



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

**REGULAR MEETING  
WEDNESDAY, APRIL 25, 2018**

**NEW BUSINESS**

Monterey Peninsula Community College District

Governing Board Agenda

April 25, 2018

New Business Agenda Item No. A

Fiscal Services  
College Area

Proposal:

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

Background:


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

Budgetary Implications:


None.

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


Recommended By:

  
David J. Martin, Vice President of Administrative Services

Prepared By:

  
Rosemary Barrios, Controller

Agenda Approval:

  
Dr. Walter Tribley, Superintendent/President

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

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

Operating Fund net revenue through March 31, 2018 is \$40,284,899 which is 74.7% of the operating budget for this fiscal year. Expenditures year-to-date total \$38,107,624 and Encumbrances of \$3,136,689 which together is 76.3% of the operating budget for this fiscal year, for a net difference of -\$959,414.

All Funds are showing a positive cash balance.

**Unrestricted General Fund**

- The March apportionment payment received was \$962,578. The district did not receive the full apportionment payment for March due to the remaining amount of \$463,103 that was still owed back to the state for FY 16-17.
- Second Quarter Lottery funds received of \$325,893.
- Education Protection Account (EPA) funds received of \$1,306,507.
- Property taxes received of \$1,611.
- Other local revenues received include: enrollment fees, non-resident fees, transcripts, and other local fees totaling: \$423,975.

**Expenditures:**

**Restricted Child Development Fund**

- A budget adjustment will be completed in April to realign the budgeted revenue with the actual revenue.

**Self Insurance Fund**

- Self Insurance Fund (SIF) expenses are at 71.1% of budgeted expenditures. We are nine months through the fiscal year and would expect the actual expenditures to be around 75% of budget. We will continue to track this budget closely.

**Worker Compensation Fund**

- Additional revenues are anticipated to be received into the Worker Compensation Fund.
- The expense budget may be adjusted down before the end of the fiscal year. The district at this time does not anticipate any large claim payments.

### **Other Post Employment Benefits Fund (OPEB)**

- Revenue of ~\$19,500 is still anticipated to be received from the restricted general fund into the OPEB fund.

### **Fiduciary Funds**

- A review is being completed of the Scholarship and Loan funds to see if the revenue and expense budget will need to be adjusted for the remaining part of this fiscal year.
- A review is being completed of the Associated Student of Monterey Peninsula College account (ASMPCC) to see if the revenue and expense budget need to be adjusted.

### **Cash Balance:**

The total cash balance for all funds is \$26,688,352 including bond cash of \$8,872,459 and \$17,815,893 for all other funds. Operating funds cash is \$11,331,552. Cash balance in the General Fund is at \$11,331,552 for the month-ending March 31, 2018.

# Monterey Peninsula Community College

Monthly Financial Report

March 31, 2018

## Summary of All Funds

<u>Funds</u>	<u>Beginning</u> <u>Fund Balance</u>	<u>Revised Budgets</u> <u>2017 - 2018</u>		<u>Ending</u> <u>Fund Balance</u>	<u>Year to Date Actual</u> <u>2017 - 2018</u>			<u>% Actual</u> <u>to Budget</u>		<u>Cash</u> <u>Balance</u>
	<u>07/01/17</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2018</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense/ Enc.</u>	<u>3/31/2018</u>
General - Unrestricted	\$8,097,608	\$40,370,953	\$40,306,913	\$8,161,648	30,084,133	30,149,496	2,186,697	74.5%	80.2%	\$9,836,915
General - Restricted	0	12,149,553	12,149,553	0	8,954,919	6,979,253	825,747	73.7%	64.2%	0
Child Dev - Unrestricted	58,055	204,600	204,600	58,055	159,119	99,119	4,381	77.8%	50.6%	251,434
Child Dev - Restricted	0	429,737	429,737	0	469,856	337,480	53,556	109.3%	91.0%	0
Student Center	606,634	241,500	240,225	607,909	183,659	90,092	15,783	76.0%	44.1%	700,165
Parking	561,356	555,000	735,132	381,224	433,213	452,185	50,525	78.1%	68.4%	543,038
<b>Subtotal Operating Funds</b>	<b>\$9,323,653</b>	<b>\$53,951,343</b>	<b>\$54,066,160</b>	<b>\$9,208,836</b>	<b>\$40,284,899</b>	<b>\$38,107,624</b>	<b>\$3,136,689</b>	<b>74.7%</b>	<b>76.3%</b>	<b>\$11,331,552</b>
Self Insurance	2,547,905	7,786,867	7,385,138	2,949,634	5,112,131	5,237,604	15,641	65.7%	71.1%	3,102,358
Worker Comp	118,804	22,100	92,000	48,904	4,919	22,862	0	22.3%	24.8%	100,861
Other Post Employment Benefi	532,556	112,014	530,860	113,710	65,448	530,860	0	58.4%	100.0%	67,144
Capital Project	75,839	646,530	639,190	83,179	620,926	165,809	24,180	96.0%	29.7%	633,657
Building	9,542,581	120,000	1,138,971	8,523,610	63,248	733,370	158,781	52.7%	78.3%	8,872,459
Revenue Bond	22,751	20,900	20,900	22,751	21,002	20,900	0	100.5%	100.0%	22,853
Debt Service	201,235	2,556	0	203,791	1,279	0	0	50.1%	0.0%	202,514
Associated Student	211,320	80,000	80,000	211,320	64,018	43,571	0	80.0%	54.5%	277,598
Financial Aid	19,146	6,200,000	6,200,000	19,146	4,847,280	4,847,280	0	78.2%	78.2%	149,492
Scholarship & Loans	68,307	3,500,000	3,500,000	68,307	2,726,202	2,590,148	0	77.9%	74.0%	414,692
Trust Funds	348,636	2,135,000	2,135,000	348,636	1,814,742	1,535,698	0	85.0%	71.9%	1,118,969
Orr Estate	30,333	25,000	20,000	35,333	16,301	23,799	0	65.2%	119.0%	394,202
<b>Total all Funds</b>	<b>\$23,043,066</b>	<b>\$74,602,310</b>	<b>\$75,808,219</b>	<b>\$21,837,157</b>	<b>\$55,642,395</b>	<b>\$53,859,525</b>	<b>\$3,335,290</b>	<b>74.6%</b>	<b>71.0%</b>	<b>\$26,688,352</b>

Monterey Peninsula Community College District

Governing Board Agenda

April 25, 2018

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter-ending March 31, 2018.

Background:

AB 2910, Chapter 1486, Statutes of 1986, requires that quarterly reports on the financial condition of each community college district be presented to local governing boards for review and acceptance. These reports must also be filed with the Chancellor's Office.

Budgetary Implications:

Steps have been taken to ensure close monitoring of the District's budget. Monthly reports, updates and projections will be provided to the Governing Board.

[X] RESOLUTION: BE IT RESOLVED, that the Quarterly Financial Status Report for the quarter Ending March 31, 2018, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.

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

Prepared By: [Signature]
Rosemary Barrios, Controller

Agenda Approval: [Signature]
Dr. Walter Tribley, Superintendent /President

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

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q3) Mar 31, 2018

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-16	Actual 2016-16	Actual 2016-17	Projects 2017-2018
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,585,802	42,874,366	42,756,750	40,370,953
A.2	Other Financing Sources (Object 8900)	1,400,000	0	2,031,765	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>37,985,802</b>	<b>42,874,366</b>	<b>44,788,515</b>	<b>40,370,953</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	36,330,317	39,406,539	41,845,811	40,134,484
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,328,481	925,220	1,600,648	171,629
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>37,658,798</b>	<b>40,331,759</b>	<b>43,446,459</b>	<b>40,306,113</b>
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	327,004	2,542,607	1,342,056	64,840
D.	Fund Balance, Beginning	3,885,709	4,212,713	6,755,552	8,097,608
D.1	Prior Year Adjustments + (-)	0	232	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>3,885,709</b>	<b>4,212,945</b>	<b>6,755,552</b>	<b>8,097,608</b>
E.	Fund Balance, Ending (C. + D.2)	4,212,713	6,755,552	8,097,608	8,162,448
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	16.7%	18.6%	20.3%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	6,501	<b>6,479</b>	6,701	6,701
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ends for each fiscal year			
		2016-16	2016-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		10,045,530	8,612,449	9,836,915
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>4,830,791</b>	<b>10,045,530</b>	<b>8,612,449</b>	<b>9,836,915</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actual (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	40,306,913	40,370,953	30,084,133	74.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>40,306,913</b>	<b>40,370,953</b>	<b>30,084,133</b>	<b>74.5%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	40,137,330	40,134,484	30,047,449	74.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	169,583	171,629	102,046	59.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>40,306,913</b>	<b>40,306,113</b>	<b>30,149,495</b>	<b>74.8%</b>
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	0	64,840	-65,362	
L.	Adjusted Fund Balance, Beginning	8,097,608	8,097,608	8,097,608	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>8,097,608</b>	<b>8,162,448</b>	<b>8,032,246</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	20.1%	20.3%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management	Total Cost Increase	Percentage	Academic	Temporary	Classified	Total Cost Increase	Percentage
<b>a. SALARIES:</b>								
Year 1: 17-18	14,181	1%				31,007	1%	
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1: 17-18	4,092	1%				14,591	1%	
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The District plans to fund the salary increase of: Permanent Classified (part-time and full-time), Managers, Supervisors, and Confidential and Administrator, through the unrestricted general fund, fund balance..

**VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of GOPs, etc.)?** **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

**VII. Does the district have significant fiscal problems that must be addressed?** **This year? NO**  
**Next year? NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)



# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▾

Fiscal Year: 2017-2018

Quarter Ended: (Q3) Mar 31, 2018

District: (460) MONTEREY

Your Quarterly Data is Certified for this quarter.

### Chief Business Officer

**CBO Name:** David Martin

**CBO Phone:** 831-646-4040

**CBO Signature:**

**Date Signed:**

  
\_\_\_\_\_  
4/16/18

### District Contact Person

**Name:** Rosemary Barrios

**Title:** Controller

**Telephone:** 831-646-4043

**Fax:** 831-645-1312

**Chief Executive Officer Name:** Dr. Walter Tribley

**CEO Signature:**

**Date Signed:**

\_\_\_\_\_  
\_\_\_\_\_

**E-Mail:** rbarrios@mpc.edu

**Electronic Cert Date:** 04/15/2018

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalg (916)327-5772 [catalg@cccco.edu](mailto:catalg@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@ccc.co.edu](mailto:tbritten@ccc.co.edu)

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Monterey Peninsula Community College District

Governing Board Agenda

April 25, 2018

New Business Agenda Item No. C

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

[X] RESOLUTION: BE IT RESOLVED, that the following new programs be approved:

New "A.S." Programs:

- Chemistry - Associate in Science - previously existed as an Associate in Arts program
Engineering - Associate in Science - previously existed as an Associate in Arts program

Recommended By: [Signature: Kiran Kamath]
Kiran Kamath, Vice President of Academic Affairs

Prepared By: [Signature: Kim Kingswold]
Kim Kingswold, Academic Technician

Agenda Approval: [Signature: Walt A. Tribley]
Dr. Walter Tribley, Superintendent/President

## NEW PROGRAMS

### Chemistry – Associate in Science

#### **Justification:**

The Chemistry Associate degree program is being revised from an Associate in Arts degree to an Associate in Science. This change in “program award” is considered a new program by the California Community College Chancellor’s Office and therefore must be approved by the Governing Board as a new program. The new Chemistry Associate in Science degree is intended to replace the existing Associate in Arts degree in the upcoming College Catalog. In addition, the degree requirements have been refined to better prepare students for university transfer and for the Chemistry faculty to better assess our program outcomes.

#### **Description:**

The Associate Degree in Science with an emphasis in Chemistry is designed to prepare students who wish to pursue a Bachelor's Degree in Chemistry at a four-year institution. Students enrolled in this program will use the scientific method to investigate phenomena in the natural world and use concepts, experiments, and/or theory to explain them.

### Engineering – Associate in Science

#### **Justification:**

The Engineering Associate degree program is being revised from an Associate in Arts degree to an Associate in Science. This change in “program award” is considered a new program by the California Community College Chancellor’s Office and therefore must be approved by the Governing Board as a new program. The new Engineering Associate in Science degree is intended to replace the existing Associate in Arts degree in the upcoming College Catalog. In addition, the Engineering degree requirements have been refined to remove courses that were archived as part of our efforts to assess student learning and streamline curriculum.

#### **Description:**

This Engineering Associate in Science degree prepares students for transfer into an Engineering baccalaureate program by providing foundational training in core courses across the discipline.

# Monterey Peninsula Community College District

## Governing Board Agenda

April 25, 2018

New Business Agenda Item No. D

Human Resources  
College Area

### Proposal:

That the Governing Board review the Equal Employment Opportunity (EEO) Fund Multiple Measures Allocation Model Certification Form for fiscal year 2017-2018 to receive EEO restricted funds.

### Background:

The California Code of Regulations, Title 5 Section 53000 et seq. allocates funds for the purposes of promoting EEO in hiring and employment practices.

To be eligible to receive EEO funds, districts must meet method #1 certifying that the district has a current board adopted EEO Plan, an EEO Advisory Group is established, and that the district submits an annual report on the use of the funds. In addition, the district must meet six (6) of the remaining eight (8) measures. This is an increase from five (5) measures for the 2016-2017 funding requirements. The Monterey Peninsula College EEO Advisory Committee met on March 15, 2018. The members reviewed and recommended the EEO Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2016-2017 be approved.

Following the review in April and approval in May by the Board of Trustees, the Equal Employment Opportunity Fund Multiple Measures Allocation Model Certification Form, Fiscal Year 2017-2018 will be submitted to the California Community College Chancellor's Office (CCCCO) for consideration for funding.

### Budgetary Implications:

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

**INFORMATION:** First Reading: The Equal Employment Opportunity Fund Multiple Measures Allocation Model Certification Form for fiscal year 2017-2018 to receive EEO restricted funds.

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

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

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

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

**District Name:** Monterey Peninsula Community College District

**Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).**

**Yes**

**No**

**The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)**

**Yes**

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

**No**

***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.***

**Chair, Equal Employment Opportunity Advisory Committee**

Name: Susan Kitagawa Title: Associate Dean of Human Resources/EEO Officer

Signature:  Date: April 11, 2018

**Chief Human Resources Officer**

Name: Susan Kitagawa Title: Associate Dean of Human Resources/EEO Officer

Signature:  Date: April 11, 2018

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Dr. Walter A. Tribley Title: Superintendent/President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**President/Chair, District Board of Trustees**

**Date of governing board's approval/certification:** May 28, 2018

Name: Ms. Marilyn Gustafson Title: President/Chair, Board of Trustees

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Due at the Chancellor's Office: June 1, 2018**

Return to: Leslie LeBlanc [lleblanc@cccco.edu](mailto:lleblanc@cccco.edu); Office of the General Counsel  
California Community Colleges; 1102 Q Street, Ste. 4400, Sacramento, CA 95811

# Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

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

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

## Nine (9) Multiple Methods

### ***Mandatory for Funding***

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

### ***Pre-Hiring***

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

### ***Hiring***

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

### ***Post-Hiring***

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

**Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?**

**Yes**

**No**

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

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

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

## Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

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

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

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

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

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

**Yes**

**No**

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

The Board of Trustees, President's Cabinet, the EEOAC and the President's Advisory Group have reviewed and/or approved the following EEO related Board Policies (BP) and Administrative Procedures (AP) since May 2016: BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 3430 Prohibition of Harassment; AP 3435 Discrimination and Harassment Complaints and Investigations; BP/AP 3540 Sexual and Other Assaults on Campus; BP 7100 Commitment to Diversity; BP/AP 7120 Recruitment and Hiring; and AP 7121 Recruitment and Hiring: Administrators and Managers.

In addition to AP 7121 Recruitment and Hiring: Administrators and Managers, MPC has hiring procedures for classified and full-time and part-time faculty.

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

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

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**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

MPC has maintained demographic data on its applicant pools and employee groups since 2008. The data is presented to the Board of Trustees and EEOAC on an annual basis.

More recently the demographics of applicant pools for administrative and full-time faculty recruitments have been tracked from the initial submission of application, minimum qualification screening, initial interviews, second interviews and hiring. Reasons for withdrawal of candidacy are also being tracked to determine patterns that may be addressed in the recruitment and hiring processes.

In 2016, some candidates expressed concern that the cost of traveling to the college for second interviews was a hardship. EEO Funds were allocated up to \$250 for reimbursement for costs related to second interviews for candidates traveling a distance of 250 miles or more one way. In reviewing the submissions for reimbursement for spring 2017, only 4 candidates qualified for the reimbursement and tended to spend more than the per person allocation. For 2018, all candidates attending second interviews will be eligible for reimbursements related to travel up to \$400.

Human Resources (HR) monitored the applications received after the first 30 days of the 60 day recruitment period for full-time faculty tenure track positions and contacted the chair and dean for recommendations for additional recruitment sources. Additional announcements were pursued in professional associations and websites to increase the applicant pool for the position of Librarian.

MPC reviews postings for all positions to eliminate local requirements that may create barriers for applicants. Minimum qualifications for faculty and administrative positions reflect Title 5 regulations.

For hard-to-hire positions, additional advertisement has been placed in professional and vocational websites and circulations. Extension of recruitment periods has also been used as a method to increase applicant pools for hard-to-hire positions for both faculty and classified positions.



**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

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**Does the District meet Method #4 (Focused outreach and publications)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

In 2016-2017, MPC invested in annual subscriptions for recruitment sources on the national and local levels. MPC asks all applicants where they learned about our job opportunities. Data was collected to determine the effectiveness of these sources. The data informed Human Resources of the successful and not as successful recruitment sources. Based on the data, it was determined to try new recruitment sources that targets underrepresented groups. Data was provided by JobElephant.com, a third party vendor who places MPC's ads. The data was based on the average number of hits an ad receives from the various recruitment sources. The new recruitment sources for 2017-2018 include: Latino in Higher Education, Journal of Blacks in Higher Ed, Hispanic Association of Colleges and Universities, and Historically Black Colleges and Universities Connect. Local recruitment sources include MontereyBayJobs, the Monterey Weekly, the Monterey Herald, Craigslist, CalJobs, and One Stop Monterey. State and national recruitment sources include: the Chronicle of Higher Ed, Higher Ed Jobs, Chronicle Vitae, CCC Registry, Ed Join and various UC's and CSU's.

MPC attends the California Community College Registry job fair in Northern California and local job fairs sponsored by CSU Monterey Bay and the communities of Monterey and Salinas.

Job descriptions for classified employees are reviewed through the annual reclassification process outlined in the collective bargaining agreement. Job descriptions for managers and administrators have been updated as needed.

The District's website and publications feature its diverse students and staff population. The Human Resources webpage provides links to the EEO Plan, Title IX webpage, MPC board policies and procedures, and the Unlawful Discrimination and Sexual Harassment Complaint Procedures.

The job application process requires the applicant to provide a statement addressing diversity and inclusion. All interviews include questions regarding the diverse backgrounds of students and or staff.

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

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

**Yes**

**No**

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

The MPC EEO Plan and BP/AP 3420 Equal Employment Opportunity outline procedures for addressing diversity throughout the recruitment and hiring procedures. All job descriptions and postings are reviewed for local requirements to eliminate inadvertent adverse impact. Application scoring criteria, interview questions, and assessments are reviewed to ensure job relatedness and to eliminate bias.

Search committees for full-time faculty and administrators have an EEO Representative assigned to the committee who monitor the process to ensure that EEO laws and best practices are followed. The EEO Representatives receive an extended training beyond that received by committee members. HR Representatives facilitate all recruitment and search processes and attend committee meetings. EEO and HR Representatives report any inconsistencies in the process to the EEO Officer. The District reserves the right to delay, extend, or stop a search process if violations of laws or procedures exist.

The District investigates all complaints of unlawful discrimination in a timely manner.

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

**Yes**

**No**

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

The EEO Plan, BP/AP 3420 Equal Employment Opportunity and the hiring procedures for all employees require committee members to participate in EEO training. The District provides consistent and ongoing training for hiring committees and EEO Representatives. The training is in compliance with Title 5 Section 53024.1 and includes a review of federal and state laws and regulations, the value of diversity, and the elimination of bias in interviews. The training also includes a summary of the hiring procedures.

As mentioned above, the EEO Officer provides additional training for EEO Representatives who monitor hiring processes for full-time faculty and administrative searches.

A representative from HR is assigned to each hiring committee to facilitate and monitor the search process. The representative attends all committee meetings, providing technical expertise and guidance throughout the process.

As necessary, the EEO Officer will attend committee meetings to assist in training or discussions. The EEO Officer is responsible for on-going training for the HR representatives. Training materials are reviewed and revised on an annual basis.

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

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**Does the District meet Method #7 (Professional development focused on diversity)?**

**Yes**

**No**

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

Flex activities at MPC are attended by all employees including classified, faculty, administrators, and Governing Board members. Dr. Veronica Neal was featured as the keynote speaker for Fall Flex. She is currently the faculty advisor to the Office of Equity, Social Justice, and Multicultural Education at De Anza College. She serves as the Department Chair of International Peace and Conflict Studies at De Anza College and teaches at San Francisco State University. The keynote address was entitled, "Equity Paxis: Putting the Values of Equity into Practice." There were two workshops following the address entitled, "Creating a 'Call-In' Culture for Advancing Equity."

Spring Flex featured a keynote address by the Safe Zone organization entitled, "Creating Campus Inclusion." Meg Bolger co-creator of The Safe Zone Project presented a training on creating LGBTQ awareness and ally training. The keynote address was followed by an interactive workshop.

Dr. Eugene Whitlock, Vice Chancellor of Human Resources at San Mateo Community College presented two workshops on the Benefits of Diversity and the Effects of Unconscious Bias in the Hiring Process. As the title implies, the training presented research exploring both the benefits of diversity and bias in the interview process. It was a timely compliment to the training search committees were undergoing.

A Faculty and Staff Advancement Award sponsored by the MPC Foundation will provide the funds for a classified employee to attend the 2018 conference "Diversity, Equity and Inclusive Democracy: The Inconvenient Truths" presented by the Association of American Colleges and Universities in March 2018.

**Equal Employment Opportunity Fund Multiple Method Allocation Model  
Certification Form, Fiscal Year 2017-2018**

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**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Diversity is incorporated into the criteria for employee evaluations at MPC.

As a component of the evaluation process for the management team, consisting of administrators, managers, supervisors, and confidential employees, is a confidential feedback survey sent to a cross section of employees. One of the performance areas is "The management employee demonstrates sensitivity and the ability to work effectively with others from culturally different backgrounds." Employees are provided an overall score and any comments that were provided by survey participants.

One of the performance factors for classified employees is "Working Relationships/Attitude: Acts in a manner that reflects courtesy, civility, and appreciation of all diverse backgrounds. Establish and maintain effective work relationships."

Student evaluations for faculty includes criteria related to interactions with students, including "Shows respect to students" and "Considerate of students of diverse backgrounds (e.g. gender, culture, age, disability)". In addition, the "Guide for Faculty Self-Evaluation" for faculty includes the following component in Part A, "How re issues of diversity and multicultural themes incorporated into your course content?"

**Does the District meet Method #9 (Grow-Your-Own programs)?**

**Yes**

**No**

# Monterey Peninsula Community College District

## Governing Board Agenda

April 25, 2018

New Business Agenda Item No. E

Human Resources  
College Area

### Proposal:

That the Governing Board approve the resolution recognizing the contributions of the classified employees and declare May 20 through May 26, 2018 as Classified School Employee Week.

### Background:

Education Code 88270 designates the third full week of May as Classified School Employee Week in recognition of classified employees and the contributions they make to the educational community. The resolution will formally recognize the efforts and contributions of Monterey Peninsula College's classified employees.

### Budgetary Implications:

None.



**RESOLUTION: BE IT RESOLVED** that the Governing Board adopt the following resolution recognizing the contributions of the classified employees of Monterey Peninsula College and designating May 20 through May 26, 2018 as Classified School Employee Week.

### MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT Classified School Employee Week

WHEREAS, classified professionals provide valuable services to the students of Monterey Peninsula Community College District and contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in the efficient and productive operations of Monterey Peninsula College; and

WHEREAS, classified professionals employed by Monterey Peninsula Community College District strive for excellence in the performance of their duties; and

WHEREAS, the Monterey Peninsula Community College District wishes to acknowledge and thank the classified employees for their dedication and hard work;

THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District hereby recognizes and honors the contributions of the classified professionals to the quality education of the students at Monterey Peninsula College and declares the week of May 20 through May 26, 2018, as Classified School Employee Week in the Monterey Peninsula Community College District.

Recommended By: \_\_\_\_\_

*Susan Kitagawa*  
Susan Kitagawa, Associate Dean of Human Resources

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

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

# Monterey Peninsula Community College District

## Governing Board Agenda

April 25, 2018

**New Business Agenda Item No. F**

Superintendent/President  
College Area

**Proposal:**

That the Governing Board considers the allocation for 2018-2019 in support of Community Human Services (CHS).

**Background:**

For the past several years, the District has authorized an annual allocation to support the work of this Joint Powers Agency. For the 2011-12 year, Community Human Services (CHS) requested financial support of \$3,600 and the Governing Board adopted an allocation of \$2,975 due to anticipated state budget reductions. For the past four years, the Board has maintained the allocation at \$2,975 due to the District's continuing budget restraints. For 2018-19, CHS is requesting \$2,600.00.

Given the District's budget development parameters for 2018-19, it is recommended that the allocation of \$2,600.00 be approved.

**Budgetary Implications:**

The allocation will be budgeted in the District's Final Budget for fiscal year 2018-2019.

**RESOLUTION: BE IT RESOLVED**, that the 2018-2019 allocation of \$2,600.00 to Community Human Services, be approved.

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

**Prepared By:**

Shawn Anderson

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

**Agenda Approval:**

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

www.chservices.org  
831.658.3811 phone  
831.658.3815 fax

Administration Office  
P.O. Box 3076  
Monterey, CA 93942-3076



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04/02/18  
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human services**  
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March 29, 2018

Walter Tribley, Superintendent/President  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940

Dear Dr. Tribley,

Each year, Community Human Services' board of directors approves a specific allocation amount to be requested of the city and school district members of the Joint Powers Agency. Allocation requests are then sent to JPA members in early April for consideration in the coming year's budget.

**For fiscal year 2018-19, the allocation requested of Monterey Peninsula College is \$2,600.**

Community Human Services (CHS) appreciates your years of support as a member of the JPA. Your membership provides a lot of benefits and services to Monterey Peninsula College's youth and families, including a variety of behavioral health services. CHS also leverages local dollars with federal, state and private sources, which greatly expands service levels in our community. Last fiscal year, CHS helped 3,312 people in Monterey County with the following services:

<u>Service</u>	<u>Individuals</u>
Outpatient Mental Health Counseling	848
Runaway and Homeless Youth Services	308
Youth Drug Intervention	188
School-Based Counseling	221
Supervised Visitation	156
Parent Education	678
Domestic Violence Intervention	126
Methadone Counseling and Medication	340
Residential Drug Treatment	129
Perinatal Residential Drug Treatment	27
Outpatient Drug Treatment	281
Women's Sober Living Environment	10
<b>Totals</b>	<b>3,312</b>



CHS remains committed to providing a vital safety net of services to Monterey County's at-risk youth and families. I've enclosed a directory of our services for your information. If you would like us to make a brief presentation to your school board, please contact me or your JPA representative, Loren Steck. I can be reached at 831.658.3811 or [rmccrae@chservices.org](mailto:rmccrae@chservices.org). Thank you again for your ongoing support.

Sincerely,



Robin McCrae  
Chief Executive Officer

C: Loren Steck, CHS Board Representative  
Finance Department

# Monterey Peninsula Community College District

## Governing Board Agenda

April 25, 2018

**New Business Agenda Item No. G**

Superintendent/President  
College Area

**Proposal:**

That the Governing Board authorizes the student trustee to have an advisory vote and be granted the privilege of making and seconding motions.

**Background:**

Education Code 72023.5 states that local boards may grant certain privileges to student trustees on a year-to-year basis and that these privileges must be adopted by May for the following year. In August 2000, Board policy was revised to augment the privileges of the student trustee by including an advisory vote and the ability to make and second motions, subject to annual authorization. By law, the student trustee does not have the right to vote and therefore, is protected from being liable for acts of the Governing Board. However, an advisory vote permits the student trustee to express a non-binding opinion on action items brought before the Board. Although it would not be counted in determining whether an agenda item passes or fails, the student's advisory vote will be logged in the minutes.

This authorization of the student trustee's advisory vote and ability to make and second motions would be effective for the 2018-19 term of office.

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that the annual authorization for the student trustee to have an advisory vote and the ability to make and second motions, to be in effect until May 31, 2019, be approved.

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

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

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

Monterey Peninsula Community College District

Governing Board Agenda

April 25, 2018

New Business Agenda Item No. H

Superintendent/President  
College Area

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus. Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

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

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

## MPC Governing Board 2017-2018 Calendar of Events

### APRIL 2018

Wednesday, April 25 Regular Board Meeting, MPC Library & Technology Center  
Regular Meeting: 1:30pm, Sam Karas Room

Friday, April 27 President's Address to the Community, 11:30am, Monterey Marriott

### MAY 2018

Thurs.-Sunday, May 3-6 CCLC Annual Trustees Conference, Hyatt Regency Valencia  
Friday, May 11 ARC Scholarship Reception, 1:00pm, Sam Karas Room  
**EOPS, 4:00pm, Hyatt Regency Monterey Hotel**

Thursday, May 17 MPC Scholarship Awards Ceremony, **4:00pm**, MPC Theatre  
Friday, May 18 Employee Recognition Ceremony, 11:45am, **Student Center**  
CDC Preschool Graduation, 6:00pm, Student Center  
TRIO/SS Recognition Ceremony, 6:00pm, MPC Theatre

Mon, May 21 – Fri, May 25 Finals, Stress Buster Week  
**Classified Employee Appreciation Week**

Mon, May 21 Veterans Recognition Ceremony, 6:00pm, Student Center  
Wednesday, May 23 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room  
Automotive Tech Grad Banquet (Invitation Only), 5:00pm, Tarp's Roadhouse

Thursday, May 24 Asian Student Association Grad Ceremony, 6:00pm, Sakura Buffet in Salinas  
Latino Graduation, 6:00pm, MPC Music Hall

Friday, May 25 Spring Semester Ends  
Float Day – Classified Ice Cream, 2:30-4:30pm, F&CS (Hospitality)  
**Early Childhood Education Grad, 5:30pm, CDC Outdoor Environment Area**  
Kente Ceremony, 6:00pm, MPC Music Hall

Saturday, May 26 Faculty Retirement Breakfast, 8:30am (location to be determined)  
Commencement: 12:00pm, MPC Stadium  
(Line-up at 11:30am in Amphitheater)  
Nurse Pinning Ceremony, 3:00pm, Amphitheater

Monday, May 28 Holiday – Memorial Day  
Tuesday, May 29 **Dual Enrollment Pathways Celebration, 5:30, Location TBC**

## MPC Governing Board 2017-2018 Calendar of Events

### JUNE 2018

Friday, June 1 Fire Academy Graduation, 10:00am, MPC Theatre  
Monday, June 4 Summer Session Begins  
Wednesday, June 27 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

### JULY 2018

Wednesday, July 4 Holiday – Independence Day  
Friday, July 13 End of Six-Week Session  
Wednesday, July 25 Regular Board Meeting, Education Center at Marina  
Closed Session: 11:00am, Room to be determined  
Regular Meeting: 1:30pm, Room to be determined  
Friday, July 27 End of Eight-Week Session

### AUGUST 2018

Monday, Aug 20 Fall Semester Begins  
Wednesday, Aug 22 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

### SEPTEMBER 2018

Monday, Sep 3 Holiday - Labor Day  
Wednesday, Sep 26 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

### OCTOBER 2018

Wednesday, Oct 24 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Public Safety Training Center in Seaside, Room TBD  
Regular Meeting: 1:30pm, Public Safety Training Center in Seaside, Room TBD

## MPC Governing Board 2017-2018 Calendar of Events

### NOVEMBER 2018

**Saturday, Nov 3** **MPCF Evening of Opportunity Gala, 4:00pm, Folktale Winery**  
Monday, Nov 12 Holiday – Veterans’ Day  
Thurs.-Saturday, Nov 15-17 CCLC Annual Convention, 8:00am, Westin Mission Hills, Rancho Mirage  
Thurs.-Saturday, Nov 22-24 Holiday - Thanksgiving  
Wednesday, Nov 28 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room

### DECEMBER 2018

TBD Admin Holiday Reception (time and location TBD)  
Wednesday, Dec 12 Regular Board Meeting, MPC Library & Technology Center  
Closed Session: 11:00am, Stutzman Room  
Regular Meeting: 1:30pm, Sam Karas Room  
Monday, Dec 17 Fall Semester Ends  
Sat, Dec 22 – Tues, Jan 1 December Holiday Break

*Events/details added from previous Calendar are highlighted in bold; updated April 17, 2018.*