nonregular	1						
Hourly Teaching - Fall/Spring	10,255	29,139	0	0	0	0	0.00%
Hourly Teaching - Early Spring	1,896	2,604	0	0	0	0	0.00%
	19,204	28,355	12,000	12,000	12,000	0	0.00%
	0	0	5,000	5,000	0	-5,000	-100.00%
Hrly Inst - contract employee	6,791	11,195	0	0	0	0	0.00%
1300 Total >	38,146	71,293	17,000	17,000	12,000	-5,000	-29.41%
on-Instructional Salaries, Other Nonregular							
Hourly Non-Teaching - Fall/Spring	227,226	324,485	294,520	294,520	189,934	-104,586	-35.51%
	0	0	13,120	13,120	9,500	-3,620	-27.59%
The state of the s	35,412	77,646	97,780	97,780	39,500	-58,280	-59.60%
	0	48,802	0	0	0	0	0.00%
Hrly Non-Inst - contract employee	0	18,399	0	0	0	0	0.00%
1400 Total >	262,638	469,332	405,420	405,420	238,934	-166,486	-41.07%
1xxx Total >	1,558,413	1,912,058	2,016,031	2,016,031	2,115,813	99,782	4.95%
Total Calada Banks Full Time							21.14
	501.951	620.247	744 240	744 240	950 097	115 720	15.55%
							0.00%
	1						0.00%
							0.009
Class. Sal. Contingency	0	7,941	0	0	0	U	0.009
	Teaching Faculty Salary Contingency  1100 Total >  n-Instructional Salaries, Regular Salary  Non-Teaching - Executives  Non-Teaching - Deans  Counselors  Reassigned Time Librarians  Administrative Salary Contingency  1200 Total >  structional Salaries, Other Nonregular  Hourly Teaching - Fall/Spring  Hourly Teaching - Early Spring  Hourly Teaching - One-Time Overload  Hrly Inst - contract employee  1300 Total >  n-Instructional Salaries, Other Nonregular  Hourly Non-Teaching - Fall/Spring  Hourly Non-Teaching - Fall/Spring  Hourly Non-Teaching - Fall/Spring  Hourly Non-Teaching - Professional Expert  Hrly Non-Inst - contract employee  1400 Total >  1xxx Total >  n-Instructional Salaries, Regular Full-Time  Non-Instructional Classified  Managers  NI Classified-Educ Incentive	Teaching	14-15   15-16	14-15   15-16   16-17	14-15   15-16   16-17   16-17	14-15   15-16   16-17   17-18	

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Monterey Peninsula Community College District

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Object

2300	Non-Instructional,	Other than	Regular	Full-Time
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Hourly Part Time, Permanent	
Hourly Student Help	
Hourly Overtime	
Hourly Professional Experts	
Hourly Temporary	
	Hourly Student Help Hourly Overtime Hourly Professional Experts

2300 Total >

2400	Instructional Aides.	Other than	Full-Time Sched.
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2401	Student Help
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute

2400 Total > 2xxx Total >

#### 3110 STRS Instructional

1101	Teaching
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1306	Hourly Teaching - One-Time Overload
1335	Hrly Inst - contract employee

3110 Total >

#### 3120 STRS Non-Instructional

1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1235	Reassigned Time
1240	Librarians
1401	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring

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		Budget	Budget	Budget Budge		Budget	
(%)	Variance**	17-18	16-17	16-17	15-16	14-15	
2.99%	472	16,238	15,767	15,767	15,604	10,366	
-49.80%	-180,084	181,539	361,623	361,623	155,857	131,838	
-3.14%	-22	678	700	700	0	0	
12.67%	36,447	324,214	287,767	287,767	263,302	210,420	
-47.06%	-40,000	45,000	85,000	85,000	47,863	20,684	
-24.40%	-183,187	567,669	750,856	750,856	482,626	373,308	
145.60%	30,460	51,380	20,920	20,920	20,502	8,000	
16.14%	15,305	110,123	94,817	94,817	98,876	80,895	
-8.70%	-4,000	42,000	46,000	46,000	41,785	37,785	
-27.72%	-14,017	36,552	50,569	50,569	29,634	42,717	
-100.00%	-3,000	0	3,000	3,000	8,082	9,822	
0.00%	0	0	0	0	0	387	
0.00%	0	0	0	0	957	5,339	
11.49%	24,748	240,055	215,306	215,306	199,836	184,945	
0.55%	9,492	1,719,903	1,710,411	1,710,411	1,311,749	1,151,704	
				5,560	3,973	3,256	
5.98%	332	5,892	5,560	3,300		-	
5.98%	332	5,892 0	5,560	0		911	
-					3,127 279		
0.00%	0	0	0	0	3,127 279	168	
0.00%	0	0	0	0	3,127		
0.00% 0.00% 0.00%	0 0	0 0 1,288	0 0 1,288	0 0 1,288	3,127 279 2,923 0	168 1,766	
0.00% 0.00% 0.00% -100.00%	0 0 0 -300	0 0 1,288 0	0 0 1,288 300	0 0 1,288 300	3,127 279 2,923	168 1,766 0	
0.00% 0.00% 0.00% -100.00% 0.00%	0 0 0 -300 0	0 0 1,288 0	0 0 1,288 300 0	0 0 1,288 300 0	3,127 279 2,923 0 1,201	168 1,766 0 603	
0.00% 0.00% 0.00% -100.00% 0.00%	0 0 0 -300 0	0 0 1,288 0	0 0 1,288 300 0	0 0 1,288 300 0	3,127 279 2,923 0 1,201	168 1,766 0 603	
0.00% 0.00% 0.00% -100.00% 0.00% 0.45%	0 0 0 -300 0 32	0 0 1,288 0 0 7,180	0 0 1,288 300 0 7,148	0 0 1,288 300 0 7,148	3,127 279 2,923 0 1,201 11,503	168 1,766 0 603 6,704	
0.00% 0.00% 0.00% -100.00% 0.00% 0.45%	0 0 0 -300 0 32	0 0 1,288 0 0 7,180	0 0 1,288 300 0 7,148	0 0 1,288 300 0 7,148	3,127 279 2,923 0 1,201 11,503	168 1,766 0 603 <b>6,704</b>	
0.00% 0.00% 0.00% -100.00% 0.00% 0.45% -100.00% 172.15%	0 0 0 -300 0 32	0 0 1,288 0 0 7,180	0 0 1,288 300 0 7,148	0 0 1,288 300 0 7,148	3,127 279 2,923 0 1,201 11,503 9,526 12,991	168 1,766 0 603 <b>6,704</b> 0 12,754	
0.00% 0.00% -100,00% 0.00% 0.45% -100.00% 172.15% 31.01%	0 0 0 -300 0 32 -9,272 44,821 40,701	0 0 1,288 0 0 7,180 0 70,857 171,955	0 0 1,288 300 0 7,148 9,272 26,036 131,254	0 0 1,288 300 0 7,148 9,272 26,036 131,254	3,127 279 2,923 0 1,201 11,503 9,526 12,991 96,467	168 1,766 0 603 6,704 0 12,754 68,102	
0.00% 0.00% -100,00% 0.00% 0.00% 0.45% -100.00% 172.15% 31.01% -100.00%	0 0 0 -300 0 32 -9,272 44,821 40,701 -13,262	0 1,288 0 0 7,180 0 70,857 171,955 0	0 0 1,288 300 0 7,148 9,272 26,036 131,254 13,262	0 0 1,288 300 0 7,148 9,272 26,036 131,254 13,262	3,127 279 2,923 0 1,201 11,503 9,526 12,991 96,467 14,018	168 1,766 0 603 6,704 0 12,754 68,102 14,383	

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y Object - Summary Print Time: 2:15 PM

		Budget	Budget	Budget	Budget	Budget			
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)	
1403	Hourly Non-Teaching - Summer	3,104	7,176	268	268	7,772	7,504	########	
1406	Hourly Non-Teaching - Professional Expert	0	894	0	0	0	0	0.00%	
1435	Hrly Non-Inst - contract employee	0	1,974	0	0	0	0	0.00%	
2404	Hourly Temporary	137	137	1,288	1,288	1,288	0	0.00%	
3210 PI	3120 Total > ERS Instructional	121,518	179,689	192,009	192,009	288,616	96,607	50.31%	
2402	Hourly, Part Time, Permanent	4,471	6,693	8,089	8,089	5,248	-2,842	-35.13%	
2405	Summer	0	292	0	0	0	0	0.00%	
2105	3210 Total >	4,471	6,985	8,089	8,089	5,248	-2,842	-35.13%	
3220 PI	ERS Non-Instructional	1,1.7	0,505	0,005	0,005	0,2.0			
1202	Non-Teaching - Executives	0	0	13,009	13,009	13,939	930	7.15%	
1215	Counselors	13,841	14,522	10,952	10,952	8,016	-2,936	-26.81%	
2101	Non-Instructional Classified	111,096	116,917	148,356	148,356	189,257	40,901	27.57%	
2102	Managers	0	0	0	0	11,760	11,760	0.00%	
2114	NI Classified-Educ Incentive	300	188	0	0	. 0	0	0.00%	
2301	Hourly Part Time, Permanent	0	2,941	3,552	3,552	3,659	106	2.99%	
2304	Hourly Professional Experts	24,769	28,445	18,085	18,085	66,159	48,074	265.82%	
2306	Hourly Temporary	176	176	0	0	0	0	0.00%	
2000	3220 Total >	150,182	163,189	193,954	193,954	292,789	98,835	50.96%	
3310 O	ASDI (FICA) Instructional		,		- A			-	
2402	Hourly, Part Time, Permanent	1,477	2,202	2,226	2,226	1,444	-782	-35.13%	
2404	Hourly Temporary	45	45	62	62	62	0	0.00%	
2405	Summer	0	96	0	0	0	0	0.00%	
	3310 Total >	1,522	2,343	2,288	2,288	1,506	-782	-34.18%	
	ASDI (FICA) Non-Instructional								
1202	Non-Teaching - Executives	0	0	5,193	5,193	5,564	371	7.15%	
1215	Counselors	7,290	7,629	4,766	4,766	3,200	-1,566	-32.85%	
2101	Non-Instructional Classified	36,695	38,461	41,372	41,372	52,079	10,707	25.88%	
2102	Managers	0	0	0	0	3,236	3,236	0.00%	
2114	NI Classified-Educ Incentive	99	62	0	0	0	0	0.00%	
	Hourly Part Time, Permanent	0	967	978	978	1,007	29	2.99%	
2301		0	0	43	43	0	-43	-100.00%	
2301 2303	Hourly Overtime								
	Hourly Overtime Hourly Professional Experts	13,045	14,166	325	325	183	-142	-43.69% 0.00%	

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		Budget	Budget	Budget	Budget	Budget		
bject		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
Ť	3320 Total >	57,222	61,379	52,676	52,676	65,585	12,909	24.51
3330 M	edicare Instructional							
1101	Teaching	532	537	559	559	592	33	5.98
1301	Hourly Teaching - Fall/Spring	149	422	0	0	0	0	0.00
1302	Hourly Teaching - Early Spring	27	38	0	0	0	0	0.00
1303	Hourly Teaching - Summer	278	411	174	174	174	0	0.00
1306	Hourly Teaching - One-Time Overload	0	0	73	73	0	-73	-100.00
1335	Hrly Inst - contract employee	98	162	0	0	0	0	0.0
1401	Hourly Non-Teaching - Fall/Spring	401	0	0	0	0	0	0.0
2402	Hourly, Part Time, Permanent	1,173	1,434	1,186	1,186	1,597	410	34.6
2403	Professional Experts (Instructional)	548	606	666	666	610	-56	-8.4
2404	Hourly Temporary	525	430	653	653	538	-115	-17.6
2405	Summer	142	117	44	44	0	-44	-100.0
2406	Early Spring	6	0	0	0	0	0	0.0
2408	Substitute	77	14	0	0	0	0	0.0
	3330 Total >	3,956	4,171	3,355	3,355	3,511	156	4.65
3340 M	edicare Non-Instructional							
1202	Non-Teaching - Executives	0	1,287	1,900	1,900	1,301	-599	-31.5
1203	Non-Teaching - Deans	2,083	1,756	2,799	2,799	7,120	4,321	154.3
1215	Counselors	12,825	13,755	14,304	14,304	18,027	3,724	26.0
1235	Reassigned Time	1,643	1,047	522	522	0	-522	-100.0
1240	Librarians	433	448	469	469	0	-469	-100.0
1401	Hourly Non-Teaching - Fall/Spring	2,895	4,705	4,008	4,008	3,886	-122	-3.0
1402	Hourly Non-Teaching - Early Spring	0	0	190	190	210	20	10.5
1403	Hourly Non-Teaching - Summer	514	1,126	1,167	1,167	1,081	-86	-7.3
1406	Hourly Non-Teaching - Professional Expert	0	1,019	0	0	0	0	0.0
1435	Hrly Non-Inst - contract employee	0	267	0	0	0	0	0.0
2101	Non-Instructional Classified	8,582	8,995	9,676	9,676	12,180	2,504	25.8
2102	Managers	0	0	0	0	757	757	0.0
2114	NI Classified-Educ Incentive	23	15	0	0	0	0	0.0
2301	Hourly Part Time, Permanent	150	226	229	229	235	7	2.9
2303	Hourly Overtime	0	0	10	10	10	0	0.0
2304	Hourly Professional Experts	3,051	3,648	16,851	16,851	23,453	6,602	39.1
2306	Hourly Temporary	300	694	7,801	7,801	1,563	-6,238	-79.90

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#### Object Analysis (Detail) **Expense by Object - Summary**

General Fund (Fund 01)

		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
2404	Hourly Temporary	96	0	0	0	0	0	0.00%
	3340 Total >	32,595	38,988	59,926	59,926	69,824	9,898	16.52%
3400 H	ealth and Welfare Benefits							
3450	H & W Payments	616,845	679,406	668,416	668,416	903,111	234,695	35.11%
	3400 Total >	616,845	679,406	668,416	668,416	903,111	234,695	35.11%
3510 S	UI Instructional	,						
1101	Teaching	18	19	19	19	20	1	5.98%
1301	Hourly Teaching - Fall/Spring	5	14	0	0	0	0	0.00%
1302	Hourly Teaching - Early Spring	1	1	0	0	0	0	0.00%
1303	Hourly Teaching - Summer	10	15	6	6	6	0	0.00%
1306	Hourly Teaching - One-Time Overload	0	0	150	150	0	-150	-100.00%
1335	Hrly Inst - contract employee	3	6	0	0	0	0	0.00%
1401	Hourly Non-Teaching - Fall/Spring	14	0	0	0	0	0	0.00%
2402	Hourly, Part Time, Permanent	39	48	45	45	54	9	19.07%
2403	Professional Experts (Instructional)	19	21	212	212	22	-190	-89.62%
2404	Hourly Temporary	20	16	125	125	20	-105	-84.00%
2405	Summer	5	4	15	15	0	-15	-100,00%
2406	Early Spring	1	0	0	0	0	0	0.00%
2408	Substitute	3	0	0	0	0	0	0.00%
	3510 Total >	138	143	573	573	123	-450	-78.60%
3520 S	UI Non-Instructional							
1202	Non-Teaching - Executives	0	44	66	66	45	-21	-31.52%
1203	Non-Teaching - Deans	72	59	97	97	246	149	154,37%
1215	Counselors	442	474	493	493	622	128	26.03%
1235	Reassigned Time	82	65	48	48	0	-48	-100.00%
1240	Librarians	15	15	16	16	0	-16	-100.00%
1401	Hourly Non-Teaching - Fall/Spring	102	163	1,018	1,018	134	-884	-86.84%
1402	Hourly Non-Teaching - Early Spring	0	0	65	65	7	-58	-89.23%
1403	Hourly Non-Teaching - Summer	18	41	379	379	39	-340	-89.71%
1406	Hourly Non-Teaching - Professional Expert	0	21	0	0	0	0	0.00%
1435	Hrly Non-Inst - contract employee	0	9	0	0	0	0	0.00%
2101	Non-Instructional Classified	296	310	334	334	420	86	25.88%
2102	Managers	0	0	0	0	26	26	0.00%
2114	NI Classified-Educ Incentive	1	1	0	0	0	0	0.00%

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2301	Hourly Part Time, Permanent
2303	Hourly Overtime
2304	Hourly Professional Experts
2306	Hourly Temporary
2404	Hourly Temporary
	3520 Total >

3610 Total >

		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
2.99%	0	8	8	8	8	5
-100.00%	-4	0	4	4	0	0
-67.42%	-304	147	451	451	126	106
-98.76%	-1,037	13	1,050	1,050	25	11
0.00%	0	0	0	0	0	3
-57.65%	-2,322	1,706	4,028	4,028	1,362	1,153

3610	WC Instructional
1101	Teaching
1301	Hourly Teaching - Fall/Spring
1302	Hourly Teaching - Early Spring
1303	Hourly Teaching - Summer
1335	Hrly Inst - contract employee
1401	Hourly Non-Teaching - Fall/Spring
2401	Student Help
2402	Hourly, Part Time, Permanent
2403	Professional Experts (Instructional)
2404	Hourly Temporary
2405	Summer
2406	Early Spring
2408	Substitute
2408	Substitute

8,426	9,247	5,719	5,719	5,167	-552	-9.64%
160	29	0	0	0	0	0.00%
12	0	0	0	0	0	0.00%
295	243	90	90	0	-90	-100,00%
1,083	889	1,338	1,338	642	-696	-52.02%
1,134	1,254	1,380	1,380	714	-666	-48.26%
2,427	2,966	1,718	1,718	1,872	154	8.96%
240	616	178	178	885	707	398.31%
830	0	0	0	0	0	0.00%
204	336	0	0	0	0	0.00%
576	851	360	360	360	0	0.00%
57	78	0	0	0	0	0.00%
308	874	0	0	0	0	0.00%
1,100	1,111	033	633	094	39	3.90/0

3620	WC Non-Instructional
1202	Non-Teaching - Executives
1203	Non-Teaching - Deans
1215	Counselors
1235	Reassigned Time
1240	Librarians Librarians
140	Hourly Non-Teaching - Fall/Spring
1402	Hourly Non-Teaching - Early Spring
1403	Hourly Non-Teaching - Summer
1400	Hourly Non-Teaching - Professional Expert
1435	Hrly Non-Inst - contract employee
210	Non-Instructional Classified

0	2,663	2,843	2,843	1,526	-1,317	-46.33%
4,309	3,632	3,921	3,921	8,348	4,427	112.90%
26,535	28,458	17,118	17,118	21,135	4,018	23.47%
4,890	3,919	2,109	2,109	0	-2,109	-100.00%
895	928	971	971	0	-971	-100.00%
5,987	9,735	6,795	6,795	4,556	-2,239	-32.95%
0	0	393	393	247	-146	-37.15%
1,062	2,330	1,815	1,815	1,299	-516	-28.43%
0	1,389	0	0	0	0	0.00%
0	552	127	127	0	-127	-100.00%
17,756	18,610	12,047	12,047	14,280	2,233	18.53%
0	0	0	0	997	997	0.00%

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Managers

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Budget

Budget

Budget

		Duuget	Dudget	Duuget	Dudget	Dudget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
2114	NI Classified-Educ Incentive	48	30	0	0	0	0	0.00%
2301	Hourly Part Time, Permanent	311	468	268	268	276	8	2.99%
2302	Hourly Student Help	0	721	6,338	6,338	510	-5,828	-91.95%
2303	Hourly Overtime	0	0	21	21	12	-9	-42.86%
2304	Hourly Professional Experts	6,313	7,600	6,016	6,016	3,717	-2,299	-38,22%
2306	Hourly Temporary	621	1,436	1,800	1,800	425	-1,375	-76.39%
2404	Hourly Temporary	198	0	0	0	0	0	0.00%
	3620 Total >	68,925	82,472	62,581	62,581	57,218	-5,364	-8.57%
3900 O	ther Benefits							
1101	Teaching	180	0	0	0	0	0	0.00%
1120	Faculty Salary Contingency	0	1,923	64	64	0	-64	-100.00%
1260 Administrative Salary Contingency		0	299	0	0	0	0	0.00%
1401	Hourly Non-Teaching - Fall/Spring	0	85	0	0	0	0	0.00%
1406	Hourly Non-Teaching - Professional Expert	0	2,318	0	0	0	0	0.00%
2130	Class. Sal. Contingency	0	2,176	0	0	0	0	0.00%
3900	Benefits contingency	0	332	0	0	0	0	0.00%
3930	Educational Incentive/Classified	0	1,506	0	0	0	0	0.00%
	3900 Total >	180	8,639	64	64	0	-64	#######
	3xxx Total >	1,073,834	1,249,517	1,260,826	1,260,826	1,701,584	440,757	34.96%
4300 In	nstructional Supplies							
4306	Fee Generated Art Supplies	10,000	10,000	5,000	5,000	5,000	0	0.00%
4312	Instructional Program Materials	128,848	110,479	103,215	103,215	52,329	-50,886	-49.30%
4325	Lab Chemical Supplies	0	0	0	0	25,000	25,000	0.00%
4331	Subscription	4,700	130	0	0	0	0	0.00%
4335	G ( C C ( X ) 1 ( 2 ) )	2,250	8,000	6,000	6,000	8,000	2,000	33.33%
	Computer Software (Upgrades & New)	2,230	0,000					
4350	Books	300	1,800	300	300	0	-300	-100.00%
	1 10 1				300 500	0	-300 -500	-100.00% -100.00%
4350	Books	300	1,800	300				-
4350 4503	Books Subscription	300	1,800 500	300 500	500	0	-500	-100.00%
4350 4503	Books Subscription 4300 Total >	300	1,800 500	300 500	500	0	-500	-100.00%
4350 4503 4500 N	Books Subscription  4300 Total >  Ion-Instructional Supplies	300 0 146,098	1,800 500 <b>130,909</b>	300 500 <b>115,015</b>	500 115,015	90,329	-500 - <b>24,686</b>	-100.00% -21.46%
4350 4503 4500 N 4503	Books Subscription  4300 Total >  fon-Instructional Supplies Subscription	300 0 146,098	1,800 500 130,909	300 500 <b>115,015</b> 35,000	500 115,015 35,000	90,329	-500 - <b>24,686</b> -26,900	-100.00% -21.46%

Budget

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Food

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4514	Graduation Supplies
4525	Office Supplies
4540	State/County Health Required Innoculations
4553	Uniforms (Parking, Athletics)
4556	Professional Reference Books

tions	
	-
	- 1

Budget	Budget	Budget	Budget	Budget
14-15	15-16	16-17	16-17	17-18
1,500	1,500	20,500	20,500	20,500
47,738	68,175	110,287	110,287	82,712
800	400	400	400	400
0	0	0	0	1,000
0	500	250	250	0
61,482	86,094	209,384	209,384	152,212
29,553	38,696	51,424	51,424	43,180
29,553	38,696	51,424	51,424	43,180

461,434

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47	06	Food (Receptions,S	Special Events, P	rogram S
		·	4700	Total >
			4xxx	Total >
5100	Co	ntracts		

H	29,553	38,696	51,424 <b>51,424</b>	51,424 <b>51.424</b>	43,180 43,180	-8,244 - <b>8,24</b> 4	-16.03% -16.03%
-	29,553	38,696					
	237,133	255,699	375,823	375,823	285,721	-90,102	-23.97

461,434

Variance\*\*

-27,575

1,000 -250

-57,172

-461,434 -100.00%

0

(%) 0.00%

-25.00% 0.00% 0.00%

-100.00%

-27.30%

3100 C	onti acis
5109	MPC Extended POST Academy
5114	Technical Assistance/Training
5122	CHOMP (Community Hospital Of Monterey Pe
5124	Program Consultant
5131	Engineering & Design Services
5139	Specialists/Workshops
5145	Temp. Contract Service
5165	School of Nursing-Consultant
5174	Temporary Service Agency
5180	Contract Services
	5100 Total >

0	0	10,000	10,000	9,000	-1,000	-10.00%
216,762	216,762	243,872	243,872	243,872	0	0.00%
287,140	212,532	163,525	163,525	215,032	51,507	31.50%
0	35,523	0	0	0	0	0.00%
0	0	13,000	13,000	0	-13,000	-100.00%
62,392	70,000	65,550	65,550	67,800	2,250	3.43%
9,735	7,116	0	0	0	0	0.00%
1,000	757	2,000	2,000	1,000	-1,000	-50.00%
180,775	164,121	167,800	167,800	163,500	-4,300	-2.56%
757,804	706,811	1,127,181	1,127,181	700,204	-426,977	-37.88%
	287,140 0 0 62,392 9,735 1,000 180,775	287,140         212,532           0         35,523           0         0           62,392         70,000           9,735         7,116           1,000         757           180,775         164,121	216,762         216,762         243,872           287,140         212,532         163,525           0         35,523         0           0         0         13,000           62,392         70,000         65,550           9,735         7,116         0           1,000         757         2,000           180,775         164,121         167,800	216,762         216,762         243,872         243,872           287,140         212,532         163,525         163,525           0         35,523         0         0           0         0         13,000         13,000           62,392         70,000         65,550         65,550           9,735         7,116         0         0           1,000         757         2,000         2,000           180,775         164,121         167,800         167,800	216,762         216,762         243,872         243,872         243,872           287,140         212,532         163,525         163,525         215,032           0         35,523         0         0         0           0         0         13,000         13,000         0           62,392         70,000         65,550         65,550         67,800           9,735         7,116         0         0         0           1,000         757         2,000         2,000         1,000           180,775         164,121         167,800         167,800         163,500	216,762         216,762         243,872         243,872         243,872         0           287,140         212,532         163,525         163,525         215,032         51,507           0         35,523         0         0         0         0         0           0         0         13,000         13,000         0         -13,000         -13,000           62,392         70,000         65,550         65,550         67,800         2,250           9,735         7,116         0         0         0         0           1,000         757         2,000         2,000         1,000         -1,000           180,775         164,121         167,800         167,800         163,500         -4,300

5200	Tra	vel and Conference Expenses
520	03	Field Trips

5203	Field Trips
5204	Staff Candidate Travel Reimbursement
5220	Conference Attendance & Related Expenses
5221	State Fire Training Course Fee
5230	Mileage
5245	Participant Support - Stipend
5246	Participant Support- Travel
5247	Participant Support- Subsistence
5248	Participant Support-Other
	5200 Total >

576,426	604,703	742,368	742,368	594,358	-148,010	-19.94%
0	0	69,980	69,980	68,000	-1,980	-2.83%
0	0	44,950	44,950	35,800	-9,150	-20.36%
0	0	49,950	49,950	33,600	-16,350	-32.73%
247,980	249,880	111,822	111,822	63,500	-48,322	-43.21%
5,030	4,288	5,450	5,450	4,100	-1,350	-24.77%
55,000	45,000	40,000	40,000	40,000	0	0.00%
236,709	268,127	377,318	377,318	310,358	-66,960	-17.75%
0	0	3,000	3,000	3,000	0	0.00%
31,707	37,408	39,898	39,898	36,000	-3,898	-9.77%

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\*\*Variance: Column 5 - Column 3.

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	1 414 (1 444 02)	Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
-	ues and Memberships							
5306	Professional Organization/Service Club (Membe	1,100	700	4,050	4,050	550	-3,500	-86.42%
5328	License Fee Renewal	0	0	9,500	9,500	9,500	0	0.00%
	5300 Total >	1,100	700	13,550	13,550	10,050	-3,500	-25.83%
5400 In	surance							
5401	Insurance (Property, Liability, Children's Ctr)	500	500	500	500	500	0	0.00%
5409	Student Accident Insurance	45,418	44,717	44,717	44,717	44,717	0	0.009
	5400 Total >	45,918	45,217	45,217	45,217	45,217	0	0.00%
5500 Ut	tilities and Housekeeping Services							
5505	Gasoline & Oil	0	6,000	6,000	6,000	6,000	0	0.00%
5528	Mobile Phone	500	275	0	0	0	0	0.00%
	5500 Total >	500	6,275	6,000	6,000	6,000	0	0.00%
5600 Re	ents, Leases and Repairs							
5604	Vehicle Repair/Maintenance	6,500	6,500	6,500	6,500	6,500	0	0.009
5620	Maintenance Agreement	7,750	78,450	82,200	82,200	82,200	0	0.009
5621	Computer Hardware Maintenance	0	0	1,334	1,334	1,500	166	12.44%
5622	Computer Software Maintenance	78,257	60,700	75,711	75,711	60,000	-15,711	-20.75%
5623	Tech Service/Support	0	4,000	4,000	4,000	4,000	0	0.009
5630	Equipment Repair	12,500	12,700	22,700	22,700	22,000	-700	-3.089
5637	Copier Equipment Lease	0	9,000	9,000	9,000	9,000	0	0.009
	5600 Total >	105,007	171,350	201,445	201,445	185,200	-16,245	-8.06%
5700 Le	egal, Election and Audit Expenses							
5710	Legal (Advertising & Fees)	0	6,327	0	0	0	0	0.009
	5700 Total >	0	6,327	0	0	0	0	0.00%
5800 O	ther Services & Expense							
5802	Advertising	0	0	13,820	13,820	0	-13,820	-100.009
5804	Miscellaneous Expense	0	2,717	295,611	295,611	18,831	-276,780	-93.639
5813	Marketing	0	0	3,000	3,000	4,500	1,500	50.009
5816	Special Events	15,000	20,000	330,678	330,678	27,500	-303,178	-91.689
5834	Indirect Cost	171,414	257,413	214,183	214,183	126,040	-88,143	-41.159
5839	Other Services	14,000	11,400	29,908	29,908	9,218	-20,690	-69.189
5840	General Institutional Contingency	0	0	0	0	500	500	0.009
5861	Subaward Wash. State Univ.	35,944	35,944	35,944	35,944	35,944	0	0.009
5879	Refunds	5,500	10,000	10,000	10,000	10,000	0	0.009

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Budget

		Dudget	Duuget	Budget		Dadber		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5884	Children's Center - Background Check	0	1,500	0	0	0	0	0.00%
	5800 Total >	241,858	338,974	933,144	933,144	232,533	-700,611	-75.08%
	5xxx Total >	1,728,613	1,880,356	3,068,905	3,068,905	1,773,562	-1,295,343	-42.21%
6100 Sit	tes and Site Improvements							
6105	Building Renovation/Repair	0	57,691	0	0	0	0	0.00%
	6100 Total >	0	57,691	0	0	0	. 0	0.00%
6300 Lil	brary Books							
6301	Library Materials	0	68,000	33,000	33,000	48,000	15,000	45.45%
6310	PC Software	6,400	5,500	0	0	0	0	0.00%
	6300 Total >	6,400	73,500	33,000	33,000	48,000	15,000	45.45%
6400 Ca	pital Equipment - New							
6403	Equipment Replacement	0	3,500	0	0	6,500	6,500	0.00%
6404	Equipment Purchase - New	0	77,932	84,300	84,300	13,300	-71,000	-84.22%
6405	Instructional Equipment - New	362,949	682,302	893,756	893,756	395,731	-498,025	-55.72%
6409	PC Hardware - Instructional - New	0	750	750	750	0	-750	-100.00%
6410	Instructional Equipment - Replacement	0	39,333	500	500	0	-500	-100.00%
6413	Classroom furniture (05-06)	0	6,500	0	0	0	0	0.00%
6425	Non-Instructional Equipment - Replacement	12,008	8,500	26,500	26,500	25,000	-1,500	-5.66%
	6400 Total >	374,957	818,817	1,005,806	1,005,806	440,531	-565,275	-56.20%
	6xxx Total >	381,357	950,008	1,038,806	1,038,806	488,531	-550,275	-52.97%
7500 Sta	udent Financial Aid Payment							
7501	Payment to Student	46,504	55,380	119,611	119,611	285,231	165,620	138.479
7502	Child Care Grants to students	18,242	15,623	69,852	69,852	70,107	255	0.379
	7500 Total >	64,746	71,003	189,463	189,463	355,338	165,875	87.55%
7600 Ot	ther Payments to Students							
7602	Textbooks/Supplies Vouchers	413,757	787,988	449,735	449,735	518,040	68,305	15.199
7604	Student Meal Ticket	35,000	40,000	50,000	50,000	40,000	-10,000	-20.009
	7600 Total >	448,757	827,988	499,735	499,735	558,040	58,305	11.67%
	7xxx Total >	513,503	898,991	689,198	689,198	913,378	224,180	32.53%
								-11.43%

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#### Object Analysis (Detail) **Expense by Object - Summary Grand Totals**

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	Budget	Budget	Budget	Budget	Budget		
Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	6,644,558	8,458,378	10,160,000	10,160,000	8,998,492	-1,161,508	-11.43%

# Exhibit C Child Development Center

Object

8800	Lo	cai Kevenues	
883	38	Child Care Enrollment Fee	
88/	17	Summer Program	

8887 Optional Fee 8892 Child Care Fee - Full Cost

8800 Total >

8870 Local Revenue

8825	Child Care Fees (Other)	
8892	Child Care Fee - Full Cost	

8870 Total >

8900 Other

8985 Interfund Transfer - In (Fund 01 RGF)

8900 Total >

8xxx Total >

Child Development (Fund 04)

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Variance**	/0/\
_	(%)
1,000	-71.43%
	0.00%
	400.00%
0	0.00%
4,400	293.33%
3,450	33.66%
41,119	93.71%
44,569	82.34%
	0.000/
	0.00%
0	0.00%
48,969	31.46%
0 48,969	31.46%
	0 0 0 4,400 0 3,450 0 41,119 0 44,569 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Object	14-1
	3(

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Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
302,207	132,508	155,631	155,631	204,600	48,969	31.46%

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**Variance:	Column 5	- Column 1	
variance:	Column 5	- Column ,	

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	3900 Total >
	3xxx Total >
1300 In	nstructional Supplies
4312	Instructional Program Materials
	4300 Total >
4500 No	on-Instructional Supplies
4525	Office Supplies
	4500 Total
	4xxx Total
5600 Re	ents, Leases and Repairs
5600 Re 5645	ents, Leases and Repairs License Fee, Permit, and Certification
5645	License Fee, Permit, and Certification
5645	License Fee, Permit, and Certification 5600 Total

5xxx Total >

		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
0.00%	0	0	0	0	271	0
-19.05%	-9,076	38,560	47,636	47,636	42,995	110,672
0.00%	0	0	0	0	0	270
0.00%	0	0	0	0	0	270
0.00%	0	3,750	3,750	3,750	3,750	2,046
0.00%	0	3,750	3,750	3,750	3,750	2,046
0.00%	0	3,750	3,750	3,750	3,750	2,316
0.00%	0	0	0	0	0	600
0.00%	0	0	0	0	0	600
0.00%	60,991	60,991	0	0	0	0
0.00%	60,991	60,991	0	0	0	0
0.00%	60,991	60,991	0	0	0	600

155,682

155,682

204,600

132,508

302,207

31.42%

48,917

Child Development (Fund 04)

Object 8100 Federal Revenues Child Care Food 8114 8100 Total > 8600 State Revenues 8615 Child Care Grant 8600 Total > Local Revenues 8800 8898 **Local Grants** 8800 Total > 8xxx Total > Child Development (Fund 04)

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
0.00%	0	31,073	31,073	31,073	31,200	20,000
0.00%	0	31,073	31,073	31,073	31,200	20,000
5.44%	20,571	398,664	378,093	378,093	391,461	170,565
5.44%	20,571	398,664	378,093	378,093	391,461	170,565
-100.00%	-30,000 - <b>30,000</b>	0	30,000	30,000	0	0
-2.15%	-9,429	429,737	30,000 439,166	30,000 439,166	422,661	190,565
-2.15%	-9,429	429,737	439,166	439,166	422,661	190,565

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

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	Budget	Budget	Budget	Budget	Buaget		
Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	190,565	422,661	439,166	439,166	429,737	-9,429	-2.15%

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		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	on-Instructional Salaries, Regular Full-Time							
2102	Managers	9,219	17,794	17,976	17,976	18,500	523	2.91%
2120	MSC Salary Contingency	0	192	0	0	0	0	0.00%
2130	Class. Sal. Contingency	0	1,267	0	0	0	0	0.00%
***************************************	2100 Total >	9,219	19,253	17,976	17,976	18,500	523	2.91%
2200 In	structional Aides, Regular Full-Time Schedule							
2201	Instructional Aid	68,651	106,050	97,086	97,086	117,922	20,836	21.46%
	2200 Total >	68,651	106,050	97,086	97,086	117,922	20,836	21.46%
2300 No	on-Instructional, Other than Regular Full-Time							
2301	Hourly Part Time, Permanent	0	11,282	11,282	11,282	0	-11,282	-100.00%
	2300 Total >	0	11,282	11,282	11,282	0	-11,282	########
2400 In	structional Aides, Other than Full-Time Sched.							
2402	Hourly, Part Time, Permanent	17,809	0	0	0	0	0	0.00%
2404	Hourly Temporary	0	138,599	138,599	138,599	138,599	0	0.00%
2408	Substitute	0	9,569	9,569	9,569	9,569	0	0.00%
	2400 Total >	17,809	148,168	148,168	148,168	148,168	0	0.00%
	2xxx Total >	95,679	284,753	274,512	274,512	284,590	10,077	3.67%
	ERS Instructional	12,886	19,987	21,874	21,874	26,569	4,695	21.46%
2201	Instructional Aid	12,886	19,987	21,874	21,874	26,569	4,695	21.46%
2220 B	3210 Total >	12,000	19,967	21,074	21,074	20,307	4,073	21.407
3220 PA	ERS Non-Instructional	1,730	3,354	4,050	4,050	4,168	118	2.91%
2102	Managers  3220 Total >	1,730	3,354	4,050	4,050	4,168	118	2.91%
2210 0		1,730	3,334	4,050	4,030	1,100	110	
3310 O. 2201	ASDI (FICA) Instructional Instructional Aid	4,256	6,575	6,019	6,019	7,311	1,292	21.46%
2201	3310 Total >	4,256	6,575	6,019	6,019	7,311	1,292	21.46%
2220 0	ASDI (FICA) Non-Instructional	4,230	0,373	0,017	0,017	7,511	1,2/2	21.407
3320 O. 2102		572	1,103	1,115	1,115	1,147	32	2.91%
2102	Managers  3320 Total >	572	1,103	1,115	1,115	1,147	32	2.91%
3330 M	19320 10tal > Medicare Instructional	3/2	1,103	1,113	1,113			
2201	Instructional Aid	995	1,538	1,408	1,408	1,710	302	21.46%
2402	Hourly, Part Time, Permanent	258	0	0	0	0	0	0.00%
2402	Hourly Temporary	0	2,010	0	0	2,010	2,010	0.00%
2404	Troutry remporary	0	2,010			2,010	2,010	0.007

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	veropment (1 and 5 t)	Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
2408	Substitute	0	139	0	0	139	139	0.009
	3330 Total >	1,254	3,687	1,408	1,408	3,859	2,451	174.129
3340 Me	edicare Non-Instructional							
2102	Managers	134	258	261	261	268	8	2.91
2301	Hourly Part Time, Permanent	0	164	164	164	0	-164	-100.009
	3340 Total >	134	422	424	424	268	-156	-36.77
3400 He	ealth and Welfare Benefits							
3450	H & W Payments	48,835	51,127	55,186	55,186	57,442	2,256	4.09
	3400 Total >	48,835	51,127	55,186	55,186	57,442	2,256	4.09
3510 SU	II Instructional							
2201	Instructional Aid	34	53	49	49	59	10	21.46
2402	Hourly, Part Time, Permanent	9	0	0	0	0	0	0.00
2404	Hourly Temporary	0	69	0	0	68	68	0.00
2408	Substitute	0	5	0	0	5	5	0.00
	3510 Total >	43	127	49	49	132	83	171.84
3520 SU	II Non-Instructional							
2102	Managers	5	9	9	9	9	0	2.919
2301	Hourly Part Time, Permanent	0	6	6	6	0	-6	-100.00
	3520 Total >	5	15	15	15	9	-5	-36.77
3610 W	C Instructional							
2201	Instructional Aid	2,060	3,182	1,650	1,650	2,005	354	21.46
2402	Hourly, Part Time, Permanent	534	0	0	0	0	0	0.00
2404	Hourly Temporary	0	4,158	0	0	2,356	2,356	0.00
2408	Substitute	0	287	0	0	163	163	0.00
	3610 Total >	2,594	7,627	1,650	1,650	4,524	2,873	174.08
3620 W	C Non-Instructional							
2102	Managers	277	534	306	306	314	9	2.91
2301	Hourly Part Time, Permanent	0	338	338	338	0	-338	-100.00
	3620 Total >	277	872	644	644	314	-330	-51.17
3900 Ot	ther Benefits							
2120	MSC Salary Contingency	0	57	0	0	0	0	0.00
2130	Class. Sal. Contingency	0	343	0	0	0	0	0.00
	3900 Total >	0	400	0	0	0	0	0.00

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		Duuget	Dadece	Duaget	Duuget	Duuget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	3xxx Total >	72,585	95,295	92,434	92,434	105,744	13,310	14.40%
4300 Ins	structional Supplies							
4312	Instructional Program Materials	0	2,000	2,000	2,000	2,000	0	0.00%
	4300 Total >	0	2,000	2,000	2,000	2,000	0	0.00%
4500 No	n-Instructional Supplies							
4525	Office Supplies	3,402	6,323	6,323	6,323	6,323	0	0.00%
	4500 Total >	3,402	6,323	6,323	6,323	6,323	0	0.00%
4700 Fo				= = = =				0.000
4706	Food (Receptions, Special Events, Program Supp	18,000	16,211	16,211	16,211	16,211	0	0.00%
	4700 Total >	18,000	16,211	16,211	16,211	16,211	0	0.00%
	4xxx Total >	21,402	24,534	24,534	24,534	24,534	0	0.00%
5400 Ins	surance							
5401	Insurance (Property, Liability, Children's Ctr)	299	0	0	0	0	0	0.00%
	5400 Total >	299	0	0	0	0	0	0.00%
5600 Re	nts, Leases and Repairs							
5622	Computer Software Maintenance	0	2,200	2,200	2,200	2,200	0	0.009
5645	License Fee, Permit, and Certification	600	880	880	880	880	0	0.009
	5600 Total >	600	3,080	3,080	3,080	3,080	0	0.00%
5800 Ot	her Services & Expense							
5839	Other Services	0	0	30,000	30,000	0	-30,000	-100.00%
5840	General Institutional Contingency	0	0	0	0	11,789	11,789	0.00%
	5800 Total >	0	0	30,000	30,000	11,789	-18,211	-60.70%
	5xxx Total >	899	3,080	33,080	33,080	14,869	-18,211	-55.05%
6400 Ca	ipital Equipment - New							
6442	Equip.(to be paid by Bond)	0	15,000	15,000	15,000	0	-15,000	-100.00%
	6400 Total >	0	15,000	15,000	15,000	0	-15,000	#######
	6xxx Total >	0	15,000	15,000	15,000	0	-15,000	#######
						429,737	-9,824	-2.23%

Budget

Budget

Budget

Budget

### Object Analysis (Detail) Expense by Object - Summary Grand Totals

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Object	Budget 14-15	Budget 15-16	Budget 16-17	Budget 16-17	Budget 17-18	Variance**	(%)
a Comment of the Comm	190,565	422,662	439,561	439,561	429,737	-9,824	-2.23%

## Exhibit D Student Center Fund

### Object Analysis (Detail) Revenue by Object - Summary Student Center (Fund 47)

Object

8800 Local Revenues

8833	Course Materials Fee
8843	College Center Use Fees
8846	Commission (Cafeteria)
8857	Interest on Fund Balance
8869	Bookstore Commission

8800 Total >

8xxx Total >

Student Center (Fund 47)

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	Budget	Budget	Budget	Budget	Budget
Variance** (%)	17-18	16-17	16-17	15-16	14-15
0 0.00	0	0	0	0	200
0 0.00	120,000	120,000	120,000	130,400	144,000
10,000 200.00	15,000	5,000	5,000	7,600	15,000
3,500 116.63	6,500	3,000	3,000	0	0
-30,000 -23.08	100,000	130,000	130,000	120,000	100,000
-16,500 -6.40	241,500	258,000	258,000	258,000	259,200
-16,500 -6.40	241,500	258,000	258,000	258,000	259,200
-16,500 -6.40	241,500	258,000	258,000	258,000	259,200

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

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	Budget	Budget	Budget	Budget	Budget	Variance**	(%)
Object	14-15	15-16	16-17	16-17	17-18	Variance	(76)
	259,200	258,000	258,000	258,000	241,500	-16,500	-6.40%

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\*\*Variance: Column 5 - Column 3.

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#### **Object Analysis (Detail) Expense by Object - Summary Student Center (Fund 47)**

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		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
-	on-Instructional Salaries, Regular Full-Time							
2101	Non-Instructional Classified	24,354	24,624	24,978	24,978	25,722	744	2.98%
2130	Class, Sal. Contingency	0	266	0	0	0	0	0.00%
	2100 Total >	24,354	24,890	24,978	24,978	25,722	744	2.98%
	2xxx Total >	24,354	24,890	24,978	24,978	25,722	744	2.98%
2220 B	ERS Non-Instructional							
<i>3220 PI</i> <b>210</b> 1	Non-Instructional Classified	4,571	4,641	5,628	5,628	5,795	168	2.98%
2101	3220 Total >	4,571	4,641	5,628	5,628	5,795	168	2.98%
3320 O.	ASDI (FICA) Non-Instructional	4,571	4,041	3,020	0,020	3,773		
2101	Non-Instructional Classified	1,510	1,527	1,549	1,549	1,595	46	2.98%
2101	3320 Total >	1,510	1,527	1,549	1,549	1,595	46	2.98%
3340 M	ledicare Non-Instructional	2,0.7						
2101	Non-Instructional Classified	353	357	362	362	373	11	2.98%
2101	3340 Total >	353	357	362	362	373	11	2.98%
3400 H	lealth and Welfare Benefits							
3450	H & W Payments	11,464	11,464	12,610	12,610	11,290	-1,320	-10.47%
	3400 Total >	11,464	11,464	12,610	12,610	11,290	-1,320	-10.47%
3520 S	UI Non-Instructional							
2101	Non-Instructional Classified	12	12	12	12	13	0	2.98%
	3520 Total >	12	12	12	12	13	0	2.98%
3620 W	VC Non-Instructional							-
2101	Non-Instructional Classified	731	739	425	425	437	13	2.98%
	3620 Total >	731	739	425	425	437	13	2.98%
3900 O	other Benefits							
2130	Class. Sal. Contingency	0	79	0	0	0	0	0.00%
	3900 Total >	0	79	0	0	0	0	0.00%
	3xxx Total >	18,641	18,819	20,586	20,586	19,503	-1,082	-5.26%
4500 N	Von-Instructional Supplies							
4525	Office Supplies	1,150	950	950	950	950	0	0.00%
1020	4500 Total >	1,150	950	950	950	950	0	0.00%
	4xxx Total >	1,150	950	950	950	950	0	0.00%

\*\*Variance: Column 5 - Column 3.

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#### Object Analysis (Detail) Expense by Object - Summary Student Center (Fund 47)

\*\*Variance: Column 5 - Column 3.

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tudent			Budget	Budget	Budget	Budget		
Dbject		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5220	Conference Attendance & Related Expenses	1,500	1,500	1,500	1,500	1,500	0	0.00%
	5200 Total >	1,500	1,500	1,500	1,500	1,500	0	0.00%
5300 Du	ues and Memberships							
5306	Professional Organization/Service Club (Membe	75	75	0	0	0	0	0.00%
	5300 Total >	75	75	0	0	0	0	0.00%
5400 In	surance							
5401	Insurance (Property, Liability, Children's Ctr)	17,545	17,545	17,545	17,545	17,545	0	0.00%
	5400 Total >	17,545	17,545	17,545	17,545	17,545	0	0.00%
5500 Ut	tilities and Housekeeping Services	-						
5501	Electricity	32,836	33,474	33,474	33,474	33,474	0	0.00%
5502	Natural Gas	9,060	9,118	9,118	9,118	9,118	0	0.00%
5503	Water	26,703	25,016	25,016	25,016	15,000	-10,016	-40.04%
5504	Telephone	5,260	5,260	5,260	5,260	5,260	0	0.00%
5506	Waste Disposal	4,000	3,500	3,500	3,500	3,500	0	0.00%
5507	Sewage	2,678	2,742	2,742	2,742	2,742	0	0.00%
5511	Custodial Services (in-house)	45,000	45,000	45,000	45,000	45,000	0	0,00%
5514	General Maintenance	33,875	31,362	31,362	31,362	31,362	0	0.00%
	5500 Total >	159,412	155,472	155,472	155,472	145,456	-10,016	-6.44%
5600 R	ents, Leases and Repairs							
5620	Maintenance Agreement	1,080	1,080	1,080	1,080	1,080	0	0.00%
5630	Equipment Repair	9,818	7,569	7,569	7,569	7,569	0	0.00%
	5600 Total >	10,898	8,649	8,649	8,649	8,649	0	0.00%
5800 O	ther Services & Expense							
5854	Pay ASMPC for Bookstore	5,000	5,000	5,000	5,000	0	-5,000	-100.00%
	5800 Total >	5,000	5,000	5,000	5,000	0	-5,000	#######
	5xxx Total >	194,430	188,241	188,166	188,166	173,150	-15,016	-7.98%
(100 C	ta I Francisco Maria							
6400 C	apital Equipment - New Equipment Purchase - New	3,000	3,000	3,000	3,000	0	-3,000	-100.00%
0404	6400 Total >	3,000	3,000	3,000	3,000	0	-3,000	#######
	6xxx Total >	3,000	3,000	3,000	3,000	0	-3,000	#######
	oxxx Total >	3,000	3,000	5,000	3,000	3	2,000	2
7100 D	ebt Retirement	,						,
7101	College Center Bond	17,625	22,100	21,500	21,500	20,900	-600	-2.79%
	7100 Total >	17,625	22,100	21,500	21,500	20,900	-600	-2.79%

#### Object Analysis (Detail) Expense by Object - Summary Student Center (Fund 47)

Object

7xxx Total >

Student Center (Fund 47)

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(%)	Variance**	Budget 17-18	Budget	Budget	Budget	Budget
(70)	Variation	17-10	16-17	16-17	15-16	14-15
-2.79%	-600	20,900	21,500	21,500	22,100	17,625
-7.31%	-18,954	240,225	259,180	259,180	258,000	259,200

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### Object Analysis (Detail) Expense by Object - Summary Grand Totals

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Object	Budget 14-15	Budget 15-16	Budget 16-17	Budget 16-17	Budget 17-18	Variance**	(%)
•	259,200	258,000	259,180	259,180	240,225	-18,954	-7.31%

### Object Analysis (Detail) Revenue by Object - Summary Student Center Bond (Fund 46)

Object

8800 Local Revenues

8899 Fund 46 Subsidy from Fund 47

8800 Total >

8xxx Total >

Student Center Bond (Fund 46)

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
-2.79%	-600	20,900	21,500	21,500	22,100	17,625
-2.79%	-600	20,900	21,500	21,500	22,100	17,625
-2.79%	-600	20,900	21,500	21,500	22,100	17,625
-2.79%	-600	20,900	21,500	21,500	22,100	17,625

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Object \_\_\_\_

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Budget	Budget	Budget	Budget	Budget			
14-15	15-16	16-17	16-17	17-18	Variance**	(%)	
17,625	22,100	21,500	21,500	20,900	-600	-2.79%	

#### Object Analysis (Detail) **Expense by Object - Summary**

**Student Center Bond (Fund 46)** 

Object

7100 Debt Retirement

College Center Bond 7101

7100 Total > 7xxx Total >

Student Center Bond (Fund 46)

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
-2.79	-600	20,900	21,500	21,500	22,100	17,625
-2.79	-600	20,900	21,500	21,500	22,100	17,625
-2.79	-600	20,900	21,500	21,500	22,100	17,625
-2.79	-600	20,900	21,500	21,500	22,100	17,625

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### Object Analysis (Detail) Expense by Object - Summary Grand Totals

Object		
-		

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Budget		Budget	Budget	Budget	Budget		
14-15		15-16	16-17	16-17	17-18	Variance**	(%)
17.0	625	22.100	21,500	21,500	20,900	-600	-2.79%

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,			 	 	
**Variance:	Column 5	- Column 3.			

# Exhibit E Parking Fund

### Object Analysis (Detail) Revenue by Object - Summary Parking Fund (Fund 39)

Object 8800 Local Revenues **Parking Fines** 8818 Rents (Facilites) 8852 8800 Total > Local Interest 8860 8857 Interest on Fund Balance 8860 Total > 8870 Local Revenue 8829 Parking Fees (Daily) 8848 **Parking Spitters** 8870 Total > 8xxx Total > Parking Fund (Fund 39)

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Budget	Budget	Budget	Budget	Budget		(%)
14-15	15-16	16-17	16-17	17-18	Variance**	
(0.000	40,000	25,000	35,000	40,000	5,000	14.29%
60,000 12,000	49,000 19,000	35,000 10,000	10,000	20,000	10,000	100.00%
72,000	68,000	45,000	45,000	60,000	15,000	33.33%
0	0	0	0	10,000	10,000	0.00%
0	0	0	0	10,000	10,000	0.00%
370,000	309,000	288,790	288,790	350,000	61,210	21.20%
83,000	107,000	85,000	85,000	135,000	50,000	58.82%
453,000	416,000	373,790	373,790	485,000	111,210	29.75%
525,000	484,000	418,790	418,790	555,000	136,210	32.52%
525,000	484,000	418,790	418,790	555,000	136,210	32.52%

### Object Analysis (Detail) Expense by Object - Summary Grand Totals

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	Budget	Budget	Budget	Budget	Budget		
Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	8,794,471	6,891,882	8,985,831	8,985,831	7,385,138	-1,600,693	-17.81%

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**Variance:	Column 5 - Column 3				

#### Object Analysis (Detail) Expense by Object - Summary Parking Fund (Fund 39)

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		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	on-Instructional Salaries, Regular Full-Time							
2101	Non-Instructional Classified	156,912	147,708	140,730	140,730	192,948	52,218	37.11%
2102	Managers	0	0	0	0	145,488	145,488	0.00%
2114	NI Classified-Educ Incentive	800	800	600	600	0	-600	-100.00%
2130	Class. Sal. Contingency	0	1,699	0	0	0	0	0.00%
	2100 Total >	157,712	150,207	141,330	141,330	338,436	197,106	139.47%
2300 N	on-Instructional, Other than Regular Full-Time							
2302	Hourly Student Help	1,071	1,071	1,071	1,071	1,071	0	0.00%
2303	Hourly Overtime	2,000	2,000	2,000	2,000	2,000	0	0.00%
2304	Hourly Professional Experts	49,568	49,568	49,568	49,568	49,568	0	0.00%
2308	Substitutes for Classified	35,000	35,000	30,000	30,000	30,000	0	0.00%
	2300 Total >	87,639	87,639	82,639	82,639	82,639	0	0.00%
	2xxx Total >	245,351	237,846	223,969	223,969	421,075	197,106	88.01%
				,				
	ERS Non-Instructional	29,454	27,839	24,826	24,826	43,473	18,648	75.119
2101	Non-Instructional Classified	29,434	0	0	0	32,780	32,780	0.009
2102	Managers NI Classified-Educ Incentive	150	150	0	0	0	0	0.009
2114	P/20 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	9,304	9,342	0	0	0	0	0.009
2304	Hourly Professional Experts  3220 Total >	38,908	37,331	24,826	24,826	76,253	51,427	207.169
2220 0	ASDI (FICA) Non-Instructional	38,208	37,331	24,020	21,020			
3320 O	Non-Instructional Classified	9,729	9,158	6,831	6,831	11,963	5,131	
2101	Non-firsti dettoliai Ciassifica							75.119
	Managers	0		0	0	4,510	4,510	
	Managers NI Classified Educ Incentive	50	0					0.009
2114	NI Classified-Educ Incentive	50	0 50	0	0	4,510	4,510	0.009
2114 2303	NI Classified-Educ Incentive Hourly Overtime	50 124	0 50 124	0	0	4,510 0	4,510 0	0.009
2114 2303 2304	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts	50 124 3,073	0 50 124 3,073	0 0	0 0	4,510 0 0	4,510 0	0.009
2114 2303	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified	50 124 3,073 2,170	0 50 124 3,073 2,170	0 0 0	0 0 0	4,510 0 0 0	4,510 0 0 0	0.009 0.009 0.009 0.009
2114 2303 2304 2308	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified  3320 Total >	50 124 3,073	0 50 124 3,073	0 0 0 0 0 0	0 0 0 0	4,510 0 0 0 0	4,510 0 0 0 0	0.009 0.009 0.009 0.009
2114 2303 2304 2308 3340 M	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified  3320 Total > Medicare Non-Instructional	50 124 3,073 2,170	0 50 124 3,073 2,170	0 0 0 0 0 0	0 0 0 0	4,510 0 0 0 0	4,510 0 0 0 0	0.009 0.009 0.009 0.009 141.139
2114 2303 2304 2308 3340 M 2101	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified  3320 Total > Medicare Non-Instructional Non-Instructional Classified	50 124 3,073 2,170 15,146	0 50 124 3,073 2,170 14,575	0 0 0 0 0 0 6,831	0 0 0 0 0 0 6,831	4,510 0 0 0 0 0 16,473	4,510 0 0 0 0 0 9,641	0.009 0.009 0.009 0.009 141.139
2114 2303 2304 2308 3340 M 2101 2102	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified  3320 Total > Medicare Non-Instructional Non-Instructional Classified Managers	50 124 3,073 2,170 15,146	0 50 124 3,073 2,170 14,575	0 0 0 0 0 6,831	0 0 0 0 0 6,831	4,510 0 0 0 0 0 16,473	4,510 0 0 0 0 0 9,641	75.119 0.009 0.009 0.009 0.009 141.139 75.119 0.009
2114 2303 2304 2308 3340 M 2101	NI Classified-Educ Incentive Hourly Overtime Hourly Professional Experts Substitutes for Classified  3320 Total > Medicare Non-Instructional Non-Instructional Classified	50 124 3,073 2,170 15,146	0 50 124 3,073 2,170 14,575	0 0 0 0 0 6,831	0 0 0 0 0 6,831	4,510 0 0 0 0 16,473 2,798	4,510 0 0 0 0 9,641 1,200	0.009 0.009 0.009 0.009 141.139 75.119

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#### Object Analysis (Detail) Expense by Object - Summary Parking Fund (Fund 39)

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Object		Budget 14-15	Budget 15-16	Budget 16-17	Budget 16-17	Budget 17-18	Variance**	(%)
	3340 Total >	3,587	3,454	1,598	1,598	3,853	2,255	141.13%
3400 He	alth and Welfare Benefits							
3450	H & W Payments	91,708	91,708	74,241	74,241	154,554	80,313	108.18%
	3400 Total >	91,708	91,708	74,241	74,241	154,554	80,313	108.18%
3520 SU	I Non-Instructional							
2101	Non-Instructional Classified	78	74	55	55	96	41	75.119
2102	Managers	0	0	0	0	36	36	0.00%
2114	NI Classified-Educ Incentive	1	1	0	0	0	0	0.00%
2303	Hourly Overtime	1	1	0	0	0	0	0.00%
2304	Hourly Professional Experts	25	25	0	0	0	0	0.00%
2308	Substitutes for Classified	18	18	0	0	0	0	0.00%
	3520 Total >	123	119	55	55	133	78	141.13%
3620 WC	C Non-Instructional							
2101	Non-Instructional Classified	4,707	4,431	1,873	1,873	3,280	1,407	75.119
2102	Managers	0	0	0	0	1,237	1,237	0.00%
2114	NI Classified-Educ Incentive	24	24	0	0	0	0	0.009
2302	Hourly Student Help	32	32	0	0	0	0	0.00%
2303	Hourly Overtime	60	60	0	0	0	0	0.009
2304	Hourly Professional Experts	1,487	1,487	0	0	0	0	0.009
2308	Substitutes for Classified	1,050	1,050	0	0	0	0	0.009
	3620 Total >	7,360	7,084	1,873	1,873	4,517	2,644	141.13%
3900 Ot	her Benefits							
2130	Class. Sal. Contingency	0	502	0	0	0	0	0.009
	3900 Total >	0	502	0	0	0	0	0.00%
	3xxx Total >	156,833	154,772	109,424	109,424	255,782	146,358	133.75%
	on-Instructional Supplies	10,000	12,000	16,000	16,000	16,000	0	0.009
4511	Printing (Non- Printshop)	500	250	125	125	125	0	0.009
4515	EOC Planning Supplies	3,500	3,500	3,000	3,000	3,000	0	0.009
4525	Office Supplies	1,500	1,500	1,500	1,500	1,500	0	0.009
4553	Uniforms (Parking, Athletics)	15,500	17,250	20,625	20,625	20,625	0	0.009
	4500 Total > 4xxx Total >	15,500	17,250	20,625	20,625	20,625	0	0.009

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#### Object Analysis (Detail) Expense by Object - Summary Parking Fund (Fund 39)

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		- mager						
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5100 Ca	ontracts							
5180	Contract Services	10,000	1,500	2,000	2,000	2,000	0	0.00%
	5100 Total >	10,000	1,500	2,000	2,000	2,000	0	0.00%
5200 Tr	avel and Conference Expenses							
5220	Conference Attendance & Related Expenses	500	500	250	250	250	0	0.00%
	5200 Total >	500	500	250	250	250	0	0.00%
5500 Ut	ilities and Housekeeping Services							
5505	Gasoline & Oil	3,000	2,000	1,200	1,200	1,200	0	0.00%
5528	Mobile Phone	2,000	2,000	2,000	2,000	2,000	0	0.00%
	5500 Total >	5,000	4,000	3,200	3,200	3,200	0	0.00%
5600 Re	ents, Leases and Repairs							
5620	Maintenance Agreement	1,000	1,000	1,000	1,000	1,000	0	0.00%
5630	Equipment Repair	6,700	5,000	5,000	5,000	5,000	0	0.00%
5632	Road/Pavement Repair	<b>35,9</b> 16	14,932	10,000	10,000	10,000	0	0.00%
5660	Sign Maintenance/Repair	<b>5,5</b> 00	2,500	1,500	1,500	1,500	0	0.00%
	5600 Total >	49,116	23,432	17,500	17,500	17,500	0	0.00%
	5xxx Total >	64,616	29,432	22,950	22,950	22,950	0	0.00%
6400 C	apital Equipment - New							
6404	Equipment Purchase - New	15,000	25,000	25,000	25,000	0	-25,000	-100.00%
6425	Non-Instructional Equipment - Replacement	13,000	5,000	2,500	2,500	0	-2,500	-100.00%
	6400 Total >	28,000	30,000	27,500	27,500	0	-27,500	#######
	6xxx Total >	28,000	30,000	27,500	27,500	0	-27,500	#######
	terfund Transfers - Out	14.700	14 700	14 700	14,700	14,700	0	0.00%
7321	Transfer Out to Unrestricted GF	14,700	14,700	14,700		14,700	0	0.00%
	7300 Total >	14,700	14,700	14,700	14,700	14,700	0	0.00%
	7xxx Total >	14,700	14,700	14,700	14,700	14,700	U	0.007
	75000 2 5500							

Budget

Budget

# Object Analysis (Detail) Expense by Object - Summary Grand Totals

Object	
Object	

Print Date: Tuesday, June 20, 2017

Print Time: 2:25 PM

Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
525,000	484,000	419,168	419,168	735,132	315,964	75.38%

Monterey Peninsula Community College District

Tentative Budget Tentative Budget Tenta

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**\/arianco:	Column 5 - Column 3.	
valiance.	Column 5 - Column 5.	

# Exhibit F Self Insurance Fund

#### Object Analysis (Detail) Revenue by Object - Summary Self Insurance (Fund 35)

#### Object

8800 Local Revenues

8807	URGF Budgeted in Self Insurance
8808	RGF Budget in Self Insurance
8811	Child Devt. Budget in self Insurance
8819	Parking Budget in Self Insurance
8830	Student Ctr. Budget in Self Insurance
8857	Interest on Fund Balance
8870	Retiree Insurance Contribution
8873	COBRA

8800 Total > 8xxx Total >

Self Insurance (Fund 35)

Print Date: Tuesday, June 20, 2017

Print Time: 2:25 PM

		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
4.67%	275,518	6,170,952	5,895,434	5,895,434	5,505,886	5,135,038
25.88%	185,696	903,111	717,415	717,415	679,406	616,845
0.48%	355	74,960	74,605	74,605	68,781	114,636
108.18%	80,313	154,554	74,241	74,241	91,708	91,708
-10.47%	-1,320	11,290	12,610	12,610	11,464	11,464
0.00%	30,000	30,000	0	0	0	0
6.75%	27,000	427,000	400,000	400,000	504,637	553,573
114.29%	8,000	15,000	7,000	7,000	30,000	30,000
8.43%	605,562	7,786,867	7,181,305	7,181,305	6,891,882	6,553,264
8.43%	605,562	7,786,867	7,181,305	7,181,305	6,891,882	6,553,264
8.43%	605,562	7,786,867	7,181,305	7,181,305	6,891,882	6,553,264

\*\*Variance: Column 5 - Column 3.

# Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Object

rand Totals

Budget Budget Budget Budget Budget 17-18 Variance\*\* (%) 14-15 16-17 15-16 16-17 1,000 0.00% 0 0 0 0 1,000

Print Date: Tuesday, June 20, 2017

Print Time: 2:25 PM

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\*\*Variance: Column 5 - Column 3.

#### Object Analysis (Detail) Expense by Object - Summary Self Insurance (Fund 35)

F

Print Date: Tuesday, June 20, 2017

Print Time: 2:59 PM

		Budget	Budget	Budget	Budget	Budget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
-	ealth and Welfare Benefits							
3452	Self Insurance (Abatement)	0	0	-60,000	-60,000	-65,000	-5,000	8.33%
3455	Categorical assessed for OPEB	100,770	115,980	0	0	0	0	0.00%
	3400 Total >	100,770	115,980	-60,000	-60,000	-65,000	-5,000	8.33%
	3xxx Total >	100,770	115,980	-60,000	-60,000	-65,000	-5,000	8.33%
5100 Ca	ontracts							
5145	Temp. Contract Service	0	0	60,000	60,000	65,000	5,000	8.33%
5146	Professional Services	0	0	0	0	4,000	4,000	0.00%
5148	H&W Claim payments from Self Insurance	6,394,883	6,709,631	6,887,795	6,887,795	7,314,867	427,072	6.20%
	5100 Total >	6,394,883	6,709,631	6,947,795	6,947,795	7,383,867	436,072	6.28%
	5xxx Total >	6,394,883	6,709,631	6,947,795	6,947,795	7,383,867	436,072	6.28%
7300 In	nterfund Transfers - Out							
7318	Interfund Transfer Out - Non-Medical for Categ	57,611	66,271	66,271	66,271	66,271	0	0.00%
7321	Transfer Out to Unrestricted GF	2,241,207	0	2,031,765	2,031,765	0	-2,031,765	-100.00%
	7300 Total >	2,298,818	66,271	2,098,036	2,098,036	66,271	-2,031,765	-96.84%
	7xxx Total >	2,298,818	66,271	2,098,036	2,098,036	66,271	-2,031,765	-96.84%
If Incurance	e (Fund 35)	8,794,471	6,891,882	8,985,831	8,985,831	7,385,138	-1,600,693	-17.81%

# Object Analysis (Detail) Expense by Object - Summary Grand Totals

Budget	Budget	Budget
14-15	15-16	16-17

Print Date: Tuesday, June 20, 2017

Print Time: 2:59 PM

	Budget	Budget	Budget	Budget	Budget			
E	14-15	15-16	16-17	16-17	17-18	Variance**	(%)	
Г	8,794,471	6,891,882	8,985,831	8,985,831	7,385,138	-1,600,693	-17.81%	

\*\*Variance: Column 5 - Column 3.

# Exhibit G Workers Comp Fund

# Object Analysis (Detail) Revenue by Object - Summary Workers Comp Insurance

Object

8800 Local Revenues
8822 Other Income
8857 Interest on Fund Balance

8800 Total >

8xxx Total >

**Workers Comp Insurance** 

Print Date: Tuesday, June 20, 2017

Print Time: 2:27 PM

		Budget	Budget	Budget	Budget	Budget
ariance** (%	8 Variance**		16-17	16-17	15-16	14-15
19,500 ####	i I	20,000	500	500	20,000	0
1,600 320.		2,100	500	500	5,000	0
21,100 ####		22,100	1,000	1,000	25,000	0
21,100 #####		22,100	1,000	1,000	25,000	0
21,100 #####		22,100	1,000	1,000	25,000	0

# Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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	Budget	Budget	Budget	Budget	Budget		
Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	0	25,000	1,000	1,000	22,100	21,100	##########

# Object Analysis (Detail) Expense by Object - Summary Workers Comp Insurance

Object

5100 Contracts

5180 Contract Services

5100 Total > 5xxx Total >

Workers Comp Insurance

Print Date: Tuesday, June 20, 2017

Print Time: 3:07 PM

Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
0	60,000	97,500	97,500	92,000	-5,500	-5.64%
0	60,000	97,500	97,500	92,000	-5,500	-5.64%
0	60,000	97,500	97,500	92,000	-5,500	-5.64%
0	60,000	97,500	97,500	92,000	-5,500	-5.64%

### Object Analysis (Detail) Expense by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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Budget	Budget	Budget	Budget	Budget		8
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
0	60,000	97,500	97,500	92,000	-5,500	-5.64%
		14-15 15-16	14-15 15-16 16-17	14-15 15-16 16-17 16-17	14-15 15-16 16-17 16-17 17-18	14-15 15-16 16-17 16-17 17-18 Variance**

Monterey Peninsula Community College District

Tentative Budget Tentative Budget Tenta

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**Variance:	Column 5 - Column 3.			

# Exhibit H OPEB Fund

# Object Analysis (Detail) Revenue by Object - Summary OPEB/Other Post Employment Benefits

Object
8800 Local Revenues

8813 OPEB for Restricted Programs

8800 Total >
8860 Local Interest

8857 Interest on Fund Balance

8860 Total >
8xxx Total >

**OPEB/Other Post Employment Benefits** 

Print Date: Tuesday, June 20, 2017

Print Time: 2:27 PM

		Budget	Budget	Budget	Budget	Budget
(%	Variance**	17-18	16-17	16-17	15-16	14-15
4 8	8,244	109,014	100,770	100,770	100,770	0
4 8	8,244	109,014	100,770	100,770	100,770	0
0 0	3,000	3,000	0	0	0	0
0 0	3,000	3,000	0	0	0	0
4 11	11,244	112,014	100,770	100,770	100,770	0
4 11	11,244	112,014	100,770	100,770	100,770	0

## Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Object \_\_\_\_\_

Print Date: Tuesday, June 20, 2017

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	Budget	Budget	Budget	Budget	Budget	Variance**	
1	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
Γ	0	100,770	100,770	100,770	112,014	11,244	11.16%

Monterey Peninsula Community College District

\*\*Variance: Column 5 - Column 3.

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# Object Analysis (Detail) Expense by Object - Summary OPEB/Other Post Employment Benefits

Object

3400 Health and Welfare Benefits

3457 OPEB 3400 Total > 3xxx Total >

**OPEB/Other Post Employment Benefits** 

Print Date: Tuesday, June 20, 2017

Print Time: 2:27 PM

Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
0	0	0	0	112,014	112,014	0.00%
0	0	0	0	112,014	112,014	0.00%
0	0	0	0	112,014	112,014	0.00%
0	0	0	0	112,014	112,014	0.00%

# Object Analysis (Detail) Expense by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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Object	Budget 14-15	Budget 15-16	Budget 16-17	Budget 16-17	17-18	Variance**	(%)
	0	0	0	0	112,014	112,014	0.00%

Monterey Peninsula Community College District

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**Variance:	Column 5 - Column 3.		

# Exhibit I Capital Project Fund

### **Object Analysis (Detail) Revenue by Object - Summary**

Capital Projects Fund (CC) (Fund 14)

8618	Instructional Equipment & Library Material
8660	Scheduled Maintenance
	8600 Total >
8620 Ca	ntegorical Apportionments
8857	Interest on Fund Balance
	8620 Total >
8800 La	ocal Revenues
8800 La 8800	Redevelopment Fds not subject to rev limit
	100-200-00-00-00-00-00-00-00-00-00-00-00-
8800	Redevelopment Fds not subject to rev limit
8800 8835	Redevelopment Fds not subject to rev limit Application Processing Fee
8800 8835 8852	Redevelopment Fds not subject to rev limit Application Processing Fee Rents (Facilites)

Capital Projects Fund (CC) (Fund 14)

Print Date: Tuesday, June 20, 2017

Print Time: 2:24 PM

		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
-100.00%	-784,712	0	784,712	784,712	462,898	879,347
0.00%	0	0	0	0	0	109,713
#######	-784,712	0	784,712	784,712	462,898	989,060
0.00%	8,000	8,000	0	0	0	0
0.00%	8,000	8,000	0	0	0	0
0.00%	45,702	45,702	0	0	0	0
0.00%	0	0	0	0	0	1,000
0.00%	0	0	0	0	0	88,837
0.00%	0	0	0	0	0	40,000
0.00%	0	0	0	0	10,000	26,666
0.00%	45,702	45,702	0	0	10,000	156,503
-93.16%	-731,010	53,702	784,712	784,712	472,898	1,145,563
-93.16%	-731,010	53,702	784,712	784,712	472,898	1,145,563

8xxx Total >

\*\*Variance: Column 5 - Column 3.

# Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Object \_\_\_\_\_

Print Date: Tuesday, June 20, 2017

Print Time: 2:24 PM

Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
1,145,563	472,898	784,712	784,712	53,702	-731,010	-93.16%

Monterey Peninsula Community College District

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**Variance:	Column	E Co	James 1
variance.	COMMI	3 - 60	nunka .

#### Object Analysis (Detail) Expense by Object - Summary

#### **Capital Projects Fund (CC) (Fund 14)**

Print Date: Tuesday, June 20, 2017

Budget

Budget

Budget

Print Time: 2:52 PM

Budget

		Dauget	- Langer	~get	B.	Dauget		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
4500 No	on-Instructional Supplies							
4525	Office Supplies	15,300	0	0	0	0	0	0.00%
	4500 Total >	15,300	0	0	0	0	0	0.00%
	4xxx Total >	15,300	0	0	0	0	0	0.00%
5100 Co	ontracts							
5131	Engineering & Design Services	35,523	0	35,523	35,523	0	-35,523	-100.00%
5169	IPP/FPP (0405)	27,680	27,680	0	0	0	0	0.00%
5190	Contract Services	0	0	0	0	150,000	150,000	0.00%
	5100 Total >	63,203	27,680	35,523	35,523	150,000	114,477	322.26%
5600 Re	ents, Leases and Repairs		78					
5620	Maintenance Agreement	10,700	0	0	0	0	0	0.00%
5634	Building Repairs	109,713	0	0	0	0	0	0.00%
5637	Copier Equipment Lease	9,000	0	0	0	0	0	0.00%
	5600 Total >	129,413	0	0	0	0	0	0.00%
5700 Le	egal, Election and Audit Expenses							
5710	Legal (Advertising & Fees)	6,327	0	6,327	6,327	0	-6,327	-100.00%
	5700 Total >	6,327	0	6,327	6,327	0	-6,327	########
5800 Ot	ther Services & Expense							
5864	Technology/Infrastructure Contingency	110,584	0	0	0	0	0	0.00%
	5800 Total >	110,584	0	0	0	0	0	0.00%
	5xxx Total >	309,527	27,680	41,850	41,850	150,000	108,150	258.42%
6100 Si	tes and Site Improvements	,						
6105	Building Renovation/Repair	57,691	0	57,691	57,691	0	-57,691	-100.00%
	6100 Total >	57,691	0	57,691	57,691	0	-57,691	#######
6200 Bı	uilding Improvements	· · · · · · · · · · · · · · · · · · ·						
6235	Building Improvement	0	0	321,814	321,814	321,814	0	0.00%
	6200 Total >	0	0	321,814	321,814	321,814	0	0.00%
6400 Ca	apital Equipment - New							
6404	Equipment Purchase - New	901,417	462,898	462,898	462,898	0	-462,898	-100.00%
6405	Instructional Equipment - New	99,503	10,000	0	0	0	0	0.00%
	6400 Total >	1,000,920	472,898	462,898	462,898	0	-462,898	########

Budget

Monterey Peninsula Community College District

Tentative Budget Tentative Budget Tenta

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**Variance:	Column 5	- Column 3

### Object Analysis (Detail) Expense by Object - Summary

#### Capital Projects Fund (CC) (Fund 14)

Object

7300 Interfund Transfers - Out

7321 Transfer Out to Unrestricted GF

7300 Total >

7xxx Total >

Capital Projects Fund (CC) (Fund 14)

Print Date: Tuesday, June 20, 2017

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		Budget	Budget	Budget	Budget	Budget
(%)	Variance**	17-18	16-17	16-17	15-16	14-15
0.00%	0	0	0	0	0	400,000
0.00%	0	0	0	0	0	400,000
0.00%	0	0	0	0	0	400,000
-46.64%	-412,439	471,814	884,253	884,253	500,578	1,783,438

# Object Analysis (Detail) Expense by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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	Budget	Budget	Budget	Budget	Budget		
Object	14-15	15-16	16-17	16-17	17-18	Variance**	(%)
	1,783,438	500,578	884,253	884,253	471,814	-412,439	-46.64%

# Exhibit J Building Fund

# Object Analysis (Detail) Revenue by Object - Summary Building Fund (Fund 48)

Object

8860 Local Interest

8857 Interest on Fund Balance

8860 Total >

8xxx Total >

**Building Fund (Fund 48)** 

Print Date: Tuesday, June 20, 2017

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Budget	Budget	Budget	Budget	Budget		
14-15	15-16	16-17	16-17	17-18	Variance**	(%)
25,000	20,000	65,000	65,000	120,000	55,000	84.62%
25,000	20,000	65,000	65,000	120,000	55,000	84.62%
25,000	20,000	65,000	65,000	120,000	55,000	84.62%
25,000	20,000	65,000	65,000	120,000	55,000	84.62%

### Object Analysis (Detail) Revenue by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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Okina	Budget	Budget 15-16	Budget 16-17	Budget 16-17	Budget 17-18	Variance**	(%)
Object	14-15	13-10	10-17	10-17	17-18	variance	(70)
	25,000	20,000	65,000	65,000	120,000	55,000	84.62%

# Object Analysis (Detail) Expense by Object - Summary Building Fund (Fund 48)

Print Date: Tuesday, June 20, 2017

**Budget** 

Budget

Budget

Print Time: 2:27 PM

		Dauget	Duaget	Dauget	Dunger	- Lunger		
Object		14-15	15-16	16-17	16-17	17-18	Variance**	(%)
5100 Co	ntracts							
5180	Contract Services	19,964	0	0	0	100,000	100,000	0.009
	5100 Total >	19,964	0	0	0	100,000	100,000	0.009
	5xxx Total >	19,964	0	0	0	100,000	100,000	0.00%
6100 Sit	es and Site Improvements							
6105	Building Renovation/Repair	115,526	0	0	0	0	0	0.00%
	6100 Total >	115,526	0	0	0	0	0	0.00%
6200 Bu	ilding Improvements							
6268	Architect Fees	479,225	0	0	0	0	0	0.00%
6269	New Construction	598,745	0	0	0	0	0	0.009
6270	Construction	0	0	0	0	15,110	15,110	0.00%
	6200 Total >	1,077,970	0	0	0	15,110	15,110	0.00%
6400 Ca	pital Equipment - New							
6404	Equipment Purchase - New	1,018,937	0	0	0	0	0	0.00%
	6400 Total >	1,018,937	0	0	0	0	0	0.00%
	6xxx Total >	2,212,433	0	0	0	15,110	15,110	0.00%
uilding Fund	(Fund 48)	2,232,397	0	0	0	115,110	115,110	0.00%

Budget

Budget

# Object Analysis (Detail) Expense by Object - Summary Grand Totals

Print Date: Tuesday, June 20, 2017

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Object	14-15	Budget 15-16	Budget 16-17	Budget 16-17	17-18	Variance**	(%)
	2,232,397	0	0	0	115,110	115,110	0.00%

### Monterey Peninsula Community College District

### **Governing Board Agenda**

June 29, 2017

New	<b>Business</b>	Agenda	Item	No.	$\mathbf{E}$
			Troit	± 10.	

**Human Resources** College Area

#### Proposal:

That the Governing Board approves the Salary Schedule A-Contract Faculty, Schedules B1 and B2, Schedules C1 and C-2, and the Coaching Pay Schedule for 2017-2018.

#### **Background:**

X

On January 25, 2017, the Governing Board approved the "Article 16.8 Grievance (FY 2015-16) Mediator's Proposed Settlement Agreement" dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association. The terms of the agreement included a 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year.

The revised salary schedules will execute the terms of the agreement.

#### **Budgetary Implications:**

The costs are included in the 2017-2018 budget and are estimated at \$1,155,939 for unrestricted general funds and \$146,945 for restricted funds.

**RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Salary Schedule** A-Contract Faculty, Schedules B1 and B2, Schedules C1 and C-2, and the Coaching Pay Schedule for 2017-2018.

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

### Monterey Peninsula Community College District

#### SCHEDULE A - CONTRACT FACULTY

2017-2018 Effective July 1, 2017

Step		l II	III	IV	V	Step
1	46,455	50,288	54,118	57,950	61,787	1
2	48,772	52,603	56,434	60,272	64,102	2
3	51,100	54,928	58,761	62,593	66,430	3
4	53,418	57,250	61,083	64,914	68,748	4
5	55,738	59,573	63,400	67,234	71,072	5
6		61,893	65,728	69,567	73,386	6
7		64,230	68,049	71,885	75,722	7
8		66,541	70,377	74,204	78,042	8
9			72,706	76,533	80,368	9
10			75,008	78,849	82,689	10
11			77,330	81,177	84,878	11
12				83,493	87,334	12
13				85,817	89,650	13
18				88,138	91,972	18
21					94,302	21
24					96,624	24
27					98,940	27

Effective July 1, 2007 - Longevity step 15 is eliminated.

#### Notes:

- 1. Unless approved by the Superintendent/President, and ratified by the Governing Board, the maximum salary at which a new person may be hired is Step 6 in the appropriate column of the schedule.
- 2. An annual bonus of \$2,968 will be awarded for an earned doctorate from an accredited institution.
- 3. An annual bonus of \$2,104 will be awarded for multiple master's degrees. Unit members receiving a stipend for an earned doctorate will not be eligible for a multiple master's degrees stipend.
- 4. Directors with extra responsibility pay will earn an annual stipend of \$1,859.
- 5. Instructors will earn a work experience stipend of \$75.00 per student unless the student is part of an instructor's load.
- 6. Per section 16.4.4.3 of the MPCCD/MPCTA agreement, a unit member who has reached the top of any truncated column shall not receive step credit on the next higher column for the years during which he/she was frozen at his/her step on the lower column.

Effective Date: July 1, 2017 with 2.00% increase

Board Approved: June 29, 2017

### Monterey Peninsula Community College District SCHEDULE B1

2017-2018 Effective July 1, 2017 Hourly Academic – Teaching (With Benefits)

STEP	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	STEP
1	37.37	40.76	44.29	47.65	51.04	54.05	1
2	39.47	42.86	46.38	49.76	53.17	56.15	2
3	41.51	44.93	48.37	51.83	55.28	58.20	3
4	43.55	47.15	50.49	53.84	57.33	60.27	4
5	45.71	49.12	52.49	55.91	59.42	62.36	5
6	47.79	51.13	54.60	58.06	61.46	64.42	6
7	49.87	53.25	56.70	60.16	63.56	66.48	7
8			58.77	62.18	65.62	68.56	8
9			60.98	64.32	67.73	70.66	9
10			62.92	66.38	69.76	72.75	10
11			65.07	68.51	71.84	74.83	11

#### **SCHEDULE B2**

2017-2018 Effective July 1, 2017 Hourly Academic – Teaching (Without Benefits)

STEP	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	STEP
1	41.52	45.33	49.12	52.92	56.74	59.98	1
2	43.80	47.60	51.36	55.18	58.99	62.29	2
3	46.16	49.96	53.74	57.51	61.30	64.62	3
4	48.42	52.22	56.00	59.84	63.63	66.88	4
5	50.65	54.50	58.33	62.11	65.87	69.21	5
6	52.99	56.87	60.69	64.48	68.27	71.46	6
7	55.32	59.13	62.93	66.75	70.55	73.87	7
8			65.23	69.05	72.88	76.17	8
9			67.58	71.40	75.14	78.49	9
10			69.87	73.70	77.40	80.75	10
11			72.19	76.00	79.64	83.05	11

Effective Date: July 1, 2017 with 2.00% increase

Board Approved: June 29, 2017

### Monterey Peninsula Community College District **SCHEDULE C1**

2017-2018 Effective July 1, 2017 Hourly Academic – Non-Teaching (With Benefits)

STEP	COLUMN	COLUMN	COLUMN	COLUMN IV	COLUMN	COLUMN VI	STEP
1	32.01	34.95	37.93	40.89	43.80	46.10	1
2	33.84	36.76	39.66	42.68	45.59	47.95	2
3	35.58	38.53	41.44	44.39	47.36	49.69	3
4	37.37	40.32	43.22	46.19	49.12	51.50	4
5	39.17	42.13	45.03	47.98	50.92	53.26	5
6	40.95	43.88	46.84	49.76	52.69	55.01	6
7	42.71	45.70	48.61	51.54	54.47	56.80	7
8			50.41	53.30	56.24	58.65	8
9			52.16	55.07	58.06	60.39	9
10			53.92	56.87	59.84	62.13	10
11			55.70	58.65	61.65	63.86	11

#### **SCHEDULE C2**

2017-2018 Effective July 1, 2017 Hourly Academic - Non-Teaching (Without Benefits)

STEP	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN	COLUMN VI	STEP
1	35.58	38.79	42.13	45.38	48.62	50.97	1
2	37.54	40.83	44.02	47.34	50.67	52.95	2
3	39.56	42.78	46.04	49.33	52.60	54.92	3
4	41.52	44.81	48.01	51.31	54.52	56.87	4
5	43.46	46.75	50.01	53.26	56.54	58.84	5
6	45.42	48.75	51.98	55.27	58.48	60.79	6
7	47.39	50.68	53.95	57.20	60.48	62.72	7
8			55.97	59.20	62.42	64.76	8
9			57.91	61.15	64.47	66.71	9
10			59.81	63.07	66.42	68.60	10
11			61.40	64.94	67.96	70.44	11

Effective Date: July 1, 2017 with 2.00% increase Board Approved: June 29, 2017

### Monterey Peninsula Community College District

#### **COACHING PAY SCHEDULE**

2017-2018 Effective July 1, 2017

	Head coach for Football, Track, Basketball, Swimming, Soccer, Baseball, Softball	Head Coach for all other sports	Assistant Coach for Football, Track, Basketball, Swimming, Soccer, Baseball, Softball	Assistant coach for all other sports
Teaching Load Credit*	6.8 TLU	4.5 TLU	No TLU	No TLU

	Head Coach (Major)	Head Coach (Minor)	Asst. Coach (Major	Asst. Coach (Minor)
First Year	3,624	3,258	2,895	2,537
Second Year	3,978	3,624	3,258	2,895
Third Year	4,341	3,978	3,624	3,258
Fourth Year	4,714	4,341	3,978	3,624
Fifth Year	5,083	4,714	4,341	3,978
Sixth Year	5,539	5,083	4,714	4,341

#### Notes:

\* Non-contract coaches who do not receive teaching load credit will receive the following amount in addition to the flat fee:

Step 1 in appropriate column of Schedule A for Contract Faculty x 50% x TLU% x 67% (e. g.  $$51971 \times 50\% \times (6.8/15) \times 67\% = $7,893$ )

Head coaches with previous experience as assistant coaches will receive placement on the head coach schedule that provides the same salary rate as previous placement on the assistant coach's schedule.

Effective Date: July 1, 2017 with 2.00% increase

Board Approved: June 29, 2017

#### **Monterey Peninsula Community College District**

### Governing Board Agenda

June 29, 2017

New Business Agenda Item No. F

Human Resources
College Area

#### Proposal:

That the Governing Board approves the Classified Salary Schedule for 2017-2018.

#### Background:

On January 25, 2017, the Governing Board approved the "Article 16.8 Grievance (FY 2015-16) Mediator's Proposed Settlement Agreement" dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association. The terms of the agreement included a 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year.

In accordance with Article IV-Pay and Allowances, Section 4.1 of the 2014-2017 Collective Bargaining Agreement with the Monterey Peninsula California School Employees Association, Chapter #245, MPCEA/CSEA, the classified salary schedule shall be increased by the same percentage received by the full-time faculty. The revised salary schedule will execute the terms of the agreement.

#### **Budgetary Implications:**

The costs are included in the 2017-2018 budget and are estimated at \$540,351 for unrestricted general funds and \$99,782 for restricted funds.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Classified Salary Schedule for 2017-2018.

Recommended By:	Store Crow by Suzame Ammons
	Steven L. Crow, Ed.D., Vice President of Administrative Services
Prepared By:	Auxan Kitagana
	Susan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Walt a Tub
	Dr. Walter Tribley, Superintendent/President/

# Monterey Peninsula Community College District CLASSIFIED SALARY SCHEDULE 2017-2018

	Step A	Step B	Step C	Step D	Step E	Step F
1	\$2,171	\$2,281	\$2,396	\$2,516	\$2,644	\$2,778
	\$12.53	\$13.16	\$13.82	\$14.54	\$15.26	\$16.03
2	\$2,226	\$2,337	\$2,454	\$2,580	\$2,709	\$2,848
	\$12.84	\$13.49	\$14.17	\$14.89	\$15.64	\$16.42
	ψ. <u></u>	<b>4.0.10</b>	Ψ	Ψ11.00	Ψ10.01	ψ10. <del>4</del> 2
3	\$2,281	\$2,396	\$2,516	\$2,644	\$2,778	\$2,917
	\$13.16	\$13.82	\$14.54	\$15.26	\$16.03	\$16.84
4	\$2,337	\$2,454	\$2,580	\$2,709	\$2,848	\$2,992
	\$13.49	\$14.17	\$14.89	\$15.64	\$16.42	\$17.27
	<b>410.10</b>	Ψ	Ψ11.00	Ψ10.01	Ψ10.42	Ψ17.27
5	\$2,396	\$2,516	\$2,644	\$2,778	\$2,917	\$3,067
	\$13.82	\$14.54	\$15.26	\$16.03	\$16.84	\$17.70
6	\$2,454	\$2,580	\$2,709	\$2,848	\$2,992	\$3,144
	\$14.17	\$14.89	\$15.64	\$16.42	\$17.27	\$18.15
	*	<b>40</b>	<b>V</b> .0.07	Ţ.O.I_	Ψ11.27	<b>\$10.10</b>
7	\$2,516	\$2,644	\$2,778	\$2,917	\$3,067	\$3,221
	\$14.54	\$15.26	\$16.03	\$16.84	\$17.70	\$18.59
8	\$2,580	\$2,709	\$2,848	\$2,992	\$3,144	\$3,302
	\$14.89	\$15.64	\$16.42	\$17.27	\$18.15	\$19.06
9	\$2,644	\$2,778	\$2,917	\$3,067	\$3,221	\$3,385
	\$15.26	\$16.03	\$16.84	\$17.70	\$18.59	\$19.53
10	\$2,709	\$2,848	\$2,992	\$3,144	\$3,302	\$3,469
	\$15.64	\$16.42	\$17.27	\$18.15	\$19.06	\$20.02
11	\$2,778	\$2,917	\$3,067	\$3,221	\$3,385	\$3,557
	\$16.03	\$16.84	\$17.70	\$18.59	\$19.53	\$20.51
12	\$2,848	\$2,992	\$3,144	\$3,302	\$3,469	\$3,644
	\$16.42	\$17.27	\$18.15	\$19.06	\$20.02	\$21.03
	4			•		
13	\$2,917	\$3,067	\$3,221	\$3,385	\$3,557	\$3,736
	\$16.85	\$17.70	\$18.59	\$19.53	\$20.51	\$21.55
14	\$2,992	\$3,144	\$3,302	\$3,469	\$3,644	\$3,829
	\$17.27	<b>\$18.15</b>	\$19.06	\$20.02	\$21.03	\$22.09

# Monterey Peninsula Community College District CLASSIFIED SALARY SCHEDULE 2017-2018

	Step A	Step B	Step C	Step D	Step E	Step F
15	\$3,067	\$3,221	\$3,385	\$3,557	\$3,736	\$3,926
	\$17.70	\$18.59	\$19.53	\$20.51	\$21.55	\$22.64
16	\$3,144	\$3,302	\$3,469	\$3,644	\$3,829	\$4,023
	\$18.15	\$19.06	\$20.02	\$21.03	\$22.09	\$23.22
17	\$3,221	\$3,385	\$3,557	\$3,736	\$3,926	\$4,124
	\$18.59	\$19.53	\$20.51	\$21.55	\$22.64	\$23.81
18	\$3,302	\$3,469	\$3,644	\$3,829	\$4,023	\$4,227
	\$19.06	\$20.02	\$21.03	\$22.09	\$23.22	\$24.39
		-				
19	\$3,385	\$3,557	\$3,736	\$3,926	\$4,124	\$4,333
	\$19.53	\$20.51	\$21.55	\$22.64	\$23.81	\$25.01
00	<b>#0.400</b>	<b>MO 044</b>	<b>#</b> 0.000	<b>#</b> 4.000	<b>A</b> 4 8 8 <b>7</b>	<b>*</b> 4 4 4 4 4
20	\$3,469	\$3,644	\$3,829	\$4,023	\$4,227	\$4,441
	\$20.02	\$21.03	\$22.09	\$23.22	\$24.39	\$25.63
21	\$3,557	¢2 726	മോ വാട	¢4 104	<b>¢</b> 4 222	ΦΛ EE1
21	\$3,557 \$20.51	\$3,736 \$21.55	\$3,926 \$22.64	\$4,124 \$23.81	\$4,333 \$25.01	\$4,551 \$26.27
	Ψ20.51	Ψ21.55	Ψ22.04	φ23.01	φ25.01	φ <b>2</b> 0.27
22	\$3,644	\$3,829	\$4,023	\$4,227	\$4,441	\$4,665
	\$21.03	\$22.09	\$23.22	\$24.39	\$25.63	\$26.93
	<b>V</b> =•	<b>4</b> 00	420.22	Ψ2 1.00	Ψ20.00	Ψ20.00
23	\$3,736	\$3,926	\$4,124	\$4,333	\$4,551	\$4,783
	\$21.56	\$22.64	\$23.81	\$25.01	\$26.27	\$27.60
24	\$3,829	\$4,023	\$4,227	\$4,441	\$4,665	\$4,902
	\$22.09	\$23.22	\$24.39	\$25.63	\$26.93	\$28.27
25	\$3,926	\$4,124	\$4,333	\$4,551	\$4,783	\$5,025
	\$22.64	\$23.81	\$25.01	\$26.27	\$27.60	\$29.00
26	\$4,023	\$4,227	\$4,441	\$4,665	\$4,902	\$5,150
	\$23.22	\$24.39	\$25.63	\$26.93	\$28.27	\$29.72
07	04.404	<b>#</b> 4 000	<b>0.4.554</b>	<b>4.700</b>	<b>4</b>	<b>^-</b>
27	\$4,124	\$4,333	\$4,551	\$4,783	\$5,025	\$5,280
	\$23.81	\$25.01	\$26.27	\$27.60	\$29.00	\$30.46
28	\$4,227	\$4,441	\$4,665	\$4,902	<b>¢</b> E 1E0	<b>¢</b> E 111
20	\$4,227 \$24.39	\$4,441 \$25.63	\$4,005 \$26.93	\$4,902 \$28.27	\$5,150 \$29.72	\$5,411 \$31.33
	Ψ24.03	Ψ23.03	φ20.93	φ20.21	φ <b>∠ઝ.</b> / ∠	\$31.22

# Monterey Peninsula Community College District CLASSIFIED SALARY SCHEDULE

2017-2018

				2		
	Step A	Step B	Step C	Step D	Step E	Step F
29	\$4,333	\$4,551	\$4,783	\$5,025	\$5,280	\$5,547
	\$25.01	\$26.27	\$27.60	\$29.00	\$30.46	\$32.01
30	\$4,441	\$4,665	\$4,902	\$5,150	\$5,411	\$5,684
	\$25.63	\$26.93	\$28.27	\$29.72	\$31.22	\$32.79
31	\$4,551	\$4,783	\$5,025	\$5,280	\$5,547	\$5,827
	\$26.27	\$27.60	\$29.00	\$30.46	\$32.01	\$33.63
32	\$4,665	\$4,902	\$5,150	\$5,411	\$5,684	\$5,972
	\$26.93	\$28.27	\$29.72	\$31.22	\$32.79	\$34.47
	<b>0.4 -0.0</b>	<b>4</b> = 00=	<b>4</b>	<b>4</b>		
33	\$4,783	\$5,025	\$5,280	\$5,547	\$5,827	\$6,121
	\$27.60	\$29.00	\$30.46	\$32.01	\$33.63	\$35.33
24	¢4.000	ΦE 450	<b>CE 444</b>	<b>#5.004</b>	<b>#</b> E 070	<b>#0.075</b>
34	\$4,902 \$38.37	\$5,150	\$5,411	\$5,684	\$5,972 \$24.47	\$6,275
	\$28.27	\$29.72	\$31.22	\$32.79	\$34.47	\$36.22
35	\$5,025	\$5,280	\$5,547	\$5,827	\$6,121	\$6,432
55	\$29.00	\$30.46	\$3,54 <i>7</i> \$32.01	\$33.63	\$35.33	\$37.12
	Ψ20.00	Ψου1ο	Ψ02.01	ΨΟΟ.ΟΟ	Ψ00.00	ψ37.12
36	\$5,150	\$5,411	\$5,684	\$5,972	\$6,275	\$6,593
	\$29.72	\$31.22	\$32.79	\$34.47	\$36.22	\$38.03
		·	•	*	***************************************	<b>V</b>
37	\$5,280	\$5,547	\$5,827	\$6,121	\$6,432	\$6,758
	\$30.46	\$32.01	\$33.63	\$35.33	\$37.12	\$38.97
38	\$5,411	\$5,684	\$5,972	\$6,275	\$6,593	\$6,926
	\$31.22	\$32.79	\$34.47	\$36.22	\$38.03	\$39.95
39	\$5,547	\$5,827	\$6,121	\$6,432	\$6,758	\$7,100
	\$32.01	\$33.63	\$35.33	\$37.12	\$38.97	\$40.96
	<b>A=</b>	<b>^-</b>	<b>AA</b>	<b>A.</b>	<b>.</b>	
40	\$5,684	\$5,972	\$6,275	\$6,593	\$6,926	\$7,278
	\$32.79	\$34.47	\$36.22	\$38.03	\$39.95	\$41.99

Effective Date: July 1, 2017 with 2.00% increase Board Approved Date: June 29, 2017

# Monterey Peninsula Community College District CLASSIFIED SALARY SCHEDULE

2017-2018

	RANGE		RANGE
Academic Curriculum Scheduling & Catalog Technician	20	Library Specialist-Circulation Desk	10
Accommodations Specialist	13	Library Specialist-Interlibrary Loans, Periodicals & Circulation Desk	12
Accounting Specialist	12	Library Specialist-Technical Services	17
Accounting Specialist II	17	Library Systems Technology Coordinator	26
Accounting Specialist III	20	Maintenance Specialist	20
Administrative Assistant I	7	Matriculation Services Specialist	9
Administrative Assistant II	11	Matriculation Services Specialist, Senior	13
Administrative Assistant III	18	Matriculation/Articulation Technician	29
Administrative Assistant III- Faculty Assignments	19	Network Engineer	33
Admissions & Records Specialist	10	Network Technician	26
Art Gallery Specialist	15	Online Instructional Technology Specialist	26
Art Studio Specialist	14	Payroll Analyst	20
Athletic Trainer	28	Pool Operator/Groundskeeper	10
Athletics & Division Office Manager	19	Program Coordinator-Business Skills Center	22
Athletics & PE Equipment Specialist	7	Program Coordinator-International Student Program	22
Attendance Accounting Specialist	18	Program Coordinator-Older Adult & Continuing Education	20
Automotive Laboratory Manager	18	Program Coordinator-Reading Center	29
Campus Security Officer	10	Programmer Analyst	30
Career/Transfer Resource Coordinator	18	Programs Specialist- Upward Bound	14
Categorical Services Coordinator	17	Public Information/Graphic & Publications Productions Specialist	22
Categorical Services Coordinator II	22	Public Relations/ Publications Production Specialist	18
Ceramics Studio Specialist	14	Purchasing Coordinator	23
College Receptionist	5	Records Evaluator	15
CurricuNET Specialist	18	Re-Entry & Multicultural Resource Center Coordinator	22
Custodian	6	Re-Entry Counseling Services Specialist	17
Custodian-Lead	8	Reprographics Technician	11
Division Office Manager	18	Scheduling Technician	20
Early Childhood Education Lab Mentor	23	Sciences Laboratory Manager	23
Food Preparer	7	Shipping/Receiving Specialist	8
Groundskeeper	8	Student Activities Coordinator	18
Health Services Specialist	14	Student Financial Services Coordinator	22
Information Technology Support Technician	23	Student Financial Services Outreach Coordinator	22
Instructional Specialist-Theater-Master Carpenter	20	Theater Management Specialist	14
nstructional Specialist	14	Tutorial Site Coordinator- TRIO/Upward Bound	14
nstructional Technology Specialist	22	Unit Office Manager, Admissions & Records	18
nstructional Technology Specialist – Nursing	23	Unit Office Manager, Child Development Center	18
Job Center Coordinator	14	Unit Office Manager, EOPS / CARES	18
Laboratory Specialist I	14	Unit Office Manager, Facilities	18
Laboratory Specialist II	17	Unit Office Manager, Library	18
Library Circulation Desk Coordinator	17	Unit Office Manager, Marina Ed. Ctr.	18
Library Operations Coordinator	26	Unit Office Manager, Public Safety Training Ctr.	18

Board Approved: June 29, 2017

### Governing Board Agenda

June 29, 2017

New Business Agenda Item No. G

Human Resources
College Area

#### Proposal:

That the Governing Board the approves Confidential Salary Schedule for 2017-2018.

#### **Background:**

On January 25, 2017, the Governing Board approved the "Article 16.8 Grievance (FY 2015-16) Mediator's Proposed Settlement Agreement" dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association. The terms of the agreement included a 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified.

### **Budgetary Implications:**

The costs are included in the 2017-2018 budget and are estimated at \$48,814 for unrestricted general funds.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Confidential Salary Schedule for 2017-2018.

Recommended By:	Steve (row by Syzanne Ammons Steven L. Crow, Ed.D., Vice President of Administrative Services
	A
Prepared By:	Rusan Kitagana
	Susan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Walt a Till
	Dr. Walter Tribley, Superintendent/President

## Monterey Peninsula Community College District CONFIDENTIAL SALARY SCHEDULE

2017-2018 Effective July 1, 2017

Title	Α	В	С	D	E	F
Administrative Assistant IV to the Vice President for	3,644	3,829	4,023	4,227	4,441	4,665
Academic Affairs	21.03	22.09	23.22	24.39	25.63	26.93
Administrative Assistant IV to	3,644	3,829	4,023	4,227	4,441	4,665
the Vice President for Administrative Services	21.03	22.09	23.22	24.39	25.63	26.93
Administrative Assistant IV to	3,644	3,829	4,023	4,227	4,441	4,665
the Vice President for Student Services	21.03	22.09	23.22	24.39	25.63	26.93
	4,441	4,665	4,902	5,150	5,411	5,684
Budget and Operations Analyst	25.63	26.93	28.27	29.72	31.22	32.79
Executive Assistant to the	4,124	4,333	4,551	4,783	5,025	5,280
President	23.81	25.01	26.27	27.60	29.00	30.46
Human Resources Technician	3,144	3,302	3,469	3,644	3,829	4,023
Traman Researces Technician	18.15	19.06	20.02	21.03	22.09	23.22
Human Resources Analyst	4,441	4,665	4,902	5,150	5,411	5,684
Tiuman Resources Analyst	25.63	26.93	28.27	29.72	31.22	32.79
Human Resources Benefits	3,469	3,644	3,829	4,023	4,227	4,441
and Retirement Coordinator	20.02	21.03	22.09	23.22	24.39	25.63
Human Resources Specialist	3,385	3,557	3,736	3,926	4,124	4,333
Traman Resources opecialist	19.53	20.51	21.55	22.64	23.81	25.01

Confidential Stipend of 5% is paid to all confidential employees in addition to the above salary amounts.

#### Notes:

- 1. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.
- 2. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month.

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	1	
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Beginning Year:	Total Monthly
	Increment
Eight (8)	\$60
Thirteen (13)	\$140
Eighteen (18)	\$240
Twenty-three (23)	\$360

Effective Date: July 1, 2017 with 2.00% increase-

Board Approved: June 29, 2017

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. H

Human Resources
College Area

### Proposal:

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That the Governing Board approves the Management-Supervisory Salary Schedule for 2017-2018.

### Background:

On January 25, 2017, the Governing Board approved the "Article 16.8 Grievance (FY 2015-16) Mediator's Proposed Settlement Agreement" dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association. The terms of the agreement included a 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year.

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified.

### **Budgetary Implications:**

Supervisory Salary Schedule for 2017-2018.

The costs are included in the 2017-2018 budget and are estimated at \$82,278 for unrestricted general funds and \$8,368 for restricted funds.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Management-

Recommended By:

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

Prepared By:

Susan Kitagawa, Associate Dean of Human Resources

Dr. Walter Tribley, Superintendent/President

### MANAGEMENT-SUPERVISORY SALARY SCHEDULE

### 2017-2018 Effective July 1, 2017

Classification	Range
Assistant to the Superintendent/President	57
Associate Researcher	50
Controller	52
Custodial/ Evening Site Supervisor	40
Director of Security and Emergency Operations	57
Director, Admissions and Records	60
Director, Children's Center	44
Director, Information Systems	67
Director, Institutional Research	57
Director, Marketing and Communications	60
Director, Student Financial Services	52
Facilities Operations Supervisor	45
Systems and Programming Manager	57
Theater Technical Director	45

All positions are overtime exempt.

1. Effective April 1, 2000, the career longevity increment will be changed from a percentage rate to a non-cumulative flat rate of \$55.00 per month in pay beginning the first month of the employee's eighth (8<sup>th</sup>) year of full-time employment in the District, and at the beginning of each subsequent fifth (5<sup>th</sup>) year thereafter. A maximum of four (4) longevities steps will be granted at the beginning of year 8, 13, 18 and 22 beyond the date of hire for continuous employment. The maximum longevity increment, at 22 years of service, will be \$220.00 per month. Board Approved 3/28/00.

Those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

2. Employees who earned Professional Growth increments (5% of base salary for each increment, up to a maximum of 5 increments), prior to March 30, 2006, will continue to receive these increments. Awards of new or additional Professional Growth increments are not available after March 30, 2006.

Effective Date:

July 1, 2017 with a 2.00% increase

Board Approval:

June 29, 2017

### **Monterey Peninsula Community College District** MANAGEMENT-SUPERVISORY SALARY SCHEDULE

2017-2018

Effective July 1, 2017

Range	Step A	Step B	Step C	Step D	Step E	Rang
30	3,140	3,296	3,460	3,633	3,818	30
31	3,222	3,382	3,552	3,730	3,917	31
32	3,301	3,464	3,639	3,821	4,011	32
33	3,378	3,547	3,726	3,911	4,107	33
34	3,465	3,640	3,822	4,013	4,213	34
35	3,554	3,734	3,920	4,115	4,320	35
36	3,633	3,818	4,008	4,206	4,417	36
37	3,727	3,915	4,109	4,315	4,530	37
38	3,807	3,998	4,253	4,407	4,628	38
39	3,911	4,107	4,314	4,529	4,755	39
40	4,007	4,206	4,417	4,636	4,868	40
41	4,107	4,314	4,528	4,754	4,993	41
42	4,206	4,417	4,636	4,871	5,113	42
43	4,317	4,532	4,760	4,998	5,245	43
44	4,417	4,636	4,868	5,113	5,369	44
45	4,528	4,752	4,992	5,239	5,501	45
46	4,643	4,876	5,117	5,374	5,644	46
47	4,743	4,979	5,229	5,491	5,763	47
48	4,863	5,107	5,363	5,629	5,911	48
49	4,990	5,238	5,500	5,776	6,064	49
50	5,117	5,374	5,644	5,924	6,223	50
51	5,238	5,499	5,775	6,062	6,367	51
52	5,366	5,631	5,913	6,212	6,522	52
53	5,501	5,777	6,066	6,369	6,687	53
54	5,636	5,918	6,213	6,524	6,849	54
55	5,776	6,064	6,368	6,686	7,021	55
56	5,919	6,216	6,525	6,851	7,194	56
57	6,062	6,367	6,683	7,020	7,367	57
58	6,218	6,528	6,853	7,196	7,557	58
59	6,372	6,692	7,028	7,378	7,747	59
60	6,528	6,853	7,196	7,557	7,933	60
61	6,696	7,034	7,383	7,752	8,141	61
62	6,862	7,205	7,565	7,943	8,343	62
63	7,031	7,381	7,750	8,138	8,545	63
64	7,205	7,565	7,944	8,343	8,759	64
65	7,387	7,756	8,144	8,551	8,979	65
66	7,563	7,944	8,339	8,756	9,195	66
67	7,742	8,130	8,536	8,962	9,412	67

Effective Date: July 1, 2017 with a 2.00% increase Board Approved: June 29, 2017

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. I

Human Resources
College Area

### Proposal:

That the Governing Board approves the Administrative Salary Schedule for 2017-2018.

#### Background:

On January 25, 2017, the Governing Board approved the "Article 16.8 Grievance (FY 2015-16) Mediator's Proposed Settlement Agreement" dated November 21, 2016 between Monterey Peninsula Community College District and the Monterey Peninsula College Teachers Association. The terms of the agreement included a 2% on-schedule increase to Salary Schedule A-Contract Faculty, Schedule B1 and B2, Schedules C1 and C2, and the Coaching Pay Schedule for the 2017-2018 fiscal year.

Historically, unrepresented permanent employee groups have received salary increases equitable to faculty and classified staff. Per the employment contract, the Superintendent/President's salary shall be increased or decreased equivalent to any salary changes negotiated with the faculty bargaining unit.

### **Budgetary Implications:**

The costs are included in the 2017-2018 budget and are estimated at \$99,747 for unrestricted general funds and \$19,812 for restricted funds.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Administrative Salary Schedule for 2017-2018.

**BE IT FURTHER RESOLVED,** that the Governing Board approves the equivalent salary increase to the Superintendent/President's salary.

Recommended By:	Steven L. Crow, Ed.D., Vice President of Administrative Services
Prepared By:	Susan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

### ADMINISTRATIVE SALARY SCHEDULE

2017-2018 Effective – July 1, 2017

Title	Step 1	Step 2	Step 3	Step 4*	Step 5*
Director	6,915	7,191	7,479	7,779	8,090
Assistant Dean	7,927	8,262	8,587	8,939	9,288
Associate Dean	9,330	9,669	10,005	10,354	10,705
Dean	9,855	10,189	10,525	10,877	11,228
Administrative Dean	10,384	10,753	11,131	11,484	11,834
Vice President	10,984	11,354	11,731	12,081	12,436

<sup>\*</sup> Advancement to Steps 4 and 5 requires three years full time service at the previous step.

#### Notes:

- 1. The above are twelve month contracts.
- 2. Twenty-two working days of vacation are authorized each year, with an accrual maximum of 44 days.
- 3. An additional ten working days are authorized beyond the normal vacation for study, travel and general professional improvement for Vice Presidents.
- 4. A monthly bonus of \$247 will be awarded for an earned doctorate from an accredited institution.
- 5. An additional 5% stipend will be earned by an administrator for each District negotiating team in which they have been assigned to serve.
- 6. The Superintendent/President, the Vice Presidents and the Associate Dean of Human Resources are on individual contracts.

Effective Date: July 1, 2017 with 2.00% increase-

Board Approval: June 29, 2017

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. J

Student Services
Office

Proposal:

That the Governing Board approves the Memorandum of Understanding between Middlebury Institute of International Studies (MIIS) and Monterey Peninsula College (MPC) to continue a non-exclusive, three year partnership between MPC's International Student Program and the Intensive English as a Second Language (IESL) program at Middlebury Institute of International Studies at Monterey (MIIS)

Background:

When MPC considers applications from prospective students who are qualified to be admitted to MPC programs except for their ability to demonstrate English language proficiency, MPC will include the MIIS IESL program as an English as a Second Language program to which prospective students are referred to achieve English language proficiency.

Any referred prospective students shall be subject to MIIS's normal application and admission procedures and requirements for the IESL program. For those students who receive a conditional offer of admission from MPC and an offer of admission from the MIIS IESL program, MPC shall coordinate as described in the balance of this agreement.

The duration of the partnership agreement will be in force for three years from the date of execution hereof unless terminated earlier upon ninety (90) days' written notice by either party. Upon termination of this Memorandum of Understanding, any activities currently underway shall be wound down in a professional manner so as to minimize the disruption of students enrolled in a program.

### **Budgetary Implications:**

None

RESOLUTION: BE IT RESOLVED, , that the Governing Board approves the Memorandum of
Understanding between Monterey Peninsula College and Middlebury Institute of International Studies at
Monterey as a non-exclusive partner program to assist conditionally-admitted students and referral source
for the IESL program, from Fall 2017 through Spring 2020.
Recommended By: Kunthalling
Dr. Kim McGinnis, Vice-President of Student Services
Prepared By:
Jerayfer Gutierrez, Administrative Assistant IV
Agenda Approval:
Dr. Walter Tribley, Superintendent/President

# AGREEMENT BETWEEN MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES AT MONTEREY AND MONTEREY PENINSULA COLLEGE

This agreement is entered into by and between Monterey Peninsula College (MPC) and the Intensive English as a Second Language (IESL) program at The President and Fellows of Middlebury College d/b/a the Middlebury Institute of International Studies at Monterey (MIIS).

Whereas, MPC desires a non-exclusive partner program to assist conditionally-admitted students with English language acquisition, and

Whereas, MIIS desires a non-exclusive student referral source for the IESL program,

Therefore, the parties have agreed and do hereby enter into this Agreement according to the provisions set out herein:

#### A. Referral of Students.

- 1. When MPC considers applications from prospective students who are qualified to be admitted to MPC programs but for their ability to demonstrate English language proficiency, MPC will include the MIIS IESL program as an English as a Second Language program to which prospective students are referred to achieve English language proficiency.
- 2. Any referred prospective students shall be subject to MIIS's normal application and admission procedures and requirements for the IESL program.
- 3. For those students who receive a conditional offer of admission from MPC and an offer of admission from the MIIS IESL program, MPC shall coordinate as described in the balance of this Agreement.

#### B. MPC will provide students:

- 1. Conditional letter of admission to international students who are qualified for undergraduate admission in all areas except English language proficiency. The conditional letter of admission will be issued upon receipt and evaluation of:
  - Completed undergraduate application form
  - Application fee
  - School transcripts
  - Evidence of financial resources sufficient to live and study at MPC
- 2. Guaranteed admission into MPC upon successful completion of Level Three of the IESL program at the Middlebury Institute of International Studies. "Successful completion" is defined as the following:
  - Student passes the Oral Communication Level [3] progression exams with cumulative grade of 80% or better

- Student passes the Reading & Vocabulary Level [3] progression exams with cumulative grade of 80% or better
- Student passes the Writing & Grammar Level [3] progression exams with cumulative grade of 80% or better

Completion of the IESL program at MIIS will be used in lieu of a test of English proficiency (e.g., TOEFL, IELTS) to validate English language proficiency for admissions purposes.

3. Transitional support and advising for conditional admission students as the term of enrollment nears. MPC will encourage student applicants to schedule a visit to MPC prior to their completion of the IESL program at MIIS.

### C. MPC will provide MIIS:

Official copy of the conditional letter of admission to be included with the form I-20 that will be issued by MIIS.

### D. MIIS will provide students:

- 1. Immigration form I-20 to students who complete both the MPC application for conditional admission and the MIIS's IESL program application, which includes the I-20 application application fee, deposit, and financial statement. Applicants must be officially admitted into both programs.
- 2. Placement testing to determine the student's formal placement into IESL courses.
- 3. Provided the student meets the regulatory requirements for school transfer, MIIS will transfer students' SEVIS record to MPC upon the successful completion of the student's IESL program.

To the extent allowed by applicable law, MIIS will provide MPC

- 1. Copy of student's final grade report, which includes last level successfully completed.
- 2. Letter of recommendation from the Associate Director of the IESL program.
- 3. Timely notification of students who will be ready to transfer to MPC.
- 4. Transfer clearance form and copy of the student's current I-20.
- **E. Communications**: Each party shall designate a person or office to serve as liaison for implementing this Agreement.

For Monterey Peninsula College: Althea De Soto, Counselor / Matriculation Coordinator 980 Fremont Street, Monterey, CA 93940 Tel:831.645.1326; Fax:831.646.4015; Email:adesoto@mpc.edu For Middlebury Institute of International Studies at Monterey: Rogers Walker, Associate Director of Intensive English Programs 460 Pierce Street, Monterey, CA 93940 Tel: 831-647-4186; Fax: 831-647-3534; Email: rogersw@miis.edu

F. This agreement may be terminated by either party at any time.

### G. Duration of MOU

This MOU replaces any existing MOUs, rendering them null and void. This Memorandum of Understanding will be in force for three years from the date of execution hereof unless terminated earlier upon ninety (90) days' written notice by either party. Upon termination of this Memorandum of Understanding, any activities currently underway shall be wound down in a professional manner so as to minimize the disruption of students enrolled in a program.

#### H. General:

- 1. Notices. Notices that are required to be given in writing under this Agreement shall be delivered (1) by first-class mail, postage prepaid; (2) in person with documentation of acceptance; (3) by overnight delivery with confirmation of delivery; (4) by facsimile followed by a mailing by first-class mail, postage prepaid; or (5) by email followed by a mailing by first-class mail, postage prepaid. Notices shall be addressed to the person at the address set forth above or such other person and address a party subsequently specifies in writing to the other party. Notices will become effective on receipt.
- 2. Publicity; No Use of Names. Neither party may publicly disclose this Agreement or information with respect to activities contemplated herein without the prior written consent of the other party. Neither party may use the names, emblem, or logos of the other party in any publicity, marketing, promotions, or for any other purpose without prior written consent of the other.
- 3. Assignment. Neither party has the right to assign this Agreement or any of its rights or responsibilities hereunder.
- 4. Nondiscrimination. Each party agrees to subscribe to the principle of equal opportunity and shall not discriminate on any basis prohibited by applicable law, including on the basis of race, sex, age, ethnicity, religion, or national origin in the administration of this Agreement.
- 5. Waiver. The failure of either party to enforce any term hereof shall not be deemed a waiver of any rights contained herein.
- 6. Invalid Provision. In the event any provision of this Agreement is determined to be invalid or unenforceable under any controlling law, the invalidity or unenforceability of that provision shall not in any way affect the validity or enforceability of the remaining provisions of this Agreement.

- 7. Relationship between the Parties. Nothing herein shall be construed to create a partnership, agency, joint venture, or teaming agreement between the parties.
- 8. Entire Agreement; Modifications. The terms and conditions herein constitute the entire agreement and understanding by and between the parties and shall supersede all other communications, negotiations, arrangements, and agreements either oral or written, with respect to the subject matter herein. The Parties may modify this Agreement only by mutual written agreement.
- 9. Counterparts. This Agreement may be executed in duplicate and each original shall be equally effective.

In witness whereof, the parties have caused their duly authorized agents to execute this Agreement.

Dr. Jeff Dayton-Johnson

Vice President for Academic Affairs and Dean of the Institute Middlebury Institute of International Studies at Monterey

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Date

Dr. Walter Tribley, President Monterey Peninsula College Date

Dr. Kiran Kamath

Vice President for Academic Affairs

Monterey Peninsula College

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No.
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Academic Affairs
College Area

Proposal:

That the Governing Board receive an information report summarizing Monterey Peninsula College's submission of the 2014-2016 Survey of Distance Education Programs and Services to the California Community College Chancellor's Office.

**Background:** 

Distance education and online instruction at MPC includes fully online courses, hybrid, and face-to-face courses that use online resources to supplement instruction.

Each community college district is required to report on the status of distance education in their colleges to their local Board of Trustees and the Chancellor's Office, California Community Colleges. Reporting to the Chancellor's Office is accomplished through the completion of this survey.

### **Budgetary Implications:**

None.

☑ INFORMATION: That the Governing Board receive an information report summarizing Monterey Peninsula College's submission of the CCC Chancellor's Office 2014-16 Annual Distance Education Survey.

11

Recommended By:	Kiran Kamath, Vice President of Academic Affairs	6-13-17
Prepared By:	Dr. Jon Knolle, Dean of Instruction	
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	

# CCC Chancellor's Office 2014-16 Annual Distance Education Survey

#### 2. Distance Education Coordinator Information

1. Provide the following college identification information.

District Name: Monterey Peninsula Community College District

College name: Monterey Peninsula College

DE Coordinator First Name : Jon DE Coordinator Last Name : Knolle

DE Coordinator E-mail Address : jknolle@mpc.edu DE Coordinator Telephone Number : 831-646-3030

### 3. Distance Education Course and Curriculum Development

2. How many distance education courses were developed at your college from July 1, 2014 to July 1, 2016? New courses that did not exist before and are delivered by distance education:

17

Existing courses that were converted from face to face to distance education:

58

3. For the courses identified in question #2 above about the number of new and converted distance education courses developed from July 1, 2014 to July 1, 2016, how important were the following in their development at your college?

(Rate each area from extremely important to not important).

	Extremely Important	Very Important	Important	Somewhat Important	Not Important
Curriculum development/approval	X				
Articulation/Transfer	X				,
State apportionment formula	X				
Institutional fund/resources distribution	X				
Faculty compensation	Χ				
Faculty training	X				
Teaching load	X				
Class size	X				
Scheduling	Χ				
Technical support	X				
Equipment/facility	X				
Copy right/intellectual property right	Х				

- 4. This question addresses how courses are developed at your college. Please rank the following alphabetically listed resources from the <u>most common method</u> of developing distance education courses and curriculum <u>to the least common method</u>.
  - 1. Training provided by college staff
  - 2. Flexible Calendar session on how to develop Distance Education courses
  - 3. Faculty's own initiative, working alone (seminar, course, etc.)
  - 4. Training provided by @ONE Project
  - 5. Online self-paced tutorials
  - 6. Collaboratively among multiple faculty
  - 7. Instructional designers working with faculty
  - 8. Distance Education course development manual (Locally developed or purchased)
  - 9. College-funded education
  - 10. Stipends or grants to faculty
  - 11. Faculty Mentors
  - 12. Instructional designers working independently
  - 13. Release time to learn skills for development of distance education courses
- 5. Please describe any other resources used to develop distance education courses and/or curriculum at your college.

Outside speakers brought in for Flex Day presentations and workshops(One from @One & one from Iceland). OEI Rubric and Evaluation Process.

6. What percentage of faculty developed courses ...

Use the functionality of a Course Management System (CMS)?

>75%

Integrate publisher content?

50% - 75%

Please identify applications or publishers.

Pearson, Cengage, McGraw-Hill

Integrate Open Education Resources (OER) Content?

<25%

Please identify applications or OER sources.

### 4. California Community College Collaboration of Faculty in the Development and Teaching of Distance Education Courses

### 7. Has your college collaborated with other colleges to develop, teach, or deliver distance education courses by any of the following methods?

	Yes	No
Collaborated on curriculum development	Χ	
Used faculty from two or more colleges to teach a course at two or more colleges		Χ
Shared equipment or facilities to teach a course at two or more colleges		Х
Shared course materials	Х	
Shared staff development activities between two or more colleges		Χ
Collaborated on distance education program development		Χ

8. Please describe some collaborative efforts your college has been involved in.

### 5. Distance Education Faculty and Student Interaction

9. For each of the following methods of faculty-student interaction, rate on a scale of 1 to 5 (where 1 = least common to 5 = most common use) how common do you believe DE faculty use each method when interacting with their DE students.

	1 - Least common	2	3	4	5 - Most common
Meeting face-to-face on campus	Х				
Telephone meetings (either one on one or group conference calls)		Х			
E-mailing					Х
Text messaging via cell phone			X		
Faculty Blog	Х				
Online Discussion Board					Χ
Class Chat Room			X		
Video Conferencing with students (Skype, Google Hangout, Face time, etc.)		Х			
Class Facebook Page	X				
Class Twitter Feed			Χ		
Other Social Networking Sites		Χ			
Mailing materials to students (Public/Private Postal Services)	X				
Faxing materials to/from students	X				
Telephone conferencing, e.g. CCC Call Confer	X				
Telephone/computer conferencing, e.g. CCC Meet and Confer		Х			
Telephone/computer conferencing for teaching, e.g. CCC Teach and Confer		Х			
Telephone/computer conferencing for meeting with students, e.g. CCC Confer Office Hours		X			
Course Management System (CMS)					X
Grading Feedback and Comments					X
Course announcements				Χ	

### 6. Distance Education Student Authentication (Identity)

10. Select the statement that best describes your district's Board of Trustees approved student authentication policy:

Board Policy and/or Administrative Procedure in process of development

11. If your Board of Trustees does have an approved policy and/or an administrative procedure, briefly summarize it/them and provide the approval and/or implementation date(s).

If you indicated that the Board Policy and/or the Administrative Procedure was in the process of development please provide draft language (this is optional for the draft language) and the anticipated date of adoption and/or implementation.

	Description of Policy or Procedure	Date Policy was Approved or Procedure was Implemented(mm/dd/yyyy)
Board Policy Description	MPC's board policy #3720 outlines acceptable use of computer systems and networks. A policy specific to student authentication for online courses will be discussed and reviewed by the MPC's Online Education Committee in fall 2017.	
Administrative Procedure Description		

- 12. You can also upload a copy of your board's student authentication policy and/or administrative procedure here.
- 13. What student identity verification methods are you currently using? (Select all that apply)

Student ID/User ID and password or passphrase Physical proctoring for exams Webcam monitoring devices Writing style software for anti-plagiarism On-campus labs Lock down browser

14. Do you re-verify student identity at exams or other evaluations?

No

15. Student Authentication on the Course Management System

Do you authenticate student identity on the Course Management System using...

	Yes	No
ERP Authentication	Χ	
A Username/Password	Χ	
Biometric measures		X

#### Comments:

What tools do you use for authentication on the Course Management System?

	Yes	No
Shibboleth		Χ
Active Directory	Χ	
LDAP	Х	

#### Comments:

16. Do you offer online test proctoring through your Course Management System?

Yes

17. If yes, does your college have an alternate method of authenticating students for online test proctoring if the primary authentication system is not functioning?

No

#### 7. Distance Education Student Retention

18. Please identify the student retention efforts your college is using to improve student completions in distance education classes. (Check all that apply)

Faculty contacting students when pre-determined parameters of participation are not reached. Instructional redesign of the curriculum to assure more learner centered engagement of students. Predictive analytics using data collected from the Learning Management System (LMS).

19. Identify any other student retention techniques used by your college to improve distance education student retention.

Retention efforts 1: Flex Day presentation to teachers on how to identify students who are starting to fall through the cracks

Retention efforts 2: Semester-long professional development workshops in motivating and retaining online students

Retention efforts 3: Flex Day push to use Net Tutor, multiple Net Tutor workshops and Q & A sessions Retention efforts 4: Student orientation module linked to all course websites modeled on OEI Orientation

Retention efforts 5 Inclusion of student support resources in all online class websites

#### 8. State Authorization (Serving students in other states)

20. Serving students via distance education in other states:

Do you serve students via distance education in other states?

Yes

If yes, how many states total?

12

If yes, how many students?

12

21. Applying for authorization to serve students in another state:

Have you initiated an application(s) for authorization to serve students in another state?

Yes

If yes, how many?

50

22. Approvals to serve students in other states:

Have you been approved by any states?

Yes

If yes, how many?

41

### If yes, please check the state(s). Alaska Arizona Arkansas Colorado Connecticut Delaware Florida Hawaii Idaho Illinois lowa Kentucky Louisiana Maine Massachusetts Michigan Mississippi Montana Nebraska Nevada New Hampshire **New Jersey** New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming Comments: 9. Student Services Offered On-campus, Online, and/or via Telephone 23. Please provide the contact information for your Chief Student Services Officer. First Name Kim **Last Name** McGinnis Title Vice President of Student Services

### **College Name**

Monterey Peninsula College

### **Email Address**

kmcginnis@mpc.edu

### **Phone Number**

8731-646-4191

### Fax Number (Optional)

### Mobile Phone (Optional)

### 24. For each of the student services listed below, please identify how it is available to the student. (Check all that apply.)

	Not offered	Service or program is offered only on campus	On Campus Service described on static web pages	Some of this service is provided via interactive web pages (no records kept)	Some of this service is offered via phone or live chat	Some of this service is offered using video conferencing (workshops, appointments or drop-ins)	Some of this service allows students to complete transaction without coming to campus	An online record of this service is saved by the institution and can be accessed by students
Admissions			Χ	Χ	Χ		X	X
Course/Program Catalog			X				X	
Schedule of Classes			х	X			X	
Registration			X	X	X		X	X
Student Accounts			X	X	X		X	X
Transcript Ordering/payment			X	X	X		X	X
Test Proctoring		X			Χ			
Prior Learning Assessment		Х	Х		Х	X	X	×
Placement Testing		X	Х					
Academic Advising and Counseling			X	X	X	X		
Education Planning			X		X	×	X	X
Orientation to College			X	Х			X	×
Transfer Planning			×		Х		X	
Orientation to Online Learning			Х	Х			X	X

Financial Aid (General Information)		X	Х	Х		X	X
Financial Aid Application		Х	X	X		Х	X
Financial Aid Award Notification		Х	х	x		X	x
Financial Planning (Budgeting, Banking, Loan & Credit Card Management)		Х	X	Х		х	
Bookstore Services		Х	X	X		Х	X
Library Services		X	X	х		Χ	
Career Counseling & Placement Services		Х	X	x		х	
Job Placement		X		×		X	
E-portfolios		Х	Х	X		X	Х
Peer to Peer Mentoring	x						
College Facilitated Peer to Peer Social Media (Facebook, Twitter)			x			Х	X
Student to Student Communications	X						
Faculty to Student Communications				Х	X	Χ	Χ
College to Student Communications		X	X	X		Х	×
Ethical & Legal Services (Ombudsman)							
Counseling (Personal)	X						
Health and Wellness Services		Х	X	X		X	
Student Activities (Recreation, Leadership, Academics, Religion & Spirituality)	Х	X					
Early Alert System		Х		X		X	

Tutoring (Individual & Group)		Х	X	Х	Х	X	X
Self-service tutorials (writing, researching, study skills, time management, procrastination etc.)		X	X	Х	Х	X	
Services for Veterans		X		Х		Χ	
Services for Students of Color	X						
Services for First Generation College Students		Х		x			
Services for Students taking Basic Skills Courses		X		X			
Services for Low Income Students		×		X			
Other Remediation Services (Name)							
Technical Support (Help Desk, FAQS, Tutorials, LMS Guide)		x	х	×	Х	Χ	Х
Disabled Student Services		×		х		Х	
Student Population Segments Services (International, Alumni, etc)		x		X			
Emergency Calls to Landline Telephone		Х		X		х	X
Emergency Calls to Cellular Telephone		X		X		X	X
Emergency Text Message to Cellular Telephone		Х		X		Х	X
Work Opportunity and Responsibility to Kids (CalWORKS)		х		x		Χ	
Cooperative Agencies		V		V		<b>v</b>	

Education Program (CARE)		^		^	^	
Disabled Student Programs and Services (DSPS)		X		X	Х	
Extended Opportunity Programs and Services (EOPS)		Х	×	Х	X	
Math Engineering Science Achievement (MESA)	Х					
Foster and Kinship Care (FKCE)	X					
Foster Student Success Initiative (FYSI)	Х					
Other Retention Services (Name)						
والمراجع المراجع المرا						-1

25. Please describe plans your institution has for developing any of the above areas.

### 10. AA/AS/Certificate of Achievement Awards via 100% Distance Education Programs

26. In 2014-15 and 2015-16 did your college offer an AA or AS degree or a Certificate of Achievement program where the student could complete the program 100% through distance education?

Νo

If you answered yes to question #26, please list all of the programs by name. Indicate if it is an AA, AS, or Certificate of Achievement. If the program is offered both as a degree and a Certificate of Achievement please list them on separate lines.

If you track distance education student graduates and there were any distance education graduates in the programs for the academic year 2014-15 by August 30, 2015, please indicate the number. If there were no graduates or you don't track this information please put in zero.

Fill in the year the program started being offered 100% via distance education. (If you have more than 50 programs please upload a Word or Excel file with the additional programs listed.)

	Program Name			Degree Type	Number of Awards	Year Started
		AA	AS	Certificate of Achievement		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
ρ						

<b>o.</b>		
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39.		
40.		
41.		
42.		

Please upload any additional 100% DE programs here.

27. A distance educational pathway is a road map guiding a student through distance education courses required for a chosen career destination at your college. It makes it easy for a student to be aware that they are able to complete degree requirements online.

Has your college developed streamlined educational pathway policies/activities for distance education students?

No

If yes, please describe your policies/activities.

### 11. Online Education Initiative (OEI)

28. How aware are you of the Online Education Initiative (OEI)?

I am aware and am actively engaged with its efforts.

### 29. How aware are you with the following OEI products and services?

	I have never heard of it.	I am aware but have not facilitated its use on my campus.	I am aware and plan on facilitating its use on my campus.	I am aware and do not plan on facilitating its use on my campus.	I am aware and have facilitated its use on my campus.
Canvas - Common course management system					x
NetTutor - Online tutoring services					X
Quest for Online Success - Online learner readiness modules					х
Ally - Accessibility			X		
Veracite - Plagiarism detection					x
Cranium Cafe (ConX) - Online counseling platform					х
OEI Course Design Rubric - High quality online course standards			x		
Exchange - Platform for the exchange of online courses/students					х

### 30. If your campus is using Canvas, what is your stage of implementation?

Full implementation for ALL courses

31. How satisfied are you with the support received by OEI during your implementation of Canvas?

Satisfied

If you selected Not at all Satisfied or Somewhat not satisfied, please share why.

### 32. Given your initial experience with the following OEI product(s) and service(s), how useful do you see them being on your campus?

	Not at all useful	Somewhat not useful	Somewhat useful	Useful	Not applicable/Have not used
Canvas - Common course management system				x	
NetTutor - Online tutoring services				X	
Quest for Online Success - Online learner readiness modules				Х	
Ally - Accessibility				Χ	
Veracite - Plagiarism detection				Х	
Cranium Cafe (ConX) - Online counseling platform				X	
OEI Course Design Rubric - High quality online course standards				X	
Exchange - Platform for the exchange of online courses/students				Х	

For any items where you selected "Not at all useful or Somewhat useful," please share why:

### 33. Overall, how satisfied are you with the products and services OEI is providing to support online teaching and learning?

Satisfied

If you selected "Not at all satisfied" or "Somewhat not satisfied," please share why:

### 34. What, if any, additional products and services does your campus need to support online teaching and learning?

Proctoring Face-to-face
Integrated Student Information Systems
Predictive analytics to identify at-risk students
statistics/analysis showing effectiveness of orientation, tutoring, OEI rubric
Simple accessibility module for self-paced training of teachers
Help making accessible the backlog of inaccessible content
A good tool to convert PDF files to Canvas pages.

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. L

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board approves the agreement with the Collaborative Brain Trust Consulting Firm (CBT) to prepare a Human Resources (HR) Staffing Plan for the Monterey Peninsula Community College District (MPC).

#### **Background:**

In order to meet the Standards for accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), the visiting team recommended that Monterey Peninsula Community College prepare an HR Staffing Plan. The Plan will 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 interwoven into a larger integrated planning process of the college. (Standards III A 9, III A 10, ER 8)

CBT has assembled a team of consultants with expertise in human resources, strategic and educational master planning, accreditation, program review, institutional effectiveness, integrated planning, research design and analysis. The team will obtain information from the district and comparison districts and prepare a final report in two phases. Phase 1 will include the purpose of the HR Staffing Plan, an executive summary, District mission statement, and a review of current and past staffing levels of all categories of employees. Phase II will review staffing issues and may include program needs, anticipated retirements, responding to employee turnover, retention, and integration of the plan into the MPC Master Plan. Observations and recommendations shall also be addressed.

CBT will begin work following the approval of the agreement. The anticipated completion date for Phase I is September 1, 2017. The target completion date for Phase II is November 30, 2017.

### **Budgetary Implications:**

The cost of the consulting services to prepare a comprehensive Human Resources Staffing Plan is estimated at \$42,900. The project is estimated to require 143 hours to complete at \$300/hour. One time funds set aside for staffing and reorganization will be used to fund the project.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the agreement with the
Collaborative Brain Trust Consulting Firm to prepare a Human Resources Staffing Plan for the Monterey
Peninsula Community College District.

Recommended By:

Dr. Walter Tribley, Superintendent/President

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





### **Monterey Peninsula College**

Contract Proposal for Human Resources Staffing Plan
Submitted:

June 5, 2017

Collaborative Brain Trust 1130 K Street, Suite 150 Sacramento, CA 95814 916-446-5058 www.collaborativebraintrust.com



### Human Resources Staffing Plan Proposal

### **BACKGROUND**

The Monterey Peninsula College is a single college district with a district-wide FTES of 6,478.82 (Annual 2015-2016) including both credit and noncredit students. The District is located in Monterey, California.

On April 10, 2017, CBT was approached by Superintendent/President Dr. Walter Tribley who expressed an interest in having the College Braintrust Consulting Firm (DBA: Collaborative Brain Trust) prepare a human resources staffing plan for the Monterey Peninsula Community College District. On May 9, 2017, the Associate Dean of Human Resources, Susan Kitagawa, and CBT consultant, Dr. Jean Malone, discussed a number of topics the staffing plan might include. On a subsequent date, CBT Vice President James Walton had a telephone conference with Associate Dean Susan Kitagawa and Assistant Dean Catherine Webb solidifying the content of such a study. This proposal/contract is the result of those discussions.

### **ABOUT CBT**

CBT is a premier provider of professional services to community colleges around the country. Our consultants, whom have hands-on, real world experience with community colleges across the country have worked with over 80 community colleges on more than 120 projects. In the area of human resources, we have provided guidance and leadership across many subject matter areas specifically in staffing, reorganization, and development. We are pleased to present our proposal to Monterey Peninsula College.



### SCOPE OF WORK AND CBT'S APPROACH

### Methodology

- Obtaining pertinent information from the district: The CBT Consultants will communicate with the designated District contact person (Susan Kitagawa and/or Catherine Webb) to obtain the appropriate district documents and/or statistics needed for review by CBT.
- 2. Obtaining pertinent information from comparison districts: The CBT Consultants will use as comparison districts four similar-sized (FTES) single-campus districts. Other districts suggested during the conference calls are either too large or too small for a viable comparison.

Group 1:
Hartnell Community College District
Gavilan Community College District
Napa Community College District
Shasta-Tehama Community College District

Group 2: Cabrillo Community College District

3. Ongoing Communication with the College: The CBT Consultants will maintain contact when needed, either by email or telephone, with designated District contact person for the purpose of two-way communication throughout the preparation of the Staffing Plan.

#### The Final Report

1. Preparation of final report. The CBT Consultants will prepare a detailed final report which will include, but not be limited to, the following topics:

#### PHASE I

Introduction
Purpose of Human Resources Staffing Plan, Phase I
Executive Summary
District Mission Statement
Review of Staffing Levels
Staffing Levels - Districtwide
Staffing Levels - Past
Educational Administrator
Tenured/Tenure Track Faculty
Academic Temporary
Classified (including classified administrators)



Classified Confidential

Staffing Levels - Present

Educational Administrator Tenured/Tenure Track Faculty

Academic Temporary
Classified (including classified administrators)
Classified Confidential

Staffing Levels - Future

**Educational Administrator** Tenured/Tenure Track Faculty

Academic Temporary

Classified (including classified administrators)

Classified Confidential

Observations/Recommendations

List of Tables

List of Documents

#### PHASE II

Introduction

Purpose of Human Resources Staffing Plan, Phase II

**Executive Summary** 

District Mission Statement

Review of Staffing Issues

Program Needs and Anticipating Retirements

Aging Work Force

**Educational Administrator** 

Tenured/Tenure Track Faculty

Academic Temporary
Classified (including classified administrators)

Classified Confidential

Responding to Employee Turnover

Educational Administrator

Tenured/Tenure Track Faculty

Academic Temporary Classified (including classified administrators)

Classified Confidential

Retention

**Employee Satisfaction** 

Other Reasons Employees May Remain

Integration of Staffing Plan into the MPC Master Plan

Observations/Recommendations

List of Tables

List of Documents

2. Presentation of DRAFT report. CBT will send a draft of the final report to designated District contact person to request a review of and corrections of errors of fact.



3. Presentation of a final written report to Monterey Peninsula College. CBT will submit its final written report to designated District contact person via email.

### TIMELINE

CBT will begin work on Phase I of this project immediately upon Monterey Peninsula College's approval and a signed agreement from both parties is obtained. While the completion of the project depends largely on how easily the requested documents/statistics from Monterey Peninsula College and the comparison districts can be obtained, the anticipated deadline for completion of Phase I is September 1, 2017. The completion of Phase II will target a completion date of November 30, 2017.

### CONSULTANT FEES & INVOICING

CBT Hourly Professional Fee Rate is \$300

Estimated project hours = 143

Estimated cost of project  $143 \times $300 = $42,900$ 

This is an estimate and CBT will bill only for the hours used. CBT will notify the District in advance if at any time the project is going to exceed \$42,900.

Reasonable travel expenses are not included in CBT's Hourly Professional Fee and are additional. If the District requires the Consultant to visit campus, CBT will invoice for actual travel expenses.



### **Team Lead and Senior Consultant:**



Julie Slark is recognized throughout the U.S. as a pioneer and expert in strategic and educational master planning, accreditation, program review, research design and analysis, and student learning outcomes, as well as the development of organizational systems and processes. After 31 years of service, she retired in 2008 as Assistant Vice Chancellor of Educational Services at Rancho Santiago Community College District, where she was the planning officer and a leader of major change efforts, and where she had administrative responsibility for economic development centers, institutional research, child development centers, grants, district coordination for college accreditation, and several collaborative partnerships.

During the last 20 years, she has provided consulting services to more than 40 colleges and agencies in all areas of institutional effectiveness. She has recently participated in CBT teams leading and facilitating planning projects for Peralta Community College District, MiraCosta College, State Center Community College District, College of Western Idaho, Laramie Community College, and Oakland Community College.



### **Data & Research Consultant:**



Nga Pham has more than 20 years of experience in the California community college research field. She is currently the Director of District Research, Planning and Institutional Effectiveness at Rancho Santiago Community College District, where she coordinates district planning, accreditation, and research needs, oversees the IRB review and approval process, manages external data requests, as well as ensures the integrity of the data warehouse used by district and college researchers. Nga also serves on various committees (college, district, regional, and statewide), coordinates evaluation efforts for state and federal grants and collaborative partnerships, and oversees the district's and colleges' IPEDS data collection and other mandated reports.

She has designed, conducted and coordinated program evaluations; created, implemented and analyzed survey and focus group research; facilitated student learning outcomes programs and assessment; and developed evaluation templates for faculty and staff to use in their research and inquiry efforts.

Nga has also served in various capacities for the statewide Research and Planning Group (the RP Group), including serving on the Board. She was one of the original steering committee members of the very successful Strengthening Student Success Conference, a role which she continues today. In addition, she has also co-chaired its program committee for the last six years.



### **Strategic Advisor:**



**DR. JEAN MALONE** retired in June 2004 with 40 years in public education. A retired Vice President of Human Resources and District Chief Negotiator, she spent 28 of those years at the Citrus Community College District.

Upon her retirement, Dr. Malone was asked to manage the Online Collective Bargaining Database (OCB) for the Community College League of California. She managed the database until the program's termination. Dr. Malone has been with the Collaborative Brain Trust since 2008 successfully assisting districts in her field of expertise. She also developed and maintained CBT's online program CAPTURE! a subscription service which was a central repository of live links to negotiations-related documents from all California community colleges. Dr. Malone managed that program until its termination.

Dr. Malone has conducted compensation studies; organizational assessment of human resources operations; assessed staffing needs; long-range staffing plans; acted as Skelly Hearing Officer; acted as negotiations advisor; provided workshops on negotiations, conducted compensation studies, advised on issues surrounding adjunct parity pay; and participated on CBT consultant teams to address staff reorganization and cost-saving measures.

Dr. Malone holds a Bachelor of Business Administration, a Master of Arts in Management, and a Doctorate of Education in Educational Leadership.



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Dr. Walter Tribley Superintendent/President Monterey Peninsula CCD

Date

Patrick McCallum

Batt W Card

President Collaborative Brain Trust Consulting Firm

Date: June 5, 2017

## Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. M

Office of the Superintendent/President College Area

### Proposal:

That the Governing Board approves the employment agreement with Ms. Rebecca Michael to serve as the Vice President of Advancement of Monterey Peninsula Community College District.

### **Background:**

On November 16, 2016, the Governing Board approved the job description and recruitment for the Vice President of Advancement. Following a thorough recruitment and search process conducted during the spring semester, the employment of Rebecca Michael as Vice President of Advancement is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Ms. Michael has over fifteen years of professional experience in the areas of development and grant writing. She was employed by the Merced County Association of Governments as the Grant Analyst from 2002-2005 and as the Director of Grants for Yosemite Community College from 2005-2006. Ms. Michael served as the Executive Director of the Columbia College Foundation from 2009-2013. More recently, Ms. Michael has been employed since 2013 as the Executive Director by the Monterey Peninsula College Foundation, until February 2017 when she served as a professional expert to the Superintendent/President of Monterey Peninsula College. Ms. Michael has a Bachelor of Art degree in Global Studies from the University of California, Santa Barbara.

The final contract terms have been agreed to and are attached for review and approval. Ms. Michael's initial salary placement is Vice President Row, Step 5 on the administrative salary schedule.

### **Budgetary Implications:**

Included in budget.

agreement wit	<b>DLUTION: BE IT RESOLVED,</b> that the Governing Board approves the employment nent with Ms. Rebecca Michael to serve as the Vice President of Advancement effective July 7 through June 30, 2020.		
Recommended By:	Dr. Walter Tribley, Superintendent/President		
Prepared By:	Susan Kitagawa, Associate Bean of Human Resources		
Agenda Approval:	Dr. Walter Tribley, Superintendent/President		



### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

#### EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Rebecca Michael ("Vice President").

### WITNESSETH

- 1. Term of Employment. Vice President is hereby employed in the position of Vice President of Advancement for the period commencing on July 1, 2017 and ending on June 30, 2020, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Vice President's monthly salary shall be \$12,192.00 or annual salary of \$146,304.00 which represents Vice President Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Vice President's salary shall reflect any changes in the Administrative Salary Schedule. Vice President's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends. Vice President will also receive a stipend equal to 5% of Vice President's salary for each District negotiating team(s) she serves on in accordance with the Administrative Salary Schedule. The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes.
- 4. Health Benefits. Vice President shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Car Allowance. District will provide a \$200.00 per month car allowance to Vice President. The allowance shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.
- 6. Personal Expense Allowance and Reimbursement. The District will provide a \$200.00 per month "personal expense allowance" to the Vice President. As with the salary installments, this amount will be payable on the normal payroll date of each calendar month. This "personal expense allowance" is intended to cover necessary expenses incurred in the course and scope of employment related to expenses incurred

with travel in the district, including food and other travel expenses. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.

The District shall reimburse Vice President for actual and necessary expenses incurred within the course and scope of Vice President's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Vice President shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

- 7. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Vice President an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.
- 8. Work Year. The work year for Vice President shall be a twelve month year.
- **Vacation.** Vice President may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Vice President shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 88202, Vice President shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Other Leave. Per Board Policy 5580, Vice President may also take an additional ten (10) days per year beyond the normal vacation for study, travel, and general professional improvement. Leave under this policy is non-cumulative and must be taken within the year in which it is earned. In no event shall any unused portion of this leave be subject to payment.
- 12. Duties/Responsibilities. Vice President shall competently perform all of Vice President's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Vice President may be assigned or reassigned to any duties or positions for which Vice President possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.

- 13. Evaluation. The Superintendent/President may evaluate and assess in writing the performance of Vice President at any time, and shall do so at least once a year during the term of this Agreement.
- 14. **Termination.** District and Vice President agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Vice President.
- B. <u>Resignation</u>. Vice President 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Vice President in accordance with Education Code section 72411.
- D. <u>Termination for Cause</u>. The Board may terminate Vice President for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Vice President's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Vice President and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Vice President disputes the charges, Vice President shall then be entitled to a conference before the Board in closed session. Vice President and the Board shall each have the right to be represented by counsel at their own expense. Vice President shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Vice President believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Vice President with a written decision. The decision of the Board shall be final.

Vice President's conference before the Board shall be deemed to satisfy Vice President's entitlement to due process of law and shall be Vice President's exclusive right to any conference or hearing otherwise required by law. Vice President waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Vice President's administrative remedies and then authorizes Vice President to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Vice President</u>. Upon expiration of Vice President's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Vice 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 Vice President.
- F. 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 Vice President has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Vice President solely upon written notice to Vice President and Vice 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).
- G. Abuse of Office Provisions. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Vice 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 Vice President if Vice President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Vice President against charges involving abuse of office or position and Vice President is then convicted of such charges, Vice President shall fully reimburse the District all funds expended for Vice President's criminal defense.
- 15. 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 Vice 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 Vice President or any designated beneficiary, heirs, administrators, executors, successors or assigns of Vice President. Vice President shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Vice President agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Vice President's position require more than eight (8) hours a day and/or forty (40) hours per work week. Vice President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Vice President.

### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.
- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. Binding Effect. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.

public	J. <u>Public Record</u> . The parties recognize that, once fin record and must be made available to the public upon reque	
County Chair,	ness thereof, the Monterey Peninsula Community College y, State of California, has caused its name to be signed be and its Superintendent/President, both of whom are duly ent has signed his/her name signifying acceptance of the terr	y its Governing Board authorized, and Vice
Ву:	Ms. Marilynn Gustafson, Governing Board Monterey Peninsula Community College District	Date:
Ву: _	Dr. Walter Tribley, Superintendent/President Monterey Peninsula Community College District	Date:
Ву: _	Ms. Rebecca Michael, Vice President of Advancement	Date: <u>6/19/17</u>
cc:	Personnel File	

cc:

### **Monterey Peninsula Community College District**

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. N

Office of the Superintendent/President
College Area

Pro	nos	al:

That the Governing Board approves the employment agreement with Ms. Susan Kitagawa to continue serving as the Associate Dean of Human Resources from July 1, 2017 through June 30, 2020.

### **Background:**

Ms. Susan Kitagawa has been employed by the Monterey Peninsula Community College District as the Associate Dean of Human Resources since December 23, 2013. Ms. Kitagawa's current contract expires on June 30, 2019.

The renewal of Ms. Kitagawa's contract will be effective July 1, 2017 through June 30, 2020. This represents a three year employment contract.

Ms. Kitagawa's salary placement is Associate Dean Row, Step 5 on the administrative salary schedule.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment agreement with Ms. Susan Kitagawa to continue serving as the Associate Dean of Human Resources

### **Budgetary Implications:**

This position is funded by unrestricted general funds and is included in the 2017-2018 budget.

from July 1, 201	7 through June 30, 2020.
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Kayla Garcia, Human Resources Analyst
Agenda Approval:	Dr. Walter Tribley, Superintendent/President



### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Susan Kitagawa ("Associate Dean").

### WITNESSETH

- 1. Term of Employment. Associate Dean is hereby employed in the position of Associate Dean of Human Resources for the period commencing on July 1, 2017 and ending on June 30, 2020, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Associate Dean's monthly salary shall be \$10,495 or annual salary of \$125,940 which represents Associate Dean Row, Step 5 on the Administrative Salary Schedule with regular progression according to the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Associate Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends. Associate Dean will also receive a stipend equal to 5% of Associate Dean's salary for each District negotiating team(s) she serves on in accordance with the Administrative Salary Schedule. The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes and may not be considered for CalPERS purposes.
- 4. Health Benefits. Associate Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Associate Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalPERS purposes.

- 6. Expense Reimbursement. The District shall reimburse Associate Dean for actual and necessary expenses incurred within the course and scope of Associate Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Associate Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.
- 7. Work Year. The work year for Associate Dean shall be a twelve month year.
- **8. Vacation.** Associate Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Associate Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 9. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section [TRM1]88202, Associate Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 10. Duties/Responsibilities. Associate Dean shall competently perform all of Associate Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Superintendent/President. During the term of this Agreement, Associate Dean may be assigned or reassigned to any duties or positions for which Associate Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Superintendent/President may evaluate and assess in writing the performance of Associate Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. Termination. District and Associate Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Associate Dean.
- B. <u>Resignation</u>. Associate Dean 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.

- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Associate Dean in accordance with Education Code section 72411.
- D. <u>Termination for Cause</u>. The Board may terminate Associate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Associate Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Associate Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Associate Dean disputes the charges, Associate Dean shall then be entitled to a conference before the Board in closed session. Associate Dean and the Board shall each have the right to be represented by counsel at their own expense. Associate Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Associate Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Associate Dean with a written decision. The decision of the Board shall be final.

Associate Dean's conference before the Board shall be deemed to satisfy Associate Dean's entitlement to due process of law and shall be Associate Dean's exclusive right to any conference or hearing otherwise required by law. Associate Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Associate Dean's administrative remedies and then authorizes Associate Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Associate Dean</u>. Upon expiration of Associate Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Associate Dean 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 Associate Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Associate Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Associate Dean solely upon written notice to Associate Dean and Associate Dean 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).

- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Associate Dean 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 Associate Dean if Associate Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Associate Dean against charges involving abuse of office or position and Associate Dean is then convicted of such charges, Associate Dean shall fully reimburse the District all funds expended for Associate Dean's criminal defense.
- 15. 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 Associate Dean. 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 Associate Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Associate Dean. Associate Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Associate Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Associate Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Associate Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Associate Dean.

### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.
- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Associate Dean has signed his/her name signifying acceptance of the terms of this agreement.

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

By: Ms. Susan Kitagawa, Associate Dean of Human Resources Date: June 20, 2017

cc: Personnel File

### Monterey Peninsula Community College District

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. O

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board approves the addendum to the employment agreement between the Monterey Peninsula Community College District and Dr. Paul Long, to continue serving as a Dean of Instruction for the period of July 1, 2017 through October 31, 2017.

Background:

The District has conducted a thorough and successful recruitment and selection process for the Deans of Instruction in the areas of Liberal Arts and Career Technical Education (CTE). The successful candidates will begin employment in mid-July.

The District is currently conducting a search process for the Dean of Instruction assigned to the areas of Science, Technology, Engineering, and Mathematics (STEM). It is anticipated that the successful candidate for Dean of Instruction will begin employment in September 2017.

Dr. Long has served as the Interim Dean of Instruction assigned to the areas of Liberal Arts from November 1, 2016 through June 30, 2017. Pending the search for the Dean of Instruction/STEM, Dr. Long will be assigned to the areas of STEM under the terms and conditions of the addendum to the original employment contract.

**Budgetary Implications:** 

This position is funded by unrestricted general funds and is included in the 2017-2018 budget.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the addendum to the employment agreement with Dr. Paul Long to continue serving as Dean of Instruction for the period

of July 1, 2017 t	hrough October 31, 2017.
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Acusan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

# FIRST ADDENDUM TO EMPLOYMENT AGREEMENT BETWEEN MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT AND DR. PAUL LONG

Whereas, Dr. Paul Long is currently employed through June 30, 2017, as an Interim Dean of Instruction for Academic affairs:

Whereas, the Monterey Peninsula Community College District has a need to extend the term of Dr. Long's current employment agreement for four additional months while the District completes the recruitment process for a new permanent Dean;

Therefore, the Monterey Peninsula Community College District and Dr. Paul Long hereby enter into this First Addendum to the employment agreement between the District and Dr. Long dated February 22, 2017, and amend said employment agreement as follows:

**TERM OF AGREEMENT**: The term of Dr. Long's current employment agreement is hereby extended through October 31, 2017.

**TERMINATION**: The Superintendent/President may terminate the employment of Dr. Long, without cause, upon the provision of written notice at least fourteen (14) calendar days before the effective date of termination.

Except as modified herein, all other terms and conditions of the employment agreement between the District and Dr. Long remain unchanged. This First Addendum shall not be effective until it is approved by the District's Governing Board.

MONTEREY PENINSULA	EMPLOYEE
COMMUNITY COLLEGE DISTRICT	Rouf 4
Dr. Walter Tribley	Dr. Paul Long
Superintendent/President	
Dated:	Dated: 16 JUNE 2017

### **Monterey Peninsula Community College District**

### **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. P

Office of Superintendent/President
College Area

1, 2017

Proposal:

That the Governing Board approves the employment agreement with Dr. Jonathan Knolle to continue serving as the Dean of Instruction from July 1, 2017 through June 30, 2019.

**Background:** 

Dr. Jonathan Knolle has been employed by the Monterey Peninsula Community College District as the Associate Dean of Instruction from December 10, 2012 through June 30, 2015 and as the Dean of Instruction from July 1, 2015 through the present.

The Monterey Peninsula Community College District has historically only offered multiple year employment contracts to the administrators who serve on the Superintendent/President's Cabinet. The District is exercising the option of offering Deans a multiple year employment contract pursuant to Education Code Section 72411.

The proposed employment agreement for Dr. Knolle is effective July 1, 2017 through June 30, 2019. His salary placement is Dean Row, Step 5 on the administrative salary schedule.

**Budgetary Implications:** 

This position is funded by unrestricted general funds and is included in the 2017-2018 budget.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment

agreement with through June 30	Dr. Jon Knolle to continue serving as , 2019.	Dean of Instruction from July
Recommended By:	Dr. Walter Tribley, Superintendent/President	dent
Prepared By:	Susan Kitagawa, Associate Dean of Hum	an Resources
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	dent



### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Jonathan Knolle ("Dean").

### WITNESSETH

- 1. Term of Employment. Dean is hereby employed in the position of Dean of Instruction for the period commencing on July 1, 2017 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Dean's monthly salary shall be \$11,008 or annual salary of \$132,096 which represents Dean Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Dean's salary shall reflect any changes in the Administrative Salary Schedule. Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. Dean will be eligible to receive a monthly stipend for an earned doctorate from an accredited institution per the administrative salary schedule.
- 3. Stipends. Dean will also receive a stipend equal to 5% of Dean's salary for each District negotiating team(s) he serves on in accordance with the Administrative Salary Schedule.). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 4. Health Benefits. Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Dean an allowance for the use of his personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

- 6. Expense Reimbursement. The District shall reimburse Dean for actual and necessary expenses incurred within the course and scope of Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.
- **8. Work Year.** The work year for Dean shall be a twelve month year.
- **9. Vacation.** Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Duties/Responsibilities. Dean shall competently perform all of Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Vice President of Academic Affairs. During the term of this Agreement, Dean may be assigned or reassigned to any duties or positions for which Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Vice President of Academic Affairs may evaluate and assess in writing the performance of Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. Termination. District and Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Dean.
- B. <u>Resignation</u>. Dean 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Dean in accordance with Education Code section 72411.

D. <u>Termination for Cause</u>. The Board may terminate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Dean disputes the charges, Dean shall then be entitled to a conference before the Board in closed session. Dean and the Board shall each have the right to be represented by counsel at their own expense. Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Dean with a written decision. The decision of the Board shall be final.

Dean's conference before the Board shall be deemed to satisfy Dean's entitlement to due process of law and shall be Dean's exclusive right to any conference or hearing otherwise required by law. Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Dean's administrative remedies and then authorizes Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Dean</u>. Upon expiration of Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Dean 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 Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Dean solely upon written notice to Dean and Dean 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).
- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Dean 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 Dean if Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Dean against charges involving abuse of office or position and Dean is then convicted of such charges, Dean shall fully reimburse the District all funds expended for Dean's criminal defense.

- 15. 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 Dean. 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 Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Dean. Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Dean.

### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Dean has signed his/her name signifying acceptance of the terms of this agreement.

By:	Ms. Marilynn Gustafson, Chair, Governing Board	Date:
	Monterey Peninsula Community College District	
By:	Dr. Walter Tribley, Superintendent/President Monterey Peninsula Community College District	Date:
By:	Dr. Jonathan Knolle, Dean of Instruction	Date: <u>le/20/17</u>

cc: Personnel File

### Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. Q

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board approves the employment agreement with Dr. Cathryn Wilkinson to serve as the Dean of Instruction of Monterey Peninsula Community College District.

**Background:** 

Following a thorough recruitment and search process conducted during the spring semester for the position of Dean of Instruction for the area of Liberal Arts, the employment of Dr. Cathryn Wilkinson is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Dr. Wilkinson has extensive professional experience as an administrator, including serving as Dean, Arts and Humanities at Napa Valley College from 2015 to the present. From 2010-2014, she was employed by College of DuPage in Glen Ellyn, IL as the Associate Dean, Fine and Applied Arts. Dr. Wilkinson also has broad teaching experiences as an Associate Professor and adjunct instructor at College of DuPage, Aurora University, Concordia University-Chicago and State University of New York-Plattsburg. In addition, she has received recognition and awards as an organist and performed in numerous concerts and presentations.

Dr. Wilkinson possesses a Doctor of Philosophy and a Master of Fine Arts in Music from the University of Iowa. She earned a Bachelor of Art degree from the College of William and Mary in Economics and Music.

The final contract terms have been agreed to and are attached for review and approval. Dr. Wilkinson's initial salary placement is Dean Row, Step 5 on the administrative salary schedule.

**Budgetary Implications:** 

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This position is funded by unrestricted general funds and is included in the 2017-2018 budget.

**RESOLUTION: BE IT RESOLVED,** that the Governing Board approves the employment

agreement wit through June 3	o, 2019.
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

#### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Dr. Cathryn Wilkinson ("Dean").

### WITNESSETH

- 1. Term of Employment. Dean is hereby employed in the position of Dean of Instruction for the period commencing on July 17, 2017 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Dean's monthly salary shall be \$11,008 or annual salary of \$132,096 which represents Dean Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Dean's salary shall reflect any changes in the Administrative Salary Schedule. Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. Dean will be eligible to earn a monthly stipend for an earned doctorate from an accredited institution per the administrative salary schedule.
- 3. Stipends. Dean will also receive a stipend equal to 5% of Dean's salary for each District negotiating team(s) she serves on in accordance with the Administrative Salary Schedule.). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 4. Health Benefits. Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

- 6. Expense Reimbursement. The District shall reimburse Dean for actual and necessary expenses incurred within the course and scope of Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.
- 8. Work Year. The work year for Dean shall be a twelve month year.
- 9. Vacation. Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Duties/Responsibilities. Dean shall competently perform all of Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Vice President of Academic Affairs. During the term of this Agreement, Dean may be assigned or reassigned to any duties or positions for which Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Vice President of Academic Affairs may evaluate and assess in writing the performance of Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. **Termination.** District and Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Dean.
- B. <u>Resignation</u>. Dean 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Dean in accordance with Education Code section 72411.

D. <u>Termination for Cause</u>. The Board may terminate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Dean disputes the charges, Dean shall then be entitled to a conference before the Board in closed session. Dean and the Board shall each have the right to be represented by counsel at their own expense. Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Dean with a written decision. The decision of the Board shall be final.

Dean's conference before the Board shall be deemed to satisfy Dean's entitlement to due process of law and shall be Dean's exclusive right to any conference or hearing otherwise required by law. Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Dean's administrative remedies and then authorizes Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Dean</u>. Upon expiration of Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Dean 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 Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Dean solely upon written notice to Dean and Dean 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).
- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Dean 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 Dean if Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Dean against charges involving abuse of office or position and Dean is then convicted of such charges, Dean shall fully reimburse the District all funds expended for Dean's criminal defense.

- 15. 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 Dean. 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 Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Dean. Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Dean.

### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Dean has signed his/her 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		
By:	Chilliantella	Date: $(0-19-1)$	7
	Dr. Cathryn Wilkinson, Dean of Instruction	3.	

cc: Personnel File

### Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. R

Office of the Superintendent/President College Area

Proposal:

That the Governing Board approves the employment agreement with Ms. Judith Cutting to serve as the Dean of Instruction of Monterey Peninsula Community College District.

Background:

Following a thorough recruitment and search process conducted during the spring semester for the position of Dean of Instruction for the area of Career Technical Education, the employment of Ms. Judith Cutting is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Ms. Cutting has extensive professional experience as an administrator. Most recently, she served in a temporary assignment as the Interim Director of Enrollment Services at Lake Tahoe Community College for 2016-2017. Ms. Cutting was employed at Navarro College from 2004 through 2012 in various positions, including the Executive Dean of Business and Workforce Development, Dean of Business, Professional and Technical Education, Assistant Dean of Business and Technology, and Registrar. She was the Registrar at Angelina College from 1999-2004 and the Admissions Coordinator at Hill College from 1995-1999. Ms. Cutting taught as an adjunct faculty member at Navarro College for six years in the Business Management program and taught online leadership courses.

Ms. Cutting possesses a Master of Science in Higher Education Administration from Texas A&M University-Commerce. She earned a Bachelor of Arts in Psychology with a minor in Business Administration from Adams State College.

The final contract terms have been agreed to and are attached for review and approval. Ms. Cutting's initial salary placement is Dean Row, Step 5 on the administrative salary schedule.

**Budgetary Implications:** 

This position is funded by the Strong Workforce Program and is included in the 2017-2018 budget.

	<b>DN: BE IT RESOLVED,</b> that the Governing Board approves the employment th Ms. Judith Cutting to serve as Dean of Instruction effective July17, 2017 through.
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

### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Ms. Judith Cutting ("Dean").

#### WITNESSETH

- 1. Term of Employment. Dean is hereby employed in the position of Dean of Instruction for the period commencing on July 17, 2017 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Dean's monthly salary shall be \$11,008 or annual salary of \$132,096 which represents Dean Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Dean's salary shall reflect any changes in the Administrative Salary Schedule. Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions.
- 3. Stipends. Dean will also receive a stipend equal to 5% of Dean's salary for each District negotiating team(s) she serves on in accordance with the Administrative Salary Schedule.). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 4. Health Benefits. Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 6. Expense Reimbursement. The District shall reimburse Dean for actual and necessary expenses incurred within the course and scope of Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as

the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.

- **8. Work Year.** The work year for Dean shall be a twelve month year.
- **9.** Vacation. Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Duties/Responsibilities. Dean shall competently perform all of Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Vice President of Academic Affairs. During the term of this Agreement, Dean may be assigned or reassigned to any duties or positions for which Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Vice President of Academic Affairs may evaluate and assess in writing the performance of Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. Termination. District and Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Dean.
- B. <u>Resignation</u>. Dean 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Dean in accordance with Education Code section 72411.
- D. <u>Termination for Cause</u>. The Board may terminate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest

conduct with regard to Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Dean disputes the charges, Dean shall then be entitled to a conference before the Board in closed session. Dean and the Board shall each have the right to be represented by counsel at their own expense. Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Dean with a written decision. The decision of the Board shall be final.

Dean's conference before the Board shall be deemed to satisfy Dean's entitlement to due process of law and shall be Dean's exclusive right to any conference or hearing otherwise required by law. Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Dean's administrative remedies and then authorizes Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Dean</u>. Upon expiration of Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Dean 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 Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Dean solely upon written notice to Dean and Dean 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).
- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Dean 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 Dean if Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Dean against charges involving abuse of office or position

and Dean is then convicted of such charges, Dean shall fully reimburse the District all funds expended for Dean's criminal defense.

- 15. 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 Dean. 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 Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Dean. Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Dean.

#### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.
- D. <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.

- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Dean has signed his/her name signifying acceptance of the terms of this agreement.

By:		Date:	
	Ms. Marilynn Gustafson, Chair, Governing Board Monterey Peninsula Community College District		
Ву:	Dr. Walter Tribley, Superintendent/President	Date:	
	Monterey Peninsula Community College District		
Ву:	Ms. Judith Cutting, Dean of Instruction	Date:	

cc: Personnel File

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. S

Office of Superintendent/President College Area

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That the Governing Board approves the employment agreement with Mr. Laurence Walker to continue serving as Dean of Student Services from July 1, 2017 through June 30, 2019.

#### Background:

Mr. Laurence Walker was first employed at Monterey Peninsula College as a part-time Outreach Specialist in 1987 and later served as an adjunct counselor. His full-time employment at MPC started in 1992 and he has served in many capacities and positions including, as Counselor for Upward Bound, Director of EOPS, Interim Director of EOPS/TRIO/CalWORKs, Associate Dean of Student Services, Interim Vice President of Student Services, and currently as the Dean of Student Services.

The Monterey Peninsula Community College District has historically only offered multiple year employment contracts to the administrators who serve on the Superintendent/President's Cabinet. The District is exercising the option of offering Deans a multiple year employment contract pursuant to Education Code Section 72411.

The proposed employment agreement for Mr. Walker is effective July 1, 2017 through June 30, 2019. His salary placement is Dean Row, Step 5 on the administrative salary schedule.

### **Budgetary Implications:**

This position is funded through 26% 3SP, 33% EOPS District 10%, CalWORKs, and by 31% TRIO and is included in the 2017-2018 budget.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the employment

agreement with 1, 2017 through	Mr. Laurence Walker to continue serving as Dean of Student Services from July June 30, 2019.
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Aurau Atlagaua Susan Kitagawa, Associate Dean of Human Resources
Agenda Approval:	Dr. Walter Tribley, Superintendent/President



#### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

#### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Mr. Laurence Walker ("Dean").

#### WITNESSETH

- 1. Term of Employment. Dean is hereby employed in the position of Dean of Student Services for the period commencing on July 1, 2017 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Dean's monthly salary shall be \$11,008 or annual salary of \$132,096 which represents Dean Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Dean's salary shall reflect any changes in the Administrative Salary Schedule. Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. Dean will be eligible to receive a monthly stipend for an earned doctorate from an accredited institution per the administrative salary schedule.
- 3. Stipends. Dean will also receive a stipend equal to 5% of Dean's salary for each District negotiating team(s) he serves on in accordance with the Administrative Salary Schedule.). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- 4. Health Benefits. Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Dean an allowance for the use of his personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

- 6. Expense Reimbursement. The District shall reimburse Dean for actual and necessary expenses incurred within the course and scope of Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.
- **8. Work Year.** The work year for Dean shall be a twelve month year.
- **9. Vacation.** Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Duties/Responsibilities. Dean shall competently perform all of Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Vice President of Student Services. During the term of this Agreement, Dean may be assigned or reassigned to any duties or positions for which Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Vice President of Student Services may evaluate and assess in writing the performance of Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. **Termination.** District and Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Dean.
- B. <u>Resignation</u>. Dean 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Dean in accordance with Education Code section 72411.

D. <u>Termination for Cause</u>. The Board may terminate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Dean disputes the charges, Dean shall then be entitled to a conference before the Board in closed session. Dean and the Board shall each have the right to be represented by counsel at their own expense. Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Dean with a written decision. The decision of the Board shall be final.

Dean's conference before the Board shall be deemed to satisfy Dean's entitlement to due process of law and shall be Dean's exclusive right to any conference or hearing otherwise required by law. Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Dean's administrative remedies and then authorizes Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Dean</u>. Upon expiration of Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Dean 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 Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Dean solely upon written notice to Dean and Dean 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).
- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Dean 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 Dean if Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Dean against charges involving abuse of office or position and Dean is then convicted of such charges, Dean shall fully reimburse the District all funds expended for Dean's criminal defense.

- 15. 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 Dean. 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 Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Dean. Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Dean.

#### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Dean has signed his/her 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		
By:	Laure Walter	Date:	/20/17
	Mr. Laurence Walker, Dean of Student Services		

cc: Personnel File

# Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. T

Office of the Superintendent/President College Area

#### Proposal:

That the Governing Board approves the employment agreement with Dr. Christine Erickson to serve as the Dean of Student Services of Monterey Peninsula Community College District.

#### **Background**

Following a thorough recruitment and search process conducted during the spring semester for the position of Dean of Student Services assigned to the Marina Education Center, the employment of Dr. Christine Erickson is being recommended by Superintendent/President Dr. Walter Tribley for the approval of the Board of Trustees.

Dr. Erickson has extensive professional experience as an administrator, including serving as Dean of Students from 2010-2012, Assistant Vice President for Student Affairs, Dean of Students from 2013-2014 and as Associate Vice President for Student Affairs and Dean of Students from 2014 to the present at California State University, Monterey Bay. She was also employed by California State University, San Bernardino for approximately 15 years where she gained broad experience in administering student discipline, complaints and grievances, student leadership and development, student with disabilities, advising services, and admissions and records. At Michigan Technological University, she served as the Associate Vice President for Student Life. In addition, Dr. Erickson possesses certificates and training in Diversity, Basic Physical Defense and as a Title IX Coordinator.

Dr. Erickson possesses a Doctor of Education in Higher Education Management from the University of Pennsylvania. She earned a Masters of Arts in Education – Educational Counseling and a Bachelor of Art degree in Human Services and Psychology from the California State University, San Bernardino.

The final contract terms have been agreed to and are attached for review and approval. Dr. Erickson's initial salary placement is Dean Row, Step 5 on the administrative salary schedule.

#### **Budgetary Implications:**

This position is funded by 85% Student Equity and 15% unrestricted general funds and is included in the 2017-2018 budget.

agreement v	<b>RESOLUTION: BE IT RESOLVED,</b> that the Governing Board approves the employment agreement with Dr. Christine Erickson to serve as Dean of Student Services effective July 24, 201 through June 30, 2019.					
Recommended By:	Dr. Walter Tribley, Superintendent/President					
Prepared By:	Ausan Kitagawa, Associate Dean of Human Resources					
Agenda Approval:	Dr. Walter Tribley, Superintendent/President					



#### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

#### **EMPLOYMENT AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Monterey Peninsula Community College District ("District"), acting by and through its Governing Board ("Board"), and Dr. Christine Erickson ("Dean").

#### WITNESSETH

- 1. Term of Employment. Dean is hereby employed in the position of Dean of Student Services for the period commencing on July 24, 2017 and ending on June 30, 2019, subject to earlier termination pursuant to the terms of this Agreement.
- 2. Salary. Dean's monthly salary shall be \$11,008 or annual salary of \$132,096 which represents Dean Row, Step 5 on the Administrative Salary Schedule. The Board may increase the salary schedule at any time during this Agreement and such change to the salary schedule shall not constitute a new contract or Agreement, not extend the term of this Agreement. Dean's salary shall reflect any changes in the Administrative Salary Schedule. Dean's salary shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. Dean will be eligible to receive a monthly stipend for an earned doctorate from an accredited institution per the administrative salary schedule.
- 3. Stipends. Dean will also receive a stipend equal to 5% of Dean's salary for each District negotiating team(s) she serves on in accordance with the Administrative Salary Schedule.). The stipends shall be payable in twelve (12) approximately equal monthly payments, less applicable taxes and deductions. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.
- **4. Health Benefits.** Dean shall receive the same health and welfare benefits provided to all other administrative personnel.
- 5. Cell Phone Allowance. In lieu of any reimbursement for the work-related use of a personal cell phone, the District shall pay Dean an allowance for the use of her personal cell phone for District business at the rate of \$100.00 dollars per month. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for CalSTRS purposes.

- 6. Expense Reimbursement. The District shall reimburse Dean for actual and necessary expenses incurred within the course and scope of Dean's employment, so long as such expenses are consistent with this Agreement and District practices, and so long as the cost of the expense is not already provided for under the terms of this Agreement. For reimbursement, Dean shall submit and complete expense claims in writing prior to reimbursement in accordance with the District's policies, rules and regulations.
- 8. Work Year. The work year for Dean shall be a twelve month year.
- 9. Vacation. Dean may take up to twenty-two (22) days of vacation during the work year, which may be taken at any time agreeable to both parties. Vacation may not be earned after forty-four (44) unused days have accumulated. Board Policy 5575 shall apply to vacation. In the event of termination of employment, Dean shall be entitled to compensation for earned and unused vacation, but in no case, to exceed 44 days.
- 10. Sick Leave. In addition to any accrued sick leave forwarded from another California public school or community college district under Education Code section 87782, Dean shall accrue sick leave at the rate of twelve (12) days per contract year.
- 11. Duties/Responsibilities. Dean shall competently perform all of Dean's duties in accordance with the job description; applicable laws, rules, regulations and Board policies; and such other duties as may be assigned by the Vice President of Student Services. During the term of this Agreement, Dean may be assigned or reassigned to any duties or positions for which Dean possesses the minimum qualifications required by law. However, reassignment pursuant to this section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation or benefits during the term of this Agreement.
- 13. Evaluation. The Vice President of Student Services may evaluate and assess in writing the performance of Dean at any time, and shall do so at least once a year during the term of this Agreement.
- 14. Termination. District and Dean agree to the following provisions:
- A. <u>Mutual Consent</u>. This Agreement may be terminated at any time by mutual consent of District and Dean.
- B. <u>Resignation</u>. Dean 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.
- C. <u>Non-renewal of Agreement by District</u>. District may elect not to renew this Agreement for any reason by providing six (6) months written notice to Dean in accordance with Education Code section 72411.

D. <u>Termination for Cause</u>. The Board may terminate Dean for: (1) breach of this Agreement; (2) unsatisfactory performance; (3) unprofessional, immoral or dishonest conduct with regard to Dean's employment; (4) insubordination; or (5) conviction of a sex offense as defined in Education Code section 87010, conviction of a drug offense as defined in Education Code section 87011, or conviction of a crime involving moral turpitude as defined by law.

The existence of cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Board shall meet with Dean and shall submit a written statement of the grounds for termination and copies of written documents the Board reasonably believes support the termination. If Dean disputes the charges, Dean shall then be entitled to a conference before the Board in closed session. Dean and the Board shall each have the right to be represented by counsel at their own expense. Dean shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents Dean believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide Dean with a written decision. The decision of the Board shall be final.

Dean's conference before the Board shall be deemed to satisfy Dean's entitlement to due process of law and shall be Dean's exclusive right to any conference or hearing otherwise required by law. Dean waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts Dean's administrative remedies and then authorizes Dean to contest the Board's determination in a court of competent jurisdiction.

- E. <u>Disability of Dean</u>. Upon expiration of Dean's sick leave entitlement and upon written evaluation by a licensed physician designated by the District indicating the inability of Dean 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 Dean.
- F. <u>Termination for Unlawful Fiscal Practices</u>. Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Dean has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Dean solely upon written notice to Dean and Dean 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).
- G. <u>Abuse of Office Provisions</u>. In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should Dean 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 Dean if Dean is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Dean against charges involving abuse of office or position and Dean is then convicted of such charges, Dean shall fully reimburse the District all funds expended for Dean's criminal defense.

- 15. 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 Dean. 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 Dean or any designated beneficiary, heirs, administrators, executors, successors or assigns of Dean. Dean shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. Dean agrees to defend, indemnify and hold the District harmless from all related state, federal and employment tax consequences and retirement consequences of this Agreement.
- 16. Management Hours. The demands of Dean's position require more than eight (8) hours a day and/or forty (40) hours per work week. Dean is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
- 17. Application of Board Policy. Unless otherwise specified in this Agreement, Governing Board policies for Management, Supervisory, and Confidential Employees (Series 5500) shall also apply to the Dean.

#### 18. 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>Modification</u>. No change to the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties.

- D. <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.
- E. <u>Waiver</u>. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
- F. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
- G. <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.
- H. <u>Binding Effect</u>. This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs, and assigns.
- I. <u>Execution of Other Documents</u>. The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- J. <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 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 Dean has signed his/her name signifying acceptance of the terms of this agreement.

By:		Date:
	Ms. Marilynn Gustafson, Chair, Governing Board	Age and the control of the control o
	Monterey Peninsula Community College District	
By:		Date:
<i></i>	Dr. Walter Tribley, Superintendent/President	L/WIV.
	Monterey Peninsula Community College District	
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Ву:	( Musla C	Date: 0 9 1
	Dr. Christine Erickson, Dean of Student Services	

cc: Personnel File

# Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. U

Administrative Services
College Area

Proposal:

That the Governing Board approve extending the independent contract with TMD Creative for professional services as related to strategic marketing consulting, public relations, media planning and related advertising services from July 1, 2017 through June 30, 2018.

Background:

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

**Budgetary Implications:** The professional services through the independent contract is based upon \$135 per hour and reimbursable expenses within the scope of the contract, not to exceed \$183,578 annually (approximately \$15,298 per month).

RESOLTION: BE IT RESOLVED That the Governing Board approve extending the independent contract with TMD Creative for professional services as related to strategic marketing consulting, public relations, media planning and related advertising services from July 1, 2017 through June 30, 2018.

Recommended By:

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

Prepared By:

Suzanne Ammons, Administrative Assistant

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

#### INDEPENDENT CONTRACTOR AGREEMENT

(Lecturers, Presenters, Consultants)

This agree	ement is made and	entered into this	day of	by and Between <b>TM</b> L
				PENINSULA COMMUNITY COLLEGE
DISTRICT	(MPC)			

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

- 1. INDEPENDENT CONTRACTOR shall provide the following specific services in consultation with the Office of the Superintendent/President:
  - Public Information: Advise and strategize with the Office of the Superintendent/President and other constituents
    identified by the Superintendent/President regarding all matters; write and distribute all priority one press
    releases; supervise all other contractors responsible for content development; work closely with staff regarding
    content development and distribution through various internal and external channels; and gather information
    and measure public perception as needed.
  - Strategic Marketing Planning and Management: Strategize and develop marketing plans; manage and coordinate media planning, placement and monitoring; provide creative direction and oversight; and assist with research and development.
- MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:
   Non-Profit Rate: \$135 per hour and reimbursable expenses (including the placement of advertisement and media expenses) within the scope of services not to exceed \$183,578 annually (approximately \$15,298 per month). Agreement is renewable by mutual agreement of MPC and INDEPENDENT CONTRACTOR.
   Payment upon receipt of invoices.
- 3. TERM: The contract services are for the period from July 1, 2017 through June 30, 2018.
- 4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
- 5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.
- 6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the INDEPENDENT CONTRACTOR.

7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.

INDEPENDENT CONTRACTOR	MPC COLLEGE DISTRICT, by:	
Signature		
Address	Printed Name –Vice President, Admin. Svc. or Superintendent/President	
City, State, Zip Code	Signature (Vice President, Admin. Svc or Superintendent / President	Date
Soc. Sec. Number / Fed Employer ID Number		

# Monterey Peninsula Community College District Governing Board Agenda

June 29, 2017

New Business Agenda Item No. V

Administrative Services
College Area

Proposal:

That the Governing Board approve the independent contract with Ed Johnson for professional services as related to facilities planning consultant services through September 30, 2017.

Background:

The District has operated without a Director of Facilities position for almost six years. In December 2015, Umstot Project and Facilities Solutions was contracted with to perform an evaluation and review of the District's maintenance and groundskeeping operations. The Governing Board approved the initial independent contract with Umstot Project and Facilities Solutions, LLC utilizing subcontractor Ed Johnson for professional services at the August 24, 2016 meeting. The District has continued the contract with Umstot Project and Facilities Solutions, LLC to assist with facilities planning related services through June 30, 2017. At this time, the District has negotiated a contract with Ed Johnson directly to provide project oversight and services as outlined in **Attachment A** through September 30, 2017.

**Budgetary Implications:** The professional services expenses through the independent contract with Ed Johnson are anticipated to be \$48,450 (based on actual costs) and will be paid from General Fund Unrestricted one time funds reserved for consulting services.

$\boxtimes$	RESOLTION: 1	BE IT RESC	LVED	That the	Governing	Board a	pprove the	ne indep	endent o	contract
with	Ed Johnson for	professional	services	as relate	d to facili	ties planr	nng cons	suitant se	ervices	mrougn
Sept	ember 30, 2017.			-//1						

Recommended By:

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

Prepared By:

Suzanne Ammons, Administrative Assistant

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

# MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR AGREEMENT

(Lecturers, Presenters, Consultants)

This agreement is made and entered into this 1st day of July, 2017 by and between Ed Johnson ("INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

#### NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

- 1. INDEPENDENT CONTRACTOR shall provide the following professional services as per (attached) **Proposal for As-Needed Facilities Planning Consultant Services, and as summarized below:** 
  - Coordinate multiple summer and fall Facility projects including the expansion of programs at the Education Center at Marina.
  - Support to Prop 39 project planning, implementation and reporting
  - Set up Preventative Maintenance program in School Dude Computerized Maintenance Management System
  - Updating of State Scheduled Maintenance program and prioritization
  - Updating the FUSION data base and reporting to the System office as required
  - Updating and development of the 5-year Capital Outlay Plan for the System office
  - · Assisting with capital master planning to support the institution's educational facilities master plan
  - Support of capital projects planning and implementation as required
  - Developing a retro-commissioning program for building systems using Prop 39 and other funding sources
  - Addressing IT server room cooling issues
  - · Updating campus design standards
  - Other planning assignments as required
- 2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services as follows:

Monthly Rates: \$11,000 based on (4 days per week-on site), and

- \$ 3,000 based on 200.00 per night for 15 nights per month,
- \$ 1,000 airfare for 4 trips per month at \$250 per round trip,
- \$ 400 rental car based on \$100 per trip for 4 trips per month,
- 750 meals at \$50 per day for 15 days (receipts not required).

Total costs are not to exceed \$48,450, based on actual costs incurred.

- 3. TERM: The contract services are for the period from <u>July 1, 2017 through September 30, 2017, for completion of approximately 52 days, basd on 4 days per week on site.</u> This contract extends the current contract ending June 30, 2017 through Umstot Project & Facilities Solutions, LLC utilizing Ed Johnson.
- 4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
- 5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.
- 6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The Instructor at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the Instructor.

7. Upon mutual agreement in writing of the parties hereto, this agreement may be terminated for any reason. INDEPENDENT CONTRACTOR and MPC have executed this Agreement as of this date first written above.

INDEPENDENT CONTRACTOR	MPC COLLEGE DISTRICT, by:	
Signature	Signature (V P Admin Svc, or Supt./Pres.)	Initials of Div Mgr. or Dear
Address	Steve L. Crow, Ed.D. Typed or Printed Name	
City, State, Zip Code	<u>Vice President, Administrative Services</u> Title	
Social Security Number	ඩ	

# Monterey Peninsula Community College District

# **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. W

Office of the Superintendent/President
College Area

Proposal:

That the Governing Board ratifies the agreement with Professional Personnel Leasing, Incorporated (PPL) to utilize the professional services of Diane Clerou to review and revise the Administrative and Adjunct Hiring Procedures.

**Background:** 

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) recommended to improve the quality, Monterey Peninsula Community College District (the District) should update the Administrative Hiring Procedures. (Standard II.C.5)

In addition, due to the changes in scheduling, the execution of dual enrollment and dual admissions agreements, the need to be efficient, and to respond quickly to emergency situations, the District will propose a change in the hiring procedures for adjuncts. Individuals are currently hired as adjunct instructors to teach a specific course within the discipline. The change will allow adjuncts to teach any course as assigned by an administrator within a discipline as defined by minimum qualifications. This is a standard practice in most community colleges across California.

The anticipated completion date for both projects is November 30, 2017.

**Budgetary Implications:** 

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The cost of the consulting services to revise the hiring procedures is a maximum of \$9,000. The project is estimated to require up to 50 hours to complete at \$180/hour. One time funds set aside for staffing and reorganization will be used to fund the project.

RESOLUTION: BE IT RESOLVED, that the Governing Board ratifies the agreement with

Professional Personnel Leasing, Incorported to utilize the professional services of Diane Clerou to review and revise the Administrative and Adjunct Hiring Procedures.					
Recommended By:	Dr. Walter Tribley, Superintendent/President				
Prepared By:	Susan Kitagawa, Associate Dean of Human Resources				
Agenda Approval:	Dr. Walter Tribley, Superintendent/President				

#### AGREEMENT BETWEEN

#### PPL, INCORPORATED

#### And

#### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is made and entered into this 10th day of April 2017, by and between the Monterey Peninsula Community College District (hereinafter "District") and PPL, Inc., a California Corporation (hereinafter "Contractor") to provide professional and administrative services to District.

IT IS MUTUALLY AGREED that Contractor will provide professional and administrative services as detailed in Appendix A under the following terms and conditions listed below.

#### **NOW, THEREFORE, it is agreed as follows:**

- 1. **Assignment of Personnel**. Contractor shall assign Subcontractor **Diane Clerou** to perform the services described in this agreement and represents that she is fully qualified and competent to perform the enumerated duties. If at any time for any reason Subcontractor is unable to perform the services described in this agreement to the satisfaction of the District, the District may terminate this agreement upon 5 days' notice to Contractor. Notice of termination may be given by mail, telephone or fax.
- 2. **District Support.** When the District requests in writing that they wish the Subcontractor to travel on District business, the District shall reimburse the Subcontractor for necessary transportation, meals, lodging, and any applicable registration fees in accordance with existing District policy and regulations.
- 3. **Indemnification.** Contractor agrees to defend indemnify and hold harmless the District and its officers, agents and employees from and against all claims, damages losses and expenses, including but not limited to attorney fees arising out of or resulting from the Contractor performance of this Agreement, which are not caused by District negligence, willful misconduct or lack of good faith.

District agrees to defend indemnify and hold harmless the Contractor and its officers, agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees arising out of or resulting from the Districts performance of this Agreement, which are not caused by Contractors negligence, willful misconduct or lack of good faith.

- 4. Contractor / Sub Contractor Not Employee of District. It is understood that Contractor is responsible for the actions of its officers, employees, and servants; that District does not assume any liability under law for any act of Contractor, its officers, agent or employees while traveling to or performing the duties set forth in this Agreement. Furthermore, as Sub Contractor is a self employed independent contractor, neither the District nor PPL shall be responsible for the payment of any unemployment insurance, Workers' Compensation Insurance, Social Security or Medicare taxes, or contribution of federal or state income tax withholding for or on behalf of the Sub Contractor.
- 5. **Payment.** Payment in consideration of this Agreement shall be One hundred eighty dollars (\$180) per hour for a total amount not to exceed 25 hours for the development of Part Time Faculty Hiring Procedures and 25 hours for the development of Administrative Hiring Procedures. The total not to exceed 50 hours at \$180 per hour will not exceed \$9,000. Contractor will bill District at the completion of each phase of these services described within this agreement. The District will reimburse Contractor for services provided within thirty days (30) of receipt of a valid invoice.
- 6. **Extension.** This agreement may be extended for additional services at the same daily rate by mutual approval of District and PPL.
- 7. **Status of District and PPL.** It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between District and Contractor, but is, rather, an agreement by and between the independent contractors, these being District and

Contractor.

8. Limitations of Consultant Powers. Subcontractor shall perform the services as described in this agreement. To the extent that the law allows, Subcontractor may discharge

duties which are consistent with his status as an independent contractor. The District shall

designate an employee(s) to discharge those duties and exercise those powers which can only be

vested in a person employed by the District, and in that capacity the designated employee(s) and

Subcontractor shall coordinate to ensure the orderly and consistent administration of the area of

consultation.

9. Compliance with Laws. Subcontractor shall comply with all applicable

Federal/State/Local laws, administrative regulations, District policies, and executive orders including

but not limited to laws prohibiting discrimination based on age, disability, sex, race, creed, national

origin and marital status.

10. Terms of Agreement. This Agreement shall remain in full force and effect beginning

April 10, 2017 through November 30, 2017 until the services described in this agreement are

completed, unless the agreement is extended to include additional services.

CONTRACT # MPCCD0417-01

TAX ID # 33-0205012

PPL, INCORPORATED

MONTEREY PENINSULACOMMUNITY COLLEGE DISTRICT

Бу. \_\_\_\_

Date: 4/10/17 By: 1

Date: 6/70/1

Guy F. Lease, Ed.D.

Executive Vice President – CFO

PO Box 17457

South Lake Tahoe, CA 96151

Tel: -530-307-9765

glease@pplpros.com

Dr. Walter Tribley

Superintendent/President

980 Fremont Street

Monterey, CA 93940

831-646-4060

wtribley@mpc.edu

#### Attachment A

# Diane Clerou, Subcontractor Scope of Work

#### **DESCRIPTION OF SERVICES:**

Consultant will work with the administrative staff at Monterey Peninsula Community College District to make recommendations and develop a revised set of District Policies and Administrative Procedures for the hiring of Part-Time Faculty and Administrators.

The services of the Consultant specifically do not include the evaluation, hiring, firing, or supervision of any District personnel. Also, the Consultant shall not process any employee grievances in the course of fulfilling this Agreement, or sign any official District documents, nor perform any functions defined as "Creditable Service" by Education Code Section 22119.5.

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office
College Area

New Business Agenda Item No. X

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### **Proposal:**

That the Governing Board adopt 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 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 for the Board of Trustees, academic affairs, and student services areas were presented to the Board for a first reading at the May Board meeting. The Board subcommittee's recommendations on the policies were shared at the meeting in a handout, including revisions made to policies 4025, 4100, 4220, and administrative procedures 2340, 2360, 5220, as noted below. No further modifications were made in the interim, and the policies are recommended for adoption:

Board Policy 2340 Agendas (replaces existing MPC policies 1020 and 1021)

Administrative procedure 2340 also attached for information.

NOTE: Procedure reflects Board subcommittee revisions regarding advance copy of agenda being forwarded to Board Chair and Vice Chair, and process for Board member agenda item requests.

Board Policy 2355 Decorum (no existing MPC policy)

Minutes (replaces existing MPC policy 1035)

Administrative procedure 2360 also attached for information.

NOTE: Procedure reflects Board subcommittee revision regarding access to meeting minutes on the District website.

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)
	NOTE: Policy reflects Board subcommittee revision to clarify S/P is
	authorized to establish procedures, which will provide for collaboration
	with the Academic Senate.
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)
	NOTE: Policy reflects Board subcommittee revision to clarify S/P is
	authorized to establish procedures, which will include collaboration
	with the Academic Senate.
Board Policy 4220	Standards of Scholarship (no existing MPC policy)
•	NOTE: Policy reflects Board subcommittee revision to clarify S/P is
	authorized to establish procedures, which will include collaboration
	with the Academic Senate.
Board Policy 5220	Shower Facilities for Student (no existing MPC policy)
·	Administrative procedure 5220 also attached for information.
	NOTE: Procedure reflects Board subcommittee revision to correct
	typographical errors.

### **Budgetary Implications:**

None.

RESOLUTION: BE IT RESOLVED, That 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, be adopted.

Recommended By:	Dr. Walter Tribley, Superintendent/President	
Prepared By:	Vicki Nakamura, Assistant to the President	
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	



#### **GOVERNING BOARD POLICIES**

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:

### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

# 1000 SERIES GOVERNING BOARD POLICIES

# Organization and Procedures of the Governing Board

### 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:

### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

#### 1000 SERIES GOVERNING BOARD POLICIES

- A. <u>Organization and Procedures of the Governing Board</u>
  - 1020 Agenda and Public Notice (continued)
    - 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;
    - 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;
    - 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.

### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

# 1000 SERIES GOVERNING BOARD POLICIES

# 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. This version will be forwarded to the Board Chair and Vice Chair for discussion with the Superintendent/President.

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 Board Members**

Any Board member may request that an item be placed on the agenda. Items proposed will be considered for inclusion on a future agenda by the Governing Board under the Advanced Planning section of the regular meeting agenda.

### 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:

# 1000 SERIES GOVERNING BOARD POLICIES

# A. 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.



**Board of Trustees** Chapter 2

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. 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:



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 Ac

**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:

# 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 collaboration. 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:

# 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

E1: 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

# 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:

# 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 collaboration with the Academic Senate and 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:

# 3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

# A. <u>Educational Programs</u>

# 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. The procedures will include appropriate collaboration with the Academic Senate.

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:



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 general 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 5220 – Shower Facilities for Students

**References:** Education Code Section 76011

President's Cabinet Approved: April 20, 2017

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office

College Area

New Business Agenda Item No. Y

### **Proposal:**

That the Governing Board adopt Board Policies: 2100 – Board Elections; 2105 – Election of Student Trustee; 2345 – Public Participation at Governing Board Meetings; 2350 – Speakers; 2610 – Presentation of Initial Collective Bargaining Proposals; 2710 – Conflict of Interest; 2716 – Political Activity; 2720 – Communication among Governing Board Members; 2721 – Communications by Governing Board Members with College Staff; 2725 – Governing Board Member Compensation; 2730 – Governing Board Member Health Benefits; 2735 – Governing Board Member Travel; 2800 – Complaints and Charges Made to the Governing Board; 3100 – Organizational Structure; 3250 – Institutional Planning; 3255 – Outcomes Assessment; 3600 – Auxiliary Organizations; 3950 – Display of Flags; 6620 – Naming of Facilities; and 6740 – Citizens' Bond Oversight Committee

# 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 for the Board of Trustees, general institution, and administrative services areas were presented to the Board for a first reading at the June 21 special Board meeting. A summary of the Board subcommittee's recommendations were shared at the meeting. In the interim, Administrative Procedure 3100 has been added for information, as noted below. The policies are recommended for adoption:

Board Policy 2100	Board Elections (replaces existing MPC policy 1005)
Board Policy 2105	Election of Student Trustee (replaces existing MPC policy 1030)
<b>Board Policy 2345</b>	Public Participation at Governing Board Meetings (replaces existing MPC
•	policy 1025)
Board Policy 2350	Speakers (no existing MPC policy)

Board Policy 2610	Presentation of Initial Collective Bargaining Proposals (replaces existing MPC policy 5210)
	Administrative procedure 2610 also attached for information.
D D. 1: 2710	Conflict of Interest (replaces existing MPC policy 1300)
Board Policy 2710	Administrative procedure 2710 and 2712 also attached for information.
D 1D 1' 0716	
Board Policy 2716	Political Activity (no existing MPC policy)
Board Policy 2720	Communication among Governing Board Members (no existing MPC policy)
Board Policy 2721	Communications by Governing Board Members with College Staff
	(replaces existing MPC policy 1060)
Board Policy 2725	Governing Board Member Compensation (replaces existing MPC policy 1100)
Board Policy 2730	Governing Board Member Health Benefits (replaces existing MPC policy 1110)
Board Policy 2735	Governing Board Member Travel (replaces existing MPC policy 1105)
	Administrative procedure 2735 also attached for information.
Board Policy 2800	Complaints and Charges Made to the Governing Board (replaces existing
	MPC policy 1055)
Board Policy 3100	Organizational Structure (replaces existing MPC policies 2000 and 5045)
	NOTE: Administrative procedure 2735 also attached for information
Board Policy 3250	Institutional Planning (no existing MPC policy)
	Administrative procedure 3250 also attached for information.
Board Policy 3255	Outcomes Assessment (no existing MPC policy)
Board Policy 3600	Auxiliary Organizations (no existing MPC policy)
·	Administrative procedure 3600 also attached for information.
Board Policy 3950	Display of Flags (replaces existing MPC policy 1420)
Board Policy 6620	Naming of Facilities (replaces existing MPC policies 1430 and 1435)
Board Policy 6740	Citizens' Bond Oversight Committee (no existing MPC policy)
•	Administrative procedure 6740 also attached for information.

# **Budgetary Implications:**

None.

$\boxtimes$	<b>RESOLUTION: BE IT RESOLVED,</b> That 2100 – Board Elections; 2105 – Election of
	Student Trustee; 2345 – Public Participation at Governing Board Meetings; 2350 – Speakers; 2610
	<ul> <li>Presentation of Initial Collective Bargaining Proposals; 2710 – Conflict of Interest; 2716 –</li> </ul>
	Political Activity; 2720 – Communication among Governing Board Members; 2721 –
	Communications by Governing Board Members with College Staff; 2725 – Governing Board
	Member Compensation; 2730 – Governing Board Member Health Benefits; 2735 – Governing
	Board Member Travel; 2800 - Complaints and Charges Made to the Governing Board; 3100 -
	Organizational Structure; 3250 – Institutional Planning; 3255 – Outcomes Assessment; 3600 –
	Auxiliary Organizations; 3950 – Display of Flags; 6620 – Naming of Facilities; and 6740 –
	Citizens' Bond Oversight Committee, be adopted.
	- 0.1

Recommended By:	Dr. Walter Tribley, Superintendent/President	======================================
Prepared By:	Vicki Nakamura, Assistant to the President	
Agenda Approval:	Dr. Walter Tribley, Superintendent/President	



Chapter 2 Board of Trustees

2100

#### **BP 2100** Board Elections

The term of office of each trustee shall be four years, commencing at the first Board meeting in December following the November election. Effective with the November 2018 election, elections shall be held every two years, in even numbered years. Trustees from Trustee Areas 1 and 2 shall be elected in 2018 and at four-year intervals thereafter. Trustees from Trustee Areas 3, 4, and 5 shall be elected in 2020 and at four-year intervals thereafter. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The five members of the Governing Board are elected by the residents of the five trustee areas created by the Monterey County Board of Education on August 11, 2008. The trustee areas are:

**Trustee Area 1** consists largely of the portion of the City of Seaside from Military Avenue southward to the City of Del Rey Oaks. Trustee Area 1 includes Sand City.

**Trustee Area 2** is largely the northern section of the City of Seaside and the City of Marina.

**Trustee Area 3** is largely the area of the City of Monterey, Del Rey Oaks and the unincorporated area of the former Fort Ord.

Trustee Area 4 is largely the City of Pacific Grove and the Del Monte Forest Area.

**Trustee Area 5** is largely the City of Carmel-by-the-Sea, the Carmel Valley area, and the area of the City of Monterey south of Highway 68 and surrounding Jacks Peak Park.

Detailed maps of the District's trustee areas are available from the Monterey County Elections Department and are posted on the Board of Trustees webpage.

The election of a board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

References: Education Code Sections 5000 et seq. and 72036

Formerly Governing Board Policy 1005 – Composition and Authority of the Governing Board

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

Revised, Renumbered, and Adopted:

## 1000 SERIES GOVERNING BOARD POLICIES

# A. Organization and Procedures of the Governing Board

### 1005 Composition and Authority of the Governing Board

The five (5) members of the Governing Board are elected by the residents of the five (5) Trustee Districts created by the Monterey County Board of Education on August 11, 2008.

Trustee Area One consists <u>largely</u> of the portion of the City of Seaside from Military Avenue southward to the City of Del Rey Oaks. Trustee Area One includes Sand City.

Trustee Area Two is largely the northern section of the City of Seaside and the City of Marina.

Trustee Area Three is largely the area of the City of Monterey, Del Rey Oaks and the unincorporated area of the old Fort Ord.

Trustee Area Four is <u>largely</u> the City of Pacific Grove and the Del Monte Forest Area.

Trustee Area Five is largely the City of Carmel-by-the-Sea, the Carmel Valley area, and the area of the City of Monterey south of Highway 68 and surrounding Jacks Peak Park.

Detailed maps of the Trustee areas for Monterey Peninsula College are available from the Monterey County Elections Department.

The election of a board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee area.

District elections shall commence on Election Day in November 2009 for Trustee Areas one and two.

District elections for Trustee areas Three, Four, and Five shall commence on Election Day in November 2011.

Trustees shall be elected for a term of four (4) years.

The Trustees so elected constitute the Board of Trustees of the Monterey Peninsula College District.

The Superintendent/President shall submit recommendations to the Board

# 1000 SERIES GOVERNING BOARD POLICIES

# A. Organization and Procedures of the Governing Board

1005 Composition and Authority of the Governing Board (continued)

regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law.

The Governing Board derives its authority for the development, management, control and operation of all properties, programs, policies and procedures of the District and College from Sections 72200-72282 of the Education Code of the State of California. The Board is subject to the provisions of the Constitution of the State of California, the laws of the State of California, particularly the Education Code, specific federal laws, the Rules and Regulation of Title 5, California Administrative Code, its own policies and procedures, and the expressed will of the electorate.

The Board may initiate and carry on programs, activities, or otherwise act in any manner, which is not in conflict with or inconsistent with or preempted by, any law, and which is not in conflict with the purpose for which the College District was established.

Board members have authority only when acting as a Board of Trustees legally in session or at the direction of a majority of the Board. The District shall not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions of the Board.

Reference: Education Code 72200, 72233.

Formerly Governing Board Policies 1.1, 1.2 and 1.8.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: February 23, 2010.



Chapter 2

**Board of Trustees** 

2105

#### **Election of Student Trustee BP 2105**

The student trustee of the Monterey Peninsula Community College District Governing Board shall be elected by all of the enrolled students of the student body in a general election held for that purpose. Normally, an election will be held in the spring semester so that the office is filled by June 1.

Candidates for the student trustee position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law, these policies, and the Constitution and Bylaws of the Associated Students of Monterey Peninsula College. The election will be conducted in accordance with administrative procedures established by the Superintendent/President.

The student trustee may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

If the seat of the student trustee becomes vacant during his/her term, the Governing Board may authorize the Associated Students of Monterey Peninsula College Council to appoint a student to serve the remainder of the term in accordance with procedures established by the Governing Board.

See Administrative Procedure 2105 – Election of Student Trustee

References: Education Code Sections 72023.5 and 72103

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

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

Revised, Renumbered, and Adopted:

## 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



**Chapter 2** Board of Trustees

2345

#### **BP 2345** Public Participation at Governing Board Meetings

The Governing Board shall provide opportunities for members of the general public to participate in the business of the Governing Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Governing Board in one of two ways:

1. There will be a time at each regularly scheduled Governing Board meeting for the general public to discuss items not on the agenda.

At the discretion of the Governing Board, members of the public wishing to present such items shall be asked to submit a written request at the beginning of the meeting to the Superintendent/President that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Governing Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy/Administrative Procedure 2340 -- Agendas.

Members of the public also may speak to items on the agenda at the Board meeting and submit written communications to the Board on agenda items. Written communication regarding items on the Board's agenda should reach the office of the Superintendent/President not later than three working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

References:

Education Code Section 72121.5;

Government Code Sections 54954.3 and 54957.5

Formerly Governing Board Policy 1025 – Public Appearance Before the Board and Conduct of Board Meetings

Adopted: April 13, 1988

Revised: June 22, 1994; June 22, 2010: Renumbered, Revised, and Adopted:

#### 1000 SERIES GOVERNING BOARD POLICIES

# A. Organization and Procedures of the Governing Board

# 1025 Public Appearance Before the Board and Conduct of Board Meetings

All meetings of the Governing Board, except closed sessions, will be open to the public who may address the Board on items appearing on the agenda, as well as items not on the agenda provided no action is taken by the Board on non-agenda items. Members of the public may also request that matters directly related to District business be placed on the agenda of future meetings.

Public appearances before the Board are subject to the following conditions:

#### Public Discussion of Agenda Items

Discussion by the public of items on the agenda may be made as such items come up, but will ordinarily be made under the agenda item "Comments from Visitors" in order to facilitate the conduct of the meeting. Persons addressing the Board shall, when requested, identify themselves and state the name of any agency or organization, which they represent. The Board President may set time limitations for any discussion of agenda items or discussion of other District business not on the agenda addressed by the public.

The Board Chair on behalf of the Board shall acknowledge the presentation. All Board questions pertaining to matters raised under "Comments from Visitors" shall be directed to the Superintendent/President.

#### Comments from Visitors

The order of business of any regularly scheduled meeting will include an opportunity for the public to address the Board under the agenda item entitled "Comments from Visitors." Any member of the staff, any resident of the District, student or parent of a student, or any group or organization operating within the District, may request that a matter directly related to District business be placed on a future agenda. The request may be oral or in writing, preferably the latter. The Secretary, upon receipt of a written request, no later than 10:00 A.M. at least ten (10) working days in advance of a regularly scheduled meeting of the Board, shall schedule the item as a sub-division to "Comments from Visitors" for the next regular meeting or a later meeting within reasonable expectations. The Secretary will then notify the group or individual of the time and place of the meeting.

The written request shall include the name, address and telephone number of the person or organization, and shall include a statement of the action requested, if any, and pertinent background information on the matter. No action shall be taken on any item not appearing on the agenda when raised by the public unless the action is otherwise authorized under one or more of the three conditions listed in Section 1020.

## 1000 SERIES GOVERNING BOARD POLICIES

- A. Organization and Procedures of the Governing Board
  - 1025 Public Appearance Before the Board and Conduct of Board Meetings (continued)

Complaints and charges against individual employees of the District presented to the Governing Board shall be made in accordance with Section 1055 of the Governing Board Policies.

Reference: Education Code 72121.5, Government Code 54954.3.

Formerly Governing Board Policies 1.9.2 and 1.14.

Revised, renumbered and adopted: April 13, 1988.

Revised and re-adopted: June 22, 1994.

Revised and re-adopted: June 22, 2010.



Chapter 2

**Board of Trustees** 

2350

BP 2350 Speakers

Persons may speak to the Governing Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Governing Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Governing Board are subject to the following:

- 1. The President of the Governing Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Governing Board or if their remarks are unduly repetitive.
- 2. Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Governing Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Governing Board implementing that section.
- 3. No member of the public may speak without being recognized by the President of the Governing Board.
- 4. Each speaker will be allowed a maximum of 3 minutes per topic. This time limit may be extended at the discretion of the Governing Board.
- 5. At the discretion of the Governing Board, a maximum time allotment for public speakers on any one subject may be established, regardless of the number of speakers at any one Governing Board meeting. This time limit may be extended at the discretion of a majority of the Governing Board.
- 6. Each speaker coming before the Governing Board is limited to one presentation per specific agenda item before the Governing Board, and to one presentation per meeting on non-agenda matters.

See Board Policy 2345 – Public Participation at Governing Board Meetings and Board Policy 2355 – Decorum

**References:** Education Code Section 72121.5;

Government Code Sections 54950 et seq.

Adopted:



**Chapter 2** Board of Trustees

2610

### **BP 2610** Presentation of Initial Collective Bargaining Proposals

The Superintendent/President shall develop administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Governing Board of initial proposals for collective bargaining. The intent of Government Code Section 3547 is to inform the public of the issues that are being negotiated upon and provide full opportunity for the public to express their views to the District.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines specified in the bargaining agreements between the District and the Monterey Peninsula College Teachers Association, and the California School Employees Association Chapter #245- MPCEA/CSEA.

See Administrative Procedure 2610 – Presentation of Initial Collective Bargaining Proposals

References: Government Code Section 3547

Formerly Governing Board Policy 5210 - Contract Proposals-Public Notice

**Adopted:** May 10, 1989

Renumbered, Revised, and Adopted:

### 5000 SERIES PERSONNEL

# C. <u>Employee Organizations</u>

# 5210 Contract Proposals Public Notice

- 1. All initial proposals of recognized exclusive representatives of Monterey Peninsula Community College District (MPCCD) employees and all initial proposals of the MPCCD shall be presented at a public meeting of the Governing Board and thereafter shall be public records. The proposals must be made in writing, and copies shall be made available to the public at the meeting by the respective parties initiating the proposals. Oral presentations and discussions may be initiated by either the exclusive representative or the Board, but neither party shall enter into negotiations at the initial presentation and neither party shall attempt to use the presentation to benefit the negotiating position of either party. All initial proposals will be sent to the local media along with the date for public expression on the proposals, and copies of the proposals will also be made available after the meeting through the Superintendent/President's Office.
- 2. The public shall have an opportunity to express itself on the employee proposal at a public meeting of the Governing Board after a reasonable amount of time (not less that six (6) days) has elapsed from the public presentation of the employee proposal. The Board shall adopt its initial proposal at any time after the public has had an opportunity to express itself but as soon as reasonably possible to allow sufficient time for meeting and negotiating prior to the adoption of the final budget for the ensuing year and sufficiently in advance of such adoption date so that there is adequate time for agreement to be reached, or for the resolution of an impasse.
- New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within 24 hours by:
  - (1) posting the proposal on the bulletin board by the Personnel Office,
  - (2) making copies of the proposal available to the public through the College Superintendent/President's Office, and
  - (3) sending copies to the news media.

If a vote is taken on a new subject by the Governing Board, the vote thereon by each member voting shall also be made public within twenty-four (24) hours by a roll call vote in a public meeting and inclusion in the minutes of the public meeting.

Reference: Government Code 3547.

Formerly Governing Board Policy 5.13.

Re-adopted: May 10, 1989.



Chapter 2 Board of Trustees 2610

## AP 2610 Presentation of Initial Collective Bargaining Proposals

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Governing Board:

- 1. The exclusive representative or the District must present the initial collective bargaining proposal in writing to the Governing Board at a public meeting. Copies shall be made available to the public at the meeting by the respective parties initiating the proposals.
- 2. The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Governing Board meeting. The opportunity for public response shall appear on the Governing Board's regular agenda and be conducted as a public hearing. Public response shall be taken in accordance with the Board's policies regarding speakers.
- 3. After the public has an opportunity to respond to an initial proposal presented by the District, the Governing Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Governing Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- 4. If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
- 5. When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.



When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

- 1. The amendment shall appear on the agenda as a notice item, for action at a subsequent Governing Board meeting.
- 2. The public shall have an opportunity to respond to the amendment at a subsequent Governing Board meeting. The public response shall be indicated on the agenda.

See Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals

**Reference:** Government Code Section 3547

**President's Cabinet Approved:** 



Chapter 2 Board of Trustees

2710

#### **BP 2710** Conflict of Interest

Governing Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or board of which they are members.

A Governing Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Governing Board member who has a remote interest in any contract considered by the Governing Board shall disclose his/her interest during a Governing Board meeting and have the disclosure noted in the official Governing Board minutes. The Governing Board member shall not vote or debate on the matter or attempt to influence any other Governing Board member to enter into the contract.

A Governing Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Governing Board members who may be affected by their official actions, and prevent members from making or participating in the making of Governing Board decisions which may foreseeably have a material effect on their financial interest.

Governing Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Governing Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedure 2710 – Conflict of Interest and Administrative Procedure 2712 – Conflict of Interest Code

References: Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;

Title 2 Sections 18730 et seq.

Formerly Governing Board Policy 1300 – Conflict of Interest: Governing Board and Designated Positions

Adopted: April 13, 1988 Revised: November 23, 2004

Renumbered, Revised, and Adopted:

## 1000 SERIES GOVERNING BOARD POLICIES

### D. Conflict of Interest

# 1300 Conflict of Interest: Governing Board and Designated Positions

No member of the Board of Trustees shall have any financial interest in any contract or purchase order authorized by the Board.

The terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the appendices to the Board Policies in which officials and employees are designated and disclosure categories are set forth, are incorporated by reference and constitute the Conflict of Interest Code for the Monterey Peninsula Community College District. The Conflict of Interest Code is included as Appendix 1300 of the Governing Board Policies Handbook.

Reference: California Administrative Code, Title 5, 18730.

Adopted: April 13, 1988.

Revised and adopted: November 23, 2004.



Chapter 2 Board of Trustees 2710

AP 2710 Conflict of Interest

## Incompatible Activities (Government Code Sections 1099 and 1126)

Governing Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Governing Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Governing Board member shall be deemed to have forfeited the first office upon acceding to the second.

### Financial Interest (Government Code Sections 1090 et seq.)

Governing Board members and employees shall not be financially interested in any contract made by the Governing Board or in any contract they make in their capacity as members of the Governing Board or as employees.

A Governing Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Governing Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Governing Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Governing Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.

#### No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Governing Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

# Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Governing Board member or employee determines that he/she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Governing Board's official minutes. In the case of an employee, this



announcement shall be made in writing and submitted to the Governing Board. A Governing Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself/herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Governing Board member may, however, discuss the issue during the time the general public speaks on the issue.

### Gifts (Government Code Section 89503)

Governing Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Governing Board members and designated employees.

Governing Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. The term "honorarium" does not include:



- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade, or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

#### Representation (Government Code Section 87406.3)

Elected officials and the Superintendent/President shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

See Board Policy 2710 – Conflict of Interest and Administrative Procedure 2712 – Conflict of Interest Code

References: Education Code Section 72103(b);

Government Code Sections 1090 et seq., 1099, 1126, 87100 et seq., 87105,

87200-87210, 87406.3, 89501, 89502, 89503, and 89506;

Title 2 Sections 18700 et seq.;

2 Code of Federal Regulations Part 200.318(c)(1)

**President's Cabinet Approved:** 



**Chapter 2** Board of Trustees

2712

#### AP 2712 Conflict of Interest Code

**NOTE:** This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The numbering system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in **Section 13** below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

#### **Section 1. Definitions**

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

### **Section 2. Designated Employees**

The persons holding positions listed in **Section 13** are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

#### **Section 3. Disclosure Categories**

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated



employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in **Section 13** specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in **Section 13**. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

#### Section 4. Statements of Economic Interests: Place of Filing

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

#### Section 5. Statements of Economic Interests: Time of Filing

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

<sup>&</sup>lt;sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

<sup>&</sup>lt;sup>2</sup> See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.



- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

# Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
  - 1. File a written resignation with the appointing power; and
  - 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

### Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.



### Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure. When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:
  - 1. A statement of the nature of the investment or interest;
  - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
  - 3. The address or other precise location of the real property;
  - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:
  - 1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
  - 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
  - 3. A description of the consideration, if any, for which the income was received;
  - 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
  - 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

<sup>&</sup>lt;sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>&</sup>lt;sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>&</sup>lt;sup>5</sup> A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.



- 1. The name, address, and a general description of the business activity of the business entity;
- 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

### Section 8. Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

### Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

<sup>&</sup>lt;sup>6</sup>. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

#### Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:



- 1. Loans made to the campaign committee of an elected officer or candidate for elective office.
- Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
- 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
- 4. Loans made, or offered in writing, before January 1, 1998.

#### Section 8.3. Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
  - 1. Loans made to the campaign committee of the elected officer.
  - 2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
  - 3. Loans made, or offered in writing, before January 1, 1998.
- (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

#### Section 8.4. Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
  - 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
  - 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
    - a. The date the loan was made.



- b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- (B) This section shall not apply to the following types of loans:
  - 1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
  - 2. A loan that would otherwise not be a gift as defined in this title.
  - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
  - 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
  - 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

#### Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or



(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

### Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

### Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

#### Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

### Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

#### Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section



87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

### Section 13. Designated Positions and Disclosure Requirements

(A) The persons occupying the following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

Governing Board
Superintendent/President
Vice President for Academic Affairs
Vice President for Student Services
Vice President for Administrative Services
Vice President of Advancement
Consulting Attorneys

(B) **Designated positions**, and the Disclosure Categories assigned to them, are as follows:

<b>Designated Positions</b>		Disclosure Categories
1.	Governing Board	1,2,3,4,5,6
2.	Superintendent/President	1,2,3,4,5,6
3.	Vice President for Academic Affairs	1,2,3,4,5,6
4.	Vice President for Student Services	1,2,3,4,5,6
5.	Vice President for Administrative Services	1,2,3,4,5,6
6.	Vice President of Advancement	1,2,3,4,5,6
7.	Consulting Attorneys	1,2,3,4,5,6
8.	Administrators:	
	Dean of Instruction	5,6
	Dean of Instructional Planning	5,6
	Dean of Planning, Research, and Institutional Effectiveness	5,6
	Dean of Student Services	5,6
	Associate Dean of Human Resources	5,6
9.	Others (will include all who are authorized to	
	purchase within a given budget allowance):	
	Controller	4,5,6
	Custodial/Evening Site Supervisor	5,6
	Director of Admissions and Records	5,6
	Director, Athletics	5,6
	Director, Child Development Center	5,6
	Director, Information Systems	5,6
	Director, Facilities, Planning and Management	5,6
	Director, Institutional Research	5,6



Designated Positions	Disclosure Categories
Director, Marine Advanced Technology	5,6
Education (MATE)	5,6
Associate Director, Marine Advanced Technology	5,6
Education (MATE)	5,6
Director, Marketing and Communications	5,6
Director, Maurine Church Coburn School of	5,6
Nursing	5,6
Director, Security and Emergency Operations	5,6
Director, Public Safety Training Center	5,6
Director, Student Financial Services	5,6
Director, Student Success and Equity	5,6
Facilities Operations Supervisor	5,6
Purchasing Agent	4,5,6
Division Chairpersons of:	5,6
Business/Technology	5,6
Counseling	5,6
Creative Arts	5,6
Humanities	5,6
Library & Technology Center	5,6
Life Science	5,6
Physical Education	5,6
Physical Science	5,6
Social Science	5,6
Consultants	1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President or designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President or designee's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

(C) **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.



**Category 1:** All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

**Category 2:** All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

**Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

**Category 4:** All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

**Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

**Category 6:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

See Board Policy/Administrative Procedure 2710 – Conflict of Interest

**References:** Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;

Title 2 Section 18730

Formerly Governing Board Policy Section 13 1300 - Conflict of Interest Code

Adopted: April 13, 1988

Revised: December 5, 2003; November 23, 2004; December 14, 2016

Renumbered, Revised, and Adopted:

Chapter 2 Board of Trustees 2716

## **BP 2716** Political Activity

Members of the Governing Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Governing Board may by resolution express the Governing Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

See also Board Policy/Administrative Procedure 7370 – Political Activity

**References:** Education Code Sections 7054, 7054.1, and 7056;

**Government Code Section 8314** 

Adopted:

Chapter 2 Board of Trustees

2720

# **BP 2720** Communications among Governing Board Members

Members of the Governing Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Governing Board. In addition, no other person shall make serial communications to Governing Board Members.

**References:** Government Code Section 54952.2

Adopted:



Chapter 2 Governing Board

2721

# BP 2721 Communications by Governing Board Members with College Staff

Members of the Governing Board will normally make requests for substantive information concerning College matters directly to the Superintendent/President. If Board members communicate directly with staff members on substantive matters related to College business, they shall notify the Superintendent/President.

**References:** No Specific References

Formerly Governing Board Policy 1060 – Communications by Governing Board Members with College Staff

**Adopted:** April 13, 1988 **Renumbered and Adopted:** 

# 1000 SERIES GOVERNING BOARD POLICIES

- A. Organization and Procedures of the Governing Board
  - 1060 Communications by Governing Board Members with College Staff

Members of the Governing Board will normally make requests for substantive information concerning College matters directly to the Superintendent/President. If Board members communicate directly with staff members on substantive matters related to College business, they shall notify the Superintendent/President.

Adopted: April 13, 1988.



**Board of Trustees** Chapter 2

2725

#### **Governing Board Member Compensation BP 2725**

Members of the Governing Board shall receive no direct remuneration, other than health and welfare benefits and travel expenses for service as a member of the Governing Board.

References: Education Code Section 72024

Formerly Governing Board Policy 1100 -- Remuneration

Adopted: April 13, 1988

Renumbered, Revised, and Adopted:

# 1000 SERIES GOVERNING BOARD POLICIES

# B. Compensation of Board Members

# 1100 Remuneration

Members of the Governing Board shall receive no direct remuneration, other than those benefits described in Governing Board Policies 1105 and 1110, for service as a member of the Board.

Reference: Education Code 72425.

Formerly included in Governing Board Policy 1.1.

Revised, Renumbered and Adopted: April 13, 1988.



**Chapter 2** Board of Trustees

2730

# **BP 2730** Governing Board Member Health Benefits

Members of the Governing Board shall be permitted to participate in the District's health benefit programs. The benefits of members of the Governing Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

Former members of the Governing Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Governing Board after January 1, 1981; the member must have been first elected to the Governing Board before January 1, 1995; and the member must have served at least 12 years. All other former Governing Board members may continue to participate in the District's health benefits programs on a self-pay basis.

**References:** Government Code Sections 53201 and 53208.5

Formerly Governing Board Policy 1110 – Health and Welfare Benefits

Adopted: April 13, 1988

Revised: April 19, 1994; April 29, 2003 Renumbered, Revised, and Adopted:

#### 1000 SERIES GOVERNING BOARD POLICIES

# B. Compensation of Board Members

#### 1110 Health and Welfare Benefits

#### Active Board Members:

Pursuant to Government Code, current members of the Governing Board, except the student Board member, may participate in the Medical/Dental/Vision/Life Insurance programs under the same rules that apply to full-time management employees. Such participation shall be at the individual election of the Board member, paid for by the District.

#### Former Board Members:

# Assuming office prior to November 1, 1998:

The District shall provide for the continuation of Medical and Life Insurance for former Board members who elect to receive them who served in office after January 1, 1981, and whose total service at the time of termination is not less than twelve (12) years. The Medical and Life Insurance benefits for former Board members will be the same as those provided to eligible retired management employees.

The District shall also provide the above Medical and Life Insurance benefits for former Board members who have completed one or more terms of office, but less than twelve (12) years, and who pay the full costs of the Medical and Life Insurance plans. The level of Medical and Life insurance benefits available to former Board members will be the same as those available to retired management employees.

The District shall provide Dental and Vision Insurance to former Board members only at the same levels and under the same rules that apply to retired management employees.

b) Assuming office on or after November 1, 1998, shall not be entitled to participate in the health benefits plan of the District upon leaving office, except as allowed by COBRA.

Reference: Government Code 53201, 53205, 53205.1 as amended.

Adopted: April 13, 1988.

Revised and Re-Adopted: April 19, 1994, April 29, 2003.



Chapter 2 Board of Trustees

2735

# **BP 2735** Governing Board Member Travel

The District shall provide actual and necessary expenses incurred by Governing Board members in authorized travel at conferences or professional meetings as representatives of the District, as prescribed by District travel procedures.

See Administrative Procedure 2735 – Governing Board Member Travel

**References:** Education Code Section 72423

Formerly Governing Board Policy 1105 - Travel Expenses

Adopted: April 13, 1988

Renumbered, Revised, and Adopted:

### 1000 SERIES GOVERNING BOARD POLICIES

# B. <u>Compensation of Board Members</u>

# 1105 Travel Expenses

The District shall provide actual and necessary expenses incurred by Board members in authorized travel on school business or at conferences or professional meetings, as prescribed by District travel procedures.

Reference: Education Code 27423; 72425.

Formerly included in Governing Board Policy 1.1.

Revised, Renumbered and Adopted: April 13, 1988.



**Chapter 2** Board of Trustees

2735

### AP 2735 Governing Board Member Travel

Governing Board members are required to comply with board policies and administrative procedures established for District employees, including completion of travel and conference reimbursement forms. Trustees requesting travel and meeting expenses should plan ahead to avoid unnecessary short-notice travel or meeting expenses and late registration charges. On request, the President's Office staff will assist Governing Board members with travel arrangements and the completion of appropriate forms.

# Approval

Any travel which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Governing Board prior to the onset of the travel.

The Governing Board Chair or Superintendent/President must authorize travel within the state with reimbursable expenses less than \$1,000. The Board Chair or Superintendent/President shall sign all travel reimbursement forms.

See Board Policy 2735 – Governing Board Member Travel and Board Policy/Administrative Procedure 7400 – Employee Travel

Reference:

**Education Code Section 72423** 

**President's Cabinet Approved:** 



Chapter 2 Board of Trustees 2800

# BP 2800 Complaints and Charges Made to the Governing Board

All charges or complaints made against employees of the District and presented to the Governing Board or to individual Board members directly shall be referred to the Superintendent/President for investigation and report unless they refer directly to the Superintendent/President.

Any complaints received by an individual Board member will be referred to the Superintendent/President for investigation. Following the investigation, the Superintendent/President will then communicate to the person making the complaint with a copy to all Board members. If the Board member prefers, the Superintendent/ President will communicate his/her findings back to the Board member, who will be responsible for contacting the complainant, and copies of the investigation report will be sent to all Board members.

Anonymous complaints will be disregarded by the Board and individual Board members.

**References:** No specific references

Formerly Governing Board Policy 1055 – Complaints and Charges Made to the Governing Board

Adopted: April 13, 1988

Renumbered, Revised, and Adopted:

### 1000 SERIES GOVERNING BOARD POLICIES

# Organization and Procedures of the Governing Board

#### 1055 Complaints and Charges Made to the Governing Board

All charges or complaints made against employees of the District and presented to the Governing Board or to individual Board members directly shall be referred to the Superintendent/President for investigation and report unless they refer directly to the Superintendent/President.

Any complaints received by an individual Board member will be referred to the Superintendent/President for investigation. Following the investigation, the Superintendent/President will then communicate to the person making the complaint with a copy to all Board members. If the Board member prefers, the Superintendent/President will communicate his/her findings back to the Board member, who will be responsible for contacting the complainant, and copies of the investigation report will be sent to all Board members.

Anonymous complaints will be disregarded by the Board and individual Board members.

Reference: Governing Board Policy 5595.

Formerly Governing Board Policy 1.13.

Revised, Renumbered and Adopted: April 13, 1988.



**Chapter 3** General Institution

3100

**BP 3100** Organizational Structure

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District. The charts are a structural outline of administrative responsibility. The organizational charts are subject to review by the Governing Board.

See Administrative Procedure 3100 - Organizational Structure

**References:** Education Code Section 72400

Formerly Governing Board Policies 2000 – Organization Chart and 5045 – Line of Responsibility

Adopted: June 1, 1988 for Policy 2000 and May 10, 1989 for Policy 5045

Renumbered, Revised, and Adopted:

# 2000 SERIES ADMINISTRATION & BUSINESS SERVICES

# A. Organization of the College

### 2000 Organization Chart

The Superintendent/President shall maintain a current Organization Chart (following page), which delineates the line of responsibility within the College. The chart shall be reviewed and approved annually by the Governing Board upon recommendation of the Superintendent/President. Detailed statements of the functions and responsibilities of each of the major administrative officers of the College shall also be maintained, and included as Appendix 2000 of the Governing Board Policies.

The Organizational Chart shall be considered as a diagrammatic outline of administrative responsibility, but it is recognized that such a structure should not prevent a free flow of communication and information within the College.

Reference: Governing Board Policy 5045.

Formerly Governing Board Policy 2.1

Revised, Renumbered and Adopted: June 1, 1988.

### 5000 SERIES PERSONNEL

# A. All Employees

# 5045 Line of Responsibility

Each employee of the College shall be responsible to the Governing Board through the Superintendent/President.

Administrative responsibility is delegated to the department heads, the division chairpersons, and the administrative officers, as outlined in the respective job descriptions. Although it is not anticipated that a rigid pattern of authority will be established which will prevent a free flow of communication and assistance within the College, general lines of communication shall be observed.

Reference: Governing Board Policy 2000.

Formerly Governing Board Policy 5.8.

Revised, Renumbered and Adopted: May 10, 1989.



**General Institution** Chapter 3

3100

#### **AP 3100 Organizational Structure**

Each employee of the District shall be responsible to the Governing Board through the Superintendent/President.

Administrative responsibility is delegated to administrative officers and department managers, as outlined in the respective job descriptions.

The Superintendent/President's Office oversees the maintenance of the organizational charts which delineate the reporting structure. Copies of the organizational charts are available in the Human Resources Office and on the District's website.

See Board Policy 3100 – Organization Structure

**References:** Education Code Section 72400;

Title 5 Section 53200

**President's Cabinet Approved:** 



#### **GOVERNING BOARD POLICIES**

Chapter 3 General Institution

3250

# **BP 3250** Institutional Planning

The President/Superintendent shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

Institutional planning shall include plans required by law, including, but not limited to:

- Educational Master Plan
- Facilities Plan;
- Equal Employment Opportunity (EEO) Plan;
- Student Equity Plan;
- Student Success and Support Program Plan;
- Technology Plan;
- Transfer Center Plan;
- Cooperative Work Experience Plan; and
- Extended Opportunity Programs and Services (EOPS) Plan.

The Superintendent/President shall submit those plans (as required by Title 5) to the Governing Board for approval.

The Superintendent/President shall inform the Governing Board about the status of institutional planning and ensure that the Governing Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive institutional plans.

See Administrative Procedure 3250 – Institutional Planning

References: Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,

55510, and 56270 et seq.;

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3

Adopted:



**Chapter 3** General Institution

3250

#### AP 3250 Institutional Planning

The District's integrated planning processes are overseen by the Planning, Research, and Institutional Effectiveness Committee (PRIE). The PRIE committee shall:

- Initiate and oversee activities related to integrated planning processes including the development, implementation, and evaluation of MPC model for integrated planning
- Support and monitor the development of college planning documents, the Institutional Action Plan, and the Institutional Action Plan Annual Evaluation Report
- Ensure that institutional planning processes are informed by and connected to institutional data and research

In addition, the PRIE committee shall assess institutional planning processes. The PRIE committee shall:

- Evaluate MPC decision-making and planning processes every three years, prepare an assessment report, and revise the Integrated Planning Manual as needed
- Annually review the Integrated Planning Manual for minor corrections and update as needed

The PRIE committee shall guide program review activities at the District. The PRIE shall:

- Make recommendations to Academic Senate on the process and format for program review
- Review all program reviews and provide feedback
- Create annual summary of program reviews and action plans.
- Provide annual training on how to prepare effective program reviews

See Board Policy 3250 – Institutional Planning See Integrated Planning Manual

References: Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and

56270 et seq.;

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3

**President's Cabinet Approved:** 



## **GOVERNING BOARD POLICIES**

Chapter 3 General Institution 3255

**BP 3255** Outcomes Assessment

The outcome development and assessment process at Monterey Peninsula College is intended to be a framework to evaluate and improve student learning and guide resource allocation. The results of outcomes assessment are not intended to be used as a basis for performance evaluation of any employee class. The Superintendent/President shall work with appropriate constituencies to establish procedures to ensure that all outcomes are assessed in a systematic manner. Procedures related to assessment in non-administrative areas shall rely primarily upon the recommendations of the Academic Senate.

See Administrative Procedure 4023 – Student Learning Outcomes (SLO)

References: ACCJC Accreditation Eligibility Requirement 11

ACCJC Accreditation Standards I.B.1 - 2, I.B.5 - 6, I.C.3 ,II.A.1 - 3, II.A.9, and III.A.6

Adopted:



#### **GOVERNING BOARD POLICIES**

**Chapter 3** General Institution

3600

## **BP 3600** Auxiliary Organizations

The Governing Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Superintendent/President shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Governing Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Governing Board shall conduct its business in accordance with the administrative procedures adopted by the Superintendent/President pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Governing Board shall comply with Education Code provisions regarding:

- the composition of a Board of Directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

See Administrative Procedure 3600 - Regulations for Auxiliary Organizations

**References:** Education Code Sections 72670 et seq.;

Title 5 Sections 59250 et seq.

Adopted:



**Chapter 3** General Institution

3600

#### AP 3600 Regulations for Auxiliary Organizations

#### 1. Definitions

#### A. Board of Directors

The term, Board of Directors, as used herein means the governing board of an auxiliary organization.

#### B. Board of Trustees/Board

The term, Board of Trustees or Board, as used herein means the Board of Trustees of the Monterey Peninsula Community College District.

#### C. Board of Governors

The term, Board of Governors, as used herein means the Board of Governors of the California Community Colleges.

#### D. Superintendent/President

The term, Superintendent/President, as used herein means the Superintendent/President of the Monterey Peninsula Community College District.

#### E. District

The term, District, as used herein means the Monterey Peninsula Community College District.

#### 2. Recognition And Establishment of Auxiliary Organizations

Recognition of the establishment of an auxiliary organization by the Board of Trustees pursuant to Education Code Section 72672 (c) and California Code of Regulations, Title 5, Sections 59255 and 59257 (a) shall require:

- A. That a recommendation is submitted to the Board of Trustees by the Superintendent/President.
- B. Prior to the recognition of an auxiliary organization, a public hearing on the recommendation will be held at a time, place, and in the manner determined by the Board of Trustees;
- C. The approval of the establishment of the auxiliary organization by the Board of Trustees. Approval by the Board of Trustees shall include a designation of the recognized services, programs and functions and an identification of the number and category or categories of members of the Board of Directors of the auxiliary organization; and



D. The approval by the Board of Trustees of a written agreement between the District and the auxiliary organization under which one or more of the services, programs or functions described in Section 59259 are to be performed.

#### 3. Recognized Services, Programs, and Functions

Auxiliary organizations may be recognized and established for the purpose of providing activities which are an integral part of the Monterey Peninsula Community College District educational programs. The services, programs, and functions which may be undertaken by auxiliary organizations and which have been determined by the Board of Trustees and the Board of Governors to be appropriate include:

- (a) Student association or organization activities;
- (b) Bookstores;
- (c) Food and campus services;
- (d) Student union programs;
- (e) Facilities and equipment, including parking;
- (f) Loans, scholarships, grants-in-aid;
- (g) Workshops, conferences, institutes and federal projects;
- (h) Alumni activities;
- (i) Supplementary health services;
- (j) Gifts, bequests, devises, endowments and trusts; and
- (k) Public relations programs.

No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Section 59259 of Title 5, California Code of Regulations, by adding said function to the list of approved functions of auxiliary organizations.

In accordance with Education Code Section 72671 the services, programs, and functions may be performed by any auxiliary organization as part of a joint powers agreement.

#### 4. Composition And Size Of Boards Of Directors

The Board of Directors of each auxiliary organization shall have the following composition:

A. The Board of Directors of student associations or organizations shall consist primarily of students. The Superintendent/President or his/her representative shall attend and participate in meetings of the Board of Directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.



B. Any other District-approved auxiliary organization that is established pursuant to Education Code Section 72670 et. seq. shall have a Board of Directors appointed in accordance with the organization's Articles of Incorporation or Bylaws and consisting of voting membership from one or more of the following categories:

Board of Trustees of the District Administration and staff Faculty Members of the community Students

- C. Each auxiliary organization formed pursuant to Section 72670 et seq. of the Education Code shall have the benefit of the advice and counsel of at least one attorney admitted to practice in the State of California and at least one licensed certified public accountant; however, neither the attorney nor the public accountant need be a member of the Board of Directors.
- D. Each nonprofit corporation that existed prior to the effective date of these Regulations, and that is subsequently reorganized and established as an auxiliary organization under these Regulations, may continue to be governed by the Board of Directors existing at the time of recognition.

#### 5. Business Meetings

The Board of Directors of each auxiliary organization shall conduct its business in public meetings in accordance with Section 54940 <u>et. seq.</u> of the Government Code, and shall, during each fiscal year, hold at least one business meeting each quarter.

#### 6. Salaries, Working Conditions and Benefits of Full-Time Employees

- A. Except as otherwise provided in this Board Regulation, the Board of Directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions, and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.
- B. The Board of Directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purpose of this Regulation, a temporary employee is:



- (1) An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract or gift; or
- (2) An employee whose contract of employment is for a fixed term not exceeding three years.
- C. The Board of Directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purposes of this Regulation, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors, and the like, as determined by the Board of Directors of each auxiliary organization.
- D. Should retirement benefits be provided, they may, but need not, be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

#### 7. Expenditures and Fund Appropriation

The Board of Directors of an auxiliary organization shall approve all expenditure authorizations. Appropriations of funds for use outside of the normal business operations of the auxiliary organization shall be approved in accordance with Board of Trustee policy and further consistent implementing regulations adopted by the Board of Trustees.

#### 8. Accounting and Reporting

- A. The Board of Directors of all auxiliary organizations, except those exempted in Section 72673 of the Education Code, shall:
  - (1) Utilize a standard accounting and reporting system established by the Chancellor of the California Community Colleges in consultation with representatives of the Board of Governors.
  - (2) Implement financial standards which will assure the fiscal viability of such various auxiliary organizations. Such standards shall include proper provision for professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.



- B. Each District auxiliary organization shall submit its programs and budgets for review at a time and in a manner specified by the Superintendent/President or designee.
- C. Should the Superintendent/President determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the Superintendent/President, to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the Superintendent/President until further review is accomplished and an appropriate adjustment is made.

#### 9. Funds

A. All money collected by or on behalf of a student body auxiliary organization shall be deposited in trust by the chief business officer of the District. All such money shall be accounted for properly and, subject to the approval of the Superintendent/President or designee and the appropriate officer of said organization, be deposited or invested in any one or more ways specified in Sections 76063 and 76064 of the Education Code.

The chief business officer of the District shall be custodian of all unexpended funds and money collected by or on behalf of a student body auxiliary organization and shall provide the necessary accounting records and controls for such funds. These funds may be expended by the custodian only upon the submission of an appropriate claim schedule by officers of said organization.

- B. Trust funds shall be used specifically for the purpose designated in the instrument creating the trust.
- C. Funds of an auxiliary organization shall be used for purposes consistent with District policy where applicable, and shall not be used:
  - (1) To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local governmental entity of any kind.
  - (2) To make personal loans for non-educationally related purposes, except that such loans be made when specifically authorized by a trust instrument under which the funds were received.



- D. An indemnity bond shall be obtained by an auxiliary organization for its fiscal officer who is responsible for handling funds of the auxiliary organization.
- E. Grants, bequests, trusts, donations and gifts accepted by an auxiliary organization shall be maintained in accordance with policies and regulations established by the District.
- Funds derived by an auxiliary organization from indirect cost payments and which are not needed to provide adequate working capital, reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements shall be appropriated in a manner consistent with policies established by the District; uses of such funds shall be regularly reported to the Board of Trustees through the Superintendent/President.
- G. No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District, to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

#### 10. Authority and Responsibility of Auxiliary Organizations

- A. Auxiliary organizations shall not offer courses whether or not state funding is received.
- B. All services, programs, and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District. Upon Board of Trustee approval, an auxiliary organization may assume any of their services, programs and activities listed in Board Regulation 3 in order to provide the fiscal means and the management procedures that allow the District to carry on educationally-related activities.
- C. The Board of Trustees shall decide, after consulting with the donor, whether or not a donor's proposed gift to the District should be accepted by the District or referred to an auxiliary organization. Gifts to the District shall be accepted under the provisions of Education Code Section 72241 or 72303. Gifts to an auxiliary organization shall be accepted as authorized by the Regulations.
- D. The District shall maintain a list of all auxiliary organizations in good standing.



- (1) All auxiliary organizations which, after periodic review in the manner specified by Board Regulation 11b and 11c, are found to be in compliance with applicable laws and regulations shall be included in this list.
- When the Board of Trustees has reason to believe that a particular organization should be removed from this list, it shall give the Board of Directors of such organization reasonable notice that a conference will be held to determine whether grounds for removal do, in fact, exist, and representatives of said Board shall be entitled to be present at such conference and to be heard. Based upon such conference, the Board of Trustees shall decide whether a particular organization should be removed from the list. The Board of Trustees may remove such an auxiliary organization from said list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary organization not included on said list. Such actions shall be reported to the Board of Trustees.

#### 11. Recordkeeping

A. Records and Annual Audit

An auxiliary organization shall maintain adequate records and shall prepare an annual report showing its operations and financial status as may be required by the Board of Governors and the Superintendent/President.

- B. Compliance Review by Superintendent/President
  - The Superintendent/President's designee shall inspect and review all auxiliary organization procedures and practices to determine compliance with:
  - (1) Education Code Sections 72670 through 72682,
  - (2) any written agreement with the District,
  - (3) its Articles of Incorporation and Bylaws, and with
  - (4) policies, rules, and regulations of the Board of Governors and the Board of Trustees.

Following this review, the designee shall make his/her recommendations to the Superintendent/President and the Board of Directors of the auxiliary organization regarding said procedures and practices. This review shall be done at the end of the first complete year after approval and at least every three years thereafter. The decision of the Superintendent/President shall be made after he/she has invited comments from the Board of Directors of the auxiliary organization. Reports and statements shall cover all activities of the organization.



#### C. Audit

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Board of Governors, as contained in the *California Community College Auxiliary Organization Accounting and Reporting System*. Copies of the annual audit report shall be submitted to the Board of Trustees and to the Board of Governors' Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audit may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition which shall be disseminated as widely as feasible. Distribution of the published audited statement of its financial condition at a regularly scheduled meeting of the Board of Trustees shall be deemed compliance with this requirement. The audited statement shall be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy.

#### 12. Written Agreement

A written agreement between the Monterey Peninsula Community College District and each auxiliary organization is required for the performance by such auxiliary organization of any of the services, programs and functions listed in Board Regulation 3. If any auxiliary organization performs more than a single service, program or function, then the written agreement may cover any number of the functions its performs or a separate agreement may cover each function performed.

The written agreement shall, among other things, provide for the following:

- (a) The services, programs, or functions the auxiliary organization is to manage, operate, or administer.
- (b) A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.
- (c) The areas of authority and responsibility of the auxiliary organization and the District.
- (d) The facilities and services to be made available, if any, by the District to permit the auxiliary organization to perform services, programs or functions specified in the written agreement.



- (e) The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall not require involved methods of computation, and should be identified in sufficient time before it is incurred so that the organization may determine to what extent it shall be liable therefore.
- (f) Full reimbursement to the District for services performed by the District or by District employees under the direction of or in support of the auxiliary organization. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods of proration where services are performed by District employees for the organization shall be simple and equitable.
- (g) A simple and equitable method of determining in advance to what extent the organization shall be liable for indirect costs relating to federallysponsored programs.
- (h) The responsibility for maintenance and payment of operating expenses.
- (i) A statement that, with respect to expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the Board of Directors of the auxiliary organization.
  - The Board of Directors shall file with the Superintendent/President a statement of such policy on accumulation and use of public relation funds for all auxiliary organizations. The statement shall include the policy and procedure on solicitation of funds, source of funds, purpose for which funds will be used, expenditures, and procedures of control.
- (j) The disposition to be made of net earnings derived from facilities owned or leased by the auxiliary organization.
- (k) The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of operations under the agreement.
- (I) The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Sections 72670 through 72682 of the Education Code and with the regulations commencing with Section 59250



of Title 5 of the California Code of Regulations, as well as District Board policies.

#### 13. Use of the District Name

Except for student body associations organized and operating under Education Code Section 76060 <u>et seq.</u>, no organization may use the name of the Monterey Peninsula Community College District or otherwise represent a relationship with Monterey Peninsula Community College District unless it has been recognized and established as an auxiliary organization by the Board of Trustees and is in good standing with the District.

#### 14. Administration of Implementing Regulations

The Board of Trustees or its designee shall provide, and may from time to time, revise rules and procedures for the administration of and in conformance with these Regulations.

#### 15. Amendment

The Board of Trustees may from time to time, amend these implementing regulations subject to the approval of the Chancellor of the California Community Colleges.

**References:** Education Code Sections 72670 et seq.;

Government Code Sections 12580 et seq.;

Title 5 Sections 59250 et seq.

**Board Adopted:** October 24, 2000



## **GOVERNING BOARD POLICIES**

Chapter 3 General Institution

3950

BP 3950

**Display of Flags** 

# Activities with Respect to the United States and California State Flags

The flags of the United States and the State of California shall be flown during all college sessions and on District holidays, weather permitting. They will be flown at half-mast as directed by federal and state officials, or at the direction of the Superintendent/President to commemorate the death of any member of the Board of Trustees, faculty, administration, or staff, and in other special circumstances.

**References:** No references

Formerly Governing Board Policy 1420 – Flag Policy

Adopted: April 13, 1988

Renumbered, Revised and Adopted:

# 1000 SERIES GOVERNING BOARD POLICIES

## E. Board Policies

1420 Flag Policy

Activities with Respect to the United States and California State Flags

The flags of the United States and the State of California shall be flown during all school sessions and on school holidays, weather permitting. They will be flown at half-mast as directed by federal and state officials, or at the direction of the Superintendent/President to commemorate the death of any member of the Board of Trustees, faculty, administration or staff and in other special circumstances.

Reference: Education Code 82504.

Formerly Governing Board Policy 8.1.

Revised, Renumbered and Adopted: April 13, 1988.



#### **GOVERNING BOARD POLICIES**

Chapter 6

**Business and Fiscal Affairs** 

6620

**BP 6620** 

**Naming of Facilities** 

The Governing Board retains authority for naming District-owned facilities and properties. This shall include buildings, portions of buildings, college streets or roads, stadiums, fields and courts, areas of major assembly or activity, malls, and other large areas of campus circulation, and other facilities and properties, which are significant because of their use or visibility.

Each proposal for naming a District facility or property shall be considered on its own merits. No commitment for naming shall be made prior to Governing Board approval of the proposed name.

The Superintendent/President shall develop procedures to support this policy, including naming recommendations submitted by the Foundation.

See Administrative Procedure 6620 - Naming of Facilities

**References:** No Specific References

Formerly Governing Board Policies 1430 – Memorials and Monuments and 1435 – Naming of **Buildings and Other Property Components** 

Adopted: April 13, 1988 for Policy 1430 and September 18, 1990 for Policy 1435

Revised: January 26, 1999; March 28, 2000; April 23, 2002; June 24, 2008 for Policy 1435

Renumbered, Revised, and Adopted:

# 1000 SERIES GOVERNING BOARD POLICIES

# E. <u>Board Policies</u>

# 1430 Memorials and Monuments

Representative student groups may present a memorial or other monument in recognition of a person, living or dead, provided such memorial is recommended by the Associated Students of Monterey Peninsula College, and approved by the Governing Board.

Formerly Governing Board Policy 8.3.

Revised, Renumbered and Adopted: April 13, 1988.

#### 1000 SERIES GOVERNING BOARD POLICIES

#### E. Board Policies

#### 1435 Naming of Buildings and Other Property Components

The Board of Trustees of the Monterey Peninsula Community College District retains authority for naming college facilities and properties. This shall include buildings, portions of buildings, college streets or roads, stadiums, fields and courts, areas of major assembly or activity, malls, and other large areas of campus circulation, and other facilities and properties, which are significant because of their use or visibility.

By May 31 of each year the Board of Trustees (hereafter "The Board") shall identify and set forth in Board Policy 1435 "Naming Opportunities" for interior spaces of campus buildings; such as:

Offices
Conference Rooms
Laboratories
Other key interior spaces

And:

Exterior spaces such as:

Courtyards
Gardens
Streets
Bridges
Stadiums
Athletic Facilities
Decorative Walls
Landscaping Elements

And:

"Naming Opportunities" for campus buildings, monuments, sculptures and other permanent "Objects of Art."

By May 31 of each year the Board shall establish and/or revise the amount of donations that shall be required for naming each Space, Building, or other Objects identified as set forth above.

The Board shall have the authority to name Spaces, Buildings, or other Objects identified above to honor an individual who has rendered exceptional, extraordinary

#### 1000 SERIES GOVERNING BOARD POLICIES

#### E. Board Policies

## 1435 Naming of Buildings and Other Property Components (continued)

and unique services to the College which justify and warrant permanent recognition.

No such naming shall be approved by the Board until two (2) years after the retirement of an individual who has been employed by the College.

No such naming shall be approved by the Board for a decedent until two (2) years after the death of such individual.

The Board shall consider community, student, faculty, and staff input in the process of selecting names. An advisory committee of citizens and faculty may be appointed to review name suggestions and submit recommendations to the Superintendent/President for the Board's consideration. The Superintendent/President shall be responsible for receiving suggestions for naming buildings and facilities and for the composition of a community, student, faculty, and staff committee.

The Board will utilize the Governing Board sub-committee (two Governing Board members) to work with the Superintendent/President to evaluate and make recommendations for the naming of buildings and facilities.

Namings for gifts shall remain in effect for the life of the facility or unless a significant event or condition warrants changing the name.

Formerly Governing Board Policy 8.4.

Renumbered/Adopted/Revised: September 18, 1990; January 26, 1999; March 28, 2000; April 23, 2002; June 24, 2008.

## **GOVERNING BOARD POLICIES**

Chapter 6 Business and Fiscal Affairs

6740

**BP 6740** 

**Citizens' Bond Oversight Committee** 

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

See Administrative Procedure 6740 – Citizens' Bond Oversight Committee

References: Education Code Sections 15278, 15280, and 15282;

California Constitution Article XIIIA Section 1(b), Article XVI Section 18 (b)

Adopted:



Chapter 6 Business and Fiscal Affairs

6740

#### AP 6740 Citizens' Bond Oversight Committee

The Citizens' Bond Oversight Committee was established in February 2003 following voter approval of the college's \$145 million bond measure in November 2002.

The purpose of the Citizens' Bond Oversight Committee is:

- To inform the public about the District's expenditure of Proposition 39 bond proceeds;
- To review and report on the proper expenditure of Proposition 39 funds for facility construction; and
- To advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

#### **Activities of the Committee**

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect facilities and grounds to ensure that bond revenues are expended properly;
- Receive and review copies of any deferred maintenance proposals or plans developed by the District; and
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures.

#### Membership

The committee shall consist of at least seven members to serve for a term of two years and for no more than three consecutive terms. Members shall serve without compensation.

The committee shall be comprised of:

- One student enrolled and active in a community college support group, such as student government.
- One member active in a business organization representing the business community located within the District;
- One member active in a senior citizens' organization;
- One member active in a bona fide taxpayers' organization;
- One member a student both currently enrolled in the District and active in a campus group. The student may serve up to six months after his/her graduation;
- One member active in a support organization for the college, i.e, the MPC Foundation
- One member active in a support organization for the college, i.e., the GENTRAIN Society
- Two members of the community at-large.



With the exception of the student member, committee members must be at least 18 years of age and reside within District boundaries.

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the committee.

#### **District Assistance to the Committee**

The District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

#### **Public Meetings**

Meetings shall be open to the public and notice provided in accordance with the provisions of the Brown Act.

#### Reports

The committee shall present an annual report to the Governing Board, in public session, certifying the District is in compliance with Proposition 39 requirements as contained in the California Constitution, and providing a summary of its activities. Minutes from its proceedings, all documents received, and reports issued as a matter of public record shall be made available on an internet website maintained by the District.

See Board Policy 6740 – Citizens' Bond Oversight Committee, and MPCCD Citizens' Bond Oversight Committee Bylaws, Revised 10/2015

References:

Education Code Sections 15278, 15280, and 15282

**President's Cabinet Approved:** 

# **Monterey Peninsula Community College District**

# Governing Board Agenda

June 29, 2017

President's Office
College Area

New Business Agenda Item No. Z

## **Proposal:**

That the Governing Board rescind former Board Policies: 1065 – Community Relationships; 1070 – Dissemination of Information; 2130 – Purchasing; 2132 – Bids and Contracts; 2165 – Disposal of College Property; 2195 – Capital Construction; 4025 – College Readiness; 4030 – Academic Support Center; 4040 – Student Employment Services; 4045 – Housing Service; 4050 – Education Community Volunteer Program; 4135 – Attendance Policy; and 4420 – Advisors and Sponsors or Student Clubs and Organizations

#### Background:

An extensive update of board policies to reflect Community College League of California (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.

In the update process, several former policies have been superseded by new or revised policies. In addition, several existing policies unique to the District have been evaluated and recommended for deletion as no longer being required and to conform with CCLC policy guidelines. To eliminate any conflicts existing between the new/revised policies and previous policies as well as prevent potential legal liability, previous board policies will be rescinded as necessary.

The following former policies are recommended for rescission: Community Relationships (recommended for deletion by Board Board Policy 1065 subcommittee) Dissemination of Information (recommended for deletion by Board Board Policy 1070 *subcommittee*) Purchasing (superseded by BP 6330 - Purchasing) Board Policy 2130 Bids and Contracts (superseded by BP 6340 – Bids and Contracts) **Board Policy 2132** Disposal of College Property (superseded by BP 6550 – Disposal of District **Board Policy 2165** Property) Capital Construction (superseded by BP 6600 – Capital Construction) Board Policy 2195 College Readiness (recommended for deletion by Student Services Advisory Board Policy 4025 *Group*) Academic Support Center (recommended for deletion by Student Services Board Policy 4030 Advisory Group) Student Employment Services (recommended for deletion by Student Board Policy 4040 Services Advisory Group)

Board Policy 4045 Housing Service (recommended for deletion by Student Services Advisory Group)

Board Policy 4050 Education Community Volunteer Program (recommended for deletion by Student Services Advisory Group)

Board Policy 4135 Attendance Policy (recommended for deletion by Student Services Advisory Group)

Board Policy 4420 Advisors and Sponsors or Student Clubs and Organizations (recommended for deletion by Student Services Advisory Group)

**Budgetary Implications:** 

None.

RESOLUTION: BE IT RESOLVED, That former Board Policies: 1065 – Community Relationships; 1070 – Dissemination of Information; 2130 – Purchasing; 2132 – Bids and Contracts; 2165 – Disposal of College Property; 2195 – Capital Construction; 4025 – College Readiness; 4030 – Academic Support Center; 4040 – Student Employment Services; 4045 – Housing Service; 4050 – Education Community Volunteer Program; 4135 – Attendance Policy; and 4420 – Advisors and Sponsors or Student Clubs and Organizations, be rescinded.

Recommended By:

Dr. Wolten Tribley, Symposint and ant/Dragitlant

Dr. Walter Tribley, Superintendent/President

Prepared By: Viole Nolembra Assistant to the President

Vicki Nakamura, Assistant to the President

Agenda Approval:

Dr. Walter Tribley, Superintendent/President

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#### 1000 SERIES GOVERNING BOARD POLICIES

# A. Organization and Procedures of the Governing Board

# 1065 Community Relationships

The Governing Board recognizes the right of the public to information concerning its actions, policies, and the details of its educational and business operations. For this reason, copies of the agenda will be furnished free, or at cost at the discretion of the Board, to all interested persons and organizations upon request.

Copies of the minutes of the Board meetings may also be furnished to interested persons and organizations upon request.

The Board, through the Superintendent/President will provide for the dissemination throughout the District of information concerning the College and will assist in the interpretation of the educational program.

It will be the practice of the Board to utilize the advice and assistance of all interested groups and individuals in the solution of its educational and financial problems, although the Board alone will be the final policy agent.

Reference: Government Code 54954.1, 54957.2 and 54957.5.

Formerly Governing Board Policy 1.11.

Revised, Renumbered and Adopted: April 13, 1988.

# 1000 SERIES GOVERNING BOARD POLICIES

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

## 1070 <u>Dissemination of Information</u>

The administration will disseminate to communications media of the area appropriate press releases relating to the activities of the College.

The Superintendent/President or his/her staff, as delegated, will answer in a full and objective manner all reasonable requests for information about the business of the College, except for those matters, which the Board has invoked as privileged and confidential as prescribed in Governing Board Policy 1040.

Reference:

Government Code 54957.2 and 54957.5.

Evidence Code 1040.

Formerly Governing Board Policy 1.12.

Revised, Renumbered and Adopted: April 13, 1988.

## 2000 SERIES ADMINISTRATION & BUSINESS SERVICES

# B. <u>Business Services</u>

## 2130 Purchasing

The Purchasing Coordinator, working under the direction of the Vice President for Administrative Services, shall be responsible for the District's purchasing.

The purchasing department shall maintain a handbook delineating all purchasing procedures pertaining to the expenditure of District funds, bids, Uniform Public Construction Cost Accounting (UPCCA) projects and other contracts.

Reference:

Education Code 81651

Public Contract Code 20650

Adopted: June 1, 1988.

Revised and Adopted: August 23, 2011.

# 2000 SERIES ADMINISTRATION & BUSINESS SERVICES

# B. Business Services

## 2132 Bids and Contracts

The Board of Trustees delegates to the Vice President for Administrative Services or his/her designee the authority to issue public bids and enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the code references.

See Administrative Procedure 2132 Bids and Contracts.

Reference: Education Code 81641 et. seq.

Public Contract Code 20650 et. seq.

Adopted: August 23, 2011.

#### 2000 SERIES ADMINISTRATION & BUSINESS SERVICES

# B. Business Services

# 2165 Disposal of College Property

College property, which is no longer suitable for educational or operational purposes, shall be declared surplus and sold in accordance with the Education Code.

The Vice President for Administrative Services shall be responsible for recommending the surplus condition of such property, and for its proper disposal.

The disposition of published material or licensing the use of copyrights held by the District will be governed in accordance with the Education Code.

Reference: Education Code 81450 et seq.

Adopted: June 1, 1988.

# 2000 SERIES ADMINISTRATION & BUSINESS SERVICES

## B. Business Services

#### 2195 Capital Construction

The Board of Trustees has designated the Vice President for Administrative Services, hereafter referred to as Vice President, as their administrator of the District's capital outlay and construction program. The Board retains oversight of all construction projects.

The Vice President shall oversee the letting of public bids and monitor the progress of all construction work to include the workmanship, completion of work to specification, and the suitability of any changes to the scope and original design of the project. The Vice President shall have the authority to approve change orders that do not exceed ten percent of the contract. The Board will be advised of all change orders. The Vice President shall also assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Vice President shall prepare and submit to the Board of Trustees a five-year capital construction plan for submittal to the Board of Governors as required by law. The plan shall be annually updated according to the calendar prescribed by the Chancellor's Office and presented to the Board of Trustees for approval. The plan shall address, but not be limited to, the criteria contained in law.

The Board of Trustees shall approve all public bid contracts for construction.

Reference:

Education Code Sections 81005, 81820; Title 5, Section 57150 et seq.; Public

Contract Code 20659

Adopted: May 24, 2011

# 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

# A. Student Programs and Services

# 4025 College Readiness

Monterey Peninsula College offers a special learning program designed to help low income or first generation college students develop and strengthen their basic academic skills. Instruction is individualized and aimed at giving the student competency in writing, math, and science. Trained counselors help students select an educational objective and assist in personal development and career planning.

College credit is given for this program and financial aid is available upon qualification.

## 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

# A. Student Programs and Services

# 4030 Academic Support Center

Monterey Peninsula College offers a tutorial program to assist students to achieve their educational goals while attending college. Tutoring, in support of the instructional program, is offered through individual and small group tutorial sessions. Tutoring is intended to help students understand and successfully complete courses they are currently enrolled in. It is not intended to prepare students for future courses or tests. Students registered in core classes are eligible for tutoring, unless a tutor cannot be identified for the course in question or there is a scheduling conflict with the student and the tutor.

# 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

# A. Student Programs and Services

# 4040 Student Employment Services

The Governing Board of Monterey Peninsula College recognizes that the purpose of student employment is to provide an opportunity for students to obtain part time and summer employment while attending Monterey Peninsula College. The services of the Student Employment Office will include the processing of notices of employment for all work study and on-campus student employees, job recruitment and job development related to jobs for students, providing a liaison with the Employment Development Department and maintaining a listing of on-campus and off-campus jobs available for Monterey Peninsula College students.

#### 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

# A. <u>Student Programs and Services</u>

## 4045 Housing Service

The Governing Board of Monterey Peninsula College recognizes the importance of housing needs for students. It therefore offers a Housing Service to act as a liaison between students and members of the local community who have rentals that are identified as available to students. The Housing Service does not discriminate against any students and will not accept a listing that obviously or openly violates the affirmative action guidelines of the College.

The existence of this service does not guarantee students the availability of housing on the peninsula. Its function is to list available housing, requirements for occupancy or rental, and make that information available to students, in addition to information on how to contact the person(s) who have requested the listing.

The selection of a particular student or decision to rent to a Monterey Peninsula College student is the responsibility of the person who has requested the listing. Monterey Peninsula College does not accept the responsibility for the behavior of any student referred through the Housing Service, for any debts created by a student related to a rental acquired through a Housing Service referral, or for the threatening of a student by a landlord or landlady.

#### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

#### 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

#### A. Student Programs and Services

#### 4050 Education Community Volunteer Program

The Governing Board of Monterey Peninsula College recognizes the importance of experiential learning as a part of the education of students. To provide the opportunity to gain experience through volunteering, the Education Community Volunteer Program has been created.

This program is aimed at providing students with College credit for volunteer work they perform with local non-profit, public agencies and private agencies related to the academic major of the student. Students are not eligible for pay while earning unit credit for volunteer work in this program.

Adopted: December 14, 1988.

#### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

#### 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

#### B. <u>Regulations/Standards</u>

#### 4135 Attendance Policy

Regular attendance and consistent study are student responsibilities. A College student is expected to attend all of his/her class sessions. Failure to attend class can result in a lower grade or dismissal from class. Each instructor establishes the standards in the course information sheet. It is the student's responsibility to know the attendance requirements in each class and to be aware of his/her current attendance status. When the student has been absent or expects to be absent from a class, he/she should notify the instructor for the reason of the absence.

- 1. Students who do not attend the first class meeting may be dropped and be replaced by other students unless the student notifies the instructor in advance.
- Students who do not attend class (no-shows) during the first two weeks, must be dropped on the first census drop sheets by the instructor.
- 3. A student may initiate a withdrawal for any reason prior to 75 percent of a term (or 75 percent of a course, whichever is less) by filling out the necessary form and processing it through the Admissions and Records Office.
- 4. A lack of attendance, which leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped from class. When an instructor drops a student for inactive enrollment, the official drop date is the first date of excessive absence after the last day of attendance.
- 5. After 75 percent of a term (or 75 percent of a course, whichever is less) no student may drop or be dropped by an instructor. After that date an instructor must assign a grade other than "W."
- 6. If, in the judgment of the instructor, a student who has been dropped has a reasonable chance of succeeding in the course, the instructor may reinstate the student by sending the student (with an appropriate permission statement) to the Admissions and Records Office.

Reference: Education Code 76300.

Adopted: December 14, 1988.

#### MONTEREY PENINSULA COLLEGE GOVERNING BOARD POLICIES

#### 4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

#### E. Student Government and Activities

#### 4420 Advisors and Sponsors for Student Clubs and Organizations

Each club or organization approved by the Associated Students of Monterey Peninsula College (ASMPC) as an officially recognized student organization of the student body of Monterey Peninsula College must have an employee of the District as an advisor. Advisors will supervise, as necessary, meetings and official activities, including mandatory supervision of financial transactions, of the club or organization. Advisors will do what is prudent to ensure proper conduct in actions of the group for which they are responsible, but otherwise their duties are primarily advisory.

All authorized student functions must have proper chaperonage. Each advisor is expected to assume his or her share of this responsibility as determined by the Dean of Student Services. Student club and organization advisors are required to chaperone and/or provide for proper chaperonage for all the activities of his or her club or organization as required by this policy.

Student organizations and clubs, which wish to engage in off-campus activities, which require a chaperone, shall first receive approval from the Dean of Student Services. The College reserves the right to approve of deny College staff as chaperones, based on their individual interests, personal convictions or desires, and familiarity or lack thereof with College policy.

Reference: Education Code 76060, 76065.

Adopted: December 14, 1988.

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President'	S	Office
College	<b>A</b> i	rea

New Business Agenda Item No. AA

#### **Proposal:**

That the Governing Board approve the renumbering of Board Policies 4610 – Instructional Service Agreements (ISA) and 4615 – Contract Education

#### Background:

An extensive update of board policies to reflect Community College League of California (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.

At the October 28, 2015 meeting two existing policies unique to the District, Board Policies 3030 – Instructional Service Agreements (ISA) and 3035 – Contract Education, were reviewed and the numbering revised to correspond to the CCLC numbering system. The new numbers of 4030 and 4035 were locally assigned to these policies. During the current policy update effort which has included the services of a consultant from CCLC, staff became aware of a CCLC administrative procedure for instructional service agreements numbered as 4610. To facilitate future updates, it is recommended the numbering of these two policies be changed to match the CCLC numbering assignments. In addition, the policies have been updated with additional legal references. There are no changes to the language of the policies.

# Budgetary Implications: None. RESOLUTION: BE IT RESOLVED, That the renumbering of Board Policies 4610 – Instructional Service Agreements (ISA) and 4615 – Contract Education, be adopted. Recommended By: Dr. Walter Tribley, Superintendent/President Vicki Nakamura, Assistant to the President Dr. Walter Tribley, Superintendent/President Dr. Walter Tribley, Superintendent/President



Chapter 4

**Academic Affairs** 

43304610

#### BP 43304610 Instructional Service Agreements (ISA)

In accordance with state regulations, the College may contract with public or private agencies, corporations or associations, to provide instructional services for the College.

Courses offered through Instructional Service Agreements shall meet all legal requirements, to include Collective Bargaining agreements, and shall be approved Monterey Peninsula College courses.

See Administrative Procedure 4610 - Instructional Service Agreements (ISA)

References: Education Code Sections 78015 and 84752;

<u>Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 55805.5, 58051(c)-(g), 58051.5, 58055, 58056, 58058(b), and 58100-58110Title</u>

5, Section 58058

Formerly Governing Board Policy 3030 – Instructional Service Agreements

Adopted: August 10, 1988

Renumbered and Adopted: October 28, 2015

Renumbered and Adopted:



Chapter 4 Acade

Academic Affairs

43354615

#### **BP 43354615** Contract Education

In accordance with state law and regulations, the College may contract to provide workshops, seminars, courses and related educational services for public or private agencies, corporations, and associations.

Where such courses and services do not meet legal requirements for state apportionment, no less than their direct costs and direct support costs shall be paid for by the contracting agency or through user fees. For courses, which meet the requirements for state apportionment, the College may receive from the agency compensation that is less than the full direct educational cost of the course or courses contracted for.

All contract education courses for which College credit is offered shall be approved College courses.

#### § 58051.5. Reports for Apportionment; Prohibited Classes.

- (a) No community college district may claim for purposes of state apportionment any classes:
  - (1) if the district receives full compensation for direct education costs for the class from any public or private agency, individual or group of individuals; or
  - (2) if the public or private agency, individual or group of individuals, with whom the district has a contract and/or instructional agreement, has received from other sources full compensation for the direct education costs for the conduct of the class; or
  - (3) if such classes are not located in facilities clearly identified in such a manner, and established by appropriate procedures, to ensure that attendance in such classes is open to the general public, except that students may be required to meet prerequisites which have been established pursuant to sections 55002 and 55003.
- (b) For classes that are not fully funded under contracts identified in paragraph (a)(2) and are claimed for apportionment purposes, the community college district shall require the contracting entity to certify that the direct education costs of the activity are not being fully funded through other sources.

**References:** Education Code Sections 70901 and 84752

Title 5, Sections 55170 and 58051.5; Education Code Sections 70901 and 84752

Formerly Governing Board Policy 3035 – Contract Education

Adopted: August 10, 1988

Renumbered and Adopted: October 28, 2015

**Renumbered and Adopted:** 

## **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office
College Area

New Business Agenda Item No. BB

#### **Proposal:**

That the Governing Board adopt the resolution to amend the District's Conflict of Interest Code (Administrative Procedure 2712 – Conflict of Interest Code)

#### **Background:**

An extensive update of board policies to reflect Community College League of California (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.

As part of this update, existing policy 1300 – Conflict of Interest has been revised and renumbered as Board Policy 2710 – Conflict of Interest, and presented for adoption at the June 29, 2017 meeting. The existing Appendix 1300 – Conflict of Interest Code has also been revised and renumbered as Administrative Procedure 2712 – Conflict of Interest Code to conform to the CCLC procedures service.

As noted in Administrative Procedure 2712, the language used "is essentially verbatim from Title 2 Sections 18730 et seq. The numbering system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act." The Conflict of Interest Code includes designation of positions within the agency that involve the making of, or participation in the making of, decisions which may have a material effect on any financial interest. Assigned to those positions are disclosure categories specifying the types of interests to be reported. District employees occupying those positions (listed in Section 13 of the administrative procedure) are required to file Statements of Economic Interest to alert public officials and members of the public to the types of financial interests that may create conflicts of interest.

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. The District's Conflict of Interest Code – Appendix 1300 was last reviewed at the December 2016 meeting to update Exhibit A (Designated Employees and Consulting Attorneys) to reflect current positions required to file an annual Statement of Economic Interest. Per the CCLC procedure language, the designated positions are listed in Section 13 of Administrative Procedure 2712. Section 13 reflects two new positions that have been added -- Dean of Planning, Research, and Institutional Effectiveness and "Consultants." The disclosure categories have also been revised, providing more specific or narrow definitions of the types of interests to be reported. The former Exhibit A is attached for reference.

Following adoption of the administrative procedure, the District's amended Conflict of Interest Code will be submitted to the Monterey County Board of Supervisors.

None.	
•	<b>BE IT RESOLVED,</b> That Resolution No.2016-2017/173, to amend the ninsula Community College District's Conflict of Interest Code (Administrative 12 – Conflict of Interest Code), be adopted.
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Villi Nakamura, Assistant to the President
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

c://Board/Conflict of Interest Code – Administrative Procedure 2712.doc

**Budgetary Implications:** 

## **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office

College Area

New Business Agenda Item No. BB

#### Proposal:

That the Governing Board adopt the resolution to amend the District's Conflict of Interest Code (Administrative Procedure 2712 – Conflict of Interest Code)

#### **Background:**

An extensive update of board policies to reflect Community College League of California (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.

As part of this update, existing policy 1300 – Conflict of Interest has been revised and renumbered as Board Policy 2710 – Conflict of Interest, and presented for adoption at the June 29, 2017 meeting. The existing Appendix 1300 – Conflict of Interest Code has also been revised and renumbered as Administrative Procedure 2712 – Conflict of Interest Code to conform to the CCLC procedures service.

As noted in Administrative Procedure 2712, the language used "is essentially verbatim from Title 2 Sections 18730 et seq. The numbering system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act." The Conflict of Interest Code includes designation of positions within the agency that involve the making of, or participation in the making of, decisions which may have a material effect on any financial interest. Assigned to those positions are disclosure categories specifying the types of interests to be reported. District employees occupying those positions (listed in Section 13 of the administrative procedure) are required to file Statements of Economic Interest to alert public officials and members of the public to the types of financial interests that may create conflicts of interest.

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. The District's Conflict of Interest Code – Appendix 1300 was last reviewed at the December 2016 meeting to update Exhibit A (Designated Employees and Consulting Attorneys) to reflect current positions required to file an annual Statement of Economic Interest. Per the CCLC procedure language, the designated positions are listed in Section 13 of Administrative Procedure 2712. Section 13 reflects two new positions that have been added -- Dean of Planning, Research, and Institutional Effectiveness and "Consultants." The disclosure categories have also been revised, providing more specific or narrow definitions of the types of interests to be reported. The former Exhibit A is attached for reference.

Following adoption of the administrative procedure, the District's amended Conflict of Interest Code will be submitted to the Monterey County Board of Supervisors.

Rudgetary	Implications:
Duugetary	ішрисаноць.

None.

RESOLUTION: BE IT RESOLVED, That Resolution No.2016-2017/173, to amend the Monterey Peninsula Community College District's Conflict of Interest Code (Administrative Procedure 2712 – Conflict of Interest Code), be adopted.

Recommended By:

Dr. Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura, Assistant to the President

**Agenda Approval:** 

Dr. Walter Tribley, Superintendent/President

c://Board/Conflict of Interest Code - Administrative Procedure 2712.doc

#### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

#### **RESOLUTION NO. 2016-2017/173**

# RESOLUTION OF AMEND MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT'S CONFLICT OF INTEREST CODE (ADMINISTRATIVE PROCEDURE 2712 – CONFLICT OF INTEREST CODE)

WHEREAS, pursuant to Government Code sections 87300 and 87301, the Monterey Peninsula Community College District in the County of Monterey has adopted a conflict of code; and

WHEREAS, pursuant to Government Code section 87306, the Monterey Peninsula Community College District has amended its conflict of interest code as necessitated by changed circumstances; and

WHEREAS, the proposed code as amended is lawful under the Political Reform Act of 1974; and

WHEREAS, pursuant to Government Code sections 82011 and 87303, the Monterey Peninsula Community College District will submit its amended code to the Monterey County Board of Supervisors, the code reviewing body, for approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Board of the Monterey Peninsula Community College District amend the District's Conflict of Interest Code (Administrative Procedure 2712).

**PASSED AND ADOPTED** by the Governing Board of the Monterey Peninsula Community College District this 29th day of June, 2017, by the following vote:

Marilynn Dunn Gustafson, Chair, Governing Board	Dr. Walter Tribley, Secretary	
	-	
Abstentions:		
Absent:		
Noes:		
Ayes.		



**Chapter 2** Board of Trustees

2712

AP 2712 Conflict of Interest Code

**NOTE:** This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The numbering system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in **Section 13** below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

#### **Section 1. Definitions**

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

#### Section 2. Designated Employees

The persons holding positions listed in **Section 13** are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

#### **Section 3. Disclosure Categories**

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated



employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in **Section 13** specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in **Section 13**. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

#### Section 4. Statements of Economic Interests: Place of Filing

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.<sup>2</sup>

#### Section 5. Statements of Economic Interests: Time of Filing

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

<sup>&</sup>lt;sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

<sup>&</sup>lt;sup>2</sup> See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.



- (C) Annual Statements. All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

#### Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
  - 1. File a written resignation with the appointing power; and
  - 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

#### Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.



#### Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure. When an investment or an interest in real property<sup>3</sup> is required to be reported,<sup>4</sup> the statement shall contain the following:
  - 1. A statement of the nature of the investment or interest;
  - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
  - 3. The address or other precise location of the real property;
  - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) Personal Income Disclosure. When personal income is required to be reported,<sup>5</sup> the statement shall contain:
  - 1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
  - A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
  - 3. A description of the consideration, if any, for which the income was received;
  - 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
  - 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

<sup>&</sup>lt;sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>&</sup>lt;sup>4</sup> Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>&</sup>lt;sup>5</sup> A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.



- 1. The name, address, and a general description of the business activity of the business entity;
- 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

#### Section 8. Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

#### Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

<sup>&</sup>lt;sup>6</sup>. Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.



Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

#### Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:



- 1. Loans made to the campaign committee of an elected officer or candidate for elective office.
- 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
- 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
- 4. Loans made, or offered in writing, before January 1, 1998.

#### Section 8.3. Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
  - 1. Loans made to the campaign committee of the elected officer.
  - 2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
  - 3. Loans made, or offered in writing, before January 1, 1998.
- (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

#### Section 8.4. Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
  - 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
  - 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
    - a. The date the loan was made.



- b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
- c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- (B) This section shall not apply to the following types of loans:
  - 1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
  - 2. A loan that would otherwise not be a gift as defined in this title.
  - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
  - 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
  - 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

#### Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or



(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$460 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

#### Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

#### Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

#### Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

#### Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

#### Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section



87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

#### Section 13. Designated Positions and Disclosure Requirements

(A) The persons occupying the following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

Governing Board
Superintendent/President
Vice President for Academic Affairs
Vice President for Student Services
Vice President for Administrative Services
Vice President of Advancement
Consulting Attorneys

(B) **Designated positions**, and the Disclosure Categories assigned to them, are as follows:

Designated Positions Disclosure Categorie		
1.	Governing Board	1,2,3,4,5,6
2.	Superintendent/President	1,2,3,4,5,6
3.	Vice President for Academic Affairs	1,2,3,4,5,6
4.	Vice President for Student Services	1,2,3,4,5,6
5.	Vice President for Administrative Services	1,2,3,4,5,6
6.	Vice President of Advancement	1,2,3,4,5,6
7.	Consulting Attorneys	1,2,3,4,5,6
8.	Administrators:	
	Dean of Instruction	5,6
	Dean of Instructional Planning	5,6
	Dean of Planning, Research, and Institutional Effectiveness	5,6
	Dean of Student Services	5,6
	Associate Dean of Human Resources	5,6
9.	Others (will include all who are authorized to	
	purchase within a given budget allowance):	
	Controller	4,5,6
	Custodial/Evening Site Supervisor	5,6
	Director of Admissions and Records	5,6
	Director, Athletics	5,6
	Director, Child Development Center	5,6
	Director, Information Systems	5,6
	Director, Facilities, Planning and Management	5,6
	Director, Institutional Research	5,6



Designated Positions	<b>Disclosure Categories</b>
Director, Marine Advanced Technology	5,6
Education (MATE)	5,6
Associate Director, Marine Advanced Technology	5,6
Education (MATE)	5,6
Director, Marketing and Communications	5,6
Director, Maurine Church Coburn School of	5,6
Nursing	5,6
Director, Security and Emergency Operations	5,6
Director, Public Safety Training Center	5,6
Director, Student Financial Services	5,6
Director, Student Success and Equity	5,6
Facilities Operations Supervisor	5,6
Purchasing Agent	4,5,6
Division Chairpersons of:	5,6
Business/Technology	5,6
Counseling	5,6
Creative Arts	5,6
Humanities	5,6
Library & Technology Center	5,6
Life Science	5,6
Physical Education	5,6
Physical Science	5,6
Social Science	5,6
Consultants	1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Superintendent/President or designee may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The Superintendent/President or designee's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

(C) **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.



**Category 1:** All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

**Category 2:** All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

**Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

**Category 4:** All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

**Category 5:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

**Category 6:** All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

See Board Policy/Administrative Procedure 2710 – Conflict of Interest

**References:** Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;

Title 2 Section 18730

Formerly Governing Board Policy Section 13 1300 - Conflict of Interest Code

Adopted: April 13, 1988

Revised: December 5, 2003; November 23, 2004; December 14, 2016

Renumbered, Revised, and Adopted:

#### MONTEREY PENINSULA COLLEG GOVERNING BOARD POLICIES

#### APPENDIX 1300 – CONFLICT OF INTEREST CODE

#### **EXHIBIT A**

#### **DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS**

	POSITION	DISCLOSURE CATEGORY
1.	Governing Board	1
	Superintendent/President	1
	Vice President for Academic Affairs	1
	Vice President for Student Services	1
	Vice President for Administrative Services	1
	Vice President of Advancement	1
7.		1
8.	Administrators:	
	Dean of Instruction	3
	Dean of Instructional Planning	3
	Dean of Student Services	3
	Associate Dean of Human Resources	3
9.	Others (will include all who are authorized to purchase within a given budget allowance):	
	Controller	3
	Custodial/Evening Site Supervisor	3
	Director of Admissions and Records	3
	Director, Athletics	3
	Director, Child Development Center	3
	Director, Information Systems	3
	Director, Facilities, Planning and Management	3
	Director, Institutional Research	3
	Director, Marine Advanced Technology Education (MATE)	3
	Associate Director, Marine Advanced Technology Education (MATE)	3
	Director, Marketing and Communications	3
	Director, Maurine Church Coburn School of Nursing	3
	Director, Security and Emergency Operations	3
	Director, Public Safety Training Center	3
	Director, Student Financial Services	3
	Director, Student Success and Equity	3
	Facilities Operations Supervisor	3
	Purchasing Agent	3
	Division Chairpersons of:	
	Business/Technology	3
	Counseling	3

#### MONTEREY PENINSULA COLLEG GOVERNING BOARD POLICIES

#### APPENDIX 1300 – CONFLICT OF INTEREST CODE

POSITION	DISCLOSURE CATEGORY
Constitution Auto-	2
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3
Physical Education	3
Physical Science	3
Social Science	3

#### **DISCLOSURE CATEGORIES**

<u>Category 1:</u> Employees in this category shall disclose all reportable investments, interest in real property and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

<u>Category 2:</u> Employees in this category shall disclose all reportable investments and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within or subject to the jurisdiction of the school district or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the past two years preceding the filing of the disclosure statement.

<u>Category 3:</u> Employees in this category shall disclose all reportable investments and interests in any business entity furnishing services, supplies, merchandise, or equipment or educational services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement. Interests include any position of management or as a director, officer, partner, trustee, or employee.

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

President's Office
College Area

New Business Agenda Item No. CC

#### Proposal:

That the Governing Board review Administrative Procedure 5500 – Standards of Student Conduct

#### Background:

**Budgetary Implications:** 

c://Board/Administrative Procedures Information Item - June 29 2017.doc

An extensive update of Board policies is currently underway to reflect CCLC policy language and numbering structure. Administrative procedures for policy implementation are also being updated/developed. When finalized, the administrative procedures will be forwarded to the Board as an information item.

Administrative Procedure 5500 – Standards of Student Conduct was recently completed for Board Policy 5500 which was adopted at the April 2017 meeting. The procedure has been endorsed by the Student Services Advisory Group, reviewed by the President's Advisory Group, and approved by President's Cabinet.

None.	
⊠ INFORMATIO	N: Administrative Procedure: 5500 – Standards of Student Conduct
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Vicki Nakamura, Assistant to the President
Agenda Approval:	Dr. Walter Tribley, Superintendent/President



Chapter 5 Student Services

5500

#### AP 5500

#### **Standards of Student Conduct**

#### **Definitions**

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Director of Campus Security.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the
  influence of, any controlled substance listed in Health and Safety Code Sections 11053
  et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession
  of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined
  in Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.



- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College catalog.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any
  commercial purpose, of any contemporaneous recording of an academic presentation
  in a classroom or equivalent site of instruction, including but not limited to
  handwritten or typewritten class notes, except as permitted by any board policy or
  administrative procedure.

Students who engage in any of the above are subject to the procedures outlined in Administrative Procedure 5520 – Student Discipline Procedures.

See Board Policy/Administrative Procedure 3410 – Nondiscrimination, Board Policy/Administrative Procedure 3430 – Prohibition of Harassment, Administrative Procedure 3435 – Discrimination and Harassment Investigations, Board Policy 5500 – Standards of Student Conduct, Administrative Procedure 5520 – Student Discipline Procedures, and Administrative Procedure 5530 – Student Rights and Grievances.

**References:** Education Code Sections 66300, 66301, 72122, and 76030;

ACCJC Accreditation Standards I.C. 8 and 10

President's Cabinet Approved: April 20, 2017



**Chapter 5** Student Services

5500

#### **BP 5500** Standards of Student Conduct

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence
  of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of
  Division 10 of the California Health and Safety Code, an alcoholic beverage, or an
  intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating
  the sale of any drug paraphernalia, as defined in Health and Safety Code Section
  11014.5.
- Committing or attempting to commit robbery or extortion.



- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or namecalling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to college personnel
  or which results in cutting, defacing, or other injury to any real or personal property
  owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District-owned or controlled facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.



- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any
  commercial purpose, of any contemporaneous recording of an academic presentation in
  a classroom or equivalent site of instruction, including but not limited to handwritten or
  typewritten class notes, except as permitted by any board policy or administrative
  procedure.

Students at Monterey Peninsula College are expected to understand the standards of academic honesty as they pertain to students' behavior in the classroom as it relates to plagiarism and cheating. The College has the responsibility to establish and administer responsible disciplinary actions to students for the violations of these standards.

A statement regarding Plagiarism and Cheating and a statement of Student Rights and Responsibilities shall be published in the MPC Catalog.

See Board Policy/Administrative Procedure 3410 — Nondiscrimination; Board Policy/Administrative Procedure 3430 -- Prohibition of Harassment; Administrative Procedure 3435 -- Discrimination and Harassment Investigations; Administrative Procedure 5500 -- Standards of Student Conduct; Administrative Procedure 5520 -- Student Discipline Procedures; and Administrative Procedure 5530 -- Student Rights and Grievances

References: Education Code Sections 66300 and 66301;

ACCJC Accreditation Standards I.C.8 and 10

Formerly Governing Board Policies 4310 -- Student Rights and Responsibilities and 4133 -- Plagiarism and Cheating

Adopted: January 14, 1970 for Policy 4310; December 20, 1996 for Policy 4133

Revised: December 14, 1988 for Policy 4310

Revised, Renumbered, and Adopted: April 26, 2017

# **Monterey Peninsula Community College District**

# **Governing Board Agenda**

June 29, 2017

New Business Agenda Item No. DI	New	<b>Business</b>	Agenda	Item	No.	DD
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Superintendent/President College Area

Proposal:  To review the	attached Calendar of Events.
agenda for review an campus.	request that the Calendar of Events be placed on each regular Governing Board meeting and that volunteer assignments be made so that the Trustees become more visible on attend meetings as observers and will not represent the Board's view on issues/topics.
Budgetary Implication None.	ons:
⊠ INFORMATIO	N: Calendar of Events.
Recommended By:	Dr. Walter Tribley, Superintendent/President
Prepared By:	Shawn Anderson, Executive Assistant to Superintendent/President and Governing Board
Agenda Approval:	Dr. Walter Tribley, Superintendent/President

#### MPC Governing Board 2017 Calendar of Events

**JUNE 2017** 

Thursday, June 29 Regular Board Meeting, MPC Library & Technology Center

Regular Meeting: 9:00am, Sam Karas Room

Closed Session: To commence following Regular Meeting, Stutzman Room

**JULY 2017** 

Tuesday, July 4 Holiday – Independence Day

Friday, July 14 End of Six-Week Summer Session

Wednesday, July 26 Regular Board Meeting, MPC Library & Technology Center

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

Friday, July 28 End of Eight-Week Summer Session

Board Retreat, 9:30am, Location TBA

**AUGUST 2017** 

Friday, August 4 MPC Booster Club Golf Tournament (tentative)

Thursday, August 10 Board Study Session (Budget), 1:30pm, MPC Library & Technology Center,

Sam Karas Room

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

**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

# MPC Governing Board 2017 Calendar of Events

**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