



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

**REGULAR MEETING
WEDNESDAY, FEBRUARY 21, 2018**

NEW BUSINESS

Monterey Peninsula Community College District Governing Board Agenda

February 21, 2018

New Business Agenda Item No. A

Academic Affairs
College Area

Proposal:

To employ the following probationary employees as tenured employees for all subsequent academic years:

- Ms. Molly Jansen
- Dr. Frank Rivera
- Mr. Glenn Tozier
- Dr. Rushia Turner
- Ms. Rachel Whitworth

Background:

Ms. Molly Jansen, Dr. Frank Rivera, Mr. Glenn Tozier, Dr. Rushia Turner and Ms. Rachel Whitworth are in their second contract year at Monterey Peninsula College.

Under the provisions of the Education Code, Section 87609, the college has the following options regarding a contract employee working under a four-year contract: (1) Employ the probationary employee as a tenured employee for all subsequent academic years, or (2) Not employ the probationary employee as a tenured employee.

The evaluation committees that conducted their evaluations have recommended that tenure be granted starting with the 2018-2019 academic year.

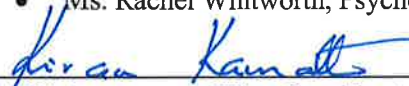
Budgetary Implications:

None.

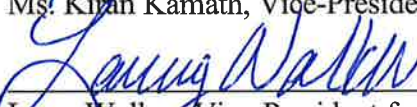
RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College employ the following probationary employees as tenured employees for all subsequent academic years starting with the 2018-2019 academic year:

- Ms. Molly Jansen, Hospitality Instructor
- Dr. Frank Rivera, Chemistry Instructor
- Mr. Glenn Tozier, Digital Services Librarian
- Dr. Rushia Turner, Chemistry Instructor
- Ms. Rachel Whitworth, Psychology Instructor

Recommended By:

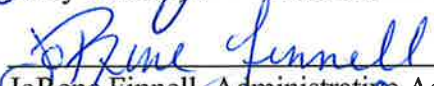
 2-12-18

Ms. Kiran Kamath, Vice-President for Academic Affairs

 2/12/18

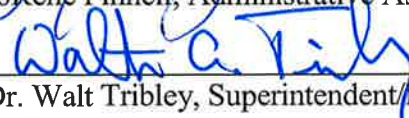
Larry Walker, Vice-President for Student Services (Interim)

Prepared By:

 2-12-18

JoRene Finnell, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:



Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. B

Academic Affairs
College Area

Proposal:

To extend two-year contracts to the following contract (probationary) employees:

- Mr. Bruce Barrie
- Mr. Marcus Carroll
- Dr. Dawn Rae Davis
- Mr. John Taylor Finell
- Ms. Connie Hebert
- Ms. Leila Jewell
- Ms. Andrea Mann
- Mr. David Seagal
- Ms. Davina Walker

Background:

Mr. Bruce Barrie, Mr. Marcus Carroll, Dr. Dawn Rae Davis, Mr. John Taylor Finell, Ms. Connie Hebert, Ms. Leila Jewell, Ms. Carol Karian, Ms. Andrea Mann, Mr. David Seagal, Ms. Davina Walker are in their second contract year at Monterey Peninsula College.

Under the provisions of the Education Code, Section 87608.5, the college has the following options regarding a contract (probationary) employee working under a second contract: (1) Not enter into a contract for the following academic year, (2) Enter into a contract for the following two academic years, or (3) Employ the contract employee as a regular employee for all subsequent academic years.

The evaluation committees that conducted their evaluations have recommended contracts for the 2018-2019 and 2019-2020 academic years.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2018-2019 and 2019-2020 academic years:

- Mr. Bruce Barrie, Business Instructor
- Mr. Marcus Carroll, Physical Education
- Dr. Dawn Rae Davis, Gender and Women's Studies Instructor
- Mr. John Taylor Finell, History Instructor
- Ms. Connie Hebert, Math Instructor
- Ms. Leila Jewell, Physics Instructor
- Ms. Andrea Mann, Counselor
- Mr. David Seagal, Computer Science Instructor
- Ms. Davina Walker, Counselor

Recommended By: Kiran Kamath 2-12-18
Ms. Kiran Kamath, Vice-President for Academic Affairs

Larry Walker 2/12/18
Mr. Larry Walker, Vice-President for Student Services (Interim)

Prepared By: JoRene Fennell 2-12-18
JoRene Fennell, Administrative Assistant IV, VP, Academic Affairs

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

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. C

Academic Affairs & Student Services

College Area

Proposal:

To extend second-year contracts to the following contract (probationary) employees:

- Mr. Sidney Keith Eubanks
- Ms. Elizabeth Gonzalez
- Mr. Jackson Hsu
- Ms. Brandi Kary
- Ms. Jaqueline Stratton
- Mr. Jared Turner

Background:

Mr. Sidney Keith Eubanks, Ms. Elizabeth Gonzalez, Mr. Jackson Hsu, Ms. Brandi Kary, Ms. Jaqueline Stratton and Mr. Jared Turner are in their first contract year at Monterey Peninsula College.

Under the provisions of Education Code, Section 87608, the college has the following options regarding a contract (probationary) employee working under a first-year contract: (1) Not enter a contract for the following academic year, or (2) Enter into a contract for the following academic year, or (3) Employ the contract employee as a regular employee for all subsequent academic years.

The evaluation committees that conducted their evaluations have recommended contracts for the 2018-2019 academic year.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that Monterey Peninsula College enter into a contract with the following contract (probationary) employees for the 2018-2019 academic year:

- Mr. Sidney Keith Eubanks, English Instructor
- Ms. Elizabeth Gonzalez, Counselor
- Mr. Jackson Hsu, Mathematics Instructor
- Ms. Brandi Kary, English Instructor
- Ms. Jaqueline Stratton, Counselor
- Mr. Jared Turner, Administration of Justice Instructor

Recommended By:

Kiran Kamath 2/2/2018
Ms. Kiran Kamath, Vice-President for Academic Affairs

Larry Walker 2/2/18
Mr. Larry Walker, Vice-President for Student Services (Interim)

Prepared By:

JoRene Finnell 2/12/18
JoRene Finnell, Administrative Assistant IV, VP, Academic Affairs

Agenda Approval:

Walt A. Tribley
Dr. Walt Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. D

Superintendent/President
College Area

Proposal:

That the Governing Board approves the installation of a commemorative plaque to honor Ted Trendt.

Background:

Ted Trendt was hired as the Monterey Peninsula College Swim Coach in 1964, when the College's original pool first opened. Although he retired as a full-time instructor in 1996, he continued to teach swimming as an adjunct instructor until 2013. During his tenure at Monterey Peninsula College, he was a skillful and dedicated coach of competitive swim teams and water polo teams, as well as a diving and sailing instructor. He also made invaluable contributions to the recent renovation of the College's swim facility through his involvement in the design of the pool.

Coach Trendt's commitment to his sport and to his students, regardless of their ability, endeared him to many at Monterey Peninsula College and in the community. In 1974, he founded the Monterey Bay Swim Club, a non-profit corporation and community-based competitive swim club which continues to this day. He was a beloved figure who was mourned by many upon his passing from cancer on March 13, 2014—shortly before the Pool Re-Opening Ceremony in April of that year.

A group of Coach Trendt's devoted former students have requested to fund the purchase and installation of a commemorative plaque at Monterey Peninsula College (Attachment A). Upon approval by the Board of Trustees, the plaque will be installed at the Monterey Peninsula College swimming pool in honor of Coach Ted Trendt for his dedicated service to Monterey Peninsula College and its students.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the installation of a commemorative plaque to honor Ted Trendt.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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



COACH TED TRENDT

INSPIRING MPC SWIMMERS

FOR NEARLY 50 YEARS

1964 - 2013

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. E

Superintendent/President
College Area

Proposal:

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 February 21, 2018, Dr. Walt Tribley, Superintendent/President, and Ms. Kiran Kamath, Vice President for Academic Affairs and Accreditation Liaison Officer, will report on the accreditation recommendations and draft follow-up report.

Budgetary Implications:

None.

INFORMATION: Accreditation Recommendations and Draft Follow-Up Report

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

Timeline to Review Draft of Accreditation Follow-Up Report

As the draft report is getting finalized, the report will be shared with the College's participatory governance groups for review as per their meeting schedules.

February 12, 2018	First batch of documents	Cabinet
February 13, 2018	First batch of documents	President's Advisory Group
February 15, 2018	First batch of documents	Academic Senate
February 20, 2018	As many documents as ready	Cabinet Plus
February 21, 2018	First batch of documents	Governing Board
February xx, 2018 (TBD)	As many documents as ready/Full Report	SSAG
February xx, 2018 (TBD)	As many documents as ready/Full Report	ASAG
February 26, 2018	Full Report	Cabinet
February 27, 2018	Full Report	PAG
February 28, 2018	Full Report	AAAG
March 1, 2018	Full Report	Academic Senate
March 12, 2018	Full Report	Governing Board – Special meeting
March 13, 2018		Submit Follow-up Report to ACCJC

MONTEREY PENINSULA COLLEGE

Follow-Up Report

Submitted by:

**Monterey Peninsula College
980 Fremont Street
Monterey, California 93950**

Submitted to:

**Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges**

March 15, 2018
CERTIFICATION OF FOLLOW-UP REPORT

Date: March 15, 2018

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Dr. Walter A. Tribley
Superintendent/President
Monterey Peninsula College
980 Fremont Street, Monterey, CA 93950

This Follow-Up Report is submitted to fulfill the requirements from the February 3, 2017 Action Letter to the Superintendent/President.

We certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

_____	_____
Dr. Walter A. Tribley Superintendent/President, Chief Executive Officer	Date
_____	_____
Ms. Marilyn Dunn-Gustafson Chair, Board of Trustees	Date
_____	_____
Ms. Kiran Kamath Accreditation Liaison Officer, Chief Instructional Officer	Date
_____	_____
Dr. Heather Craig Academic Senate President	Date

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STATEMENT OF FOLLOW-UP REPORT PREPARATION

(This section has not yet been finalized. Evidence has not yet been linked.)

The Superintendent/President of Monterey Peninsula College received the Action Letter dated February 3, 2017 from the Commission on February 6, 2017. The letter stated that, after reviewing the Institutional Self-Evaluation Report (ISER) and evidentiary materials submitted by Monterey Peninsula College, and the External Evaluation Team Report (Team Report), the Commission took action at its January 2017 meeting to delay reaffirmation, impose Probation, and require a Follow-Up Report on the issues identified in the team's findings of noncompliance at the College. The Commission required the College to submit a Follow-Up Report by March 15, 2018, and to subsequently host a visit by Commission representatives.

The Superintendent/President immediately notified the College community by email (Evidence – pdf of the email), and posted the Action Letter, the Public Disclosure Statement, and the External Evaluation Report, as required, on the College website (Evidence – screenshot pdf of the website).

The Action Letter and the External Evaluation Report were discussed on February 7, 2017 in President's Cabinet (evidence – agenda) and in Cabinet Plus (evidence – agenda), which would serve as the steering committee for the Follow-Up Report. The President called a college wide Accreditation Forum on February 10, 2017, where the Action Letter along with Commendations and Recommendations were presented, and the timeline for action along with action agents were discussed. (Evidence – PowerPoint, First Grid with action agents and notes).

The final responsibility of making sure that all the Recommendations were addressed according to the timeline was then assigned to members of the Cabinet – the President, three vice presidents, and Associate Dean of Human Resources. The expanded Cabinet, called "Cabinet Plus" included all the members of Cabinet, all the deans, the Academic Senate President, the chairs of all the major College committees, and the presidents of the faculty and classified unions. Cabinet Plus, chaired by the President, met monthly between February 2017 and March 2018, to discuss the work going on in the College to address the

Recommendations as well as to communicate progress on each Recommendation with the rest of the College (evidence – Agendas of the monthly meetings).

A progress update on the response to the Accreditation Recommendations has been the first item in new Business at each month's meeting of the Board of Trustees since February 2017. The progress update was presented to the Board by the President every month (Evidence – February 2017 to January 2018 monthly grids). This document was then posted on the accreditation webpage of the College to update the College community.

Campus committees and groups met and worked diligently through the year (February 2017 to February 2018) to address the Recommendations. They included the Academic Senate, President's Advisory Group (PAG), the newly formed Planning, Research and Institutional Effectiveness Committee (PRIE), Learning Assessment Committee (LAC), Student Services Advisory Group (SSAG), Academic Affairs Advisory Group (AAAG), Administrative Services Advisory Group (ASAG), Curriculum Advisory Committee (CAC), Student Services Council, and the Technology Committee. Discussions and updates on the progress towards meeting the recommendations took place in all the regular operational meetings.

The committee or group responsible for addressing each Recommendation determined a lead writer in August 2017. Between September and December 2017, draft responses were sent to the Accreditation Liaison Officer, who then worked with the lead writer to finalize the response to each Recommendation.

The final draft was completed in early February, 2018. It was then presented and discussed in the participatory governance groups during the month of February. A partial draft was reviewed by the Board of Trustees in February, and the final report was reviewed and approved at a special meeting of the Board of Trustees in March, 2018.

FOLLOW-UP REPORT TIMELINE

TIMELINE	ACTIVITY
February 6, 2017	ACCJC Action Letter dated February 3, 2017 and External Evaluation Team Report received by the Superintendent/President
February 10, 2017	Accreditation Forum to discuss the Action Letter, Commendations and Recommendations, the action agents and timeline
February 22, 2017	First monthly Accreditation Response update and discussion at Governing Board meeting
March 30, 2017	First regular monthly meeting of Cabinet Plus to facilitate campus communication and support sustained progress to address all Recommendations by February, 2018.
September 30, 2017	Draft responses of the first group of Recommendations completed submitted electronically with evidence (electronic documents) to ALO for editing and finalizing the document.
October 31, 2017	Draft of additional responses to Recommendations completed submitted electronically with evidence (electronic documents) to ALO for editing and finalizing the document.
December 7, 2017	Draft of additional responses to Recommendations completed submitted electronically with evidence (electronic documents) to ALO for editing and finalizing the document.
December 21, 2017	All Recommendations should be met.
January 5, 2018	Draft of all remaining responses to Recommendations completed submitted electronically with evidence (electronic documents) to ALO for editing and finalizing of the document.
December 1, 2017 – February 15, 2018	Final editing by ALO of the Follow-Up Report
January-February, 2018	Campus update on Follow-Up Report during Flex and in participatory governance committees. Review of draft report in the Academic Senate, Cabinet, Cabinet Plus, President's Advisory Group, Academic Affairs Advisory Group, Student Services Advisory Group, Administrative Services Advisory Group, and Governing Board.
March 12, 2018	MPC Governing Board Special meeting to Review and Approve the final draft of the Follow-Up Report
March 13, 2018	Submission of the Follow-Up Report to ACCJC
March 15, 2018	Follow-up Report due to ACCJC
March-April, 2018	Follow-up Accreditation Team Site Visit
June, 2018	ACCJC Meeting and Decision

RESPONSE TO THE COMMISSION ACTION LETTER

(This section has not yet been finalized.)

Monterey Peninsula College received seventeen Recommendations to *resolve deficiencies* and meet the Standards in four areas:

- Student learning outcomes for instruction and student support services
- Planning and evaluation
- Technology infrastructure
- Financial Resources

The College received five Recommendations to *improve institutional effectiveness*.

The College began working immediately to systematically address each of the Recommendations. Among the major accomplishments during the last thirteen months to address the Recommendations are:

- The College has developed and adopted a balanced budget in 2016-17 where ongoing revenues match expenditures in the unrestricted general fund without drawing from one-time or other funds.
- The College has set aside funds in each year's budget to fund the Other Post-Employment Benefits (OPEB) Annual Required Contribution (ARC).
- The College has updated all its Board Policies. **(This may need to be updated.)**
- The College has clarified roles in the decision-making process and adopted a new decision-making handbook.
- The College has established and implemented the institutional infrastructure for integrated planning. The new Office of Planning, Research, and Institutional Effectiveness (PRIE) is in place and fully operational. A new dean of PRIE position was created and the dean was hired in July, 2017. New support positions were created and hired in the Office of PRIE.
- The College has created a new committee called the Committee for Planning, Research, and Institutional Effectiveness (PRIE) to support integrated planning.
- The College requested and received technical support on integrated planning from the Institutional Effectiveness Partnership Initiative (IEPI) and has had two visits from the Partnership Resource Team (PRT).
- The College has made great progress towards completing outcomes assessment of courses, programs, and service areas and has fully implemented the software program, TracDat. **(This will need to be updated.)**
- The College has developed and implemented a new integrated planning model, which includes the results of assessment outcomes, program review, planning, resource requests and prioritization.
- The College has created a new position -- Dean of Student Services-Marina -- to provide day-to-day oversight and expand services at the Fort Ord Center, which

includes the Education Center at Marina and the Public Safety Training Center in Seaside.

- The College has fully addressed its network vulnerabilities and completed the Technology Disaster/Recovery Plan.

This Follow-Up Report includes responses with evidence to all twenty-two recommendations.

RECOMMENDATION 1 (TO MEET THE STANDARD)

(This section has not yet been finalized. Evidence has not yet been linked.)

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College completes the implementation of TracDat and begin 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)

Resolution of the Recommendation:

After reviewing our practices related to learning outcomes assessment, disaggregation and analysis of learning and achievement data, and identification and mitigation of performance gaps, Monterey Peninsula College has taken the following actions to address the Recommendation to meet the Standards:

1. The College has created the necessary infrastructure to oversee planning, research, and institutional effectiveness. The Office of Planning, Research, and Institutional Effectiveness (PRIE) along with a new administrative position – Dean of Planning, Research, and Institutional Effectiveness – and support staff were created effective July 1, 2017 to oversee the implementation of TracDat and assessment at the College.
2. The College has completed the implementation of its outcomes assessment software (TracDat), and now uses the TracDat system to document assessment of learning outcomes in all instructional programs and student and learning support services.
3. The Office of PRIE in collaboration with the newly formed PRIE Committee has developed resources to support the disaggregation and analysis of student learning and achievement data.
4. The Office of PRIE in collaboration with the newly formed PRIE Committee has developed tools to enable the College to identify performance gaps and evaluate the effectiveness of strategies implemented to mitigate gaps.

Actions Taken to Address the Recommendation:

1. The College has established the appropriate infrastructure by creating a new office, a new dean position, along with the necessary support staff, and a committee for Planning, Research, and Institutional Effectiveness:

The College created the position of Dean of Planning, Research, and Institutional Effectiveness (PRIE) in spring 2017 and hired an interim Dean of PRIE effective July 1, 2017. This dean is responsible for the development and implementation of TracDat and is the lead administrator of the newly created Office of Planning, Research, and Institutional Effectiveness. Two more new positions were created and filled subsequently – a Research Analyst and an Administrative Assistant. The new four-member office is now fully staffed with the newly hired Dean of PRIE, the existing Director of Institutional Research, the newly hired Research Analyst, and the newly hired Administrative Assistant.

The dean of PRIE is also the administrative co-chair of the newly formed Committee for PRIE as well as the existing Learning Assessment Committee (LAC) further integrating assessment with program review.

The institutional infrastructure, both in terms of personnel and resources, for planning, research, and institutional effectiveness has been in place during the 2017-18 academic year, and is functioning effectively [Evidence 1)

2. The College has completed the implementation of TracDat to assess learning outcomes for all instructional programs and student and learning support services in TracDat:

The College finished transitioning the documentation of assessment to TracDat in late fall 2016. Effective January 2017, the College uses TracDat to document and manage assessment. This includes the assessment methods, assessment results, and improvement plans stemming from the assessment results.

TracDat has been configured to support the assessment of all learning outcomes at the College, which includes course-level SLOs, program-level PLOs, and service area outcomes (SAOs) for learning support services and administrative areas. TracDat has also been configured to support assessment of General Education Outcomes (GEOs), which are the College's Institutional Learning Outcomes (ILOs). A link to the TracDat site has been added to "Lobo Apps" (the College's Single Sign-On page) to promote easy, consistent access for faculty and staff. Staff in the Office of PRIE are responsible for the maintenance, configuration, training (in collaboration with the Learning Assessment Committee), and user support for TracDat. The Dean of PRIE provides day-to-day oversight for TracDat and for assessment.

During the initial TracDat configuration, the implementation team set up the interface for documenting assessments of SLOs, PLOs, and SAOs for all instructional programs and

student learning and support services. The team also populated the system with all SLOs, PLOs, and learning support services SAOs. For the campus wide TracDat launch during Flex in spring 2017, we began with the course-level SLO assessment processes, knowing that significant progress on course-level assessment needed to be made, so that program-level assessment could be meaningfully tied to course-level results. In late fall 2016, the Learning Assessment Committee (LAC) conducted three workshops with focus groups of users invited to test the process for course assessment and gather feedback on its ease of use [Evidence 2]. LAC used the feedback from these sessions to make improvements to the TracDat process and training materials [Evidence 3], and TracDat was rolled out to the campus during spring 2017 Flex [Evidence 4]. The College accelerated its course-level assessment schedule over the course of the 2017 calendar year, with the goal of reaching 100 percent course assessment in every discipline by the end of fall 2017. At the time of writing this report, the College has assessed 88.4 percent of all its courses. (Need evidence and the latest data in March, 2018)

The College had noted in its ISER in 2016 that changes needed to be made to its program-level assessment practices to ensure that consistent and meaningful assessments were conducted for each degree and certificate program using program-specific PLOs. For the Program Reflections activity during Flex in fall 2017, the LAC asked instructional faculty to review their PLOs for measurability and specificity, particularly in cases where a General Education Outcome serves as a PLO. During this activity, faculty also identified potential strategies for PLO assessment, including outcomes mapping and “rolling up” course-level assessment results to the program level [Evidence 4]. The LAC then invited those faculty members who identified “rolling up of SLO results” as an effective method of assessment to attend a workshop in fall 2017 to begin mapping course SLOs to PLOs in TracDat.

In preparation for PLO assessment in TracDat, the LAC asked faculty to review PLOs and identify potential strategies for assessment during Flex in fall 2017. For the Program Reflections activity at fall 2017 Flex, the LAC asked faculty to complete two PLO-related tasks, each with a set of reflection questions to guide the discussion [Evidence 5]:

- First, faculty were and asked to review the PLOs for every degree and/or certificate programs in their discipline, and document changes that should be made for the 2018-19 Catalog. Reflection questions for this task focused on making sure PLOs were measurable and specific to the discipline and/or the program in question.
- Next, faculty were asked to identify aspects of each degree and/or certificate in the discipline that might indicate a common method of assessment. For this task,

reflection questions were presented as a questionnaire that enabled faculty to indicate whether their programs included features such as a licensure exam, portfolio of student work, capstone course, etc. [Evidence 6]. Faculty who determined that their PLOs needed revision were asked to submit changes through the curriculum process for review and approval to be included in the 2018-19 Catalog.

Results of the questionnaire indicated that the majority of degree and certificate programs could implement curriculum mapping to “roll up” course-level SLO results to the program-level. During the fall 2017 semester, the LAC developed and offered a workshop designed to help faculty understand the basics of outcomes mapping and begin the mapping process in TracDat. For the initial mapping workshops in fall 2017, the LAC invited faculty from disciplines where mapping would involve courses mostly within their own Division. This allowed faculty to gain familiarity with the concept before engaging in cross-division mapping conversations. Members of the LAC trained faculty, representing 37 programs, who began the process of mapping outcomes [Evidence 7]. As of the beginning of the spring 2018 semester, faculty had completed outcomes mapping in 13 programs, and PLO assessment had been completed in four programs [Evidence 8]. The LAC has scheduled open lab hours on Fridays throughout the spring semester to provide time, space, and support for faculty working on program-level assessment and accelerate progress [Evidence 9].

In January 2018, the Superintendent/President directed the Interim Dean of PRIE to develop a plan to complete the assessment of all degree and certificate programs in the College Catalog by Oct. 1, 2018. The LAC recommended a final draft of the plan to the Superintendent/President on Jan. 22, 2018 [Evidence 10, Evidence 11]. After discussion in the Academic Senate and other participatory groups on campus, the Superintendent/President presented the plan to the Governing Board. The Board approved the plan at its February 2018 meeting [Evidence 12].

Student Services began using TracDat for assessment of learning support services SAOs in late spring 2017. Student Services faculty and staff used the fall 2017 Flex time for Program Reflections to work on adding SAO assessment data, and continued working on SAOs through the fall 2017 semester.

3. The College has developed tools and resources to support the disaggregation and analysis of student learning and achievement data:

The PRIE Committee was constituted in fall 2016 with the college wide adoption of the *Resource Guide to Institutional Decision Making (Resource Guide)* [Evidence 13]. As stated in the *Resource Guide*, the PRIE Committee's charge included guiding the College's planning processes. To ensure that the College's planning activities use a consistent approach to data analysis, the PRIE Committee identified a list of subpopulations of students, appropriate to the mission of the College, which can be used to disaggregate student achievement and learning data for college wide reports. The subpopulations fall into three broad categories - educational goals, student demographics, and course attributes (such as instructional modality, campus location, and time.) [Evidence 14].

In fall 2017, the Office of PRIE began developing data dashboards based on the list of relevant subpopulations. The dashboards are intended to help disaggregate student achievement data and uncover performance gaps. Two dashboards in particular support improved disaggregation of student achievement data for program review and planning activities. They are:

- Five-Year Course Retention and Success Trends, that enables disaggregation by discipline, course, gender, age group, and ethnicity [Evidence 15].
- The MPC Online Education Dashboard that includes datasets for disaggregating course success and retention by course modality (face-to-face, hybrid, and online), discipline, course, gender, age group, and ethnicity [Evidence 16].

Additional dashboards that support disaggregation of student achievement data are under development as of spring 2018. This includes dashboards related to degree and certificate completion and students' self-identified educational goals. (More information about the data dashboards can be found in the response to Recommendation 4.)

The College has also been working to find a meaningful way to disaggregate student learning outcome data. SLO assessment data are currently collected in aggregate, making disaggregation by student demographics challenging. After discussion in the LAC and the PRIE Committee about how to accomplish this task [Evidence 17], the College decided to conduct a pilot using its Learning Management System (Canvas) to collect data regarding SLO attainment by individual students, with the idea that assessment results could be extracted from Canvas and imported into TracDat for documentation and analysis [Evidence 18]. The PRIE Committee's faculty tri-chair (also a member of the LAC) conducted the Canvas pilot in fall 2017 and reported initial results to the Dean of PRIE at the end of the pilot [Evidence 19]. The PRIE and Learning Assessment committees will evaluate the results of the pilot in spring 2018 and discuss next steps.

4. The College has developed tools to identify performance gaps and evaluate the effectiveness of strategies implemented to mitigate gaps:

In order to ensure that the College has a consistent understanding of what a performance gap is and how to respond when one is uncovered, the PRIE Committee developed a specific explanation of a “gap” and a general strategy for approaching any gaps that are uncovered [Evidence 20]. To evaluate the effectiveness of strategies implemented to mitigate performance gaps, the College will use the evaluation instrument developed by the PRIE Committee [Evidence 21].

As the PRIE Office continues to develop more data dashboards, it will add relevant comparison benchmarks to help the College identify gaps more easily. For example, both dashboards listed above allow comparison of course success rates in a specific division, discipline, course, or modality to the College’s overall Institution-set Standard for course success [Evidence 15, Evidence 16]. The Institution-set Standard provides a point of reference for expected performance, which can be used to identify gaps quickly in expected performance as well as disproportionate differences between subpopulations of students.

The Recommendation has been met.

Evidence:

1. Evidence of Establishment of Office of Planning, Research, and Institutional Effectiveness
 - a. Board Action, Feb. 22, 2017: Creation of New Position, Dean of PRIE
 - b. Job Announcement: Interim Dean, PRIE
 - c. Board Action, May 31, 2017: Confirmation of Hire, Interim Dean of PRIE
 - d. Board Action, Feb. 22, 2017: Creation of New Position, Associate Researcher
 - e. Job Announcement: Associate Researcher
 - f. Board Action, Sept. 27, 2017: Confirmation of Hire, Associate Researcher
 - g. Board Action, Aug. 23, 2017: Creation of New Position, Admin Assistant III, PRIE
 - h. Job Announcement: Administrative Assistant III, PRIE
 - i. Board Action, Nov. 27, 2018 : Confirmation of Hire, Admin Assistant III, PRIE
2. Invitation to Attend Fall 2016 TracDat Pilot

3. Pilot Session Debrief (LAC Minutes, Nov. 28, 2016: Item 1)
4. TracDat Roll-Out Workshops (Spring 2017 Flex: Morning Track 4)
5. Program Reflections Instructions: Fall 2017
6. Sample PLO Assessment Questionnaire, Fall 2017 program reflections
7. Mapping workshops attendance
8. Program Assessment Reports
 - a. Public Safety Programs
 - b. School of Nursing
9. All Users email regarding LAC Lab hours on Fridays in January 2018
10. Program Assessment Implementation Plan, Jan. 2018
11. LAC Recommendation to the S/P
12. Governing Board Resolution Approving Program Assessment Plan, Feb. 2018
13. Resource Guide to Institutional Decision-Making
14. Relevant Subpopulations of Students for Disaggregation
15. Data Dashboard: 5-Year Course Retention & Success Trends
16. MPC Online Education Data Dashboard
17. Disaggregation Discussions
 - a. LAC Minutes, Feb. 27, 2017: Item 4
 - b. LAC Minutes, Apr. 10, 2017: Item 7
 - c. PRIE Committee Minutes, Apr. 17, 2017: Item 3
 - d. PRIE Committee Minutes, July 17, 2017: Item 4
 - e. PRIE Committee Minutes, Aug. 11, 2017: Item 4
18. Disaggregation of SLO Data – Pilot Concept
19. Disaggregation of SLO Data – Initial Pilot Results
20. Defining & Mitigating Performance Gaps
21. Evaluation Tools: Process Evaluation Survey instrument

RECOMMENDATION 5 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be logged, resolved, reviewed, and analyzed for improvement. (Standard I.C.8)

Resolution of the Recommendation:

Soon after the College received the External Evaluation Report, the Vice President of Student Services (VPSS) and the Dean of Student Services called a meeting of the responsible participatory governance group--Student Services Advisory Group (SSAG)--to discuss the Recommendation and begin to address it.

The following is a summary of actions taken to address this Recommendation and meet the Standard:

1. The SSAG has updated the Administrative Procedure on “Student Rights and Grievances”.
2. The updated procedure has been appropriately publicized and disseminated. It is included in the 2017-18 College Catalog and is posted on the College website.
3. The VPSS is the responsible administrator and the office of the VPSS maintains the standardized six-year “Student Complaint Log” to ensure that student complaints are logged, resolved, reviewed, and analyzed for improvement.

Actions Taken to Address the Recommendation:

1. The SSAG updated the Administrative Procedure (AP) 5530 on “Student Rights and Grievances”, which includes the process to address student complaints ([R5-1](#) AP5530 Student Rights and Grievances). AP 5530 has been updated based on the template of the Community College League of California (CCLC).
The SSAG has established the following principles to guide the process to address student complaints and grievances:

- Student complaint resolution will begin with an informal process and efforts will be made to resolve it at the lowest appropriate level of management possible.
 - Student complaints will be handled with procedural fairness. All parties to the complaint will be informed of the specific allegations made and will be given the opportunity to respond to any allegations presented.
 - Student complaints will be handled in a timely and confidential manner.
 - Students will be notified of the outcome of their complaint.
2. The “Student Complaint and Grievance Procedures have been appropriately publicized and disseminated. The 2017-18 College Catalog (pages 55-57) includes updated information on “Student Complaint and Grievance Procedures” ([R5-2](#) MPC College Catalog pages 55-57). The College website has the updated information on “Student Complaint and Grievance Procedures” along with the “Student Complaint Form” ([R5-3](#) Student Complaint and Grievance Procedures Webpage; [R5-4](#) Student Complaint Form). This form enables students to file written complaints that may not be addressed through any other established procedures in the College.
3. The VPSS is the responsible administrator and the Office of the VPSS is responsible for maintaining the centralized “Student Complaint Log” to ensure that all student complaints are uniformly logged, resolved, reviewed, and analyzed for improvement. The VPSS oversees the tracking of complaints for the purpose of ensuring that written complaints are resolved in a timely manner and that the process demonstrates due process, fairness, and attention to student concerns. The VPSS reviews student complaints and grievances on a regular and ongoing basis to identify any pattern in the complaints that suggest systemic problems within the institution and/or quality of services. The VPSS reports such patterns or problems to the appropriate Vice President for resolution or intervention.

A standardized “Student Complaint Log” has been developed to report and track student complaints ([R5-5](#) Student Complaint Log Template). These procedures apply to registered students who submit written complaints. The log includes the following information:

- Student’s last and first name

- Student Identification Number (SID)
- Date the complaint is received
- Nature of the complaint
- Steps to resolve the complaint

The Office of the VPSS has reviewed student complaints between 2010 and 2016 to identify patterns that may negatively impact students ([R5-6](#) MPC Student Complaint log 2010-16). The Office of the VPSS has also reviewed student grievances, petitions for California Residency, and petitions for Readmission between 2010 and 2016 to determine if there are any patterns that would have adversely impacted students or suggest systemic problems with the College or with the quality of services. The analysis found no significant finding or patterns in any of these areas.

The “Student Complaint Log” is retained for a period of at least six years and is maintained in the Office of the VPSS.

Student complaints under Section 504 of the 1973 Rehabilitation Act are addressed and logged by the VPSS. Complaints related to HIV/AIDS status are received by Student Health Services Office, and when appropriate, referred to the VPSS for action and inclusion in the “Student Complaint Log”.

Discrimination complaints are addressed by the Human Resources Office and a separate log is maintained by Human Resources to ensure confidentiality and sensitivity to such complaints. The Associate Dean of Human Resources ensures that these types of student complaints are uniformly logged, resolved, reviewed, and analyzed to determine if improvements at the College are necessary.

The Recommendation has been met.

Evidence:

[R5-1](#) AP 5530 Student Rights and Grievances

[R5-2](#) MPC College Catalog 2017-18 pg 55-57

[R5-3](#) Student Complaint and Grievance Procedures Webpage Information

[R5-4](#) Student Complaint Form

[R5-5](#) Student Complaint Log Template

[R5-6](#) Student Complaint Log Form 2010-16

RECOMMENDATION 8 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College conduct regularly scheduled library surveys of all students and faculty, regardless of location, in order to gauge user satisfaction, knowledge of services, behavior and experience, and to use the results as the basis for improvement. (Standards II.B.1, II.B.3)

Resolution of the Recommendation:

The Library collaborated closely with the Office of Institutional Research (now a part of the newly created Office of Planning, Research, and Institutional Effectiveness- PRIE) to survey all students, regardless of location, as well as staff, faculty, and community users in order to gauge user satisfaction, knowledge of services, behavior and experience, and used the results to inform planning and to improve services.

The following is a summary of actions taken to address this Recommendation and meet the Standards:

1. Developed a series of survey instruments and implemented the surveys in spring 2017 to gather input from all students, faculty, staff regardless of location, as well as some community users.
2. Used the survey results to inform the Library's "Program Reflections on Student Learning" process--including establishing Library goals for the 2017-2018 academic year.
3. Used survey results immediately to implement improvements to services and access to resources, leading to an expansion of service hours in the Library effective fall 2017.

Actions Taken to Address the Recommendation:

1. The faculty and staff in the Library collaborated closely with the Director of Institutional Research in the Office of PRIE to develop survey instruments and implement surveys in spring 2017 to gather input from all students, faculty, and staff, and some community users. The team (faculty and staff in the library, and the Director of Institutional Research) began by identifying existing instruments that could be

adapted to meet the needs of this survey, and ultimately selected a survey instrument designed and validated by the Massachusetts Institute of Technology (MIT) Libraries as the model. Items in the model survey were tailored to the community college environment, and separate versions of the instrument were designed for students, faculty, staff, and community users in order to gather targeted feedback about the needs of these different user groups ([R8-1](#) Library Survey Instrument for students; [R8-2](#) Library Survey Instrument for Staff and Faculty; [R8-3](#) Library Survey Instrument for Community Users).

Surveys were then administered to all students, regardless of location as well as faculty, staff, and community users ([R8-4](#) Email invitation to participate). Survey responses for each group were as follows:

- 1092 Students
- 46 Faculty
- 31 Staff
- 5 Community Users

The Library and Office of PRIE are collaborating to determine the appropriate intervals at which to conduct surveys regularly in the future. The Library survey will be included in the master college survey calendar developed by the Office of PRIE to ensure that input from Library users is gathered and acted upon regularly. The faculty and staff in the Library will regularly receive the latest survey results on user satisfaction related to the services, behavior, and experience to be included the process of annual program reflections and to serve as the basis for continuous improvement.

2. The survey responses included quantitative data for items with Likert scales and qualitative data from open-ended comments ([R8-5](#) Summary of Survey Results). The Library faculty and staff first examined the quantitative data in summer 2017 to determine principle areas of need. Then, the team engaged in an open-coding exercise on the open-ended comments, and then compared the results of this exercise with the quantitative results to identify and group the themes emerging from the overall results. Common themes emerging from the survey included the need for expanded library hours, additional technology support (including support for personal devices), and more comfortable seating close to power outlets/charging stations for personal devices.

The Library faculty, staff, and Dean met during the College’s fall 2017 Flex day to engage in the College process of “Program Reflections on Student Learning” in which the group reflected on prior year accomplishments and set goals for the 2017-18 academic year ([R8-6](#) Program Reflections Form on Student Learning Fall 2017). Based on the results of the spring 2017 survey, the Library set goals to increase access to Library resources and services at all locations effective fall 2017 and explore more efficient utilization of space in the Library Technology Center to better meet the needs of all students, faculty, and staff.

3. In response to the need for longer library hours that emerged from the survey results, the Library staff, faculty, and Dean collaborated to adjust staff schedules to better meet service needs and expanded Library hours effective fall 2017 ([R8-7](#) Announcement of Expanded Library Hours Fall 2017). The table below lists the hours of operation of the Library prior to fall 2017 and the expanded hours effective fall 2017:

Days	Library Hours Prior to fall 2017	Expanded Library Hours effective fall 2017
Monday - Thursday	7:45 a.m. - 7:00 p.m.	7:45 a.m. - 9:00 p.m.
Friday	7:45 a.m. - 2:00 p.m.	7:45 a.m. - 4:00 p.m.

The Library faculty, staff, and Dean are continuing to evaluate additional options to further expand hours of operation such as providing weekend access to the Library, and increasing services and resources available at the Education Center at Marina, the Public Safety Training Center in Seaside, and online.

In response to the need for additional technology support, the Library has partnered with the campus Information Services department to increase the availability of technology support in the Library during peak times. For the first two weeks of the

semester campus IT Technicians are scheduled to work evening hours in the Library to augment existing Library technical support to assist students.

In response to the theme of additional comfortable seating close to power outlets/charging stations for personal devices, the Library has been working with the Campus Administrative Services unit to identify and evaluate new, more durable replacement furniture as well as mounted power/USB charging stations for Library tables. Library staff is currently evaluating the recommended furniture materials and options and working with Administration to explore potential funding sources to support the request.

The Recommendation has been met.

Evidence:

[R8-1](#) Library Survey Instrument for Students

[R8-2](#) Library Survey Instrument for Staff and Faculty

[R8-3](#) Library Survey Instrument for Community Users

[R8-4](#) Email invitation to participate

[R8-5](#) Summary of survey results

[R8-6](#) Program Reflections Form on Student Learning Fall 2017

[R8-7](#) Announcement of Expanded Library Hours Fall 2017

RECOMMENDATION 16 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College immediately address network vulnerabilities starting with implementing a firewall solution in order for the College to ensure its technology infrastructure is appropriate and adequate to support the institution's management and operational functions. (Standards III.C.1 and III.C.3)

Resolution of the Recommendation:

The network vulnerabilities have been resolved with the implementation of a firewall solution along with other enhancements to the technology infrastructure of the College.

Actions Taken to Address the Recommendation:

When the College received the Recommendation, the Director of Information Services met with the network operations team to discuss security gaps and solutions. Various vendors were considered and their proposals and options were reviewed. The College identified the funding to address the security vulnerabilities. The College selected Dimension Data as the vendor to design and implement the security solutions. Statements of Work were developed to implement the appropriate network security solutions. Implementation of network security solutions was scheduled. Implementation of network security was completed by the College' Network Team with assistance of professional services. ([R16-1](#) ISE and AMP for Endpoints, [R16-2](#) Firepower Installation, [R16-3](#) Project Closeout Document)

The College has addressed network vulnerabilities by implementing a current and sustainable firewall system. The new security systems include real-time threat monitoring and enhanced management features. The primary systems for defending against cybercrime have all been updated to current technologies. ([R16-4](#) Technology Committee Notes 05-05-17)

The Recommendation has been met.

Evidence:

[R16-1](#) ISE and AMP for Endpoints

[R16-2](#) Firepower Installation

[R16-3](#) Project Closeout Document

[R16-4](#) Technology Committee Notes 05-05-17

RECOMMENDATION 17 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College complete and roll out the Information Technology Disaster Preparedness/Recovery Plan in order to recover data and system functionality for the College to operate in the event of a disaster. (Standards III.C.1 and III.C.2)

Resolution of the Recommendation:

The College has completed the Information Technology Disaster Preparedness/Recovery Plan, which has been reviewed and adopted through the participatory governance process and reviewed by the Board of Trustees.

Actions Taken to Address the Recommendation:

The College's Technology Committee and the IT Department drafted the Information Technology Disaster Preparedness/Recovery Plan in fall 2016 ([R17-1](#) Technology Plan 2016-2019 pgs. 103-110). The draft plan was reviewed and approved by the Technology Committee and the President's Advisory Group ([R17-2](#) Technology Committee Minutes 03-10-17, [R17-3](#) President's Advisory Group Agenda 03-14-17). The draft Plan was presented to the Board of Trustees on March 22, 2017. The Disaster Preparedness/Recovery Plan is now incorporated as an addendum to the 2016-2019 Technology Plan of the College, and will be reviewed and updated periodically, so that it remains current. ([R17-4](#) Board of Trustees Minutes 01-25-17)

The Recommendation has been met.

Evidence:

[R17-1](#) Technology Plan 2016-2019 pgs. 103-110

[R17-2](#) Technology Committee Minutes 03-10-17

[R17-3](#) President's Advisory Group Agenda 03-14-17

[R17-4](#) Board of Trustees Minutes 01-25-17

RECOMMENDATION 19 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

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 the unrestricted fund balance, one-time resources, or transfers from other funds. (Standards III.D.1, III.D.11, ER 18)

Resolution of the Recommendation:

The College has developed and adopted a final budget for 2017-18 in which ongoing revenues match ongoing expenditures in the unrestricted general fund without drawing against unrestricted funds, one-time resources, or transfers from other funds.

Actions Taken to Address the Recommendation:

The Superintendent/President directed the Cabinet to work with College budget managers to develop a tentative budget, and ultimately a final budget, for 2017-18 that balances ongoing expenses with ongoing revenues.

The College has taken action to reduce expenses and become more efficient. These actions combined with enrollment enhancements and more efficient FTES generation has allowed for a balanced budget. ([R19-1](#) Board Agenda 06-29-17 Progress Report; [R19-2](#) Recommendation 19 Progress Update 06-29-17)

The College developed and the Board of Trustees reviewed and approved a balanced budget without drawing against the unrestricted fund balance, one-time resources, or transfers from other funds for the 2017-18 tentative budget in June 2017 ([R19-3](#) Board Agenda item 06-29-17 Tentative Budget Item D; [R19-4](#) Board Minutes 06-29-17 Approval of Tentative Budget). The 2017-18 budget development process identified ongoing state, local and federal revenues to cover the annual operational expenses projected throughout the fiscal year. The Board of Trustees had a special meeting on August 10, 2017 for a Budget Workshop. ([R19-5](#) Budget Workshop 08-10-17 PowerPoint; [R19-6](#) Board Minutes 08-10-17 Budget Workshop). On August 23, 2017 the Board of Trustees approved the final budget with adjusted assumptions, maintaining a balanced budget of ongoing revenue matching ongoing expenses.

[R19-7](#) Board Minutes 08-23-17 Approval Final Budget)

The Recommendation has been met.

Evidence:

[R19-1](#) Board Agenda 06-29-17 Progress Report

[R19-2](#) Recommendation 19 Progress Update 06-29-17

[R19-3](#) Board Agenda item 06-29-17 Tentative Budget Item D

[R19-4](#) Board Minutes 06-29-17 Approval of Tentative Budget

[R19-5](#) Budget Workshop 08-10-17 PowerPoint

[R19-6](#) Board Minutes 08-10-17 Budget Workshop

[R19-7](#) Board Minutes 08-23-17 Approval Final Budget

RECOMMENDATION 20 (TO MEET THE STANDARD)

Recommendation Identified by the Commission:

In order to meet the Standard, the team recommends that 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)

Resolution of the Recommendation:

The College has developed a funding plan that recognizes the Annual Required Contribution (ARC) each year to fund Other Post-Employment Benefits (OPEB). This plan is part of the College's efforts for institutional effectiveness and states that the College maintains an irrevocable trust account currently containing over four and a half million dollars offsetting future liabilities.

Actions Taken to Address the Recommendation:

The District has an OPEB Unfunded Actuarial Accrued Liability of approximately \$9.2 million that is reassessed every two years to allow for any adjustments to the College's liability ([R20-1](#) Actuarial Report Total Compensation 12-09-16). The Board of Trustees approved the establishment of an irrevocable trust authorizing the District's participation in the Community College League of California (CCLC) Retiree Health Benefit Program Joint Powers Authority ([R20-2](#) Board Agenda 11-18-15 CCLC Retiree Health Benefit Program; [R20-3](#) Board Minutes 11-18-15 Approval CCLC Retiree Health Benefit Program). The District established two accounts in the 2015-16 Fiscal Year to offset the liability with an outside banking institution as part of an approved Joint Powers Agreement (JPA) through the Community College League of California (CCLC). The District transferred three million dollars into a balanced investment account (irrevocable trust account) and one million dollars into an associated liquidity account. In the 2017-18 fiscal year, the District transferred an additional \$531 thousand into the irrevocable trust. This complies with Government Accounting Standards Board (GASB) rules for funding the liability and provides greater interest income to "discount" the liability. The College is budgeting for its Annual Required Contribution (ARC) to appropriately address this long-term liability and is part of the College's institutional effectiveness goals ([R20-4](#) IEPI 2017-18 Goals). The

Recommendation has been met.

Evidence:

[R20-1](#) Actuarial Report Total Compensation 12-09-16

[R20-2](#) Board Agenda 11-18-15 CCLC Retiree Health Benefit Program

[R20-3](#) Board Minutes 11-18-15 Approval CCLC Retiree Health Benefit Program

[R20-4](#) Institutional Effectiveness Partnership Initiative 2017-18 Goals

RECOMMENDATION 10 (TO IMPROVE QUALITY)

Recommendation Identified by the Commission:

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)

Resolution of the Recommendation:

The College has reviewed the services provided by Student Services at the Marina Education Center and the following actions have been taken to address this Recommendation to improve quality:

- The Governing Board approved the creation of a new administrative position - Dean of Student Services-Marina - located at the Marina Education Center to provide onsite supervision of student services.
- All services at the Marina Education Center have been expanded.
- Information about the student support services is more widely publicized - both online and onsite.

Actions Taken to Address the Recommendation to Improve Quality:

- On January 25, 2017 the Board of Trustees approved the job description and recruitment for the position of Dean of Student Services/Marina ([R10-1](#) Board Agenda 01-25-17 Dean of Student Services/Marina Job Description; [R10-2](#) Board Minutes 01-25-17 Approval Dean of Student Services/Marina Job Description). The Board of Trustees approved the hiring of the new dean on June 29, 2017 and the new Dean of Student Services/Marina joined Monterey Peninsula College in July 2017 ([R10-3](#) Board Agenda 06-29-17 Hiring of the Dean of Student Services/Marina; [R10-4](#) Board Minutes 06-29-17 Approval Hiring of the Dean of Student Services/Marina).

This Dean of Student Services/Marina is responsible for the day-to-day operations of the Marina Education Center and for reviewing and enhancing the operations and services of the Center. The dean works closely with the staff onsite that include a full-time Unit Office Manager (UOM), a full-time bilingual Categorical Services Coordinator (CSC), and a half-time administrative assistant. These staff are cross-trained on all student service processes, and provide initial and general support across all areas of student

services. When a student requires more in depth or additional support, these student services staff are trained to refer students to the appropriate office or staff at the Monterey Campus.

- Additional and expanded support is regularly provided by representatives from a variety of student services at the Marina Education Center campus. This includes representatives from Counseling, Student Financial Services, Student Health Services, and Assessment Testing ([R10-5](#) Counseling Marina Flyer; [R10-6](#) Health Services Today Flyer; [R10-7](#) Health Services Oct Flyer; [R10-8](#) Assessment Calendar Marina; [R10-9](#) Assessment Testing Location Sign Marina; [R10-10](#) Financial Aid Services Marina) Within the last year, both the Counseling and Student Financial Services have increased the number of hours their staff are on site at the Marina Education Center. On-site counseling is available six hours-a-week and additional counseling support is available online through Cranium Café as well as with the *Ask a Counselor* feature available in the student portal ([R10-11](#) Online Counseling; [R10-12](#): Ask a Counselor screenshot). Student Financial Services hours have become more regular and have been doubled, increasing from three hours every other week to three hours every week ([R10-10](#) Financial Aid flyer).

Student Health Services is a new service provided on-site at the Marina Education Center ([R10-6](#) Marina Health Services Today; [R10-7](#) Marina Health Services October). The campus nurse provides three hours of coverage each month at the Marina Education Center. Additional Student Health services are available with the Marina staff providing over the counter medicines to students when required. The College has contracted with Baycare Behavioral Health to provide a Student Wellness Services program for round the clock mental health support to students. In addition, the Marina Education Center staff provide information to students about the Crisis Text Line available through a partnership with the California Community Colleges Chancellor's Office.

In order to make students feel more welcome and increase the length of time that they spend on campus, other services have also been expanded. New vending machines providing hot meal options have been installed ([R10-13](#) Sidewalk Sign) A dry kitchen has been set up with a microwave. Office spaces have been redesigned to expand student soft space, where students can work in groups and network.

Four portable classrooms were remodeled during the summer 2017 and classes have been scheduled in them effective fall 2017. One portable serves as an Allied Health lab/classroom, two serve as general classrooms, and the fourth serves as faculty offices with a lobby for students.

- In addition to augmenting student support services at the Marina Education Center, a variety of measures have been taken to ensure that students as well as staff/faculty at the Marina Education Center are better informed about these services and resources. These measures include:
 - A web page entitled “Student Services in Marina” was added to the Marina Education Center website. The web page provides a complete list of available services, and links directly to the calendar of events. The hours of support provided at the Marina Education Center by these programs (Counseling, Math Learning Center, English Study Skills Center, Student Financial Services, Student Health Services) also appear on the online department calendar. This is a reference to the online calendars that all of our MPC programs have available on their websites. ([R10-14](#) Marina Student Services Calendar; [R10-15](#) Marina Student Services Webpage)
 - Hard copies of the calendar of student services and the hours of service are regularly posted on the bulletin boards in each classroom and office at the Marina Education Center for easier student access. ([R10-16](#) Marina Printed Calendar for Bulletin Boards)
 - A permanent banner of MPC Student Services, listing all the available services, is now displayed in the main walkway at the Marina campus. ([R10-17](#) Student Services Banner Marina)
 - Student Services hosted a “Grad Guru” awareness campaign at the Marina Education Center to encourage students to download the “Grad Guru” mobile application that provides information on events and activities, as well as student success tips. This campaign will be hosted regularly every semester ([R10-18](#) Grad Guru Flyer).
 - The Marina Categorical Services Coordinator and/or a counselor contact instructors teaching at the Marina Education Center every semester to offer to visit every class scheduled in Marina and promote the services available for students. During these classroom presentations, student services staff discuss all the services available to students, provide contact information, and share scheduling information on when these are available on-site at the Marina Education Center. The Categorical Services Coordinator also communicates with the Monterey campus programs and services to obtain notices, flyers, banners, and other informational materials to display at the Marina Education Center and keep students and staff at the Marina Education Center well informed. ([R10-19](#): Email to Faculty; [R10-20](#) Transfer Awareness Banner Marina; [R10-21](#) Student Services Poster Marina; [R10-22](#) Dreamers Banner Marina)
 - Portable sidewalk signs are updated regularly with flyers and notices to keep students informed and engaged ([R10-13](#) Sidewalk sign).

The Recommendation to improve has been addressed.

Evidence:

[R10-1](#) Board Agenda 01-2-517 Dean of Student Services/Marina Position and Job Description

[R10-2](#) Board Minutes 01-25-17 Approving Dean of Student Services/Marina job description

[R10-3](#) Board Agenda 06-29-17 Hiring of the Dean of Student Services/Marina

[R10-4](#) Board Minutes 06-29-17 Hiring of the Dean of Student Service/Marina

[R10-5](#) Counseling Marina Flyer

[R10-6](#) Health Services Today Marina Flyer

[R10-7](#) Health Services October Marina Flyer

[R10-8](#) Assessment Testing Marina Flyer

[R10-9](#) Assessment Testing Location Sign

[R10-10](#) Financial Aid Flyer

[R10-11](#) Online Counseling screenshot

[R10-12](#) Ask a Counselor screenshot

[R10-13](#) Sidewalk Sign

[R10-14](#) Student Services Calendar Marina

[R10-15](#) Student Services web page Marina

[R10-16](#) Printed Calendar for the Bulletin Boards Marina

[R10-17](#) Student Services Banner Marina

[R10-18](#) Grad Guru Marina Flyer

[R10-19](#) Email to Faculty

[R10-20](#) Transfer Awareness Banner Marina

[R10-21](#) Student Services Poster Marina

[R10-22](#) Dreamers Banner Marina

RECOMMENDATION 11 (TO IMPROVE QUALITY)

Recommendation Identified by the Commission:

In order to improve, the team recommends that the College obtain accurate data on students receiving comprehensive and abbreviated student education plans and review the data regularly to make appropriate action plans to increase student success.

(Standard II.C.5)

Resolution of the Recommendation:

The College has developed a standing report within the Student Information System (SIS). This standing report -- SIS801 Educational Plans -- enables the Student Success and Support Program Team to access accurate data in real time, which indicates whether or not students have a comprehensive or abbreviated education plan.

Action Taken to Address the Recommendation:

The College has changed its prior practice of requesting a report twice a semester from the Information Technology Systems (IT) department and has developed a standing report within the Student Information System (SIS). This standing report -- SIS801 Educational Plans -- enables the Student Success and Support Program Team (3SP) to access accurate data in real time. This report identifies whether or not students have completed an educational plan and also which type of educational plan they have. In addition, this report identifies the term in which the educational plan was developed to enable better follow up with students and determine if they need to meet with a counselor to update their educational plan. ([R11-1](#) 801 SIS Report fall 2017)

The 3SP Team emails students who do not have an educational plan on file during the fourth week of each semester and again two weeks before registration. Students are invited to attend a Schedule Building Workshop to develop an abbreviated educational plan. In addition, Grad Guru notices are sent to remind students to meet with a counselor and develop or update their educational plans. ([R11-2](#) Email to students re Ed Plans; [R11-3](#) Schedule Building Workshop Notice; [R11-4](#) Grad Guru Notice)

The Recommendation to Improve has been addressed.

Evidence:

[R11-1](#) SS801 SIS Report fall 2017

[R11-2](#) Email sent to students

[R11-3](#) Schedule Building Workshop Notice

[R11-4](#) GradGuru Notice



MONTEREY PENINSULA
COLLEGE

Accreditation Update and Follow-Up Report

2/13/2018

AGENDA

- The Action Letter
- Commendations & Recommendations
- Sanction and Follow-Up Report
- How You Can Help
- Your Input

A REVIEW OF LAST YEAR

- Action Letter received on February 6, 2017
 - 6 Commendations
 - 17 Recommendations to “Meet the Standards”
 - 5 Recommendations to “Improve Institutional Effectiveness”
- College Forum on February 10, 2017

6 COMMENDATIONS

- #1 – **Dialogue** during flex days on student learning and achievement
- #2 – Robust **Catalog** review process is a good model for other college processes
- #3 – **Online Team Support** – a “concierge” approach
- #4 – Student Activities Office - **Student engagement** and culture of inclusion
- #5 – **Positive culture** of continual self-improvement in student services to improve student success
- #6 – Distance Education for **extensive faculty training and support**

RECOMMENDATIONS

Recommendations to *resolve deficiencies* and meet the Standards in broad four areas:

1. Student learning outcomes for instruction and student support services
2. Planning and evaluation
3. Technology infrastructure
4. Financial Resources

RECOMMENDATIONS IN TERMS OF THE STANDARDS

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
(5 Recommendations referencing 8 of 27 Standards in IB and IC)
- Standard II: Student Learning Programs and Support Services (Instruction, Library, Student Services)
(6 Recommendations referencing 7 of 28 Standards in IIA, IIB, IIC)

RECOMMENDATIONS IN TERMS OF THE STANDARDS

- Standard III: Resources (Human, Physical, Technology, Fiscal)
(9 Recommendations referencing 15 of 40 Standards in IIIA, IIIC, IIID)
- Standard IV: Leadership and Governance
(2 Recommendations referencing 5 of 26 Standards in IVA, IVC)

SANCTION AND NEXT STEPS

- College was placed on sanction --
Probation
- Asked to submit a “Follow-Up Report”
within 18 months
- Follow-up Visit
- US Department of Education Two-Year
Rule

FOLLOW-UP REPORT TIMELINE

- Work currently in progress must be completed by March 5, 2018 at the latest
- Special Board meeting on March 13, 2018
- Report will be submitted on March 15, 2018
- Follow-Up Visit probably in April, 2018
- Commission will meet in June, 2018

FOLLOW-UP REPORT

- Final editing is in progress
- You are reviewing first batch of “Responses” to the “Recommendations”
- The final document will come through our committees and groups this month.
- MPC will fully address all the Recommendations and meet the Standards

MPC HAS ACCOMPLISHED!

- Balanced budget in 2017-18 without borrowing
- Annual Required Contribution (ARC) budgeted for Other Post Employment Benefits (OPEB)
- Clarified roles, Decision-Making Handbook
- Institutionalized a planning infrastructure – Office of PRIE, PRIE Committee
- Integrated planning – integrated assessment of learning outcomes, program review, service area outcomes and resources

MPC HAS ACCOMPLISHED!

- Improved services, including regular Student Services, in Marina Education Center and online; remodeled and expanded “soft space” in Marina Education Center
- Increased administrative capacity by hiring 3 deans (PRIE, Student Services-Marina, Instruction-CTE), Director of Marketing and Communication, Director of Security and Emergency Services
- Addressed network vulnerabilities and adopted a Disaster Recovery Plan.
- Conducted a Library Survey and expanded hours of operation of the Library

NEED TO FINISH BY MARCH 5

- Assess all programs
- Assess all courses
- Update all Board Policies

FORMAT OF THE RESPONSE

- Recommendation #5:

In order to meet the Standard, the team recommends the College develop a process to ensure student complaints can be **logged, resolved, reviewed, and analyzed** for improvement. (Standard I.C.8)

- Resolution of the Recommendation
- Actions Taken to Address the Recommendation
- The Recommendation has been met and the College is in full compliance with the Standards

YOUR INPUT

- Recommendations to Meet the Standards:
 - 1, 5, 8, 16, 17, 19, 20
- Recommendations to Improve
 - 10, 11

Email or give hard copy with suggestions, typos etc to JoRene Finnell

Together, we succeed!

2/14/2018

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. F

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2017-2018 Monthly Financial Report for the period ending, January 31, 2018.

Background:

The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations.

Budgetary Implications:

None.

[X] RESOLUTION: BE IT RESOLVED, that the 2017-2018 Monthly Financial Report for the period ending January 31, 2018, be accepted.

Recommended By:

[Signature]
David J. Martin, Vice President of Administrative Services

Prepared By:

[Signature]
Rosemary Barrios, Controller

Agenda Approval:

[Signature]
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2017-2018
Financial and Budgetary Report
January 31, 2018

Enclosed please find attached the Summary of All Funds Report for the month-ending January 31, 2018 for your review and approval.

Operating Fund net revenue through January 31, 2018 is \$31,734,517 which is 59.5% of the operating budget for this fiscal year. Expenditures year-to-date total \$28,598,209 and Encumbrances of \$6,276,485 which together is 65.2% of the operating budget for this fiscal year, for a net difference of -\$3,140,177.

All Funds are showing a positive cash balance.

Unrestricted General Fund

Revenue

- January State Apportionment payment received of \$1,388,152.
- Property taxes received of \$925,302.
- First Quarter Lottery funds received of \$402,607.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local fees totaling: \$815,306.

Expenditures

Overall the District operating funds expenditures continue to track to what is projected for the fiscal year.

Restricted Child Development Fund

- State Preschool Grant funds of \$219,698 have been received and are reflected in this month's financial statement.
- State Food Program Grant funds of \$10,800 have been received and will be reflected in the next month's financial statement.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 56.4% of budgeted expenditures. We are seven months through the fiscal year and would expect the actual expenditures to be around 58% of budget. We will continue to track this budget closely.

Building Fund

- The Building Fund budget will be analyzed to review additional projects that are still being completed. Currently the percent actual to budget is at 129.7% at January 31, 2018. The expenditure budget will be adjusted to reflect projects that are still being completed.

Fiduciary Funds

- The Fiduciary funds are tracking close to budget.

Cash Balance:

The total cash balance for all funds is \$31,058,056 including bond cash of \$8,872,539 and \$22,185,517 for all other funds. Operating funds cash is \$14,386,791. Cash balance in the General Fund is at \$12,977,456 for the month-ending January 31, 2018.

Monterey Peninsula Community College

Monthly Financial Report

January 31, 2018

Summary of All Funds

<u>Funds</u>	Beginning Fund Balance	Revised Budgets 2017 - 2018		Ending Fund Balance	Year to Date Actual 2017 - 2018			% Actual to Budget		Cash Balance
	<u>07/01/17</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2018</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense/ Enc.</u>	<u>1/31/2018</u>
General - Unrestricted	\$8,097,608	\$40,370,953	\$40,306,913	\$8,161,648	25,116,526	22,562,290	4,977,207	62.2%	68.3%	\$12,977,456
General - Restricted	0	11,548,360	11,548,360	0	5,846,576	5,275,597	1,132,667	50.6%	55.5%	0
Child Dev - Unrestricted	58,055	204,600	204,600	58,055	135,954	75,869	7,302	66.4%	40.7%	242,413
Child Dev - Restricted	0	429,737	429,737	0	260,631	256,726	54,590	60.6%	72.4%	0
Student Center	606,634	241,500	240,225	607,909	115,454	73,720	26,258	47.8%	41.6%	664,547
Parking	561,356	555,000	735,132	381,224	259,377	354,008	78,462	46.7%	58.8%	502,375
Subtotal Operating Funds	\$9,323,653	\$53,350,150	\$53,464,967	\$9,208,836	\$31,734,517	\$28,598,209	\$6,276,485	59.5%	65.2%	\$14,386,791
Self Insurance	2,547,905	7,786,867	7,385,138	2,949,634	4,587,529	4,147,992	20,833	58.9%	56.4%	4,052,297
Worker Comp	118,804	22,100	92,000	48,904	362	17,362	5,500	1.6%	24.8%	101,805
Other Post Employment Benefits	532,556	112,014	112,014	532,556	36,817	0	0	32.9%	0.0%	569,373
Capital Project	75,839	646,530	639,190	83,179	597,703	165,809	0	92.4%	25.9%	610,434
Building	9,542,581	120,000	702,987	8,959,594	32,559	702,601	209,344	27.1%	129.7%	8,872,539
Revenue Bond	22,751	20,900	20,900	22,751	20,974	20,600	300	100.4%	100.0%	23,125
Debt Service	201,235	1,000	0	202,235	687	0	0	68.7%	0.0%	201,922
Associated Student	211,320	80,000	80,000	211,320	42,526	35,080	0	53.2%	43.9%	257,790
Financial Aid	19,146	6,200,000	6,200,000	19,146	4,406,326	4,406,326	0	71.1%	71.1%	473,580
Scholarship & Loans	68,307	3,500,000	3,500,000	68,307	2,080,716	2,054,315	0	59.4%	58.7%	330,227
Trust Funds	348,636	2,135,000	2,135,000	348,636	1,468,423	1,153,713	0	68.8%	54.0%	1,151,839
Orr Estate	30,333	25,000	20,000	35,333	14,120	16,619	0	56.5%	83.1%	26,335
Total all Funds	\$23,043,066	\$73,999,561	\$74,352,196	\$22,690,431	\$45,023,259	\$41,318,626	\$6,512,462	60.8%	55.6%	\$31,058,056

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. G

Fiscal Services
College Area

Proposal:

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

Background:

The majority of the funds are on deposit with the Monterey County Treasury pursuant to Ed Code. The County Treasurer provides a quarterly report to participating agencies detailing asset allocation and investment performance. The portfolio's net earned income yield for the period ending December 31, 2017, was 1.27%. Approximately 87.5% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities and other liquid funds. The remaining 12.5% is invested in corporate debt and is rated in the higher levels of investment grade.

Budgetary Implications:

None.

INFORMATION: County of Monterey Investment Report for the quarter ending December 31, 2017.

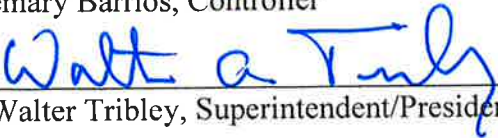
Recommended By: _____


David J. Martin, Vice President of Administrative Services

Prepared By: _____


Rosemary Barrios, Controller

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President



Monterey County Board of Supervisors

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

Board Order

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

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

PASSED AND ADOPTED on this 30th day of January 2018, by the following vote, to wit:

AYES: Supervisors Alejo, Salinas, Phillips, Parker and Adams
NOES: None
ABSENT: None

I, Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 80 for the meeting January 30, 2018.

Dated: February 2, 2018
File ID: 18-039

Nicholas E. Chiulos, Acting Clerk of the Board of Supervisors
County of Monterey, State of California

By *Dennis Hancock*
Deputy



Monterey County

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

Board Report

Legistar File Number: 18-039

January 30, 2018

Introduced: 1/12/2018

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

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

RECOMMENDATION:

It is recommended that the Board of Supervisors:

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

SUMMARY:

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

DISCUSSION:

During the October - December quarter, the short-term treasury yields continued to slowly move upward in response to the Federal Reserve's (Fed's) efforts to normalize policy by raising interest rates. The core personal consumption expenditures (PCE) price index, the Fed's preferred measure of inflation, remained at 1.4% year-over-year in November. The Fed forecasts inflation to gradually rise in 2018 further towards their 2% run target, and reaching the 2% target in the beginning of 2019. In addition, U.S. Recession Indicators show that recession risks appear low in the near term. Labor markets continued strong into the year-end as the unemployment rate remained at 4.1%, the lowest level in more than 16 years.

On December 31, 2017, the Monterey County investment portfolio contained an amortized book value of \$1,556,463,937.33 spread among 117 separate securities and funds. The par value of those funds was \$1,558,052,557.25 with a market value of \$1,551,822,253.16 or 99.7% of amortized book value. The portfolio's net earned income yield for the period was 1.27%. The portfolio produced an estimated quarterly income of \$ 4,456,424.41 that will be distributed proportionally to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 261 days. The County Treasury outperformed most of the portfolio benchmarks due to a consistent investment strategy that uses short term debt to provide liquidity while also taking advantage of higher rates in the one to three-year investment range.

The investment portfolio is in compliance with all applicable provisions of state law and the adopted Investment Policy, and contains sufficient liquidity to meet all projected outflows over the next six

months. Market value pricings were obtained through resources such as Bloomberg LLP, Union Bank of California and live-bid pricing of corporate securities.

OTHER AGENCY INVOLVEMENT:

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

FINANCING:

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

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Administration initiative by providing transparency and accountability in the management of County funds in the Treasurer's investment portfolio.

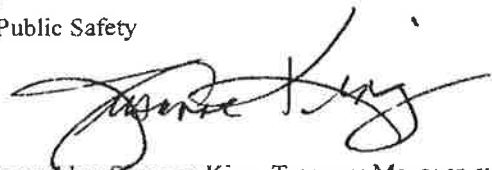
Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety


Prepared by: Susanne King, Treasury Manager, x5490


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

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

Exhibit A - Investment Portfolio Review 12.31.17

Exhibit B - Portfolio Management Report 12.31.17

Exhibit C - Monterey County Historical Yields vs. Benchmarks 12.31.17

Exhibit D - Aging Report 01.01.18

cc:

Auditor-Controller - Internal Audit Section

All depositors

Treasury Oversight Committee

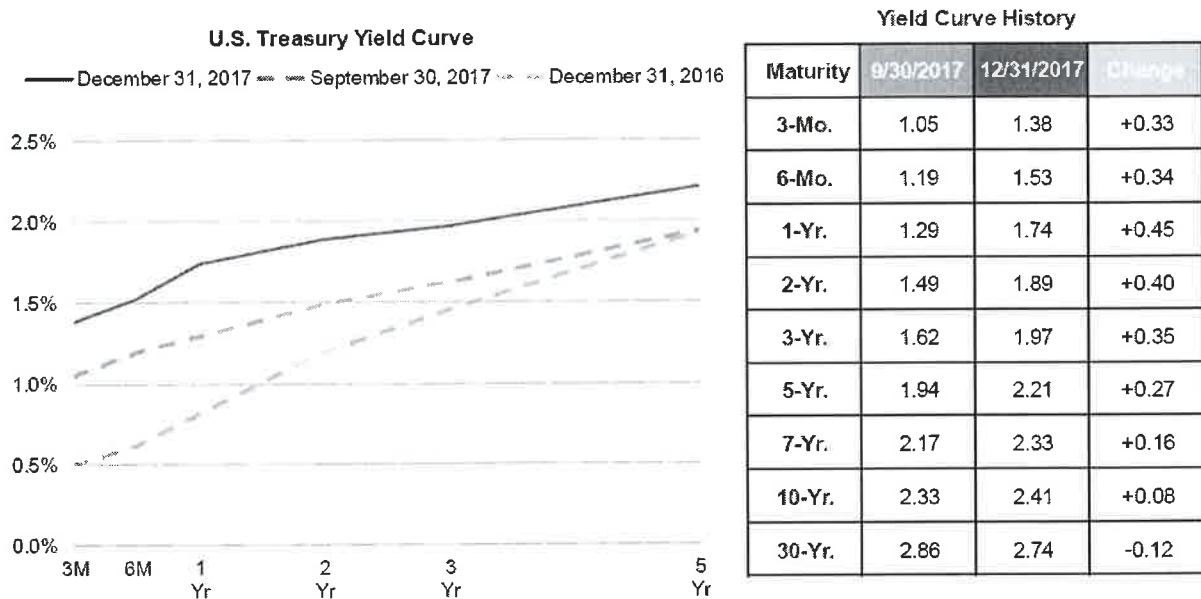
Exhibit A Investment Portfolio Review Quarter Ending December 31, 2017

OVERVIEW October 1, 2017 – December 31, 2017

During the October - December quarter, the short-term treasury yields continued to slowly move upward in response to the Federal Reserve's (Fed's) efforts to normalize policy by raising interest rates. The core personal consumption expenditures (PCE) price index, the Fed's preferred measure of inflation, remained at 1.4% year-over-year in November. The Fed forecasts inflation to gradually rise in 2018 further towards their 2% run target, and reaching the 2% target in the beginning of 2019. In addition, U.S. Recession Indicators show that recession risks appear low in the near term. Labor markets continued strong into the year-end as the unemployment rate remained at 4.1%, the lowest level in more than 16 years.

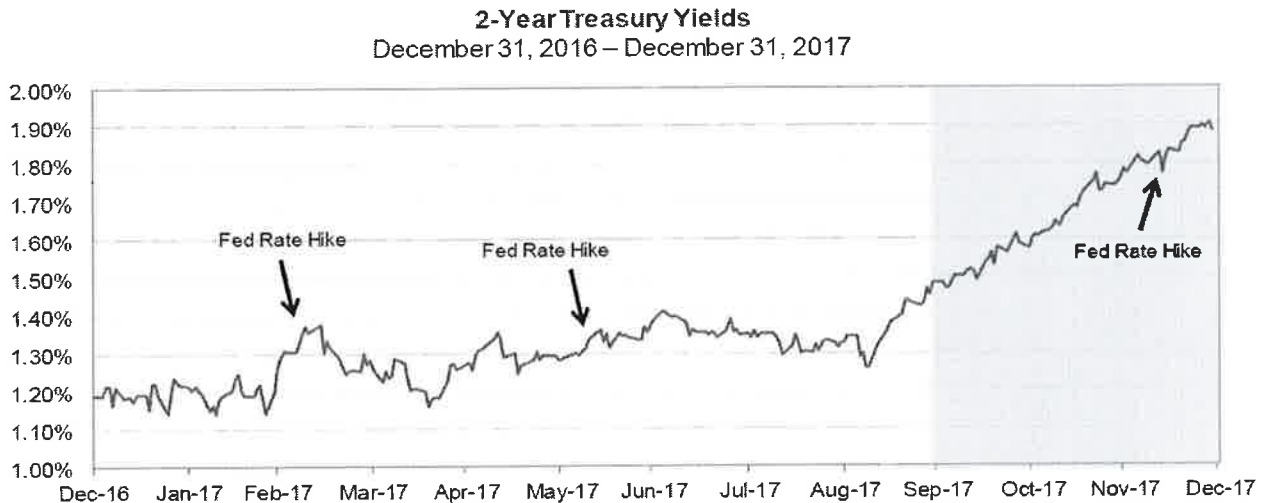
U.S. TREASURY YIELD CURVE

- Yield movement during the quarter resulted in a continued flattening of the yield curve.
- Longer-term yields (five years and greater) moved only slightly higher, or decreased as expectations of future growth and inflation prospects remained muted.



Source: Bloomberg, as of 12/31/17.

- Short-term yields (three years and under) moved notably higher during the fourth quarter as markets responded to another rate hike by the Federal Reserve and the passage of the largest overhaul of the U.S. tax system in more than 30 years.



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

1. **Market Access** – During the quarter, investment purchases for the portfolio included commercial paper and a certificate of deposit as well as a corporate bond. The Treasurer continues to keep a higher level of liquid assets reflecting the need to maintain levels of available cash to ensure the ability to meet all cash flow needs.
2. **Diversification** - The Monterey County Treasurer’s portfolio consists of 117 separate fixed income investments, all of which are authorized by the State of California Government Code 53601.

The portfolio asset spread is detailed in the table below:

Portfolio Asset Composition					
Corporate Notes	Negotiable CDs	Overnight Liquid Assets	US Treasuries	Federal Agencies	Commercial Paper
12.5%	5.0%	24.2%	26.7%	24.2%	7.4%

• Total may not equal 100% due to rounding

3. **Credit Risk** – Approximately 87.5% of the investment portfolio is comprised of U.S. Treasuries, Federal Agency securities, negotiable CDs and other liquid funds. All assets have an investment grade rating. U.S. Treasuries are not specifically rated, but are considered the safest of all investments. All corporate debt (12.5%) is rated in the higher

levels of investment grade and all Federal Agency securities have AA ratings, or are guaranteed by the U.S. Treasury. The credit quality of the Treasurer's portfolio continues to be high.

The portfolio credit composition is detailed in the table below:

Portfolio Credit Composition												
AAA	AAA _m	AA+	AA	AA-	A+	A	A-	A-1+ (Short Term)	A-1 (Short Term)	Aa1/S1+ (CalTRUST)	BBB+ (split rated)	Not Rated (LAIF/ MMF)
1%	14%	52%	1%	4%	4%	2%	1%	4%	6%	6%	1%	4%

4. Liquidity Risk – Liquidity risk, as measured by the ability of the County Treasury to meet withdrawal demands on invested assets, was managed during the October - December quarter. The portfolio's average weighted maturity was 261 days, and the Treasurer maintained \$375M in overnight investments to provide immediate liquidity. In addition, the Treasurer maintained \$667M in securities with maturities under a year to provide enhanced liquidity.

PORTFOLIO CHARACTERISTICS

	<u>September 30, 2017</u>	<u>December 31, 2017</u>
Total Assets	\$1,291,516,016.16	\$1,558,052,557.25
Market Value	\$1,289,937,988.14	\$1,551,822,253.16
Days to Maturity	339	261
Yield	1.25%	1.27%
Estimated Earnings	\$4,012,209.73	\$4,456,424.41

FUTURE STRATEGY

The Treasurer has 32.4% of the portfolio invested in the 1-3-year maturity range and 67.1% invested in maturities under one year to take advantage of the higher yields offered in those parts of the yield curve and to be able to react quickly to opportunities in current market. We will continue to manage the portfolio under the established tenets of safety and liquidity while maximizing the rate of return.

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Money Market Accts - GC 53601(k)(2)												
SYS11672	11672	BlackRock			0.00	0.00	0.00	0.337			0.337	
SYS12159	12159	DREYFUS AMT FREE TAX EXEMPT MM		08/18/2017	7,012,971.74	7,012,971.74	7,012,971.74	0.988			0.988	
SYS11830	11830	Federated		07/01/2017	0.00	0.00	0.00	0.101	Aaa	AAA	0.101	
SYS11578	11578	Fidelity Investments			68,500,000.00	68,500,000.00	68,500,000.00	1.120	Aaa	AAA	1.120	
Subtotal and Average			31,261,072.38		75,512,971.74	75,512,971.74	75,512,971.74				1.108	
State Pool - GC 16429.1												
SYS11361	11361	LAIF			65,000,000.00	65,000,000.00	65,000,000.00	1.075			1.075	
Subtotal and Average			47,859,782.61		65,000,000.00	65,000,000.00	65,000,000.00				1.075	
CALTRUST/CAMP - GC 53601(p)												
SYS11801	11801	CalTrust			97,300,000.00	97,300,000.00	97,300,000.00	1.198	Aaa	AAA	1.198	
SYS11802	11802	CalTrust			1,000,000.00	1,000,000.00	1,000,000.00	1.073	Aaa	AAA	1.073	
SYS10379	10379	Calif. Asset Mgmt			136,150,000.00	136,150,000.00	136,150,000.00	1.290		AAA	1.290	
SYS11961	11961	Calif. Asset Mgmt		07/01/2017	0.00	0.00	0.00	0.658		AAA	0.658	
Subtotal and Average			164,098,913.04		234,450,000.00	234,450,000.00	234,450,000.00				1.251	
SWEEP ACCOUNT-MORG STNLY												
SYS12041	12041	Morgan Stanley			1.00	1.00	1.00	0.731			0.731	
Subtotal and Average			1.00		1.00	1.00	1.00				0.731	
SWEEP ACCOUNT - CUSTOM												
SYS12138	12138	Morgan Stanley		07/01/2017	83,584.51	83,584.51	83,584.51	1.106			1.106	
Subtotal and Average			147,832.75		83,584.51	83,584.51	83,584.51				1.106	
Medium Term Notes - GC 53601(k)												
0258M0DP1	12088	American Express Credit		06/27/2016	10,000,000.00	10,020,900.00	10,092,829.08	2.250	A2	A-	1.660	08/15/2019
025816BM0	12156	American Express Credit		08/21/2017	250,000.00	249,793.75	249,793.75	2.500	A3	BBB+	2.519	08/01/2022
037833BQ2	12066	Apple Inc Corp Notes		02/23/2016	6,000,000.00	5,985,900.00	5,999,611.47	1.700	Aa1	AA+	1.706	02/22/2019
037833AQ3	12129	Apple Inc Corp Notes		04/07/2017	10,000,000.00	10,023,000.00	10,075,566.76	2.100	Aa1	AA+	1.528	05/06/2019
037833CQ1	12151	Apple Inc Corp Notes		08/17/2017	250,000.00	251,264.57	251,264.57	2.300			2.177	05/11/2022
05531FAV5	12153	BB&T Corporation		08/21/2017	250,000.00	249,586.92	249,586.92	2.050	A2	A-	2.101	05/10/2021
06406HCZ0	12126	Bank of New York Mellon Corp		03/17/2017	10,000,000.00	9,985,700.00	10,008,263.86	2.150	A1	A	2.110	02/24/2020
084670BX5	12098	Berkshire Hathaway Finance		08/15/2016	2,415,000.00	2,409,034.95	2,414,909.84	1.150	Aa2	AA	1.156	08/15/2018

Portfolio INVT
AP
PM (PRF_PM2) 7.3.0

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Medium Term Notes - GC 53601(k)												
166764AE0	12049	Chevron Corp. Global		11/25/2015	8,175,000.00	8,175,000.00	8,182,642.26	1.718	Aa1	AA	1.519	06/24/2018
17275RBG6	12104	Cisco Systems Inc Corp		09/20/2016	9,000,000.00	8,906,130.00	8,994,274.25	1.400	A1		1.438	09/20/2019
17275RBD3	12150	Cisco Systems Inc Corp		08/17/2017	250,000.00	251,927.80	251,927.80	2.200	A1	AA-	1.946	02/28/2021
172967KS9	12085	Citibank		06/09/2016	3,840,000.00	3,828,864.00	3,839,044.20	2.050	Baa1	A-	2.068	06/07/2019
191216BV1	12130	Coca- Cola Co		04/07/2017	4,431,000.00	4,393,868.22	4,420,671.36	1.375	Aa3	AA-	1.543	05/30/2019
25468PDH6	12064	The Walt Disney Copr		01/08/2016	2,710,000.00	2,701,951.30	2,708,766.00	1.650	A2	A	1.696	01/08/2019
38141GVT8	12074	Goldman Sachs		04/25/2016	1,415,000.00	1,410,740.85	1,413,273.54	2.000	A3	BBB+	2.096	04/25/2019
38141GVT8	12075	Goldman Sachs		04/26/2016	7,210,000.00	7,188,297.90	7,207,972.91	2.000	A3	BBB+	2.022	04/25/2019
02665WBA8	12068	American Honda Finance		02/23/2016	3,780,000.00	3,764,464.20	3,779,712.03	1.700	A1	A+	1.707	02/22/2019
02665WBE0	12091	American Honda Finance		07/12/2016	2,500,000.00	2,465,425.00	2,498,724.54	1.200	A1	A+	1.234	07/12/2019
459200JE2	12067	IBM Corp Notes		02/19/2016	20,000,000.00	19,948,000.00	19,996,517.81	1.800			1.812	05/17/2019
458140AZ3	12136	INTEL CORP		05/15/2017	10,000,000.00	9,954,100.00	10,013,745.35	1.850	A1	A+	1.790	05/11/2020
458140AZ3	12155	INTEL CORP		08/21/2017	250,000.00	248,852.50	250,290.56	1.850	A1	A+	1.799	05/11/2020
24422ETE9	12063	John Deere Captital Corp		01/08/2016	8,300,000.00	8,292,945.00	8,299,830.77	1.950	A2	A	1.952	01/08/2019
46625HQU7	12081	JP Morgan Chase		05/26/2016	10,000,000.00	9,963,400.00	10,007,161.91	1.850	A3	A	1.789	03/22/2019
46625HHU7	12157	JP Morgan Chase		08/21/2017	250,000.00	264,225.55	264,225.55	4.250	A3	A-	2.129	10/15/2020
58933YAS4	12164	MERCK & CO INC		08/22/2017	250,000.00	250,946.61	250,946.61	1.850	A1	AA	1.666	02/10/2020
594918BN3	12095	MICROSOFT CORP		08/08/2016	6,500,000.00	6,413,095.00	6,496,423.13	1.100	Aaa	AAA	1.135	08/08/2019
594918BN3	12133	MICROSOFT CORP		04/07/2017	6,000,000.00	5,919,780.00	5,955,953.15	1.100	Aaa	AAA	1.568	08/08/2019
594918BG8	12149	MICROSOFT CORP		08/17/2017	250,000.00	251,854.36	251,854.36	2.000	Aaa	AAA	1.730	11/03/2020
68389XBB0	12148	Oracle Corp		08/17/2017	250,000.00	252,711.65	252,711.65	2.500	A1	AA-	2.471	05/15/2022
742718EN5	12154	Procter & Gamble Co		08/21/2017	250,000.00	249,590.43	249,590.43	1.850	Aa3	AA-	1.905	02/02/2021
713448DE5	12070	Pepsico Inc Corp Note		02/24/2016	3,850,000.00	3,832,405.50	3,849,574.32	1.500	A1	A	1.510	02/22/2019
717081DU4	12083	PFIZER INC		06/03/2016	10,000,000.00	9,921,100.00	9,994,595.56	1.450	A1	AA	1.489	06/03/2019
857477AS2	12158	State Street Corp		08/21/2017	250,000.00	254,304.15	254,304.15	2.550	A1	A	1.874	08/18/2020
89236TCA1	12009	Toyota Motor Corporation		01/16/2015	10,000,000.00	9,999,000.00	10,000,507.06	1.450	Aa	AA	1.280	01/12/2018
89236TBP9	12121	Toyota Motor Corporation		01/12/2017	5,000,000.00	5,000,150.00	5,016,599.34	2.125	Aa3	AA-	1.904	07/18/2019
89236TCQ6	12165	Toyota Motor Corporation		08/22/2017	250,000.00	256,074.82	256,074.82	2.800	Aa3	AA-	2.231	07/13/2022
911312BP0	12170	UNITED PARCEL SERVICE		11/14/2017	200,000.00	199,696.20	199,696.20	2.050	A1		2.099	04/01/2021
91159HHA1	12152	US BANCORP		08/17/2017	250,000.00	266,573.56	266,573.56	4.125	A1	A+	2.215	08/24/2021
94974BFG0	12021	Wells Fargo & Company		04/07/2015	10,000,000.00	9,998,900.00	10,001,372.37	1.500	Aaa	AA	1.164	01/16/2018
94974BFU9	12089	Wells Fargo & Company		06/27/2016	10,000,000.00	9,998,400.00	10,081,902.96	2.125	A2	A	1.483	04/22/2019
Subtotal and Average			202,416,276.67		194,576,000.00	193,997,954.79	194,849,286.76				1.642	

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Negotiable CDs - GC 53601(i)												
06539RGM3	12166	Bank of Tokyo-MITS		09/27/2017	250,000.00	250,000.00	250,000.00	2.070	P-1	A-1	2.099	09/25/2019
06417GUE6	12127	Bank of Nova Scotia Hous		04/06/2017	10,000,000.00	9,963,800.00	10,000,000.00	1.910			1.910	04/05/2019
65558LWA6	12109	Nordea Bank Finland NY		12/05/2016	17,500,000.00	17,510,850.00	17,500,000.00	1.760	Aa3	AA-	1.760	11/30/2018
83050FXT3	12141	Skandinaviska Enskilada Banken		08/04/2017	14,000,000.00	13,938,540.00	13,995,665.00	1.840	P-1	A-1	1.860	08/02/2019
87019U6D6	12172	Swedbank		11/17/2017	18,000,000.00	17,902,800.00	18,000,000.00	2.270			2.270	11/16/2020
89113E5E2	12073	Toronto Dominion Bank		03/16/2016	18,000,000.00	17,999,820.00	18,000,000.00	1.720	Aa1	AA-	1.744	03/14/2018
Subtotal and Average			84,897,497.66		77,750,000.00	77,565,810.00	77,745,665.00				1.913	
Commercial Paper Disc.- GC 53601(h)												
06538CB83	12137	Bank of Tokyo-MITS		05/16/2017	12,000,000.00	11,980,200.00	11,980,746.67	1.520	P-1	A-1	1.561	02/08/2018
09659CGA0	12167	BNP Paribas NY		11/01/2017	25,000,000.00	24,757,250.00	24,788,888.89	1.600	P-1	A-1	1.632	07/10/2018
4497W1H90	12171	ING		11/17/2017	24,000,000.00	23,721,120.00	23,752,133.33	1.690	P-1	A-1	1.726	08/09/2018
46640QGH8	12168	J P Morgan Securities Inc		11/01/2017	30,000,000.00	29,697,900.00	29,732,408.33		P-1	A-1	1.664	07/17/2018
89233HG57	12169	Toyota Motor Corporation		11/01/2017	25,000,000.00	24,763,500.00	24,795,729.17		P-1	A-1+	1.621	07/05/2018
Subtotal and Average			95,399,862.07		116,000,000.00	114,919,970.00	115,049,906.39				1.650	
Fed Agcy Coupon Sec - GC 53601(f)												
3133EEMA5	12011	Federal Farm Credit Bank		01/30/2015	10,000,000.00	9,901,800.00	10,003,818.42	1.500	Aaa	AA	1.480	12/30/2019
3133EELZ1	12012	Federal Farm Credit Bank		02/02/2015	10,000,000.00	9,990,700.00	10,002,646.97	1.000	Aaa	AA	0.890	03/29/2018
3133EETE0	12020	Federal Farm Credit Bank		04/01/2015	10,000,000.00	9,997,500.00	10,003,740.72	1.125	Aaa	AA	0.932	03/12/2018
313378A43	11925	Federal Home Loan Bank		05/02/2013	10,000,000.00	10,000,700.00	10,011,420.26	1.375	Aaa	AA	0.758	03/09/2018
313383A68	11928	Federal Home Loan Bank		06/13/2013	10,000,000.00	9,972,900.00	10,000,000.00	1.080	Aaa	AA	1.080	06/13/2018
3130A8BD4	12082	Federal Home Loan Bank		05/27/2016	32,000,000.00	31,881,600.00	31,981,745.53	0.875	Aaa	AA+	0.992	06/29/2018
3130A8DB6	12084	Federal Home Loan Bank		06/03/2016	16,935,000.00	16,753,118.10	16,931,566.73	1.125	Aaa	AA+	1.139	06/21/2019
3130A8DB6	12090	Federal Home Loan Bank		07/12/2016	26,000,000.00	25,720,760.00	26,123,876.86	1.125	Aaa	AA+	0.797	06/21/2019
3130A8PK3	12097	Federal Home Loan Bank		08/15/2016	18,000,000.00	17,888,760.00	17,975,645.39	0.625	Aaa	AA+	0.853	08/07/2018
3130A8BD4	12099	Federal Home Loan Bank		08/15/2016	15,250,000.00	15,193,575.00	15,250,888.43	0.875	Aaa	AA+	0.863	06/29/2018
3130A9AE1	12101	Federal Home Loan Bank		08/29/2016	17,500,000.00	17,383,625.00	17,495,559.07	0.875	Aaa	AA+	0.909	10/01/2018
3130AAXX1	12125	Federal Home Loan Bank		03/17/2017	10,000,000.00	9,942,200.00	9,990,059.92	1.375	Aaa	AA+	1.458	03/18/2019
313383HU8	12144	Federal Home Loan Bank		08/16/2017	1,200,000.00	1,206,066.41	1,206,066.41	1.750	Aaa	AA+	1.538	06/12/2020
3137EADZ9	12100	Federal Home Loan Mtg Corp		08/29/2016	17,500,000.00	17,339,875.00	17,537,509.94	1.125	Aaa	AA+	0.956	04/15/2019
3137EAED7	12103	Federal Home Loan Mtg Corp		09/16/2016	10,150,000.00	10,079,762.00	10,148,356.00	0.875	Aaa	AA+	0.896	10/12/2018
3137EAE81	12114	Federal Home Loan Mtg Corp		12/19/2016	20,000,000.00	19,687,200.00	19,792,280.00	0.875	Aaa	AA+	1.561	07/19/2019
3137EAE85	12139	Federal Home Loan Mtg Corp		08/07/2017	1,200,000.00	1,200,210.76	1,200,210.76	1.500	Aaa	AA+	1.491	01/17/2020
3135G0XA6	11924	Federal National Mtg Assn		05/21/2013	10,000,000.00	9,979,700.00	10,000,000.00	1.030	Aaa	AA	1.030	05/21/2018

Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
Fed Agcy Coupon Sec - GC 53601(f)												
3135G0XK4	11927	Federal National Mtg Assn		05/30/2013	10,000,000.00	9,979,600.00	10,000,000.00	1.050	Aaa	AA	1.050	05/25/2018
3135G0WJ8	11929	Federal National Mtg Assn		05/28/2013	10,000,000.00	9,973,800.00	9,993,573.90	0.875	Aaa	AA	1.045	05/21/2018
3136FTS67	12013	Federal National Mtg Assn		02/03/2015	10,000,000.00	9,984,300.00	10,061,092.90	1.700	Aaa	AA	1.157	02/27/2019
3135G0YM9	12033	Federal National Mtg Assn		04/23/2015	10,000,000.00	10,008,700.00	10,056,986.87	1.875	Aaa	AA+	1.060	09/18/2018
3135G0TG8	12040	Federal National Mtg Assn		10/22/2015	10,000,000.00	9,995,200.00	10,001,267.68	0.875	Aaa	AA+	0.750	02/08/2018
3135G0J53	12069	Federal National Mtg Assn		02/23/2016	21,150,000.00	20,950,132.50	21,130,873.21	1.000	Aaa	AA+	1.080	02/26/2019
3135G0N33	12094	Federal National Mtg Assn		08/08/2016	18,675,000.00	18,375,639.75	18,651,866.13	0.875	Aaa	AA+	0.954	08/02/2019
3135G0J53	12096	Federal National Mtg Assn		08/09/2016	7,900,000.00	7,825,345.00	7,908,687.85	1.000	Aaa	AA+	0.903	02/26/2019
3135G0T29	12123	Federal National Mtg Assn		02/28/2017	12,600,000.00	12,469,212.00	12,594,198.40	1.500	Aaa	AA+	1.522	02/28/2020
3135G0ZA4	12134	Federal National Mtg Assn		04/07/2017	20,000,000.00	20,005,200.00	20,128,714.29	1.875	Aaa	AA	1.298	02/19/2019
3135G0T60	12140	Federal National Mtg Assn		08/07/2017	1,200,000.00	1,197,703.91	1,197,703.91	1.500	Aaa	AA+	1.576	07/30/2020
3135G0T29	12142	Federal National Mtg Assn		08/16/2017	1,200,000.00	1,187,544.00	1,200,378.28	1.500	Aaa	AA+	1.485	02/28/2020
Subtotal and Average			400,890,608.43		378,460,000.00	376,072,429.43	378,580,734.83				1.058	
US Treasury Note-GC 53601(b)												
912828A34	12042B	U.S. Treasury		11/10/2015	5,290,000.00	5,264,184.80	5,290,000.00	1.250	Aaa	AA	1.250	11/30/2018
912828VE7	12045	U.S. Treasury		11/16/2015	17,000,000.00	16,965,490.00	16,995,486.95	1.000	Aaa	AA+	1.066	05/31/2018
912828A34	12052	U.S. Treasury		11/25/2015	10,000,000.00	9,951,200.00	10,000,708.87	1.250	Aaa	AA	1.242	11/30/2018
912828WD8	12056	U.S. Treasury		12/22/2015	40,000,000.00	39,840,800.00	40,004,534.84	1.250	Aaa	AA+	1.236	10/31/2018
912828VE7	12062	U.S. Treasury		12/22/2015	20,000,000.00	19,959,400.00	19,986,584.60	1.000	Aaa	AA+	1.166	05/31/2018
912828S68	12113	U.S. Treasury		12/19/2016	20,000,000.00	19,901,600.00	19,948,503.82	0.750	Aaa	AA	1.200	07/31/2018
912828RE2	12115	U.S. Treasury		12/19/2016	20,000,000.00	19,975,000.00	20,037,202.62	1.500	Aaa	AA	1.215	08/31/2018
912828H52	12116A	U.S. Treasury		12/21/2016	12,400,000.00	12,235,824.00	12,313,153.61	1.250	Aaa	AA	1.596	01/31/2020
912828T42	12117	U.S. Treasury		12/21/2016	25,000,000.00	24,822,250.00	24,914,737.65	0.750	Aaa	AA	1.214	09/30/2018
912828UJ7	12118	U.S. Treasury		12/21/2016	25,000,000.00	24,993,000.00	24,997,979.53	0.875	Aaa	AA	0.974	01/31/2018
912828SD3	12119	U.S. Treasury		12/21/2016	25,000,000.00	24,843,750.00	24,986,991.84	1.250	Aaa	AA	1.299	01/31/2019
912828UR9	12120	U.S. Treasury		12/23/2016	50,000,000.00	49,953,000.00	49,981,382.02	0.750	Aaa	AA	0.986	02/28/2018
912828N63	12122	U.S. Treasury		01/24/2017	20,000,000.00	19,854,600.00	19,991,786.58	1.125	Aaa	AA	1.165	01/15/2019
912828UZ1	12135	U.S. Treasury		04/28/2017	50,080,000.00	49,950,793.60	50,002,613.52	0.625	Aaa	AA	1.103	04/30/2018
912828XV7	12143	U.S. Treasury		08/16/2017	2,500,000.00	2,498,207.73	2,498,207.73	1.250	Aaa	AA	1.299	06/30/2019
912828N63	12145	U.S. Treasury		08/16/2017	2,500,000.00	2,481,825.00	2,496,205.76	1.125	Aaa	AA	1.273	01/15/2019
912828K82	12146A	U.S. Treasury		08/16/2017	2,250,000.00	2,246,889.54	2,246,889.54	1.000	Aaa	AA+	1.225	08/15/2018
912828K25	12147	U.S. Treasury		08/16/2017	1,200,000.00	1,201,436.97	1,201,436.97	1.375	Aaa	AA	1.298	07/31/2019
912828H86	12160	U.S. Treasury		08/18/2017	2,000,000.00	1,982,888.90	1,982,888.90	1.500	Aaa	AA	1.719	01/31/2022
912828T67	12161	U.S. Treasury		08/18/2017	2,000,000.00	1,967,958.57	1,967,958.57	1.250	Aaa	AA	1.685	10/31/2021

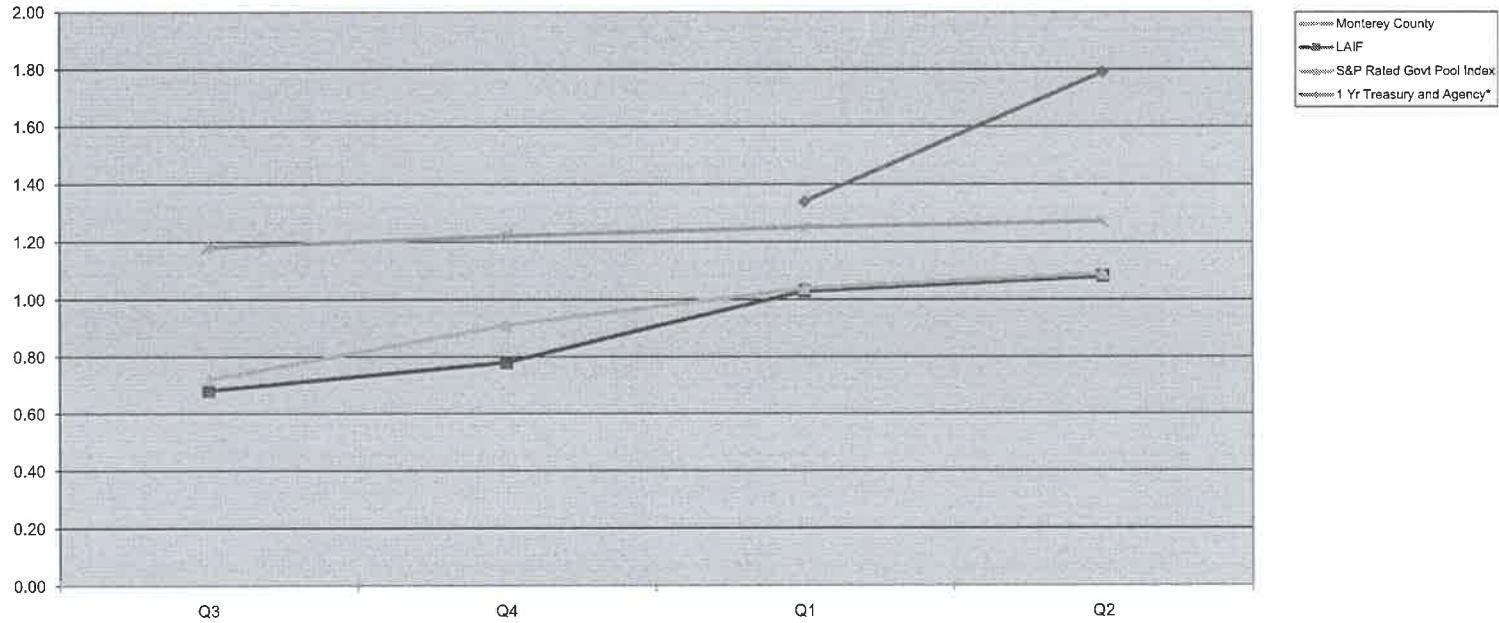
Portfolio INVT
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Exhibit B

Monterey County Portfolio Management Portfolio Details - Investments December 31, 2017

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	S&P	YTM	Maturity Date
US Treasury Note-GC 53601(b)												
912828Q78	12162	U.S. Treasury		08/18/2017	2,000,000.00	1,985,034.53	1,985,034.53	1.375			1.607	04/30/2021
912828L99	12163	U.S. Treasury		08/18/2017	2,000,000.00	1,992,198.05	1,992,198.05	1.375	Aaa		1.517	10/31/2020
912828U99	12173	U.S. Treasury		12/21/2017	20,000,000.00	19,889,000.00	19,894,591.67	1.250			1.786	12/31/2018
912828S43	12174	U.S. Treasury		12/21/2017	20,000,000.00	19,663,200.00	19,665,936.95	0.750	Aaa		1.857	07/15/2019
912828SX9	12175	U.S. Treasury		12/21/2017	20,000,000.00	19,800,000.00	19,808,771.98	1.125	Aaa		1.814	05/31/2019
Subtotal and Average			362,838,676.61		416,220,000.00	414,219,531.69	415,191,787.10				1.263	
Total and Average			1,389,810,523.21		1,558,052,557.25	1,551,822,253.16	1,556,463,937.33				1.304	

Exhibit C Monterey County Historical Yields vs. Benchmarks



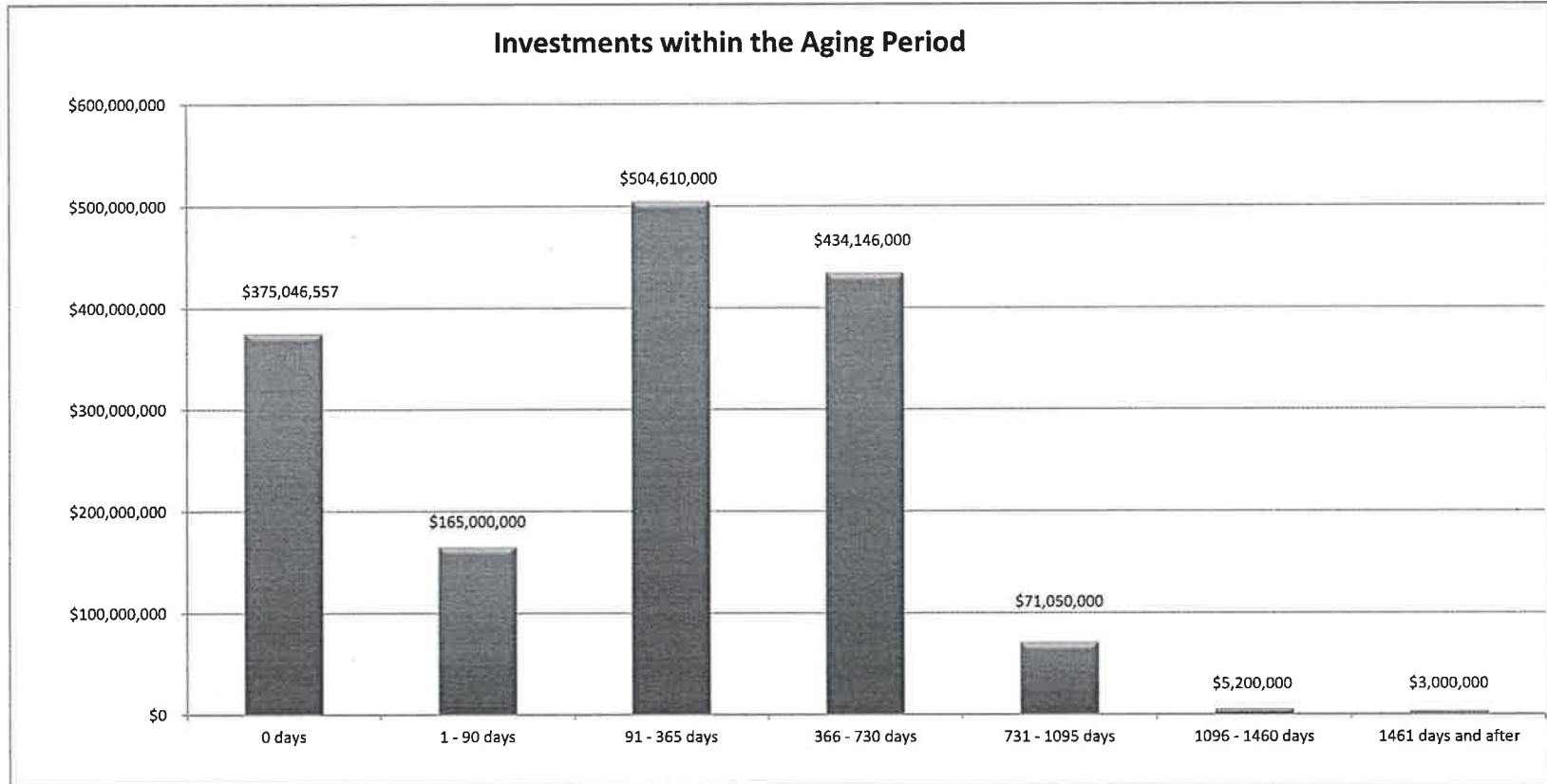
Quarterly Yield	FY 16/17				FY 17/18			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Monterey County	1.54	1.07	1.18	1.22	1.25	1.27		
1 - 3 Yr Treasury and Agency	0.79	1.18	1.28	1.41	n/a	n/a		
1 Yr Treasury and Agency*					1.34	1.79		
LAIF**	0.55	0.61	0.68	0.78	1.03	1.08		
S&P Rated Govt. Pool Index	0.45	0.54	0.72	0.91	1.04	1.09		

The S&P Index yields are obtained from Bloomberg
 The 1-3 Yr Treasury and Agency yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg
 The 1-Yr Treasury and Agency yields are obtained from the B of A Merrill Lynch Global Bond Indices/Bloomberg
 * benchmark changed to reflect current portfolio
 **LAIF - results for the month preceding quarter end



Exhibit D Monterey County Aging Report By Maturity Date As of January 1, 2018

Aging Interval:				Maturity Par Value	Percent of Portfolio	Current Book Value	Current Market Value
Aging Interval:	0 days	(01/01/2018 - 01/01/2018)	11 Maturities	375,046,557.25	24.07%	375,046,557.25	375,046,557.25
Aging Interval:	1 - 90 days	(01/02/2018 - 04/01/2018)	10 Maturities	165,000,000.00	10.59%	164,981,063.28	164,908,020.00
Aging Interval:	91 - 365 days	(04/02/2018 - 01/01/2019)	28 Maturities	504,610,000.00	32.39%	503,391,321.09	502,143,284.89
Aging Interval:	366 - 730 days	(01/02/2019 - 01/01/2020)	41 Maturities	434,146,000.00	27.86%	433,884,354.15	430,959,747.02
Aging Interval:	731 - 1095 days	(01/02/2020 - 12/31/2020)	15 Maturities	71,050,000.00	4.56%	70,997,539.86	70,601,542.30
Aging Interval:	1096 - 1460 days	(01/01/2021 - 12/31/2021)	7 Maturities	5,200,000.00	0.34%	5,170,368.01	5,170,368.01
Aging Interval:	1461 days and after	(01/01/2022 -)	5 Maturities	3,000,000.00	0.19%	2,992,733.69	2,992,733.69
Total for 117 Investments				1,558,052,557.25	100.00	1,556,463,937.33	1,551,822,253.16



Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. H

Administrative Services

College Area

Proposal:

The Governing Board gives authorization for the District to execute a lease agreement with GTE Moblinet Limited Partnership, d/b/a Verizon Wireless for installation of a microwave transceiver.

Background:

Per Board Policy 6500, no transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself. On Wednesday, September 27, 2017, the Board of Trustees gave authorization for the District to enter into lease negotiations for the installation of a microwave transceiver. Both parties have agreed to the proposed contract language. SAC Wireless approached the District with an interest to enter into a land parcel lease agreement for installation of one eighty foot light standard (New Pole) in the vicinity of the baseball field. The agreement shall be for five years and shall automatically be extended for four (4) additional five (5) year terms unless either party gives written notice of termination at least six (6) months to the other as per terms in the agreement. The agreement provides a one-time lump-sum rental payment of One Hundred Seventy-Five Thousand and 00/100 Dollars (\$175,000) within sixty (60) days after the completion of the installation of the New Pole.

Budgetary Implications: The District will receive \$175,000 in one lump sum for the initial term.

RESOLUTION: BE IT RESOLVED, that the Governing Board give authority to the District to enter into a lease agreement with GTE Mobilnet Limited Partnership, d/b/a Verizon Wireless for installation of a microwave transceiver.

Recommended By: _____


David Martin, Vice President of Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Services

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

McGuireWoods LLP
1800 Century Park East, 8th Floor
Los Angeles, California 90067
Attention: Sarah I. Kim, Esq.
(Site: Aguajito)

(Space above this line for Recorder's use)

STATE OF CALIFORNIA)

COUNTY OF MONTEREY)

APN: 001-781-023)

D.T.T. = \$0; lease less than 35 years
No prior recordings

MEMORANDUM OF LAND LEASE AGREEMENT

This MEMORANDUM OF LAND LEASE AGREEMENT (the "Memorandum") is made as of the last date of execution indicated on the signature page below Monterey Peninsula Junior College District, with a mailing address of 980 Fremont Street, Monterey, California 93940, hereinafter designated LESSOR, and GTE Mobilnet of California Limited Partnership, d/b/a Verizon Wireless, with an address of One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (Site: Aguajito), hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred hereinafter as the "Parties" or individually as the "Party."

1. LESSOR and LESSEE entered into a Land Lease Agreement (the "Agreement") on the last date of execution thereof, for an initial term of five (5) years, commencing on the Commencement Date (defined hereinafter), which term shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates it at the end of the then current term. The total guaranteed term of the Agreement is less than thirty-five (35) years.
2. Pursuant to the Agreement, LESSEE shall lease from LESSOR a portion (the "Premises") of that certain real property located at 980 Fremont Street, Monterey, California and legally described in Exhibit "A" attached hereto and incorporated herein (the entirety of LESSOR's property is referred to hereinafter as the "Property"), said Premises being substantially described and depicted in the Agreement, together with non-exclusive rights-of-way (the "Rights-of-Way") for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a right-of-way extending from Premises to the nearest public right of way, and for the installation and maintenance of, including but not limited to, utility wires, poles, cables, conduits, and pipes, over, under, or along one or more rights of way, and leased

premises and rights of way being substantially as described and depicted in the Agreement.

3. The Commencement Date of the Agreement, of which this is a Memorandum, shall be based on the date LESSEE commences installation of equipment on the Premises.
4. LESSEE has the right of first refusal to purchase the Property during the initial term and all renewal terms of the Agreement.
5. The terms, covenants and provisions of the Agreement, the terms of which are hereby incorporated by reference into this Memorandum, shall extend to and be binding upon the respective executors, administrators, heirs, successors and assigns of LESSOR and LESSEE.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year last written below.

LESSOR:

Monterey Peninsula Junior College District

By: _____

Name: _____

Title: _____

Date: _____

LESSEE:

GTE Mobilnet of California Limited
Partnership,
d/b/a Verizon Wireless

By: Cellco Partnership

Its: General Partner

By: _____

Name: _____

Title: _____

Date: _____

LESSOR ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

LESSEE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public

Exhibit A

(Legal Description of the Property)

Real property in the City of Monterey, County of Monterey, State of California, described as follows:

PARCEL I:

BEGINNING AT A 2" IRON PIPE MARKED 5800, WHICH 2" IRON PIPE IS SHOWN AND SO DESIGNATED ON THAT CERTAIN "LICENSED SURVEYOR'S MAP OF DEL MONTE FAIRWAYS, (BEING PORTIONS OF AGUAJITO RANCHO AND MONTEREY CITY LANDS TRACT NO. 1 FOR SUBDIVISION PURPOSES, MONTEREY COUNTY CALIFORNIA)" FILED AT PAGE 162 IN VOLUME 3 OF SURVEYS, RECORDS OF MONTEREY COUNTY, CALIFORNIA; AND RUNNING THENCE

- (1) NORTH 89° 49' 30" EAST 21.98 FEET; THENCE
- (2) SOUTH 2° 14' EAST 124.00 FEET; THENCE
- (3) SOUTH 28° 10' WEST 188.00 FEET; THENCE
- (4) SOUTH 1° 00' WEST 218.00 FEET; THENCE
- (5) SOUTH 15° 10' EAST 363.00 FEET; THENCE
- (6) SOUTH 8° 40' EAST 158.64 FEET; THENCE
- (7) SOUTHWESTERLY CURVING TO THE RIGHT 262.01 FEET ALONG THE ARC OF A CIRCLE OF 330 FEET RADIUS (LONG CHORD BEARS SOUTH 45° 35' 15" WEST 255.18 FEET); THENCE
- (8) TANGENTIALLY CURVING TO THE LEFT 333.53 FEET ALONG THE ARC OF A CIRCLE OF 630 FEET RADIUS; THENCE
- (9) NORTH 68° 30' WEST 477.00 FEET; THENCE
- (10) SOUTH 73° 00' WEST 519.90 FEET; THENCE
- (11) NORTH 41° 00' WEST 315.64 FEET; THENCE
- (12) NORTH 51° 20' WEST 96.51 FEET; THENCE
- (13) NORTH 28° 00' EAST 31.99 FEET TO AN IRON PIPE MARKED D.M.P. 107; THENCE

- (14) NORTH 43° 50' EAST 288.04 FEET TO AN IRON PIPE MARKED D.M.P. 108;
THENCE
- (15) NORTH 29° 50' EAST 503.00 FEET TO AN IRON PIPE MARKED D.M.P. 109;
THENCE
- (16) NORTH 3° 35' EAST 321.99 FEET TO AN IRON PIPE MARKED D.M.P. 110;
THENCE
- (17) NORTH 14° 55' WEST 288.72 FEET TO AN IRON PIPE MARKED D.M.P. 111;
THENCE
- (18) NORTH 39° 30' WEST 229.87 FEET TO AN IRON PIPE MARKED D.M.P. 112;
STANDING IN THE EASTERLY BOUNDARY OF VIA MIRADA; THENCE ALONG SAID
EASTERLY BOUNDARY OF VIA MIRADA
- (19) NORTHERLY CURVING TO THE LEFT 77.70 FEET ALONG THE ARC OF A
CIRCLE OF 195 FEET RADIUS (LONG CHORD BEARS NORTH 7° 05' 08" WEST 77.18
FEET;) THENCE
- (20) TANGENTIALLY CURVING TO THE RIGHT 113.77 FEET ALONG THE ARC OF A
CIRCLE OF
52.94 FEET RADIUS TO A POINT LYING IN THE SOUTHERLY BOUNDARY OF
FREMONT STREET; THENCE ALONG SAID SOUTHERLY BOUNDARY OF FREMONT
STREET
- (21) TANGENTIALLY SOUTH 75° 22' EAST 56.92 FEET; THENCE
- (22) SOUTH 74° 19' 30" EAST 825.51 FEET; THENCE
- (23) SOUTH 57° 18' EAST 532.55 FEET TO THE POINT OF BEGINNING, BEING A
PORTION OF AGUAJITO RANCHO.

EXCEPTING THEREFROM THE FOLLOWING:

THAT PART OF THE PARCEL OF LAND IN THE CITY OF MONTEREY, COUNTY OF MONTEREY, DESCRIBED IN THE DEED TO MONTEREY UNION HIGH SCHOOL DISTRICT, DATED AUGUST 8, 1938 RECORDED IN VOLUME 588 OF OFFICIAL RECORDS, AT PAGE 198, RECORDS OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEASTERLY CORNER OF THE PARCEL OF LAND DESCRIBED IN THE ABOVE SAID DEED; THENCE

- (1) ALONG THE EASTERLY BOUNDARY LINE OF SAID PARCEL, S. 2° 14' E., 59.03 FEET; THENCE

- (2) N. 68° 56' W., 234.36 FEET; THENCE
- (3) S. 76° 56' 35" W., 131.13 FEET; THENCE
- (4) N. 7° 28' 50" W., 127.24 FEET; THENCE
- (5) N. 66° 56' 05" W., 302.52 FEET; THENCE
- (6) N. 70° 54' 30" W., 651.17 FEET; THENCE
- (7) N. 87° 01' 20" W., 82.00 FEET; THENCE
- (8) S. 15° 39' 30" W., 95.51 FEET TO A POINT ON THE WESTERLY BOUNDARY LINE OF ABOVE SAID PARCEL; THENCE
- (9) ALONG SAID WESTERLY BOUNDARY LINE N. 39° 30' 30" W., 19.88 FEET; THENCE
- (10) CONTINUING ALONG SAID WESTERLY BOUNDARY LINE FROM A TANGENT THAT BEARS N. 4° 19' 15" E., ALONG A CURVE TO THE LEFT WITH A RADIUS OF 195.00 FEET, THROUGH AN ANGLE OF 22° 49' 45" A DISTANCE OF 77.70 FEET TO A POINT OF REVERSE CURVATURE; THENCE
- (11) CONTINUING ALONG THE BOUNDARY LINE OF SAID PARCEL OF LAND, A CURVE TO THE RIGHT, WITH A RADIUS OF 53.05 FEET, THROUGH AN ANGLE OF 123° 08', A DISTANCE OF 114.01 FEET TO POINT ON THE NORTHERLY BOUNDARY LINE OF ABOVE SAID PARCEL OF LAND, AND THE SOUTHERLY RIGHT OF WAY LINE OF THE EXISTING STATE HIGHWAY; THENCE, ALONG SAID NORTHERLY BOUNDARY LINE THE FOLLOWING FOUR COURSES AND DISTANCES:
 - (12) S. 75° 22' 30" E., 58.07 FEET;
 - (13) S. 74° 18' 07" E., 825.25 FEET,
 - (14) S. 57° 16' 37" E., 532.38 FEET,
 - (15) N. 89° 49' 30" E., 21.98 FEET TO THE POINT OF BEGINNING.

PARCEL II:

BEGINNING AT A POINT STANDING AT THE SOUTHWEST CORNER OF THAT CERTAIN 47.444 ACRE TRACT OF LAND CONVEYED BY DEL MONTE PROPERTIES COMPANY TO MONTEREY UNION HIGH SCHOOL DISTRICT BY DEED DATED AUGUST 8, 1938 AND RECORDED AT PAGE 198 IN VOLUME 588 OF OFFICIAL

RECORDS, RECORDS OF MONTEREY COUNTY, CALIFORNIA, SAID POINT BEING A 2" IRON PIPE MARKED "M.U.H.S. 1", AS SAID IRON PIPE IS SHOWN AND SO DESIGNATED ON THAT CERTAIN MAP ENTITLED, "LICENSED SURVEYOR'S MAP OF JACKS RANCH", ETC., FILED FOR RECORD AT PAGE 168, IN VOLUME 3 OF SURVEYS, RECORDS OF MONTEREY COUNTY, CALIFORNIA AND RUNNING THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID 47.444 ACRE TRACT

- (1) S. 51° 20' EAST, 96.51 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 2"; THENCE
- (2) S. 41° 00' E., 315.64 FEET TO A 2" IRON PIPE MARKED "M.U.H.S."; THENCE
- (3) N. 73° 00' E., 519.90 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 4"; THENCE
- (4) S. 68° 30' E., 477.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 5"; THENCE
- (5) NORTHEASTERLY AND CURVING TO THE RIGHT, 333.53 FEET ALONG THE ARC OF A CIRCLE OF 630 FEET RADIUS (LONG CHORD BEARS N. 53° 10' E., 329.65 FEET) TO A 2" IRON PIPE MARKED "M.U.H.S. 6" STANDING AT A POINT OF REVERSE CURVATURE; THENCE TANGENTIALLY
- (6) NORTHEASTERLY AND CURVING TO THE LEFT 262.01 FEET ALONG THE ARC OF A CIRCLE OF 330 FEET RADIUS (LONG CHORD BEARS N. 45° 35' 15" E., 255.18 FEET) TO A 2" IRON PIPE MARKED "M.U.H.S. 7"; THENCE
- (7) N. 08° 40' W., 158.64 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 8"; THENCE
- (8) N. 15° 10' W., 363.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 9"; THENCE
- (9) N. 01° 00' E., 218.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 10"; THENCE
- (10) N. 28° 10' E., 171.36 FEET; THENCE LEAVING THE EASTERLY BOUNDARY OF SAID 47.444 ACRE TRACT OF LAND
- (11) SOUTHERLY AND CURVING TO THE RIGHT 67.13 FEET ALONG THE ARC OF A CIRCLE OF 420 FEET RADIUS (LONG CHORD BEARS S. 16° 35' 15" W., 67.06 FEET) TO A POINT OF REVERSE CURVATURE; THENCE TANGENTIALLY
- (12) SOUTHERLY AND CURVING TO THE LEFT 440.06 FEET ALONG THE ARC OF A CIRCLE OF 620 FEET RADIUS (LONG CHORD BEARS S. 00° 50' W., 430.88 FEET); THENCE, TANGENTIALLY
- (13) S. 19° 30' E., 110.00 FEET; THENCE, TANGENTIALLY
- (14) SOUTHERLY AND CURVING TO THE RIGHT, 240.42 FEET ALONG THE ARC OF A CIRCLE OF 950 FEET RADIUS, (LONG CHORD BEARS S. 12° 15' E., 239.78 FEET); THENCE, TANGENTIALLY

(15) S. 05° 00' E., 370.00 FEET; THENCE, TANGENTIALLY

(16) SOUTHERLY AND CURVING TO THE RIGHT, 267.04 FEET ALONG THE ARC OF A CIRCLE OF 450 FEET RADIUS, (LONG CHORD BEARS S. 12° 00' W., 263.13 FEET; THENCE TANGENTIALLY

(17) S. 29° 00' W., 315.00 FEET; THENCE, TANGENTIALLY

(18) SOUTHWESTERLY AND CURVING TO THE RIGHT, 178.68 FEET ALONG THE ARC OF A CIRCLE OF 1950 FEET RADIUS (LONG CHORD BEARS S. 31° 37' 30" W., 178.62 FEET); THENCE TANGENTIALLY

(19) S. 34° 15' W., 138.89 FEET; THENCE

(20) DUE WEST 1888.45 FEET; THENCE

(21) N. 06° 40' E., 75.80 FEET TO A 2" IRON PIPE MARKED "D.M.P. 106", AS SAID IRON PIPE IS SHOWN AND SO DESIGNATED ON SAID "LICENSED SURVEYOR'S MAP OF JACKS RANCH"; THENCE

(22) N. 28° 00' E., 1127.05 FEET TO THE POINT OF BEGINNING, BEING A PORTION OF AGUAJITO RANCHO, MONTEREY COUNTY, CALIFORNIA.

EXCEPTING THEREFROM THE FOLLOWING:

BEGINNING AT A 2" X 2" STAKE STANDING ON THE SOUTHERLY LINE OF THAT CERTAIN 40.00 ACRE TRACT OF LAND CONVEYED FROM THE DEL MONTE PROPERTIES COMPANY TO THE MONTEREY UNION HIGH SCHOOL DISTRICT BY A DEED DATED JANUARY 2, 1948, AND RECORDED MARCH 11, 1948 IN VOLUME 1044, OFFICIAL RECORDS OF MONTEREY COUNTY, CALIFORNIA, AT PAGE 19, SAID POINT OF BEGINNING BEING MORE PARTICULARLY EAST, 684.74 FEET, FROM THE SOUTHWESTERLY CORNER OF SAID 40.00 ACRE TRACT OF LAND, SAID SOUTHWESTERLY CORNER BEING IN TURN S. 6° 40' W., 75.80 FEET FROM A 2" IRON PIPE MARKED "DMP 106", SHOWN ON SHEET 8 OF THAT CERTAIN MAP ENTITLED "LICENSED SURVEYOR'S MAP OF JACKS RANCH", FILED WITH THE RECORDER OF MONTEREY COUNTY, CALIFORNIA, IN VOLUME 3 OF SURVEYS, AT PAGE 168; THENCE, FROM SAID POINT OF BEGINNING, AND RUNNING ALONG SAID SOUTHERLY LINE OF SAID 40.00 ACRE TRACT OF LAND

(1) EAST, 255.95 FEET, TO A 2" X 2" STAKE; THENCE, LEAVING SAID SOUTHERLY LINE

(2) N. 11° 44' W., 265.95 FEET, TO A 2" X 2" STAKE; THENCE

(3) N. 0° 16' W., 136.51 FEET, TO A 2" X 2" STAKE; THENCE

- (4) WEST, 201.23 FEET TO A 2" X 2" STAKE; THENCE
- (5) SOUTH 396.90 FEET, TO THE POINT OF BEGINNING,

PARCEL III:

BEGINNING AT A 2" X 2" STAKE STANDING ON THE SOUTHERLY LINE OF THAT CERTAIN 40.00 ACRE TRACT OF LAND CONVEYED FROM THE DEL MONTE PROPERTIES COMPANY TO THE MONTEREY UNION HIGH SCHOOL DISTRICT BY A DEED DATED JANUARY 2, 1948 AND RECORDED MARCH 11, 1948 IN VOLUME 1044, OFFICIAL RECORDS OF MONTEREY COUNTY, CALIFORNIA, AT PAGE 19, SAID POINT OF BEGINNING BEING MORE PARTICULARLY EAST, 684.74 FEET, FROM THE SOUTHWESTERLY CORNER OF SAID 40.00 ACRE TRACT OF LAND, SAID SOUTHWESTERLY CORNER BEING IN TURN S. 6° 40' W., 75.80 FEET FROM A 2" IRON PIPE MARKED "DMP 106", SHOWN ON SHEET 8 OF THAT CERTAIN MAP ENTITLED "LICENSED SURVEYOR'S MAP OF JACKS RANCH", FILED WITH THE RECORDER OF MONTEREY COUNTY, CALIFORNIA, IN VOLUME 3 OF SURVEYS, AT PAGE 168; THENCE, FROM SAID POINT OF BEGINNING, AND RUNNING ALONG SAID SOUTHERLY LINE OF SAID 40.00 ACRE TRACT OF LAND

- (1) EAST, 255.95 FEET, TO A 2" X 2" STAKE; THENCE, LEAVING SAID SOUTHERLY LINE
- (2) N. 11° 44' W., 265.95 FEET, TO A 2" X 2" STAKE; THENCE
- (3) N. 0° 16' W., 136.51 FEET, TO A 2" X 2" STAKE; THENCE
- (4) WEST, 201.23 FEET TO A 2" X 2" STAKE; THENCE
- (5) SOUTH 396.90 FEET, TO THE POINT OF BEGINNING.

APN: 001-781-023

SITE NAME: AGUAJITO
SITE NUMBER: 249608
ATTY/DATE: SIK/5.2.17

LAND LEASE AGREEMENT

This Land Lease Agreement ("Agreement"), made as of the date of the later signature date below, between Monterey Peninsula Junior College District, with its principal offices located at 980 Fremont Street, Monterey, California 93940, hereinafter designated "LESSOR" and GTE Mobilnet of California Limited Partnership, d/b/a Verizon Wireless, with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated "LESSEE." LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

1. PREMISES. a. LESSOR hereby leases to LESSEE a portion of that certain parcel of property located at 980 Fremont Street, City of Monterey, County of Monterey, State of California, as legally described on Exhibit "A" attached hereto and made a part hereof (the entirety of LESSOR's property is referred to hereinafter as the "Property"), and being described as: (i) an approximately fifteen-foot (15') by twenty-five foot (25') parcel (the "Land Space"); (ii) additional ground space upon which LESSEE will install the New Pole (defined below) for LESSEE's antennas and related appurtenances (the "Antenna Space"); and (iii) additional ground space measuring approximately seventeen-inches (17") by thirty-inches (30") for LESSEE's vault (the "Vault Space"); together with the non-exclusive rights (the "Rights of Way") for ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twelve-foot (12') wide right-of-way extending from the nearest public right-of-way, Fremont Street, to the Land Space, the Antenna Space and the Vault Space, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along one or more rights of way from and between the Land Space, the Antenna Space and the Vault Space, said Land Space, Antenna Space, Vault Space, New Pole and Rights of Way (hereinafter collectively referred to as the "Premises") being substantially as described herein in Exhibit "B" attached hereto and made a part hereof.

In the event any public utility is unable to use the Rights of Way, LESSOR hereby agrees to grant an additional right-of-way either to LESSEE or to the public utility at no cost to LESSEE.

b. LESSOR shall, at all times during the Term (as defined below), provide electrical service and telephone service access within the Premises. If permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the alternative, if permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical sub-meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the event such sub-meter is installed, LESSEE shall pay the utility directly for its power consumption, if billed by the utility, and if not billed by the utility, then LESSOR shall read LESSEE's sub-meter on a monthly basis and provide LESSEE with an invoice for LESSEE's power consumption on an annual basis. Specifically, after the expiration of each calendar year, LESSOR shall determine LESSEE's actual electrical power consumption and resulting charges for the immediately preceding calendar year based on reading of LESSEE's sub-meter on a monthly basis and the electricity bills received by LESSOR throughout such calendar year. Each invoice

shall reflect charges only for LESSEE's power consumption based on the average kilowatt hour rate actually paid by LESSOR to the utility for electricity, without mark up or profit. All invoices for power consumption shall be sent by LESSOR to LESSEE at Verizon Wireless, M/S 3846, P.O. Box 2375, Spokane, Washington 99210-2375; Location Code: 249608, shall be provided to LESSEE within ninety (90) days following the conclusion of each calendar year (the "Invoice Period"), and shall be accompanied by copies of the electricity bills received by LESSOR during the subject calendar year and documentation of the sub-meter readings applicable to such calendar year. If LESSOR fails to deliver an invoice to LESSEE within the Invoice Period, LESSOR waives any right to collect any electrical charges from LESSEE for the subject calendar year. LESSEE shall pay each annual power consumption charge within forty-five (45) days after receipt of the invoice from LESSOR.

2. SURVEY. LESSOR also hereby grants to LESSEE the right to survey the Property and the Premises, and said survey shall then become Exhibit "C" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "B." Cost for such work shall be borne by LESSEE.

3. TERM; RENTAL.

a. This Agreement shall be effective as of the date of execution by both Parties, provided, however, the initial term shall be for five (5) years and shall commence on the Commencement Date (as hereinafter defined). The Agreement shall commence based upon the date LESSEE commences installation of the equipment on the Premises. In the event the date LESSEE commences installation of the equipment on the Premises falls between the 1st and 15th of the month, the Agreement shall commence on the 1st of that month and if the date installation commences falls between the 16th and 31st of the month, then the Agreement shall commence on the 1st day of the following month (either the "Commencement Date"). LESSOR and LESSEE agree that they shall acknowledge in writing the Commencement Date. LESSOR and LESSEE acknowledge and agree that rental payment shall not actually be sent by LESSEE until sixty (60) days after a written acknowledgement confirming the Commencement Date. Notwithstanding the foregoing, LESSOR and LESSEE acknowledge and agree that LESSEE will advance to LESSOR a one-time lump-sum rental payment of One Hundred Seventy-Five Thousand and 00/100 Dollars (\$175,000.00) within sixty (60) days after the completion of the installation of the New Pole, the payment of which will satisfy LESSEE's obligation to pay rent during the Term of the Agreement. If this Agreement is terminated due to LESSOR default, LESSOR shall reimburse LESSEE the rent paid in advance by LESSEE. The reimbursement amount shall be determined by multiplying the effective monthly rental rate of Five Hundred Eighty Three and 00/100 Dollars (\$583.00) by the number of months remaining in the Term as of the date of such termination (the "Termination Date"). If the Termination Date falls on a date that is on or before the 15th calendar day of a month, LESSEE shall be entitled to a refund for such entire month. Alternatively, if the Termination Date falls on a date that is after the 15th calendar day of a month, LESSEE shall not be entitled to a refund for such month.

Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

b. LESSOR hereby agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 23. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph. From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

4. EXTENSIONS. This Agreement shall automatically be extended for four (4) additional five (5) year terms unless LESSEE terminates the Agreement at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term.

5. INTENTIONALLY OMITTED.

6. ADDITIONAL EXTENSIONS. If at the end of the fourth (4th) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least three (3) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least three (3) months prior to the end of such term. The initial term and all extensions shall be collectively referred to herein as the "Term."

7. TAXES. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the

result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. a. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. LESSOR grants LESSEE the right to remove the existing pine tree located at the Property as necessary for the installation, operation and maintenance of LESSEE's communications facility. LESSOR further grants LESSEE the right to install one (1) eighty-foot (80') light standard (the "New Pole") as depicted on Exhibit "B" attached hereto. Within thirty (30) days after the date LESSEE notifies LESSOR of LESSEE's completion of the construction of the New Pole (the "Initial Inspection Period"), LESSOR or its contractor shall inspect the New Pole at LESSOR's sole cost and expense, only for the purpose of inspecting the appearance and functionality of the New Pole. LESSEE acknowledges and understands that LESSOR is not responsible for inspecting the sufficiency or capability of the New Pole for LESSEE's purposes under this Agreement. If LESSOR provides written notice to LESSEE of LESSOR's approval of the New Pole within the Initial Inspection Period, and immediately upon the date of such notice or the date LESSOR is deemed to have given such notice of approval, as described below, ownership of the New Pole shall transfer to LESSOR. If LESSOR provides written notice (the "Notice") of any New Pole construction deficiencies to LESSEE within the Initial Inspection Period, LESSEE shall promptly commence any repairs and/or remedial work to the New Pole necessary to correct the deficiencies described therein. Once such repairs and/or remedial work have been completed,

LESSEE shall notify LESSOR of such completion and LESSOR shall then have an additional thirty (30) days from the date of such notification from LESSEE (the "Additional Inspection Period") to inspect the New Pole with respect to such deficiencies. If LESSOR reasonably determines that LESSEE has corrected such deficiencies in compliance with the Notice, then within the Additional Inspection Period, LESSOR shall give LESSEE written approval of the New Pole and immediately upon the date of such notice or the date LESSOR is deemed to have given such notice of approval, ownership of the New Pole shall transfer to LESSOR. In the event LESSOR either fails to approve the New Pole as described above during the Initial Inspection Period or the Additional Inspection Period, or fails to provide written notice to LESSEE of any such deficiencies (or of LESSEE's failure to repair and/or remediate any deficiencies described in the Notice, if applicable) within the Initial Inspection Period or the Additional Inspection Period, LESSOR shall be deemed to have approved LESSEE's construction of, and shall be deemed to have approved, the New Pole, and accepted it in its "as is" condition, and LESSEE shall have no further liability or obligations therefor, except for the maintenance responsibilities during the term of this Agreement.

Upon completion of installation of the New Pole within the provisions of this Paragraph 8, and LESSOR's approval or deemed approval thereof, all right, title and interest in the New Pole shall transfer to LESSOR and the New Pole shall become the property of LESSOR, which New Pole LESSOR shall accept "as-is" without representation or warranty of any kind, express or implied, including without limitation warranties of merchantability for a particular purpose. In no event will LESSEE be liable for any damages, whether actual, incidental or consequential, whether foreseeable or not, arising out of or connected with the New Pole or its use or resale by LESSOR except for the maintenance responsibilities during the Term of this Agreement, LESSEE shall have no further obligations with respect to the New Pole.

b. Throughout the Term of this Agreement, LESSOR shall be responsible to maintain and repair the New Pole in good condition, reasonable wear and tear excepted, and in compliance with all applicable laws. LESSOR acknowledges and agrees that (i) LESSEE's communications equipment is highly sensitive, (ii) LESSEE's communications equipment may only be handled by properly trained and qualified personnel, (iii) LESSEE's antennas and communications equipment shall be installed at a higher level than any other improvements on the New Pole unless specifically approved in writing by LESSEE; and (iv) LESSEE shall be solely responsible for the maintenance, repair and handling of all of LESSEE's equipment, antennas, and any other of LESSEE's improvements during the Term of this Agreement. Except as set forth in this Paragraph 8, all of LESSEE's improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term.

c. A security fence consisting of chain link construction or similar but comparable construction may be placed around the perimeter of the Premises at the discretion of LESSEE (not including the access easement). All improvements, equipment, antennas and conduits shall be at LESSEE's expense and their installation shall be at the discretion and option of LESSEE. LESSEE

shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests which will permit LESSEE use of the Premises as set forth above. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests are unsatisfactory; (v) LESSEE determines that the Premises is no longer technically compatible for its use, or (vi) LESSEE, in its sole discretion, determines that the use of the Premises is obsolete or unnecessary, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, LESSEE shall have no further obligations for the payment of rent to LESSOR.

9. INDEMNIFICATION. Subject to Paragraph 10 below, each Party shall indemnify and hold the other harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

10. INSURANCE.

- a. Notwithstanding the indemnity in Paragraph 9, the Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or to the Property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.
- b. LESSEE will maintain at its own cost;

- i. Commercial General Liability insurance with limits not less than One Million and 00/100 Dollars (\$1,000,000.00) for injury to or death of one or more persons in any one occurrence and Five Hundred Thousand and 00/100 Dollars (\$500,000.00) for damage or destruction to property in any one occurrence.
- ii. Commercial Auto Liability insurance on all owned, non-owned and hired automobiles with a minimum combined limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence.
- iii. Workers Compensation insurance providing the statutory benefits and not less than One Million and 00/100 Dollars (\$1,000,000.00) of Employers Liability coverage.

LESSEE will include LESSOR as an additional insured on the Commercial General Liability and Auto Liability policies.

- c. LESSOR will maintain at its own cost commercial general liability insurance with limits not less than One Million and 00/100 Dollars (\$1,000,000.00) for injury to or death of one or more persons in any one occurrence and Five Hundred Thousand and 00/100 Dollars (\$500,000.00) for damage or destruction to property in any one occurrence. LESSOR will include LESSEE as an additional insured.

11. LIMITATION OF LIABILITY. Except for indemnification pursuant to Paragraphs 9 and 29, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. ANNUAL TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that three (3) months prior notice is given to LESSOR.

13. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of LESSOR or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR be entitled to terminate this Agreement or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is

of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

14. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove its building(s), antenna structure(s) (except footings), equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws (as defined in Paragraph 33 below). If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

15. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 14 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 14 and this Paragraph 15, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 14 shall equal to the rent applicable during the month immediately preceding such expiration or earlier termination.

16. RIGHT OF FIRST REFUSAL. If LESSOR elects, during the Term (i) to sell or otherwise transfer all or any portion of the Property, whether separately or as part of a larger parcel of which the Property is a part, or (ii) grant to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, with or without an assignment of this Agreement to such third party, LESSEE shall have the right of first refusal to meet any bona fide offer of sale or transfer on the same terms and conditions of such offer. If LESSEE fails to meet such bona fide offer within thirty (30) days after written notice thereof from LESSOR, LESSOR may sell or grant the easement or interest in the Property or portion thereof to such third person in accordance with the terms and conditions of such third party offer. For purposes of this Paragraph, any transfer, bequest or devise of LESSOR's interest in the Property as a result of the death of LESSOR, whether by will or intestate succession, or any conveyance to LESSOR's family members by direct conveyance or by conveyance to a trust for the benefit of family members shall not be considered a sale of the Property for which LESSEE has any right of first refusal.

17. RIGHTS UPON SALE. Should LESSOR, at any time during the Term decide (i) to sell or transfer all or any part of the Property to a purchaser other than LESSEE, or (ii) to grant to

a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE, or a larger portion thereof, for the purpose of operating and maintaining communications facilities or the management thereof, such sale or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder under the terms of this Agreement. To the extent that LESSOR grants to a third party by easement or other legal instrument an interest in and to that portion of the Property occupied by LESSEE for the purpose of operating and maintaining communications facilities or the management thereof and in conjunction therewith, assigns this Agreement to said third party, LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of this Agreement.

18. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

19. TITLE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

20. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

21. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

22. ASSIGNMENT. This Agreement may be sold, assigned or transferred by LESSEE without any approval or consent of LESSOR to LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of LESSOR, which such consent

will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder. LESSEE may sublet the Premises within its sole discretion, upon notice to LESSOR. Any sublease that is entered into by LESSEE shall be subject to the provisions of this Agreement and shall be binding upon the successors, assigns, heirs and legal representatives of the respective Parties hereto.

23. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: Monterey Peninsula Junior College District
980 Fremont Street
Monterey, California 93940

LESSEE: GTE Mobilnet of California Limited Partnership,
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate
Site: Aguajito

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

24. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

25. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain not later than fifteen (15) days following the execution of this Agreement, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Property, Lender or such

successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

26. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

27. DEFAULT.

- a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.
- b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and

until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than five (5) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion.

28. REMEDIES. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located; provided, however, LESSOR shall use reasonable efforts to mitigate its damages in connection with a default by LESSEE. If LESSEE so performs any of LESSOR's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by LESSEE shall immediately be owing by LESSOR to LESSEE, and LESSOR shall pay to LESSEE upon demand the full undisputed amount thereof with interest thereon from the date of payment at the greater of (i) ten percent (10%) per annum, or (ii) the highest rate permitted by applicable Laws. Notwithstanding the foregoing, if LESSOR does not pay LESSEE the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due from LESSOR, LESSEE may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

29. ENVIRONMENTAL.

- a. LESSOR will be responsible for all obligations of compliance with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as may now or at any time hereafter be in effect, that are or were in any way related to activity now conducted in, on, or in any way related to the Property, unless such conditions or concerns are caused by the specific activities of LESSEE in the Premises.
- b. LESSOR shall hold LESSEE harmless and indemnify LESSEE from and assume all duties, responsibility and liability at LESSOR's sole cost and expense, for all duties, responsibilities, and liability (for payment of penalties, sanctions,

forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as may now or at any time hereafter be in effect, unless such non-compliance results from conditions caused by LESSEE; and b) any environmental or industrial hygiene conditions arising out of or in any way related to the condition of the Property or activities conducted thereon, unless such environmental conditions are caused by LESSEE.

30. CASUALTY. In the event of damage by fire or other casualty to the Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

31. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Property, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by

reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

32. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

33. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises.

34. SURVIVAL. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

35. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

[signatures appear on the following page]

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year last written below.

LESSOR:

Monterey Peninsula Junior College District

By: _____

Name: _____

Title: _____

Date: _____

LESSEE:

GTE Mobilnet of California Limited
Partnership, d/b/a Verizon Wireless

By: Cellco Partnership

Its: General Partner

By: _____

Name: _____

Title: _____

Date: _____

Exhibit "A"

(Legal Description of the Property)

Real property in the City of Monterey, County of Monterey, State of California, described as follows:

PARCEL I:

BEGINNING AT A 2" IRON PIPE MARKED 5800, WHICH 2" IRON PIPE IS SHOWN AND SO DESIGNATED ON THAT CERTAIN "LICENSED SURVEYOR'S MAP OF DEL MONTE FAIRWAYS, (BEING PORTIONS OF AGUAJITO RANCHO AND MONTEREY CITY LANDS TRACT NO. 1 FOR SUBDIVISION PURPOSES, MONTEREY COUNTY CALIFORNIA)" FILED AT PAGE 162 IN VOLUME 3 OF SURVEYS, RECORDS OF MONTEREY COUNTY, CALIFORNIA; AND RUNNING THENCE

- (1) NORTH 89° 49' 30" EAST 21.98 FEET; THENCE
- (2) SOUTH 2° 14' EAST 124.00 FEET; THENCE
- (3) SOUTH 28° 10' WEST 188.00 FEET; THENCE
- (4) SOUTH 1° 00' WEST 218.00 FEET; THENCE
- (5) SOUTH 15° 10' EAST 363.00 FEET; THENCE
- (6) SOUTH 8° 40' EAST 158.64 FEET; THENCE
- (7) SOUTHWESTERLY CURVING TO THE RIGHT 262.01 FEET ALONG THE ARC OF A CIRCLE OF 330 FEET RADIUS (LONG CHORD BEARS SOUTH 45° 35' 15" WEST 255.18 FEET); THENCE
- (8) TANGENTIALLY CURVING TO THE LEFT 333.53 FEET ALONG THE ARC OF A CIRCLE OF 630 FEET RADIUS; THENCE
- (9) NORTH 68° 30' WEST 477.00 FEET; THENCE
- (10) SOUTH 73° 00' WEST 519.90 FEET; THENCE
- (11) NORTH 41° 00' WEST 315.64 FEET; THENCE
- (12) NORTH 51° 20' WEST 96.51 FEET; THENCE

- (13) NORTH 28° 00' EAST 31.99 FEET TO AN IRON PIPE MARKED D.M.P. 107;
THENCE
- (14) NORTH 43° 50' EAST 288.04 FEET TO AN IRON PIPE MARKED D.M.P. 108;
THENCE
- (15) NORTH 29° 50' EAST 503.00 FEET TO AN IRON PIPE MARKED D.M.P. 109;
THENCE
- (16) NORTH 3° 35' EAST 321.99 FEET TO AN IRON PIPE MARKED D.M.P. 110;
THENCE
- (17) NORTH 14° 55' WEST 288.72 FEET TO AN IRON PIPE MARKED D.M.P. 111;
THENCE
- (18) NORTH 39° 30' WEST 229.87 FEET TO AN IRON PIPE MARKED D.M.P. 112;
STANDING IN THE EASTERLY BOUNDARY OF VIA MIRADA; THENCE ALONG SAID
EASTERLY BOUNDARY OF VIA MIRADA
- (19) NORTHERLY CURVING TO THE LEFT 77.70 FEET ALONG THE ARC OF A
CIRCLE OF 195 FEET RADIUS (LONG CHORD BEARS NORTH 7° 05' 08" WEST 77.18
FEET;) THENCE
- (20) TANGENTIALLY CURVING TO THE RIGHT 113.77 FEET ALONG THE ARC OF A
CIRCLE OF
52.94 FEET RADIUS TO A POINT LYING IN THE SOUTHERLY BOUNDARY OF
FREMONT STREET; THENCE ALONG SAID SOUTHERLY BOUNDARY OF FREMONT
STREET
- (21) TANGENTIALLY SOUTH 75° 22' EAST 56.92 FEET; THENCE
- (22) SOUTH 74° 19' 30" EAST 825.51 FEET; THENCE
- (23) SOUTH 57° 18' EAST 532.55 FEET TO THE POINT OF BEGINNING, BEING A
PORTION OF AGUAJITO RANCHO.

EXCEPTING THEREFROM THE FOLLOWING:

THAT PART OF THE PARCEL OF LAND IN THE CITY OF MONTEREY, COUNTY OF
MONTEREY, DESCRIBED IN THE DEED TO MONTEREY UNION HIGH SCHOOL
DISTRICT, DATED AUGUST 8, 1938 RECORDED IN VOLUME 588 OF OFFICIAL
RECORDS, AT PAGE 198, RECORDS OF SAID COUNTY, MORE PARTICULARLY
DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEASTERLY CORNER OF THE PARCEL OF LAND DESCRIBED IN THE ABOVE SAID DEED; THENCE

(1) ALONG THE EASTERLY BOUNDARY LINE OF SAID PARCEL, S. 2° 14' E., 59.03 FEET; THENCE

(2) N. 68° 56' W., 234.36 FEET; THENCE

(3) S. 76° 56' 35" W., 131.13 FEET; THENCE

(4) N. 7° 28' 50" W., 127.24 FEET; THENCE

(5) N. 66° 56' 05" W., 302.52 FEET; THENCE

(6) N. 70° 54' 30" W., 651.17 FEET; THENCE

(7) N. 87° 01' 20" W., 82.00 FEET; THENCE

(8) S. 15° 39' 30" W., 95.51 FEET TO A POINT ON THE WESTERLY BOUNDARY LINE OF ABOVE SAID PARCEL; THENCE

(9) ALONG SAID WESTERLY BOUNDARY LINE N. 39° 30' 30" W., 19.88 FEET; THENCE

(10) CONTINUING ALONG SAID WESTERLY BOUNDARY LINE FROM A TANGENT THAT BEARS N. 4° 19' 15" E., ALONG A CURVE TO THE LEFT WITH A RADIUS OF 195.00 FEET, THROUGH AN ANGLE OF 22° 49' 45" A DISTANCE OF 77.70 FEET TO A POINT OF REVERSE CURVATURE; THENCE

(11) CONTINUING ALONG THE BOUNDARY LINE OF SAID PARCEL OF LAND, A CURVE TO THE RIGHT, WITH A RADIUS OF 53.05 FEET, THROUGH AN ANGLE OF 123° 08', A DISTANCE OF 114.01 FEET TO POINT ON THE NORTHERLY BOUNDARY LINE OF ABOVE SAID PARCEL OF LAND, AND THE SOUTHERLY RIGHT OF WAY LINE OF THE EXISTING STATE HIGHWAY; THENCE, ALONG SAID NORTHERLY BOUNDARY LINE THE FOLLOWING FOUR COURSES AND DISTANCES:

(12) S. 75° 22' 30" E., 58.07 FEET;

(13) S. 74° 18' 07" E., 825.25 FEET,

(14) S. 57° 16' 37" E., 532.38 FEET,

(15) N. 89° 49' 30" E., 21.98 FEET TO THE POINT OF BEGINNING.

PARCEL II:

BEGINNING AT A POINT STANDING AT THE SOUTHWEST CORNER OF THAT CERTAIN 47.444 ACRE TRACT OF LAND CONVEYED BY DEL MONTE PROPERTIES COMPANY TO MONTEREY UNION HIGH SCHOOL DISTRICT BY DEED DATED AUGUST 8, 1938 AND RECORDED AT PAGE 198 IN VOLUME 588 OF OFFICIAL RECORDS, RECORDS OF MONTEREY COUNTY, CALIFORNIA, SAID POINT BEING A 2" IRON PIPE MARKED "M.U.H.S. 1", AS SAID IRON PIPE IS SHOWN AND SO DESIGNATED ON THAT CERTAIN MAP ENTITLED, "LICENSED SURVEYOR'S MAP OF JACKS RANCH", ETC., FILED FOR RECORD AT PAGE 168, IN VOLUME 3 OF SURVEYS, RECORDS OF MONTEREY COUNTY, CALIFORNIA AND RUNNING THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID 47.444 ACRE TRACT

- (1) S. 51° 20' EAST, 96.51 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 2"; THENCE
- (2) S. 41° 00' E., 315.64 FEET TO A 2" IRON PIPE MARKED "M.U.H.S."; THENCE
- (3) N. 73° 00' E., 519.90 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 4"; THENCE
- (4) S. 68° 30' E., 477.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 5"; THENCE
- (5) NORTHEASTERLY AND CURVING TO THE RIGHT, 333.53 FEET ALONG THE ARC OF A CIRCLE OF 630 FEET RADIUS (LONG CHORD BEARS N. 53° 10' E., 329.65 FEET) TO A 2" IRON PIPE MARKED "M.U.H.S. 6" STANDING AT A POINT OF REVERSE CURVATURE; THENCE TANGENTIALLY
- (6) NORTHEASTERLY AND CURVING TO THE LEFT 262.01 FEET ALONG THE ARC OF A CIRCLE OF 330 FEET RADIUS (LONG CHORD BEARS N. 45° 35' 15" E., 255.18 FEET) TO A 2" IRON PIPE MARKED "M.U.H.S. 7"; THENCE
- (7) N. 08° 40' W., 158.64 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 8"; THENCE
- (8) N. 15° 10' W., 363.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 9"; THENCE
- (9) N. 01° 00' E., 218.00 FEET TO A 2" IRON PIPE MARKED "M.U.H.S. 10"; THENCE
- (10) N. 28° 10' E., 171.36 FEET; THENCE LEAVING THE EASTERLY BOUNDARY OF SAID 47.444 ACRE TRACT OF LAND
- (11) SOUTHERLY AND CURVING TO THE RIGHT 67.13 FEET ALONG THE ARC OF A CIRCLE OF 420 FEET RADIUS (LONG CHORD BEARS S. 16° 35' 15" W., 67.06 FEET) TO A POINT OF REVERSE CURVATURE; THENCE TANGENTIALLY

(12) SOUTHERLY AND CURVING TO THE LEFT 440.06 FEET ALONG THE ARC OF A CIRCLE OF 620 FEET RADIUS (LONG CHORD BEARS S. 00° 50' W., 430.88 FEET); THENCE, TANGENTIALLY

(13) S. 19° 30' E., 110.00 FEET; THENCE, TANGENTIALLY

(14) SOUTHERLY AND CURVING TO THE RIGHT, 240.42 FEET ALONG THE ARC OF A CIRCLE OF 950 FEET RADIUS, (LONG CHORD BEARS S. 12° 15' E., 239.78 FEET); THENCE, TANGENTIALLY

(15) S. 05° 00' E., 370.00 FEET; THENCE, TANGENTIALLY

(16) SOUTHERLY AND CURVING TO THE RIGHT, 267.04 FEET ALONG THE ARC OF A CIRCLE OF 450 FEET RADIUS, (LONG CHORD BEARS S. 12° 00' W., 263.13 FEET); THENCE TANGENTIALLY

(17) S. 29° 00' W., 315.00 FEET; THENCE, TANGENTIALLY

(18) SOUTHWESTERLY AND CURVING TO THE RIGHT, 178.68 FEET ALONG THE ARC OF A CIRCLE OF 1950 FEET RADIUS (LONG CHORD BEARS S. 31° 37' 30" W., 178.62 FEET); THENCE TANGENTIALLY

(19) S. 34° 15' W., 138.89 FEET; THENCE

(20) DUE WEST 1888.45 FEET; THENCE

(21) N. 06° 40' E., 75.80 FEET TO A 2" IRON PIPE MARKED "D.M.P. 106", AS SAID IRON PIPE IS SHOWN AND SO DESIGNATED ON SAID "LICENSED SURVEYOR'S MAP OF JACKS RANCH"; THENCE

(22) N. 28° 00' E., 1127.05 FEET TO THE POINT OF BEGINNING, BEING A PORTION OF AGUAJITO RANCHO, MONTEREY COUNTY, CALIFORNIA.

EXCEPTING THEREFROM THE FOLLOWING:

BEGINNING AT A 2" X 2" STAKE STANDING ON THE SOUTHERLY LINE OF THAT CERTAIN 40.00 ACRE TRACT OF LAND CONVEYED FROM THE DEL MONTE PROPERTIES COMPANY TO THE MONTEREY UNION HIGH SCHOOL DISTRICT BY A DEED DATED JANUARY 2, 1948, AND RECORDED MARCH 11, 1948 IN VOLUME 1044, OFFICIAL RECORDS OF MONTEREY COUNTY, CALIFORNIA, AT PAGE 19, SAID POINT OF BEGINNING BEING MORE PARTICULARLY EAST, 684.74 FEET, FROM THE SOUTHWESTERLY CORNER OF SAID 40.00 ACRE TRACT OF LAND, SAID SOUTHWESTERLY CORNER BEING IN TURN S. 6° 40' W., 75.80 FEET

FROM A 2" IRON PIPE MARKED "DMP 106", SHOWN ON SHEET 8 OF THAT CERTAIN MAP ENTITLED "LICENSED SURVEYOR'S MAP OF JACKS RANCH", FILED WITH THE RECORDER OF MONTEREY COUNTY, CALIFORNIA, IN VOLUME 3 OF SURVEYS, AT PAGE 168; THENCE, FROM SAID POINT OF BEGINNING, AND RUNNING ALONG SAID SOUTHERLY LINE OF SAID 40.00 ACRE TRACT OF LAND

(1) EAST, 255.95 FEET, TO A 2" X 2" STAKE; THENCE, LEAVING SAID SOUTHERLY LINE

(2) N. 11° 44' W., 265.95 FEET, TO A 2" X 2" STAKE; THENCE

(3) N. 0° 16' W., 136.51 FEET, TO A 2" X 2" STAKE; THENCE

(4) WEST, 201.23 FEET TO A 2" X 2" STAKE; THENCE

(5) SOUTH 396.90 FEET, TO THE POINT OF BEGINNING,

PARCEL III:

BEGINNING AT A 2" X 2" STAKE STANDING ON THE SOUTHERLY LINE OF THAT CERTAIN 40.00 ACRE TRACT OF LAND CONVEYED FROM THE DEL MONTE PROPERTIES COMPANY TO THE MONTEREY UNION HIGH SCHOOL DISTRICT BY A DEED DATED JANUARY 2, 1948 AND RECORDED MARCH 11, 1948 IN VOLUME 1044, OFFICIAL RECORDS OF MONTEREY COUNTY, CALIFORNIA, AT PAGE 19, SAID POINT OF BEGINNING BEING MORE PARTICULARLY EAST, 684.74 FEET, FROM THE SOUTHWESTERLY CORNER OF SAID 40.00 ACRE TRACT OF LAND, SAID SOUTHWESTERLY CORNER BEING IN TURN S. 6° 40' W., 75.80 FEET FROM A 2" IRON PIPE MARKED "DMP 106", SHOWN ON SHEET 8 OF THAT CERTAIN MAP ENTITLED "LICENSED SURVEYOR'S MAP OF JACKS RANCH", FILED WITH THE RECORDER OF MONTEREY COUNTY, CALIFORNIA, IN VOLUME 3 OF SURVEYS, AT PAGE 168; THENCE, FROM SAID POINT OF BEGINNING, AND RUNNING ALONG SAID SOUTHERLY LINE OF SAID 40.00 ACRE TRACT OF LAND

(1) EAST, 255.95 FEET, TO A 2" X 2" STAKE; THENCE, LEAVING SAID SOUTHERLY LINE

(2) N. 11° 44' W., 265.95 FEET, TO A 2" X 2" STAKE; THENCE

(3) N. 0° 16' W., 136.51 FEET, TO A 2" X 2" STAKE; THENCE

(4) WEST, 201.23 FEET TO A 2" X 2" STAKE; THENCE

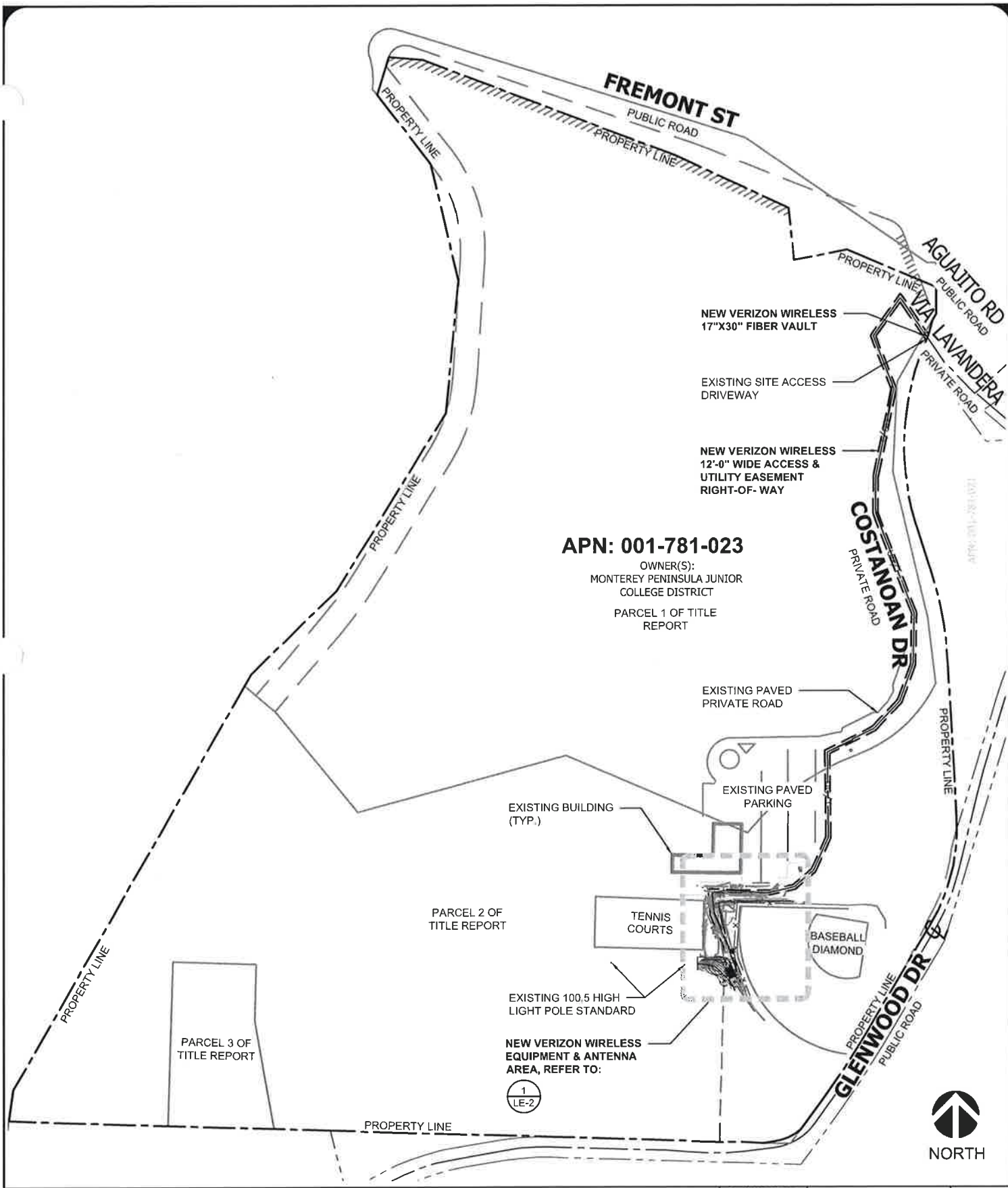
(5) SOUTH 396.90 FEET, TO THE POINT OF BEGINNING.

APN: 001-781-023

Exhibit "B"

(Depiction of the Premises and/or Property)

See attached.



LEASE EXHIBIT SITE PLAN



SCALE: 1" = 300'-0" (8 1/2x11)

1

ISSUE STATUS			
REV.	DATE	DESCRIPTION	BY
0	12/27/17	LEASE EXHIBIT	FA
1	01/05/18	LEASE EXHIBIT	FA



5015 SHOREHAM PLACE, STE 150
SAN DIEGO, CA 92122
WWW.SDC-WIRELESS.COM
619.738.3788

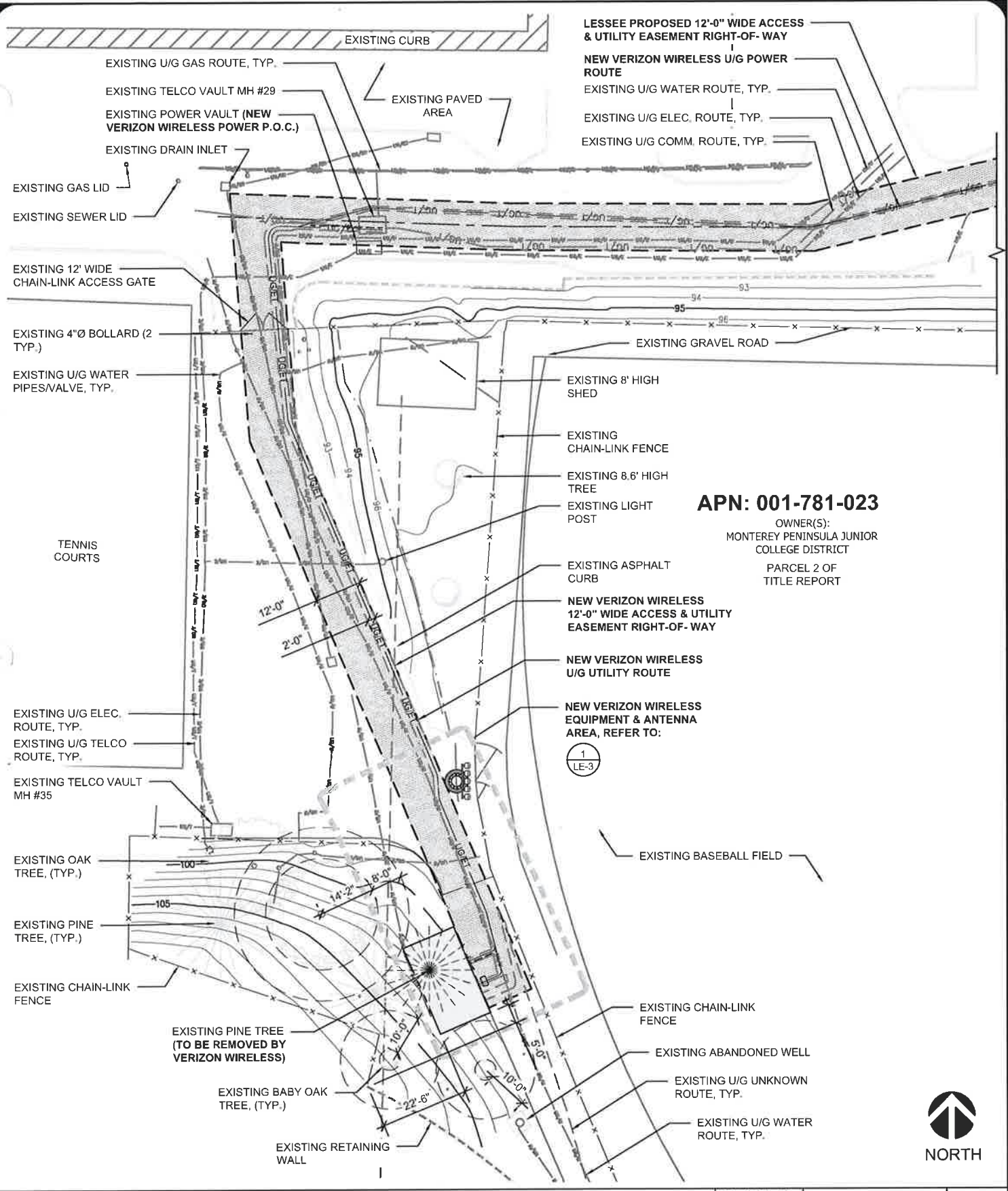


2785 MITCHELL DRIVE, BLDG 9
WALNUT CREEK, CA 94598

AGUAJITO
PSL# 249608
980 FREMONT ST
MONTEREY, CA 93940

SHEET TITLE:

LE-1



APN: 001-781-023

OWNER(S):
 MONTEREY PENINSULA JUNIOR
 COLLEGE DISTRICT
 PARCEL 2 OF
 TITLE REPORT

1
 LE-3



LEASE EXHIBIT ENLARGED SITE PLAN

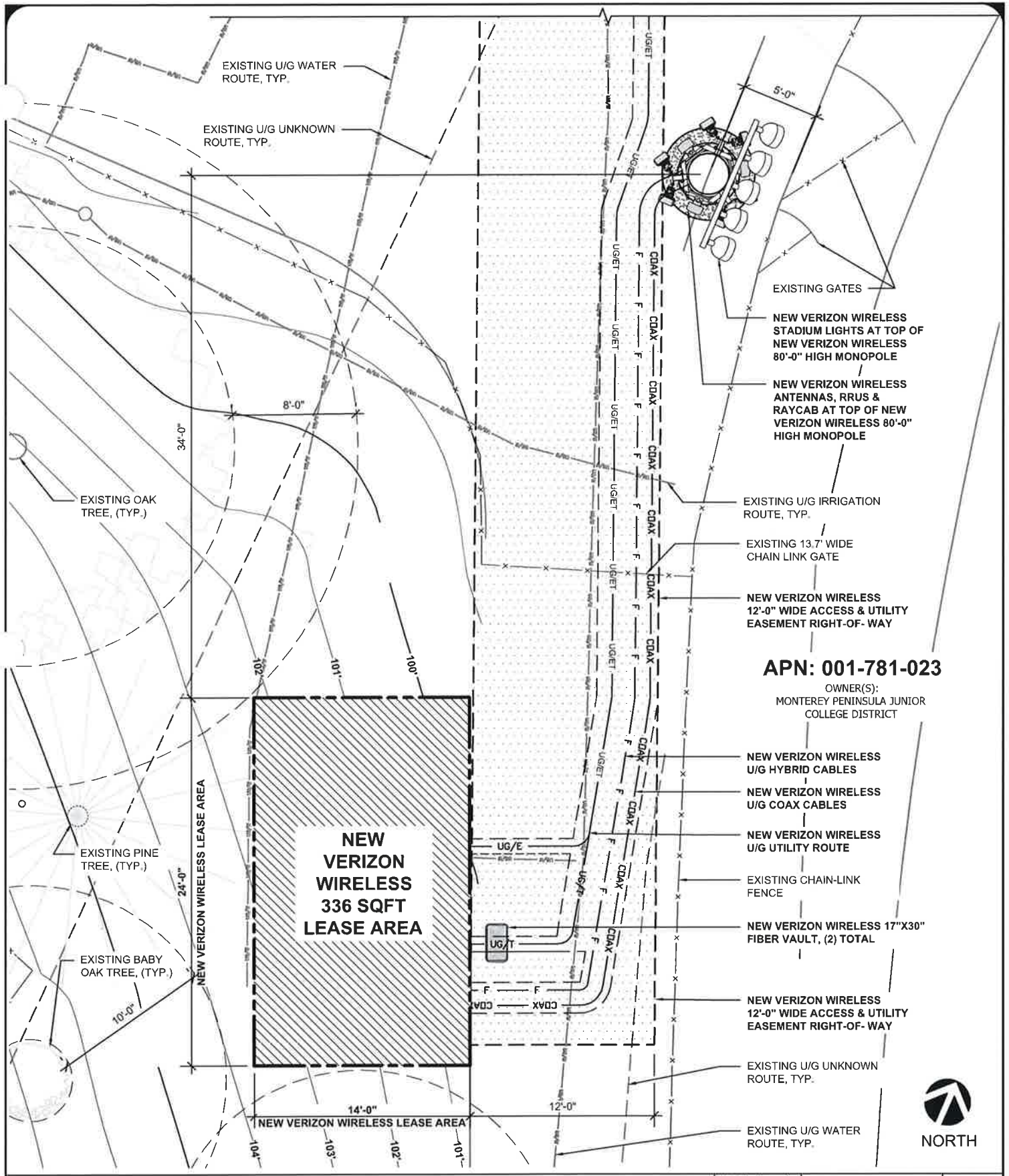
SCALE: 1/32" = 1'-0" (8 1/2x11) **1**

ISSUE STATUS			
REV	DATE	DESCRIPTION	BY
0	12/27/17	LEASE EXHIBIT	FA
1	01/05/18	LEASE EXHIBIT	FA



AGUAJITO
PSL# 249608
 980 FREMONT ST
 MONTEREY, CA 93940

SHEET TITLE:
LE-2



APN: 001-781-023

OWNER(S):
MONTEREY PENINSULA JUNIOR
COLLEGE DISTRICT

LEASE EXHIBIT EQUIPMENT & ANTENNA AREA



SCALE: 1/8" = 1'-0" (8 1/2x11)

1

ISSUE STATUS			
REV.	DATE	DESCRIPTION	BY
0	12/27/17	LEASE EXHIBIT	FA
1	01/05/18	LEASE EXHIBIT	FA



AGUAJITO
PSL# 249608
980 FREMONT ST
MONTEREY, CA 93940

SHEET TITLE:
LE-3

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. I

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

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

New Courses:

BUSI 46	Entrepreneurial Mindset
BUSI 68	Entrepreneurial Start-up Ventures
INTL 1	Introduction to Global Studies
INTL 2	Global Issues
LETP 203	Robbery Investigations
LETP 204	Investigation Core
LETP 205	Officer-Involved Shooting and Death Investigation
LETP 208	Child Abuse Investigations
LETP 209	Sexual Assault Investigation
LETP 248	Surveillance Techniques

Recommended By:

Kiran Kamath 2/8/2018
Kiran Kamath, Vice President of Academic Affairs

Prepared By:

Kim Kingswold 2/8/2018
Kim Kingswold, Academic Technician

Agenda Approval:

Walter Tribley
Dr. Walter Tribley, Superintendent/President

NEW COURSES

BUSI 46, Entrepreneurial Mindset

3 units

3 hours lecture

Justification:

This course represents an upgrade to our current business entrepreneurial program offering that sets the initial groundwork for a possible exploration into this rapidly growing field for career change, employment opportunity, or improvement of economic circumstance.

Description:

This course offers a comprehensive study of the impact that entrepreneurs have had throughout history and around the world. Emphasis is placed on the traits that have enabled these entrepreneurs to thrive in various eras, diverse cultures, and challenging economic circumstances, highlighting the contributions that these innovations have made to society. Secondly, students analyze, research, and create a basic business plan for an entrepreneurial undertaking of their choice.

BUSI 68, Entrepreneurial Start-up Ventures

3 units

2 hours lecture, 3 hours lab, 1 hour lab/activity TBA

Justification:

Upward revision of the current entrepreneurial certificate program to serve as the culmination capstone and execution of student business ideas and start-up ventures.

Description:

In a lecture and laboratory setting, this project-based capstone course engages teams of students to create a product to bring to market in the local community. Critical topics include designing, executing, marketing, and tracking the effectiveness of their product and business plan throughout the start-up process.

INTL 1, Introduction to Global Studies

3 units

3 hours lecture

Justification:

This course is a requirement of the Global Studies AOE AA-T. Aligned to C-ID descriptor GLST 101.

Description:

This course is an introduction to the interdisciplinary field of Global studies, including the history of globalization and economic, political, social, cultural, and ecological developments related to the process of globalization.

INTL 2, Global Issues

3 units

3 hours lecture

Justification:

This course is a requirement of the Global Studies AOE AA-T. Aligned to C-ID descriptor GLST 102.

Description:

This course introduces students to the origins, current status, and future trends of major transnational issues confronting the global community. Topics include population trends, economic development and inequality, basic human needs (for food, water, health care), human rights, international conflict and security concerns, and environmental problems. The course also focuses on global governance, including the study of collective global responsibilities.

LETP 203, Robbery Investigations

1 unit

.5 hour lecture, 1.5 hours lab

Justification:

This course is a POST requirement for Robbery Investigators in the state of California. Pass/No Pass Prerequisite – California Police Academy.

Description:

This course is designed to provide students with detailed instruction in investigating the broad spectrum of robbery, from commercial stores and banks to street muggings, residential invasions, and the "shakedowns" of youth and adults. The learning opportunities involve the students in examining active cases, interview and interrogation techniques, analyzing the elements and the evidence, and developing patterns that emerge during a robbery investigation.

LETP 204, Investigation Core

2 units

1 hour lecture, 3 hours lab

Justification:

This course is a POST requirement for Investigators in the state of California. Pass/No Pass Prerequisite – California Police Academy.

Description:

The core course is designed to enhance the effectiveness of the individual criminal investigators skills in performing the multi-disciplined, multi-leveled tasks necessary to successfully conduct comprehensive criminal investigations. Instruction in this course is provided through a coordinated, experience-based adult learning approach which addresses crime scene management, interviewing and interrogation skills, search and seizure issues, search warrant preparation, surveillance techniques, case reporting, informant management, media relations, case reporting and courtroom testimony.

LETP 205, Officer-Involved Shooting and Death Investigation

1 unit

.5 hour lecture, 1.5 hours lab

Justification:

This course is a POST requirement for Officer involved Shooting and Death Investigators in the state of California. Pass/No Pass Prerequisite – California Police Academy.

Description:

This course is designed for students who are assigned to investigate law enforcement-involved critical incidents, including officer-involved shootings, use-of-force incidents, and in-custody deaths. Topics include understanding stakeholders, lawful and unlawful force, physiological and psychological changes (human factors), administrative and criminal investigations, crime scene management, physical evidence, legal considerations and courtroom testimony, crime scene reconstruction, video forensics, taser incidents, excited delirium-related deaths, and contemporary critical incident case studies.

LETP 208, Child Abuse Investigations

1 unit

.5 hour lecture, 1.5 hours lab

Justification:

This course is a POST requirement for Child Abuse Investigators in the state of California. Pass/No Pass Prerequisite – California Police Academy.

Description:

This course is an intensive study in causes, recognition, identification of abuse, neglect and sexual exploitation of children. Emphasis is placed on laws, procedure of handling cases, effective interviewing/investigative techniques, action/referral, and investigator stress management.

LETP 209, Sexual Assault Investigations

1 unit

.5 hour lecture, 1.5 hours lab

Justification:

This course is a POST requirement for Sexual Assault Investigators in the state of California. Pass/No Pass Prerequisite – California Police Academy.

Description:

The course is designed to give students a balance between a police officer's duties in handling sexual assault cases and being sensitive to and aware of the victim's needs. Attention is given to the psychological as well as the physical trauma a rape victim encounters. The legal aspects of the case are also emphasized.

LETP 248, Surveillance Techniques

1 unit

.5 hour lecture, 1.5 hours lab

Justification:

This course provides surveillance training for peace officers.

Description:

This course covers basic surveillance techniques including radio traffic and point position and allows class participants to practice these techniques to improve their surveillance skills. This course is P.O.S.T. (Commission on Peace Officer Standards and Training) certified.

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

That the Governing Board approves the corrected Administrative Salary Schedule effective January 1, 2018.

Background:

The Governing Board approved the Administrative Salary Schedule effective January 1, 2018 at the January 24th meeting. The attached salary schedule was revised to correct the doctoral stipend.

Budgetary Implications:

Included in the budget.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Administrative Salary Schedule effective January 1, 2018.

Recommended By: Walt a Tribly
Dr. Walter Tribley, Superintendent/President

Prepared By: Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: Walt a Tribly
Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

ADMINISTRATIVE SALARY SCHEDULE

2017-2018

Effective – January 1, 2018

Title	Step 1	Step 2	Step 3	Step 4*	Step 5*
Director	6,984	7,263	7,554	7,857	8,171
Assistant Dean	8,006	8,345	8,673	9,028	9,381
Associate Dean	9,423	9,766	10,105	10,458	10,812
Dean	9,954	10,291	10,630	10,986	11,340
Administrative Dean	10,488	10,861	11,242	11,599	11,952
Vice President	11,094	11,468	11,848	12,202	12,560

* 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 \$249 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: January 1, 2018 with 1.00% increase

Board Approval: January 24, 2018

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. K

Human Resources
College Area

Proposal:

That the Governing Board approve the job description for the position of Associate Dean of Human Resources.

Background:

The job description for Associate Dean of Human Resources was previously reviewed in 2013. It has been modified to include current knowledge, skills, and job responsibilities and to eliminate duties no longer performed. The Governing Board approved the recruitment for the position at their November 2017 meeting.

Budgetary Implications:

There is no proposed change to the placement of the position on the Administrative Salary Schedule. The replacement position has been included in the 2017-2018 budget. Dependent upon initial placement, the annual cost of the position, including all payroll and health benefits, is estimated to be between \$164,004 (Step A) and \$184,291 (Step E).

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the job description for the position of Associate Dean of Human Resources.

Recommended By:

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

Prepared By:

Susan Kitagawa
Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

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

MONTEREY PENINSULA COLLEGE
ASSOCIATE DEAN OF HUMAN RESOURCES

JOB SUMMARY

The Associate Dean of Human Resources is the Senior Administrator of the Office of Human Resources and reports directly to the Superintendent/President. The Associate Dean plans, organizes, coordinates, directs, and evaluates the District's comprehensive human resources management and employee relations programs and services for all employees in accordance with federal, state and regional laws, regulations, policies and procedures. The Associate Dean is the designated Equal Employment Officer, Title IX Coordinator, and serves as a member of the President's Cabinet. This position is designated as a Classified Administrator.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Plan, oversee, and direct the operations of the Office of Human Resources to provide a wide range of human resources services and practices in compliance with Federal, State, and regional laws, regulations, policies and procedures. Evaluate, recommend, and update policies, procedures, and practices to provide efficient and customer oriented services.
2. Serve as a member of President's Cabinet and collaborate with administrators to consult and provide expertise in a wide range of human resources related matters to effectively support the mission of the college.
3. Provide information and technical expertise to all employees and the public concerning human resources operations and practices, including labor and employee relations, evaluations, recruitment and hiring, classification systems, benefits, compensation, laws and regulations.
4. Serve as the District's Equal Employment Opportunity (EEO) Officer and Title IX Coordinator. Investigate or administer the investigations of complaints alleging unlawful discrimination for employees, students, and job applicants based on federal, state, and regional laws and regulations. Oversee the resolution of complaints and refer findings for consideration for student and/or employee discipline, as appropriate.
5. Plan and coordinate the recruitment and selection of all District employees according to established policies and procedures. Develop, monitor, and evaluate practices to ensure EEO and diversity in the appointment, promotion, transfer, reassignment, retention, and termination of all employees assuring the fair and consistent interpretation and application of policies and procedures. Develop and oversee the employee onboarding program.
6. Plan, advise, and chair the meetings of the EEO Advisory Committee consisting of employees, community members, and student representatives; promote and implement the EEO Plan and related board policies and procedures. Consult with and seek the input from committee members regarding a wide range of human resources and diversity practices and programs. Direct the compilation and analysis of recruitment and

selection data to prepare reports. Oversee and monitor the EEO budget and reporting according to regulations.

7. Develop and maintain a comprehensive classification plan for positions in the District; direct or conduct studies related to compensation, benefits, and classification of positions; update job descriptions and make recommendations for new positions.
8. Lead collective bargaining negotiations with employee organizations as a member of the District's team; prepare Memorandums of Understanding and labor agreements; facilitate the distribution of such documents; interpret and administer the collective bargaining agreements; mediate and facilitate the resolution of complaints and grievances; respond to and address employee and labor relations issues, concerns, and interests; develop and promote practices to maintain positive employee relations.
9. Direct the administration of the employee health and welfare benefits and worker's compensation programs. Oversee the administration of the Americans with Disabilities Act (ADA) for employees and applicants, including facilitating accommodations for job applicants and employees. Administer federal and state laws associated with employee benefits and leaves.
10. Oversee the performance and evaluation of all employees; coordinate the dissemination and completion of evaluations; ensure compliance with laws, policies and procedures.
11. Provide training and professional development to employees and administrators on a one-to-one, small group, and large group basis. Assist supervisors, managers, and administrators to develop the competencies required to effectively perform supervision, management, and leadership responsibilities. Oversee the coordination of mandatory trainings for employees.
12. Develop and oversee the annual budget for the Office of Human Resources. Review, analyze, and make recommendations on budget and financial data; monitor and authorize expenditures ensuring that documentation is in accordance with purchasing policies and procedures.
13. Provide consultation to supervisors regarding employee conflict and resolution. Assess performance issues and recommend appropriate actions and responses. Administer the progressive discipline process including reprimands, suspensions, demotions, and dismissals according to laws, policies, procedures, and the collective bargaining agreements.
14. Coordinate and oversee employee data collection, management, and mandatory reporting. Analyze data to assess the effectiveness of practices and operations and in planning future initiatives. Oversee the maintenance of employee records and ensure the confidentiality of sensitive and private information.
15. Select, supervise, assign, train, evaluate, and counsel the performance of direct subordinates; provide professional development opportunities. Develop and foster a positive and respectful team environment to provide high levels of customer service and to support student success and the mission of the college.

16. Oversee and prepare items for the Governing Board meetings for information and approval. Provide technical expertise, information and assistance to the Superintendent/President at meetings. Prepare written and oral reports and presentations. Participate and attend college and regional meetings.
17. Maintain knowledge of current ideas, trends, laws, regulations, guidelines, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations. Seek and participate in professional development activities.

Other Duties:

18. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education & Experience

Master's degree from an accredited institution in human resources management, organizational development, public administration, business administration or related field. Three (3) years of recent and successful experience in human resources, including recruitment, classification, human resources information systems, and/or employee and labor relations. One (1) year of supervisory or lead experience in human resources. In lieu of a Master's degree, a Bachelor's degree in a field listed above and additional years of experience in human resources and/or supervisory/lead experience may be considered.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

Licenses and other Requirements

Possession of, or ability to obtain prior to employment, a valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

Desirable: Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PRH) certification or other related professional human resources certification.

Knowledge:

Knowledge of: Current trends, practices, techniques, and methods of human resources administration in the public sector including recruitment, classification, compensation and benefits, evaluation, and information systems; labor and employee relations including principles and practices of interest based and collective bargaining; applicable state and federal laws and regulations including California Education Code and Code of Regulations, civil rights, EEO, Title IX, ADA, and collective bargaining; methods of management, supervision, evaluation, and training; budget preparation and expenditure control; record keeping, data collection, and report preparation methods to ensure information is accurately secured, reported, and presented in a timely manner; current computer operating systems, software applications, applicant tracking systems; and human resources information systems; methods and practices of investigations and report writing; principles of leadership, team building, motivation, mediation and conflict resolution; participatory governance and collective decision making; the diverse backgrounds of community college students and employees; and the mission, goals, and vision of California community colleges.

Abilities

Ability to: Develop, evaluate, and recommend policies and procedures in support of an effective human resources administration and the mission of the college; analyze problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of objective; prioritize and direct work to meet deadlines; communicate clearly, concisely and effectively, both orally and in writing with diverse

constituencies; develop and maintain effective working relationships with college administrators, faculty, staff, students, and community members; collect and analyze data to prepare comprehensive, concise reports and recommendations; oversee and recommend budget preparation and expenditures; prepare and make effective presentations; demonstrate possession of strong organizational and leadership skills; learn applicable federal and state laws, regulations, policies, and procedures; exercise tact, diplomacy and confidentiality when interacting with sensitive and complex issues, situations, and records; encourage professional excellence among the staff and promote an organizational culture of service and innovation; select, train, supervise, and evaluate the performance of assigned personnel; operate computers and their peripherals; operate a variety of office equipment including a computer; utilize word processing, spreadsheets, email, online calendaring and data entry and retrieval from database programs; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability, and gender diversity of students and employees attending and working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Office environment and constant interruptions, extended periods of sitting with occasional standing and walking; bend at the waist, push, pull and periodic handling of lightweight parcels up to 15 pounds. Requires some evening and weekend responsibilities.

Date of Board Approval:

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. L

Human Resources
College Area

Proposal:

That the Governing Board approve the job description for the position of Systems and Programming Manager and authorize the recruitment to fill the position.

Background:

The job description for Systems and Programming Manager was previously reviewed in 1996. It has been modified to include current knowledge, skills, and job responsibilities and to eliminate duties no longer performed.

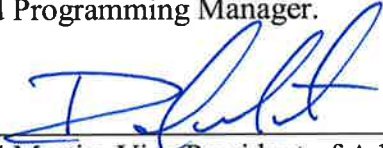
Budgetary Implications:

There is no proposed change to the placement of the position on the Management-Supervisory Salary Schedule at Range 57. The replacement position has been included in the 2017-2018 budget. Dependent upon initial placement, the annual cost of the position, including all payroll and health benefits, is estimated to be between \$114,532 (Step A) and \$134,291 (Step E).

RESOLUTION: BE IT RESOLVED, that the Governing Board approve the job description for the position of Systems and Programming Manager.

BE IT FURTHER RESOLVED, that the Governing Board authorize the recruitment to fill the position of Systems and Programming Manager.


Recommended By: _____


David Martin, Vice President of Administrative Services

Prepared By: _____


Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE

SYSTEMS AND PROGRAMMING MANAGER

JOB SUMMARY:

Under the direction of the Director, Information Systems, within a broad framework of standard policies and procedures, provide management and supervision of the activities performed by the Information Technology Department, including management of academic and business computer and technology services; plan, organize and direct the day-to-day activities, services and operations of the department's systems and programming staff to provide information services to the business and instructional programs of the College.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Plan, organize and coordinate the day-to-day activities of the systems and programming unit of the Information Technology department.
2. Support college-wide data and reporting requirements including, but not limited to, Institutional Research, Admissions & Records, Fiscal Services, Human Resources, and Student Financial Services. Collaborate with Academic Affairs and Student Services to support instructional and program services.
3. Supervise the systems function including MIS submissions, data administration, web application and software support; provide information, reports, analysis and assistance as requested; estimate project size, complexity and resources required; develop written plans and recommendations for systems functions and resource allocations.
4. Analyze and evaluate technology applications programs and recommend needed modifications; review new application development and maintenance projects of systems and programming staff; establish and review programming projects and provide assistance and training as needed.
5. Receive and screen user programming requests for new applications or modifications and determine appropriate priority and response; perform primary and preliminary systems analysis and meetings with users; meet with users to analyze, clarify and define needs to determine optimum solution; analyze effects on existing system.
6. Oversee the evaluation of new software packages for business and instructional application; work with the Director of Information Systems to plan installation and modifications of integrated software applications; ensure proper coordination with network and training personnel and users to facilitate installation requirements.
7. Collaborate with Director, Information Systems to develop unit and project goals, objectives and time lines; evaluate and determine project tasks; assign work to programming and systems analyst staff; monitor project progress and adjust staffing, resources, objectives and time lines as needed.
8. Plan and implement Internet interfaces and technology; coordinate with instruction and business services staff to ensure user needs are met.
9. Install new releases of operating system and applications software; monitor and adjust system configurations for optimum performance, including setting on-line systems parameters; configure new devices.
10. Train, supervise and evaluate the performance of assigned staff; establish priorities of programming projects in accordance with department priority guidelines; direct and assign computer operations staff.

11. Provide for proper programming documentation and coordination with user training and help desk staff.
12. Act for the Director, Information Systems in their absence as required.
13. Provide training to programming staff to introduce new techniques, standards and software products; develop, implement and enforce programming standards.
14. Define database items, structures and relationships; maintain system dictionary; develop and maintain database security procedures; monitor and refine database performance such as records storage accuracy and efficiently; monitor and adjust dataset capacities.
15. Provide technical assistance to departments, users and subordinates in conceptual system design and the actual design of automated information systems.
16. Prepare and maintain a variety of records and reports related to department operations, including projects, staff, computer usage; system performance and capacities and government-required reports.
17. Conduct periodic review/evaluation of assigned programs and services.
18. Participate in professional development to maintain currency in the field.

Other Functions

Serve on and/or chair college committees as required or assigned.

Ensure compliance with district policy, Federal and state law, and other contracts or agreements relative to area of assignment.

Perform related duties as required or assigned.

EMPLOYMENT STANDARDS

Education And Experience

Any combination of education and experience equivalent to a Bachelor's degree in computer science, computer information systems or related field and four years of progressively responsible experience in systems analysis and programming involving languages used by the College. Experience in a supervisory role within a technology environment.

Knowledge

Knowledge of: Microsoft Visual Studio focusing on VB.Net, ASP.Net; SQL database administration and design or equivalent; Reporting tools i.e. SQL Server Reporting Services (SSRS); data processing equipment, State laws and regulations pertaining to Management Information Systems (MIS) reporting requirements; MIS Data Element Dictionary; Taxonomy of Programs (TOPs) and Administrative and Support Activity (ASA) Codes; operation utilities and applications used within an educational setting; database management systems; advanced principles and techniques of systems analysis and design and computer programming and documentation; computer backup and security techniques and issues; principles and practices of supervision, training and evaluation of the performance of assigned staff; principles and methods of data entry and computer operations; technical aspects of field of specialty; operation, capabilities and limitations of computer equipment and proper methods of storing equipment, materials and supplies; applicable federal, state, and regional laws, regulations, and procedures.

Abilities

Ability to: Plan, organize and direct the day-to-day activities, services and operations of the department's systems and programming staff; analyze and evaluate data processing programs, needed modifications and data processing concerns to meet district needs; train, supervise and evaluate assigned personnel; perform difficult and complex programming in the analysis of systems requirements and development of computer applications; analyze user needs and develop effective systems and programs; provide technical assistance to College data processing systems

users; to learn State laws and regulations pertaining to MIS reporting requirements, MIS Data Element Dictionary, TOPs, and ASA Codes; maintain current knowledge of technological advances in the field; apply principles and techniques of computer programming to specific user needs and problems; set goals and objectives for assigned staff; communicate effectively both orally and in writing; maintain records and prepare reports; meet schedules and time lines; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative and effective working relationships with those contacted in the performance of required duties; and demonstrate an understanding of sensitivity to, and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Moderate physical effort; long periods of sitting, occasional standing or walking; push, pull, bend, stoop, and periodic handling of moderate to heavy weight equipment or supplies up to 50 lbs. Primarily indoor work environment.

Board approved:

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

President's Office

College Area

New Business Agenda Item No. M

Proposal:

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

Background:

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

The Governing Board established the committee in February 2003, with a minimum of seven members representing the local business community, senior citizen's organization, taxpayers organization, students, college support organization, and the community. Trustees and employees of the district and vendors, contractors, or consultants serving the district are prohibited by law from being members of the committee.

In November 2017, several members completed their third consecutive term on the committee and may no longer serve as specified in Education Code 15282. In addition, two members recently resigned and need replacement. The result will be vacancies for representatives from college support organizations, a bona fide taxpayers organization, and the community at-large. Applicants were solicited from appropriate groups and notices were placed in the Monterey County Herald and on the committee's webpage. Representatives being recommended for appointment to the committee are:

College Support Organization: Mr. Jeffrey Riehl (Gentrain Society)

Community at Large: Mr. Dave Hober and Mr. Dan Albert Jr.

Taxpayers Organization: _____ (Monterey Peninsula Taxpayers Association)

Per the committee By-laws, the terms of these appointments will extend to November, 2019.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the appointment of Mr. Jeffrey Riehl, Mr. Dave Hober and Mr. Dan Albert Jr., as members of the Citizens' Bond Oversight Committee, effective February 22, 2018, be approved.

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

Prepared By: JoRene Finnell 2-12-18
JoRene Finnell, Administrative Assistant IV, VP, Academic Affairs

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
APPLICATION
FOR CITIZENS' BOND OVERSIGHT COMMITTEE

The information below will be used to comply with Proposition 39 and related legislation concerning committee membership and accountability. Specific duties of the committee are contained in the attached bylaws.

PLEASE NOTE: Elected officials and employees, vendors, contractors and consultants of the Monterey Peninsula Community College District are prohibited by law from being members of the committee.

Name JEFFREY M. RIEHL Date October 7, 2017

specify) _____

Active member of a senior citizen's organization (please specify) Stillwater Club, PB

Active member in a bona-fide taxpayers association (please specify) _____

An enrolled student active in a community college group, such as student government (please specify) _____

Active member of a college support organization (please specify) Centrain Society, MPC

Citizen at large

Other (please specify) _____

Circle response

1. Are you an employee of the Monterey Peninsula Community College District? Yes No

2. Are you a vendor, contractor or consultant with the Monterey Peninsula Community College District? Yes No

3. Are you able to complete at least one two-year term as a member of the committee and refrain from becoming an employee, vendor, contractor or consultant of the District for an additional two years? Yes No

4. Are you, to the best of your knowledge, able to maintain your qualification in the membership position previously checked? Yes No

5. Members of the committee will be required to abide by an ethics policy. Are you willing to adhere to the provisions of this policy? Yes No

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

BA - CSU, Fresno

MA - Univ. San Francisco

EdD - Univ. of Pacific

Career in Education Administration

Past Treasurer, Vice President + President
of Bentonia Society of MPC.

President-Elect of Stillwater Club,
Pebble Beach

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION

FOR CITIZENS' BOND OVERSIGHT COMMITTEE

The information below will be used to comply with Proposition 39 and related legislation concerning committee membership and accountability. Specific duties of the committee are contained in the attached bylaws.

PLEASE NOTE: Elected officials and employees, vendors, contractors and consultants of the Monterey Peninsula Community College District are prohibited by law from being members of the committee.

Name DAVE HOBER Date 11-23-17

- Active member in a bona-fide taxpayers association (please specify) _____
- An enrolled student active in a community college group, such as student government (please specify) _____
- Active member of a college support organization (please specify) _____
- Citizen at large
- Other (please specify) EMPLOYED AS MONTEREY CITY EMPLOYEE

- | | | Circle response |
|--|-------|-----------------|
| 1. Are you an employee of the Monterey Peninsula Community College District? | Yes | (No) |
| 2. Are you a vendor, contractor or consultant with the Monterey Peninsula Community College District? | Yes | (No) |
| 3. Are you able to complete at least one two-year term as a member of the committee and refrain from becoming an employee, vendor, contractor or consultant of the District for an additional two years? | (Yes) | No |
| 4. Are you, to the best of your knowledge, able to maintain your qualification in the membership position previously checked? | (Yes) | No |
| 5. Members of the committee will be required to abide by an ethics policy. Are you willing to adhere to the provisions of this policy? | (Yes) | No |

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Application for Citizen's Bond Oversight Committee

Please describe any additional qualifications, experience, or expertise that qualifies you for membership on this committee.

I HAVE SERVED AS A PUBLIC EMPLOYEE FOR THIRTY YEARS
IN LOCAL, STATE AND FEDERAL GOVERNMENT. I
HAVE PARTICIPATED IN AND AUTHORIZED PUBLIC BUDGET
PROCEDURES AND EXPENDITURES.

I WAS AN ADJUNCT INSTRUCTOR AT CARRILLO COLLEGE
FOR OVER TEN YEARS. MY SPOUSE HAS BEEN
AN EDUCATOR IN PUBLIC SCHOOLS FOR ALMOST
TWENTY YEARS.

I AM ACTIVELY ENGAGED IN THE COMMUNITY
THAT MAKES UP THE MONTEREY PENINSULA.
I HAVE A DESIRE AND INTEREST IN MPC
AND ENSURING ITS SUCCESS.

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. N

Superintendent/President
College Area

Proposal:

That the Governing Board adopt Board Policies: 3260 – Sustainability; 3280 – Grants; 3300 – Public Records; 3501 – Campus Security and Access; 3550 – Drug Free Environment and Drug Prevention Program; 3560 – Alcoholic Beverages; 3710 – Securing of Copyright; 3715 – Intellectual Property; 3720 – Computer and Network Use; 3820 – Gifts; 4060 – Delineation of Functions Agreements; 4115 – College Catalog; 6307 – Debt Issuance and Management; 7140 – Collective Bargaining; 7210 – Academic Employees; 7230 – Classified Employees; 7236 – Substitute and Short-Term Employees; 7250 – Educational Administrators; 7260 – Classified Supervisors and Managers; and 7365 – Discipline and Dismissal, Classified Employees.

Background:

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

An extensive update of board policies is currently underway to reflect CCLC policy language and policies will be presented to the Board in a group for review and approval to facilitate the policy update. Completion of this update will address one of the recommendations from the District's accreditation evaluation report.

Twenty-three policies, including the twenty attached policies, were presented to the Board for a first reading at the January Board meeting. Of those twenty-three policies, three are not being presented for adoption at the February Board meeting: policy 3503 – Missing Student Notification will not be adopted as it is only legally required for districts that maintain on-campus housing; policy 3900 – Speech: Time, Place, and Manner and policy 7360 – Discipline and Dismissal, Academic Employees were recommended for further review prior to adoption. The policies listed below were revised to remove informational notes included for the first reading. Eight of these policies underwent additional revisions that are noted below in bold. The policies are recommended for adoption.

Board Policy 3260	Sustainability (no existing MPC policy)
Board Policy 3280	Grants (no existing MPC policy)

Board Policy 3300	Public Records (no existing MPC policy)
Board Policy 3501	Campus Security and Access (no existing MPC policy)
Board Policy 3550	Drug Free Environment and Drug Prevention Program (no existing MPC policy) <i>NOTE: Policy reflects Board subcommittee revision to prohibit the possession, use, or distribution of alcohol and cannabis products by students and employees, including misuse or illegal use of legally prescribed medications (or drugs).</i>
Board Policy 3560	Alcoholic Beverages (no existing MPC policy)
Board Policy 3710	Securing of Copyright (replaces existing MPC policy 2225)
Board Policy 3715	Intellectual Property (no existing MPC policy) <i>NOTE: Policy reflects Board subcommittee approved revision to include in the associated administrative procedure language that is consistent with bargaining unit agreements.</i>
Board Policy 3720	Computer and Network Use (no existing MPC policy) <i>NOTE: Policy reflects Board subcommittee approved correction of a typo.</i>
Board Policy 3820	Gifts (replaces existing MPC policy 2175) <i>NOTE: Policy reflects Board subcommittee approved revision clarifying the Board's authority to consider all gifts, donations, and bequests made to the District.</i>
Board Policy 4060	Delineation of Functions Agreements (no existing MPC policy)
Board Policy 4115	College Catalog (replaces existing MPC policy 3020) <i>NOTE: Policy reflects Board subcommittee revision clarifying that the catalog may change during a student's tenure.</i>
Board Policy 6307	Debt Issuance and Management (no existing MPC policy) <i>NOTE: Policy reflects Board subcommittee revision clarifying the Board's authority to approve the issuance of debt or to approve the order of an election to issue debt.</i>
Board Policy 7140	Collective Bargaining (replaces existing MPC policies 5200 and 5205) <i>NOTE: Policy reflects Board subcommittee approved correction to the references.</i>
Board Policy 7210	Academic Employees (replaces existing MPC policies 5300, 5305, 5310, 5320, 5330, and 5335) <i>NOTE: Policy reflects Board subcommittee approved revisions clarifying MPC student support services, correcting the title of our Superintendent/President, and removing the idiom, "from time to time."</i>
Board Policy 7230	Classified Employees (replaces existing MPC policies 5400, 5405, 5410, 5415, 5425, and 5435)
Board Policy 7236	Substitute and Short-Term Employees (replaces MPC policy 5700)
Board Policy 7250	Educational Administrators (replaces existing MPC policies 5537 and 5545)
Board Policy 7260	Classified Supervisors and Managers (replaces existing MPC policies 5520, 5525, 5530, 5535, 5550, 5552, and 5595)
Board Policy 7365	Discipline and Dismissal, Classified Employees (replaces existing MPC policies 5430 and 5540)

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that Board Policies: 3260 – Sustainability; 3280 – Grants; 3300 – Public Records; 3501 – Campus Security and Access; 3550 – Drug Free Environment and Drug Prevention Program; 3560 – Alcoholic Beverages; 3710 – Securing of Copyright; 3715 – Intellectual Property; 3720 – Computer and Network Use; 3820 – Gifts; 4060 – Delineation of Functions Agreements; 4115 – College Catalog; 6307 – Debt Issuance and Management; 7140 – Collective Bargaining; 7210 – Academic Employees; 7230 – Classified Employees; 7236 – Substitute and Short-Term Employees; 7250 – Educational Administrators; 7260 – Classified Supervisors and Managers; and 7365 – Discipline and Dismissal, Classified Employees, be adopted.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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

GOVERNING BOARD POLICIES

BP 3260 Sustainability

The Governing Board of Monterey Peninsula Community College District delegates to the Superintendent/President the authority to develop practices and procedures that promote leadership on sustainability issues in all areas of the College District, including instruction, operations, construction, facilities, land use, energy management, water conservation, solid-waste minimization, storm-water pollution preventions, recycling, and environmental and biological integrity. In addition to promulgating efficiency and sustainability for their own sake, Monterey Peninsula College, as an institution of higher education, shall become a model and classroom of sustainability for students, faculty, staff, and the community. The energy and sustainability procedures will include goals and guidance for all facets of the College District that ensure the evolution of best practices in sustainability.

References: Education Code Section 84040(b)

Adopted:

Revised and Adopted:

Reviewed:

GOVERNING BOARD POLICIES

Chapter 3 General Institution **3280**

BP 3280 Grants

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

See Administrative Procedure 3280 - Grants

References: Education Code 70902

Adopted:

Revised and Adopted:

Reviewed:



GOVERNING BOARD POLICIES

Chapter 3 General Institution

3300

BP 3300 Public Records

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

See Administrative Procedure 3300 – Public Records

References: Government Code Sections 6250 et seq.

Adopted:

Revised and Adopted:

Reviewed:

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3501

BP 3501 Campus Security and Access

The Superintendent/President (or designee) shall establish procedures for security and access to District facilities.

See Administrative Procedure 3501 – Campus Security and Access

References:

34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard III.B.1

Adopted:

Revised:

Renumbered, Revised, and Adopted:



GOVERNING BOARD POLICIES

Chapter 3 General Institution

3550

BP 3550 Drug Free Environment and Drug Prevention Program

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs. Furthermore, the District shall be free from the possession, use, or distribution of alcohol and/or cannabis products by students and employees, to include misuse or illegal use of legally prescribed medications (or drugs).

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550 – Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Adopted:

Revised:

Renumbered, Revised, and Adopted:



GOVERNING BOARD POLICIES

Chapter 3 General Institution**3560****BP 3560 Alcoholic Beverages**

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

See Administrative Procedure 3560 – Alcoholic Beverages

References: Business and Professions Code Section 25608;
 34 Code of Federal Regulations Section 668.46(b)

Adopted:

Revised and Adopted:

Reviewed:

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3710

BP 3710 Securing of Copyright

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision making.

See Administrative Procedure 3710 – Securing of Copyright

References: Education Code Sections 72207 and 81459;
17 U.S. Code Section 201

Formerly Governing Board Policy 2225 – Use of Copyright Materials

Adopted: June 1, 1988

Revised:

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2225 Use of Copyright Materials~~

~~It is the Policy of the Governing Board that provisions of Federal copyright laws will be strictly adhered to by all College employees, and in all programs operated by the College. Regulations related to the use of copyrighted materials are included as Appendix 2225 of the Governing Board Policies Handbook.~~

Reference: 17 United States Code, Section 101 et. seq. (1976), Fair Use Doctrine.

Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 3715 Intellectual Property

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students. The administrative procedures will be developed to be consistent with language in the bargaining unit agreements.

See Administrative Procedure 3715 – Intellectual Property

References: 17 U.S. Code Sections 101 et seq.;
 35 U.S. Code Sections 101 et seq.;
 37 Code of Federal Regulations Sections 1.1 et seq.

Adopted:
Revised and Adopted:
Reviewed:



GOVERNING BOARD POLICIES

BP 3720 Computer and Network Use

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President or designee shall establish procedures that provide guidelines to the students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licensees, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access and respect the rights of other computer users.

See Administrative Procedure 3720 – Computer and Network Use

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

Adopted:

Revised:

Renumbered, Revised, and Adopted:

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3820

BP 3820 Gifts

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

See Administrative Procedure 3820 – Gifts

References: Education Code Section 72205

Formerly Governing Board Policy 2175 – Gifts or Donations to the District

Adopted: June 1, 1988

Revised:

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

~~2175 Gifts or Donations to the District~~

~~The Governing Board, through the Administration of the District, reserves the right to accept or refuse gifts, donations, and bequests. The Board shall not assume responsibility for appraising, or assessing value to such gifts, donations, and bequests for donors' income tax purposes.~~

~~Acceptance and acknowledgement of gifts shall not be considered an endorsement by the District of a commercial product, or business entity, or institution of learning.~~

~~Trust accounts shall be established for monetary gifts, donations and bequests to specific departments, programs or uses. Funds in excess of working capital will be invested in accordance with Governing Board Policy 2125.~~

Reference: Education Code 71046, 72241.

Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 4060 Delineation of Functions Agreements

Whenever a mutual agreement between Monterey Peninsula College and an outside school district or other educational entity relating to responsibility for adult noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the MPC Board of Trustees for approval.

References: Education Code Sections 8535 and 8536

Adopted:

Revised:

Revised, Renumbered, and Adopted:



GOVERNING BOARD POLICIES

Chapter 4 Academic Affairs

4115

BP 4115 College Catalog

The College Catalog provides students with information on services, programs, regulations and academic and student related policies and procedures. The District reserves the right to make changes in policies, regulations, fees and programs in the catalog without prior notice where circumstances necessitate change.

Monterey Peninsula College issues a new catalog yearly. The courses required for a specific degree or certificate may change from one catalog to the next, and may change during a student's tenure. For the purposes of meeting graduation requirements based on Catalog Rights, students may elect to meet the requirements of either:

1. The catalog which was in effect at the time the student began their course work at MPC, or
2. Any catalog that has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain Catalog Rights by continuous enrollment at MPC. Continuous enrollment is defined as having a grade of A, B, C, D or W or P or NP in at least one MPC course per academic year.

References: ACCJC Eligibility Requirement 20

Formerly Governing Board Policy 3020 – College Catalog

Adopted: August 10, 1988

Revised:

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

3020 College Catalog

~~The College Catalog is intended to serve students as a guide to services, programs, regulations and academic and student related policies and procedures. It shall contain a statement of the philosophy, functions and objectives of the College, a description of instructional programs and courses, and Governing Board policies pertaining to: (A) admissions and residency requirements; (B) fees; (C) scholarship standards, including grading systems, credit by examination, standards for probation and dismissal and academic renewal, and (D) student rights and responsibilities. Changes in these policies shall be approved by the Board prior to their publication in subsequent catalog editions. The Board shall accept each edition of the College Catalog.~~

~~The College reserves the right to make changes in policies, regulations, fees and programs in the catalog without prior notice where circumstances necessitate change.~~

~~Students who enter associate and certificate programs shall have the option of satisfying requirements which were in effect at the time they entered the program, or of satisfying requirements in effect at the time of completion of the program.~~

Reference: Education Code 72285.
California Administrative Code, Title 5, 55750 - 55765.

Formerly Governing Board Policies 6.4 and 6.5.

Renumbered and Adopted: August 10, 1988.

GOVERNING BOARD POLICIES

BP 6307 Debt Issuance and Management

When the Board determines that it is in the best interest of the District, the Board may approve the issuance of debt or approve the order of an election to issue debt. The Superintendent/President shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

See Administrative Procedure 6307 – Debt Issuance and Management

References: Government Code Section 8855

Adopted:

Revised:

Revised, Renumbered, and Adopted:

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

BP 7140

BP 7140 Collective Bargaining

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by the law.

See also Board Policy 2610 – Presentation of Initial Collective Bargaining Proposals, Administrative Procedure 2610 – Presentation of Initial Collective Bargaining Proposals, and collective bargaining agreement(s) for applicable employee group(s).

References: Government Code Sections 3450 et seq.

Formerly Governing Board Policies 5200 – Recognition of Employee Organizations and 5205 – Employee Organization Access

Adopted: March 10, 1982 for Board Policy 5590 and May 10, 1989 for Board Policy 5720

Revised: May 10, 1989 for Board Policy 5590

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

C. Employee Organizations

5200 Recognition of Employee Organizations

1. Certified Employee Organization

~~The District recognizes the Monterey Peninsula College Teacher's Association (MPCTA)/CTA/NEA as the exclusive representative for all certificated employees except the following positions: management, supervisory, confidential, employees hired as substitutes, employees who teach only non-credit courses, consultants and guest lecturers, Parks and Recreation instructors at Asilomar, Fire Science instructors at Asilomar, instructors of Administration of Justice courses 602, 606, 651 other than the instructor of record, Hidden Valley Music Seminar instructors, apprenticeship program instructors, and coordinators of Parks and Recreation.~~

~~All wages, hours and other terms and conditions of employment negotiated with (MPCTA)/CTA/NEA are described in the agreement between (MPCTA)/CTA/NEA and MPCCD.~~

2. Classified Employee Organization

~~The District recognizes the Monterey Peninsula College Employees Association, MPCEA/CSEA, Chapter 245 as the exclusive representative for all classified employees except the following positions: management, supervisory, confidential, substitute, short term, professional expert, certificated, and student employees.~~

~~Reference: Government Code 3540 et. seq.~~

~~Originally Adopted as Governing Board Policy: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

~~G. Employee Organizations~~

~~5205 Employee Organization Access~~

~~The California Government Code, Section 3543.1 (b), provides that employee organizations shall have the right of access at reasonable times to areas in which employees work; the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation; and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed under Chapter 961 of the Government Code.~~

~~The Superintendent/President shall establish reasonable administrative regulations to implement Government Code, Section 3543.1 (b). The regulations shall establish procedures and limitations necessary to prevent such organizational activities from impeding or disrupting College operations. These regulations are included as Appendix 5205 of the Governing Board Policies Handbook.~~

~~Reference: Government Code 3543.1 (b).~~

~~Formerly Governing Board Policy 5.12.~~

~~Revised, Renumbered and Adopted: May 10, 1989.~~

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7210

BP 7210 Academic Employees

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, Access Resource Center, and Extended Opportunity Programs and Services.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board delegates authority to the District Superintendent/President to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

References: Education Code Sections 87001, 87003, 87400 et seq., 87419.1, 87482.8, and 87600 et seq.; Title 5 Section 5

Formerly Board Policies 5300 Definition of Faculty, 5305 Certificated Employment Status, 5310 Professional Commitment, 5320 Teaching Faculty Duties and Responsibilities, 5330 Faculty Layoff, and 5335 Faculty Research.

Adopted: May 10, 1989 (for Policies 5300, 5305, 5310, 5320, 5330, 5335)

Revised: August 20, 1991 (for Policies 5330);

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

5300 Definition of Faculty

~~"Faculty" includes instructors, librarians, counselors, coaches, health services professionals, disabled student programs and service professionals, and individuals employed before July 1, 1990 who required non-supervisory and non-management certification qualifications.~~

~~Reference: Education Code 87001 (c).~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5305 Certificated Employment Status~~

~~All members of the faculty and all management and supervisory personnel performing service for which a California Credential is required, shall be classified under one of the following employment designations:~~

- ~~1. Regular Employee. A regular employee is an employee who has gained tenure in accordance with State law and District regulations.~~
- ~~2. Contract Employee. A contract employee is a non-tenured employee who is under contract in a tenure-track position for the probationary years of his/her employment with the District. This classification does not include persons employed in contract programs with public and private agencies as authorized by Section 87470, Education Code.~~
- ~~3. Regular Instructor in the Evening Program. A regular instructor in the Evening Program is an instructor who has tenure in the evening as required by court order.~~
- ~~4. Temporary Employee. A temporary employee is one who is employed in a non-tenure track position. These are defined in the California Education Code.~~
- ~~5. Part-time Employee. A part-time employee is one who is not assigned a full teaching load.~~
- ~~6. Substitute Employee. A substitute employee is one who is employed to fill the position of a regular or contract employee who is absent from service.~~
- ~~7. Lecturer. A lecturer is a person well qualified in a subject area employed to speak before a class and not employed for more than four lectures in any term.~~

~~Reference: Education Code 87400, 87403, 87421, 87447, 87449, 87450, 87451, 87452, 87455, 87456, 87459, 87478, 87480, 87481, 87482, 87482.5.~~

~~Formerly Governing Board Policy 3.1.~~

~~Revised, Renumbered and Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5310~~ Professional Commitment

~~Faculty members shall accept professional obligation to faithfully execute their duties. This obligation includes:~~

- ~~1. Maintaining the highest standards of instruction in the classroom and/or work assignment;~~
- ~~2. Satisfactory relationships with students and co-workers;~~
- ~~3. Having personal qualities and maintaining high ethical standards which contribute toward success as a faculty member;~~
- ~~4. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students; and~~
- ~~5. Commitment to the philosophy and goals of Monterey Peninsula College.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5320 Teaching Faculty Duties and Responsibilities~~

~~Some of the duties and responsibilities of bargaining unit certified personnel are described in the MPCTA/MPCCD contract. Included as Appendix 5320 of the Governing Board Policies Handbook is a list of additional duties and responsibilities of full-time regular/contract teaching faculty. All teaching faculty, full and part-time are expected to:~~

- ~~1. Meet each scheduled class and teach or conduct learning exercises for the entire period.~~
- ~~2. Contact the appropriate division chair or administrator in advance to make arrangements for unavoidable absences.~~
- ~~3. Provide each student at the beginning of the course written information about the course to include a full description of the instructor's grading system and how the student will be evaluated.~~
- ~~4. Keep accurately required class records on attendance, withdrawal and grading.~~
- ~~5. Submit when due all necessary reports, such as attendance and grade reports, roll books and class information sheets, and certify as to their accuracy.~~
- ~~6. Comply with all institutional policies and procedures.~~
- ~~7. Give careful attention to all bulletins and memorandums from administrative offices.~~
- ~~8. Check their faculty mailbox regularly.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5330~~ Faculty Layoff

~~In accordance with Section 87743 of the California Education Code, faculty (includes all members of the faculty bargaining unit) may be laid off due to a decline in average daily attendance or whenever a particular kind of service is to be reduced or discontinued. The services of no regular employee may be terminated under the provisions of this policy while any employee with less seniority is retained to render a service which said employee is qualified and competent, as defined in the MPCTA/MPCCD Collective Bargaining agreement, to render.~~

~~Re-employment of employees laid off under this policy shall be in accordance with California Education Code Sections 87444-87446.~~

~~Reference: Education Code 87743, 87743.5, 87444-87446~~

~~Adopted: May 10, 1989.~~

~~Revised and Adopted: August 20, 1991.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5335~~ Faculty Research

~~Research is not a requirement for the instructional staff, however, it is recognized that many faculty members will wish to participate actively in their fields through such extra efforts as research or writing, and such activity will be encouraged for the benefit of the instructor, the students, and the College, provided it does not interfere with the instructional program and is done at no cost to the District unless prior approval has been received.~~

~~Formerly Governing Board Policy 3.3.~~

~~Revised Renumbered and Adopted: May 10, 1989.~~



BP 7230 Classified Employees

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled Delegation of Authority, Human Resources)

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six months.

Also see Board Policy/Administrative Procedure 7120 titled Recruitment and Hiring as well as the applicable collective bargaining agreement.

References: Education Code Sections 88003, 88004, 88009, and 88013

Formerly Board Policies 5400 Definition, 5405 Duties and Responsibilities, 5410 Posting of Vacancies, 5415 Separation, 5425 Abandonment of Position, and 5435 Abolition of Position.

Adopted: May 10, 1989

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

5400 Definition

1. Classified Service

~~The classified service of the District shall consist of personnel employed in positions not requiring certification, except as listed in Education Code Sections 88003, 88005, and 88008.~~

~~Rules and regulations governing the employment of persons in the classified service are set forth in the California Education Code.~~

~~Wages, hours, and other terms of employment are negotiated with the exclusive bargaining representative of the classified personnel and are set forth in a separate contract agreement, which is on file in the Personnel Office.~~

2. Probationary Status

~~The initial six months of service in the position shall be in probationary status.~~

3. Regular Status

~~Regular status shall be accomplished upon satisfactory completion of the probationary period, as determined by the District evaluation process.~~

Reference: ~~Education Code 88003-5, 88008.~~
~~MPCCD/MPCEA Agreement.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5405~~ Duties and Responsibilities

~~The District shall maintain a current position description for each classified service position. The position description shall be reviewed and approved by the Governing Board upon recommendation of the Superintendent/President.~~

~~Assignment of duties and responsibilities in the classified service shall be the direct responsibility of the immediate Supervisor of each employee. Duties and responsibilities are included in the current job description.~~

~~Reference: Education Code 88009.~~

~~Formally Governing Board Policy 4.2.~~

~~Revised, Renumbered, and Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5410 Posting of Vacancies~~

~~Personnel Services shall send notices to the employee's work site of any vacant classified positions. This notice shall normally be distributed one week in advance of outside recruitment and shall be for the purpose of allowing employees additional time for position inquiry and for application material preparation.~~

~~Posting of vacancies may also be prescribed in the collective bargaining agreement, in which case the posting shall comply with the agreement's terms~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5415~~ Separation

~~Any employee separating from the District is expected to obtain from the Personnel Office and complete the appropriate District forms for the action and participate in an exit interview.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5425~~ Abandonment of Position

~~An employee who fails to report for duty for three consecutive days without permission from the employee's supervisor or the Superintendent/President shall be deemed to be absent without leave from the first such day. An employee who fails to return from a leave of absence within three working days after the expiration of an authorized leave shall be deemed to be absent without leave. Unless the non-reporting of the absence is attributable to a critical emergency, or other sufficient cause, such absence without leave shall be deemed sufficient reason for automatic termination of employment.~~

~~Reference: Education Code 88016.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5435~~ Abolition of Position

~~The Governing Board reserves the right to abolish a position. The status of a person who held an abolished position shall be determined in accordance with California Education Code procedures and the contract with the bargaining unit.~~

~~Adopted: May 10, 1989.~~



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7236

BP 7236 Substitute and Short-Term Employees

The Superintendent/President is authorized to employ substitute and short-term employees as required.

Such employees are not members of the classified service and are not eligible for fringe benefits, except upon approval of the Superintendent/President and the Governing Board.

Such employees are classified as short-term employees and are not eligible for permanent status.

References: Education Code Section 88003

Formerly Board Policy 5700 Short Term Employees

Adopted: May 10, 1989

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

H. Other Employees and Contractors

~~5700~~ Short-Term Employees

~~The Superintendent/President is authorized to employ substitute and short-term employees as required.~~

~~Such employees are not members of the classified service and are not eligible for fringe benefits, except upon approval of the Superintendent/President and the Governing Board.~~

~~Such employees are classified as short-term employees and are not eligible for permanent status.~~

~~"Short-term" means any person employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Such employees shall not be employed and paid for 75 percent or more of a school year, which means 195 working days, including holidays, sick leave, vacation and other leaves of absences irrespective of number of hours worked per day.~~

~~Reference: Education Code 88003.~~

~~Adopted: May 10, 1989.~~



GOVERNING BOARD POLICIES

BP 7250 Educational Administrators

An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Board of Trustees. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Educational administrator may be employed by an appointment or contract of up to four years in duration.

The Board of Trustees may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and



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conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
Government Code Section 3540.1(g) and (m)

Formerly Board Policies 5537 Administrative Status as a Faculty Member and 5545 Layoff.

Adopted: March 10, 1982 (for Policy 5545) and August 29, 1991 (for Policy 5537)

Revised and Adopted: May 10, 1989 and August 29, 1991 (for Policy 5545)

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5537~~ Administrative Status as a Faculty Member

~~In accordance with Education Code Section 87458, an educational administrator who has not previously acquired tenured status as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated.~~

~~Conditions and procedures for acquiring status as a first year probationary faculty member by an educational administrator are included as Appendix 5537.~~

~~Reference: Education Code 87458~~

~~Adopted: August 20, 1991~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5545 Layoff

1. Educational Administrators

~~Pursuant to Section 87743 of the California Education Code, tenured personnel are subject to termination of services whenever the average daily attendance declines below the corresponding period of either of the previous two school years or whenever a particular kind of service is to be reduced or discontinued.~~

~~Tenured personnel released as a result of a reduction in workforce shall maintain a 39-month residual interest for re-employment as specified in California Education Code 87744 when and if the District hires additional employees.~~

2. Classified Managers, Supervisors and Confidential Personnel

~~Pursuant to Section 88127 of the California Education Code, classified personnel shall be subject to layoff for lack of work or lack of funds. For multiple position classifications, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in class, plus higher classes, shall be laid off first. Re-employment shall be in the reverse order of layoff.~~

~~Persons laid off because of lack of work or lack of funds are eligible for re-employment for a period of 39 months and shall be re-employed in preference to new applicants.~~

~~Employees who take voluntary demotions or reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time as vacancies become available.~~

~~Reference: Education Code 87743-4, 87458, 88127.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Adopted: May 10, 1989.~~

~~Revised: August 20, 1991.~~



GOVERNING BOARD POLICIES

BP 7260 Classified Supervisors and Managers

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract of up to four years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

Classified administrators may also be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

Also see Board Policy/Administrative Procedure 7120 titled Recruitment and Hiring, Administrative Procedure 7121 Recruitment and Hiring: Administrators and Managers, Board Policy/Administrative Procedure 7240 titled Confidential Employees, and Board Policy/Administrative Procedure 7250 titled Educational Administrators

References: Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Formerly Board Policies 5520 Management Team Status; 5525 Administrative Organization; 5530 MSC Rights and Responsibilities; 5535 Promotion, Transfer, and Reassignment; 5550 Retirement; 5552 Golden Handshake; and 5595 Complaints

Adopted: March 10, 1982 (for Policies 5520, 5530, 5535, 5550, 5552, 5595); May 10, 1989 (for Policies 5500 and 5525)



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Revised and Adopted Revised: May 10, 1989 (for Policies 5520, 5530, 5535, 5550, 5552, and 5595)

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5520~~ Management Team Status

~~The Governing Board recognizes the importance of management, supervisory, and confidential personnel for the purpose of fulfilling its legal responsibility for the management of community college education and services in the District. The Board expects the management team to provide educational leadership; to formulate and recommend District policies; to administer District programs; to recommend the employment, promotion, transfer, suspension, and the discharge of employees; and to supervise and evaluate employees. While shared responsibility and authority is emphasized in the District, nothing in this policy intends to limit the responsibility and authority of the Board or of management, supervisory, and confidential employees to make decisions as prescribed by law.~~

~~It shall be the policy of the Board that all positions whose salary placement is on a management, supervisory, and confidential salary schedule shall be considered as members of the management team~~

~~Management personnel have major responsibilities for providing educational leadership; formulating and recommending District policies; administering District programs; adjudicating grievances; and supervising and evaluating employees.~~

~~Supervisory personnel have authority, in the interest of the District, for assigning work to employees, directing employees, adjusting their grievances or recommending such action, and supervising and evaluating employees.~~

~~Confidential personnel provide support services to management personnel and have access to, or possess, information relating to employer-employee relations.~~

~~Reference: Education Code 72400, 72413.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5525 Administrative Organization

~~It shall be the policy of the Governing Board to authorize the Superintendent/President to utilize the staff of the College to best serve the needs of the students and the goals of the District. As such, the Superintendent/President has authority to organize the administrative structure and assign the staff in the manner in which he/she believes will best achieve this goal.~~

~~New management positions may be established by the Board. Existing positions may be abolished in whole or in part, and the number of permanent personnel may be reduced for reasons of a decline in the average daily attendance or because of a reduction or discontinuance of a particular service of the District.~~

Administrative Contracts

~~Instructional and student services administrators shall be employed by a contract not to exceed four years in accordance with Section 72411.5 of the California Education Code. Other administrators may also be employed by such contract upon the recommendation of the Superintendent/President.~~

~~The terms and conditions of the contract shall be consistent with the terms and conditions for administrators as specified in Board policy.~~

~~Reference: Education Code 72400; 72411.5; 72413.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5530~~ MSC Rights and Responsibilities

~~1.~~ Ethical Responsibilities

~~Members of the management team shall be committed to the principles of honesty and equity. They shall not seek to abridge the legal freedoms of faculty, staff, and students. At the same time, they shall not willingly permit the rights and privileges of any members of the college community to override the best interests of the public served by the College.~~

~~As appointed managers of the college community, administrators shall exercise judgments, which are dispassionate, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as leaders. They shall confront issues and people without prejudice. They shall commit themselves to excellence in education and ethical behavior.~~

~~The consistent exercise of integrity is ethical behavior.~~

~~2.~~ Responsibilities to Constituencies

~~Members of the management team respond to many constituencies: to elected or appointed governing boards; to colleague administrators, faculty, and staff; to their professions; and, ultimately, to the students and the community. The following statements of responsibilities are intended as guidelines:~~

~~A. With respect to students, a member of the management team has the responsibility:~~

- ~~(1) To remain continuously informed of the characteristics, preferences, and educational needs of the local community.~~
- ~~(2) To provide and protect student access to the educational resources of the Monterey Peninsula College.~~
- ~~(3) To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.~~
- ~~(4) To invite students to contribute to College decisions and directions.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. ~~Management, Supervisory and Confidential Personnel~~

~~5530 MSC Rights and Responsibilities (continued)~~

- ~~(5) To protect students from disparagement, embarrassment, or capricious judgment.~~
- ~~(6) To keep foremost in mind at all times that the College exists to serve students.~~

~~B. With respect to colleagues and staff, a member of the management team has the responsibility:~~

- ~~(1) To develop a climate of trust and mutual support through the governance processes characterized by the participation of people affected, a focus on objectives rather than personalities, respect for reason, freedom of expression, and the right to dissent.~~
- ~~(2) To foster openness by encouraging and maintaining two-way communication.~~
- ~~(3) To encourage, support and abide by written policies and procedures and to communicate clearly to staff members the conditions of employment, work expectations and evaluation procedures.~~
- ~~(4) To provide opportunities for professional growth.~~
- ~~(5) To provide due process with opportunity for appeal and review of employee evaluation.~~

~~C. With respect to the Governing Board, a member of the management team has the responsibility:~~

- ~~(1) To keep the Board informed so that it can act in the best interests of the District or College and the public.~~
- ~~(2) To act in the best interest of the District or College even when that action conflicts with an interest of the administrator or individual colleagues.~~
- ~~(3) To be guided by the principles and policies established by the Board.~~
- ~~(4) To represent the Board in official statements only when formally designated to do so.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. ~~Management, Supervisory and Confidential Personnel~~
5530 ~~MSC Rights and Responsibilities (continued)~~

~~D. With respect to the profession, a member of the management team has the responsibility:~~

- ~~(1) To improve performance through participation in professional activities.~~
- ~~(2) To be informed about developments in education in general and in the community college in particular.~~
- ~~(3) To encourage and assist professionals toward growth and effectiveness.~~
- ~~(4) To provide stewardship for the institution, including, but not limited to providing for the protection of the physical facilities and for the safety of people.~~

~~3. Rights and Due Process~~

~~A member of the management team shall have the right:~~

- ~~A. To be considered for employment without regard to race, color, religion, sex, age, national origin, physical or mental handicap, status as Vietnam-era veteran or marital status.~~
- ~~B. To a clear written statement of the philosophy, goals, and objectives of the institution; of the duties and responsibilities of the position; and of the conditions of employment including, but not limited to, statements on salary and fringe benefits, term of office, process of review, date of notification of action regarding renewal or continuance.~~
- ~~C. To work in a setting of institutional support and a climate of professional respect.~~
- ~~D. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.~~
- ~~E. To act independently within the scope of authority to carry out responsibilities assigned.~~
- ~~F. To perform duties and carry out responsibilities without disruption or harassment.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

~~5000 SERIES PERSONNEL~~

~~F. Management, Supervisory and Confidential Personnel~~

~~5530 MSC Rights and Responsibilities (continued)~~

~~3. Rights and Due Process (continued)~~

~~G. To be provided with legal and financial protection from liability in carrying out duties of the position.~~

~~H. To participate in formulating and implementing institutional policy at a level appropriate for the position held.~~

~~I. To speak for the institution at the level of assigned authority~~

~~J. To participate in associations and to support causes of his/her choice, while always making it clear whether the person is speaking for the institution or for himself/herself and while always conducting personal causes or affairs on personal time and at personal expense.~~

~~K. To privacy regarding personal matters.~~

~~L. To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, sabbatical leaves, other leaves, and conference attendance.~~

~~M. To loyal support from supervisors for the proper performance of work assigned.~~

~~N. To be evaluated in a professional manner on a regular and systematic basis, and to receive adequate notice of dissatisfaction with performance or of action to terminate in accordance with existing statutes.~~

~~O. To due process in accordance with the law.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5535 Promotion, Transfer and Reassignment~~

~~It is the function of the Superintendent/President to determine staffing patterns and personnel required, and to assign personnel in the best interest of the District.~~

~~Promotion means reassignment of a person to a position at a higher level of compensation. Persons employed in management positions who are being considered for promotion must meet the qualifications of the new position.~~

~~Transfer means a change of assignment or position, which has been requested by an employee, and includes but is not limited to a lateral change assignment or to either a higher or lower position. An employee who requests a transfer must meet the qualifications of the position for which the request is made.~~

~~Reassignment means an involuntary change of an employee's assignment initiated by the Governing Board or the District. Reasons for reassignment shall include but not be limited to changing needs of the District, reductions in enrollment, additions or deletions of specific programs, or more effective utilization of management personnel resources. Any involuntary reassignment shall be made with regard to the employee's qualifications for the new position.~~

~~Reference: Education Code 72400; 72413.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5550 Retirement and Reduced Service

1. STRS AND PERS

~~Retirement shall be in accordance with applicable provisions of the Education Code and the public retirement system (PERS or STRS) of which the employee is a member.~~

2. Reduced Service Partial Retirement Plan

a. Reduced Service

~~Full-time regular certificated personnel may reduce their workload from full-time to part-time and have their retirement benefits based on full-time equivalent employment. Rules and regulations for reduced service are included as Appendix 5550 of the Governing Board Policies Handbook.~~

b. Denial of Reduced Service

~~The District reserves the right to deny granting a reduced workload and/or consent to first-year option to any employee if doing so would create unusual and difficult staffing problems. A denial of an early retirement request, however, shall be only temporary, and the employee may reapply for the program and make the effective date for the following school year or school term. All such reapplications shall be considered by the District without prejudice. A denial to grant the first-year option shall not prejudice the employee's application for early retirement.~~

c. Prerequisites

~~To qualify for this program, the full-time regular certificated personnel shall meet the following prerequisites:~~

(1) Minimum Years of Service

~~The employee shall be a member of STRS and shall have completed ten (10) years of full-time service in a position requiring certification in the public school system of California which includes grades K-12, community college, or as a teacher in the California State University and College~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

- ~~F. Management, Supervisory and Confidential Personnel~~
~~5550 Retirement and Reduced Service (continued)~~

~~system, with sabbatical leaves being counted as full-time employment. The immediately preceding five (5) years shall have been full-time employment in the Monterey Peninsula Community College District without a break in service. Time spent on a sabbatical leave or other approved leaves of absence shall not be used in computing the five-year full-time service requirement and shall not be considered a break in service.~~

- ~~(2) Minimum Age~~

~~The employee shall have attained the age of fifty-five (55) prior to the beginning of the semester in which the reduction in service begins.~~

~~Reference: Education Code 22724, 87483.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5552~~ Golden Handshake

~~The District will implement the provisions of Education Code Section 87488 (known as the "Golden Handshake"). For certificated employees, such implementation shall strictly observe the limitation set forth in such code section, and the District shall be under no obligation if the District is unable to guarantee a savings as is required under this code section. The implementation of this section shall not be read as a limitation on the reallocation of unit positions within the District following retirement or resignation. The District will not be obligated to the benefits as set forth herein beyond the expiration date of the code provisions.~~

~~Reference: Education Code 87488.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5595~~ Complaints

~~1.~~ Complaints Against MSC Personnel

~~A.~~ Complaints to the Board

~~In accordance with Governing Board policy, all charges or complaints made against employees of the District and presented to the Board 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.~~

~~Complaints, attacks, or criticisms brought up at a Board meeting will be referred to the Superintendent/President for investigation. No attempt will be made to respond at the time the complaint is made, but a written report will be prepared after the facts have been investigated.~~

~~B.~~ Complaints to Other College Personnel

~~All charges made against MSC employees of the District and presented to College personnel shall be referred to the employee's immediate supervisor for investigation and action, if appropriate. Anonymous complaints shall be disregarded.~~

~~2.~~ Complaints by MSC Personnel

~~A.~~ Definition

~~A "complaint" is an allegation made by an MSC employee that the employee has been adversely affected on an employer-employee matter not covered by alternate complaint or grievance procedures.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. ~~Management, Supervisory and Confidential Personnel~~

5595 ~~Complaints (continued)~~

2. ~~Complaints by MSC Personnel (continued)~~

~~B. Special Provisions~~

(1) ~~Service of Other Parties~~

~~The services of the Personnel Office, Affirmative Action Officer, or other District officials, may be requested in the process of resolving the complaint.~~

(2) ~~Time Limits~~

~~A supervisor's failure to give a decision within the time limits shall permit the complainant to proceed to the next step. The time limits, however, may be extended by mutual agreement.~~

(3) ~~Conduct of Complaint Processing~~

~~An investigation or other handling or processing of any complaint shall be conducted so as to result in minimal interference with, or interruption of, the instructional program and institutional activities.~~

~~C. Procedure~~

(1) ~~First Step~~

~~An attempt shall be made to resolve any complaint in informal verbal discussion between complainant and the person who has immediate supervisory responsibilities.~~

(2) ~~Second Step~~

~~If the complaint cannot be resolved informally, the complainant shall file the complaint in and, at a mutually agreeable time, discuss the matter with the person who was involved at step one. If the complaint is against the supervisor, the written complaint shall be filed with the appropriate Dean. The written complaint shall state the nature of the complaint and shall state the remedy requested.~~

~~The filing of the formal, written complaint at the second step~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5595 Complaints (continued)

~~should, if possible, be within twenty (20) days from the date of occurrence of the event giving rise to the complaint. The supervisor or Dean shall render a decision on the complaint and communicate it in writing to the unit member within ten (10) days after receipt of the complaint.~~

(3) Third Step

~~If the complaint is not resolved satisfactorily at the second step, there shall be available a third step, that of the Superintendent/President or designee. The complainant shall meet with the Superintendent/President or designee within ten (10) days of receipt of the second step decision. Within ten (10) days of the meeting, the Superintendent/President or designee shall render a decision in writing regarding the complaint.~~

(4) Appeal to the Governing Board

~~Should the complainant not be satisfied at the third step, the employee shall have ten (10) days to so notify the Superintendent/President, who shall then forward the written materials to the Governing Board. The Board shall review the written records at an executive session of the next regularly scheduled Board meeting. The Board may make a final decision, request further information, schedule a hearing, or take whatever action it deems appropriate. If the Board requests further information or a hearing a reasonable notice and an opportunity to prepare shall be given to the employee.~~

~~Reference: Governing Board Policy 1055.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Numbered and Re-adopted: May 10, 1989.~~

GOVERNING BOARD POLICIES

BP 7365 Discipline & Dismissal, Classified Employees

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Governing Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge.

Also see the collective bargaining agreement(s) for the applicable employee group(s).

References: Education Code Section 88013; Government Code Sections 3300 et seq.

Formerly Board Policies 5430 titled Suspension, Demotion and Dismissal and 5540 titled Dismissal/Removal from Position.

Adopted: March 10, 1982 (for Policy 5540); May 10, 1989 (for Policy 5530)

Revised and Adopted: March 10, 1982 (for Policy 5540); May 10, 1989 (for Policy 5530)

Renumbered, Reviewed and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

5430 ~~Suspension, Demotion and Dismissal~~

~~A classified employee is subject to disciplinary action, which includes dismissal, suspension, demotion, reassignment, for one of more of the following or similar causes:~~

- ~~1. Falsification of any information supplied to the District, including but not limited to application forms, employment records, time cards, absence forms, or any other District record.~~
- ~~2. Incompetence or inefficiency.~~
- ~~3. Insubordination.~~
- ~~4. Inattention to or dereliction of duty.~~
- ~~5. Negligence~~
- ~~6. Failure to notify the College of absence.~~
- ~~7. Discourteous treatment of the public or fellow employees.~~
- ~~8. Dishonesty.~~
- ~~9. Theft or misuse of College property or money.~~
- ~~10. Drunkenness.~~
- ~~11. Immoral Conduct.~~
- ~~12. Addiction to the use of narcotics.~~
- ~~13. Willful violation of provisions of the Education Code, Government Code, other statutes of the State of California or of the federal Government, or the rules, regulations, and procedures adopted by the Governing Board or Board of Governors of the California Community Colleges.~~
- ~~14. Drinking alcoholic beverages or the use of illegal drugs while on duty, or reporting for duty while under the influence of alcohol or such drugs.~~
- ~~15. Conviction for any criminal offense or of a misdemeanor involving moral turpitude.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

5430 Suspension, Demotion and Dismissal (continued)

- ~~16. Conviction for a sex offense as defined in Education Code Sections 87010 and 88023.~~
- ~~17. Conviction for a narcotics offense as defined in Education Code 87405.~~
- ~~18. Revocation of any license needed for employment in a specified position.~~
- ~~19. Repeated and unexcused absence or tardiness.~~
- ~~20. Absences from duty without proper authorization, failure to report after leave has expired or after such leave has been disapproved, revoked, or cancelled.~~
- ~~21. Incapacity due to mental or physical disability, to be determined by a medical exam.~~
- ~~22. Persistent violation or refusal to obey safety rules or regulations.~~
- ~~23. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.~~
- ~~24. Using, threatening to use, or attempting to use political influence in securing promotion, leave of absence, transfer, change of classification, pay or character to work.~~
- ~~25. Inducing or attempting to induce an officer or employee of the District to commit an unlawful act or acting in violation of any lawful and reasonable District regulation or order.~~

~~An employee subject to suspension, demotion, or dismissal shall receive written notice from the Superintendent/President or his/her designee citing the specific acts and/or omissions upon which the disciplinary action is based, a statement of the cause for the action taken; and, if it is claimed that an employee has violated a rule or regulation, such rule or regulation shall be set forth in the notice.~~

~~The notice shall contain a statement of the employee's right to a hearing on such charges, the time within which such hearing may be requested, which shall be not less than five (5) days after service of the notice on the employee, and said notice shall be accompanied by a card or paper, the signing and filing of which with the Superintendent/President or his/her designee shall constitute a demand for a hearing~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

E. Classified Personnel

~~5430 Suspension, Demotion and Dismissal (continued)~~

~~and a denial of all charges. Failure of the employee to file a request for hearing within the time specified shall constitute a waiver of the employee's right to a hearing.~~

~~The hearing shall normally be conducted by an administrative law judge or by a hearing panel. However, the District reserves the right to provide for a hearing before a specially constituted panel or before the Governing Board. If either of these methods of hearing is to be invoked, the employee will be given a written description of the rules for the hearing. Such information will be provided at least five (5) days prior to the hearing.~~

~~Reference: Education Code 88016 et. seq.~~

~~Adopted: May 10, 1989.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

~~5000 SERIES PERSONNEL~~

F. ~~Management, Supervisory and Confidential Personnel~~

~~5540 Dismissal/Removal from Position~~

~~The Superintendent/President, upon approval of the Governing Board, may remove management, supervisory or confidential employees from their position for failure to meet their duties and responsibilities as enumerated in Governing Board Policy 5530. The Board has the authority in its discretion, however, to also remove MSC employees from their position for failure to meet their duties and responsibilities as enumerated in Governing Board Policy 5530.~~

~~Certificated MSC employees may be dismissed from employment for cause or causes enumerated in Governing Board Policy 5325.~~

~~Classified MSC employees may be removed from their position and/or dismissed from employment for cause or causes enumerated in Governing Board Sections 5425 and 5430.~~

~~Reference: Education Code 72413, 87732, 88016, 88003.~~

~~Originally Adopted as Governing Board Policy: March 10, 1982.~~

~~Revised, Numbered and Adopted: May 10, 1989.~~

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. O

Superintendent/President
College Area

Proposal:

That the Governing Board approves the Program Assessment Plan recommended to the Superintendent/President by the Learning Assessment Committee.

Background:

MPC must make significant progress in the area of assessment in order to address its accreditation recommendations. Now that the college has completed assessments for nearly 90% of its courses, it can accelerate progress related to the assessment of degree and certificate programs. The Learning Assessment Committee (LAC) has developed a plan outlining the strategies and timeline that can be used for improvement in this area. The LAC recommended the plan to the Superintendent/President on Jan. 22, 2018. After consultation with participatory groups on campus and members of the IEPI Partnership Resource Team, the LAC determined that a more aggressive timeline was both necessary and feasible. LAC members recommended the adjustments to the timeline to the Superintendent/President on Feb. 14, 2018.

The plan outlines how MPC will complete an assessment of all degree and certificate programs by March 5, 2018 and establish improved practices for ongoing assessment of degree/certificate programs by Oct. 1, 2018. Strategies include ongoing, intensive support for discipline faculty and others engaged in program assessment, streamlining degree/certificate offerings where possible to avoid duplication and clarify pathways, and improving systems and processes connected to assessment (e.g., TracDat, ongoing assessment cycles, outcomes revision processes, etc.).

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Program Assessment Plan recommended to the Superintendent/President by the Learning Assessment Committee.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:



Catherine Webb, Interim Dean—Planning, Research & Institutional Effectiveness

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: ESTABLISHING CONTINUOUS AND SUSTAINABLE ASSESSMENT OF PROGRAM LEARNING OUTCOMES

SCOPE: This plan outlines how Monterey Peninsula College will complete an assessment of all degree and certificate programs by Mar. 5, 2018 and improve practices for ongoing program assessment by October 1, 2018.

This plan also provides indirect support for continuous improvement of MPC's integrated planning processes. By completing program-level assessment, the College will generate more relevant data for consideration in program review, resource prioritization and allocation, and budget development processes.

GOAL: Complete an assessment of all degree and certificate programs at Monterey Peninsula College by Mar. 5, 2018 and improve practices for ongoing assessment of degrees and certificates by Oct. 1, 2018.

MPC will use the following four strategies to reach this goal:

1. Provide immediate and ongoing support for faculty and others engaged in program assessment in order to complete program assessments by March 5, and establish improved practices going forward;
2. Complete all logistical tasks to enable documentation of PLO assessment results in TracDat;
3. Streamline degree and certificate offerings where possible to avoid duplication and promote certificate to degree pathways where appropriate;
4. Establish schedules for ongoing assessment of degree and certificate programs that align with existing cycles for course assessment and program review.

Specific activities associated with each of these strategies follow on subsequent pages. Some activities are sequential; others (such as weekly support meetings) are open-ended and will continue throughout the implementation. An implementation timeline listing all activities by date is included on the final pages.

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: STRATEGIES AND ASSOCIATED ACTIVITIES

Strategy 1: Provide immediate and ongoing support for faculty and others engaged in program assessment in order to complete program assessments by March 5, 2018 and improve assessment practices going forward.						
What is to be done?		Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Host weekly “assessment lab” hours for faculty, to provide focused time and support on a drop-in or by invitation basis.	<ul style="list-style-type: none"> LAC members Discipline faculty TracDat Support 	<ul style="list-style-type: none"> LAC 	<ul style="list-style-type: none"> Communication Plan Computer lab Dedicated lab hours Staffing schedule Budget for light snacks 	Faculty have consistent support and dedicated work time throughout the implementation	Begin Jan. 26, 2018 and continue throughout the semester as needed
b.	Set up meetings with faculty (one-on-one or in small groups) as needed to continue work outside “assessment lab” hours	<ul style="list-style-type: none"> LAC Discipline faculty 	<ul style="list-style-type: none"> LAC Division Chairs 	<ul style="list-style-type: none"> LAC members Time/space for each meeting TracDat Support 	Faculty have consistent support and dedicated work time throughout the implementation	Begin Jan. 26, 2018 and continue throughout the semester as needed
c.	Set-up and support meetings for faculty to assess programs that span across multiple disciplines (one meeting per degree or cluster of related degrees)	<ul style="list-style-type: none"> Discipline faculty LAC members 	<ul style="list-style-type: none"> LAC Division chairs OAA Deans 	<ul style="list-style-type: none"> Communication plan Meeting space with computers Facilitation from LAC/TracDat Support 	<ul style="list-style-type: none"> Expand participation in assessment Accelerate pace of completion 	Begin as early as Feb. 1, 2018 and continue as needed
d.	Update LAC’s Assessment Toolkit to include models and samples of program-level assessments	<ul style="list-style-type: none"> LAC members 	<ul style="list-style-type: none"> LAC 	<ul style="list-style-type: none"> Work time for LAC 	Faculty have conceptual examples of program-level assessments	Feb. 14, 2018
e.	Identify and train faculty assessment coaches/mentors for each division (see IEPI PRT Plan for additional details)	<ul style="list-style-type: none"> LAC 	<ul style="list-style-type: none"> LAC Division Chairs 	<ul style="list-style-type: none"> Willing faculty Support resources (from IEPI grant) 	<ul style="list-style-type: none"> Expand faculty expertise and participation in assessment 	Begin contacting divisions Feb. 14, 2018
f.	Support faculty efforts to begin plans to improve student learning emerging from PLO assessments (including revisions to SLOs/PLOs to improve the “measurability” of outcomes)	<ul style="list-style-type: none"> LAC CAC Discipline faculty 	<ul style="list-style-type: none"> Discipline faculty LAC 	<ul style="list-style-type: none"> Work time 	Faculty have support for implementing plans to improve (particularly where curriculum changes are involved)	Begin Mar. 6, 2018 ongoing
g.	Collaborate to support faculty who wish to use Canvas to assess capstone courses and assignments.	<ul style="list-style-type: none"> LAC members MPC Online Staff 	<ul style="list-style-type: none"> LAC 	<ul style="list-style-type: none"> 2-3 Joint LAC/MPC Online team meetings (to ensure consistent support, processes, and communication) 	Faculty have support for multiple assessment methods and tools for gathering assessment data	Begin Mar. 19, 2018 to establish ongoing collaboration

Strategy 2: Streamline degree and certificate offerings where possible to avoid duplication and promote certificate-to-degree pathways where appropriate.						
What is to be done?		Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	In any disciplines with more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), identify areas where offerings could be combined to avoid duplication.	<ul style="list-style-type: none"> • PRIE Office • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • List of similar programs, by discipline from the PRIE Office • Course offerings for programs on above list • Work time 	List of degrees that can be revised or folded together through the curriculum process	<p>Submit changes for 2018-2019 Catalog by to CAC by Feb. 28, 2018</p> <p>Document plans to improve for 2019-2020 Catalog in program assessments by Mar. 5, 2018</p>
b.	In disciplines where it is appropriate to maintain more than one type of degree (e.g., AA-T, AA Transfer Prep, AA Local), confirm that PLOs and program descriptions clearly communicate the differences to the student (and adjust if necessary).	<ul style="list-style-type: none"> • PRIE Office • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • List of similar programs, by discipline from PRIE Office • Course offerings for programs on above list • Work time 	Clear communication of specific differences between degrees in the same discipline	<p>Submit changes for 2018-2019 Catalog by to CAC by Feb. 28, 2018</p> <p>Document plans to improve for 2019-2020 Catalog in program assessments by Mar. 5, 2018</p>
c.	Identify disciplines with certificates and degrees that could “nest” or “stack” and confirm that PLOs and program descriptions reflect the relationships between the individual programs (and adjust if necessary).	<ul style="list-style-type: none"> • OAA Deans • Discipline faculty 	OAA Deans	<ul style="list-style-type: none"> • Communication plan • Work time) 	Increased coordination certificates that degrees that can be revised or folded together through the curriculum process	<p>Submit changes for 2018-2019 Catalog by to CAC by Feb. 28, 2018</p> <p>Document plans to improve for 2019-2020 Catalog in program assessments by Mar. 5, 2018</p>
d.	Begin to implement “plans to improve student learning” emerging from program assessment results as appropriate, including “streamlining” degree and certificate offerings where possible.	<ul style="list-style-type: none"> • Discipline faculty • LAC faculty • OAA Deans 		This will vary	Continuous improvement driven by assessment results	Begin March 6, 2018 and continue going forward

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: STRATEGIES AND ASSOCIATED ACTIVITIES

Strategy 3: Complete PLO assessment logistical tasks in TracDat.						
What is to be done?		Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Complete and launch the Program Assessment Dashboard by posting on the PRIE Dashboard Intranet site.	<ul style="list-style-type: none"> • PRIE Office staff 	<ul style="list-style-type: none"> • Interim Dean, PRIE 	<ul style="list-style-type: none"> • Work time 	College community has the ability to track daily progress and identify areas where continued work is needed	Jan. 26, 2018
b.	Confirm faculty contact for each degree/certificate area for the purposes of training and ongoing communication	<ul style="list-style-type: none"> • Division Chairs • Discipline faculty 	<ul style="list-style-type: none"> • Division Chairs • OAA Deans 	Communication Plan (email, time at AAAG, discussion w/ deans, etc.)	At least one point of contact established for each program	Feb. 7, 2018
c.	Complete outcomes mapping in any degree or certificate program intending to assess by rolling up course-level assessment results to the program level (i.e., “Outcomes Roll-up” assessment method)	<ul style="list-style-type: none"> • Discipline faculty • Learning Assessment Committee (support) • TracDat Support (support) 	<ul style="list-style-type: none"> • Interim Dean, PRIE • OAA Deans • Division Chairs 	<ul style="list-style-type: none"> • List of faculty contacts for each program • Dedicated work time • Dedicated computer lab for group work • Standalone “how-to” docs 	TracDat configured to support roll-up assessments where designated	No later than Feb. 28, 2018
d.	Generate reports of assessment data resulting from outcomes mapping (i.e., pulling assessment results from SLOs that have been mapped to PLOs) for degrees and certificates using the “outcomes mapping” assessment method	TracDat Support	Interim Dean, PRIE	3 days	Faculty have access to relevant data to support assessment.	Begin Jan. 26, 2018 and complete as programs are ready. All data should be available no later than Mar. 1, 2018

PROGRAM ASSESSMENT IMPLEMENTATION PLAN: STRATEGIES AND ASSOCIATED ACTIVITIES

Strategy 4: Establish schedules for ongoing assessment of degree/certificate programs that align with existing cycles for course assessment and program review.						
	What is to be done?	Who is involved?	Who is accountable?	Resources needed?	Intended results?	When completed?
a.	Draft schedules for ongoing assessment based on MPC Cycle of Assessment and schedule of comprehensive program review. (Note that CTE cycles may be shorter.)	<ul style="list-style-type: none"> LAC Division Chairs 	<ul style="list-style-type: none"> LAC Division Chairs 	<ul style="list-style-type: none"> Work time PRIE Office support 	Draft schedules that can be discussed with Division Chairs & Deans	Mar. 19, 2018
b.	Finalize schedules for ongoing assessment based on discussion and feedback from Division Chairs.	<ul style="list-style-type: none"> LAC Division Chairs Academic Senate 	<ul style="list-style-type: none"> LAC AAAG Academic Senate 	<ul style="list-style-type: none"> Communication plan Time on AAAG & Senate agendas 	Finalized schedules for ongoing assessment	No later than May 9, 2018
c.	Assign programs to TracDat cycles of assessment using Division assessment plans.	TracDat Support	<ul style="list-style-type: none"> Interim Dean, PRIE OAA Deans 	<ul style="list-style-type: none"> Division-level assessment plans (see 2.3a) Staff time (1.5 days) 	TracDat cycles match division-level plans	No later than May 18, 2018
d.	Prepare an institutional progress report based on results of work up through the beginning of the fall semester to inform the annual resource prioritization and allocation cycle.	<ul style="list-style-type: none"> Director of IR LAC 	<ul style="list-style-type: none"> Interim Dean, PRIE 	<ul style="list-style-type: none"> Staff time 	Communicate progress to the campus and inform annual program review updates	June 30, 2018
e.	Begin annual planning cycle, using program assessment results as one data source to inform planning.	<ul style="list-style-type: none"> Division Chairs Discipline faculty 	<ul style="list-style-type: none"> Division Chairs 	<ul style="list-style-type: none"> Time at Fall Flex Program assessment reports PRIE Committee support 	Program assessment results prominently placed in annual resource prioritization & allocation cycles	Aug. 15, 2018 (Fall Flex)
f.	Begin training for comprehensive program review cycle	<ul style="list-style-type: none"> PRIE Committee Division Chairs 	<ul style="list-style-type: none"> PRIE Committee 	<ul style="list-style-type: none"> 		

TIMELINE: COMPLETING PROGRAM ASSESSMENTS BY MARCH 5, 2018

Complete By:	What is to be done?	Who is accountable?	Strategy	Completed?
Jan. 26, 2018 Ongoing	Host weekly “assessment lab” hours for faculty, to provide focused time and support on a drop-in or by invitation basis.	<ul style="list-style-type: none"> • Interim Dean, PRIE • LAC • OAA Deans 	1a See pg. 2	Yes
Jan. 26, 2018 Ongoing	Set up meetings with faculty (one-on-one or in small groups) as needed to continue work outside “assessment lab” hours	<ul style="list-style-type: none"> • LAC 	1b See pg. 2	
Jan 26, 2018	Complete and launch the Program Assessment Dashboard by posting on the PRIE Dashboard Intranet site.	Interim Dean, PRIE	3a See pg. 4	
Jan. 31, 2018	Confirm faculty contact for each degree/certificate area for the purposes of training and ongoing communication	<ul style="list-style-type: none"> • Division Chairs • OAA Deans 	3b See pg. 4	
Feb. 1, 2018 Ongoing	Set-up and support meetings for faculty to assess programs that span across multiple disciplines (one meeting per degree or cluster of related degrees)	<ul style="list-style-type: none"> • LAC • Division Chairs 	1c See pg. 5	
Feb. 7, 2018	Confirm faculty contact for each degree/certificate area for the purposes of training and ongoing communication	<ul style="list-style-type: none"> • Division Chairs • OAA Deans 	1d See pg. 2	
Feb. 14, 2018	Update LAC’s Assessment Toolkit to include models and samples of program-level assessments	LAC	4f See pg. 5	
Feb. 28, 2018	Identify and train faculty assessment coaches/mentors for each division (see IEPI PRT Plan for additional details)	<ul style="list-style-type: none"> • LAC • Division Chairs 	1e See pg. 2	
No later than Feb. 28, 2018	Submit any changes for 2018-2019 Catalog to Curriculum Advisory Committee	<ul style="list-style-type: none"> • Discipline faculty • Division Chairs 	2a-c See pg. 3	
No later than Feb. 28, 2018	Complete outcomes mapping in any degree or certificate program intending to assess by rolling up course-level assessment results to the program level (i.e., “Outcomes Roll-up” assessment method)	Division Chairs Program Faculty	3c See pg. 4	
All data avail. by Mar. 1, 2018	Generate reports of assessment data resulting from outcomes mapping (i.e., pulling assessment results from SLOs that have been mapped to PLOs) for degrees and certificates using the “outcomes mapping” assessment method	Interim Dean, PRIE	3d See pg. 4	
MAR. 5, 2018	Complete an assessment of all degree and certificate programs at Monterey Peninsula College.			

TIMELINE: IMPROVING PRACTICES FOR ONGOING ASSESSMENT BY OCT. 1, 2018

Complete By:	What is to be done?	Who is accountable?	Strategy	Completed?
Mar. 6, 2018	Support faculty efforts to begin plans to improve student learning emerging from PLO assessments (including revisions to SLOs/PLOs to improve the “measurability” of outcomes and streamlining of curriculum)	<ul style="list-style-type: none"> LAC 	1f (pg. 2) 2d (pg. 3)	
Mar. 19, 2018	Draft schedules for ongoing assessment based on MPC Cycle of Assessment and schedule of comprehensive program reviews	<ul style="list-style-type: none"> LAC Division Chairs 	5a See pg. 6	
Begin Mar. 19, 2018 Ongoing	Begin collaborations between LAC and MPC Online to support faculty who wish to use Canvas to assess capstone courses and assignments	<ul style="list-style-type: none"> LAC MPC Online Staff 	1g See pg. 2	
April 30, 2018	Finalize schedules for ongoing assessment based on discussion and feedback from Division Chairs.	<ul style="list-style-type: none"> LAC AAAG Senate 	4b See pg. 5	
May 18, 2018	Assign programs to TracDat cycles of assessment using Division assessment plans.	<ul style="list-style-type: none"> Interim Dean, PRIE 	4c See pg. 5	
June 30, 2018	Prepare an institutional progress report based on results of work up through the beginning of the fall semester to inform the annual resource prioritization and allocation cycle.	Interim Dean, PRIE	4d See pg. 5	
Aug. 15, 2018	Begin annual planning cycle, using program assessment results as one data source to inform planning.	Division Chairs	4e See pg. 5	
Sept. 15, 2018	Begin training for comprehensive program review.	PRIE Committee	4f See pg. 5	
Oct. 1, 2018	Establish a foundation for sustainable assessment at the program level.			

Monterey Peninsula Community College District

Governing Board Agenda

February 21, 2018

New Business Agenda Item No. P

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus. Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2017-2018 Calendar of Events

FEBRUARY 2018

Friday, February 16 Holiday – Lincoln Day Observance
Monday, February 19 Holiday – Washington’s Day
Wednesday, February 21 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room
Friday, February 23 MPC Foundation Donor Appreciation Party, MPC Library & Technology Center, 4:00pm

MARCH 2018

Saturday, March 3 **27th Annual Lobo Hall of Fame, Monterey Marriott – Ferrantes Bay View Room, 6:00 p.m.**
Tuesday, March 13 **Special Board Meeting: Accreditation Follow-Up Report, MPC Library & Technology Center – Sam Karas Room, 9:00 a.m.**
Wednesday, March 14 **Student Appreciation Day, time and location to be announced**
Friday, March 16 Special Board Meeting: Board Study Session – Self-Insurance, MPC Library & Technology Center – Sam Karas Room, 12:00 p.m.
Sun.-Sat., March 18-24 Spring Recess
Thursday, March 22 Monterey County School Boards Association’s Annual Organizational Meeting and Dinner, 5:30pm, **Hartnell College, Salinas**
Wednesday, March 28 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

APRIL 2018

Thursday, April 19 **Earth Day, time and location to be announced**
Wednesday, April 25 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room
Friday, April 27 President’s Address to the Community, Monterey Marriott, 11:00am-1:30pm

MAY 2018

Date, Time & Location TBD Employee Recognition Ceremony
MPC Scholarship Awards Ceremony
Veterans Recognition Ceremony
CDC Preschool Graduation
Early Childhood Education Graduation Celebration
Automotive Technology Graduation Banquet, Tarp’s Roadhouse, 5:00-8:00pm
Asian Student Assn Ceremony, 6:00pm
Fire Academy Graduation Ceremony
Latino Ceremony, 6:00pm, LF 103

MPC Governing Board 2017-2018 Calendar of Events

MAY 2018, continued

Thurs.-Sunday, May 3-6	Kente Ceremony, 7:00pm CCLC Annual Trustees Conference, Hyatt Regency Valencia
Monday, May 21 through Friday, May 25	Finals, Stress Buster Week
Wednesday, May 23	Regular Board Meeting, MPC Library & Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room
Friday, May 25	Spring Semester Ends
Saturday, May 26	Faculty Retirement Breakfast, 8:30am (location to be confirmed) Commencement: 12:00pm, MPC Stadium (Line-up at 11:30am in Amphitheater) Nurse Pinning Ceremony, 3:00pm, Amphitheater
Monday, May 28	Holiday – Memorial Day

JUNE 2018

Monday, June 4	Summer Session Begins
Wednesday, June 27	Regular Board Meeting, MPC Library & Technology Center Closed Session: 11:00am, Stutzman Room Regular Meeting: 1:30pm, Sam Karas Room

JULY 2018

Wednesday, July 4	Holiday – Independence Day
Friday, July 13	End of Six-Week Session
Wednesday, July 25	Regular Board Meeting, Education Center at Marina Closed Session: 11:00am, Room to be determined Regular Meeting: 1:30pm, Room to be determined
Friday, July 27	End of Eight-Week Session