



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

**SPECIAL MEETING
TUESDAY, MARCH 13, 2018**

SPECIAL BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

March 13, 2018

President's Office
College Area

Special Business Agenda Item No. A

Proposal:

That the Governing Board adopt Board Policies: 2101 – Candidates' Statement of Qualifications; 2434 – Superintendent/President Contract; 2510 – Participation in Local Decision Making; 2511 – Academic Senate; 2825 – Community Relationships; 2850 – Dissemination of Information to the Media; 3225 – Institutional Effectiveness; 3280 – Grants; 3439 – Animals on Campus; 3570 – Smoking on Campus; 3735 – District Resources; 3900 – Speech: Time, Place, Manner; 3910 – Soliciting Funds or Business on Campus; 4250 – Probation, Dismissal, and Readmission; 4260 – Pre-requisites, Co-requisites, and Advisories; 5160 – Child Care; 6251 – Inventory of District Property; 6370 – Contracts: Personal Services; 7161 – Professional Development – President and Vice Presidents; 7219 – Professor Emeritus; 7237 – Layoffs; 7261 – Health & Welfare Benefits: Management, Supervisory, and Confidential Employees; 7270 – Student Workers; 7340 – Leaves; 7341 – Leaves and Vacation: Management, Supervisory, and Confidential Employees; 7360 – Discipline and Dismissal: Academic Employees; 7380 – Retiree Health Benefits: Academic Employees; 7385 – Salary Deductions; and 7650 – Institutional Emergencies: Management, Supervisory, and Confidential 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 This approach will ensure the District has the essential policies in place and the deleting of out-of-date or noncompliant policies will be accomplished more efficiently.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 to reflect CCLC policy language and numbering has been underway for the past few years. Policies have been presented to the Board in a group for review and approval to facilitate the policy update. Completion of this update will address one of the recommendations from the District's accreditation evaluation report.

Due to the necessity of completing the Board policy update for the accreditation follow up report due March 15, the attached policies are being recommended for adoption without the required and customary first reading. The policies have been reviewed by the appropriate campus groups as well as the Board subcommittee. This final group of policies include the remaining policies from CCLC and local policies being updated and retained.

The policies being recommended for adoption are:

Board Policy 2101	Candidates' Statement of Qualifications (replaces existing local MPC policy 1200)
Board Policy 2434	Superintendent/President Contract (replaces existing local MPC policy 5510)
Board Policy 2510	Participation in Local Decision Making (replaces existing local MPC policy 2010) <i>Administrative procedure 2510 also attached for information.</i>
Board Policy 2511	Academic Senate (replaces existing local MPC policy 2005)
Board Policy 2825	Community Relationships (replaces existing local MPC policy 1065)
Board Policy 2850	Dissemination of Information to the Media (replaces existing local MPC policy 1070)
Board Policy 3225	Institutional Effectiveness (new policy per CCLC)
Board Policy 3280	Grants (revises MPC policy 3280, adopted February 2018, and replaces existing local MPC policy 2200)
Board Policy 3439	Animals on Campus (replaces existing local MPC policy 2210)
Board Policy 3570	Smoking on Campus (replaces existing local MPC policy 2240)
Board Policy 3735	District Resources (replaces existing local MPC policy 2155)
Board Policy 3900	Speech: Time, Place, Manner (replaces existing local MPC policies 2215 and 3045)
Board Policy 3910	Soliciting Funds or Business on Campus (replaces existing local MPC policy 2220)
Board Policy 4250	Probation, Dismissal, and Readmission (new policy per CCLC)
Board Policy 4260	Pre-requisites, Co-requisites, and Advisories (replaces existing MPC policy 3105)
Board Policy 5160	Child Care (replaces existing local MPC policy 4060)
Board Policy 6251	Inventory of District Property (replaces existing local MPC policy 2150)
Board Policy 6370	Contracts – Personal Services (replaces existing local MPC policy 5710)
Board Policy 7161	Professional Development – President and Vice Presidents (replaces existing local MPC policy 5580)
Board Policy 7219	Professor Emeritus (replaces existing local MPC policy 5345)
Board Policy 7237	Layoffs (replaces existing local MPC policy 5440)
Board Policy 7261	Health & Welfare Benefits: Management, Supervisory, and Confidential Employees (replaces existing MPC policy 5560)
Board Policy 7270	Student Workers (replaces existing local MPC policies 5600, 5605, 5610, and 5620)
Board Policy 7340	Leaves (replaces existing MPC policies 5570 and 5575)
Board Policy 7341	Leaves and Vacation: Management, Supervisory, and Confidential Employees (replaces existing local MPC policies 5570 and 5575)
Board Policy 7360	Discipline and Dismissal: Academic Employees (replaces existing MPC policy 5325)
Board Policy 7380	Retiree Health Benefits: Academic Employees (new policy per CCLC)
Board Policy 7385	Salary Deductions (new policy per CCLC)
Board Policy 7650	Institutional Emergencies: Management, Supervisory, and Confidential Employees (replaces existing local MPC policy 5585)

Budgetary Implications:

None.

- RESOLUTION:** **BE IT RESOLVED**, That Board Policies: 2101 – Candidates' Statement of Qualifications; 2434 – Superintendent/President Contract; 2510 – Participation in Local Decision Making; 2511 – Academic Senate; 2825 – Community Relationships; 2850 – Dissemination of Information to the Media; 3225 – Institutional Effectiveness; 3280 – Grants; 3439 – Animals on Campus; 3570 – Smoking on Campus; 3735 – District Resources; 3900 – Speech: Time, Place, Manner; 3910 – Soliciting Funds or Business on Campus; 4250 – Probation, Dismissal, and Readmission; 4260 – Pre-requisites, Co-requisites, and Advisories; 5160 – Child Care; 6251 –

Inventory of District Property; 6370 – Contracts: Personal Services; 7161 – Professional Development – President and Vice Presidents; 7219 – Professor Emeritus; 7237 – Layoffs; 7261 – Health & Welfare Benefits: Management, Supervisory, and Confidential Employees; 7270 – Student Workers; 7340 – Leaves; 7341 – Leaves and Vacation: Management, Supervisory, and Confidential Employees; 7360 – Discipline and Dismissal: Academic Employees; 7380 – Retiree Health Benefits: Academic Employees; 7385 – Salary Deductions; and 7650 – Institutional Emergencies: Management, Supervisory, and Confidential Employees, be adopted.

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

Prepared By: Shawn Anderson
Shawn Anderson, Assistant to the President

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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2101

BP 2101 Candidates' Statements of Qualifications

By policy of the Monterey Peninsula Community College District Governing Board, candidates filing for election to the Board shall comply with the following:

1. Each statement of qualifications shall be limited to 200 words or less, and shall conform to all of the requirements contained in Section ~~10012~~ 13307 of the Elections Code.
2. Each candidate for office shall be responsible for all costs associated with each statement of qualifications printed.

Candidates desiring to observe instruction may do so with advance approval of the instructor. If a candidate is invited to speak on campus, in the interests of fairness, all candidates shall be invited to speak.

References: Elections Code Section 13307

Formerly Governing Board Policy 1200 – Candidates' Statements of Qualifications

Adopted: April 13, 1988

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

C. Elections

~~1200 — Candidates' Statements of Qualifications~~

~~By policy of the Monterey Peninsula Community College District Governing Board, candidates filing for election to the Board shall comply with the following:~~

- ~~1. — Each statement of qualifications shall be limited to 200 words or less, and shall conform to all of the requirements contained in Section 10012 of the Elections Code.~~
- ~~2. — Each candidate for office shall be responsible for all costs associated with each statement of qualifications printed.~~

~~Candidates desiring to observe instruction may do so with advance approval of the instructor. If a candidate is invited to speak on campus, in the interests of fairness, all candidates shall be invited to speak.~~

Reference: Elections Code 10012

Adopted: April 13, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 2434 Superintendent/President Contract~~The Superintendent of the District and President of the College~~

The term of office of the Superintendent/President will be determined by the Governing Board. It will be the duty of the Board to renew the contract of the Superintendent/President or to notify him/her in writing prior to the first of January in the last year of his/her incumbency that his/her services will not be required for the next succeeding contractual term.

The compensation of the Superintendent/President will be fixed by the Board at the time of appointment and the terms thereof will be set forth in the contract for services. By mutual consent, the compensation of the Superintendent/President may be adjusted ~~before the start of any school year.~~

References: Education Code Section 72411

Formerly Governing Board Policy 5510 -- The Superintendent of the District and President of the College

Adopted: May 10, 1989

Renumbered, Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5510 — The Superintendent of the District and President of the College~~

~~The term of office of the Superintendent will be determined by the Governing Board. It will be the duty of the Board to renew the contract of the Superintendent/President or to notify him/her in writing prior to the first of January in the last year of his/her incumbency that his/her services will not be required for the next succeeding contractual term.~~

~~The compensation of the Superintendent/President will be fixed by the Board at the time of appointment and the terms thereof will be set forth in the contract for services. By mutual consent, the compensation of the Superintendent/President may be adjusted before the start of any school year.~~

Reference: Education Code 72411.

Adopted: May 10, 1989.

BP 2510 Participation in Local Decision-Making

The Governing Board is committed to the participation of faculty, staff and students in ~~district~~ District and college governance while retaining its own rights and responsibilities as the ultimate authority in all areas defined by state laws and regulations. The following policies are intended to assure effective faculty, staff, and student participation ~~is in shared-participatory~~ governance as defined in the Education Code and Title S5.

Composition of Committees

District standing committees shall be structured to include representation by faculty, management personnel, students and classified employees. A list of the standing committees ~~is included in Appendix 2010~~ can be found on the District's website.

Appointments to committees shall be made by the appropriate, recognized constituent group. The Academic Senate shall appoint members to represent faculty, ASMPC shall appoint students to represent students, MPCEA shall appoint classified members to represent classified staff, and, in the absence of recognized formal associations, the President shall appoint management, supervisory, and confidential personnel in consultation with respective groups.

Wherever appropriate and feasible, an attempt will also be made to structure ad hoc committees in a similar fashion.

Members of a committee shall be afforded equal rights and privileges, to include receipt of materials in a timely fashion and an opportunity to fully participate in the deliberations of the committee.

Recognized Consultation Groups in the MPC ~~Shared-Participatory~~ Governance Process

Academic Senate

The Academic Senate shall represent the faculty in making recommendations to the administration and to the Governing Board with respect to academic and professional matters. The Governing Board shall rely primarily upon the recommendations of the Academic Senate regarding academic and professional matters.

Academic and professional matters include: curriculum, degree and certificate requirements, grading policies, educational program development, standards or policies regarding student preparation and success, governance structure as related to faculty roles, faculty roles and



GOVERNING BOARD POLICIES

involvement in accreditation processes, policies for faculty professional development activities, processes for program review, processes for institutional planning and budget development, and other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Academic Senate exercises its representation on planning and budgeting through the ~~Institutional Priorities Committee~~President's Advisory Group.

Associated Students of Monterey Peninsula College (ASMPC)

The Associated Students ~~organization~~ of Monterey Peninsula College represents the students and offers opinions and makes recommendations to the administration and the ~~governing~~Governing Board-Board with regard to district and college policies and procedures that have or will have a significant effect on students. Such policies and procedures include the following: grading policies, codes of student conduct, academic disciplinary policies, curriculum development, courses or programs which should be initiated or discontinued, processes for institutional planning and budget development, standards and policies regarding student preparation and success, student services planning and development, student fees within the authority of the ~~district~~District to adopt, and any other district and college policy, procedure or related matter that the Governing Board determines will have a significant effect on students.

The Associated Students exercises its representation on planning and budgeting through the ~~Institutional Priorities Committee~~President's Advisory Group and through the Student Trustee on the Governing Board.

Monterey Peninsula College Teachers Association (MPCTA)

The Monterey Peninsula College Teachers Association is the bargaining agent for certificated employees. Pursuant to Government Code 3543.2, the ~~district~~District has the right to consult with any employees or employee organizations on any matter outside the scope of representation. ~~On~~On shared-participatory governance matters directly related to the scope of negotiations, the District shall consult with both the Senate and MPCTA in accordance with existing statutes.

Monterey Peninsula College Employees Association (MPCEA)

The Monterey Peninsula College Employees Association is the exclusive bargaining agent for the classified employees. The Association shall also act as the representative of the classified employees in the formulation and development of policies and procedures, which have an effect on staff.

MPCEA exercises its representation on planning and budgeting through the ~~Institutional Priorities Committee~~President's Advisory Group.



GOVERNING BOARD POLICIES

Management, Supervisory, and Confidential Personnel

In the development of policies and procedures which will have a significant effect on management, supervisory, and confidential personnel, the Superintendent/President shall assure that these staff members are consulted on such policies and procedures.

Relationship to Employee Bargaining Associations

Nothing in these policies shall be construed to impinge upon the legal authority of the recognized exclusive representatives of employee bargaining organizations.

See Administrative Procedure 2510 -- Participation in Local Decision-Making

See also Board Policy/Administrative Procedure 2410 – Board Policies and Administrative Procedures, Board Policy/Administrative Procedure 2610 – Presentation of Initial Collective Bargaining Proposals, Board Policy/Administrative Procedure 5400 – Associated Students Organization, and Board Policy 7140 – Collective Bargaining

References: Education Code 70902(b) 7;
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
ACCJC Accreditation Standard IV.A

Formerly Governing Board Policy 2010 – Shared Governance

Adopted: January 21, 1992

Revised and Adopted: May 25, 1993

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION AND BUSINESS SERVICES

A. Organization of the College

~~2010 Shared Governance~~

~~The Governing Board is committed to the participation of faculty, staff and students in district and college governance while retaining its own rights and responsibilities as the ultimate authority in all areas defined by state laws and regulations. The following policies are intended to assure effective faculty, staff and student participation in shared governance as defined in the Education Code and Title 5.~~

~~Composition of Committees~~

~~District standing committees shall be structured to include representation by faculty, management personnel, students and classified employees. A list of the standing committees is included in Appendix 2010.~~

~~Appointments to committees shall be made by the appropriate, recognized constituent group. The Academic Senate shall appoint members to represent faculty, ASMPC shall appoint students to represent students, MPCEA shall appoint classified members to represent classified staff, and, in the absence of recognized formal associations, the President shall appoint management, supervisory, and confidential personnel in consultation with respective groups.~~

~~Wherever appropriate and feasible an attempt will also be made to structure ad hoc committees in a similar fashion.~~

~~Members of a committee shall be afforded equal rights and privileges, to include receipt of materials in a timely fashion and an opportunity to fully participate in the deliberations of the committee.~~

~~Recognized Consultation Groups in the MPC Shared Governance Process~~

~~Academic Senate~~

~~The Academic Senate shall represent the faculty in making recommendations to the administration and to the Governing Board with respect to academic and professional matters. The Governing Board shall rely primarily upon the recommendations of the Academic Senate regarding academic and professional matters.~~

~~Academic and professional matters include: curriculum, degree and certificate requirements, grading policies, educational program development, standards or policies regarding student preparation and success, governance structure as related to faculty roles, faculty roles and involvement in accreditation processes, policies for faculty professional development activities, processes for program review,~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION AND BUSINESS SERVICES

A. Organization of the College

2010 Shared Governance (continued)

~~processes for institutional planning and budget development, and other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.~~

~~The Academic Senate exercises its representation on planning and budgeting through the Institutional Priorities Committee.~~

Associated Students of Monterey Peninsula College

~~The Associated Student organization of Monterey Peninsula College represents the students and offers opinions and makes recommendations to the administration and the governing board with regard to district and college policies and procedures that have or will have a significant effect on students. Such policies and procedures include the following: grading policies, codes of student conduct, academic disciplinary policies, curriculum development, courses or programs which should be initiated or discontinued, processes for institutional planning and budget development, standards and policies regarding student preparation and success, student services planning and development, student fees within the authority of the district to adopt, and any other district and college policy, procedure or related matter that the Governing Board determines will have a significant effect on students.~~

~~The Associated Students exercises its representation on planning and budgeting through the Institutional Priorities Committee and through the Student Trustee on the Governing Board.~~

Monterey Peninsula College Teachers Association

~~The Monterey Peninsula College Teachers Association is the bargaining agent for certificated employees. Pursuant to Government Code 3543.2, the district has the right to consult with any employees or employee organizations on any matter outside the scope of representation. on shared governance matters directly related to the scope of negotiations, the District shall consult with both the Senate and MPCTA in accordance with existing statutes.~~

Monterey Peninsula College Employees Association

~~The Monterey Peninsula College Employees Association is the exclusive bargaining agent for the classified employees. The Association shall also act as the representative of the classified employees in the formulation and development of policies and procedures, which have an effect on staff.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION AND BUSINESS SERVICES

A. Organization of the College

2010 Shared Governance (continued)

~~MPCEA exercises its representation on planning and budgeting through the Institutional Priorities Committee.~~

~~Management, Supervisory, and Confidential Personnel~~

~~In the development of policies and procedures which will have a significant effect on management, supervisory, and confidential personnel, the President shall assure that these staff members are consulted on such policies and procedures.~~

~~Relationship to Employee Bargaining Associations~~

~~Nothing in these policies shall be construed to impinge upon the legal authority of the recognized exclusive representatives of employee bargaining organizations.~~

Reference: Education Code 70902(b) 7;
Title 5, California Code of Regulations, Sections 51023.5, 51025, 53203-53206.

Adopted: January 21, 1992

Revised, Numbered and Adopted: May 25, 1993

ADMINISTRATIVE PROCEDURES

Chapter 2 Board of Trustees

2510

AP 2510 Participation in Local Decision-Making

The *Resource Guide to Institutional Decision Making at MPC* describes the procedures for participation in local decision-making. The resource guide is posted on the District web page under Participatory Governance.

The resource guide documents the practices for institutional decision-making at the college. The decision-making processes described in the resource guide reflect the mechanisms by which MPC ensures that the voices of the constituent groups are heard in making decisions. The constituent groups are MPC faculty, staff, administration, and students.

Since each constituent group has specific responsibilities within the College, each group has a specific role in decision-making; the constituent groups' roles differ from one another. Collaboration on institutional decisions requires that the members of all constituent groups understand and respect the roles and responsibilities assigned to each group.

Constituent groups contribute their perspectives and voices to institutional decision-making by making recommendations to those who have the responsibility for making final institutional decisions: the Superintendent/President and the Board of Trustees. The resource guide describes the processes that constituent groups use to develop recommendations that are forwarded to the Superintendent/President and/or Board.

The *Resource Guide to Institutional Decision Making at MPC* is reviewed and updated annually to reflect minor changes, such as in descriptions, timelines, or processes. A small task force appointed by the Superintendent/President is charged with the responsibility for making annual updates to this document. This task force will include at least these three members: Academic Senate President or designee, MPCEA President or designee, and a co-chair of the President's Advisory Group.

In addition to an annual review for minor revisions, the Planning, Research, & Institutional Effectiveness Committee evaluates the processes described in this resource guide every three years. This assessment occurs as part of MPC's assessment of its planning processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of the *MPC Integrated Planning Handbook*.

Through these two processes, one on an annual basis and one every three years, the resource guide is maintained to reflect the inevitable changes in decision-making processes that are to be expected as part of MPC's cycle of continuous quality improvement.

See Resource Guide to Institutional Decision Making at MPC



ADMINISTRATIVE PROCEDURES

References: Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7
(Students);
ACCJC Accreditation Standard IV.A

President's Cabinet Approved: February 22, 2018



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2511

BP 2511 Academic Senate

Pursuant to Title 5, ~~California Administrative Code~~, the Governing Board recognizes the Academic Senate of Monterey Peninsula College as the faculty's primary representative for the formulation and revision of District policies on academic and professional matters.

The perspective of the Academic Senate in representing the faculty shall be that of the "educator" and not the "employee." When the Academic Senate recommends changes in existing policy or recommends establishment of new policy, it shall do so through the Superintendent/President. Whenever the Academic Senate revises its constitution and by-laws, it shall submit these revisions to the Superintendent/President and Board for review and information purposes.

See Board Policy/Administrative Procedure 2510 -- Participation in Local Decision-Making

References: Title 5 Sections 53200 et seq.

Formerly Governing Board Policy 2005 – Academic Senate

Adopted: June 1, 1988

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

A. Organization of the College

~~2005—Academic Senate~~

~~Pursuant to Title 5, California Administrative Code, the Governing Board recognizes the Academic Senate of Monterey Peninsula College as the faculty's primary representative for the formulation and revision of District policies on academic and professional matters.~~

~~The perspective of the Academic Senate in representing the faculty shall be that of the "educator" and not the "employee." When the Academic Senate recommends changes in existing policy or recommends establishment of new policy, it shall do so through the Superintendent/President. Whenever the Academic Senate revises its constitution and by laws, it shall submit these revisions to the Superintendent/President and Board for review and information.~~

Reference: California Code of Regulations, Title 5, 53200-53206.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2810

BP 2825 Community Relationships

The Governing Board recognizes the right of the public to information concerning its actions, policies, and the details of its educational and business operations. For this reason, copies of the agenda will be furnished free, or at cost at the discretion of the Board, to all interested persons and organizations upon request.

Copies of the minutes of the Board meetings may also be furnished to interested persons and organizations upon request.

The Board, through the Superintendent/President, will provide for the dissemination throughout the District of information concerning the College and will assist in the interpretation of the educational program.

It will be the practice of the Board to utilize the advice and assistance of all interested groups and individuals in the solution of its educational and financial problems, although the Board alone will be the final policy agent.

References: Government Code Sections 54954.1 and 54957.5.
Education Code Section 72121(a)

Formerly Governing Board Policy 1065 – Community Relationships

Adopted: April 13, 1988

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1065 Community Relationships

~~The Governing Board recognizes the right of the public to information concerning its actions, policies, and the details of its educational and business operations. For this reason, copies of the agenda will be furnished free, or at cost at the discretion of the Board, to all interested persons and organizations upon request.~~

~~Copies of the minutes of the Board meetings may also be furnished to interested persons and organizations upon request.~~

~~The Board, through the Superintendent/President will provide for the dissemination throughout the District of information concerning the College and will assist in the interpretation of the educational program.~~

~~It will be the practice of the Board to utilize the advice and assistance of all interested groups and individuals in the solution of its educational and financial problems, although the Board alone will be the final policy agent.~~

Reference: Government Code 54954.1, 54957.2 and 54957.5.

Formerly Governing Board Policy 1.11.

Revised, Renumbered and Adopted: April 13, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 2850 Dissemination of Information to the Media

The ~~Governing Board supports administration will disseminate to~~ communications with local media of the area appropriate press releases relating to the activities of the College District.

The Superintendent/President ~~is authorized to respond to or his/her staff, as delegated, will answer in a full and objective manner~~ all reasonable requests for information from the media about the business of the College District (with the exception of, except for those matters deemed, which the Board has invoked as privileged and confidential as prescribed in per Governing Board Policy 10402315 – Closed Sessions).

See also Board Policy 2315 – Closed Sessions and Board Policy/Administrative Procedure 3300 – Public Records.

References: Government Code Sections 54957.2 and 54957.5
Evidence Code Section 1040

Formerly Governing Board Policy 1070 – Dissemination of Information

Adopted: April 13, 1988

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1070 Dissemination of Information

~~The administration will disseminate to communications media of the area appropriate press releases relating to the activities of the College.~~

~~The Superintendent/President or his/her staff, as delegated, will answer in a full and objective manner all reasonable requests for information about the business of the College, except for those matters, which the Board has invoked as privileged and confidential as prescribed in Governing Board Policy 1040.~~

Reference: Government Code 54957.2 and 54957.5.
Evidence Code 1040.

Formerly Governing Board Policy 1.12.

Revised, Renumbered and Adopted: April 13, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3225

BP 3225 Institutional Effectiveness

The Board of Trustees is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

References: Education Code Sections 78210 et. Seq. and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Adopted:



MONTEREY PENINSULA
COLLEGE

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 Governing Board must approve submission of those grant applications which require a commitment of a dollar amount, including indirect costs, on the part of the College. Except under unusual circumstances, authorization will be requested for all applications requiring matching funds during the budget process for the next fiscal year.

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

Formerly Governing Board Policy 2200 – Grant Applications

Adopted: June 1, 1988

Renumbered, Revised, and Adopted: February 21, 2018

Revised:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

2200 Grant Applications

~~The Governing Board must approve submission of those grant applications which require a commitment of a dollar amount, including indirect costs, on the part of the College. Except under unusual circumstances, authorization will be requested for all applications requiring matching funds during the budget process for the next fiscal year.~~

Formerly Governing Board Policy 7.10.

Revised, Renumbered and Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3439

BP 3439 Animals on Campus

No animals are allowed to be brought on campus or kept in vehicles on campus except ~~seeing-eye dogs~~service animals, or animals being used as a part of a scheduled class.

See also Board Policy/Administrative Procedure 3440 – Service Animals

References: Education Code 81600

Adopted: June 1, 1988

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2210—Animals on Campus~~

~~No animals are allowed to be brought on campus or kept in vehicles on campus except seeing-eye dogs, or animals being used as a part of a scheduled class.~~

Reference: Education Code 81600.

Adopted: June 1, 1988.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 3570 Smoking on Campus

In the interest of protecting the health of students, employees, and visitors to the campus, smoking is prohibited within 20 feet of main entrances, exits, and operable windows of any MPC facility. Additionally, the use of tobacco—to include smoking and/or chewing any form of tobacco—is not permitted except in parking lots. Smoking is not permitted in Lower Parking Lot A during the hours of the Farmers Market, International Center Staff Parking Lot, Parking Lot J, or the Business/Humanities Driveway. Smoking is not allowed in campus-owned vehicles.

Furthermore, the District shall be free from the possession, use, or distribution of cannabis products by students and employees.

Students, staff, and visitors who violate the smoking policy are subject to disciplinary procedures as detailed in the appropriate sections of Board Policy.

See Administrative Procedure 3570 – Smoking on Campus

See also Board Policy/Administrative Procedure 3550 – Drug Free Environment and Drug Prevention Program

References: Government Code Section 7597.1

Formerly Governing Board Policy 2240 -- No Smoking Policy

Adopted: June 1, 1988

Revised: September 21, 1988; May 21, 1991; February 18, 1997; March 21, 2006

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2240—No Smoking Policy~~

~~In the interest of protecting the health of students, employees, and visitors to the campus, smoking is prohibited within 20 feet of main entrances, exits, and operable windows of any MPC facility. Additionally, the use of tobacco to include smoking and/or chewing any form of tobacco is not permitted except in parking lots. Smoking is not permitted in Lower Parking Lot A during the hours of the Farmers Market, International Center Staff Parking Lot, Parking Lot J, or the Business/Humanities Driveway. Smoking is not allowed in campus-owned vehicles.~~

~~Students, staff, and visitors who violate the smoking policy are subject to disciplinary procedures as detailed in the appropriate sections of the Board Policy.~~

Reference: California Government Code 7596 et seq;
California Labor Code 6404 and 6404.5

Adopted: June 1, 1988.

Revised & Re-Adopted: September 21, 1988; May 21, 1991; February 18, 1997; March 21, 2006.



BP 3735 College-District Resources

It is the policy of the Governing Board that College-District facilities, equipment and on-duty personnel, except as otherwise provided in ~~Sections-Board policies 2160-6700~~ and ~~2215-3900~~ ~~of the Governing Board Policies~~, shall be used only for College-District-related activities.

College-District equipment shall not be loaned or rented to other agencies, groups, or individuals for off-campus use unless specifically authorized by the Superintendent/President when he/she deems it to be in the best interests of the College-District, and where a College-District-related purpose is fostered or established.

Supervisors shall ensure that College-District equipment is used only for College-District-related activities. College employees shall obtain permission from their supervisors before using College-District equipment off campus. The employee shall be fully responsible for the equipment while in his/her possession and shall have it repaired or replaced in case of damage or loss.

District ~~data-processing information technology, social media sites,~~ printing, and reproduction services are intended for District instruction and administrative purposes. Use of such services by college employee organizations, other schools, colleges, governmental agencies, and non-profit organizations performing a college-District-related purpose will be allowed at the discretion of the administration. Charges to such agencies will be based on direct identifiable costs.

See also Board Policy 2717 – Personal Use of Public Resources, Board Policy 3900 – Speech: Time, Place, and Manner, and Board Policy 6700 – Civic Center and Other Facilities Use

References: Education Code Section 81600
Government Code Section 8314

Formerly Governing Board Policy 2155 – College Resources

Adopted: June 1, 1988

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

~~2155—College Resources~~

~~It is the policy of the Governing Board that College facilities, equipment and on-duty personnel, except as otherwise provided in Sections 2160 and 2215 of the Governing Board Policies, shall be used only for College-related activities.~~

~~College equipment shall not be loaned or rented to other agencies, groups, or individuals for off campus use unless specifically authorized by the Superintendent/President when he/she deems it to be in the best interests of the College, and where a College-related purpose is fostered or established.~~

~~Supervisors shall ensure that College equipment is used only for College-related activities. College employees shall obtain permission from their supervisors before using College equipment off campus. The employee shall be fully responsible for the equipment while in his/her possession and shall have it repaired or replaced in case of damage or loss.~~

~~District data processing, printing, and reproduction services are intended for District instruction and administrative purposes. Use of such services by college employee organizations, other schools, colleges, governmental agencies, and non-profit organizations performing a college-related purpose will be allowed at the discretion of the administration. Charges to such agencies will be based on direct identifiable costs.~~

Reference: Education Code 81420, 81600.

Adopted: June 1, 1988.



GOVERNING BOARD POLICIES

BP 3900 Speech: Time, Place, and Manner Policy

In order to provide an atmosphere in which groups and organizations can function without disrupting the College's curricular programs, the Governing Board places the following restrictions on the time, place, and manner of non-curricular activities at Monterey Peninsula College.

College-recognized student organizations may conduct activities, which utilize the name and resources of the College only in compliance with the Education Code and Administrative Procedure 3900 -- Speech: Time, Place, and Manner Regulations authorized by the Board.

Public service agencies, charitable and non-profit organizations, and other non-college groups as defined in the Civic Center Act, may distribute and/or post materials, collect signatures on petitions, solicit funds, or engage in informational activities on campus only in compliance with the Education Code and Administrative Procedure 3900 -- Speech: Time, Place, Manner, the Time, Place, and Manner Regulations referred to above, and included as Appendix 2215 of the Governing Board Policies Handbook.

Groups and individuals other than those designated above are also subject to these regulations of time, place, and manner and to other restrictions as deemed necessary by the administration for ensuring an orderly learning environment for Monterey Peninsula College.

No student or community organization which denies membership or participation in any of its activities on the basis of ethnic group identification, religion, age, sexual preferences, color, or physical or mental disability shall be allowed to use College facilities or resources.

Membership in secret student societies or organizations is prohibited.

See Administrative Procedure 3900 – Speech: Time, Place, Manner

See also Board Policy 4030 – Academic Freedom and Board Policy/Administrative Procedure 6700 – Civic Center and Other Facilities Use

References: Education Code Sections 66301 and 76120

Formerly Governing Board Policy 2215 – Time, Place, and Manner Policy and Governing Board Policy 3045 – Forums and Lectures

Adopted: June 1, 1988 for Policy 2215; March 12, 1990 for Policy 3045

Revised: May 25, 1999 for Policy 2215

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2215 Time, Place, and Manner Policy~~

~~In order to provide an atmosphere in which groups and organizations can function without disrupting the College's curricular programs, the Governing Board places the following restrictions on the time, place, and manner of non-curricular activities at Monterey Peninsula College.~~

~~College-recognized student organizations may conduct activities, which utilize the name and resources of the College only in compliance with the Education Code and Time, Place, and Manner Regulations authorized by the Board.~~

~~Public service agencies, charitable and non-profit organizations, and other non-college groups as defined in the Civic Center Act, may distribute and/or post materials, collect signatures on petitions, solicit funds, or engage in informational activities on campus only in compliance with the Education Code and the Time, Place, and Manner Regulations referred to above, and included as Appendix 2215 of the Governing Board Policies Handbook.~~

~~Groups and individuals other than those designated above are also subject to these regulations of time, place, and manner and to other restrictions as deemed necessary by the administration for ensuring an orderly learning environment for Monterey Peninsula College.~~

~~No student or community organization which denies membership or participation in any of its activities on the basis of ethnic group identification, religion, age, sexual preferences, color, or physical or mental disability shall be allowed to use College facilities or resources.~~

~~Membership in secret student societies or organizations is prohibited.~~

Reference: Education Code 76060 et. seq.; 82530 et. seq.;
Equal Access Act, Public Law 980377.

Adopted: June 1, 1988.

Revised: May 25, 1999

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

~~3045 Forums and Lectures~~

~~It is the policy of the Governing Board that all forums, lectures, and other presentations sponsored by the College shall be predicated upon the constitutional right of free speech and the philosophy that open discussion of the widest range of ideas is essential to the welfare of the public and a condition of a free and informed society.~~

~~College sponsored forum series or lectures, which are controversial in nature, shall, to the extent possible, be balanced by presenting differing views of the subject, and by providing for free and open discussion of the subject matter.~~

~~Those in charge of a program shall make it clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply College approval or endorsement of the views expressed. Routine procedures shall be required by the College to assure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. College control of procedures shall not be used as a device of censorship.~~

Formerly Governing Board Policy 8.7

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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3910

BP 3910 Soliciting Funds or Business on Campus

The Superintendent/President or his/her designee must give prior approval before an individual or group may solicit funds or business with students or faculty, individually or collectively. This policy is not to be interpreted as restricting the conduct of authorized College-District business, nor the approved solicitation of funds by campus organizations, nor solicitation within the membership of recognized employee organizations on campus.

See also BP 5570 -- Student Credit Card Solicitation

References: No references

Formerly Governing Board Policy 2220 – Soliciting Funds or Business on Campus

Adopted: June 1, 1988

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2220—Soliciting Funds or Business on Campus~~

~~The Superintendent/President or his/her designee must give prior approval before an individual or group may solicit funds or business with students or faculty, individually or collectively. This is not to be interpreted as restricting the conduct of authorized College business, nor the approved solicitation of funds by campus organizations, nor solicitation within the membership of recognized employee organizations on campus.~~

Adopted: June 1, 1988



BP 4250 Probation, Dismissal, and Readmission

Probation

A student shall be placed on academic probation if they have attempted a minimum of 12 semester units of work and have a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if they have enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," and "NP" are recorded in at least two consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

Readmission

A student who has been dismissed may submit a written request to be considered for reinstatement. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements. The development of these procedures shall rely primarily upon the advice and judgment of the Academic Senate.



MONTEREY PENINSULA
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GOVERNING BOARD POLICIES

References: Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Adopted:



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 4260 Pre-Requisites, Co-Requisites, and Advisories

The Superintendent/President is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum, and shall establish procedures for assigning such pre-requisites, co-requisites and advisories. These procedures will be based primarily upon the recommendations of the Curriculum Advisory Committee and the Academic Senate.

All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

See Administrative Procedure 4260 – Pre-Requisites, Co-Requisites, and Advisories

References: Title 5 Sections 55000 and 55003

Formerly Governing Board Policy 3105 – Prerequisites/Corequisites

Adopted: November 19, 1991

Revised and Adopted: May 24, 1994; October 9, 2009

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 EDUCATIONAL PROGRAMS AND STANDARDS

B. Educational Standards

~~3105 Prerequisites/Corequisites~~

~~The Monterey Peninsula Community College District adopts the following policy in order for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Governing Board recognizes that prerequisites, corequisites, advisories, and enrollment limitations should be designed so that they do not serve as barriers to student access or success; therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. The Board recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns:~~

~~College Policies and Procedures~~

- ~~1. The College shall provide the following explanations both in the College Catalog and in the schedule of classes:
 - ~~a. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them.~~
 - ~~b. The specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to Section 55200(G) (F) of Title 5.~~
 - ~~c. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.~~
 - ~~d. Definitions of advisories on recommended preparation, and the right of a student to choose to take a course without meeting the advisory.~~~~

~~Challenge Process~~

- ~~2. The College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to a challenge process as required in and according to provisions of Section 55201(f) of Title 5 and Section I.B.1.3 of the State Chancellor's Office Model District Policy.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 EDUCATIONAL PROGRAMS AND STANDARDS

B. Educational Standards

~~3105 Prerequisites/Corequisites (continued)~~

Curriculum Review Process

~~3. The College certifies that the Curriculum Advisory Committee (CAC) has been established by mutual agreement of the administration and the Academic Senate as required in Section 55002 (a) (1) of Title 5. In its role of reviewing and recommending courses, the CAC will also review and recommend prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to Sections 55002, 55201, 55202 and 58106 of Title 5.~~

~~4. A Senate appointed committee shall work with the CAC Chair, the Matriculation Coordinator, and the Vice President of Instruction and Student Services to verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201 (b)(1) of Title 5 and Sections H.A. 1 a g of the State Chancellor's Office Model District Policy.~~

~~5. The Program Review Committee will provide for a review of each prerequisite, corequisite, or advisory at least every six years pursuant to Section 55201 (b) (3) of Title 5 and Section I.D. of the State Chancellor's Office Model District Policy. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2), or (3) of Section 55201 (f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.~~

~~The Program Review Committee will also provide for a review of each limitation on enrollment at least every six years pursuant to Section H.C. of the State Chancellor's Model District Policy.~~

Implementing Prerequisites, Corequisites, and Limitations on Enrollment

~~6. The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section 55202(g) of Title 5 and Section I.D. of the State Chancellor's Office Model District Policy.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 EDUCATIONAL PROGRAMS AND STANDARDS

B. Educational Standards

~~3105 Prerequisites/Corequisites (continued)~~

~~Instructor's Formal Agreement to Teach the Course as Described~~

- ~~7. The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b)(2) of Title 5.~~

Reference: California Code of Regulations, Sections 55002, 55200, 55201, 55202 & 58106 of Title 5; State Chancellor's Office Model District Policy; Sections I.B., I.D., II.A. & II.C.

Adopted: November 19, 1991

Revised and Re-Adopted: May 24, 1994

Numbering corrected: October 9, 2009



BP 5160 Child Care

~~The Monterey Peninsula Community College District recognizes the need for child care to support student academic objectives. The college further recognizes child care to be a community concern.~~

The college provides the following services for parents and/or child caretakers who are enrolled students and/or are MPC staff: ~~Early Childhood Education Lab School~~Child Care Center, Student Health Services, and Counseling Services, ~~Women's Programs~~.

No children are ever to be left unattended in any part of the college. Anyone observing an unattended child should report the matter to Campus Security who will attempt to locate the parent or person providing care for the child. If a child is in danger, Campus Security will call the Monterey Police/Police Department if a parent is not found.

~~The college shall actively seek ways to work with the community to augment child care services.~~

See also Board Policy/Administrative Procedure 5110 – Counseling and Board Policy/Administrative Procedure 5200 – Student Health Services

References: No references

Formerly Governing Board Policy 4060 – Child Care

Adopted: May 26, 1998

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

4000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Student Programs and Services

~~4060—Child Care~~

~~The Monterey Peninsula Community College District recognizes the need for child care to support student academic objectives. The college further recognizes child care to be a community concern.~~

~~The college provides the following services for parents and/or child caretakers who are enrolled students and/or are MPC staff: Child Care Center, Health Services, Counseling Services, Women's Programs.~~

~~No children are ever to be left unattended in any part of the college. Anyone observing an unattended child should report the matter to Campus Security who will attempt to locate the parent or person providing care for the child. If a child is in danger, Campus Security will call the Monterey Police Department if a parent is not found.~~

~~The college shall actively seek ways to work with the community to augment child care services.~~

Reference: Title II, California Code of Regulations, 930.30. "Child" means a person who is under 18 years of age.

Adopted: May 26, 1998.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 6251 Inventory of College-District Property

Under the direction of the Office of the Vice President of Administrative Services, the college District shall conduct an annual inventory of college-District assets that are equal to or in excess of \$5,000 in purchased or donated value. The inventory shall be rotating and must encompass the entire assets of the College-District every three years. This inventory will be a “physical” count with Monterey Peninsula College employees or designates actually verifying the inventoried assets are *in situ*. The Office of the Vice President of Administrative Services may designate any department under its auspices to conduct the inventory. Items of a purchase or donated value equal to or greater than \$1,000 and less than \$5,000 will be tagged and inventoried but not counted in the rotating physical inventory.

References: Education Code Section 81600
Governmental Accounting Standards Board 34/35

Formerly Governing Board Policy 2150 – Inventory of College Property

Adopted: June 1, 1988

Revised and Adopted: April 27, 2010

Renumbered and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

~~2150—Inventory of College Property~~

~~Under the direction of the Office of the Vice President of Administrative Services, the college shall conduct an annual inventory of college assets that are equal to or in excess of \$5,000 in purchased or donated value. The inventory shall be rotating and must encompass the entire assets of the College every three years. This inventory will be a “physical” count with Monterey Peninsula College employees or designates actually verifying the inventoried assets are *in situ*. The Office of the Vice President of Administrative Services may designate any department under its auspices to conduct the inventory. Items of a purchase or donated value equal to or greater than \$1,000 and less than \$5,000 will be tagged and inventoried but not counted in the rotating physical inventory.~~

Reference: Education Code 81600
Governmental Accounting Standards Board 34/35

Adopted: June 1, 1988.

Revised and Adopted: April 27, 2010.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs

6370

BP 6370 Contracts – Personal Services

Professional experts or consultants performing a specific project on a temporary basis shall not be considered employees of the District and shall be paid under an independent contract arrangement, as permitted by state law.

See Administrative Procedure 6370 – Contracts – Personal Services

References: Education Code Section 88003.1;
Government Code Section 53060;
Labor Code Section 3353;
Public Contract Code Section 10335.5

Formerly Governing Board Policy 5710 – Professional Experts and Consultants

Adopted: May 10, 1989

Revised, Renumbered, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

H. Other Employees and Contractors

~~5710—Professional Experts and Consultants~~

~~Professional experts or consultants performing a specific project on a temporary basis shall not be considered employees of the District and shall be paid under an independent contract arrangement, as permitted by State law.~~

Reference: Education Code 72419-72424.
Government Code 53060.

Adopted: May 10, 1989.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7161 Professional Development: President and Vice Presidents

The College President and Vice Presidents shall earn 10 working days per year for study, travel and general professional improvement. ~~Time off work~~ The professional development days under this policy must be taken within the year in which it is earned and cannot be carried over.

Formerly Board Policy 5580 Travel and Study/Professional Improvement

References: ACCJC Accreditation Standard III.A.14

Adopted: March 10, 1982

Revised and Adopted: May 10, 1989; January 18, 1994

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5580 Travel and Study/Professional Improvement~~

~~The College President and Vice Presidents shall earn 10 working days per year for study, travel and general professional improvement. Time off work under this policy must be taken within the year in which it is earned and cannot be carried over.~~

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

Revised: May 10, 1989.

Numbered and Re-adopted: January 18, 1994.



GOVERNING BOARD POLICIES

BP 7219 Professor Emeritus

The Governing Board ~~of Monterey Peninsula Community College District~~ will bestow the honorary title of Professor Emeritus on an academic staff member who is retiring and who has served a minimum of ten years in education, of which the last five years prior to retirement have been at Monterey Peninsula College.

1. A Professor Emeritus and family shall be provided the District's retirement and group medical insurance benefits according to the collective bargaining agreement in effect at the time of retirement.
2. This policy applies also to ~~academic~~ administrators who have served a minimum of ten years in education, of which the last eight years prior to retirement have been in an administrative capacity at Monterey Peninsula College. These persons will utilize the title held at the time of retirement and will be eligible for the benefits set forth in 1, above.
3. Qualified retirees shall have the title "Emeritus" conferred upon them and shall have lifetime continuation of their names in the College catalog. Faculty, Administrative, and Trustee Emeriti shall also be accorded appropriate privileges consistent with Board policy and tradition. ~~See Appendix 5345.~~
4. With or without remuneration, as appropriate, Faculty, Administrative, and Trustee Emeriti shall be eligible, in accordance with California public retirement laws and regulations and within the scope of their qualifications, to:
 - a. Serve on College committees in an advisory capacity.
 - b. Engage in special projects or studies.
 - c. Accept part-time teaching or counseling assignments.
 - d. Perform administrative or supervisory functions.

See Administrative Procedure 7219 – Professor Emeritus

References: No references

Formerly Governing Board Policy 5345 -- Professor Emeritus

Adopted: May 10, 1989

Revised: August 15, 1997, February 24, 1998

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5345—Professor Emeritus~~

~~The Governing Board of Monterey Peninsula Community College District will bestow the honorary title of Professor Emeritus on an academic staff member who is retiring and who has served a minimum of ten years in education, of which the last five years prior to retirement have been at Monterey Peninsula College.~~

- ~~1. — A Professor Emeritus and family shall be provided the District's retirement and group medical insurance benefits according to the collective bargaining agreement in effect at the time of retirement.~~
- ~~2. — This policy applies also to academic administrators who have served a minimum of ten years in education, of which the last eight years prior to retirement have been in an administrative capacity at Monterey Peninsula College. These persons will utilize the title held at the time of retirement and will be eligible for the benefits set forth in 1, above.~~
- ~~3. — Qualified retirees shall have the title "Emeritus" conferred upon them and shall have lifetime continuation of their names in the College catalog. Faculty, Administrative, and Trustee Emeriti shall also be accorded appropriate privileges consistent with Board policy and tradition. — See Appendix 5345.~~
- ~~4. — With or without remuneration, as appropriate, Faculty, Administrative, and Trustee Emeriti shall be eligible within the scope of their qualifications to:
 - ~~a. — Serve on College committees in an advisory capacity.~~
 - ~~b. — Engage in special projects or studies.~~
 - ~~c. — Accept part-time teaching or counseling assignments.~~
 - ~~d. — Perform administrative or supervisory functions.~~~~

Formerly Governing Board Policy 3.17.

Revised, Renumbered and Adopted: May 10, 1989, August 15, 1997, and February 24, 1998.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7237 Layoffs

The Governing Board may lay off classified employees because of lack of funds or lack of work in accordance with California Education Code and collective bargaining agreements.

Formerly Board Policy 5440 Layoff.

References: Education Code Sections 87743, 88117, and 88127

Adopted:

Revised and Adopted: May 10, 1989

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

~~E. Classified Personnel~~

~~5440 Layoff~~

~~The Governing Board may layoff classified employees because of lack of funds or lack of work in accordance with California Education Code and collective bargaining agreements.~~

~~Formerly Governing Board Policy 4.4.~~

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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7261 Health and Welfare Benefits: Management, Supervisory, and Confidential Employees

General

All insurance programs are subject to carrier requirements for eligibility, enrollment, and processing of claims.

Eligibility

Management, supervisory, and confidential personnel must be in a permanent position employed for 30 hours or more a week to be eligible for benefits. Eligibility is dependent upon continued employment at 30 hours or more per work. Benefit coverage shall terminate on the last day of employment at 30 hours or more per week.

Benefits

The District provides fringe benefits for all management, supervisory, and confidential personnel similar to those provided to other employees. These include medical, prescription, dental, vision, term life, and long-term disability insurance.

Benefits Continuation

Management, supervisory, and confidential personnel on paid leave are considered to be continuous employees, and no interruption to the fringe benefit program shall be imposed upon employees on paid leave. Eligibility for fringe benefit for employees on an approved unpaid leave shall be administered according to state and federal laws.

Benefit Continuation/Retirement

An employee who retires with at least ten (10) years of service in education and five (5) years at MPC and who retires under a public financed retirement system will be covered by the District's medical insurance policy at District expense until the employee reaches the age of sixty-five (65) or until death, whichever is earlier. Eligible dependents of such an employee shall also be covered with the medical insurance until the retired employee reaches age sixty-five (65) or until the employee's death, whichever is earlier. Each retiree must advise the District in writing of intent to exercise this benefit within thirty (30) days of his/her retirement. Failure to so notify the District will result in loss of said benefit.

Voluntary Purchase of Medical/Retirement

An employee who retires from the District and who retires under a public financed retirement system shall be allowed to purchase medical insurance at the District's and insurance carrier's rules, regulations, and requirements after District coverage ends in accordance with state and federal law.



GOVERNING BOARD POLICIES

Disability/Retirement

An employee with at least five (5) years' service in the District, when retired for medical disability, shall be covered by the District's medical insurance policy until the employee reaches the age of sixty-five (65), or to the date of his/her death, whichever is earlier. The employee's eligible dependents will be covered by the medical insurance policy until the employee reaches age sixty-five (65), or to the date of his/her death, whichever is earlier.

Health Insurance Coverage and Employment Upon Early Retirement

Full-time regular employees who retire prior to age sixty-five (65) and who retire with at least five (5) years of certificated or classified service with the District and retire under a public financed retirement system are eligible for health insurance coverage as specified in this section. For purposes of this section, the age of the employee means the age the employee will attain during the fiscal year of retirement.

Employment

Part-time employment will be guaranteed until age sixty-five (65) to personnel who are credentialed and competent to serve as determined by the District at the rate of \$5,800 per year. At the discretion of the District the amount may be altered up to the limited allowed by STRS.

The nature of the employment assignment shall be at the sole discretion of the District, but the retiree does not have to accept employment. The assigned work must be performed in order for the retiree to receive the pay.

The retiree must exercise the option for an employment plan when the employee retires. If the retiree does not exercise the option or if the retiree turns down a reasonable offer of employment, he/she forfeits all rights to future employment pursuant to this section.

Classified personnel may also be employed in accordance with state retirement laws and regulations.

Health Insurance Coverage

The retiree shall continue to be covered by the District-paid health insurance to age sixty-five (65). For each year prior to age sixty-five (65) that an employee retires, health insurance shall be provided by the District for the retiree and spouse for an additional five (5) years beyond age sixty-five (65) under the following conditions:

Such insurance shall not extend beyond the life of the employee.

Such insurance shall be coordinated with Medicare. Both the retiree and/or dependents shall enroll in Medicare Part "A", if eligible through Social Security, when first qualified.



GOVERNING BOARD POLICIES

Additionally, it is required that retirees and dependents enroll in Medicare Part "B" upon becoming eligible.

The District shall pay a maximum of \$125.55 per month for such coverage, but the employee may pay any additional amount that is required to continue such coverage.

Procedure for Application. Employees requesting early retirement benefits shall submit an application to the Office of Human Resources sixty (60) days in advance of the date requested for retirement. The District shall have the authority to make exceptions to these deadlines. The application form shall be available in the Office of Human Resources.

Formerly Board Policy 5560 Health and Welfare Benefits.

References: Education Code Section 7000 et seq. and Government Code Section 53200.

Adopted: March 10, 1982

Revised and Adopted: May 10, 1989

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000-SERIES PERSONNEL~~

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

~~5560 Health and Welfare Benefits~~

1. ~~General~~

~~All insurance programs are subject to carrier requirements for eligibility, enrollment, and processing of claims.~~

2. ~~Eligibility~~

~~Management, supervisory, and confidential personnel must be in a regular position employed for 50% or more of full time. Continued eligibility is dependent upon continued employment at a 50% level or more per work week. Benefit coverage shall terminate on the last day of the third month following a reduction below 50% of an incumbent employee who has served six (6) months with the District. Coverage for employees who have served less than six (6) months shall terminate on the last day of the month following the reduction in load below 50% per work week.~~

3. ~~Benefits~~

~~The District provides the fringe benefits listed below for all management, supervisory, and confidential personnel. If a specific policy is changed, a comparable or superior policy will be provided.~~

~~A. Health Insurance. Fully paid health insurance plan as provided in existing Health Care Foundation of San Mateo County Inc., Group No. 7422 for the employee and dependents, including an annual physical examination benefit for the employee and spouse.~~

~~B. Dental Insurance. Fully paid dental insurance as provided in Delta Dental Service, Group No. 7202 for the employee and dependents, including prosthetics coverage at 50% for the employee and dependent and orthodontia for eligible children.~~

~~C. Vision Care. Fully paid vision care insurance plan for the employee as provided in California Vision Service Plan, Policy No. 903105, Plan B.~~

~~D. Term Life Insurance. Fully paid decreasing term life insurance for the employee specified as Provident Life Plan, Policy #13600 for certificated employees and American Bankers Life Insurance Company, Group CA 27131, for classified employees.~~

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

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

5560 ~~Health and Welfare Benefits (continued)~~

~~E. Salary Protection. Fully paid salary protection insurance for the employee as provided in American Bankers Life Insurance.~~

4. ~~Benefits Continuation~~

~~Management, supervisory, and confidential personnel on paid leave are considered to be continuous employees, and no interruption to the fringe benefit program shall be imposed upon employees on paid leave. Employees on an approved unpaid leave extending beyond thirty (30) days shall have their fringe benefits terminated for the remaining duration of the leave, unless the District agrees to continue such benefits at the time the leave is approved. An employee may continue benefit coverage while on an unpaid leave by paying the full premium coverage including the District's contribution for the duration of the leave. Termination of employment due to layoff or resignation for any reason shall terminate fringe benefits on the last day of the month of the employee's severance from the District.~~

5. ~~Summer Coverage~~

~~Continuing MSC employees who are scheduled for less than a full year shall have their benefits continued during the unscheduled time unless such coverage is not provided at the time of employment.~~

6. ~~Benefit Continuation/Retirement~~

~~An employee who retires with at least ten (10) years of service in education and five (5) years at MPC and who retires under a public financed retirement system will be covered by the District's medical insurance policy at District expense until the employee reaches the age of sixty five (65) or until death, whichever is earlier. Eligible dependents of such an employee shall also be covered with the medical insurance until the retired employee reaches age sixty five (65) or until the employee's death, whichever is earlier. Each retiree must advise the District in writing of intent to exercise this benefit within thirty (30) days of his/her retirement. Failure to so notify the District will result in loss of said benefit.~~

A. ~~Voluntary Purchase of Medical/Retirement~~

~~An employee who retires from the District and who retires under a public financed retirement system shall be allowed to purchase medical insurance at the District's and insurance carrier's rules, regulations, and requirements after District coverage ends.~~

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

5560 ~~Health and Welfare Benefits (continued)~~

~~B. Disability/Retirement~~

~~An employee with at least five (5) years' service in the District, when retired for medical disability, shall be covered by the District's medical insurance policy until the employee reaches the age of sixty five (65), or to the date of his/her death, whichever is earlier. The employee's eligible dependents will be covered by the medical insurance policy until the employee reaches age sixty five (65), or to the date of his/her death, whichever is earlier.~~

~~7. Health Insurance Coverage and Employment Upon Early Retirement~~

~~Full-time regular employees who retire prior to age sixty five (65) and who retire with at least five (5) years of certificated or classified service with the District and retire under a public financed retirement system are eligible for health insurance coverage and employment as specified in this section. For purposes of this section, the age of the employee means the age the employee will attain during the fiscal year of retirement.~~

~~8. Employment~~

~~Part-time employment will be guaranteed until age sixty five (65) to personnel who are credentialed and competent to serve as determined by the District at the rate of \$5,800 per year. At the discretion of the District the amount may be altered up to the limited allowed by STRS.~~

~~The nature of the employment assignment shall be at the sole discretion of the District, but the retiree does not have to accept employment. The assigned work must be performed in order for the retiree to receive the pay.~~

~~The retiree must exercise the option for an employment plan when the employee retires. If the retiree does not exercise the option or if the retiree turns down a reasonable offer of employment, he/she forfeits all rights to future employment pursuant to this section.~~

~~Classified personnel may also be employed during an emergency to prevent stoppage of public business, or because the retired employee has skills needed in performing specialized work of limited duration so long the employment does not exceed seven hundred twenty (720) hours if part-time or ninety (90) days in full-time.~~

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GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

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

~~5560 Health and Welfare Benefits (continued)~~

~~9. Health Insurance Coverage~~

~~The retiree shall continue to be covered by the District paid health insurance to age sixty five (65). For each year prior to age sixty five (65) that an employee retires, health insurance shall be provided by the District for the retiree and spouse for an additional five (5) years beyond age sixty five (65) under the following conditions:~~

~~A. Such insurance shall not extend beyond the life of the employee.~~

~~B. Such insurance shall be coordinated with Medicare. Both the retiree's and/or dependent's shall enroll in Medicare Part "A", if eligible through Social Security, when first qualified. Additionally, it is required that retirees and dependents enroll in Medicare Part "B" upon becoming eligible.~~

~~C. The District shall pay a maximum of \$125.55 per month for such coverage, but the employee may pay any additional amount that is required to continue such coverage.~~

~~D. Procedure for Application: Employees requesting early retirement benefits shall submit an application to the Director of Personnel sixty (60) days in advance of the date requested for retirement. The District shall have the authority to make exceptions to these deadlines. The application form shall be available in the Personnel Office.~~

~~10. Employee Paid Benefits Continuation~~

~~Personnel who have met the eligibility requirement may continue all of the District group benefits listed under 5560, 3A D, a maximum of one quarter (1/4) of a year beyond termination of employment. Additional coverage is available under the provisions of COBRA and AB 528.~~

~~11. Property Damage~~

~~The District shall replace or reimburse personnel for fair market value of personal property that is lost, damaged, or destroyed while such property is on District premises and if the loss is not otherwise recoverable.~~

~~When the employee contests the value placed on an object, a qualified adjuster shall determine the value. Such property must be used in conjunction with the employee's assigned duties and such use must have~~

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

~~5560 Health and Welfare Benefits (continued)~~

~~been approved by the person's immediate supervisor prior to such use.~~

~~12. Job Related Expenses~~

~~It shall be the policy of the Governing Board to provide for the payment of the actual and necessary expenses, including traveling expenses, of management, supervisory, and confidential employees of the District incurred in the course of performing services for the District, whether within or outside the District.~~

~~Use of a personal vehicle for approved school purposes shall be reimbursable to the employee at the rate set annually by the Board.~~

~~Actual and necessary expenses incident to attendance at functions outside the District shall be reimbursable to the employee if such events have as their purpose programs which will benefit the employee in the performance of assigned District duties and approval has been obtained in advance.~~

~~Attendance at District approved events outside the District shall be without loss of regular pay.~~

~~Expenses for attendance at approved events will be reimbursable to the employee in full, unless other understandings are reached at the time of approval.~~

~~Reference: Education Code 23919; 88034.
Government Code 21153.~~

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

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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7270 Student Workers

The Superintendent/President is authorized to employ student employees on a short-term basis as required, and shall develop, implement, and maintain administrative procedures for employment and compensation of students.

Formerly Board Policies 5600 Employment, 5605 Student Employee Status, 5610 Termination, and 5620 Student Grievance Procedure.

References: Education Code Sections 69960(f) and 88003

Adopted: May 10, 1989

Revised and Adopted:

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

~~G. Student Employees~~

~~5600 Employment~~

~~The Superintendent/President is authorized to employ student employees on a short-term basis as required, and shall develop, implement, and maintain administrative procedures for employment and compensation of students.~~

~~Reference: Education Code 88003.~~

~~Adopted: May 10, 1989.~~

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

~~G. Student Employees~~

~~5605 Student Employee Status~~

~~1. Semester Employment~~

~~To be classified as a student employee during the regular semester, a student must be enrolled in at least 12 units throughout the semester. "Part-time" students enrolled in at least 6 units may be eligible for employment if:~~

~~A. The student is supervised by a certified employee (teacher, counselor, librarian, administrator) or their designee, and~~

~~B. The work is related to the student's educational goal, and~~

~~C. There is a formal and continuing evaluation of the student's work skills and habits.~~

~~A "Certification Form" (initiated from the Job Placement Office) is required for students in the part-time category.~~

~~2. Winter Session Employment~~

~~A. A student may be employed during the winter session if the student was enrolled for the minimum number of units during the fall semester and the student will continue enrollment in the minimum number of units for the spring semester.~~

~~3. Summer Session Employment~~

~~Students must meet the criteria described in Section One above and fall within one of the categories listed below:~~

~~A. Enrolled in the minimum number of units (6) for the preceding spring semester; or,~~

~~B. Enrolled in a minimum of 2 units for the 6 week summer session or 3 units for the 8 week summer session; or~~

~~C. Enrolled in the minimum number of units (6) for the succeeding fall semester and can show proof of enrollment.~~

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G. ~~Student Employees~~

5605 ~~Student Employee Status (continued)~~

4. ~~Student Work Schedule~~

~~A. Regular Semester. Full or part-time students are encouraged not to work more than 25 hours a week while classes are in session.~~

~~B. Summer and Holidays. Students may work up to 40 hours per week during the summer, spring break or winter break.~~

~~C. Federal Work Study Students. The number of hours a Federal Work Study student may work per week is determined by the amount of funds allocated to them by the Financial Aid Office.~~

~~D. Breaks. For every four continuous hours of work, employees are to take a break period not to exceed 15 minutes to be scheduled by the supervisor.~~

5. ~~International Students~~

~~Federal law regulates whether students from foreign countries are eligible for work. Their employment shall be limited to "on-campus" unless they are in this country on a Permanent Resident Visa. Social Security Numbers are required and can be obtained from the Social Security Administration Office in Carmel.~~

6. ~~Benefits~~

~~Student employees are eligible to participate in the Student Accident and Insurance Plan and are covered by Workers Compensation. They are not eligible for holiday pay, sick leave, or vacation pay.~~

~~Adopted: May 10, 1989.~~

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G. ~~Student Employees~~

5610 ~~Termination~~

~~Student employees may be terminated for a number of reasons. There are five broad categories under which the student employee's termination should fall.~~

- ~~1. Failure to Meet Eligibility Criteria. The student is terminated when he/she is no longer enrolled in a sufficient number of units or if he/she withdraws from the College entirely.~~
- ~~2. Voluntary Termination. The student employee is terminated at the request of the student. A student employee is considered to have resigned if:
 - ~~A. The student walks off the job and does not return the next scheduled work day; or~~
 - ~~B. The student is absent for three consecutive work days without permission.~~~~
- ~~3. Involuntary Termination. The student is involuntarily terminated when:
 - ~~A. The student does not perform work in a satisfactory manner; or~~
 - ~~B. Fails to report to work during assigned working hours; or~~
 - ~~C. The student commits any one of the violations listed in Section 4.~~~~
- ~~4. Immediate Terminations. The employing department may immediately dismiss or remove any student employee for violations listed below. The supervisor will furnish the student employee and the Job Placement Office with a written statement of the reasons for termination at the time of dismissal.
 - ~~A. Gross misconduct (e.g., dishonesty, sleeping on the job, fighting, threatening the supervisor and/or another employee), or misconduct on College property, which adversely affects the interests, reputation or safety of the College, its students, or its employees.~~
 - ~~B. Use of alcohol or narcotics, or being under the influence while on the job.~~
 - ~~C. Insubordination or refusal to accept a valid assignment from an authorized supervisor.~~~~

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~~5000 SERIES PERSONNEL~~

G. ~~Student Employees~~

5610 ~~Termination (continued)~~

- ~~D. Job-related felony. In cases of the commission of a job-related felony, when the facts are admitted, the student may be dismissed immediately. The same applies when the student employee is convicted by court action.~~

- ~~5. All students are terminated at the end of the spring semester unless the Job Placement Office is notified. In addition, student employees are terminated when departmental funding for the student position is eliminated or depleted.~~

~~Adopted: May 10, 1989.~~

~~MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES~~

~~5000 SERIES PERSONNEL~~

~~G. Student Employees~~

~~5620 Student Grievance Procedure~~

~~While The College tries to maintain pleasant working conditions, it also recognizes that misunderstanding and disagreements may arise regarding the terms and conditions of employment. If these disagreements cannot be resolved through informal discussion between the supervisor and the student, the following steps should be taken:~~

- ~~1. Step One. The affected student employee will submit in writing within five (5) working days after the occurrence of the incident, his/her concerns regarding the situation. This statement should be addressed to the appropriate department head or director. A copy of the statement should also be given to the Director of Financial Aid/Job Placement.~~
- ~~2. Step Two. The division head or representative involved should hold an informal meeting with the student employee and render a written decision. This should occur within five (5) working days following the filing of such a complaint with the department or division.~~
- ~~3. Step Three. The student employee may file an appeal to the Dean of Student Personnel within five (5) working days of the decision reached in Step Two. The Dean of Student Personnel shall hold a formal hearing with all parties involved as soon as possible after the appeal has been filed. The decision of the Dean of Student Personnel will be final.~~
- ~~4. Failure to meet the time lines stated above will result in the grievance moving to the next step; or if the student filing the grievance fails to meet the time lines, the grievance will be dropped.~~
- ~~5. If the grievance is based on discrimination (race, color, national origin, religion, sex, age or handicap), the employee will have the option of filing a grievance under the policy outlined above or under the grievance policy in the District Affirmative Action Plan.~~

~~Adopted: May 10, 1989.~~

GOVERNING BOARD POLICIES

BP 7340 Leaves

The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87784.5 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Also see AP 7340 titled Leaves, AP 7341 titled Sabbaticals, AP 7342 titled Holidays, AP 7344 titled Industrial Accident and Illness Leave, AP 7344 titled Notifying the District of Illness, BP/AP 7345 titled Catastrophic Leave Program, AP 7346 titled Employees Called to Military Duty, and AP 7347 titled Paid Family Leave and Collective Bargaining Agreements for applicable employee group(s)

Formerly Governing Board Policies 5570 Leaves and 5575 Vacation.

References: Education Code Sections 87763 et seq. and 88190 et seq. and cites listed above; Labor Code Sections 245 et seq.

Adopted: March 10, 1982

Revised and Adopted: May 10, 1989; November 23, 1993; March 28, 2000;

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GOVERNING BOARD POLICIES~~

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

~~5570 Leaves~~

1. ~~Sick Leave~~

~~All management, supervisory, and confidential personnel will receive one day of sick leave for each full month of employment. Classified personnel are eligible for sick leave in accordance with Section 88191 of the Education Code. Certificated personnel are eligible in accordance with Section 87781.~~

~~A new classified employee shall not be eligible to take more than 6 days, or the proportionate amount to which the employee is entitled, until the first day of the calendar month after completion of six months of active service with the District.~~

~~Any sick leave benefits earned but unused on the date of retirement shall be converted to retirement credit if required in accordance with applicable law.~~

2. ~~Other Sick Leave~~

~~At the beginning of each fiscal year, management, supervisory, and confidential personnel shall be credited with a total of one hundred (100) working days of paid sick leave which shall be compensated by the amount of pay equal to the difference between the employee's pay and the substitute's rate of pay, but shall not be less than 50% of the employee's regular salary. Such paid leave becomes available only after the employee has exhausted all entitlement to regular sick leave. An employee absent due to industrial accident or illness shall first use available leave per 5570.4.~~

~~Not more than one hundred (100) days may be used for the same illness or injury and not more than one hundred (100) days may be used in any one year of employment. The one hundred (100) days run concurrent with current and accrued sick leave, excluding industrial accident leave, all other paid leaves, paid holidays, days of paid vacation, and compensating time. This leave shall not accumulate from year to year. For certificated personnel the one hundred (100) days shall commence with the 11th day of illness.~~

3. ~~Leave of Absence for Personal Necessity~~

A. ~~Annual Entitlement~~

~~An employee may not exceed six (6) days of sick leave in any academic year for the conduct of matters of personal necessity.~~

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~~5000 SERIES PERSONNEL~~

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

5570 ~~Leaves (continued)~~

3. ~~Leave of Absence for Personal Necessity (continued)~~

B. ~~Definition~~

~~Personal necessity shall include the following:~~

- ~~(1) Death or serious illness of a member of the employee's immediate family. (Immediate family will be interpreted to mean mother, father, grandmother, grandfather, or a grandchild of the employee or spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or spouse, the foster parents, stepparent(s), stepchildren, foster children, or any relative living in the immediate household of the employee.)~~
- ~~(2) Accident involving the person or property of the employee or the person or property of a member of the employee's immediate family.~~
- ~~(3) Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.~~
- ~~(4) Paternity or adoption-related absences.~~
- ~~(5) Conduct of any personal business, household family matter, which requires the absence of the employee during normal working hours.~~

C. ~~Notification~~

~~Advance notice of at least twenty four (24) hours shall be required for the use of such leave except for emergencies. Such leave is to be taken from the accumulated sick leave of the employee.~~

D. ~~Payment and Written Notification~~

~~Payment for such necessity leave shall be made only upon the employee's written statement requesting that the absence be charged against sick leave and that the absence was due to a personal necessity and indicating the nature of such necessity. The authorized leave days will be considered duty days for salary purposes.~~

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

5570 ~~Leaves (continued)~~

4. ~~Industrial Accident or Illness Leave~~

A. ~~Provisions~~

~~An employee who suffers an injury or illness arising out of and in the course and scope of employment shall be entitled to a paid leave from the first day of absence. Classified employees are not entitled to the leave during their probationary period.~~

B. ~~Entitlement~~

~~The leave shall not exceed sixty (60) working days in any one (1) fiscal year (July 1 to June 30) for any one (1) illness or injury.~~

C. ~~Non-Cumulative~~

~~Allowable leave shall not be accumulated from year to year.~~

D. ~~Overlap of Leave~~

~~If the leave overlaps into the next fiscal year, the employee shall be entitled to only that amount of leave, which was not used at the end of the fiscal year in which the injury or illness occurred for the same illness of injury.~~

E. ~~Periods of Absence~~

~~Allowable periods of absence caused by industrial accident or illness shall not be considered a break in service. After such periods of leave, the employee shall return to the former or comparable position within his/her credentials and/or qualifications when able to do so except that any employee on leave remains subject to transfer and reassignment.~~

F. ~~Compensation~~

(1) ~~During Leave~~

~~During the period of the industrial accident or illness leave, the employee shall be paid by the District the regular day's wage, and the employee shall endorse for payment to the District the Workers' Compensation Insurance check. Payment for wages lost on any day shall not, when added to an award granted the~~

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

5570 ~~Leaves (continued)~~

~~employee under the Workers' Compensation Insurance, exceed the normal wage for the day.~~

(2) ~~Deductions~~

~~Normal authorized deductions, including retirement contributions, shall be deducted from the pay warrant issued to the employee on an industrial accident or illness leave.~~

(3) ~~Upon Exhaustion of Leave~~

~~If the employee is unable to return to duty after exhausting paid industrial accident or illness leave, the employee shall receive any earned sick leave and extended illness leave benefits. Such leave allowances shall be reduced only in the amount necessary to provide a full day's wages or salary, when added to any wage loss benefit check from Workers' Compensation Insurance. The employee shall continue to endorse the disability check for payment to the District.~~

(4) ~~Integration with Salary Continuance~~

~~The District shall integrate the Salary Continuance Insurance Plan with the industrial accident and illness leave.~~

G. ~~Reduction of Entitlement~~

~~Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under the Workers' Compensation Insurance.~~

H. ~~Permission to Leave the State~~

~~During absence due to industrial accident or illness, the employee shall remain in California unless permission to leave the State is obtained from the Superintendent/President or designee.~~

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

~~5570 Leaves (continued)~~

~~5. Pregnancy Disability Leave~~

~~A. Definition~~

~~For the purposes of this section, pregnancy disability leave is defined as absence because of pregnancy, miscarriage, abortion, childbirth, and recovery there from and shall be considered a temporary disability.~~

~~B. Entitlement~~

~~Such leave shall be a paid leave and shall be deducted from accumulated sick leave and extended illness leave if necessary. The length of the leave, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~

~~C. Child Bearing/Child Rearing Leave~~

~~(1) Female employees may be granted a leave of absence without pay during the child bearing period prior to being temporarily disabled as a result of the pregnancy and/or during the child rearing period following the temporary disability resulting from child birth.~~

~~(2) Such leave without pay shall not exceed one (1) year in duration, including any paid leave for pregnancy disability, unless the District extends the leave.~~

~~6. Paternity Leave~~

~~A male employee shall be allowed five (5) days of leave with pay at the time of birth of his child and/or at the time of discharge from the hospital. Such leave shall be deducted from the employee's earned sick leave.~~

~~7. Bereavement Leave~~

~~A. Entitlement~~

~~Every employee shall be entitled to three (3) consecutive days of paid leave or five (5) consecutive days for travel of 300 miles (one way) or if out of state travel is required for each occurrence on account of the death of any member of the immediate family. This leave shall not be deducted from sick leave.~~

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

~~5570 Leaves (continued)~~

~~7. Bereavement Leave~~

~~A. Entitlement (continued)~~

~~(1) Definition of Immediate Family~~

~~"Immediate family" is defined as mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse, son or son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee. This definition shall include foster parents, stepparent(s), stepchildren, and foster children.~~

~~(2) Extended Family Entitlement~~

~~Bereavement leave of two (2) days per occurrence shall be granted without loss of pay in the event of the death of a sister-in-law or brother-in-law of the employee.~~

~~(3) Close Friends and Other Relatives~~

~~Bereavement leave to attend the funeral of a close friend or relative, not a member of the immediate family, may be granted by the District. This leave is not to exceed one half (1/2) day if the funeral is in the District or one (1) day if the funeral is out of the District.~~

~~8. Jury Leave~~

~~A leave of absence without loss of salary shall be granted to an employee who is officially called for jury duty. Juror's fees, exclusive of mileage, received by the employee shall be submitted to the District. This leave shall not be deducted from any accumulated leave.~~

~~9. Military Leave~~

~~Leave shall be granted for military service in accordance with the provisions of Education Codes 87700, 87832, 87760 87762 and the Military and Veterans Code 395 through 395.4.~~

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

5570 ~~Leaves (continued)~~

~~10. Government Service Leave~~

~~A. Election to the Legislature~~

~~A permanent employee who is elected to the Legislature shall be granted a leave of absence for the duration of the term in office.~~

~~B. Return to Service~~

~~Within six (6) months after the term of office expires, the employee shall be entitled to return to the position held at the time of the election or a comparable position within his/her credential and/or qualifications, at the salary the employee would have been entitled to receive had the employee not taken a government service leave.~~

~~11. Training and/or Retraining Leave~~

~~A. Classified MSC personnel may be granted leave with or without pay not to exceed one (1) year for the purpose of training or retraining.~~

~~B. The Superintendent/President may prescribe the standards of service which permit such leaves.~~

~~C. Any leave of absence granted under this section shall not be considered a break in service.~~

~~D. Employees on leave under this section shall not earn sick leave, vacation, or other benefits provided for in these policies.~~

~~12. Administrative and Sabbatical Leaves for Superintendent/President, Vice-President and Deans~~

~~Generally, it is not possible for administrators to be absent for an academic year, or even for a semester. However, it is desirable that administrators have the opportunity for travel and/or study beyond that which is possible in a one month vacation.~~

~~A. Therefore, at the end of each four years of satisfactory service, administrators may apply to the Governing Board through the Superintendent/ President for administrative leave. The administrator will submit a written plan for the leave which will describe the study or travel plan, the objectives to be accomplished, and the plan's proposed~~

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~~value to the College. The Superintendent/President will prepare a written endorsement either recommending or not recommending approval and citing reasons for the recommendation. The administrative leave itself will not exceed two months in length. However, an additional month consisting of accumulated study and travel time and/or vacation may be added to the two-month administrative leave.~~

~~B. Such leave will not be granted unless the recipient plans to return to the District. An administrator, when granted such leave, will file a letter assuring repayment of all money received during the two-month administrative leave period if he/she does not return to the District for a period of one year following the leave.~~

~~C. Administrative Leave~~

~~The demands of administrative assignment will determine the feasibility of approval of such leaves. The duties of the administrator on leave will normally be handled by other administrative personnel in a manner that will not cause any additional expense to the District.~~

~~D. Sabbatical Leave~~

~~Certificated Management/Supervisory personnel are eligible to apply for regular sabbatical leaves in accordance with Board Policy. If a sabbatical leave is granted, eligibility for administrative leave will commence seven years after completion of the sabbatical leave. Time absent on administrative leave (two months) will not be counted in computing time for sabbatical leave.~~

~~E. Leave Scheduling~~

- ~~(1) To assure administrative continuity and service, administrative leaves and/or sabbatical leaves of administrative personnel shall not seriously overlap during the regular school year. The Superintendent/President shall regulate the timing of administrative leaves and sabbatical leaves of administrators.~~
- ~~(2) In the event an administrator is recalled from leave due to an institutional emergency, that administrator will be permitted to add the unused leave to a future administrative leave.~~

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5570 ~~Leaves (continued)~~

~~13. Exchange Position Leave~~

~~A. Entitlement~~

~~Employees may apply for a leave of absence of not more than one year for an exchange of position leave.~~

~~B. Request~~

~~A request for such leave shall be made in writing to the Superintendent/President a minimum of six (6) months prior to the date of the proposed exchange leave.~~

~~C. Compensation~~

~~The employee shall be paid his/her regular salary.~~

~~D. Reinstatement~~

~~The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.~~

~~E. Benefits~~

~~An employee on Exchange Position Leave shall be entitled to those benefits accorded to other regular employees which can appropriately be integrated with the exchange assignment.~~

~~14. Leave of Absence for Educational Improvement~~

~~A. Authorization~~

~~Leaves of absence for educational improvement may be granted by official action of the Governing Board.~~

~~B. Qualifications~~

~~Management, supervisory, and confidential employees are eligible to apply for leaves of absence for educational improvement.~~

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~~C. Duration~~

~~Leave of absence may be granted for one (1) semester, one (1) full academic year, or for more than one (1) year if it is warranted.~~

~~D. Purposes~~

~~The applicant shall submit a letter to the Superintendent/President stating the program that he/she proposes to follow while on leave to meet the purposes of the leave. The employee may accept a fellowship or grant-in-aid designed to promote the accomplishment of the purpose of the leave. Leaves for educational improvement may be for:~~

- ~~(1) Study in residence at an accredited university or college. The course work must be planned to achieve some goal which has been approved by the Superintendent/President.~~
- ~~(2) Study on a special project or research problem. Such a program may be substituted for the unit requirements of in-residence study if approved in advance by the appropriate administrative dean and the Superintendent/President.~~
- ~~(3) Study through work experience. The specific school or a job offer must be submitted with the proposed program for prior approval by the Superintendent/President.~~

~~E. Compensation~~

~~Such leaves shall normally be granted without pay. Sick leave and vacation will not accrue. The employee may purchase District insurance at group rates.~~

~~F. Return to Service~~

~~The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.~~

- ~~(1) Upon completion of the leave, and within sixty (60) days of return to duty, the employee shall submit one (1) of the following to the Superintendent/President: transcripts of record of in-residence study; written report of study on a special project or~~

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~~research work; written report of work experience plus any
evidence of completion of business or industrial schooling.~~

~~15. Extended Accident or Illness Leave~~

~~An employee who has exhausted all entitlement to sick leave, vacation, compensatory time, or other available paid leave and is unable to return to his/her duties because of industrial or nonindustrial accident or illness, may be granted additional leave, paid or unpaid, at the discretion of the District.~~

~~Additional leave granted by the District under this Section may not exceed six (6) months in a period but may be renewed for two (2) additional six (6) month periods or such lesser leave periods as it may provide but not to exceed a total of eighteen (18) months.~~

~~16. Status of Employee Following Exhaustion of Accident or Illness~~

~~If, at the conclusion of all approved leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position, the employee shall be placed on a reemployment list for a period of thirty nine (39) months and shall notify the District in writing when he/she is available to assume the duties of his/her position.~~

~~At any time during the prescribed thirty nine (39) months, the employee shall be reemployed in the first vacancy in the classification of his/her previous assignment. His/her reemployment will take preference over all other applicants except those laid off for lack of work of funds as provided for under Education Code Section 88117 in which case he/she shall be ranked according to his/her proper seniority.~~

~~The District shall have responsibility for notifying employees on the reemployment list of vacancies by first class mail using the most recent address on file. If the employee does not apply within 15 days after the postmarked date on the District's notice, the employee waives any right to reemployment.~~

~~Any employee on a reemployment list may apply for and accept any position vacancy within the District and retain his/her right to the first opening in the employee's former classification.~~

~~Upon the employee's resumption of duties with the District, he/she shall be fully restored as a permanent employee.~~

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~~17. General Leaves~~

~~An employee may be granted a leave on a paid or unpaid basis at any time at the sole discretion of the Governing Board upon proper application and request by employee through the employee's immediate supervisor. An employee returning from a leave of absence granted under this section of this article shall notify the College Business Office of his/her intent to return at least two weeks before the expiration of the leave when that leave was thirty (30) calendar days or longer.~~

~~18. Catastrophic Illness and Injury Leave~~

~~A. Catastrophic Illness and Injury Benefit~~

~~On a case by case basis, any MSC group member may donate accumulated and unused eligible leave credits to another MSC group member when that member suffers from a catastrophic illness or injury.~~

~~B. Definitions~~

- ~~(1) "Catastrophic illness or injury" means an illness that is expected to incapacitate the MSC member for an extended period of time, and taking such extended time off from work creates a financial hardship for the MSC group member because he or she has exhausted all of his or her sick leave and other paid time off.~~
- ~~(2) "Eligible leave credits" means personal necessity and/or sick leave accrued to the donating member.~~

~~C. Eligibility~~

~~Eligible leave credits may be donated to an MSC group member if all of the following requirements are met:~~

- ~~(1) The MSC member who is suffering from a catastrophic illness or injury requests that eligible credits be donated and provides written verification of catastrophic illness or injury as required by the District.~~
- ~~(2) The District determines that the MSC group member is unable to work due to the member's catastrophic illness or injury.~~
- ~~(3) The member has exhausted all accrued paid leave credits.~~

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~~D. Requesting Donations~~

- ~~(1) A member who wishes to receive the catastrophic illness benefit must request in writing to the District that sick leave donations be solicited on his or her behalf. The request must have attached written verification of the catastrophic illness or injury.~~
- ~~(2) Donations will be solicited by an announcement on behalf of the specifically named individual who meets the requirements for this benefit.~~

~~E. Limitations on Participation~~

- ~~(1) By written notice to the District any MSC member may donate up to a maximum of five days of their eligible leave credits. Donors and donations shall be confidential. The member must donate a minimum of one day of leave credit. A minimum number of 15 days of accumulated sick leave must be held and subsequently maintained by the MSC group member before a donation can be made.~~
- ~~(2) The maximum amount of time that donated leave credits may be used by the recipient MSC group member shall not exceed one hundred eighty (180) workdays.~~
- ~~(3) Donated leave that is not used shall be returned to the donors on a prorated basis, based on each individual's donation multiplied by the percentage of unused days.~~
- ~~(4) An MSC group member who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this catastrophic illness or injury benefit.~~
- ~~(5) An MSC group member may take advantage of this benefit only once every ten years, counting back from the last day of leave.~~

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

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

~~Section 18, Catastrophic Illness and Leave Policy Adopted: December 20, 2005~~

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

~~5575 Vacation~~

~~I. Classified Management, Supervisory, and Confidential Vacation Schedule~~

~~A. Accrual Schedule~~

	1-2 Years Service	3-4 Years Service	5-6 Years Service	7+ Years Service
First Month	10 hours	12 hours	13.33 hours	14.63 hours
Subsequent Months	10 hours	12 hours	13.33 hours	14.67 hours

~~B. Purpose of Vacation~~

~~The purpose of vacation is to enable each employee, annually, to return to his/her work mentally and physically refreshed and is to be taken during the year in which it is earned.~~

~~C. Limitation on Accrual~~

- ~~(1) Effective on June 30, 1996, each employee's balance of accrued and unused vacation will be frozen and preserved as a vested benefit. This balance can be used for vacation, or the employee will be compensated for the remaining balance at the time of termination.~~
- ~~(2) Effective July 1, 1996, employees will begin to accrue vacation again, starting at a zero balance. They will continue to accrue through March 31, 2000. Vacation taken since July 1, 1996, will be deducted from the new accrued balance, and from the balance accrued prior to July 1, 1996, if necessary.~~
- ~~(3) Effective April 1, 2000, the maximum vacation accrual will be 44 days. No vacation will be earned or accrued if the employee has a balance of 44 days. If, however, the balance as of March 31, 2000, exceeds 44 days, that amount will become the capped amount for that employee, and no additional vacation will be accrued until the balance drops below 44 days.~~

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~~5575 Vacation (continued)~~

~~2. Twelve Month Contract, Certificated Management Personnel~~

~~The purpose of vacation is to enable each employee, annually, to return to his/her work mentally and physically refreshed and is to be taken during the year in which earned.~~

~~Employees hired prior to July 1, 1992 shall be entitled to take twenty two days vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. Vacation accumulated prior to December 1, 1993 shall be considered a vested right, shall not be forfeited and, shall be paid, if not taken.~~

~~Employees hired on or after July 1, 1992 shall be entitled to take twenty two days vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. With prior written authorization from the employee's immediate supervisor, vacation may be carried over a 12-month period following the year in which the vacation is earned, provided that no employee shall be entitled to have more than 44 days of vacation accrued. No vacation will be earned by the employee at any time when the employee has already accumulated 44 days of vacation. Thereafter, vacation shall be earned only when accumulated vacation time is less than 44 days.~~

~~3. Other Certificated Management Personnel~~

~~Employees who are contracted to work on a ten (10) month basis with extra pay for days beyond ten (10) months do not earn vacation.~~

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

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

~~Revised and Adopted: November 23, 1993 and March 28, 2000.~~



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BP 7341 Leaves and Vacation: Management, Supervisory, and Confidential Employees

1. Sick Leave

All full-time management, supervisory, and confidential (MSC) employees shall receive one day of sick leave for each full month of employment. Part-time employees shall earn the proportionate amount of sick leave. If the employee does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.

2. Extended Sick Leave

At the beginning of each fiscal year, employees shall be credited with a total of one hundred (100) working days of paid sick leave which shall be compensated by the amount of pay equal to the difference between the employee's pay and the substitute's rate of pay, but shall not be less than 50% of the employee's regular salary. Such paid leave becomes available only after the employee has exhausted all entitlement to regular sick leave.

Not more than one hundred (100) days may be used for the same illness or injury and not more than one hundred (100) days may be used in any one year of employment. The one hundred (100) days run concurrently with current and accrued sick leave, excluding industrial accident leave, all other paid leave, paid holidays, days of paid vacation, and compensation time. This leave shall not accumulate from year to year.

3. Kin Care Leave

California Labor Code allows an employee to use up to one half of their annual accrued sick leave for the diagnosis, care, or treatment of an existing health condition, or preventative care of an employee's family member as described above. This leave may also be used if the employee is a victim of domestic violence, sexual assault, or stalking. Employees shall not be denied, discriminated against or discharged, demoted, or suspended for using or attempting to exercise the right to use this leave.

Definition of Family Member

"Family member" shall mean:

- a. The employee's spouse or registered domestic partner.
- b. The parent, child, son-in-law, daughter in law of the employee or the employee's spouse or registered domestic partner.
 - i. "Parent" means a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse or registered domestic partner, or a person who stood in loco parentis to the employee when they were a minor child.

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- ii. "Child" means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of the child's age or dependency status.
- c. The grandparent, grandchild, or sibling of the employee or the employee's spouse or registered domestic partner.
- d. Any relative living in the immediate household of the employee.

4. Family and Medical Care Leaves

In accordance with the Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), the District will provide family and medical care leave for eligible employees. FMLA and CFRA provide eligible employees with 12 weeks of unpaid, job-protected leave per year and required health benefits, including medical, prescription, dental and vision, will be continued. If an employee does not return to work after the leave has been exhausted, the District shall have the right to recover the cost of the its share of the premium costs of the insurance.

An employee is eligible for leave if the unit member has been employed on a full-time basis for at least one (1) year and has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1, 250 hour requirement does not apply to parental leave under CFRA.

Leave may be taken for the following reasons:

- a. For the birth and care of the newborn child of an employee;
- b. For placement with the employee of a child for adoption or foster care;
- c. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- d. To take medical leave when the employee is unable to work because of a serious health condition.

Time taken off work due to pregnancy complication can be counted against the 12 weeks of family and medical leave. Complications due to pregnancy is not covered by CFRA and the leave can be used only following the birth of a child for bonding. In circumstances where a leave qualifies for both the FMLA and CFRA leave, the leaves will run concurrently.

Leave may be taken all at once, on a reduced schedule or intermittent leave basis. Under CFRA, employees may be required to take leave in two-week increments.

5. Pregnancy Disability Leave

Employees are eligible for Pregnancy Disability Leave (PDL) under the Department of Fair Employment and Housing. In addition to reasonable accommodations, employees may be provided with up to four months of leave related to PDL. Except in a medical emergency,

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employees are required to submit a medical certification from a health care provider. Employees must give the District 30 days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable. PDL may be taken all at once, on a reduced schedule or intermittently, all of which will count towards the four month entitlement. PDL and FMLA run concurrently. PDL shall be administered in compliance with state law.

6. **Baby Bonding**

- a. An employee may take up to 30 days of leave in a school year, less any days of leave authorized pursuant to Education Code Sections 88207, 87781.5 and 87784, in either of the following circumstances:
 - i. A biological parent may use leave pursuant to this section within the first year of his or her infant's birth.
 - ii. A non-biological parent may use leave pursuant to this section within the first year of legally adopting a child.

7. **Personal Necessity**

An employee may use no more than six (6) days of absence in any year for personal necessity for any of the following:

- a. Death of a member of the employee's immediate family when additional leave is required beyond that provided in **Bereavement** below.
- b. Accident involving the person or property of the employee or a member of his or her immediate family.
- c. Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or order made with jurisdiction.
- d. Paternity or adoption related absences.
- e. Conduct of any personal business, household family matter, which requires the absence of the employee during normal working hours.

Advance notice of at least twenty-four (24) hours shall be required for the use of such leave except for emergencies. Such leave is deducted from annual sick leave earned.

8. **Bereavement Leave**

- a. Employees shall be entitled to three (3) days of paid leave or five (5) days of paid leave for travel of 300 miles (one-way) or if out of state travel is required for the death of the immediate family member. This leave is not deducted from sick leave.
- b. **Extended Family**
Bereavement leave of two (2) days per occurrence shall be granted without loss of pay in the event of the death of a sister-in-law or brother-in-law of the employee.
- c. **Close Friends and Other Relatives**

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Bereavement leave to attend the funeral of a close friend or relative, not a member of the immediate family, may be granted by the District. This leave is not to exceed one half (1/2) day if the funeral is in the District or one (1) day if the funeral is out of the District.

9. Jury Duty

Leave of absence without loss of salary shall be granted to an employee who is officially called for jury duty. Juror's fees, exclusive of mileage, received by the employee shall be submitted to the District. This leave shall not be deducted from any accumulated leave.

10. Military Leave

Employees shall be granted military leave in accordance with state and federal laws.

11. Industrial Accident or Illness Leave

- a. Employees who suffers an injury or illness arising out of and in the course and scope of employment shall be entitled to a paid leave for the first day of absence. The leave shall not exceed sixty (60) working days in any one (1) fiscal year, July 1 through June 30 for any one (1) illness or injury. Allowable periods of absence caused by industrial accident or illness shall not be considered a break in service.
- b. Allowable leave shall not accumulate year to year. If leave overlaps into the next fiscal year, the employee shall be entitled to only that amount of leave, which was not used at the end of the year in which the injury or illness occurred, for the same illness or injury.
- c. Payment for wages lost on any day shall not, when added to an award granted to the employee under the Worker's Compensation (WC) Laws, exceed the normal wages for the day.
- d. Industrial accident or illness leave is to be used in lieu of sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, all earned sick leave shall be used. Then vacation leave or other paid leave the employee is entitled to may be used. If however, and employee is still receiving temporary disability payments at the time of the exhaustion of benefits under this section, they shall be entitled to use only the amount of available leave when added to the award, provides for a day's pay at the regular rate.
- e. During such leave, the District will pay the employee their regular day's wage, and the employee shall endorse the WC checks to the District. Normal authorized deductions will be deducted from the pay warrant.

During absence due to industrial accident, the employee shall remain in the State of California, or they will inform the Superintendent/President or his designee before leaving.

12. Status of Employee in the Classified Service Following Exhaustion of Accident or Illness Leave

- a. If, at the conclusion of all approved leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position, the employee shall be placed on a

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reemployment list for a period of thirty-nine (39) months and shall notify the District in writing when he/she is available to assume the duties of his/her position.

- b. At any time during the prescribed thirty-nine (39) months, the employee shall be reemployed in the first vacancy in the classification of his/her previous assignment. His/her reemployment will take preference over all other applicants except those laid off for lack of work of funds as provided for under Education Code Section 88117 in which case he/she shall be ranked according to his/her proper seniority.
- c. The District shall have responsibility for notifying employees on the reemployment list of vacancies by first class mail using the most recent address on file. If the employee does not apply within 15 days after the postmarked date on the District's notice, the employee waives any right to reemployment.
- d. Any employee on a reemployment list may apply for and accept any position vacancy within the District and retain his/her right to the first opening in the employee's former classification.
- e. Upon the employee's resumption of duties with the District, he/she shall be fully restored as a permanent employee.

13. General Leaves

An employee may be granted a leave on a paid or unpaid basis at any time at the sole discretion of the Governing Board upon proper application and request by employee through the employee's immediate supervisor. An employee returning from a leave of absence granted under this section of this article shall notify the Office of Human Resources of his/her intent to return at least two weeks before the expiration of the leave when that leave was thirty (30) calendar days or longer.

14. Training and/or Retraining Leave

- a. At the discretion of the district, a classified MSC employee may be granted leave with or without pay not to exceed one (1) year for the purpose of training or retraining.
- b. The Superintendent/President may prescribe the standards of service which permit such leaves.
- c. Any leave of absence granted under this section shall not be considered a break in service.
- d. Employees on leave under this section shall not earn sick leave, vacation, or other benefits provided for in this policy.

15. Administrative and Sabbatical Leaves for Superintendent/President, Vice Presidents and Deans

Generally, it is not possible for administrators to be absent for an academic year, or even for a semester. However, it is desirable that administrators have the opportunity for travel and/or study beyond that which is possible in a one-month vacation.

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- a. Therefore, at the end of each four years of satisfactory service, administrators may apply to the Governing Board through the Superintendent/President for administrative leave. The administrator will submit a written plan for the leave which will describe the study or travel plan, the objective to be accomplished, and the plan's proposed value to the District. The Superintendent/President will prepare a written endorsement either recommending or not recommending approval and citing reasons for the recommendation. The administrative leave itself will not exceed two months in length. However, an additional month consisting of accumulated study and travel time and/or vacation may be added to the two-month administrative leave.
- b. Such leave will not be granted unless the recipient plans to return to the District. An administrator, when granted such leave, will file a letter assuring repayment of all money received during the two-month administrative leave period if he/she does not return to the District for a period of one year following the leave.
- c. **Administrative Leave**
The demands of administrative assignment will determine the feasibility of approval of such leaves. The duties of the administrator on leave will normally be handled by other administrative personnel in a manner that will not cause any additional expense to the District.
- d. **Sabbatical Leave**
Management and supervisory employees are eligible to apply for regular sabbatical leaves in accordance with Board Policy. If a sabbatical leave is granted, eligibility for administrative leave will commence seven years after completion of the sabbatical leave. Time absent on administrative leave (two months) will not be counted in computing time for sabbatical leave.
- e. **Leave Scheduling**
 - i. To assure administrative continuity and service, administrative leaves and/or sabbatical leaves of administrative employees shall not seriously overlap during the regular school year. The Superintendent/President shall regulate the timing of administrative leaves and sabbatical leaves of administrators.
 - ii. In the event an administrator is recalled from leave due to an institutional emergency, that administrator will be permitted to add the unused leave to a future administrative leave.

16. Leave of Absence for Educational Improvement

- a. **Authorization**
Leaves of absence for educational improvement may be granted by official action of the Governing Board.
- b. **Qualifications**
MSC employees are eligible to apply for leaves of absence for educational improvement.

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- c. **Duration**
Leave of absence may be granted for one (1) semester, one (1) full academic year, or for more than one (1) year if warranted.

- d. **Purposes**
The employee shall submit a letter to the Superintendent/President stating the program that they propose to follow while on leave to meet the purposes of the leave. The employee may accept a fellowship or grant-in-aid designed to promote the accomplishment of the purpose of the leave. Leaves for educational improvement may be for:
 - i. Study in residence at an accredited university or college. The course work must be planned to achieve a goal which has been approved by the Superintendent/President.
 - ii. Study on a special project or research problem. Such a program may be substituted for the unit requirements of in-residence study if approved in advance by the appropriate administrative Vice President and the Superintendent/President.
 - iii. Study through work experience. The specific school or a job offer must be submitted with the proposed program for prior approval by the Superintendent/President.

- e. **Compensation**
Such leaves shall normally be granted without pay. Sick leave and vacation will not accrue. The employee may purchase District insurance at group rates.

- f. **Return to Service**
The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.
 - i. Upon completion of the leave, and within sixty (60) days of return to duty, the employee shall submit one (1) of the following to the Superintendent/President: transcripts of record of in residence study; written report of study on a special project or research work; written report of work experience plus any evidence of completion of business or industrial schooling.

17. Service as an Elected Officer.

An employee, upon request, shall be granted a leave of absence without loss of compensation for the purpose of enabling the employee to serve as an elected officer of any local community college district public employee organization, or of any statewide or national public employee organization with which the local organization is affiliated.

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The leave shall include, but is not limited to, absence for purposes of attendance by the employee at periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. Compensation during the leave shall include retirement fund contributions required of the community college district as employer. Required retirement contributions shall include the amount necessary to pay any unfunded liability cost for the retirement plan. The employee shall earn full service credit during the leave of absence and shall pay member contributions as prescribed by Section 22901. The maximum amount of the service credit earned shall not exceed 12 years. Any employee who serves as a full-time officer of a public employee organization shall not be eligible for disability benefits under the State Teachers' Retirement System while on the leave of absence.

18. Service as an Elected Member of the Legislature

Permanent employees in an academic position who are elected to the Legislature shall be granted a leave of absence from their duties as employees of the district by the governing board of the district.

During the term of the leave of absence, the employee may be employed by the district to perform less than full-time service, for compensation and upon terms and conditions, as may be mutually agreed upon.

This absence shall not affect in any way the classification of the employee.

Within six months after the term of office of the employee expires, they are entitled to return to the position held at the time of their election, at the salary to which they would have been entitled had they not absented themselves from the service of the district.

Notwithstanding any provision of this code to the contrary, a person employed to take the place of any such employee shall not have any right to the position following the return of the employee to the position.

This section shall apply to any permanent employee who held the office of Member of the Assembly or State Senator on or after January 4, 1965.

19. Catastrophic Illness and Injury Leave

a. Catastrophic Illness and Injury Benefit

On a case-by-case basis, any MSC group member may donate accumulated and unused eligible leave credits to another MSC group member when that member suffers from a catastrophic illness or injury.

b. Definitions

- i. "Catastrophic illness or injury" means an illness that is expected to incapacitate the MSC employee for an extended period of time, and taking such extended time off from work creates a financial hardship for the MSC employee because they have exhausted all of their sick leave and other paid time off.

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- ii. "Eligible leave credits" means personal necessity and/or sick leave accrued to the donating member.

- c. Eligibility
Leave credits may be donated to an MSC group member if all of the following requirements are met:
 - i. The MSC employee who is suffering from a catastrophic illness or injury requests that eligible credits be donated and provides written verification of catastrophic illness or injury as required by the District.

 - ii. The District determines that the MSC group member is unable to work due to the member's catastrophic illness or injury.

 - iii. The member has exhausted all accrued paid leave credits.

- d. Requesting Donations
 - i. A member who wishes to receive the catastrophic illness benefit must request in writing to the District that sick leave donations be solicited on his or her behalf. The request must have attached written verification of the catastrophic illness or injury.

 - ii. Donations will be solicited by an announcement on behalf of the specifically named individual who meets the requirements for this benefit.

- e. Limitations on Participation
 - i. By written notice to the District any MSC employee may donate up to a maximum of five days of their eligible leave credits. Donors and donations shall be confidential. The employee must donate a minimum of one day of leave credit. A minimum number of 15 days of accumulated sick leave must be held and subsequently maintained by the employee before a donation can be made.

 - ii. The maximum amount of time that donated leave credits may be used by the recipient employee shall not exceed one hundred eighty (180) workdays.

 - iii. Transfer of eligible leave credit is irrevocable.

 - iv. An employee who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this catastrophic illness or injury benefit.

 - v. An employee may take advantage of this benefit only once every five years, counting back from the last day of leave.

20. Vacation

Management, Supervisory, and Confidential Employees



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a. Accrual Schedule

	1-2 Years of Service	3-4 Years of Service	5-6 Years of Service	7+ Years of Service
First Month	10 hours	12 hours	13.33 hours	14.63 hours
Subsequent Months	10 hours	12 hours	13.33 hours	14.67 hours

b. Purpose of Vacation

The purpose of vacation is to enable each employee, annually, to return to their work mentally and physically refreshed and is to be taken during the year in which it is earned.

c. Limitation on Accrual

- i. Effective on June 30, 1996, each employee’s balance of accrued and unused vacation will be frozen and preserved as a vested benefit. This balance can be used for vacation, or the employee will be compensated for the remaining balance at the time of termination.
- ii. Effective July 1, 1996, employees will begin to accrue vacation again, starting at a zero balance. They will continue to accrue through March 31, 2000. Vacation taken since July 1, 1996, will be deducted from the new accrued balance, and from the balance accrued prior to July 1, 1996, if necessary.
- iii. Effective April 1, 2000, the maximum vacation accrual will be 44 days. No vacation will be earned or accrued if the employee has a balance of 44 days. If, however, the balance as of March 31, 2000, exceeds 44 days, that amount will become the capped amount for that employee, and no additional vacation will be accrued until the balance drops below 44 days.

Administrators

- d. The purpose of vacation is to enable each employee, annually, to return to his/her work mentally and physically refreshed and is to be taken during the year in which earned.
- e. Employees hired prior to July 1, 1992 shall be entitled to take twenty-two days of vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. Vacation accumulated prior to December 1, 1993 shall be considered a vested right, shall not be forfeited and, shall be paid, if not taken.
- f. Employees hired on or after July 1, 1992 shall be entitled to take twenty-two days of vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. With prior written authorization from the employee's immediate supervisor, vacation may be carried over a 12-month period following the year in which the vacation is

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earned, provided that no employee shall be entitled to have more than 44 days of vacation accrued. No vacation will be earned by the employee at any time when the employee has already accumulated 44 days of vacation. Thereafter, vacation shall be earned only when accumulated vacation time is less than 44 days.

Formerly Board Policies 5570 Leaves and 5575 Vacation.

References: Education Code Sections 87035, 87036, 87045, 87700, 87701, 87762 et. seq., 88190 et. seq., and 88210; Government Code Section 12945; Labor Code Sections 233 and 246; Family and Medical Leave Act; California Family Rights Act; Fair Employment and Housing Act; Uniformed Services Employment and Reemployment Relief Act.

Adopted: March 10, 1982 for 5570 Leaves; May 10, 1989 for 5575 Vacation

Revised and Adopted: May 10, 1989 and December 20, 2005 for 5570 Leaves; May 10 1989 for Vacation

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~~5000 SERIES PERSONNEL~~

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

~~5570 Leaves~~

~~1. Sick Leave~~

~~All management, supervisory, and confidential personnel will receive one day of sick leave for each full month of employment. Classified personnel are eligible for sick leave in accordance with Section 88191 of the Education Code. Certificated personnel are eligible in accordance with Section 87781.~~

~~A new classified employee shall not be eligible to take more than 6 days, or the proportionate amount to which the employee is entitled, until the first day of the calendar month after completion of six months of active service with the District.~~

~~Any sick leave benefits earned but unused on the date of retirement shall be converted to retirement credit if required in accordance with applicable law.~~

~~2. Other Sick Leave~~

~~At the beginning of each fiscal year, management, supervisory, and confidential personnel shall be credited with a total of one hundred (100) working days of paid sick leave which shall be compensated by the amount of pay equal to the difference between the employee's pay and the substitute's rate of pay, but shall not be less than 50% of the employee's regular salary. Such paid leave becomes available only after the employee has exhausted all entitlement to regular sick leave. An employee absent due to industrial accident or illness shall first use available leave per 5570.4.~~

~~Not more than one hundred (100) days may be used for the same illness or injury and not more than one hundred (100) days may be used in any one year of employment. The one hundred (100) days run concurrent with current and accrued sick leave, excluding industrial accident leave, all other paid leaves, paid holidays, days of paid vacation, and compensating time. This leave shall not accumulate from year to year. For certificated personnel the one hundred (100) days shall commence with the 11th day of illness.~~

~~3. Leave of Absence for Personal Necessity~~

~~A. Annual Entitlement~~

~~An employee may not exceed six (6) days of sick leave in any academic year for the conduct of matters of personal necessity.~~

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~~5570 Leaves (continued)~~

~~3. Leave of Absence for Personal Necessity (continued)~~

~~B. Definition~~

~~Personal necessity shall include the following:~~

- ~~(1) Death or serious illness of a member of the employee's immediate family. (Immediate family will be interpreted to mean mother, father, grandmother, grandfather, or a grandchild of the employee or spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee or spouse, the foster parents, stepparent(s), stepchildren, foster children, or any relative living in the immediate household of the employee.)~~
- ~~(2) Accident involving the person or property of the employee or the person or property of a member of the employee's immediate family.~~
- ~~(3) Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction.~~
- ~~(4) Paternity or adoption related absences.~~
- ~~(5) Conduct of any personal business, household family matter, which requires the absence of the employee during normal working hours.~~

~~C. Notification~~

~~Advance notice of at least twenty four (24) hours shall be required for the use of such leave except for emergencies. Such leave is to be taken from the accumulated sick leave of the employee.~~

~~D. Payment and Written Notification~~

~~Payment for such necessity leave shall be made only upon the employee's written statement requesting that the absence be charged against sick leave and that the absence was due to a personal necessity and indicating the nature of such necessity. The authorized leave days will be considered duty days for salary purposes.~~

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~~5570 Leaves (continued)~~

~~4. Industrial Accident or Illness Leave~~

~~A. Provisions~~

~~An employee who suffers an injury or illness arising out of and in the course and scope of employment shall be entitled to a paid leave from the first day of absence. Classified employees are not entitled to the leave during their probationary period.~~

~~B. Entitlement~~

~~The leave shall not exceed sixty (60) working days in any one (1) fiscal year (July 1 to June 30) for any one (1) illness or injury.~~

~~C. Non-Cumulative~~

~~Allowable leave shall not be accumulated from year to year.~~

~~D. Overlap of Leave~~

~~If the leave overlaps into the next fiscal year, the employee shall be entitled to only that amount of leave, which was not used at the end of the fiscal year in which the injury or illness occurred for the same illness or injury.~~

~~E. Periods of Absence~~

~~Allowable periods of absence caused by industrial accident or illness shall not be considered a break in service. After such periods of leave, the employee shall return to the former or comparable position within his/her credentials and/or qualifications when able to do so except that any employee on leave remains subject to transfer and reassignment.~~

~~F. Compensation~~

~~(1) During Leave~~

~~During the period of the industrial accident or illness leave, the employee shall be paid by the District the regular day's wage, and the employee shall endorse for payment to the District the Workers' Compensation Insurance check. Payment for wages lost on any day shall not, when added to an award granted the~~

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~~employee under the Workers' Compensation Insurance, exceed the normal wage for the day.~~

~~(2) Deductions~~

~~Normal authorized deductions, including retirement contributions, shall be deducted from the pay warrant issued to the employee on an industrial accident or illness leave.~~

~~(3) Upon Exhaustion of Leave~~

~~If the employee is unable to return to duty after exhausting paid industrial accident or illness leave, the employee shall receive any earned sick leave and extended illness leave benefits. Such leave allowances shall be reduced only in the amount necessary to provide a full day's wages or salary, when added to any wage loss benefit check from Workers' Compensation Insurance. The employee shall continue to endorse the disability check for payment to the District.~~

~~(4) Integration with Salary Continuance~~

~~The District shall integrate the Salary Continuance Insurance Plan with the industrial accident and illness leave.~~

~~G. Reduction of Entitlement~~

~~Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under the Workers' Compensation Insurance.~~

~~H. Permission to Leave the State~~

~~During absence due to industrial accident or illness, the employee shall remain in California unless permission to leave the State is obtained from the Superintendent/President or designee.~~

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~~5570 Leaves (continued)~~

~~5. Pregnancy Disability Leave~~

~~A. Definition~~

~~For the purposes of this section, pregnancy disability leave is defined as absence because of pregnancy, miscarriage, abortion, childbirth, and recovery there from and shall be considered a temporary disability.~~

~~B. Entitlement~~

~~Such leave shall be a paid leave and shall be deducted from accumulated sick leave and extended illness leave if necessary. The length of the leave, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~

~~C. Child Bearing/Child Rearing Leave~~

~~(1) Female employees may be granted a leave of absence without pay during the child bearing period prior to being temporarily disabled as a result of the pregnancy and/or during the child rearing period following the temporary disability resulting from child birth.~~

~~(2) Such leave without pay shall not exceed one (1) year in duration, including any paid leave for pregnancy disability, unless the District extends the leave.~~

~~6. Paternity Leave~~

~~A male employee shall be allowed five (5) days of leave with pay at the time of birth of his child and/or at the time of discharge from the hospital. Such leave shall be deducted from the employee's earned sick leave.~~

~~7. Bereavement Leave~~

~~A. Entitlement~~

~~Every employee shall be entitled to three (3) consecutive days of paid leave or five (5) consecutive days for travel of 300 miles (one way) or if out of state travel is required for each occurrence on account of the death of any member of the immediate family. This leave shall not be deducted from sick leave.~~

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~~7. Bereavement Leave~~

~~A. Entitlement (continued)~~

~~(1) Definition of Immediate Family~~

~~"Immediate family" is defined as mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse, son son in law, daughter, daughter in law, brother, or sister of the employee, or any relative living in the immediate household of the employee. This definition shall include foster parents, stepparent(s), stepchildren, and foster children.~~

~~(2) Extended Family Entitlement~~

~~Bereavement leave of two (2) days per occurrence shall be granted without loss of pay in the event of the death of a sister in law or brother in law of the employee.~~

~~(3) Close Friends and Other Relatives~~

~~Bereavement leave to attend the funeral of a close friend or relative, not a member of the immediate family, may be granted by the District. This leave is not to exceed one half (1/2) day if the funeral is in the District or one (1) day if the funeral is out of the District.~~

~~8. Jury Leave~~

~~A leave of absence without loss of salary shall be granted to an employee who is officially called for jury duty. Juror's fees, exclusive of mileage, received by the employee shall be submitted to the District. This leave shall not be deducted from any accumulated leave.~~

~~9. Military Leave~~

~~Leave shall be granted for military service in accordance with the provisions of Education Codes 87700, 87832, 87760 87762 and the Military and Veterans Code 395 through 395.4.~~

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~~10. Government Service Leave~~

~~A. Election to the Legislature~~

~~A permanent employee who is elected to the Legislature shall be granted a leave of absence for the duration of the term in office.~~

~~B. Return to Service~~

~~Within six (6) months after the term of office expires, the employee shall be entitled to return to the position held at the time of the election or a comparable position within his/her credential and/or qualifications, at the salary the employee would have been entitled to receive had the employee not taken a government service leave.~~

~~11. Training and/or Retraining Leave~~

~~A. Classified MSC personnel may be granted leave with or without pay not to exceed one (1) year for the purpose of training or retraining.~~

~~B. The Superintendent/President may prescribe the standards of service which permit such leaves.~~

~~C. Any leave of absence granted under this section shall not be considered a break in service.~~

~~D. Employees on leave under this section shall not earn sick leave, vacation, or other benefits provided for in these policies.~~

~~12. Administrative and Sabbatical Leaves for Superintendent/President, Vice-President and Deans~~

~~Generally, it is not possible for administrators to be absent for an academic year, or even for a semester. However, it is desirable that administrators have the opportunity for travel and/or study beyond that which is possible in a one-month vacation.~~

~~A. Therefore, at the end of each four years of satisfactory service, administrators may apply to the Governing Board through the Superintendent/ President for administrative leave. The administrator will submit a written plan for the leave which will describe the study or travel plan, the objectives to be accomplished, and the plan's proposed~~

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~~value to the College. The Superintendent/President will prepare a written endorsement either recommending or not recommending approval and citing reasons for the recommendation. The administrative leave itself will not exceed two months in length. However, an additional month consisting of accumulated study and travel time and/or vacation may be added to the two-month administrative leave.~~

~~B. Such leave will not be granted unless the recipient plans to return to the District. An administrator, when granted such leave, will file a letter assuring repayment of all money received during the two-month administrative leave period if he/she does not return to the District for a period of one year following the leave.~~

~~C. Administrative Leave~~

~~The demands of administrative assignment will determine the feasibility of approval of such leaves. The duties of the administrator on leave will normally be handled by other administrative personnel in a manner that will not cause any additional expense to the District.~~

~~D. Sabbatical Leave~~

~~Certificated Management/Supervisory personnel are eligible to apply for regular sabbatical leaves in accordance with Board Policy. If a sabbatical leave is granted, eligibility for administrative leave will commence seven years after completion of the sabbatical leave. Time absent on administrative leave (two months) will not be counted in computing time for sabbatical leave.~~

~~E. Leave Scheduling~~

~~(1) To assure administrative continuity and service, administrative leaves and/or sabbatical leaves of administrative personnel shall not seriously overlap during the regular school year. The Superintendent/President shall regulate the timing of administrative leaves and sabbatical leaves of administrators.~~

~~(2) In the event an administrator is recalled from leave due to an institutional emergency, that administrator will be permitted to add the unused leave to a future administrative leave.~~

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13. ~~Exchange Position Leave~~

A. ~~Entitlement~~

~~Employees may apply for a leave of absence of not more than one year for an exchange of position leave.~~

B. ~~Request~~

~~A request for such leave shall be made in writing to the Superintendent/President a minimum of six (6) months prior to the date of the proposed exchange leave.~~

C. ~~Compensation~~

~~The employee shall be paid his/her regular salary.~~

D. ~~Reinstatement~~

~~The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.~~

E. ~~Benefits~~

~~An employee on Exchange Position Leave shall be entitled to those benefits accorded to other regular employees which can appropriately be integrated with the exchange assignment.~~

14. ~~Leave of Absence for Educational Improvement~~

A. ~~Authorization~~

~~Leaves of absence for educational improvement may be granted by official action of the Governing Board.~~

B. ~~Qualifications~~

~~Management, supervisory, and confidential employees are eligible to apply for leaves of absence for educational improvement.~~

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~~C. Duration~~

~~Leave of absence may be granted for one (1) semester, one (1) full academic year, or for more than one (1) year if it is warranted.~~

~~D. Purposes~~

~~The applicant shall submit a letter to the Superintendent/President stating the program that he/she proposes to follow while on leave to meet the purposes of the leave. The employee may accept a fellowship or grant-in-aid designed to promote the accomplishment of the purpose of the leave. Leaves for educational improvement may be for:~~

- ~~(1) Study in residence at an accredited university or college. The course work must be planned to achieve some goal which has been approved by the Superintendent/President.~~
- ~~(2) Study on a special project or research problem. Such a program may be substituted for the unit requirements of in-residence study if approved in advance by the appropriate administrative dean and the Superintendent/President.~~
- ~~(3) Study through work experience. The specific school or a job offer must be submitted with the proposed program for prior approval by the Superintendent/President.~~

~~E. Compensation~~

~~Such leaves shall normally be granted without pay. Sick leave and vacation will not accrue. The employee may purchase District insurance at group rates.~~

~~F. Return to Service~~

~~The employee shall be reinstated in the former, or a comparable position within his/her credentials and/or qualifications upon return to the District.~~

- ~~(1) Upon completion of the leave, and within sixty (60) days of return to duty, the employee shall submit one (1) of the following to the Superintendent/President: transcripts of record of in-residence study; written report of study on a special project or~~

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~~research work; written report of work experience plus any
evidence of completion of business or industrial schooling.~~

~~15. Extended Accident or Illness Leave~~

~~An employee who has exhausted all entitlement to sick leave, vacation, compensatory time, or other available paid leave and is unable to return to his/her duties because of industrial or nonindustrial accident or illness, may be granted additional leave, paid or unpaid, at the discretion of the District.~~

~~Additional leave granted by the District under this Section may not exceed six (6) months in a period but may be renewed for two (2) additional six (6) month periods or such lesser leave periods as it may provide but not to exceed a total of eighteen (18) months.~~

~~16. Status of Employee Following Exhaustion of Accident or Illness~~

~~If, at the conclusion of all approved leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position, the employee shall be placed on a reemployment list for a period of thirty nine (39) months and shall notify the District in writing when he/she is available to assume the duties of his/her position.~~

~~At any time during the prescribed thirty nine (39) months, the employee shall be reemployed in the first vacancy in the classification of his/her previous assignment. His/her reemployment will take preference over all other applicants except those laid off for lack of work of funds as provided for under Education Code Section 88117 in which case he/she shall be ranked according to his/her proper seniority.~~

~~The District shall have responsibility for notifying employees on the reemployment list of vacancies by first class mail using the most recent address on file. If the employee does not apply within 15 days after the postmarked date on the District's notice, the employee waives any right to reemployment.~~

~~Any employee on a reemployment list may apply for and accept any position vacancy within the District and retain his/her right to the first opening in the employee's former classification.~~

~~Upon the employee's resumption of duties with the District, he/she shall be fully restored as a permanent employee.~~

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17. ~~General Leaves~~

~~An employee may be granted a leave on a paid or unpaid basis at any time at the sole discretion of the Governing Board upon proper application and request by employee through the employee's immediate supervisor. An employee returning from a leave of absence granted under this section of this article shall notify the College Business Office of his/her intent to return at least two weeks before the expiration of the leave when that leave was thirty (30) calendar days or longer.~~

18. ~~Catastrophic Illness and Injury Leave~~

A. ~~Catastrophic Illness and Injury Benefit~~

~~On a case-by-case basis, any MSC group member may donate accumulated and unused eligible leave credits to another MSC group member when that member suffers from a catastrophic illness or injury.~~

B. ~~Definitions~~

- ~~(1) "Catastrophic illness or injury" means an illness that is expected to incapacitate the MSC member for an extended period of time, and taking such extended time off from work creates a financial hardship for the MSC group member because he or she has exhausted all of his or her sick leave and other paid time off.~~
- ~~(2) "Eligible leave credits" means personal necessity and/or sick leave accrued to the donating member.~~

C. ~~Eligibility~~

~~Eligible leave credits may be donated to an MSC group member if all of the following requirements are met:~~

- ~~(1) The MSC member who is suffering from a catastrophic illness or injury requests that eligible credits be donated and provides written verification of catastrophic illness or injury as required by the District.~~
- ~~(2) The District determines that the MSC group member is unable to work due to the member's catastrophic illness or injury.~~
- ~~(3) The member has exhausted all accrued paid leave credits.~~

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~~D. Requesting Donations~~

- ~~(1) A member who wishes to receive the catastrophic illness benefit must request in writing to the District that sick leave donations be solicited on his or her behalf. The request must have attached written verification of the catastrophic illness or injury.~~
- ~~(2) Donations will be solicited by an announcement on behalf of the specifically named individual who meets the requirements for this benefit.~~

~~E. Limitations on Participation~~

- ~~(1) By written notice to the District any MSC member may donate up to a maximum of five days of their eligible leave credits. Donors and donations shall be confidential. The member must donate a minimum of one day of leave credit. A minimum number of 15 days of accumulated sick leave must be held and subsequently maintained by the MSC group member before a donation can be made.~~
- ~~(2) The maximum amount of time that donated leave credits may be used by the recipient MSC group member shall not exceed one hundred eighty (180) workdays.~~
- ~~(3) Donated leave that is not used shall be returned to the donors on a prorated basis, based on each individual's donation multiplied by the percentage of unused days.~~
- ~~(4) An MSC group member who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this catastrophic illness or injury benefit.~~
- ~~(5) An MSC group member may take advantage of this benefit only once every ten years, counting back from the last day of leave.~~

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

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

~~Section 18, Catastrophic Illness and Leave Policy Adopted: December 20, 2005~~

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

~~5575~~ Vacation

~~1. Classified Management, Supervisory, and Confidential Vacation Schedule~~

~~A. Accrual Schedule~~

	1-2 Years Service	3-4 Years Service	5-6 Years Service	7+ Years Service
First Month	10 hours	12 hours	13.33 hours	14.67 hours
Subsequent Months	10 hours	12 hours	13.33 hours	14.67 hours

~~B. Purpose of Vacation~~

~~The purpose of vacation is to enable each employee, annually, to return to his/her work mentally and physically refreshed and is to be taken during the year in which it is earned.~~

~~C. Limitation on Accrual~~

- ~~(1) Effective on June 30, 1996, each employee's balance of accrued and unused vacation will be frozen and preserved as a vested benefit. This balance can be used for vacation, or the employee will be compensated for the remaining balance at the time of termination.~~
- ~~(2) Effective July 1, 1996, employees will begin to accrue vacation again, starting at a zero balance. They will continue to accrue through March 31, 2000. Vacation taken since July 1, 1996, will be deducted from the new accrued balance, and from the balance accrued prior to July 1, 1996, if necessary.~~
- ~~(3) Effective April 1, 2000, the maximum vacation accrual will be 44 days. No vacation will be earned or accrued if the employee has a balance of 44 days. If, however, the balance as of March 31, 2000, exceeds 44 days, that amount will become the capped amount for that employee, and no additional vacation will be accrued until the balance drops below 44 days.~~

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

~~5575 Vacation (continued)~~

~~2. Twelve Month Contract, Certificated Management Personnel~~

~~The purpose of vacation is to enable each employee, annually, to return to his/her work mentally and physically refreshed and is to be taken during the year in which earned.~~

~~Employees hired prior to July 1, 1992 shall be entitled to take twenty-two days vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. Vacation accumulated prior to December 1, 1993 shall be considered a vested right, shall not be forfeited and, shall be paid, if not taken.~~

~~Employees hired on or after July 1, 1992 shall be entitled to take twenty-two days vacation each year with pay, which shall be accrued at the rate of 1.83 days per month. With prior written authorization from the employee's immediate supervisor, vacation may be carried over a 12-month period following the year in which the vacation is earned, provided that no employee shall be entitled to have more than 44 days of vacation accrued. No vacation will be earned by the employee at any time when the employee has already accumulated 44 days of vacation. Thereafter, vacation shall be earned only when accumulated vacation time is less than 44 days.~~

~~3. Other Certificated Management Personnel~~

~~Employees who are contracted to work on a ten (10) month basis with extra pay for days beyond ten (10) months do not earn vacation.~~

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

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

~~Revised and Adopted: November 23, 1993 and March 28, 2000.~~



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7360 Discipline and Dismissal – Academic Employees

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code Section 87732. If the employee is to be penalized, the Board of Trustees shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or penalties may be imposed;
- The Board has received a recommendation from the Superintendent/President; and
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or penalize a contract or regular employee, it shall take the actions required by the Education Code, and the Superintendent/President or designee shall thereafter assure that the employee is afforded the full post-termination due process required by Education Code Sections 87666-87681.

The Superintendent/President shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Formerly Board Policy 5325 titled Personal Conduct/Suspension and Dismissal.

References: Education Code Sections ~~87666~~ et seq. and 87732

Adopted: May 10, 1989

Revised and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

D. Faculty

~~5325 Personal Conduct/Suspension and Dismissal~~

~~Faculty shall be subject to the standards of conduct set forth in the Education Code, and the Administrative Code (Title 5), and shall be subject to suspension and dismissal in accordance with the provisions of these Codes.~~

~~The grounds on which an employee may be suspended or dismissed include the following causes:~~

- ~~1. Immoral or unprofessional conduct.~~
- ~~2. Commission, aiding, or advocating the commission of acts of criminal syndication.~~
- ~~3. Dishonesty.~~
- ~~4. Incompetency.~~
- ~~5. Evident unfitness for service.~~
- ~~6. Physical or mental condition unfitting him/her to instruct or associate with students.~~
- ~~7. Persistent violation of or refusal to obey the education laws of the State or reasonable regulations prescribed for the government of the public schools by the Board of Governors or by the Governing Board of the community college district employing him/her.~~
- ~~8. Conviction of a felony or of any crime involving moral turpitude.~~
- ~~9. Conduct specified in Section 1028 of the Government Code.~~
- ~~10. Knowing membership by the employee in the Communist Party.~~

~~Reference: Education Code 87732.~~

~~Formerly Governing Board Policy 3.2.~~

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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7380 Retiree Health Benefits: Academic Employees

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of a former academic employee who either retired from the District or was, at the time of his or her death, employed by the District as an academic employee and a member of the State Teacher's Retirement System.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense.

A retired academic employee or surviving spouse may enroll in the District's health and welfare benefit plans only once pursuant to this policy. A retired academic employee or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again.

The Superintendent/President shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000 et seq.

Also see Collective Bargaining Agreement(s) for applicable employee group(s).

References: Education Code Sections 7000 et seq.

Adopted: [Insert First Board Adoption Date]



GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7385

BP 7385 Salary Deductions

An employee may request reduction of his/her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them;
- paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

References: Education Code Sections 87040, 87833, 87834, and 88167

Adopted:



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

BP 7650 Institutional Emergencies: Management, Supervisory, and Confidential Employees

The Superintendent/President shall have the right to recall personnel from vacation or leaves to meet institutional emergencies. Personnel recalled from vacation or other leaves will be permitted to carry over accrued time to compensate for any that would be lost due to such emergency.

References: No references

Formerly Governing Board Policy 5585 – Institutional Emergencies

Adopted: March 10, 1982

Revised: May 10, 1989

Renumbered, Revised, and Adopted:

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5585—Institutional Emergencies~~

~~The Superintendent/President shall have the right to recall personnel from vacation or leaves to meet institutional emergencies. Personnel recalled from vacation or other leaves will be permitted to carry over accrued time to compensate for any that would be lost due to such emergency.~~

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

Numbered and Re-adopted: May 10, 1989.

Monterey Peninsula Community College District

Governing Board Agenda

March 13, 2018

President's Office
College Area

Special Business Agenda Item No. B

Proposal:

That the Governing Board rescind former Board Policies: 2163 – Electronic Mail Policy; 2164 – Electronic Mail Code of Practice; 2250 – Respiratory Protection Policy and Program; 3060 – Travel Study Courses and Activities; 5000 – Scope of Policies; 5010 – Offers of Employment; 5015 – Conditions of Employment; 5020 – Personnel File; 5050 – Courses, Workshops, Institutes, and Foundation Programs; 5055 – Keys; 5060 – Telephones; 5065 – Illness and Injury Prevention; 5500 – Definition of Management, Supervisory and Confidential Personnel and 5581 – Professional Growth

Background:

An extensive update of board policies to reflect Community College League of California (CCLC) policy language and numbering has been underway for the past few years. Policies have been presented to the Board in a group for review and approval to facilitate the policy update.

In the update process, several former policies have been superseded by new or revised policies. In addition, several existing policies unique to the District have been evaluated and recommended for deletion as no longer being required and to conform with CCLC policy guidelines. To eliminate any conflicts existing between the new/revised policies and previous policies as well as prevent potential legal liability, previous board policies will be rescinded as necessary.

This group of local policies has been reviewed by the President's Advisory Group and the Board subcommittee. The following policies are recommended for rescission:

Board Policy 2163	Electronic Mail Policy (superseded by BP/AP 3720 – Computer and Network Use, adopted February 2018)
Board Policy 2164	Electronic Mail Code of Practice (superseded by BP/AP 3720 – Computer and Network Use, adopted February 2018)
Board Policy 2250	Respiratory Protection Policy and Program (superseded by BP 6800 – Safety, adopted February 2016)
Board Policy 3060	Travel Study Courses and Activities (local policy with non-existent Education Code reference. Covered by BP 4020 – Program, Curriculum and Course Development, adopted April 2017, and BP 4400 – Community Service Programs, adopted December 2017)
Board Policy 5000	Scope of Policies (local policy no longer needed)
Board Policy 5010	Offers of Employment (superseded by BP 7120 – Recruitment and Hiring, adopted May 2016)
Board Policy 5015	Conditions of Employment (superseded by BP 7120 – Recruitment and Hiring, adopted May 2016)

Board Policy 5020	Personnel File (recommended for deletion by President's Advisory Group as being redundant with other documents)
Board Policy 5050	Courses, Workshops, Institutes, and Foundation Programs (superseded by BP 7160 – Professional Development, adopted September 2016)
Board Policy 5055	Keys (local policy covered by BP 6250 – Security for District Property, adopted February 2016)
Board Policy 5060	Telephones (local policy covered by new BP 3735 – District Resources, to be adopted March 13, 2016)
Board Policy 5065	Illness and Injury Prevention (superseded by BP 6800 – Safety, adopted February 2016)
Board Policy 5500	Definition of Management, Supervisory and Confidential Personnel (superseded by BP 7240 – Confidential Employees, adopted October 2017, and BP 7260 – Classified Managers and Supervisors, adopted February 2018)
Board Policy 5581	Professional Growth (superseded by BP 7160 – Professional Development, adopted September 2016)

Budgetary Implications:

None.

RESOLUTION: **BE IT RESOLVED,** That former Board Policies: 2163 – Electronic Mail Policy; 2164 – Electronic Mail Code of Practice; 2250 – Respiratory Protection Policy and Program; 3060 – Travel Study Courses and Activities; 5000 – Scope of Policies; 5010 – Offers of Employment; 5015 – Conditions of Employment; 5020 – Personnel File; 5050 – Courses, Workshops, Institutes, and Foundation Programs; 5055 – Keys; 5060 – Telephones; 5065 – Illness and Injury Prevention; 5500 – Definition of Management, Supervisory and Confidential Personnel and 5581 – Professional Growth, be rescinded.

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

Prepared By: Shawn Anderson
 Shawn Anderson, Assistant to the President

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

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

~~2163~~ Electronic Mail Policy

A. Policy Statement:

~~Monterey Peninsula College (MPC) electronic mail services are a college communication system to support college functions.~~

1. Policy Objective:

~~The purpose of this Policy is to ensure that:~~

~~— The College community is informed about the applicability of policies and laws with regard to electronic mail;~~

~~— Electronic mail services are used in compliance with college policies, State and Federal laws;~~

~~— Users of electronic mail services are informed about how concepts of privacy and security apply to electronic mail;~~

~~— Disruptions to College electronic mail and other services and activities are minimized; and~~

~~— This policy includes all applications of the electronic mail services, including the “All Users” distribution of messages.~~

2. Definitions:

~~The following definitions apply in the policies, guidelines, and codes of practice related to the use of the College’s computing and networking facilities:~~

~~— College Record: A College record in the form of electronic mail exists whenever such electronic mail is in support of College business, whether or not the equipment, software, or facilities used to create, or store the electronic mail record are owned by the College.~~

~~— Electronic Mail Services: Information technologies used to create, send, forward, receive, store, or print electronic mail.~~

~~— Use of Electronic Mail Services: To create, send, forward, reply, copy, store, print, or possess electronic mail messages. For the purpose of this Policy, receipt of electronic mail is excluded from this definition to the extent that the electronic~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy (continued)

~~mail users do not have control over the e-mail received.~~

~~— Possession of Electronic Mail: Regardless of who created the original message, (a copy of) electronic mail is in the possession of a user when that user has effective control over the location of its storage. Thus, an electronic mail message that resides on a computer server waiting to download to a user's computer is deemed, for purposes of this Policy, to be in the possession of that user.~~

~~— The term *electronic mail* and *e-mail* are used interchangeably throughout this Policy.~~

~~3. Scope:~~

~~This Policy applies to all electronic mail service provided by the College both on central and area facilities. This Policy also applies to all users and uses of such services; and to all College records in the form of electronic mail in the possession of College employees or other users of electronic mail services provided by the College. This Policy does not apply to paper records, including printed copies of electronic mail.~~

~~B. Guidelines:~~

~~Monterey Peninsula College encourages staff to use electronic mail in order to further the vision, mission, and goals of the College. The College encourages the use of electronic mail to share information, to improve communication, and to exchange ideas.~~

~~1. Accountability:~~

~~The Director of Information Systems is responsible for ensuring that the Electronic Mail Policy and associated Code of Practice are observed with regard to the electronic mail services under the control and management of the College. The Vice President for Administrative Services is responsible for administration of this policy. Questions concerning the appropriateness of administering this policy may be directed to the Superintendent/President.~~

~~2. Personal Use:~~

~~The College's electronic mail services are not be used for personal purposes.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy (continued)

- ~~3. Commercial, For-Profit Activities or Advertisements:
Monterey Peninsula College's electronic mail services may not be used for personal business or personal gain. Advertising or sponsorship is not permitted, except where such advertising or sponsorship is clearly related to or supports the mission of the College or other services being provided.~~
- ~~4. Related Legislation, Policies, and Regulations:
— Technology Use Policy
— Ethical Principles
— Ownership of Intellectual Property— College/Staff/Students
— Copyright Material— Copying
— Sexual Harassment and Grievance Procedures (Human Resources Policy and Procedures)
— Equal Employment Opportunity Policy and Grievance Procedures (HR Policy and Procedures)
— Telecommunications (Interception) Act
— Etc.~~
- ~~5. Responsible Administrator:
The Vice President for Administrative Services is responsible for the overall control and administration of the College's Electronic Mail Policy.~~
- ~~6. Authority for Approving Amendments to the Policy and Code of Practice on Electronic Mail:
Monterey Peninsula College's Board of Trustees is the authority for approving significant amendments to the College's policy and guidelines on Electronic Mail.~~
- ~~7. Inclusion of Policy Statement in Policy Manual:
Once approved by the Board of Trustees, the policy statement Electronic Mail Policy will be included in the (Monterey Peninsula College—General Policies and Procedures)~~
- ~~8. Effective Date:
The policy on Electronic Mail will come into effect immediately upon being approved by the Board of Trustees.~~
- ~~9. Review of Policy:
The policy on Electronic Mail will be reviewed periodically.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy (continued)

~~Proposed changes to the policy will be presented to the Board of Trustees for approval.~~

~~C. Administrative Procedures:~~

~~1. Electronic Mail Accounts~~

~~Accounts for electronic mail services are issued for a period of one year and are to be renewed annually for both centrally and area managed services.~~

~~In the case of staff, accounts are to be issued on receipt of the appropriate form requesting an account or its renewal, whether on paper or electronically. By this request and by using the account the staff member agrees to be bound by this policy and the College policies on the use of Institutional Technology (IT) and the associated Codes of Practice.~~

~~In order to maintain an efficient and responsive e-mail system, e-mail users need to limit the number of messages they store. Once this e-mail policy is adopted by the Board of Trustees, all e-mail messages more than 90 days old will be deleted from the e-mail server after a notice of intent is sent to all system users. Subsequently, a monthly process of deleting e-mail older than 90 days will be implemented by the College's Information Systems Department. The Information Systems Department will issue a reminder notice to all users on the system, every 30 days, reminding them to archive any old message they would like to retain.~~

~~2. Authority for Approving Amendments to the Administrative Procedures on Electronic Mail Policy:~~

~~The Board of Trustees is the authority for approving amendments to the administrative procedures of the College's policy on Electronic Mail.~~

~~D. General Procedures:~~

~~1. E-Mail System Maintenance:~~

~~In order to minimize the potential of exceeding server system resources limitations, and to maintain maximum system efficiency, the Information Systems Department will delete all mail that is~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy (continued)

~~stored on the server exceeding 90 days in age. This process will be repeated every 30 days, after appropriate notification is sent to all users.~~

~~Any messages, exceeding 90 days in age, which system users would like to retain, may be saved in the following ways:~~

~~— Hard Copies: Prior to deletion of the electronic copy, e-mail may be printed out in paper form and filed.~~

~~— Electronic Copy — Save as Text File: The e-mail system user may save individual e-mail messages as text files which may be stored on their local hard drive.~~

~~— Electronic Copy — Manual Export/Import: The e-mail system user may export individual mail files, or entire folders, to a location on their local hard drive. When the user needs to access any of this exported mail, they may then import it back into their e-mail program.~~

~~— Electronic Copy — Automatic Archive: The e-mail system user may select the Outlook software configuration option which allows them to program the client e-mail software to automatically archive an electronic copy of their mail at a location, and frequency, determined by the user. To access any of these archived messages, the user can import this archive file back into their e-mail system.~~

~~— Electronic Copy — Manual Open Exported File: The e-mail system user may use Outlook software to open/close any of this exported mail, without the importing process.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2163 Electronic Mail Policy (continued)

Adopted: December 15, 1999

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3720

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;
Government Code Section 3543.1(b)
Penal Code 502;
Cal. Const., Art. 1 Section 1;
17 U.S. Code Sections 101 et seq.;

Formerly Governing Board Policies 2163 – Electronic Mail Policy and 2164 – Electronic Mail Code of Practice

Adopted: December 15, 1999

Renumbered, Revised, and Adopted: February 21, 2018

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

~~2164 – Electronic Mail Code of Practice~~

~~1. General Procedures:~~

~~1.1 Code of Practice: This Code of Practice clarifies the applicability of law and other College policies to electronic mail. In general, use of College electronic mail services is governed by policies that apply to the use of all College computing and networking facilities and in particular by the guidelines of the Policy.~~

~~1.2 Purpose of E-Mail Services: The College provides and encourages the use of electronic mail services by staff and others affiliated with the College in support of its mission of teaching and learning, research, and community service.~~

~~1.3 College Property: College electronic mail services are College facilities; all College e-mail addresses are owned by the College; and all electronic mail which is in support of College business, whether or not the equipment, software, or facilities used to create or store the electronic mail record are owned by the College, are College records.~~

~~1.4 College Records: Electronic mail, whether or not created or stored on College-owned equipment, may constitute a College record subject to disclosure under the Freedom of Information laws or as a result of litigation. However, prior to such disclosure, the College evaluates all requests for information submitted by the public for compliance with the provisions of the Act or other applicable law.~~

~~1.5 Service Restriction: Use of College electronic mail services is a privilege that may be restricted by the College, without the prior consent of the user of such services, as per paragraph 4.0. The College reserves the right to designate those categories of user to whom it will provide access to electronic mail and may revoke access at any time to persons who misuse the services.~~

~~1.6 Storing and Viewing of Mail: In accepting access to electronic mail services users consent to their electronic mail being stored as per paragraph 3.3 and viewed when necessary as per paragraph 4.3.~~

~~1.7 Privacy: The College may deny access to electronic mail services~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2164 Electronic Mail Code of Practice (continued)

~~and may retrieve, inspect, monitor, or disclose electronic mail when appropriate as per paragraph 4.0.~~

~~2. Use of Electronic Mail Services:~~

~~2.1 Responsible Use: Those who use the electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws, with policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. The College cannot, in general, protect users from receiving electronic mail they may find offensive. Members of the College community are therefore strongly encouraged to use the same personal and professional courtesies and considerations in electronic mail as they would in other forms of communication.~~

~~2.2 Non-competition: College electronic mail services are provided, subject to the other provisions of this Policy, primarily for the use of College staff and are not to be provided in competition with commercial services to individuals or organizations outside the College.~~

~~2.3 Personal Use: College electronic mail services may not be used for personal purposes. Electronic mail is a College record. There is no expectation of privacy of the contents of any e-mail message.~~

~~2.4 Restrictions: Electronic mail services may not be used for: unlawful activities; commercial purposes not under the auspices of the College; personal financial gain; or purposes that contravene other College policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding sexual or other forms of harassment, religious or political activities or copyright.~~

~~2.5 Representation: When creating and sending e-mail, users of electronic mail services should take care not to give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the College or any unit of the College unless appropriately authorized (explicitly or implicitly) to do so.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2164 Electronic Mail Code of Practice (continued)

~~2.6 False Identity: College e-mail users shall not employ a false identity. E-mail is not a private form of communication and can be traced to the sender.~~

~~2.7 Interference: College e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing or networking facility, or unwarranted or unsolicited interference with others' use of e-mail. Such uses include but are not limited to:~~

~~A. Send or forward e-mail chain letter;~~

~~B. "Spam," that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and~~

~~C. "Letter bomb," that is, to re-send the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.~~

~~2.8 Misuse: State and Federal law and College policy prohibit, in general, the theft or other abuse of information technology facilities or resources. Such prohibitions apply to electronic mail services, and include (but are not limited to): unauthorized entry; use, transfer, and tampering with the accounts and files of others; interference with the work of others and with other information technology resources or services. Under certain circumstances, the law contains provisions for felony offenses. Users of electronic mail are encouraged to familiarize themselves with these laws and policies.~~

~~3. Security and Confidentiality:~~

~~3.1 Precautionary measures: All users of the electronic mail services are required to take necessary precautions to protect the confidentiality of electronic mail or other records containing personal or confidential information encountered in the performance of their duties or otherwise. They should therefore utilize whatever means of protection, such as passwords, are available to them to safeguard their e-mail. Since such means of protection are not necessarily foolproof, the security and~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2164 Electronic Mail Code of Practice (continued)

~~confidentiality of electronic mail is not guaranteed.~~

~~3.2 Duties of System Administrators: Operators of College electronic mail services are required to establish procedures to provide for the physical security of electronic mail records, data, application programs, and system programs. Users should be aware that on occasion network and computer operations personnel and system administrators will, during the performance of their duties, see the contents of e-mail messages. Except as provided elsewhere in the Policy, such personnel are not permitted to do so intentionally or disclose or otherwise use what they have seen. One exception, however, is that of systems personnel (such as "postmasters") who may need to inspect e-mail when re-routing or disposing of otherwise undeliverable e-mail. This exception is limited to the least invasive level of inspection required to perform such duties.~~

~~3.3 Back-ups of Electronic mail: Users of electronic mail services should be aware that even though the sender and recipient have discarded their copies of an electronic mail record, there may be back-up copies of such e-mail that can be retrieved. Systems involved in the transmission and storage of e-mail records may be "backed-up" on a routine or occasional basis to protect system reliability and integrity, and to prevent potential loss of data. The back-up process results in the copying of data onto storage media that may be retained for periods of time and in locations unknown to the originator or recipient of electronic mail. The practice and frequency of back-ups and the retention of back-up copies of e-mail vary from system to system. Electronic mail users are encouraged to request information on the back-up practices followed by the operators of College electronic mail services that they use, and such operators are required to provide such information upon request. Operators of electronic mail services are not required by this Policy to retrieve e-mail from such back-up facilities upon request of authorized users, although on occasion they may do so as a courtesy.~~

~~3.4 Archiving of Electronic Mail: The College does not maintain central or distributed electronic mail archives of all electronic mail sent or received, in part because of the difficulty of assuring that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. If electronic mail is~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2164 Electronic Mail Code of Practice (continued)

~~backed-up (see paragraph 3.3), the purposes are to assure system integrity and reliability, not archiving and retention, although back-ups may at times serve the latter purposes incidentally. Users of electronic mail services and those in possession of College records in the form of electronic mail are cautioned, therefore, to be prudent in their reliance on electronic mail for purposes of archiving and/or retention. Consideration should be given to printing electronic mail where archiving or retention becomes an issue for reasons of policy or sound business practice.~~

~~4. Inspection and Monitoring of Electronic Mail:~~

~~4.1 Privacy: E Mail is not a private or confidential communication system. Users should know that they cannot expect messages to be kept private.~~

~~4.2 Consent and Compliance: The college retains the right to inspect E-Mail messages for conformity with College policies.~~

~~5. Policy Violations:~~

~~Violations of College policies governing the use of College electronic mail services may result in restriction of access to College information technology resources in addition to any disciplinary action that may be applicable under other College policies, guidelines, implementing procedures, or collective bargaining agreements, up to and including dismissal.~~

~~6. Responsible Administrator~~

~~The Vice President for Administrative Services is responsible for the control and administration of the policy and Code of Practice. Concerns related to the administration of this policy are to be directed to the Superintendent/President.~~

~~7. College/Area Responsibilities:~~

~~7.1 College Procedures: It is the responsibility of each college administrative area to develop, maintain, and publish specific procedures and practices that implement this Policy and to communicate their provisions to users of college administrative area electronic mail services. Such guidelines should include:~~

~~A. Authorization and notification;~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATIVE AND BUSINESS SERVICES

B. Business Services

2164 Electronic Mail Code of Practice (continued)

~~B. — Response to requests for information concerning the back-up of electronic mail; and~~

~~C. — Any other provisions of this Policy for which procedures are not explicitly stated.~~

~~7.2 Termination of Affiliation: When an individual's affiliation with the college is terminated, the college may elect to: terminate the individual's e-mail account, redirect electronic mail, or continue the account. The Office of the Superintendent/President will establish regulations and procedures governing policies in this regard that conform to the provisions of this Code of Practice.~~

Adopted: December 15, 1999



GOVERNING BOARD POLICIES

Chapter 3 General Institution

3720

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;
 Government Code Section 3543.1(b)
 Penal Code 502;
 Cal. Const., Art. 1 Section 1;
 17 U.S. Code Sections 101 et seq.;

Formerly Governing Board Policies 2163 – Electronic Mail Policy and 2164 – Electronic Mail Code of Practice

Adopted: December 15, 1999

Renumbered, Revised, and Adopted: February 21, 2018

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

C. General Campus Policies

~~2250 Respiratory Protection Policy and Program~~

~~Monterey Peninsula College is committed to maintaining, insofar as it is reasonably within the feasibility of the College to do so, engineering and administrative controls to eliminate or minimize employee exposures to unsafe levels of airborne contaminants. For situations where such controls are not feasible, or during emergencies, the use of personal respiratory equipment may be required to provide an appropriate level of protection. Work-related activities requiring respiratory protection equipment shall be conducted pursuant to regulations of Title 8 of the *California Code of Regulations (CCR)*. The MPC Respiratory Protection Plan establishes a strategy for the use of respirators. The use criteria are designed for those MPC personnel who, during their normal duties are, or could be, exposed to airborne hazardous substances that could adversely affect their health and/or safety.~~

Reference: California Code of Regulations, Title 8, 5144

Adopted: December 15, 1992.



BP 6800 Safety

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings. (see Board Policy 3570 – Smoking on Campus)

See Administrative Procedure 6800 -- Safety.

References: 49 Code of Federal Regulations, Parts 40 and 655
Title 8, Section 3203;
29 Code of Federal Regulations, 1910.101, et seq.;
Health and Safety Code Section 104420.

Formerly Board Policy 2235 – Health and Safety

Adopted: June 1, 1988

Revised, Renumbered, and Adopted: February 24, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

3000 SERIES EDUCATIONAL PROGRAMS AND STANDARDS

A. Educational Programs

~~3060—Travel Study Courses and Activities~~

~~The Governing Board of Monterey Peninsula College recognizes the educational value to students and community members of their being able to study through Travel Study Courses. To this end, it authorizes such courses, subject to their meeting the prescribed academic standards, legal and risk management requirements, administrative procedures and regulations which are included as Appendix 3060 of the Governing Board Policies.~~

This is a local MPC policy with a non-Existent Education Code reference. Covered by BP 4020 - Program, Curriculum and Course Development and BP 4400 - Community Service Programs.

Reference: ~~Education Code 72640-1.~~

Adopted: October 15, 1991

GOVERNING BOARD POLICIES

Chapter 4 Academic Affairs

4020

BP 4020 Program, Curriculum, and Course Development

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee for the development and review of all curricular offerings, including their establishment and modification.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and the Curriculum Advisory Committee in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs.

All new programs shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Superintendent/President will establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures that rely primarily upon the recommendations of the Curriculum Advisory Committee to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Superintendent/President shall also establish procedures that rely primarily upon the



MONTEREY PENINSULA
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GOVERNING BOARD POLICIES

recommendations of the Curriculum Advisory Committee, for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure 4020 – Program, Curriculum, and Course Development.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;
U.S. Dept. of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
ACCJC Accreditation Standards II.A and II.A.9

Formerly Governing Board Policy 3010 – Program, Curriculum, and Course Development

Adopted: June 11, 1986

Revised and Adopted: June 19, 1990; May 24, 2011.

Revised, Renumbered, and Adopted: April 26, 2017

GOVERNING BOARD POLICIES

Chapter 4 Academic Affairs

4400

BP 4400 Community Services Programs

The District shall maintain a community services program that will enhance cultural and personal enrichment opportunities for the community by offering a varied schedule of courses, speakers, and other activities of significant quality and merit.

The community services program shall be designed to contribute to the physical, intellectual, economic, and/or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

References: Education Code Section 78300

Formerly Governing Board Policy 3040 – Community Services

Adopted: August 10, 1988

Renumbered, Revised, and Adopted: December 20, 2017

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

This is a local MPC policy that
is no longer needed.

5000 SERIES PERSONNEL

A. All Employees

~~5000~~ Scope of Policies

~~Governing Board personnel policies and affirmative action policies are intended to provide a general framework for personnel administration in the District. Collective bargaining agreements with recognized employee organizations are found in separate agreements between the Board and the representative organizations. These agreements are on file in the College Personnel Office.~~

Adopted: May 10, 1989.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Replaced by Board Policy 7120 –
Recruitment and Hiring (adopted
May 2016). Language retained in
AP 7120, approved August 2016

5000 SERIES PERSONNEL

A. All Employees

~~5010—Offers of Employment~~

~~Offers of employment, including continuing employment, shall be made subject to a reasonable deadline for acceptance.~~

~~When required to maintain continuity of services in the District, the Superintendent/President is authorized to offer employment subject to subsequent ratification by the Governing Board.~~

Reference: Education Code 81655, 87410.

Adopted: May 10, 1989.



GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7120

BP 7120 Recruitment and Hiring

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 – Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate’s role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Monterey Peninsula Classified Employees Association (MPCEA) an opportunity to participate in the decisions under the Board’s policies regarding local decision making.

See Administrative Procedure 7120 – Recruitment and Hiring

References: Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Formerly Board Policy 5005 – Employment

Adopted: May 10, 1989
Revised: August 20, 1991
Revised, Renumbered, and Adopted: May 25, 2016

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7120

AP 7120 RECRUITMENT AND HIRING

The Board of Trustees is committed to a policy of nondiscrimination and equal employment opportunity in the recruitment, selection, employment, training, reclassification, promotion and retention of employees. See BP 3410 titled Nondiscrimination and BP and AP 3420 titled Equal Employment Opportunity (EEO).

The District employs persons for positions classified as Faculty, Classified, Confidential, Supervisors/Managers, and Classified and Educational Administrators as outlined in corresponding hiring procedures and in accordance with the EEO Plan. Hiring procedures may be accessed at the District Human Resources website.

- Management, Supervisors, and Confidentials
- Classified Employees
- Full-time Faculty
- Adjunct Faculty

Recruitment

Before advertising, all job announcements, including desired qualifications, are reviewed and approved by Human Resources. The District posts positions on its website, California Community College Registry, and Employment Development Department website. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. Human Resources shall coordinate, prepare, and place advertisements.

Applications shall be received until the application deadline or until filled as identified on the job posting. Application material may consist of a District application, resume, transcripts, certificates and licenses, cover letter, essays or statements, and references. The District reserves the right to extend, suspend or cancel the recruitment of a vacant position.

Search Committees Composition and Screening

Search committees shall be established according to the hiring procedures and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership should be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity. All search committee members shall receive training in accordance with the District EEO Plan, regulations, and hiring procedures.

Screening criteria, interview questions and assessments shall be related to the job as described in the posting and be reviewed and approved by Human Resources.

Each Search Committee member is responsible for maintaining the confidentiality of all aspects of the search process, including names of applicants, written materials, oral discussions and any other

ADMINISTRATIVE PROCEDURES

information that relates to the search process. Such information may be shared only with members of the Search Committee, Human Resources, and the administrators involved. Confidentiality must be maintained permanently. Human Resources shall maintain all supporting documents related to the search for a period of three years.

Interviews and Recommendations

Search committee members must be present for all interviews. If a member of the committee misses any part of an interview, the committee member is ineligible for further participation in the search process.

The search process shall consist of interviews using pre-approved questions. Assessments or skills tests and presentations including teaching demonstrations may be incorporated to determine qualifications of applicants. During discussion, the search committee shall consider only application materials and information gathered from the interviews and results of any assessments and presentations.

The search committee shall recommend finalists for employment or second interviews. In the event of second interviews, finalists shall be forwarded unranked.

Reference Checks

Reference checks shall be conducted according to hiring procedures.

Offers of Employment

Offers of employment, including continuing employment, shall be made subject to a reasonable deadline for acceptance. When required to maintain continuity of services in the District, the Superintendent/ President is authorized to offer employment subject to subsequent ratification by the Board of Trustees.

Conditions of Employment

As a condition of employment, each employee hired in a permanent position must:

1. Sign an approved loyalty oath;
2. Depending on the nature of the position, undergo a pre-employment physical examination to ensure sufficient fitness for the duties associated with the particular position;
3. Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter;
4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal identify and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

See Board Policy 7120 Recruitment and Hiring



ADMINISTRATIVE PROCEDURES

References: Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1

President's Cabinet Approved: August 4, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Replaced by Board Policy 7120 –
Recruitment and Hiring (adopted
May 2016). Language retained in
AP 7120, approved August 2016

5000 SERIES PERSONNEL

A. All Employees

~~5015 – Conditions of Employment~~

~~As a condition of employment, each employee of the District must:~~

- ~~1. — Sign an approved loyalty oath;~~
- ~~2. — Submit a health inventory as prescribed by the District. During the course of his/her employment, a regular employee may be required by the Superintendent/President to be examined by a physician approved by the District to determine whether he/she is physically and/or emotionally able to perform the duties for which he/she was employed or for the position in which he/she is presently working;~~
- ~~3. — Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter. This requirement shall not apply to classified employees hired for any period of time less than one school year whose duties do not require frequent or prolonged contact with students;~~
- ~~4. — Be fingerprinted. This requirement shall not apply to classified employees employed for less than one school year;~~
- ~~5. — Complete required Immigration Forms and provide proof of personal identify and authorization to work in the United States.~~
- ~~6. — Complete District and County payroll papers.~~

Reference: Education Code 88003, 88021--88024.
California Administrative Code, Title 5, 52041.

Formerly Governing Board Policy 4.1.

Revised, Renumbered and Adopted: May 10, 1989.



Chapter 7 Human Resources

7120

BP 7120 Recruitment and Hiring

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and BP 3420 – Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Monterey Peninsula Classified Employees Association (MPCEA) an opportunity to participate in the decisions under the Board's policies regarding local decision making.

See Administrative Procedure 7120 – Recruitment and Hiring

References: Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Formerly Board Policy 5005 – Employment

Adopted: May 10, 1989

Revised: August 20, 1991

Revised, Renumbered, and Adopted: May 25, 2016

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7120

AP 7120 RECRUITMENT AND HIRING

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Search committees shall be established according to the hiring procedures and shall be reviewed by Human Resources for compliance with policies and procedures. Committee membership should be balanced in its diversity and, to this end, will seek representation inclusive of gender and ethnicity. All search committee members shall receive training in accordance with the District EEO Plan, regulations, and hiring procedures.

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ADMINISTRATIVE PROCEDURES

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1. Sign an approved loyalty oath;
2. Depending on the nature of the position, undergo a pre-employment physical examination to ensure sufficient fitness for the duties associated with the particular position;
3. Present proof of freedom from tuberculosis initially upon employment and at least once every four years thereafter;
4. Be fingerprinted and if offered a new position following the original hire, submit fingerprints for a subsequent background check;
5. Complete required Immigration Forms and provide proof of personal identify and authorization to work in the United States;
6. Complete District employment and County payroll documents;
7. Submit official transcripts, employment verification forms, copies of required documents including licenses and certificates.

See Board Policy 7120 Recruitment and Hiring



ADMINISTRATIVE PROCEDURES

References: Education Code Sections 87100 et seq., 87400, and 88003;
ACCJC Accreditation Standard III.A.1

President's Cabinet Approved: August 4, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

This is a local MPC policy.
Recommended for deletion by
President's Advisory Group due
to redundancy with other
documents.

5000 SERIES PERSONNEL

A. All Employees

~~5020 Personnel File~~

~~A personnel file shall be permanently maintained by the District containing confidential recommendations, performance evaluations, and other pertinent information bearing on the employee's status. The file may also include other information such as honors, recognitions, and transcripts. Among the records maintained for each employee are: dates of service, position held, salary or wages received, and vacation and sick leave status. The following guidelines based on legal requirements shall govern access to the files:~~

~~1. Employee Access~~

- ~~A. Each employee will have access, upon advance request, to his/her own personnel and payroll records, except confidential letters of recommendation.~~
- ~~B. This shall be done in the presence of the person responsible for maintaining the files or records. No alterations or additions to the records shall be made by the employee.~~
- ~~C. Prior to inspection by the employee, letters of recommendation from those outside the College shall be removed from the file and the employee will receive an explanation of what is being removed.~~
- ~~D. Prior to placement in the file of derogatory information, the District shall afford the employee the opportunity to explain, rebut, or comment on such information. Subject to provisions of collective bargaining agreements, the employee shall have a reasonable time to examine and respond to the derogatory information and any response shall be attached to the information when placed in the file.~~

~~2. College Personnel Access~~

~~Access by College personnel shall be on a "College need" basis. In general, this will be determined by the responsible administrator or Director of Personnel. Any questions or dispute will be settled by the administrator responsible for Personnel.~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5020 Personnel File (continued)

~~3.—Public Access~~

~~A.—The following public information may be released without court order or subpoena:~~

- ~~(1) — Name~~
- ~~(2) — Location of job and supervisor~~
- ~~(3) — Title of position~~
- ~~(4) — Internal (College) phone number~~
- ~~(5) — Range of pay for position~~
- ~~(6) — Date employment commenced and ended~~
- ~~(7) — Information in Board minutes~~

~~B.—The following personnel information is not public, and may be released only on written consent of employee or through court order or subpoena:~~

- ~~(1) — Home address~~
- ~~(2) — Home phone~~
- ~~(3) — Marital status~~
- ~~(4) — Information on dependents—spouse and children~~
- ~~(5) — Age~~
- ~~(6) — Race~~
- ~~(7) — Earnings~~
- ~~(8) — Payroll, including deductions~~
- ~~(9) — Health~~
- ~~(10) — Evaluations~~
- ~~(11) — Whether employee deducts union or service fees~~

~~4.—Custody of Records~~

~~A.—Information is to be given out only by personnel who work directly with records, or their supervisors.~~

~~B.—Information is not to be given out by student or temporary help.~~

~~C.—Files and records are not to be removed from the Personnel Office, except for College use when approved by the Director of Personnel or the administrator responsible for Personnel.~~

~~D.—Copies may be made under the supervision of the person having custody of the records.~~

~~E.—Unusual and voluminous requests for information or copies will be made~~

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

A. All Employees

5020 Personnel File (continued)

~~at the expense of the requestor and provided only when time of personnel for such production is available.~~

~~5. — Appeal~~

~~Personnel wishing to appeal material in their records shall make a request in writing to the Director of Personnel or the administrator responsible for Personnel and specify therein:~~

~~A. Name and date,~~

~~B. Material to be appealed, and~~

~~C. Reason for appeal.~~

~~The Director of Personnel or the administrator responsible for Personnel shall hear the appeal, make a determination and permit the addition of employee comments as per law.~~

~~6. — Change of Name, Address, Dependents, Beneficiaries~~

~~All employees must keep on file in the payroll and personnel offices their residence addresses and telephone numbers. The Personnel office and immediate supervisor are to be notified immediately of any change in address, telephone number, name, or number of dependents. Forms are available for change of dependents and beneficiaries on District retirement and insurance policies.~~

Reference: Education Code 87031.
Federal Privacy Act.
Public Records Act.
Government Code 6520 et. seq.

Adopted: May 10, 1989.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Replaced by Board Policy 7160 –
Professional Development
(adopted September 2016).

5000 SERIES PERSONNEL

A. All Employees

~~5050 – Courses, Workshops, Institutes, and Foundation Programs~~

~~The Governing Board encourages in-service educational experiences for employees whenever possible.~~

~~It is assumed that generally staff will enroll in courses, attend workshops or institutes, and be recipients of grants from foundations on their own time and at their own expense. There are provisions within the employee contracts whereby credit may be given toward advancement on the salary schedule for such activities.~~

~~The Superintendent/President may recommend courses, workshops, institutes, in-service training programs, and grants from foundations at full or partial District expense under the following conditions:~~

- ~~1. A specific need has been determined by the Administration;~~
- ~~2. The Administration judges the activity to be definitely of value to the College;~~
- ~~3. Funds are available; and~~
- ~~4. The training is not used primarily for salary advancement programs.~~

Formerly Governing Board Policy 3.5.

Revised, Renumbered and Adopted: May 10, 1989.



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

**Special Business Agenda Item B
For Information Only**

Chapter 7 Human Resources

7160

BP 7160 Professional Development

It is the intent of the District to maximize professional development opportunities for its employees.

See Administrative Procedure 7160 – Professional Development

References: ACCJC Accreditation Standard III.A.14

Adopted: September 28, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Covered by Board Policy 6520 –
Security for District Property
(adopted February 2016).

5000 SERIES PERSONNEL

A. All Employees

~~5055—Keys~~

~~Keys are issued to those employees whose duties require their use and with the written approval of an administrative officer. Possession of a key charges an employee with the responsibility for the care and protection of College property.~~

~~Keys shall not be duplicated or loaned to other persons.~~

~~Keys are to be returned when there is no longer a need by the employee or when the employee leaves the District.~~

~~The loss of keys is to be reported immediately to the Department Head and the Administrative Dean of Business Services.~~

Adopted: May 10, 1989.

GOVERNING BOARD POLICIES

Chapter 6 Business and Fiscal Affairs 6520

BP 6520 Security for District Property

The Superintendent/President shall establish procedures necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedure 6520 – Security for District Property.

References: Education Code Section 81600, et seq.
ACCJC Accreditation Standard III.B.1

Adopted: February 24, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Covered by Board Policy 3735 –
District Resources (to be adopted
March 2017).

5000 SERIES PERSONNEL

A. All Employees

~~5060 — Telephones~~

~~College telephones are for the purpose of conducting District business. Personal use of the telephone is limited to necessary, local calls. The personal use of College telephones for long distance calling is a violation of federal regulations.~~

Adopted: May 10, 1989.

GOVERNING BOARD POLICIES

Chapter 3 General Institution

3735

BP 3735 ~~College-District~~ Resources

It is the policy of the Governing Board that ~~College-District~~ facilities, equipment and on-duty personnel, except as otherwise provided in ~~Sections-Board policies 2160-6700~~ and ~~2215-3900~~ of ~~the Governing Board Policies~~, shall be used only for ~~College-District~~-related activities.

~~College-District~~ equipment shall not be loaned or rented to other agencies, groups, or individuals for off-campus use unless specifically authorized by the Superintendent/President when he/she deems it to be in the best interests of the ~~College-District~~, and where a ~~College-District~~-related purpose is fostered or established.

Supervisors shall ensure that ~~College-District~~ equipment is used only for ~~College-District~~-related activities. College employees shall obtain permission from their supervisors before using ~~College-District~~ equipment off campus. The employee shall be fully responsible for the equipment while in his/her possession and shall have it repaired or replaced in case of damage or loss.

District ~~data-processing information technology, social media sites,~~ printing, and reproduction services are intended for District instruction and administrative purposes. Use of such services by college employee organizations, other schools, colleges, governmental agencies, and non-profit organizations performing a ~~college-District~~-related purpose will be allowed at the discretion of the administration. Charges to such agencies will be based on direct identifiable costs.

See also Board Policy 2717 – Personal Use of Public Resources, Board Policy 3900 – Speech: Time, Place, and Manner, and Board Policy 6700 – Civic Center and Other Facilities Use

References: Education Code Section 81600
Government Code Section 8314

Formerly Governing Board Policy 2155 – College Resources

Adopted: June 1, 1988

Renumbered, Revised, and Adopted:

5000 SERIES PERSONNEL

A. All Employees

~~5065 — Illness and Injury Prevention~~

~~It is the intention of the District to provide a safe work environment for all employees. Exposure to injury or illness in the workplace can be minimized by realizing that most accidents are usually preventable. This begins by recognizing the importance of safe work practices, as well as compliance with safety and health regulations mandated by our State and Federal government.~~

~~The District shall maintain and implement a written Illness and Injury Prevention Plan in compliance with Section 3203 of California Administrative Code, Title 8, regulations. All employees shall adhere to the safe practices outlined in the plan.~~

Reference: California Occupation Safety and Health Standards Title 8, Chapter 4, Section 1509 and 3203
Labor Code Sections 142.3 and 6401.7 (SB198)

Adopted: May 25, 1993



Chapter 6 Business and Fiscal Affairs

6800

BP 6800 Safety

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings. (see Board Policy 3570 – Smoking on Campus)

See Administrative Procedure 6800 -- Safety.

References: 49 Code of Federal Regulations, Parts 40 and 655
Title 8, Section 3203;
29 Code of Federal Regulations, 1910.101, et seq.;
Health and Safety Code Section 104420.

Formerly Board Policy 2235 – Health and Safety

Adopted: June 1, 1988

Revised, Renumbered, and Adopted: February 24, 2016

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Replaced by BP 7240 - Confidential Employees (adopted October 2017) and BP 7260 - Classified Supervisors and Managers (adopted February 2018)

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5500—Definition~~

~~The Governing Board, upon recommendation of the Superintendent/President designates management, confidential, and supervisory positions in accordance with the laws, rules and regulations of the State of California.~~

~~Designated positions are listed as Appendix 5500 of the Governing Board Policies Handbook.~~

Adopted: May 10, 1989.

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7240

BP 7240 Confidential Employees

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Superintendent/President. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.

References: Government Code Section 3540.1(c)

Formerly Governing Board Policy 5500 – Definition of Management, Supervisory and Confidential Personnel; 5520 – Management Team Status; 5530 – MSC Rights and Responsibilities; and 5535 – Promotion, Transfer and Reassignment

Adopted: March 10, 1982 (for Policies 5520, 5530, 5535) and May 10, 1989 (for Policy 5500)

Revised: May 10, 1989 (for Policies 5520, 5530, 5535)

Revised, Renumbered and Adopted: October 25, 2017

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7260

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.

See also Board Policy/Administrative Procedure 7120 – Recruitment and Hiring, Administrative Procedure 7121 Recruitment and Hiring: Administrators and Managers, Board Policy/Administrative Procedure 7240 – Confidential Employees, and Board Policy/Administrative Procedure 7250 – 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



MONTEREY PENINSULA
COLLEGE

GOVERNING BOARD POLICIES

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

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

Renumbered, Revised and Adopted: February 21, 2018

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

Covered by Board Policy 7160 –
Professional Development
(adopted Sept 2016)

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

~~5581 – Professional Growth~~

~~Classified MSC personnel are eligible to participate in the profession growth program, which is found as Appendix 5581 of the Governing Board Policies Handbook.~~

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

Numbered and Re-adopted: May 10, 1989.

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7160

BP 7160 Professional Development

It is the intent of the District to maximize professional development opportunities for its employees.

See Administrative Procedure 7160 – Professional Development

References: ACCJC Accreditation Standard III.A.14

Adopted: September 28, 2016

Governing Board Agenda

March 13, 2018

President's Office
College Area

Special Business Agenda Item No. C

Proposal:

That the Governing Board review Administrative Procedure 7365 – Discipline and Dismissal: Classified Employees

Background:

An extensive update of Board policies is currently underway to reflect CCLC policy language and numbering structure. Administrative procedures for policy implementation are also being updated/developed. When finalized, the administrative procedures will be forwarded to the Board as an information item.

Administrative Procedure 7365 – Discipline and Dismissal: Classified Employees was recently completed for Board Policy 7365 which was adopted at the February 2018 meeting. The procedure has been reviewed by the President's Advisory Group, and approved by President's Cabinet.

Budgetary Implications:

None.

INFORMATION: Administrative Procedure: 7365 – Discipline and Dismissal

Recommended By:

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

Prepared By:

Shawn Anderson
Shawn Anderson, Assistant to the President

Agenda Approval:

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



AP 7365 Discipline and Dismissal: Classified Employees

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.

ADMINISTRATIVE PROCEDURES

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.

Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified service may include, but not be limited to oral reprimand, written reprimand, and the following:

- **Reduction in pay or demotion** – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct.
- **Suspension** – An employee may be suspended for disciplinary purposes without pay.
- **Discharge** – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, suspend, demote or terminate any employee holding a position in the classified service. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

ADMINISTRATIVE PROCEDURES

For classified employees suspended, demoted or discharged the District shall follow a pre-disciplinary procedure as follows:

Notice of Intent: Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, the employee shall be given a written notice of discipline which sets forth the following:

- The disciplinary action intended;
- The specific charges upon which the action is based;
- A factual summary of the grounds upon which the charges are based;
- A copy of all written materials, reports, or documents upon which the discipline is based;
- Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager;
- The date, time and person before whom the employee may respond in no less than five working days;
- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

Response by Employee

The employee shall have the right to respond to the Skelly Officer as designated by the District orally or in writing. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.

Final Notice

After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: 1) dismiss the notice of intent and take no disciplinary action against the employee; or 2) modify the intended disciplinary action; or 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:

- The disciplinary action taken;
- The effective date of the disciplinary action taken;
- Specific charges upon which the action is based;
- A factual summary of the facts upon which the charges are based;
- The written materials reports and documents upon which the disciplinary action is based;
- The employee's right to appeal.

Appeal and Request for Hearing

If a classified employee, having been issued the final notice of disciplinary action, wants to appeal the action, he/she shall within ten calendar days from the date of receipt of the notice,

ADMINISTRATIVE PROCEDURES

appeal to the Board of Trustees by filing a written answer to the charges and a request for hearing with the Chief Human Resources Officer.

Time for Hearing

The Board of Trustees shall, within a reasonable time from the filing of the appeal, commence the hearing. The Board may conduct the hearing itself, or it may secure the services of an Administrative Law Judge, or a hearing officer mutually selected by the District and the employee, to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final. The Board of Trustees may affirm, modify or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned his/her appeal. In this event, the Board may dismiss the appeal.

Record of Proceedings and Costs

All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter.

Conduct of the Hearing:

- The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.
- Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.
- Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.
- The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
- Irrelevant and unduly repetitious evidence may be excluded.
- The Board shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.
- During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.

Burden of Proof

In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

ADMINISTRATIVE PROCEDURES

Proceed with Hearing or Request for Continuance

Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

Testimony under Oath

All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:

“Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?”

Presentation of the Case

The hearing shall proceed in the following order unless the Board of Trustees, for special reason, directs otherwise:

- The party imposing discipline (District) shall be permitted to make an opening statement.
- The appealing party (employee) shall be permitted to make an opening statement.
- The District shall produce its evidence.
- The party appealing from such disciplinary action (employee) may then offer their evidence.
- The District followed by the appealing party (employee) may offer rebutting evidence.
- Closing arguments shall be permitted at the discretion of the Board of Trustees. The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Board may place a time limit on closing arguments. The Board or the parties may request the submission of written briefs in lieu of oral closing arguments. After the request for submittal of written briefs, the Board will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.

Procedure for the Parties

The District representative and the employee representative will address their remarks, including objections, to the Chair of the Board. Objections may be ruled upon summarily or argument may be permitted. The Board reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.

Right to Control Proceedings

While the parties are generally free to present their case in the order that they prefer, the Board reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct questioning of witnesses.



ADMINISTRATIVE PROCEDURES

Hearing Demeanor and Behavior

All parties and their attorneys or representatives shall maintain professional demeanor and behavior during the hearing.

Deliberation Upon the Case

The Board of Trustees should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision. The Board may deliberate at the close of the hearing or at a later fixed date and time. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the Board when it deliberates.

Written Findings, Conclusion, and Decision

The Board shall render its findings, conclusions and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Board on each material issue. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of a terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

Decision of the Board to be Final

The decision of the Board of Trustees in all cases shall be final.

Emergency Suspension

If an employee's conduct presents an immediate threat to the health and safety of the employee or others, the employee may be suspended without compliance with the provisions this procedure. However, as soon as possible after suspension, the employee shall be given notice as set forth herein. Nothing in the section precludes suspension pending dismissal if notice is given in accordance with this regulation.

Record Filed

When final action is taken, the documents shall be placed in the employee's personnel file.

Collective Bargaining Agreements

Employees who are part of a recognized bargaining unit shall be disciplined in compliance with the applicable collective bargaining agreement.



MONTEREY PENINSULA
COLLEGE

ADMINISTRATIVE PROCEDURES

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

President's Cabinet Approved: November 27, 2017

GOVERNING BOARD POLICIES

Chapter 7 Human Resources

7365

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.

See also the collective bargaining agreement for Classified Employees.

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

Formerly Board Policies 5430 – Suspension, Demotion and Dismissal and 5540 – 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: February 21, 2018

Monterey Peninsula Community College District

Governing Board Agenda

MARCH 13, 2018

Academic Affairs

College Area

Special Business Agenda Item No. D

Proposal:

That the Governing Board approves the Accreditation Follow-Up Report by Monterey Peninsula College 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 the Action Letter and External Evaluation Report from the ACCJC, documenting their findings regarding the College's application for reaffirmation of accreditation.


On March 13, 2018, Dr. Walt Tribley, Superintendent/President, and Ms. Kiran Kamath, Vice President of Academic Affairs and Accreditation Liaison Officer, will present the Governing Board with the final draft of the Accreditation Follow-Up Report for approval. The Accreditation Follow-Up Report is due to ACCJC no later than March 15, 2018.

Budgetary Implications:


None.

RESOLUTION: **BE IT RESOLVED**, that the Governing Board approves the final draft of the Accreditation Follow-Up Report for receipt by the ACCJC no later than March 15, 2018.

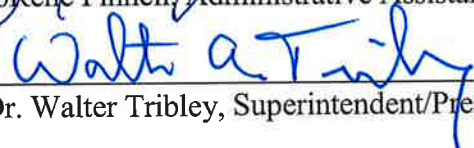
Recommended By:


Ms. Kiran Kamath, Vice-President for Academic Affairs

Prepared By:


Jo Rene Finnell, Administrative Assistant to VP of Academic Affairs

Agenda Approval:


Dr. Walter Tribley, Superintendent/President



FOLLOW-UP REPORT

Submitted by:

Monterey Peninsula College
980 Fremont Street
Monterey, California 93940

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 93940

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/review 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

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 ([I-01](#) Presidents Campus Email 02-07-17 ACCJC Findings Re MPC), and posted the Action Letter, the Public Disclosure Statement, and the External Evaluation Report, as required, on the College website ([I-02](#) MPC Accreditation Website).

The Action Letter and the External Evaluation Report were discussed on February 7, 2017 in President's Cabinet ([I-03](#) President's Cabinet Agenda 02-07-17) and in Cabinet Plus ([I-04](#) Cabinet Plus Agenda 03-30-17), which would serve as the steering committee for the Follow-Up Report. In anticipation of the Action Letter, the President discussed Cabinet assignments with cabinet members on February 2, 2017 ([I-05](#) President's Cabinet Agenda 02-02-17). 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 ([I-06](#) Accreditation Forum Packet 02-10-17, [I-07](#) Accreditation Forum PPT 02-10-17). The President met with the Associated Students of Monterey Peninsula College, and with community organizations such as the Rotary Club of Monterey and the Monterey County Business Council in March, 2017 to discuss the College's accreditation status and the plan to address all the Recommendations swiftly.

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 regularly between February 2017 and February 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 ([I-08](#) Cabinet Plus Agenda 05-16-17, [I-09](#) Cabinet Plus Agenda 11-21-17, [I-10](#) Cabinet Plus Agenda 02-27-18).

A progress update on the response to the Accreditation Recommendations has been the highest priority 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 Superintendent/President every month ([I-11](#) Board 03-22-17 Rec to Meet Standard Progress Report, [I-12](#) Board 03-22-17 Rec to Improve Progress Report, [I-13](#) Board 01-24-18 Rec to Meet Standard Progress Report, [I-14](#) Board 01-24-18 Rec to Improve Progress Report). This document was then posted on the accreditation webpage of the College to update the College community ([I-02](#) MPC Accreditation Website).

College committees and groups met and worked diligently through the year (February 2017 to March 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, Deans Council, and the Technology Committee ([I-15](#) AAAG Minutes 03-15-17). Discussions and updates on 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 February, 2018. It was then presented and discussed in the participatory governance groups in February. A partial draft was reviewed by the Board of Trustees on February 21, 2018, and the final report was reviewed and approved at a special meeting of the Board of Trustees on March 13, 2018.

Evidence:

[I-01](#) President's Campus Email 02-07-17 ACCJC Findings Re MPC

[I-02](#) MPC Accreditation Website

[I-03](#) President's Cabinet Agenda 02-07-17

[I-04](#) Cabinet Plus Agenda 03-30-17

[I-05](#) President's Cabinet Agenda 02-02-17

[I-06](#) Accreditation Forum Packet 02-10-17

[I-07](#) Accreditation Forum PPT 02-10-17

[I-08](#) Cabinet Plus Agenda 05-16-17

[I-09](#) Cabinet Plus Agenda 11-21-17

[I-10](#) Cabinet Plus Agenda 02-27-18

[I-11](#) Board 03-22-17 Rec to Meet Standard Progress Report

[I-12](#) Board 03-22-17 Rec to Improve Progress Report

[I-13](#) Board 01-24-18 Rec to Meet Standard Progress Report

[I-14](#) Board 01-24-18 Rec to Improve Progress Report

[I-15](#) AAAG Minutes 03-15-17

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, 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 to ALO for editing and finalizing the document.
October 31, 2017	Draft of additional responses to Recommendations completed, submitted electronically with evidence to ALO for editing and finalizing the document.
December 7, 2017	Draft of additional responses to Recommendations completed, submitted electronically with evidence 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 13, 2018	MPC Governing Board Special meeting to Review and Approve the Follow-Up Report

March 14, 2018	Submission of the Follow-Up Report to ACCJC
March 15, 2018	Follow-up Report due to ACCJC
April 9, 2018	Follow-up Accreditation Team Site Visit
June, 2018	ACCJC Meeting and Decision

RESPONSE TO THE COMMISSION ACTION LETTER

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 all the Recommendations – to meet the Standards as well as to improve institutional effectiveness.

Among the major accomplishments during the last thirteen months to address the Recommendations are:

- The College has developed and adopted a balanced budget in 2017-18, where ongoing revenues match ongoing 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 implemented the Enrollment Management System (EMS) software as a schedule planning tool and uses enrollment data to create schedules that are student-centered and fiscally efficient.
- The College has updated all its Board Policies and has established a regular review schedule for all Board Policies and Administrative Procedures.
- The College has clarified roles in the decision-making process and adopted a new *Resource Guide to Institutional Decision Making*.
- The College has created and institutionalized the necessary infrastructure for integrated planning and program review. 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 effective 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 and program review.
- The College has requested and received technical support on integrated planning from the Institutional Effectiveness Partnership Initiative (IEPI), and has received two of the three visits by the Partnership Resource Team (PRT).

- The College, with the support of the Learning Assessment Committee, has made great strides in completing outcomes assessment of courses, programs, and service areas, and has fully implemented the software program -- TracDat. All 100 percent of the instructional and student service programs, and 90.0 percent of the courses at the College have been assessed.
- The College has developed and implemented a new integrated planning model incorporating the results of assessment outcomes in program review, planning, resource requests and prioritization.
- The College has expanded services at the Fort Ord Center, which includes the Education Center at Marina and the Public Safety Training Center in Seaside. These services include increased access to counseling, financial aid services, health services, veterans assistance, and enrollment services. The College created a new position -- dean of student services-Marina -- to expand and oversee services to students at the Fort Ord Center. In addition, the College has increased position of the bilingual Categorical Services Coordinator to 100 percent from 60 percent.
- The College has increased “soft space” for students by remodeling the Marina Education Center. It has also added more classroom space to meet the growing demand.
- The College has fully addressed its network vulnerabilities and completed the Technology Disaster/Recovery Plan.
- The College has completed a preliminary comparison study of human resources staffing levels with other similar college districts. Some units of the College, such as the Library and the Marina Education Center have restructured or expanded administrative support positions to enhance support for students. As the College improves support for career and technical education, two new counselors were hired to focus on career technical education and pathways, and a professional expert was hired as a career pathways specialist in 2017. Over one third of the faculty have been newly hired since 2015.
- The College has increased administrative capacity by adding 3 new dean positions – dean of planning, research, and institutional effectiveness, dean of student services-Marina, and dean of instruction-career and technical education. The addition of a dean of instruction resulted in the reorganization of the responsibilities of all four the deans in the Office of Academic Affairs streamlining and focusing responsibilities, and improving support to programs and students.
- The College has filled two positions that were eliminated during the fiscal crisis of 2009 by hiring a director of safety and emergency preparedness, and a director of marketing and communications. The College also created the position of the vice president of advancement by incorporating the responsibilities of the executive director of the MPC Foundation, and enhancing its fundraising capacity. These positions have a positive impact on enrollment and the fiscal well-being of the college.

- The College has surveyed Library users and expanded its hours of operation through staffing reorganization to better serve our students and community.

This Follow-Up Report includes responses, along with evidence, to the seventeen Recommendations to meet the Standards. All the Recommendations have been met and the College is in full compliance with all the Standards.

**RESPONSE TO
RECOMMENDATIONS
TO MEET THE STANDARDS**

RECOMMENDATION 1

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 and disaggregation, analysis of learning and achievement data, and the identification and mitigation of performance gaps, Monterey Peninsula College has taken the following actions to address this Recommendation to meet the Standards:

1. The College has created and institutionalized 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. All 100 percent of the programs and 90.0 percent of the courses have been assessed.
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 additional 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 ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description; [R1-02](#) Job Announcement for Dean of PRIE; [R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE; [R1-04](#) Board Minutes 02-22-17 Associate Researcher Job Description; [R1-05](#) Job Announcement for Associate Researcher; [R1-06](#) Board Minutes 09-27-17 Approval to hire Associate Researcher; [R1-07](#) Board Minutes 08-23-17 Approval to hire Admin Asst III PRIE; [R1-08](#) Job Announcement for Admin Asst III PRIE; [R1-09](#) Board Agenda 11-29-17 Approval to hire Administrative Assistant III-PRIE)

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 all the assessment documentation 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 TracDat system with all SLOs, PLOs, and learning support services SAOs. For the campus wide TracDat launch during Flex in spring 2017, the College 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 ([R1-10](#) TracDat Pilot Invite Email). LAC used the feedback from these sessions to make improvements to the TracDat process and training materials ([R1-11](#) LAC Minutes 11-28-16 TracDat Pilot Debrief), and TracDat was rolled out to the campus during spring 2017 Flex ([R1-12](#) Spring 2017 Flex Workshops 01-19-17). 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 90.0 percent of its courses. ([R1-13](#) Course Assessment Dashboard screenshot).

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 ([R1-14](#) PLO Assessment Questionnaire Sample). 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 ([R1-15](#) Fall 2017 Flex Program Reflections Instructions):

- 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. ([R1-14 PLO Assessment Questionnaire Sample](#)). 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 offered workshops designed to help faculty with 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 mapping before engaging in cross-division mapping conversations. In fall 2017, members of the LAC trained faculty, representing 37 programs, who began the process of mapping outcomes ([R1-16 PLO Mapping Attendees Fall 2017](#)). The Public Safety and Nursing Divisions were among the first to complete their program assessments and report their results in TracDat ([R1-17 Public Safety Programs Assessment Report](#); [R1-18 School of Nursing Assessment Report](#)).

To accelerate progress, the LAC scheduled open lab hours on Fridays throughout the spring semester to provide time, space, and support for faculty working on program-level assessment ([R1-19 All Users Email 01-24-18 LAC Lab Hours](#)). In January 2018, the Superintendent/President asked the LAC to develop a plan to complete the assessment of all degree and certificate programs in the College Catalog. After discussion in the LAC, Academic Senate, College participatory groups, and with input from members of the IEPI Partnership Resource Team visiting MPC to provide support for improvements, the LAC recommended a plan to complete all program assessments by March 5, 2018 to the Superintendent/President ([R1-20 Program Assessment Implementation Plan 02-14-18](#), [R1-21 LAC Recommendation of Program Assessment Plan 02-14-18 Email to Superintendent/President](#)). The Superintendent/President presented the plan to the Governing Board, and the Board approved the plan at its February 2018 meeting. At the time of submitting this Follow-Up Report, 100 percent of the programs at the College

have been assessed. ([R1-22](#) Program Assessment College wide summary, [R1-23](#) Board Agenda 02-21-18).

Student Services began using TracDat to document the 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. All 100 percent of the student services programs have been assessed.

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)* ([R1-24](#) Resource Guide 2017-2018). 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 based on educational goals, student demographics, and course attributes such as instructional modality, campus location, and time ([R1-25](#) Defining Student Subpopulations for Disaggregation).

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 ([R1-26](#) Five Year Retention and Success Trends Dashboard).
- 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 ([R1-27](#) MPC Online Education Dashboard).

Additional dashboards that support disaggregation of student achievement data continue to be developed in 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 outcomes 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 ([R1-28](#) LAC Minutes 02-27-17, [R1-29](#) LAC Minutes 04-10-17, [R1-30](#) PRIE Minutes 04-17-17, [R1-31](#) PRIE Minutes 07-17-17, [R1-32](#) PRIE Minutes 08-11-17), 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 ([R1-33](#) Disaggregation of SLO Data in Canvas Pilot Concept). 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 ([R1-34](#) Email 01-03-18 Initial Canvas Pilot Results). 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 ([R1-35](#) Defining and Mitigating Performance Gaps). To evaluate the effectiveness of strategies implemented to mitigate performance gaps, the College will use the evaluation instrument developed by the PRIE Committee ([R1-36](#) Process Evaluation Survey Instrument Fall 2017).

As the Office of PRIE 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 ([R1-26](#) Five Year Retention and Success Trends Dashboard, [R1-27](#) MPC Online Education Dashboard). 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 and the College is in full compliance with the Standards.

Evidence:

- [R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD
- [R1-02](#) Job Announcement Dean of PRIE
- [R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE
- [R1-04](#) Board Minutes 02-22-17 Associate Researcher Job Description
- [R1-05](#) Job Announcement Associate Researcher
- [R1-06](#) Board Minutes 09-27-17 Approval to hire Associate Researcher
- [R1-07](#) Board Minutes 08-23-17 Approval to hire Admin Asst PRIE
- [R1-08](#) Job Announcement Admin Asst PRIE
- [R1-09](#) Board Minutes 11-29-17 Approval to hire Admin Asst PRIE
- [R1-10](#) TracDat Pilot Invite 11-07-16 Email
- [R1-11](#) LAC Minutes 11-28-16 TracDat Pilot Debrief
- [R1-12](#) Spring 2017 Flex Workshops 01-19-17
- [R1-13](#) Course Assessment Dashboard
- [R1-14](#) PLO Assessment Questionnaire Sample
- [R1-15](#) Fall 2017 Flex Program Reflections Instructions
- [R1-16](#) Fall 2017 PLO Mapping Attendees
- [R1-17](#) Public Safety Programs Assessment Report
- [R1-18](#) School of Nursing Program Assessment Report
- [R1-19](#) All Users Email 01-24-18 LAC Lab Hours
- [R1-20](#) Program Assessment Implementation Plan 02-14-18
- [R1-21](#) LAC Recommendation of Program Assessment Plan 02-14-18
- [R1-22](#) Program Assessment College wide summary
- [R1-23](#) Board Agenda 02-21-18 Approval of PLO Plan
- [R1-24](#) Resource Guide 2017-18
- [R1-25](#) Defining Student Subpopulations for Disaggregation
- [R1-26](#) Five Year Retention and Success Trends Dashboard
- [R1-27](#) MPC Online Education Dashboard
- [R1-28](#) LAC Minutes 02-27-17
- [R1-29](#) LAC Minutes 04-10-17
- [R1-30](#) PRIE Minutes 04-17-17
- [R1-31](#) PRIE Minutes 07-17-17
- [R1-32](#) PRIE Minutes 08-11-17
- [R1-33](#) Disaggregation of SLO Data in Canvas Pilot Concept
- [R1-34](#) Email 01-03-18 Initial Canvas Pilot Results
- [R1-35](#) Defining and Mitigating Performance Gaps
- [R1-36](#) Process Evaluation Survey Instrument Fall 2017

RECOMMENDATION 2

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College develop a process and calendar to assess College's progress and planning processes in a timely manner.

(Standards I.B.2, I.B.7, II.A.1, II.A.3, IV.A.6, ER 9, ER 11)

Resolution of the Recommendation:

After reviewing its practices related to the evaluation of progress and planning processes, the College developed and implemented improved structures, procedures, resources, and tools for the timely and systematic assessment of both progress and planning processes. The following is a summary of actions taken to address this Recommendation and meet the Standards:

1. The College has created and institutionalized the necessary organizational infrastructure to oversee planning, research, and institutional effectiveness; and strengthen accountability for planning and evaluation. 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 assessment of progress and planning processes.
2. Through participatory governance, the College has created the Planning, Research and Institutional Effectiveness (PRIE) Committee in fall 2016. The PRIE Committee supports the development and communication of expectations and timelines for the assessment of institutional progress and planning processes.
3. The PRIE Committee has developed and piloted procedures and tools to assess the effectiveness of institutional progress and planning processes.

Actions Taken to Address the Recommendation:

1. The College created and institutionalized the necessary organizational infrastructure to oversee planning, research, and institutional effectiveness; and strengthen accountability for planning and evaluation.

The Superintendent/President spearheaded the process to establish the Office of Planning, Research, and Institutional Effectiveness (PRIE) within the College's organizational structure. In February 2017, the Governing Board approved the creation of a new position - dean of planning, research, and institutional effectiveness (PRIE) - to provide

administrative leadership for integrated planning and assessment, including the timely and systematic assessment of progress and planning processes ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description, [R1-02](#) Job Announcement Dean of PRIE, [R1-03](#) Board Minutes 05-31-17 Approval of Hiring Catherine Webb Dean of PRIE interim).

The Office of PRIE, along with the new dean of PRIE and new support staff, began providing oversight for the planning processes and monitored progress in fall 2017. The Interim dean of PRIE was hired effective July 1, 2017.

2. Through participatory governance, the College created the Planning, Research, and Institutional Effectiveness (PRIE) Committee in fall 2016.

Among the actions the College took to strengthen accountability related to the assessment of progress and planning processes, it created the Planning, Research, and Institutional Effectiveness (PRIE) Committee. The PRIE Committee was created in fall 2016 after the College adopted the *Resource Guide to Institutional Decision Making (Resource Guide)*. As stated in the *Resource Guide*, the PRIE Committee's charge includes guiding MPC's planning processes and overseeing the assessment of institutional processes. The PRIE Committee began meeting twice a month since March 2017 ([R2-01](#) PRIE Committee Charge from Resource Guide).

In fall 2016, prior to the formation of the PRIE Committee, the College included general evaluation procedures and timelines for its primary decision-making processes in the *Resource Guide* ([R2-02](#) Evaluating the Resource Guide pg. 5). To further clarify and expand on these expectations, once the PRIE Committee was formed, it developed a ten-year planning and evaluation calendar that communicates evaluation cycles for all major institutional processes and planning documents ([R2-03](#) Planning and Evaluation Calendar 2017-2018 to 2027-2028). The calendar includes a color-coded scheme to help distinguish between progress evaluations, process evaluations, and ongoing performance/progress monitoring. The Office of PRIE maintains the calendar and notifies responsible parties when processes or planning documents they are responsible for are entering an evaluation cycle.

3. The PRIE Committee developed and piloted procedures and tools to assess the effectiveness of institutional progress and planning processes.

The PRIE Committee developed three evaluation tools to support the timely and systematic assessment of institutional progress and planning processes: a pre-implementation readiness checklist, a process evaluation survey, and a set of questions to help evaluate progress towards achieving the goal or outcome.

- The *Readiness Checklist* ([R2-04](#) Process Readiness Checklist fall 2017) helps to confirm that elements critical to the success of the process are in place before the process begins (for example measurable goals, measures of success, evaluation plans, supporting documentation, and communication plans).
- The *Process Evaluation Survey* ([R2-05](#) Process Evaluation Survey Instrument fall 2017) is administered to individuals who have participated in an institutional process. The results of the survey help to frame discussions about how to improve the experience and gather suggestions from those directly familiar with the process.
- The *Progress Evaluation Questions* ([R2-06](#) Progress Evaluation Questions fall 2017) provide a framework to assess progress towards measurable goals/outcomes and document lessons learned that could lead to improvements in future evaluation cycles.

The three tools can work together or separately to ensure effectiveness of the process and monitor progress. The PRIE Committee has been prototyping each tool in order to assess and improve its effectiveness:

- The PRIE Committee prototyped the Readiness Checklist prior to launching the fall 2017 Annual Program Review Update/Action Plan process. The discussion about the checklist led to several pre-implementation improvements (including developing a stronger communication plan and clarifying the goals of the process) ([R2-07](#) PRIE Committee Minutes 11-06-17).
- The Process Evaluation Survey was tested with College personnel who had participated in the process to update the Technology Plan. The PRIE Office compiled the survey results and facilitated a discussion with the Technology Committee about the strengths and areas for improvement in the Technology Plan process. Members of the Technology Committee provided feedback on the survey instrument. The PRIE Committee used this feedback to improve the survey instrument for future use ([R2-08](#) Process Evaluation Survey Tech Plan Results Summary, [R2-09](#) Tech Committee Minutes 10-13-17, [R2-10](#) PRIE Committee Minutes 10-16-17).
- The Progress Evaluation Questions will be tested during a formative evaluation of the new Resource Prioritization and Allocation process in spring 2018, and as the College evaluates progress towards specific longer-term goals and metrics (e.g. IEPI goals, Success Equity goals, etc.) ([R2-11](#) PRIE Committee Minutes 03-05-18).

All three tools have been incorporated in the draft *Integrated Planning Handbook*, for easy access by the College at large.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD

[R1-02](#) Job Announcement Dean of PRIE

[R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE interim

[R2-01](#) PRIE Committee Charge, *Resource Guide* pg. 25

[R2-02](#) Evaluating the Resource Guide pg. 5

[R2-03](#) Planning and Evaluation Calendar

[R2-04](#) Process Readiness Checklist fall 2017

[R2-05](#) Process Evaluation Survey Instrument fall 2017

[R2-06](#) Progress Evaluation Questions fall 2017

[R2-07](#) PRIE Committee Minutes 11-06-17

[R2-08](#) Process Evaluation Survey Tech Plan Results Summary

[R2-09](#) Tech Committee Minutes 10-13-17

[R2-10](#) PRIE Committee Minutes 10-16-17

[R2-11](#) PRIE Committee Minutes 3-5-18

RECOMMENDATION 3

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College attain the sustainability level per the ACCJC rubric for Student Learning Outcomes (SLO) assessment by raising the percentage of courses for which SLOs have been evaluated and increasing the percentage of programs that have had PLOs assessed. To do so, the team recommends that the College complete the implementation of their planning and outcomes assessment software as identified by their QFE1 and begin to assess learning outcomes for all instructional programs and student and learning support services as well as disaggregating and analyzing learning outcomes and achievement data for subpopulation of students. (Standards I.B.2, I.B.6, I.C.1, I.C.3, II.A.3, II.A.11, ER 11)

Resolution of the Recommendation:

After reviewing practices and progress related to learning outcomes assessment, the College has taken the following actions to address this Recommendation to meet the Standards:

1. The College has completed the implementation of its outcomes assessment software (TracDat), and now uses the TracDat system to document assessment of learning outcomes for all instructional programs and student and learning support services.
2. The College has significantly raised the percentage of courses for which SLOs have been assessed from 46.9 percent in October 2016 to 90.0 percent at the time of submitting this Follow-Up Report, and has simultaneously taken steps to establish practices to attain and maintain the sustainability level.
3. The Learning Assessment Committee has developed effective practices and training for program-level assessment to support faculty with mapping course outcomes and assessing PLOs. The College has increased the number of programs that have PLOs assessed. At the time of submitting this report, 100 percent of the College's instructional and student support programs have been assessed.
4. The Office of PRIE and the PRIE Committee have developed new tools to support the disaggregation of student achievement data and are engaged in a pilot test on the disaggregation of student learning data.

Actions Taken to Address the Recommendation to Meet Standards:

1. The College has completed the implementation of TracDat to document the assessment of learning outcomes for all instructional programs and student and learning support services.

As discussed in the response to Recommendation 1, the College finished transitioning the assessment process to TracDat in late fall 2016. Effective January 2017, the College began using 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 assessment of SLOs, PLOs, and SAOs for all instructional programs, and student learning and support services. The team also populated the system with all the SLOs, PLOs, and learning support service SAOs. For the campus wide TracDat launch during Flex in spring 2017, the College began with 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 ease of use ([R1-10](#) TracDat Pilot Invite 11-07-16 Email). LAC used the feedback from these sessions to make improvements to the TracDat process and training materials ([R1-11](#) LAC Minutes 11-28-16 TracDat Pilot Debrief), and TracDat was rolled out to the campus during spring 2017 Flex ([R1-12](#) Spring 2017 Flex Workshops 01-19-17 TracDat Rollout, [R3-01](#) Fall 2017 Flex Workshop 08-16-17, [R3-02](#) Spring 2018 Flex Day Workshop 01-18-18). The College accelerated its course-level assessment schedule over the course of the 2017 calendar year, with the goal of reaching 100 percent assessment in

every discipline by the end of fall 2017. At the time of writing this report, the College has assessed 90.0 percent of all its courses ([R1-13](#) Course Assessment Dashboard).

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 ([R1-15](#) Fall 2017 Flex Program Reflections Instructions). LAC hosted several workshops for faculty during the fall 2017 semester on how to map course-level SLOs to individual PLOs in TracDat for the purpose of assessment. More detailed information about these workshops and progress related to program-level assessment is provided below in section 3. 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. (This is discussed in more detail in the response to Recommendation 9.)

2. The College has significantly raised the percentage of courses for which SLOs have been assessed and has simultaneously taken steps to establish sustainable assessment practices.

The College has made significant progress towards achieving the sustainability level of the ACCJC rubric for SLO assessment, which sets the expectation that colleges assess 100 percent of their active courses (and programs) on an ongoing basis. MPC has addressed this expectation by steadily increasing the number of active courses that have been assessed (numerator), while also reviewing curriculum to streamline the number of active courses (denominator) in the Catalog ([R3-03](#) AAAG Minutes 02-15-17). It is important to note that the Learning Assessment Committee has established an ongoing cycle of assessment, where each course will be assessed at least once in a two-year cycle in order to maintain the sustainability level per the ACCJC rubric for Student Learning Outcome assessment ([R3-03](#) AAAG Minutes 02-15-17 , [R3-04](#) MPC Cycle of Course and Program Assessment, [R3-05](#) Student Learning Outcomes/Reflections Website).

The table below shows the progress reported at the monthly meetings of Cabinet Plus chaired by the Superintendent/President. Subsequently, the Superintendent/President provided a monthly progress report on courses assessed to the Governing Board as part of monthly Accreditation Update.

Monthly Assessment Progress

Month	Courses Assessed (Numerator)	Total Active Courses in the 2017-18 Catalog (Denominator)	Percentage of Courses Assessed
October 2016	664	1417	46.9%
March 2017	724	1378	52.5%
April 2017	707	1223	57.8%
May 2017	745	1194	62.4%
June 2017	760	1159	65.6%
July 2017	772	1157	66.7%
August 2017	814	1156	70.4%
September 2017	868	1156	75.1%
October 2017	900	1156	77.9%
November 2017	940	1156	81.3%
December 2017	1004	1156	86.9%
January 2018	1022	1156	88.4%
February 2018	1028	1156	88.9%
March 2018	1041	1156	90.0%

Source: Progress Grid for Recommendation to Meet Standard, 02/17 - 02/18

The College continued to address both the number of active courses that have been assessed (numerator) and the number of active courses in the Catalog (denominator) through the spring 2017 and fall 2017 semesters. At the February 15, 2017 meeting of AAAG, the members adopted the guideline that “if a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be *archived* in CurricUNET and deleted from the Chancellor’s Office inventory” ([R3-03](#) AAAG Minutes 02-15-17). At its August 14, 2017 meeting, AAAG reaffirmed its commitment to this guideline and recommended to the VPAA that only assessed courses should be included in the 2018 Catalog and scheduled thereafter ([R3-06](#) AAAG Minutes 08-14-17, [R3-07](#) Courses not assessed). To ensure that new courses and courses scheduled for the upcoming academic year were assessed, the discipline faculty were asked to identify the semester in which the course would be next be offered and schedule the assessment for that semester. Per a College wide agreement reached in spring 2016, only assessed courses will be scheduled beginning with the fall 2018 semester ([R3-08](#) Systematic Plan for Assessment spring 2016). Some unique courses that are offered on request, such as independent study and cooperative work

experience courses tailored to specific industry or program needs will be assessed only when offered, and may therefore not be assessed within the two-year cycle adopted by the College.

In addition to assessing all active courses and *attaining* the level of sustainability, the College understands that it must *maintain* this level of sustainability as a regular and ongoing practice. The College has taken several concrete actions to do so:

- The recently approved job description for the dean of PRIE documents that this dean is the lead administrator responsible for outcomes assessment (including ongoing maintenance of the TracDat system), program review, and integrated planning to provide seamless integration of all these activities ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description, [R1-02](#) Job Announcement Dean of PRIE, [R1-03](#) Board Minutes 05-31-17 Approval of Hiring Dean of PRIE Catherine Webb) . To further facilitate this work, the Superintendent/President appointed the Interim Dean of PRIE as the administrative co-chair of the Learning Assessment Committee in fall 2017.
- The LAC has established a two-year cycle of assessment at the course level. Every course will be assessed at least once in two years. Program-level assessment will take place in the fifth year. Results from these assessments will be included in the comprehensive program review which will take place in the sixth year. This cycle establishes a streamlined system and process for every unit in the College to follow, while achieving Sustainable Continuous Quality Improvement (SCQI) ([R3-04](#) MPC Cycle of Course and Program Assessment).
- The LAC has enhanced its TracDat training and support resources. It has developed additional instructional videos and documentation. These stand-alone resources, available from the College website, can be shared with faculty unable to attend in-person trainings ([R3-05](#) Student Learning Outcomes/Reflections Website). Faculty may also request individual support by emailing TracDatSupport@mpc.edu. Email support requests are monitored by staff in the Office of PRIE with the assistance of members of the LAC. The LAC continues to host hands-on workshops during Flex Days each semester--spring 2017, fall 2017 and spring 2018 ([R1-12](#) Spring 2017 Flex Workshops 01-19-17 TracDat Rollout, [R3-01](#) Fall 2017 Flex Workshop 08-16-17 Assessment Jubilee with TracDat, [R3-02](#) Spring 2018 Flex Day Workshop 01-18-18 Outcome mapping: Planning PLO and Drop-in).

The Office of PRIE developed a course assessment dashboard to enable the College to track progress towards the goal of 100 percent course-level assessment and quickly identify divisions, disciplines, and courses where additional progress was necessary ([R1-13](#) Course Assessment Dashboard, [R3-09](#) Course assessment by Division, [R3-10](#) Course assessment by discipline).

- In spring 2016, key groups at the College – Academic Senate, LAC and Academic Affairs Advisory Group (AAAG) - agreed that only assessed courses will be scheduled effective the fall 2018 semester ([R3-08](#) Systematic Plan for Assessment spring 2016). At the February 15, 2017 meeting of AAAG, the members adopted the guideline that “if a course has not been offered in the last two years, and if it is not being scheduled and offered within the next academic year, it should be archived in CurricUNET and deleted from the Chancellor’s Office” ([R3-03](#) AAAG Minutes 02-15-17 Discussion of Strategy for Increasing Course Assessment). The Academic Affairs Advisory Group reaffirmed at the beginning of the fall 2017 semester, during a discussion on course assessment and class scheduling timelines, that only assessed courses would be scheduled effective fall 2018 ([R3-06](#) AAAG Minutes 08-14-17 Reaffirmation of agreement to schedule only assessed courses).
 - In fall 2016, each Division completed a course assessment plan documenting when (and if known, by whom) courses in each of its discipline will be assessed over the course of a two-year cycle ([R3-11](#) Business assessment plan, [R3-12](#) English as a Second Language assessment plan, [R3-13](#) School of Nursing assessment plan). These plans are used to configure user permissions and cycles of assessment in TracDat. Effective spring 2018, staff in the Office of PRIE are following up with Division Chairs at the beginning of each semester to determine if there are any adjustments to the assessment plan. This check-in serves as a reminder of the Division’s upcoming assessments for the semester, and allows Division Chairs to make any adjustments to the plan warranted by changes in curriculum, course scheduling, or staffing.
 - The College has clearly documented and strengthened the integration of SLO assessment results into program review and institutional planning. Beginning with the 2017-18 annual planning cycle, the Annual Program Review Update includes a review of student learning assessment results and achievement data ([R1-15](#) Fall 2017 Flex Program Reflections Instructions). Results of this review are to be used to support resource requests during the Resource Prioritization and Allocation process ([R3-14](#) Resource Prioritization and Allocation (RPA) Process). The first cycle of this process began in November 2017. (Details are included in the response to Recommendation 4.)
3. The Learning Assessment Committee has developed effective practices and training for program-level assessment to support faculty with the mapping outcomes and assessing PLOs.

At the time of preparing the 2016 ISER, MPC's approach to program-level assessment was through dialogue in "Program Reflections" that focused on a GEO or an SLO common across multiple disciplines. While these dialogues allowed for rich discussion to close planning loops, they did not reliably and consistently generate assessment results for the official program-level learning outcomes (PLOs) as published in the Catalog. In many areas, program assessment took the form of a discipline assessment, rather than an assessment of learning outcomes of individual degrees and certificates. Additionally, some degree and certificate programs included a GEO as their sole PLO. To address these deficiencies, the College determined that all practices related to program-level assessment needed to be amended to create strong and direct links to individual degrees and certificates.

As the first step towards this goal, the Learning Assessment Committee (LAC) recommended and launched a new cycle of assessment at the fall 2016 flex days. LAC's cycle of assessment clarifies the relationship between course-level assessment, program-level assessment, and discipline wide program review ([R3-04 MPC Cycle of Course and Program Assessment](#)). However, the LAC recognized that meaningful and authentic assessment of PLOs would require course-level assessments to be completed first. As the College accelerated its progress on course-level assessment in spring 2017 and fall 2017, the LAC began laying the foundation for meaningful and consistent assessment of PLOs for all degrees and certificates.

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 ([R1-15 Fall 2017 Flex Program Reflections Instructions](#)):

- First, faculty were and asked to review the PLOs for every degree and/or certificate program in their discipline, and document changes that should be reflected in the 2018-19 College 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. ([R1-14 PLO Assessment Questionnaire Sample](#)). 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 College 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 offered workshops designed to help faculty with 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 mapping before engaging in cross-division mapping conversations. In fall 2017, members of the LAC trained faculty, representing 37 programs, who began the process of mapping outcomes ([R1-16](#) Fall 2017 PLO Mapping Attendees). The Public Safety and Nursing Divisions were among the first to complete their program assessments and report their results in TracDat ([R1-17](#) Public Safety Programs Assessment Report, [R1-18](#) School of Nursing Program Assessment Report).

To accelerate progress, the LAC scheduled open lab hours on Fridays throughout the spring semester to provide time, space, and support for faculty working on program-level assessment ([R1-19](#) All Users Email 01-24-18 LAC Lab Hours). In January 2018, the Superintendent/President asked the Learning Assessment Committee to develop a plan to complete the assessment of all degree and certificate programs in the College Catalog. After discussion in the LAC, Academic Senate, campus participatory groups, and with input from members of the IEPI Partnership Resource Team visiting MPC to provide support for improvements, the LAC recommended a plan to complete all program assessments by March 5, 2018 to the Superintendent/President ([R1-20](#) Program Assessment Implementation Plan 02-14-18, [R1-21](#) LAC Recommendation of Program Assessment Plan 02-14-18 Superintendent/President). The Superintendent/President presented the plan to the Governing Board, and the Board approved the plan at its February 2018 meeting ([R1-23](#) Board Agenda 02-21-18)

At the time this report was submitted, 100 percent of the programs have been assessed. ([R1-22](#) Programs Assessment college wide summary, [R3-15](#) Programs Assessment by Division).

4. The Office of PRIE and the PRIE Committee have developed new tools to support the disaggregation of student achievement data and are engaged in a pilot test on the disaggregation of student learning data.

As discussed in the response to Recommendation 1, the College has taken several actions to establish and improve practices related to the disaggregation of student learning and achievement data for relevant subpopulations of students. These actions include:

- Developing and recommending a list of subpopulations relevant to the College mission to establish a consistent definition and understanding of disaggregation ([R1-25](#) Defining Student Subpopulations for Disaggregation);
- Improving the availability of resources for disaggregating student achievement data ([R1-19](#) All Users Email 01-24-18 LAC Lab Hours, [R1-20](#) Program Assessment Implementation Plan 01-22-18, [R1-26](#) Five Year Retention and Success Trends Dashboard);
- Testing methods for collecting data on SLO assessments for individual students using information from both Canvas and TracDat ([R1-27](#) MPC Online Education Dashboard, [R1-32](#) PRIE Minutes 08-11-17, [R1-33](#) Disaggregation of SLO Data in Canvas Pilot Concept). The PRIE committee and the LAC will evaluate the results of the pilot completed in fall 2017 during the spring 2018 semester to determine next steps.

A more detailed description of the College's actions to improve disaggregation of student learning and achievement data and integrate analysis into planning can be found in the response to Recommendation 1.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

- [R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description
- [R1-02](#) Job Announcement Dean of PRIE
- [R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE
- [R1-10](#) TracDat Pilot Invite 11-07-16 Email
- [R1-11](#) LAC Minutes 11-28-16 TracDat Pilot Debrief
- [R1-12](#) Spring 2017 Flex Workshops 01-19-17
- [R1-13](#) Course Assessment Dashboard
- [R1-14](#) PLO Assessment Questionnaire Sample
- [R1-15](#) Fall 2017 Flex Program Reflections Instructions
- [R1-17](#) Public Safety Programs Assessment Report
- [R1-18](#) School of Nursing Program Assessment Report
- [R1-19](#) All Users Email 01-24-18 LAC Lab Hours
- [R1-20](#) Program Assessment Implementation Plan 02-14-18
- [R1-21](#) LAC Recommendation of Program Assessment Plan 02-14-18
- [R1-22](#) Programs Assessment college wide summary
- [R1-23](#) Board Agenda 02-21-18 PLO Plan

[R1-25](#) Defining Student Subpopulations for Disaggregation
[R1-26](#) Five Year Retention and Success Trends Dashboard
[R1-27](#) MPC Online Education Dashboard
[R1-32](#) PRIE Minutes 08-11-17
[R1-33](#) Disaggregation of SLO Data in Canvas Pilot Concept

[R3-01](#) Fall 2017 Flex Workshop 08-16-17
[R3-02](#) Spring 2018 Flex Day Workshop 01-18-18 ~~in~~
[R3-03](#) AAAG Minutes 02-15-17
[R3-04](#) MPC Cycle of Course and Program Assessment
[R3-05](#) Student Learning Outcomes/Reflections Website
[R3-06](#) AAAG Minutes 08-14-17
[R3-07](#) Courses not assessed
[R3-08](#) Systematic Plan for Assessment spring 2016
[R3-09](#) Course assessment by Division
[R3-10](#) Course assessment by discipline
[R3-11](#) Business assessment plan
[R3-12](#) English as a Second Language assessment plan
[R3-13](#) School of Nursing assessment plan
[R3-14](#) Resource Prioritization and Allocation Process
[R3-15](#) Programs Assessment by Division

RECOMMENDATION 4

Recommendation Identified by the Commission:

In order to meet the Standards, the College needs to engage in continuous, broad-based, systematic evaluation, and planning. The institution needs to integrate program review, planning, and resource prioritization and allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality.

Institutional planning needs to be linked to short-range and long-range needs based on assessment of student learning and student achievement data. (Standards I.B.2, I.B.4, I.B.7, I.B.9, I.C.3, II.A.1, II.A.3, III.D.2, IV.A.6, IV.B.3, ER 11, and ER19)

Resolution of the Recommendation:

After a thorough review of College practices related to program review, institutional planning, resource prioritization and allocation, the College has taken the following actions to address the Recommendation to meet the Standards:

1. The College has strengthened accountability and capacity for program review, integrated planning, and assessment by creating and institutionalizing the Office of Planning, Research, and Institutional Effectiveness (PRIE) to provide leadership and oversight. The PRIE Committee was also created through the participatory governance process and collaborates closely with the Office of PRIE.
2. The PRIE Committee has developed a new model for integrated planning to incorporate assessment, program review, planning, implementation and evaluation, while reinforcing continuous improvement focused on the mission of the College and on student success.
3. The PRIE Committee has developed and recommended an improved process for resource prioritization and allocation that clearly integrates the results of the assessment of student learning and achievement data into program review and the annual budget development cycle.
4. The Office of PRIE has developed improved tools for visualizing and disaggregating student achievement data and other key performance indicators to support more informed planning and data-driven decision-making across the College.

Actions Taken to Address the Recommendation:

1. The College has strengthened accountability and capacity for program review, integrated planning, and assessment by creating and institutionalizing the Office of Planning, Research, and Institutional Effectiveness (PRIE) to provide leadership and oversight. The PRIE Committee was also created through the participatory governance process and collaborates closely with the Office of PRIE.

The College took several actions to strengthen accountability and capacity for its systematic program review, planning, and evaluation processes. The Planning, Research, and Institutional Effectiveness (PRIE) Committee was constituted in fall 2016 with the College wide adoption of the *Resource Guide to Institutional Decision Making (Resource Guide)*. As stated in the *Resource Guide*, the PRIE Committee is charged with guiding integrated planning, providing support for program review (in collaboration with the Academic Senate), and assessing the effectiveness of decision-making and planning at the College ([R2-01](#) PRIE Committee Charge, *Resource Guide to Institutional Decision-Making*, pg. 25). The members of the PRIE Committee include the Academic Senate president, Classified Union president, and vice presidents of Academic Affairs, Student Services, and Administrative Services, the dean of PRIE, director of Institutional Research, director of Information Services, a representative from the Learning Assessment Committee, and faculty from Academic Affairs and Student Services. This cross-functional and representative committee helps to ensure consideration of various perspectives in planning decisions, and supports effective communication about program review, planning, and evaluation processes with College constituent groups. In March, 2017, the Superintendent/President convened the PRIE Committee, which meets regularly, twice a month.

At the first meeting, members of the PRIE Committee established shared norms for Committee operations, including a commitment to becoming an institutional effectiveness expert ([R4-01](#) PRIE Committee Group Norms Adopted 03-07-17 Affirmed 08-21-17). By adopting this norm, each committee member agreed to learn about institutional effectiveness and integrated planning in order to speak confidently with their constituencies about the Committee's work and recommendations. In support of this commitment, nine of the Committee's 14 members attended an Institutional Effectiveness Partnership Initiative (IEPI) Integrated Planning workshop in April 2017 ([R4-02](#) PRIE Minutes 05-01-17 IEPI Integrated Planning Workshop Debrief Item 2).

In addition, the Superintendent/President established the institutional infrastructure to support systematic program review, integrated planning, and resource prioritization and

allocation by creating the Office of Planning, Research, and Institutional Effectiveness. In February 2017, the Governing Board approved the creation of a new position, dean of planning, research, and institutional effectiveness (PRIE), to provide administrative oversight for program review, integrated planning, and assessment, including the timely and systematic assessment of progress and planning processes ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description, [R1-03](#) Board Minutes 05-31-17 Approval of Hiring Catherine Webb Dean of PRIE interim) The Dean of PRIE reports directly to the Superintendent/President and serves as the administrative tri-chair of the PRIE Committee to ensure coordination and integration of efforts related to College wide planning. An Interim dean of PRIE was hired effective July, 2017.

In addition to this voluminous work already in progress at the College, the Superintendent/President submitted a letter of interest to the IEPI in April, 2017 to request technical assistance on systematic planning processes to link program review, planning, and resource prioritization and allocation ([R4-03](#) MPC Letter of Interest for an IEPI PRT). A Partnership Resource Team (PRT) visited the College in early December, 2017 to gather information related to the areas of focus identified in the Superintendent/President's letter of interest. The PRT returned in February, 2018 to provide feedback and suggestions for MPC's Innovation and Effectiveness Plan, which will focus on strategies to further improve program review, integrated planning and proactive decision-making at the College ([R4-04](#) PRT Menu of Options; [R4-05](#) Draft Innovation and Effectiveness Plan).

2. The PRIE Committee has developed a new model of integrated planning to incorporate assessment, program review, planning, implementation and evaluation, while reinforcing continuous improvement focused on the mission of the College and on student success.

After reviewing the College's integrated planning model in light of the IEPI Integrated Planning workshop in April 2017, the PRIE Committee determined that better visual representation of the relationship between planning, implementation, and evaluation processes would help the College frame its discussions and reinforce the expectation of continuous, mission-focused improvement. The new Integrated Planning Model presents the steps in the integrated planning process and emphasizes their connection to the College mission and Education Master Plan ([R4-06](#) MPC Integrated Planning Model 2017). By design, dates and timelines are omitted, in order to emphasize that both short and long-term planning processes should include these consistent activities ([R4-07](#) PRIE Committee Minutes 08-21-17).

The Integrated Planning Model is designed to be used in conjunction with other PRIE resources. The 10-year Planning and Evaluation Calendar communicates planning and

evaluation timelines for major institutional processes and planning documents ([R2-03](#) Planning and Evaluation Calendar). Evaluation tools such as the readiness checklist and evaluation instruments support consistent and systematic assessment of planning-related activities ([R2-04](#) Process Readiness Checklist fall 2017, [R2-05](#) Process Evaluation Survey Instrument fall 2017, [R2-06](#) Progress Evaluation Questions fall 2017). More information about the calendar and evaluation tools can be found in the responses to Recommendation 2 (evaluation tools) and Recommendation 22 (calendar, evaluation tools). The new Integrated Planning Model also strengthens the expectation that continuous improvement should be driven by the mission and informed by data. To support this expectation, the Office of PRIE has developed additional tools to access and analyze student learning and achievement data, and other key indicators of institutional effectiveness. Data tools and methods of integrating data into planning activities are discussed in detail in sections 3 and 4 below. All of the resources developed by the PRIE Committee are being incorporated into the new *Integrated Planning Handbook (Planning Handbook)* ([R4-10](#) Integrated Planning Handbook draft) and linked to the PRIE website and intranet sites ([R4-08](#) PRIE Integrated Planning Website, [R4-09](#) PRIE Intranet Site), so that they are easily accessible to all College personnel.

3. The PRIE Committee has developed and recommended an improved process for resource prioritization and allocation that clearly integrates the results of the assessment of student learning and achievement data into program review and the annual budget development cycle.

In spring 2017, the PRIE Committee developed a new process for prioritizing resource requests that emerge from program review and analysis of student learning and achievement data ([R3-14](#) Resource Prioritization and Allocation Process). The new Resource Prioritization and Allocation (RPA) process integrates program review, planning, and prioritization of needs with resource allocation and budget development. The RPA process is a comprehensive cycle intended to support the College mission and lead to improved institutional effectiveness and academic quality by linking both short and long-term planning to the analysis of key performance indicators, including student learning and student achievement data.

The PRIE Committee developed the RPA process collaboratively, incorporating feedback gathered from the Academic Senate and College operational groups throughout the latter half of the spring 2017 semester. The PRIE Committee finalized the RPA process and recommended its adoption to the Superintendent/President at their June 2017 meeting. At the same time, committee members also identified several steps that could strengthen communication of the new RPA process, including a narrative description of the process and clear timelines for each step ([R4-11](#) PRIE Committee Minutes 06-19-17). Two small

work groups were tasked with continuing this progress through summer and fall 2017. As of spring 2018, both documents (narrative description and timeline) are in draft form. The narrative description ([R4-12 Narrative Description of RPA Process Draft](#)) will be updated and finalized after receiving evaluation feedback from the College about the first activity in the RPA process. The timeline ([R4-13 Timeline for RPA Process Draft](#)) will be updated with additional feedback from the Budget Committee and aligned with the budget development calendar ([R4-14 Budget Development Calendar](#)). The PRIE Committee anticipates that both documents will be finalized in spring 2018 semester as the budget development process gets underway.

The first step in the RPA process is the Annual Program Review Update/Action Plan. Prior to the 2017-18 academic year, each department in the College completed its action plans early in the spring semester. This timing made it difficult for the College to connect resource requests that emerged from action plans with budget development. In addition, the annual Program Review Update and Action Plans were completed as Word documents, making it difficult to extract information to integrate with planning and resource allocation activities. Finally, the completed action plans did not always include clear and specific links to student learning and achievement data or other key indicators of institutional effectiveness.

To address these concerns, the PRIE Committee developed and launched a new Annual Program Review Update/Action Plan process in late Fall 2017. The new process has been designed as a transitional step between the old process and Nuventive Impact, the integrated planning tool from the company that provides TracDat. The transitional process was carefully designed to mirror the development of the Impact site to minimize the changes that will be necessary for the final move into Impact.

For the 2017-18 process, the PRIE Office staff shared a Google Drive folder with each College department/unit that contained:

- An instruction/reference sheet ([R4-15 Annual Program Review fall 2017 Instructions](#));
- An Annual Program Review Update/Action Plan spreadsheet customized with goals/plans submitted during the previous cycle ([R4-16 Annual Program Review Sample](#));
- A Data Review worksheet ([R4-17 Data Review Worksheet](#)) and;
- SLO and/or SAO assessment results for the department. ([R4-18 SLO assessment report Sample](#))

In order to complete the Annual Program Review Update/Action Plan, each department was asked to:

- Review student learning or service area outcomes data, student achievement data, and/or other relevant data in order to identify trends or gaps;
- Identify emerging areas of need based on a review of student learning data, student achievement data, and other relevant indicators following prompts on a Data Review worksheet;
- Document progress toward goals and action plans identified in prior program reviews;
- Identify, categorize, and prioritize resources needed to make continued progress towards goals and/or mitigate performance gaps identified during data review; and,
- Align goals and action plans with institutional goals, objectives, and/or major planning documents.

The first cycle of the new Annual Program Review Update/Action Plan process was in progress at the time this report was written, so the PRIE Committee has not yet had the opportunity to conduct a full evaluation of its effectiveness. However, based on feedback received from College personnel during the development process, the PRIE Committee anticipates that the new process will improve communication and collaboration related to planning and resource allocation. The new process includes an explicit expectation of ongoing communication about needs and priorities at different levels of the institutional structure (e.g., department, Division, Dean/Manager). The process also requires Deans/Managers to provide feedback to departments about resource requests that were not funded. This feedback can be used for further dialogue, inform the upcoming planning cycle, and identify long-term trends of unfunded needs. In addition, the template for the Annual Program Review Update/Action Plan form was intentionally designed as a spreadsheet with preset categories for resource types, Action Plan statuses, priority levels, and links to institutional goals, objectives, and plans. This functionality will allow staff in the Office of PRIE to extract and sort departmental plans to support institution-level analysis and resource allocation discussions. PRIE Office staff will present its first report of the College wide themes emerging from the Annual Program Review Update/Action Plan to the PRIE Committee **in March 2018.**

The PRIE Committee will evaluate the effectiveness of the Annual Program Review Update/Action Plan process in March 2018 using the Process Evaluation instrument described in the response to Recommendation 2. The Committee will use the results of the evaluation to make improvements to the process and inform the transition of all integrated planning processes (including processes for comprehensive program review and the new annual program review update/action plan) into Nuventive Impact. The Office of PRIE

anticipates the transition into Nuventive Impact will be completed prior to fall 2018, in time for the 2018-19 planning cycle.

4. The Office of PRIE has developed improved tools for visualizing and disaggregating student achievement data and other key performance indicators to support more informed planning and data-driven decision-making across the College.

In fall 2017, the Office of PRIE expanded its capacity for research and data analysis by hiring an associate researcher and acquiring a new tool for data visualization and analysis - Microsoft PowerBI. The Office of PRIE used the tool to create and publish data dashboards to inform discussion and decision-making related to assessment, program review, planning, resource prioritization, and performance monitoring. The dashboards include clear visualizations that filter and “slice” College-level data to the level of a Division, discipline, or course, as requested. Depending on the purpose of the dashboard, it may also include slicers to disaggregate data by subpopulations of students relevant to the College mission ([R4-19](#) List of Subpopulations for Disaggregation).

College wide dashboards are currently hosted on the PRIE intranet site ([R4-20](#) Data Dashboards PRIE Intranet). To date, staff in the Office of PRIE have developed dashboards for analysis of enrollment trends, student demographics, retention and success trends, program completion trends, and comparison of online and face-to-face modalities ([R4-21](#) Online Dashboard Table of Contents, [R4-22](#) Course Success & Retention Trends). Dashboards have also been created to inform discussion and analysis around specific planning activities (e.g., Faculty Prioritization) and areas for performance monitoring (e.g., Course Assessment goals). The Office of PRIE has also developed a dashboard that supports more extensive analysis of the 2017 Student Success Scorecard ([R4-23](#) Scorecard Table of Contents, [R4-24](#) Sample Basic Skills Math). Where applicable, the visualizations include links to Institution-Set Standards for course success for the purposes of reference and comparison.

The dashboards have improved the ability of individual faculty, staff, and administrators to access data for planning. For example, prior to fall 2017, division chairs had to request data from the director of institutional research while developing their faculty prioritization request. The director of institutional research would then prepare data for the individual division or department. For the 2017 faculty prioritization process, the director of institutional research was able to prepare a set of dashboards tailored to the questions in the request form that could be sliced by division, discipline, or course. Division chairs then accessed the dashboards to retrieve data to support their requests, only relying on the director of institutional research to respond to questions about their analysis. Similarly, the

PRIE Committee included links to existing dashboards in the Data Review worksheet used in the Annual Program Review Update/Action Plan process.

The Office of PRIE continues to develop additional data dashboards for program review, planning, and assessment. Although the existing dashboards have only been in use for a short time, they have already increased access to, and awareness of, relevant data in institutional planning discussions. The College anticipates that by developing and integrating additional data tools into processes at the institutional and departmental levels, it will continue to see marked improvement in the effectiveness of planning and resource allocation practices.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD

[R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE interim

[R2-01](#) PRIE Committee Charge, *Resource*, pg. 25

[R2-03](#) Planning and Evaluation Calendar

[R2-04](#) Process Readiness Checklist fall 2017

[R2-05](#) Process Evaluation Survey Instrument fall 2017

[R2-06](#) Progress Evaluation Questions fall 2017

[R3-15](#) Resource Prioritization and Allocation Process

[R4-01](#) PRIE Committee Group Norms Adopted 03-07-17

[R4-02](#) PRIE Minutes 05-01-17 IEPI Integrated Planning

[R4-03](#) MPC Letter of Interest for an IEPI PRT

[R4-04](#) PRT Menu of Options

[R4-05](#) Draft Innovation and Effectiveness Plan

[R4-06](#) MPC Integrated Planning Model 2017

[R4-07](#) PRIE Committee Minutes 08-21-17

[R4-08](#) PRIE Integrated Planning Website

[R4-09](#) PRIE Intranet Homepage

[R4-10](#) Integrated Planning Handbook (DRAFT)

[R4-11](#) PRIE Committee Minutes 06-19-17

[R4-12](#) Narrative Description of RPA Process Draft

- [R4-13](#) Timeline for RPA Process Draft
- [R4-14](#) Budget Development Calendar
- [R4-15](#) Annual Program Review fall 2017 Instructions
- [R4-16](#) Annual Program Review PRIE Sample
- [R4-17](#) Data Review Worksheet
- [R4-18](#) SLO assessment report Sample
- [R4-19](#) List of Subpopulations for Disaggregation
- [R4-20](#) Data Dashboards PRIE Intranet
- [R4-21](#) Online Dashboard Table of Contents
- [R4-22](#) Course Success & Retention Trends
- [R4-23](#) Scorecard Table of Contents
- [R4-24](#) Sample Basic Skills Math

RECOMMENDATION 5

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 ([R5-01 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” ([R5-02 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” ([R5-03 Student Complaint and Grievance Procedures Webpage](#), [R5-04 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 ([R5-05 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 ([R5-06 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 Office of Human Resources 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 and the College is in full compliance with the Standards.

Evidence:

[R5-01](#) AP 5530

[R5-02](#) MPC College Catalog 2017-18 pg. 55-57

[R5-03](#) Student Complaint and Grievance Procedures Webpage

[R5-04](#) Student Complaint Form

[R5-05](#) Student Complaint Log Template

[R5-06](#) Student Complaint Log Form 2010-16

RECOMMENDATION 8

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, and 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 2017-18 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. 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.

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 ([R8-01](#) Library Survey Instrument for students, [R8-02](#) Library Survey Instrument for Staff and Faculty, [R8-03](#) Library Survey Instrument for Community Users).

Surveys were then administered to all students, regardless of location as well as faculty, staff, and community users ([R8-04](#) 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 is 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. Used the survey results to inform the Library’s “Program Reflections on Student Learning” process--including establishing Library goals for the 2017-18 academic year.

The survey responses included quantitative data for items with Likert scales and qualitative data from open-ended comments ([R8-05](#) 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 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 ([R8-06](#) 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. 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.

In response to the need for longer library hours that emerged from the survey results, the Library staff, faculty, and dean collaborated to reorganize the staffing and adjust staff schedules to better meet service needs and expanded Library hours effective fall 2017 ([R8-07](#) 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 College Information Technology 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 the dean and Administrative Services to explore potential funding sources to support the request.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R8-01](#) Library Survey Instrument for Students

[R8-02](#) Library Survey Instrument for Staff and Faculty

[R8-03](#) Library Survey Instrument for Community Users

[R8-04](#) Email invitation to participate

[R8-05](#) Summary of survey results

[R8-06](#) Program Reflections Form on Student Learning Fall 2017

[R8-07](#) Announcement of Expanded Library Hours Fall 2017

RECOMMENDATION 9

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College improve its evaluation process of student support and learning services to include discussion of services offered at all centers and for distance education based on robust Service Area Outcomes and SLO assessments that lead to quality improvement of student support programs and services in support of the College's mission. (Standards II.C.1, II.C.2)

Resolution of the Recommendation:

The College conducted a full review of all student support and learning services provided to students at all campuses and for online/distance education students. The evaluation process of student support and learning services at all campuses, including online, was based on a robust assessment of SAOs and SLOs that has improved student support programs and services in support of the College's mission. The following is a summary of actions taken to address this Recommendation and meet the Standards:

1. Students at all campus locations (Monterey, Marina Education Center, Seaside Public Safety Training Center, and Online) were surveyed to determine their awareness of, their satisfaction with, and their needs for student support and learning services.
2. Student Services programs reviewed their Student Learning Outcomes and adopted an additional, robust, division wide Service Area Outcome (SAO) that specifically addresses the provision of student support and learning services to all students regardless of the campus location or mode of instruction.
3. To ensure continuous quality improvement, the campus wide program review template has been redesigned. Student Services conducted an in depth evaluation of its services at all four College locations, including online.
4. The College has expanded services at the Fort Ord Center, which includes the Education Center at Marina and the Public Safety Training Center in Seaside, for continuous quality improvement.

Actions Taken to Address the Recommendation:

1. Students at all campus locations (Monterey, Marina Education Center, Seaside Public Safety Training Center, and Online) were surveyed to determine their awareness of, their satisfaction with, and their needs for student support and learning services.

Student Services collaborated with the Office of Planning, Research, and Institutional Effectiveness (PRIE) to develop a survey instrument to assess student awareness and usage of existing student services, student satisfaction with the existing levels of service, and student demand for additional services. The survey was conducted between September 11, 2017 and October 1, 2017. The invitation to complete the survey was sent to all students registered in fall 2017 classes (excluding contract education classes). A total of 7,524 students were invited to complete the survey, and 1,220 or 16.21 percent responded. Every Student Service program reviewed and incorporated the results of this survey in their annual service area outcome assessments and discussed service delivery at each college location ([R9-01 Student Services Survey fall 2017](#), [R9-02 Student Services Survey Results fall 2017](#), [R9-03 Marina Annual Program Review Update Instruction Form](#), [R9-04 Annual Program Review Update and Action Plan Sample](#)).

The survey results indicated that students at the Education Center at Marina, the Public Safety Training Center, and online had limited awareness of the services being offered at those campuses. In fact, students at the Education Center at Marina and online students requested some services that were already being offered at those locations. The College is therefore widely promoting the services being offered at these locations to improve student awareness. The results of the survey also indicated that students who used the services provided were quite satisfied with services at the Monterey, Education Center at Marina, and online campuses. The number of responses at the Public Safety Training Center were too low to be statistically relevant.

The College had already begun enhancing student support services at the Education Center at Marina and for online students to match the increases in scheduling. Counseling support was increased at the Education Center at Marina and included evening hours, almost doubling the total number of hours a week that a counselor is on site from six hours a week to eleven hours a week ([R9-05 Counseling Hours at Marina Flyer, spring 2017](#), [R9-06 Counseling Hours at Marina Flyer fall 2017](#), [R9-07 Marina Counseling Report March 2017](#)).

Online services and support have been enhanced to include a series of online student success workshops offered through the *Student Lingo* platform, promotion of the Crisis Text Line initiative sponsored by the California Community College Chancellor's Office, development of a Student Wellness Service program that provides comprehensive mental health support to students, and *Kognito* training for faculty, staff, and students to learn how to help someone in crisis. Additionally, the College has implemented *Cranium Café* – online counseling support that provides live video counseling. Eighty (80) of the counselors have received training in online counseling and have been using *Cranium Café*

since fall 2017 ([R9-08](#) Student Lingo Flyer, [R9-09](#) Crisis Text Line Card, [R9-10](#) Student Wellness Service Flyer, [R9-11](#) Kognito Flyer, [R9-12](#) Online Counseling Screenshot).

2. Student Services programs reviewed their Student Learning Outcomes and adopted an additional, robust, division wide Service Area Outcome (SAO) that specifically addresses the provision of student support and learning services to all students regardless of the campus location or mode of instruction.

The new SAO is: “To provide RICH services, regardless of location or means of delivery, and students will be informed, engaged, and connected with the campus community” ([R9-13](#) All Student Services SAO).

At the all-day retreat, the group committed to providing services to students with Respect, Integrity, Commitment, and Heart (RICH). The acronym RICH was developed during a robust discussion about our core values for delivering services to students at an All Student Services Staff Retreat.

3. To ensure continuous quality improvement, the campus wide program review template has been redesigned. Student Services conducted an in depth evaluation of its services at all four College locations, including online.

The Student Services Annual Program Review process was reviewed and new processes and templates were developed by the Office of PRIE with the implementation of the TracDat at the College. Student Service SAO planning and assessment results are now entered in TracDat. The program review process now includes a review and assessment of a program's service delivery at all College locations. The process includes a Data Review and Reflection Form that guides programs to review their data and analyze patterns and trends before determining program goals and plans. The last step of the process is identifying resources required to address the goals and plans ([R9-03](#) Marina Annual Program Review Update Instruction Form, [R9-04](#) Sample Marina Annual Program Review).

The interim dean of PRIE was invited to an All Student Services Meeting on May 5, 2017. The dean of PRIE provided an overview of the transition in progress from documenting Program Reflections and annual updates in the old system of using a Microsoft Word document to the new system of uploading information in the electronic tool - TracDat. The discussion included an overview of the program review calendar, the assessment cycle, the program review template, and a review of the current Student Service SAOs, as well as the need to include an evaluation of the delivery of student services at our four College campuses - Monterey, Marina, PSTC, and Online ([R9-14](#) Student Services

Program Review Timeline, [R9-15](#) Student Services Electronic Resources Table November 2017).

Student Services has formed a Student Services Program Review Template Development Team to review and revise the student services program review template to ensure that it includes the results of assessing all the student services SAOs and student services and learning support at all our College campuses. The Student Services Program Review Template Development Team includes two representatives who also serve on the PRIE committee that is updating and reviewing the campus wide Program Review processes and templates at MPC ([R9-16](#) TracDat Screen Shot student services).

4. The College has expanded services at the Fort Ord Center, which includes the Education Center at Marina and the Public Safety Training Center in Seaside, for continuous quality improvement.

As a result of robust discussion and evaluation of service area outcomes, Student Services has expanded the services offered at the Fort Ord Center.

Representatives from a variety of student services regularly provide additional and expanded support. This includes representatives from Counseling, Student Financial Services, Student Health Services, and Assessment Testing ([R9-6](#) Counseling Marina Flyer, [R9-17](#) Health Services Oct Marina Flyer, [R9-18](#) Health Services Today Marina Flyer, [R9-19](#) Assessment Calendar Marina, [R9-20](#) Assessment Testing Location Sign Marina, [R9-21](#) 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 Education Center in Marina. 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 ([R9-12](#) Online Counseling; [R9-22](#) 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 ([R9-21](#) Financial Aid Services Marina).

Student Health Services is a new service provided on-site at the Education Center in Marina ([R9-17](#) Health Services Oct Marina; [R9-18](#) Marina Health Services Today Marina). The Campus Nurse provides three hours of coverage each month at the Education Center in Marina. 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 Education Center in Marina 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 ([R9-23 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 Education Center in Marina, a variety of measures have been taken to ensure that students as well as staff/faculty at the Education Center in Marina 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. ([R9-24 Marina Student Services Calendar](#); [R9-25 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. ([R9-26 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. ([R9-27 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 ([R9-28 Grad Guru Flyer Marina](#)).
- 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. ([R9-29](#) Email to Faculty Marina; [R9-30](#) Transfer Awareness Banner Marina; [R9-31](#) Student Services Poster Marina; [R9-32](#) Dreamers Banner Marina)

- Portable sidewalk signs are updated regularly with flyers and notices to keep students informed and engaged ([R9-23](#) Sidewalk sign).

The daily operations and administrative leadership of the Education Center in Marina was transitioned from the Office of Academic Affairs to the Office of Student Services effective July 2017 to enhance the supervision of student support and services at the locations that comprise the Fort Ord Center. The College created a new position - dean of student services, Marina – and hired a new dean effective July 2017. The office of the dean is located at the Education Center in Marina to enable the dean to provide onsite supervision of the operations of student support and learning services at the Center ([R9-33](#) Board Agenda 01-2-17 Dean of Student Services/Marina JD, [R9-34](#) Board Minutes 01-25-17 Dean of Student Services/Marina JD, [R9-35](#) Board Agenda 06-29-17 Hiring of the Dean of Student Services/Marina, [R9-36](#) Board Minutes 06-29-17 Approval to hire Dean of Student Service/Marina).

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 services processes, and provide initial and general support across all areas of student services. The position of bilingual Categorical Services Coordinator was expanded from 60 percent to 100 percent to better serve students.

The Public Safety Training Center in Seaside has a full time director of public safety and a full time unit office manager onsite to serve students.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

- [R9-01](#) Student Services Survey fall 2017
- [R9-02](#) Student Services Survey Results fall 2017
- [R9-03](#) Marina Annual Program Review Instructions
- [R9-04](#) Sample Marina Annual Program Review
- [R9-05](#) Counseling Hours at Marina Flyer, spring 2017
- [R9-06](#) Counseling Hours at Marina Flyer, fall 2017
- [R9-07](#) Marina Counseling Report March 2017
- [R9-08](#) StudentLingo Flyer
- [R9-09](#) Crisis Text Line Card
- [R9-10](#) Student Wellness Service Flyer
- [R9-11](#) Kognito Flyer
- [R9-12](#) Online Counseling Screenshot
- [R9-13](#) All Student Services SAO
- [R9-14](#) Student Services Program Review Calendar/Timeline
- [R9-15](#) Student Services Resources November 2017
- [R9-16](#) TracDat Student Services sample
- [R9-17](#) Health Services Oct Marina Flyer
- [R9-18](#) Health Services Today Marina Flyer
- [R9-19](#) Assessment Calendar Marina
- [R9-20](#) Assessment Testing Location Sign Marina
- [R9-21](#) Financial Aid Services Marina
- [R9-22](#) Ask a Counselor screenshot
- [R9-23](#) Sidewalk Sign
- [R9-24](#) Marina Student Services Calendar
- [R9-25](#) Marina Student Services Webpage
- [R9-26](#) Calendar for Bulletin Boards
- [R9-27](#) Student Services Banner Marina
- [R9-28](#) Grad Guru Flyer Marina
- [R9-29](#) Email to Faculty Marina
- [R9-30](#) Transfer Awareness Banner Marina
- [R9-31](#) Student Services Poster Marina
- [R9-32](#) Dreamers Banner Marina
- [R9-33](#) Board Agenda 01-2-17 Dean of Student Services/Marina JD
- [R9-34](#) Board Minutes 01-25-17 Dean of Student Services/Marina JD
- [R9-35](#) Board Agenda 06-29-17 Hiring Dean of Student Services/Marina
- [R9-36](#) Board Minutes 06-29-17 Approval to hire Dean of Student Service/Marina

RECOMMENDATION 13

Recommendation identified by the Commission:

In order to meet the Standards, the team recommends that the College create a Human Resources staffing plan to ensure that staffing levels and assignments for faculty, staff and administrators are sufficient and appropriately distributed to support the institution's mission and purpose and are interwoven into a larger integrated planning process of the college. (Standards III.A.9, III.A.10, and ER8)

Resolution of the Recommendation:

The College has worked to ensure that staffing levels and assignments for faculty, staff, and administrators are sufficient and appropriately distributed to support the mission of the College through a variety of institutional processes, and has interwoven human resource needs in the recently adopted integrated planning model. The following is a summary of actions taken to address this Recommendation and meet the Standards:

1. The Associate Dean of Human Resources worked with consultants from the Collaborative Brain Trust to complete a human resources study on staffing in comparable colleges in order to lay the foundation for a staffing plan at the College.
2. The recently adopted integrated planning model has interwoven staffing needs among the resource requests in the electronic tool-TracDat.
3. After discussions in participatory governance groups and approval by the Board of Trustees, administrative, faculty and staff capacity has been sufficiently enhanced to better support and implement the mission of the College.

Actions Taken to Address the Recommendation:

1. The Associate Dean of Human Resources worked with consultants from the Collaborative Brain Trust to complete a human resources study on staffing in comparable colleges in order to lay the foundation for a staffing plan at the College.

The College initially researched the human resources staffing plans of other similar colleges (El Camino College, Moreno Valley College, and Mira Costa College).

After Governing Board approval in June 2017, the College contracted with the Collaborative Brain Trust Consulting Firm (CBT) to study the staffing levels of comparable colleges as foundational information to create a College staffing plan ([R13-01 Board Agenda Item 06-29-17 Approve CBT Contract](#)). This study included the staffing levels of educational administrators, tenure and tenure-track faculty, academic temporary

faculty, classified managers and supervisors, classified, and classified confidentials at Monterey Peninsula College and at comparison colleges over the past five academic years -- from 2012-13 to 2016-17.

Comparison colleges were identified based on a similar number of annual Full-Time Equivalent Students (FTES) and were all single-college districts. The study includes the following single-college districts: Gavilan Joint Community College District, Hartnell Community College District, Napa Community College District, and Shasta-Tehama-Trinity Community College District. Cabrillo Community College District was also included as an “informational district” due to its geographic proximity to Monterey Peninsula College.

The MPC team, comprising of the associate dean of human resources, human resource analyst, interim dean of planning, research, and institutional effectiveness, and the director of institutional research, participated in discussions with the CBT consultants to review the scope of the study, the data to be included, and the preliminary findings ([R13-02](#) Email 07-26-17 HR Staffing Plan).

CBT gathered data from the California Community Colleges Data Mart. Due to differences in the manner in which colleges categorize and report personnel, a more thorough analysis of the positions categorized as classified administrators was required. While many colleges report line managers as classified administrators, Monterey Peninsula College categorizes these personnel as classified staff according to the instructions in the Data Element Dictionary, EBO7 Occupational Activity ([R13-03](#) EB07 Employee EE06 Occupational Activity).

The contract and timeline with CBT were modified to further research the title of the positions and the number of positions the comparison colleges employed as supervisors and line managers, in order to complete an accurate and comparable analysis. Additional efforts were also made to contact individuals at the comparison colleges to further verify the data ([R13-04](#) CBT MPC 10-05-17 HR Staffing Plan contract addendum, [R13-05](#) Email 11-14-17 to Shasta College, [R13-06](#) email 11-16-17 Shasta CCD Position Checklist).

CBT continued to collect additional data from the comparison colleges pertaining to supervisors and line managers. The final draft of the study will be shared with the participatory governance groups in **March**, 2018 ([R13-07](#) Email 11-30-17 Preliminary Staffing Plan Phase 1 Final, [R13-08](#) MPC Preliminary Staffing Study). (**need update draft**)

This comparative staffing study will provide the foundational information for the College's human resources staffing plan. A variety of environmental or external factors will influence the final staffing plan of the College. These external factors include the Chancellor's Office *Vision for Success* released in fall 2017, and the Governor's proposed budget with the new funding formula scheduled to go into effect in July 2018. These external factors will need to be incorporated in the College's next Educational Master Plan, which will determine the final staffing plan and other plans, such as the facilities plan, at the College.

2. The recently adopted integrated planning model has interwoven staffing needs among the resource requests in the electronic tool-TracDat.

The College has integrated assessment, program review, planning, and resource – requests, prioritization and allocation in the recently adopted integrated planning model. All units in the College completing the program review and planning process are asked to indicate what resources may be required to accomplish the objective listed for the unit in TracDat. The resource need may include human resources among other resources such as professional development, technology, and physical resources.

As stated in the response to Recommendation 4, there is a process to request, prioritize, allocate, and communicate the decision regarding the allocation of resources ([R4-15](#) Annual Program Review Instructions) in the new model. All the human resource requests are documented and compiled in TracDat, giving the College a list of positions requested, and enabling discussion and action in the appropriate group or committee at the College.

3. After discussions in participatory governance groups and approval by the Board of Trustees, administrative, faculty and staff capacity has been sufficiently enhanced to better support and implement the mission of the College.

The Accreditation Exit Report of the team that visited the College in October 2016 stated that “the College has had difficulty maintaining high-level administrative staff” and that the College “has not filled a vacant facilities director position”. The Exit Report also noted that the administrator hiring procedure was not updated and listed this as Recommendation 12 to Improve Quality. The administrative procedure for *Recruitment and Hiring: Administrators and Managers (AP 7121)* has since been updated and is posted on the website. ([R13-09](#) Board Policies Website)

Based on the current needs, state mandates, and the mission of the College the following positions have been added.

As stated in the response to Recommendation 1, the Office of Planning, Research, and Institutional Effectiveness was created along with a new dean position, a new research analyst position, and a new administrative assistant position ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description; [R1-02](#) Job Announcement for Dean of PRIE; [R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE; [R1-04](#) Board Minutes 02-22-17 Associate Researcher Job Description; [R1-05](#) Job Announcement for Associate Researcher; [R1-06](#) Board Minutes 09-27-17 Approval to hire Associate Researcher; [R1-07](#) Board Minutes 08-23-17 Approval to hire Admin Asst III PRIE; [R1-08](#) Job Announcement for Admin Asst III PRIE; [R1-09](#) Board Agenda 11-29-17 Approval to hire Administrative Assistant III-PRIE). All three new positions were filled during the 2017-18 academic year.

As stated in the response to Recommendation 9, the position of dean of student services-Marina was created and filled effective July, 2017 to expand student services and other services in the Fort Ord Center. The dean is located on-site at the Education Center in Marina ([R9-33](#) Board Agenda 01-2-17 Dean of Student Services/Marina JD, [R9-34](#) Board Minutes 01-25-17 Dean of Student Services/Marina JD, [R9-35](#) Board Agenda 06-29-17 Hiring of the Dean of Student Services/Marina, [R9-36](#) Board Minutes 06-29-17 Approval to hire Dean of Student Service/Marina). The position of the bilingual categorical services coordinator at the Education Center in Marina was expanded from 60 percent to 100 percent to increase coverage and enhance support for students.

As a result of the state's Strong Workforce Program and the mandate to enhance career technical education in community colleges, the College created the position of an instructional dean for career technical education. The new dean was hired effective July 2017 ([R13-10](#) Board Agenda 01-25-17 Dean of Instruction CTE JD, [R13-11](#) Board Minutes 01-25-17 Dean of Instruction CTE JD, [R13-12](#) Board Agenda 06-29-17 Approval Hire Dean of Instruction CTE, [R13-13](#) Board Minutes 06-29-17 Approval Hire Dean of Instruction CTE). Two new counselors were also hired during the 2017-18 with half their assignments focused on career technical education. In addition, a professional expert was hired as a career pathways specialist in 2017-18.

Two positions that were eliminated during the fiscal crisis of 2009 were hired during the 2017-18 academic year. The job descriptions of director of security and emergency operations and the director of marketing and communications were updated and the positions were filled. Prior to hiring these two directors, these responsibilities were accomplished through contracts ([R13-14](#) Board Agenda 11-26-16 Director of Marketing Position and Job Description, [R13-15](#) Board Minutes 11-26-16 Director of Marketing Position and Job Description, [R13-16](#) Board Agenda 09-27-17 Approval Hire Director of Marketing Steve Napoleon, [R13-17](#) Board Agenda 03-22-17 Director of Security Position and Job Description, [R13-18](#) Board Minutes 03-22-17 Director of Security Position and

Job Description, [R13-19](#) Board Agenda 05-31-17 Approval Hire Director of Security Jo Anna Butron). The position of director of facilities has not yet been replaced with a permanent college employee. The responsibilities are addressed by a contract supervisor and the facilities operations supervisor.

The position of vice president of advancement was created, expanding the responsibilities of the previous MPC Foundation position of executive director of advancement, and institutionalizing the position within the College ([R13-20](#) Board Minutes 11-16-17 VP of Advancement JD, [R13-21](#) Board Minutes 06-29-17 Approve to hire VP of Advancement). This position is responsible for grant development and fundraising, expanding the fund raising capacity of the College.

As a result of the prioritization of new faculty requests in 2015-16, 2016-17, and 2017-18 in the Academic Affairs Advisory Group (AAAG) and the approval of the Superintendent/President, 12 faculty positions were approved to be hired for the 2016-17 academic year ([R13-22](#) AAAG Minutes 10-21-15, [R13-23](#) Faculty Summary 2015), 10 faculty positions were approved to be hired for the 2017-18 academic year ([R13-24](#) AAAG Minutes 11-09-16, [R13-25](#) Faculty Summary 2016), and 11 faculty positions have been approved to be hired for the 2018-19 academic year ([R13-26](#) AAAG Minutes 11-15-17, [R13-27](#) Faculty Summary 2017). This faculty prioritization is based on a rubric developed and recommended by AAAG to the VPAA. The rubric includes criteria such as student demand, program need, retirements, and environmental factors. One-third of the faculty at the College have been newly hired since 2015.

The College has been engaged in discussions to reorganize units to address the sufficiency and appropriate distribution of personnel as well as improve support and services to students and programs. With the addition of the position of dean of instruction-career technical education, the Office of Academic Affairs was able to reorganize the four deans of instruction and assign them focused areas of responsibility, while improving administrative capacity and services ([R13-28](#) VPAA Org Chart 2017-18). The new structure consists of the dean of instruction-liberal arts, dean of instruction-STEM, dean of instruction-career technical education, and dean of instruction-library, learning resources, and online education.

The dean, librarians, and staff in the Library discussed a potential staffing reorganization in the Library in spring 2017. They recommended a fiscally efficient plan to the Superintendent/President to reorganize the staff, while expanding the hours of service in the Library effective fall 2017. The approved plan is being implemented.

Whenever there is a retirement, the College carefully evaluates whether the position should be filled or not, and whether it should be filled with changes to the assignment. This process is reflected in the Request to Fill form ([R13-29](#) RTF Form).

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD

[R1-02](#) Job Announcement Dean of PRIE

[R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE

[R1-04](#) Board Minutes 02-22-17 Associate Researcher Job Description

[R1-05](#) Job Announcement Associate Researcher

[R1-06](#) Board Minutes 09-27-17 Approval to hire Associate Researcher

[R1-07](#) Board Minutes 08-23-17 Approval to hire Admin Asst PRIE

[R1-08](#) Job Announcement Admin Asst PRIE

[R1-09](#) Board Minutes 11-29-17 Approval to hire Admin Asst PRIE

[R4-15](#) PRIE Annual Program Review Instructions

[R9-33](#) Board Agenda 01-2-517 Dean of Student Services/Marina JD

[R9-34](#) Board Minutes 01-25-17 Dean of Student Services/Marina JD

[R9-35](#) Board Agenda 06-29-17 Hiring Dean of Student Services/Marina

[R9-36](#) Board Minutes 06-29-17 Approval to hire Dean of Student Service/Marina

[R13-01](#) Board Agenda Item 06-29-17 Approving the CBT Contract

[R13-02](#) Email 07-26-17 HR Staffing Plan

[R13-03](#) EB07 Employee EE06 Occupational Activity

[R13-04](#) CBT MPC 10-05-17 HR Staffing Plan contract addendum

[R13-05](#) Email 11-14-17 to Shasta College

[R13-06](#) email 11-16-17 Shasta CCD Position Checklist

[R13-07](#) Email 11-30-17 Preliminary Staffing Plan

[R13-08](#) MPC Preliminary Staffing Study (need updated draft)

[R13-09](#) Board Policies Website

[R13-10](#) Board Agenda 01-25-17 Dean of Instruction CTE JD

[R13-11](#) Board Minutes 01-25-17 Dean of Instruction CTE JD

[R13-12](#) Board Agenda 06-29-17 Approval Hire Dean of Instruction CTE

[R13-13](#) Board Minutes 06-29-17 Approval Hire Dean of Instruction CTE

[R13-14](#) Board Agenda 11-26-16 Director of Marketing JD
[R13-15](#) Board Minutes 11-26-16 Director of Marketing JD
[R13-16](#) Board Agenda 09-27-17 Approval Hire Director of Marketing
[R13-17](#) Board Agenda 03-22-17 Director of Security JD
[R13-18](#) Board Minutes 03-22-17 Director of Security JD
[R13-19](#) Board Agenda 05-31-17 Approval Hire Director of Security
[R13-20](#) Board Minutes 11-16-17 VP of Advancement JD
[R13-21](#) Board Minutes 06-29-17 Approve to hire VP of Advancement
[R13-22](#) AAAG Minutes 10-21-15
[R13-23](#) Faculty Summary 2015
[R13-24](#) AAAG Minutes 11-09-16
[R13-25](#) Faculty Summary 2016
[R13-26](#) AAAG Minutes 11-15-17
[R13-27](#) Faculty Summary 2017
[R13-28](#) VPAA Org Chart 2017-18
[R13-29](#) RTF Form

RECOMMENDATION 14

Recommendation identified by the Commission:

In order to meet the Standards, the team recommends the College regularly and consistently conduct employee evaluations for all employee groups. The team further recommends that faculty, academic administrators, and others directly responsible for student learning have, as a component of their evaluation, consideration of how these employees use the results of learning outcomes assessment to improve teaching and learning. (Standards III.A.5 and III.A.6)

Resolution of the Recommendation:

The Office of Human Resources (HR) collaborated with the management team and the Division Chairs to address this Recommendation and meet the Standards. The following is a summary of actions taken:

1. The Office of HR has established a tracking system to initiate and monitor the regular and consistent evaluation of employees in all employee groups. Each employee group has high rates of completion of evaluations.
2. Prior to the deletion of Standard III.A.6 and the revision of Standard II.A.2 by the Commission, the evaluation forms for members of the management team, confidentials, and the classified staff were updated to include a statement on how members of each employee group use the results of SLO/SAO assessment to improve teaching and learning. This statement is pending negotiations with the faculty union for inclusion in faculty evaluations.

Actions Taken to Address the Recommendation:

1. The Office of HR has established a tracking system to initiate and monitor the regular and consistent evaluation of employees in all employee groups. Each employee group has high rates of completion of evaluations.

The Office of HR notifies employees in each employee group and their supervisors at the start of the evaluation process and includes the timeline of the evaluation process:

- Full-time faculty evaluations: the Office of HR notifies the faculty member, the division chair, the responsible dean and the vice president of the area (VPAA or VPSS) of the need to complete the evaluation ([R14-01](#) HR email 02-20-18 to Dean).
- Adjunct faculty evaluations: the Office of HR notifies the adjunct faculty, the division chair, the responsible dean, and the vice president of the area (VPAA or VPSS).

Notifications for adjunct faculty are disseminated each semester at the start of the process. ([R14-02](#) HR Email 09-05-17 To Dean VP re Faculty)

- Classified staff evaluations: the Office of HR notifies the classified staff member and their supervisor. The Office of HR also emails a list of all classified employees scheduled for evaluation to the appropriate dean and vice president. The evaluation process has been shifted from fall to spring, effective spring 2018 ([R14-03](#) HR Email 03-05-18 Classified).
- Management, Supervisors and Confidentials (MSC): the Office of HR notifies members of the group periodically during the year at different stages of the annual evaluation process. ([R14-03](#) HR Email 03-05-18 Classified)

The HR staff track progress during the evaluation cycle for each group using excel spreadsheets and monitor the process to ensure completion of the process. HR staff contact supervisors in the event of any delinquent evaluations ([R14-04](#) Evaluation Tracking System 2016-17).

In summer and fall 2017, several trainings were conducted to review the evaluation process and ensure that timelines were followed. This training process began with the Office of HR reviewing Article 14 on faculty evaluations as well as the evaluation timeline for faculty evaluations during an HR staff meeting ([R14-05](#) HR Staff Meeting Agenda fall 2017, [R14-06](#) Article 14 Evaluations, [R14-07](#) Timelines of Faculty Evaluations). The Office of HR provided training to the deans on the faculty evaluation process and the timeline for the upcoming faculty evaluation process ([R14-08](#) Deans Orientation Agenda 07-19-17 Faculty Evaluations) at the start of the academic year in August 2017. Staff from HR attended the new faculty orientation meeting in fall 2017 and provided similar information to the first year tenure-track faculty ([R14-09](#) Nexus Agenda 09-29-17).

As part of the monitoring and tracking to ensure completion, the Office of HR disseminated lists of faculty scheduled for evaluation in fall 2017 to the deans and division chairs according to each timeline ([R14-01](#) HR email 02-20-18 to Dean about Faculty Evaluation). The deans were instrumental in assuring that faculty evaluations were completed on time in fall 2017. ([R14-10](#) Dean Reminder Email 12-01-17 Evaluation Due)

The Office of HR worked closely with the management team and division chairs to ensure that all evaluations for the 2016-17 academic year were completed. In some instances, the evaluations had been completed, but had not been returned to Human Resources for retention in the employee's file. By the end of the 2016-17 academic year, the following percentages of completed evaluations were documented for each employee group for the

2016-17 academic year ([R14-11](#) Email from HR 03-22-17 Missing Classified Evaluation, [R14-12](#) Email from HR 07-17-17 Missing Faculty Evaluation, [R14-13](#) Email from HR 09-05-17 Missing Adjunct Evaluations from fall 2016 spring 2017, [R14-04](#) Evaluation Tracking System 2016-17).

Percentage of Evaluations Completed	Employee Group
100%	Tenure-Track Faculty
95%	Tenured Faculty
96%	Adjunct Faculty
100%	Division Chairs
94%	Classified
80%	Confidentials
95%	Administrators and Managers

The Office of HR follows established procedures and criteria to monitor the regular and consistent evaluation of each employee group.

- Faculty: are evaluated according to Article 14-Evaluations in the collective bargaining agreement between the College and the Monterey Peninsula College Teachers Association. Article 14 describes the process and frequency of evaluation for tenured, tenure-track, and temporary faculty, as well as for division chairs ([R14-06](#) Article 14 Evaluations).
- Classified employees: are evaluated annually according to Article XII–Evaluations, in the collective bargaining agreement between the College and the Monterey Peninsula College Employees Association. Probationary employees are evaluated at least once before the fifth month of their six-month probationary period ([R14-14](#) Article XII Evaluations).
- Administrators, managers, and confidential employees: are evaluated once annually. The management evaluation process includes a timeline explaining activities scheduled through the year, beginning with the establishment of goals and objectives, a mid-year conference to review progress, and a summary conference when the self-evaluation and supervisor’s evaluation are discussed. Every alternate year, College employees are identified to participate in a survey to gather feedback pertaining to the employee’s comprehensive knowledge and ability to perform the duties and responsibilities of the

position and support the College mission ([R14-15](#) Management Team Employee Performance Evaluation Process).

2. Prior to the deletion of Standard III.A.6 and the revision of Standard II.A.2 by the Commission, the evaluation forms for members of the management team, confidentials, and the classified staff were updated to include a statement on how members of each employee group use the results of SLO/SAO assessment to improve teaching and learning. This statement is pending negotiations with the faculty union for inclusion in faculty evaluations.

The College received notification from the Commission dated October 24, 2017 ([R14-16](#) ACCJC letter 10-24-17) of the proposed change to delete Standard III.A.6 pending action in January, 2018. The College has however met the spirit of this Recommendation in all its current and pending evaluation forms.

- Faculty: The College and the Monterey Peninsula College Teachers Association (MPCTA) negotiated changes to the “Exhibit G-1-- A Guide for Self Evaluation” that is used for all faculty evaluations ([R14-20](#) Exhibit G-1 A Guide for Self Evaluation). Negotiations have not yet concluded.

The statement in the evaluation form for instructional faculty is:

“As appropriate to your assignment, describe your participation in course SLO assessment, program-of-study SLO assessment, program reflections, and (if you are a full-time faculty member) program review. How has your participation influenced your efforts to enhance your teaching? For example, have you tried new teaching techniques, used new tools, included new lecture topics, etc.? If so, why did you make the change(s)?”

The statement in the evaluation form for non-instructional faculty is:

“As appropriate to your assignment, describe your participation in service area outcome assessment, program reflections, and (if you are a full-time faculty member) program review. How has your participation influenced your efforts to enhance the services you provide? For example, have you tried new tools or approaches, etc.? If so, why did you make the change(s)?”

- Classified staff: The College and the Monterey Peninsula College Employees Association, Chapter #245 (MPCEA) negotiated a revised evaluation form for all classified employees that includes the following component: ([R14-19](#) Classified Evaluation Form)

“Employee and Supervisor had a meaningful conversation about how the employee impacts Student Learning and Service Area Outcomes. The discussion may include: Mission Statement, Accreditation Standards, Program Reflections, etc.”

- Management Team: The MSC group agreed to include the following statement in the MSC evaluation form: ([R14-15](#) Management Team Employee Performance Evaluation Process, [R14-17](#) HR Email 07-27-17 Management Team Evaluations, [R14-18](#) HR Email 10-05-17 Reminder Management Evaluation Procedures)

“Describe your participation in SLO/PLO/SAO assessment in your area (e.g., oversight, facilitation, data gathering/evaluation, etc.) How do you support participation in assessment activities in your area? If you have direct reports, what steps have you taken to support their participation in assessment activities? How have you used the results of outcomes assessment conducted in your area to address gaps in teaching, learning or services?”

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

- [R14-01](#) HR email 02-20-18 to Dean Re FT faculty
- [R14-02](#) HR Email 09-05-17 to Dean VP Re PT Faculty
- [R14-03](#) HR Email 03-05-18 Classified and MSC
- [R14-04](#) Evaluation Tracking System 2016-17
- [R14-05](#) HR Staff Meeting Agenda fall 2017
- [R14-06](#) Article 14 Evaluations
- [R14-07](#) Timelines of Faculty Evaluations
- [R14-08](#) Deans Orientation Agenda 07-19-17
- [R14-09](#) Nexus Agenda 09-29-17
- [R14-10](#) Dean Reminder Email 12-01-17
- [R14-11](#) Email from HR 03-22-17
- [R14-12](#) Email from HR 07-17-17
- [R14-13](#) Email from HR 09-05-17 Adjunct Eval
- [R14-14](#) Article XII Evaluations Procedures
- [R14-15](#) Mgmt. Team Employee Performance Evaluation
- [R14-16](#) ACCJC letter 10-24-17
- [R14-17](#) HR Email 07-27-17 Mgmt. Team Evaluations
- [R14-18](#) HR Email 10-05-17 Reminder

[R14-19](#) Classified Evaluation Form

[R14-20](#) Exhibit G-1 A Guide for Self Evaluation

RECOMMENDATION 15

Recommendation identified by the Commission:

In order to meet the Standard, the team recommends the College establish a review schedule of policy and procedures relevant to Human Resources. (Standard III.A.11, Standard III.A.12, Standard III.A.13)

Resolution to the Recommendation:

The Cabinet discussed the review schedule of the District's board policies and procedures, including those relevant to Human Resources, as documented in Administrative Procedure 2410 (AP 2410). The following is a summary of actions taken to address this Recommendation and meet the Standards:

1. The College has updated the Administrative Procedure 2410 on the review schedule of board policies and procedures, including those relevant to Human Resources.
2. All legally required board policies relevant to Human Resources have been updated.

Actions Taken to Address the Recommendation:

1. The College has updated the Administrative Procedure 2410 on the review schedule of board policies and procedures, including those relevant to Human Resources.

The policy and procedures on the review schedule of Board Policies and Administrative Procedures (BP 2410 and AP 2410), are current and are posted on the College website ([R15-01](#) Board Policy 2410 Board Policies and Administrative Procedures, [R15-02](#) Administrative Procedure 2410 Board Policies and Administrative Review Cycle).

2. All legally required board policies relevant to Human Resources have been updated.

The board policies have been updated based on the templates developed by the Community College League of California (CCLC). All the board policies in Chapters 3 (General Institution) and 7 (Human Resources) are accessible from the College website. ([R13-09](#) Board Policies Website)

(Note re screenshot of Board Policy from website: This evidence is not yet complete. Once the evidence is complete, the note regarding 'Governing Board Policies - Archives' will be removed. Then take the screen shot of the entire page listing every BP on the website for evidence.)

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R13-09 Board Policies Website](#)

[R15-01 BP 2410](#)

[R15-02 AP 2410](#)

RECOMMENDATION 16

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:

After the College received this Recommendation, the Director of Information Services met with the network operations team to discuss network vulnerabilities and potential solutions.

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

1. Various vendors were considered and their proposals to implement a firewall solution were reviewed.
2. The College selected Dimension Data as the vendor to design and implement the firewall solutions.
3. Implementation of network firewall solution was completed by the College Network Team with the assistance of professional services.

The College has resolved its network vulnerabilities by implementing a firewall solution in addition to other appropriate enhancements to the technology infrastructure in order to support the institution's management and operational functions.

Actions Taken to Address the Recommendation:

1. Various vendors were considered and their proposals to implement a firewall solution were reviewed. The College identified the funding to address the security vulnerabilities.
2. The College selected Dimension Data as the vendor to design and implement the firewall solutions. Statements of Work were developed to implement the appropriate network firewall solutions and the project was scheduled.
3. Implementation of network firewall solution was completed by the College Network Team with the assistance of professional services ([R16-01](#) ISE and AMP for Endpoints, [R16-02](#) Firepower Installation, [R16-03](#) Project Closeout Document).

The College has addressed the network vulnerabilities by implementing a current and sustainable firewall system to support the College's management and operational functions. The new firewall includes real-time threat monitoring and enhanced management features. The primary systems for defending against cybercrime have all been updated to current technologies ([R16-04](#) Technology Committee Notes 05-05-17).

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R16-01](#) ISE and AMP for Endpoints

[R16-02](#) Firepower Installation

[R16-03](#) Project Closeout Document

[R16-04](#) Technology Committee Notes 05-05-17

RECOMMENDATION 17

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:

After the College received this Recommendation, the Director of Information Services met with the Technology Committee and the IT Department to develop the Information Technology Disaster Preparedness/Recovery Plan to recover data and system function and to operate in the event of a disaster.

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

1. The Information Technology Disaster Preparedness/Recovery Plan was drafted in fall 2016
2. The draft plan was review and endorsed through participatory governance, prior to being adopted by the College in spring 2017.
3. The adopted plan has been incorporated as an addendum to the 2016-2019 Technology Plan of the College and will be reviewed and updated periodically.

Actions Taken to Address the Recommendation:

1. The Information Technology Disaster Preparedness/Recovery Plan was drafted in fall 2016

The Technology Committee and the IT Department drafted the Information Technology Disaster Preparedness/Recovery Plan in fall 2016 to recover data and system functionality, and continue to operate in the event of a disaster ([R17-01](#) Technology Plan 2016-2019 pgs. 103-110).

2. The draft plan was review and endorsed through participatory governance, prior to being adopted in spring 2017.

The draft plan was reviewed and approved by the Technology Committee and the President's Advisory Group ([R17-02](#) Technology Committee Minutes 03-10-17, [R17-03](#)

President's Advisory Group Agenda 03-14-17). The draft Plan was presented to the Board of Trustees on March 22, 2017.

3. The plan has been incorporated as an addendum to the 2016-2019 Technology Plan of the College and will be reviewed and updated periodically.

The Disaster Preparedness/Recovery Plan has been incorporated as an addendum to the current Technology Plan of the College (2016-2019). It will be reviewed and updated periodically, so that it remains current ([R17-04](#) Board of Trustees Minutes 01-25-17).

The College has completed the Information Technology Disaster Preparedness/Recovery Plan to recover data and system functionality, and operate in the event of a disaster.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R17-01](#) Technology Plan 2016-2019 pgs. 103-110

[R17-02](#) Technology Committee Minutes 03-10-17

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

[R17-04](#) Board of Trustees Minutes 01-25-17

RECOMMENDATION 18

Recommendation Identified by the Commission:

In order to meet the Standards, the team recommends the College complete the revisions and implementation of all board policies. The Board should fully implement the newly adopted board policies review cycle. The College should ensure that all existing, new, and revised Board policies and administrative regulations are easily accessible through the College's website and other methods it deems appropriate for the College community and the public. (Standards III.C.5, IV.C.6, and IV.C.7)

Resolution of the Recommendation:

The Office of Superintendent/President, in collaboration with the various campus constituents, the President's Advisory Group (PAG), the Subcommittee of the MPC Board, and the MPC Board of Trustees, has addressed this Recommendation.

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

1. Monterey Peninsula Community College District has completed the revision and implementation of all board policies (BPs) after the review and revision by the appropriate campus constituents, and by the Subcommittee of the MPC Board of Trustees. The BPs have been approved by the full MPC Board of Trustees for adoption and implementation.
2. The revised and adopted MPC Board Policies are easily accessible. The BPs and appropriate administrative regulations are posted on the MPC website.
3. The MPC Board of Trustees has adopted and fully implemented the review cycle for all Board Policies.

Actions Taken to Address the Recommendation:

1. The Monterey Peninsula Community College District has completed the revision, adoption, and implementation of all Board Policies.

All Board Policies were reviewed and revised by the appropriate campus constituent group and then recommended by the President's Advisory Group (PAG) to the Superintendent/President for review, adoption, and implementation by the Board of Trustees ([R18-01](#) PAG Agenda 01-25-17 BP review process, [R18-02](#) PAG Minutes 01-25-17 BP review process). The Superintendent/President provided drafts of all revised

BPs for review and revision to the Subcommittee of the MPC Board of Trustees. The BPs were then approved by the full MPC Board of Trustees for adoption and implementation.

2. The revised and adopted MPC Board Policies are easily accessible. The BPs and appropriate administrative regulations are posted on the MPC website.

Board Policies are published and easily accessible via MPC's website after they are approved for adoption and implementation by the MPC Board of Trustees ([R13-09 Board Policies Website](#)) ([Update](#))

3. The MPC Board of Trustees has adopted and fully implemented the review cycle for all Board Policies.

Year one of the BP Review Cycle begins in 2018-19 ([R15-01](#) Board Policy 2410 Board Policies and Administrative Procedures, [R15-02](#) Administrative Procedure 2410 Board Policies Review Cycle).

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R13-09 Board Policies Website](#)

(Note re screenshot of Board Policy from website: This evidence is not yet complete. Once the evidence is complete, the note regarding 'Governing Board Policies - Archives' will be removed. Then take the screenshot for evidence.)

[R15-01](#) BP 2410

[R15-02](#) AP 2410

[R18-01](#) PAG Agenda 01-25-17

[R18-02](#) PAG Minutes 01-25-17

RECOMMENDATION 19

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:

Upon receiving this Recommendation, the College took the following actions to address this Recommendation and meet the Standards:

1. 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.
2. The College developed a balanced budget without drawing against the unrestricted fund balance, one-time resources, or transfers from other funds for the 2017-18 tentative budget.
3. The Board of Trustees approved the 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:

1. 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 ([R19-01](#) Board Agenda 06-29-17 Progress Report, [R19-02](#) Recommendation 19 Progress Update 06-29-17).

2. The College developed a balanced budget without drawing against the unrestricted fund balance, one-time resources, or transfers from other funds for the 2017-18 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.

3. The Board of Trustees approved the 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.

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 ([R19-03](#) Board Agenda item 06-29-17 Tentative Budget, [R19-04](#) Board Minutes 06-29-17 Approval of Tentative Budget).

The Board of Trustees had a special meeting on August 10, 2017 for a Budget Workshop ([R19-05](#) Budget Workshop 08-10-17 PowerPoint, [R19-06](#) 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 ([R19-07](#) Board Minutes 08-23-17 Approval Final Budget).

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R19-01](#) Board Agenda 06-29-17 Progress Report

[R19-02](#) Recommendation 19 Progress Update 06-29-17

[R19-03](#) Board Agenda item 06-29-17 Tentative Budget

[R19-04](#) Board Minutes 06-29-17 Approval of Tentative Budget

[R19-05](#) Budget Workshop 08-10-17 PowerPoint

[R19-06](#) Board Minutes 08-10-17 Budget Workshop

[R19-07](#) Board Minutes 08-23-17 Approval Final Budget

RECOMMENDATION 20

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 vice president of administrative services, under the direction of the Superintendent/President, addressed this Recommendation by taking the following actions to meet the Standard:

1. The College has developed a funding plan that recognizes the Annual Required Contribution (ARC) each year to fund Other Post-Employment Benefits (OPEB).
2. The funding 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:

1. The College has developed a funding plan that recognizes the Annual Required Contribution (ARC) each year to fund Other Post-Employment Benefits (OPEB).

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 ([R20-01](#) 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 ([R20-02](#) Board Agenda 11-18-15 CCLC Retiree Health Benefit Program, [R20-03](#) 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 ([R20-04](#) Asset Summaries).

2. The funding 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.

This plan 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 ([R20-05](#) IEPI 2017-18 Goals).

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R20-01](#) Actuarial Report Total Compensation 12-09-16

[R20-02](#) Board Agenda 11-18-15 CCLC Program

[R20-03](#) Board Minutes 11-18-15 Approval CCLC Program

[R20-04](#) Asset Summaries

[R20-05](#) IEPI 2017-18 Goals

RECOMMENDATION 21

Recommendation Identified by the Commission:

In order to meet the Standard, the team recommends the College clarify Board, administrators, classified and faculty roles in the decision-making process and routinely evaluate and monitor these roles. These roles are not distinctly differentiated at the faculty level between Academic Senate and the faculty bargaining unit's role in participatory governance and labor relations. (Standard IV.A.6)

Resolution of the Recommendation:

Members of the Board, administration, classified staff, Academic Senate and bargaining units have participated to clarify roles in the decision-making process, and evaluate and monitor them.

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

1. All the MPC trustees have participated in training regarding the role and responsibility of trustees at Community College League of California (CCLC)-sponsored conferences.
2. With broad-based engagement from classified staff, faculty, and administrators, the College has clarified the roles of each constituent group and created the *Resource Guide to Institutional Decision Making at MPC (Resource Guide)*.
3. To address differentiating the distinction between faculty roles in the Academic Senate and in collective bargaining, the Academic Senate for California Community Colleges (ASCCC) was invited to provide training to MPC faculty.
4. The College continuously evaluates and monitors how constituent groups are working in context of their appropriate roles on campus.

Actions Taken to Address the Recommendation:

1. All the MPC trustees have participated in training regarding the role and responsibility of trustees at Community College League of California (CCLC)-sponsored conferences

All members of MPC's five-member Board of Trustees participated in training regarding the appropriate role of board members at the "New Trustee" workshop in January, 2017 ([R21-01](#) CCLC Conferences January 2017 Board Attendance). The Trustees demonstrate their role in governance.

2. With broad-based engagement from classified staff, faculty, and administrators, the College has clarified the roles of each constituent group and created the *Resource Guide to Institutional Decision Making at MPC (Resource Guide)*.

During the 2015-16 academic year, the College began working with a consultant from the Collaborative Brain Trust (CBT) to promote broad discussion and develop a resource guide that would clarify the roles of each constituent group at the College and define the charge of each group in the College's participatory governance structure. The *Resource Guide* was created with much involvement from all constituent groups ([R1-24](#) Resource Guide to Institutional Decision Making 2017-18). The final document was approved in October, 2016 and recommended for adoption by the President's Advisory Group ([R21-02](#) College Council Agenda 10-25-16, [R21-03](#) College Council Minutes 10-25-16).

The contents of the *Resource Guide* are reviewed annually in fall. The first annual review took place in fall 2017. The PRIE Committee is charged with evaluating institutional effectiveness every three years. This review will include an evaluation of how constituent groups are working within their roles. The first evaluation is scheduled to begin in spring 2019 to make changes and improvements in the 2019-20 edition.

3. To address differentiating the distinction between faculty roles in the Academic Senate and in collective bargaining, the Academic Senate for California Community Colleges (ASCCC) was invited to provide training to MPC faculty.

To help clarify roles on campus, the Academic Senate at MPC was granted a visit from an ASCCC Accreditation Resource Team. ASCCC Executive Committee members, Julie Bruno and John Freitas, visited the College on November 10th, 2016 ([R21-04](#) Email Allusers 11-02-16 Academic Senate). They met with the MPC Academic Senate President, with members of the MPC Academic Senate, and even had an open session with a broad sampling of campus members that included the Associate Dean of Human Resources and the Superintendent/President. At the open session, they discussed the purview of the Academic Senate and how it differs or might overlap with the purview of other constituencies on campus including the faculty union and the administration.

In addition, at the start of each semester, during the scheduled Flex Day gathering, staff, faculty, and administration gather for presentations from the leads of various governance and operational units of the College. For the past few Flex Days, the President of the MPC Academic Senate has discussed the role of the Academic Senate with all campus constituents.

The Academic Senate has now instituted an Academic Senate retreat at the start of each school year. These retreats have been designed to once again reiterate the role of the Academic Senate and its purview, as stated in law. During this time, senators also engage in discussion as to what the appropriate role of the Senate might be in regard to important topics on campus.

4. The College continuously evaluates and monitors how constituent groups are working in context of their appropriate roles on campus.

Monitoring roles on campus is a regular activity. The Academic Senate has made recommendations to the Board of Trustees regarding specific Board Policy language related to the role of the Academic Senate in regard to 10+1 matters ([R21-05](#) Board Policy 4235 Credit by Examination)(update). In addition, the clarity of roles within the faculty on Academic Senate and in collective bargaining is being monitored.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence:

[R1-24](#) Resource Guide 2017-18

[R21-01](#) CCLC Conferences January 2017 Board Attendance

[R21-02](#) College Council Agenda 10-25-16

[R21-03](#) College Council Minutes 10-25-16

[R21-04](#) Email Allusers 11-02-16 Academic Senate

[R21-05](#) Board Policy 4235 Credit by Examination(update)

RECOMMENDATION 22

Recommendation Identified by the Commission:

In order to meet the Standard, the team recommends that the College develop a calendar to regularly evaluate its policies, procedures, and processes to assure their integrity and effectiveness. (Standard IV.A.7)

Resolution of the Recommendation:

After reviewing practices related to the evaluation of policies, procedures, and processes for integrity and effectiveness, the College has taken the following actions to address the Recommendation to meet the Standards:

1. The College strengthened accountability for evaluation practices by creating the institutional infrastructure for planning, research and institutional effectiveness by establishing the Office of PRIE charged with assessing the College's continuous quality improvement work. The College also formed the PRIE Committee.
2. The College adopted an institutional handbook – *Resource Guide to Institutional Decision Making at MPC* - that outlines general evaluation procedures and timelines for its primary decision-making processes.
3. The PRIE Committee developed a ten-year planning and evaluation calendar for major institutional processes and plans.
4. The PRIE Committee developed tools to support systematic evaluation of the effectiveness of College policies, procedures, and processes, including tools designed to improve communication about evaluation results and promote the use of evaluation results as the basis for continuous improvement.

Actions Taken to Address the Recommendation:

1. The College strengthened accountability for evaluation practices by creating the institutional infrastructure for planning, research, and institutional effectiveness by establishing the Office of PRIE and creating the PRIE Committee.

The College has taken several actions to strengthen accountability and oversee the effectiveness of its evaluation practices. The PRIE Committee was created in late October 2016 when the College adopted the *Resource Guide*. As stated in the *Resource Guide*, the PRIE Committee's charge includes oversight for the assessment of institutional processes.

The Superintendent/President convened the PRIE Committee in March 2017 ([R2-01](#) PRIE Committee Charge, *Resource Guide to Institutional Decision-Making*, pg. 25).

Simultaneously to convening the PRIE Committee, the Superintendent/President spearheaded the process of establishing the Office of Planning, Research, and Institutional Effectiveness (PRIE) within the College's organizational structure. In February 2017, the Governing Board approved the creation of a new position - dean of planning, research, and institutional effectiveness (PRIE) - to provide administrative leadership for integrated planning and assessment, including the timely and systematic assessment of institutional processes. An interim dean of PRIE was hired and began work on July 1, 2017 ([R1-01](#) Board Minutes 02-22-17 Dean of PRIE Job Description, [R1-03](#) Board Minutes 05-31-17 Approval of Hiring Catherine Webb Dean of PRIE interim).

2. The College adopted an institutional handbook – *Resource Guide to Institutional Decision Making at MPC* - that outlines general evaluation procedures and timelines for its primary decision-making processes.

In late October 2016, the College adopted the *Resource Guide* as its governance and decision-making handbook. The *Resource Guide* documents participatory governance structures and decision-making practices in order to promote a common understanding of processes, ensure consistent application of policies and procedures, and support continuous improvement ([R22-01](#) College Council Minutes 10-25-16 Adoption of the *Resource Guide to Institutional Decision Making at MPC*).

The *Resource Guide* also establishes clear expectations for the evaluation of the practices it documents ([R2-02](#) Evaluating the Resource Guide pg. 5). The first annual review of the *Resource Guide* took place in fall 2017, and resulted in minor revisions to committee names, descriptions, and membership. The College plans to review the *Resource Guide* annually in fall and make minor revisions as needed to maintain accurate descriptions. In addition to this annual review, it is documented in the *Resource Guide* that the PRIE Committee will be responsible to evaluate the effectiveness of the *Resource Guide*, and the processes and procedures it describes, every three years. The first evaluation of the effectiveness of the *Resource Guide* is scheduled to begin in spring 2019 in order to inform the development of the 2019-20 edition.

3. The PRIE Committee developed a ten-year planning and evaluation calendar for major institutional processes and plans.

To further clarify and expand on the expectations for evaluation outlined in the *Resource Guide*, the PRIE Committee developed a ten-year planning and evaluation calendar that communicates evaluation cycles for all major institutional processes and planning documents. The calendar includes a color-coding scheme to help distinguish between progress evaluations, process evaluations, and ongoing performance/progress monitoring. The Office of PRIE is responsible for maintaining the calendar and notifying responsible parties when processes or planning documents they oversee are entering an evaluation cycle ([R2-03](#) Planning and Evaluation Calendar).

4. The PRIE Committee developed tools to support systematic evaluation of the effectiveness of College policies, procedures, and processes, including tools designed to improve communication about evaluation results and promote the use of evaluation results as the basis for continuous improvement.

The PRIE Committee developed three evaluation tools that support the timely and systematic assessment of institutional progress and planning processes: a pre-implementation readiness checklist ([R2-04](#) Process Readiness Checklist fall 2017), a process evaluation survey instrument ([R2-05](#) Process Evaluation Survey Instrument fall 2017), and a set of questions to guide evaluation of progress towards a goal or outcome ([R2-06](#) Progress Evaluation Questions fall 2017). The PRIE Committee has been prototyping each tool with small groups to assess and improve their effectiveness prior to campus wide launch. Results of the prototype testing suggest that the tools facilitate discussions about how the results of an evaluation can be used as a basis for improvement. For example:

- The PRIE Committee prototyped the pre-implementation readiness checklist prior to launching the fall 2017 annual program review update/action plan process. Discussion of the results of this pre-launch evaluation led to several improvements prior to the implementation of the process, including developing a stronger communication plan and clarifying the goals of the process ([R22-02](#) PRIE Committee Minutes 11-06-17).
- The process evaluation survey was tested with campus personnel who had participated in the process to update the Technology Plan. The Office of PRIE Office compiled the survey results and facilitated a discussion with the Technology Committee about the strengths and areas for improvement in the Technology Plan process. Members of the Technology Committee also provided feedback on the survey instruments. The PRIE Committee used this feedback to improve the survey instrument for future use ([R2-08](#) Process Evaluation Survey Tech Plan Results Summary, [R2-09](#) Tech Committee Minutes 10-13-17, [R2-10](#) PRIE Committee Minutes 10-16-17).

All three tools have been incorporated into the draft of the *Integrated Planning Handbook* and are linked to the Office of PRIE's intranet site so that they are readily available to the campus at large.

The Recommendation has been met and the College is in full compliance with the Standards.

Evidence

[R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD

[R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE interim

[R2-01](#) PRIE Committee Charge, *Resource Guide* pg. 25

[R2-02](#) Evaluating the Resource Guide pg. 5

[R2-03](#) Planning and Evaluation Calendar

[R2-04](#) Process Readiness Checklist fall 2017

[R2-05](#) Process Evaluation Survey Instrument fall 2017

[R2-06](#) Progress Evaluation Questions fall 2017

[R2-08](#) Process Evaluation Survey Tech Plan Results Summary

[R2-09](#) Tech Committee Minutes 10-13-17

[R2-10](#) PRIE Committee Minutes 10-16-17

[R22-01](#) College Council Minutes 10-25-16 *Resource Guide*

[R22-02](#) PRIE Committee Minutes 11-06-17

EVIDENCE LIST

[I-01](#) President's Campus Email 02-07-17 ACCJC Findings Re MPC

[I-02](#) MPC Accreditation Website

[I-03](#) President's Cabinet Agenda 02-07-17

[I-04](#) Cabinet Plus Agenda 03-30-17

[I-05](#) President's Cabinet Agenda 02-02-17

[I-06](#) Accreditation Forum Packet 02-10-17

[I-07](#) Accreditation Forum PPT 02-10-17

[I-08](#) Cabinet Plus Agenda 05-16-17

[I-09](#) Cabinet Plus Agenda 11-21-17

[I-10](#) Cabinet Plus Agenda 02-27-18

[I-11](#) Board 03-22-17 Rec to Meet Standard Progress Report

[I-12](#) Board 03-22-17 Rec to Improve Progress Report

[I-13](#) Board 01-24-18 Rec to Meet Standard Progress Report

[I-14](#) Board 01-24-18 Rec to Improve Progress Report

[I-15](#) AAAG Minutes 03-15-17

[R1-01](#) Board Minutes 02-22-17 Dean of PRIE JD

[R1-02](#) Job Announcement Dean of PRIE

[R1-03](#) Board Minutes 05-31-17 Approval to hire Dean of PRIE

[R1-04](#) Board Minutes 02-22-17 Associate Researcher Job Description

[R1-05](#) Job Announcement Associate Researcher

[R1-06](#) Board Minutes 09-27-17 Approval to hire Associate Researcher

[R1-07](#) Board Minutes 08-23-17 Approval to hire Admin Asst PRIE

[R1-08](#) Job Announcement Admin Asst PRIE

[R1-09](#) Board Minutes 11-29-17 Approval to hire Admin Asst PRIE

[R1-10](#) TracDat Pilot Invite 11-07-16 Email

[R1-11](#) LAC Minutes 11-28-16 TracDat Pilot Debrief

[R1-12](#) Spring 2017 Flex Workshops 01-19-17

[R1-13](#) Course Assessment Dashboard College wide summary

[R1-14](#) PLO Assessment Questionnaire Sample

[R1-15](#) Fall 2017 Flex Program Reflections Instructions

[R1-16](#) Fall 2017 PLO Mapping Attendees

[R1-17](#) Public Safety Programs Assessment Report

[R1-18](#) School of Nursing Program Assessment Report

[R1-19](#) All Users Email 01-24-18 LAC Lab Hours

[R1-20](#) Program Assessment Implementation Plan 02-14-18

[R1-21](#) LAC Recommendation of Program Assessment Plan 02-14-18

[R1-22](#) Program Assessment Dashboard College wide summary

[R1-23](#) Board Agenda 02-21-18 Approval of PLO Plan

[R1-24](#) Resource Guide 2017-18
[R1-25](#) Defining Student Subpopulations for Disaggregation
[R1-26](#) Five Year Retention and Success Trends Dashboard
[R1-27](#) MPC Online Education Dashboard
[R1-28](#) LAC Minutes 02-27-17
[R1-29](#) LAC Minutes 04-10-17
[R1-30](#) PRIE Minutes 04-17-17
[R1-31](#) PRIE Minutes 07-17-17
[R1-32](#) PRIE Minutes 08-11-17
[R1-33](#) Disaggregation of SLO Data in Canvas Pilot Concept
[R1-34](#) Email 01-03-18 Initial Canvas Pilot Results
[R1-35](#) Defining and Mitigating Performance Gaps
[R1-36](#) Process Evaluation Survey Instrument Fall 2017

[R2-01](#) PRIE Committee Charge, *Resource Guide* pg. 25
[R2-02](#) Evaluating the Resource Guide pg. 5
[R2-03](#) Planning and Evaluation Calendar
[R2-04](#) Process Readiness Checklist fall 2017
[R2-05](#) Process Evaluation Survey Instrument fall 2017
[R2-06](#) Progress Evaluation Questions fall 2017
[R2-07](#) PRIE Committee Minutes 11-06-17
[R2-08](#) Process Evaluation Survey Tech Plan Results Summary
[R2-09](#) Tech Committee Minutes 10-13-17
[R2-10](#) PRIE Committee Minutes 10-16-17
[R2-11](#) PRIE Committee Minutes 3-5-18

[R3-01](#) Fall 2017 Flex Workshop 08-16-17
[R3-02](#) Spring 2018 Flex Day Workshop 01-18-18 in
[R3-03](#) AAAG Minutes 02-15-17
[R3-04](#) MPC Cycle of Course and Program Assessment
[R3-05](#) Student Learning Outcomes/Reflections Website
[R3-06](#) AAAG Minutes 08-14-17
[R3-07](#) Courses not assessed
[R3-08](#) Systematic Plan for Assessment spring 2016
[R3-09](#) Course assessment by Division
[R3-10](#) Course assessment by discipline
[R3-11](#) Business assessment plan
[R3-12](#) English as a Second Language assessment plan
[R3-13](#) School of Nursing assessment plan
[R3-14](#) Resource Prioritization and Allocation Process

[R3-15](#) Programs Assessment by Division

[R4-01](#) PRIE Committee Group Norms Adopted 03-07-17

[R4-02](#) PRIE Minutes 05-01-17 IEPI Integrated Planning

[R4-03](#) MPC Letter of Interest for an IEPI PRT

[R4-04](#) PRT Menu of Options

[R4-05](#) Draft Innovation and Effectiveness Plan

[R4-06](#) MPC Integrated Planning Model 2017

[R4-07](#) PRIE Committee Minutes 08-21-17

[R4-08](#) PRIE Integrated Planning Website

[R4-09](#) PRIE Intranet Homepage

[R4-10](#) Integrated Planning Handbook (DRAFT)

[R4-11](#) PRIE Committee Minutes 06-19-17

[R4-12](#) Narrative Description of RPA Process Draft

[R4-13](#) Timeline for RPA Process Draft

[R4-14](#) Budget Development Calendar

[R4-15](#) Annual Program Review fall 2017 Instructions

[R4-16](#) Annual Program Review PRIE Sample

[R4-17](#) Data Review Worksheet

[R4-18](#) SLO assessment report Sample

[R4-19](#) List of Subpopulations for Disaggregation

[R4-20](#) Data Dashboards PRIE Intranet

[R4-21](#) Online Dashboard Table of Contents

[R4-22](#) Course Success & Retention Trends

[R4-23](#) Scorecard Table of Contents

[R4-24](#) Sample Basic Skills Math

[R5-01](#) AP 5530

[R5-02](#) MPC College Catalog 2017-18 pg. 55-57

[R5-03](#) Student Complaint and Grievance Procedures Webpage

[R5-04](#) Student Complaint Form

[R5-05](#) Student Complaint Log Template

[R5-06](#) Student Complaint Log Form 2010-16

[R8-01](#) Library Survey Instrument for Students

[R8-02](#) Library Survey Instrument for Staff and Faculty

[R8-03](#) Library Survey Instrument for Community Users

[R8-04](#) Email invitation to participate

[R8-05](#) Summary of survey results

[R8-06](#) Program Reflections Form on Student Learning Fall 2017

[R8-07](#) Announcement of Expanded Library Hours Fall 2017

[R9-01](#) Student Services Survey fall 2017

[R9-02](#) Student Services Survey Results fall 2017

[R9-03](#) Marina Annual Program Review Instructions

[R9-04](#) Sample Marina Annual Program Review

[R9-05](#) Counseling Hours at Marina Flyer, spring 2017

[R9-06](#) Counseling Hours at Marina Flyer, fall 2017

[R9-07](#) Marina Counseling Report March 2017

[R9-08](#) StudentLingo Flyer

[R9-09](#) Crisis Text Line Card

[R9-10](#) Student Wellness Service Flyer

[R9-11](#) Kognito Flyer

[R9-12](#) Online Counseling Screenshot

[R9-13](#) All Student Services SAO

[R9-14](#) Student Services Program Review Calendar/Timeline

[R9-15](#) Student Services Resources November 2017

[R9-16](#) TracDat Student Services sample

[R9-17](#) Health Services Oct Marina Flyer

[R9-18](#) Health Services Today Marina Flyer

[R9-19](#) Assessment Calendar Marina

[R9-20](#) Assessment Testing Location Sign Marina

[R9-21](#) Financial Aid Services Marina

[R9-22](#) Ask a Counselor screenshot

[R9-23](#) Sidewalk Sign

[R9-24](#) Marina Student Services Calendar

[R9-25](#) Marina Student Services Webpage

[R9-26](#) Calendar for Bulletin Boards

[R9-27](#) Student Services Banner Marina

[R9-28](#) Grad Guru Flyer Marina

[R9-29](#) Email to Faculty Marina

[R9-30](#) Transfer Awareness Banner Marina

[R9-31](#) Student Services Poster Marina

[R9-32](#) Dreamers Banner Marina

[R9-33](#) Board Agenda 01-2-17 Dean of Student Services/Marina JD

[R9-34](#) Board Minutes 01-25-17 Dean of Student Services/Marina JD

[R9-35](#) Board Agenda 06-29-17 Hiring Dean of Student Services/Marina

[R9-36](#) Board Minutes 06-29-17 Approval to hire Dean of Student Service/Marina

[R13-01](#) Board Agenda Item 06-29-17 Approving the CBT Contract
[R13-02](#) Email 07-26-17 HR Staffing Plan
[R13-03](#) EB07 Employee EE06 Occupational Activity
[R13-04](#) CBT MPC 10-05-17 HR Staffing Plan contract addendum
[R13-05](#) Email 11-14-17 to Shasta College
[R13-06](#) email 11-16-17 Shasta CCD Position Checklist
[R13-07](#) Email 11-30-17 Preliminary Staffing Plan
[R13-08](#) MPC Preliminary Staffing Study (need updated draft)
[R13-09](#) Board Policies Website
[R13-10](#) Board Agenda 01-25-17 Dean of Instruction CTE JD
[R13-11](#) Board Minutes 01-25-17 Dean of Instruction CTE JD
[R13-12](#) Board Agenda 06-29-17 Approval Hire Dean of Instruction CTE
[R13-13](#) Board Minutes 06-29-17 Approval Hire Dean of Instruction CTE
[R13-14](#) Board Agenda 11-26-16 Director of Marketing JD
[R13-15](#) Board Minutes 11-26-16 Director of Marketing JD
[R13-16](#) Board Agenda 09-27-17 Approval Hire Director of Marketing
[R13-17](#) Board Agenda 03-22-17 Director of Security JD
[R13-18](#) Board Minutes 03-22-17 Director of Security JD
[R13-19](#) Board Agenda 05-31-17 Approval Hire Director of Security
[R13-20](#) Board Minutes 11-16-17 VP of Advancement JD
[R13-21](#) Board Minutes 06-29-17 Approve to hire VP of Advancement
[R13-22](#) AAAG Minutes 10-21-15
[R13-23](#) Faculty Summary 2015
[R13-24](#) AAAG Minutes 11-09-16
[R13-25](#) Faculty Summary 2016
[R13-26](#) AAAG Minutes 11-15-17
[R13-27](#) Faculty Summary 2017
[R13-28](#) VPAA Org Chart 2017-18
[R13-29](#) RTF Form

[R14-01](#) HR email 02-20-18 to Dean Re FT faculty
[R14-02](#) HR Email 09-05-17 to Dean VP Re PT Faculty
[R14-03](#) HR Email 03-05-18 Classified and MSC
[R14-04](#) Evaluation Tracking System 2016-17
[R14-05](#) HR Staff Meeting Agenda fall 2017
[R14-06](#) Article 14 Evaluations
[R14-07](#) Timelines of Faculty Evaluations
[R14-08](#) Deans Orientation Agenda 07-19-17
[R14-09](#) Nexus Agenda 09-29-17
[R14-10](#) Dean Reminder Email 12-01-17

[R14-11](#) Email from HR 03-22-17
[R14-12](#) Email from HR 07-17-17
[R14-13](#) Email from HR 09-05-17 Adjunct Eval
[R14-14](#) Article XII Evaluations Procedures
[R14-15](#) Mgmt. Team Employee Performance Evaluation
[R14-16](#) ACCJC letter 10-24-17
[R14-17](#) HR Email 07-27-17 Mgmt. Team Evaluations
[R14-18](#) HR Email 10-05-17 Reminder
[R14-19](#) Classified Evaluation Form
[R14-20](#) Exhibit G-1 A Guide for Self Evaluation

[R15-01](#) BP 2410
[R15-02](#) AP 2410

[R16-01](#) ISE and AMP for Endpoints
[R16-02](#) Firepower Installation
[R16-03](#) Project Closeout Document
[R16-04](#) Technology Committee Notes 05-05-17

[R17-01](#) Technology Plan 2016-2019 pgs. 103-110
[R17-02](#) Technology Committee Minutes 03-10-17
[R17-03](#) President's Advisory Group Agenda 03-14-17
[R17-04](#) Board of Trustees Minutes 01-25-17

[R18-01](#) PAG Agenda 01-25-17
[R18-02](#) PAG Minutes 01-25-17

[R19-01](#) Board Agenda 06-29-17 Progress Report
[R19-02](#) Recommendation 19 Progress Update 06-29-17
[R19-03](#) Board Agenda item 06-29-17 Tentative Budget
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[R20-04](#) Asset Summaries

[R20-05](#) IEPI 2017-18 Goals

[R21-01](#) CCLC Conferences January 2017 Board Attendance

[R21-02](#) College Council Agenda 10-25-16

[R21-03](#) College Council Minutes 10-25-16

[R21-04](#) Email Allusers 11-02-16 Academic Senate

[R21-05](#) Board Policy 4235 Credit by Examination **(update)**

[R22-01](#) College Council Minutes 10-25-16 *Resource Guide*

[R22-02](#) PRIE Committee Minutes 11-06-17