



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

**REGULAR MEETING
WEDNESDAY, SEPTEMBER 26, 2018**

NEW BUSINESS

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. A

President's Office
College Area

Proposal:

That the Governing Board receives a presentation on progress toward resolving Monterey Peninsula College's remaining accreditation recommendation, which relates to integrated planning.

Background:

In June 2018, the ACCJC lifted Monterey Peninsula College's accreditation sanction and indicated the College had resolved all recommendations except for Recommendation 4. To resolve the remaining recommendation, the Commission indicated that MPC must demonstrate how it has integrated program review, planning, and resource prioritization and allocation into a systematic process. Dr. Tribley directed the Interim Dean of PRIE to work with the Chief Business Officer and PRIE Committee to address this remaining recommendation, with frequent progress updates to him and the campus community. The Interim Dean and CBO have provided progress updates on tasks related to Recommendation 4 in regular one-on-one meetings with Dr. Tribley, as well as through reports at President's Cabinet, President's Advisory Group, Academic Affairs Advisory Group, Academic Senate, and Management Team meetings. At the request of the Dr. Tribley, the Interim Dean also provided a brief progress update to the Board during the Superintendent/President's Report at the Regular Board meeting in August 2018.

The PRIE Committee has developed and recommended tools and process improvements designed to strengthen the integration between program planning and resource prioritization/allocation. To ensure that these improvements work as intended and demonstrate that MPC's integrated planning processes result in resource allocation that supports the mission and effectiveness of the College, the PRIE Committee conducted a test of the new resource prioritization tools in September 2018. The test resulted in a prioritized list of resource requests from academic divisions, student services departments, and the Academic Senate that had been unfunded or partially funded in the 18-19 budget. The list was delivered to President's Cabinet for resource allocation decisions. The Final Adopted 18-19 Budget included \$70,000 to support needs emerging from program review; these funds were allocated to requests on the prioritized list. The PRIE Committee discussed lessons learned and improvements for the next cycle at its meeting on September 17, 2018.

At the September 26, 2018 Regular Board meeting, the Board will receive a report about the test activity and its relevance for continued accreditation progress. The report will be presented by Mr. David Martin, Chief Business Officer and Vice President of Administrative Services, and Dr. Catherine Webb, Interim Dean of Planning, Research, & Institutional Effectiveness.

Budgetary Implications:

None.

INFORMATION: Accreditation Recommendation 4 – Progress Report

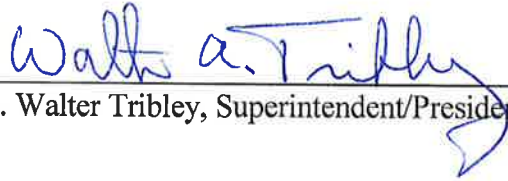
Recommended By: Dr. Walter Tribley, Superintendent/President



Prepared By:

Dr. Catherine Webb, Interim Dean of Planning, Research, & Institutional Effectiveness

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

September 26 2018

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2018-2019 Monthly Financial Report for the period ending, August 31, 2018.

Background:


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

Budgetary Implications:

None.

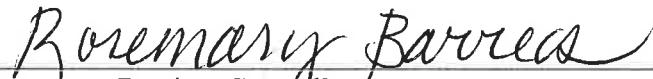
RESOLUTION: BE IT RESOLVED, that the 2018-2019 Monthly Financial Report for the period ending August 31, 2018, be accepted.

Recommended By:



David J. Martin, Vice President of Administrative Services

Prepared By:



Rosemary Barrios, Controller

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College

Monthly Financial Report

August 31, 2018

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2018 - 2019		Ending Fund Balance	Year to Date Actual 2018 - 2019			% Actual to Budget		Cash Balance
	<u>07/01/18</u>	<u>Revenue</u>	<u>Expense</u>	<u>6/30/2019</u>	<u>Revenue</u>	<u>Expense</u>	<u>Encumbrances</u>	<u>Rev</u>	<u>Expense/ Enc.</u>	<u>8/31/2018</u>
General - Unrestricted	\$7,993,631	\$43,470,570	\$43,470,570	\$7,993,631	3,667,215	6,017,935	7,648,033	8.4%	31.4%	\$10,660,481
General - Restricted	0	8,842,382	8,842,382	0	51,327	1,086,216	569,699	0.1%	6.7%	0
Child Dev - Unrestricted	309,966	180,350	123,431	366,885	7,885	20,208	0	4.4%	19.3%	367,156
Child Dev - Restricted	0	380,838	380,838	0	149,229	23,816	0	1.5%	3.3%	0
Student Center	778,976	243,000	202,551	819,425	5,710	12,461	54,359	2.3%	33.0%	683,056
Parking	421,982	532,000	554,210	399,772	32,363	70,623	3,279	6.1%	13.3%	455,734
Subtotal Operating Funds	\$9,504,555	\$53,649,140	\$53,573,982	\$9,579,713	\$3,913,729	\$7,231,259	\$8,275,370	7.3%	28.9%	\$12,166,427
Self Insurance	3,324,496	7,522,247	7,522,247	3,324,496	1,555,237	1,783,650	53,654	20.7%	24.4%	3,781,287
Worker Comp	81,269	21,200	50,000	52,469	0	3,625	4,125	0.0%	15.5%	106,516
Other Post Employment Benefits	525,054	942,870	942,870	525,054	0	0	0	0.0%	0.0%	113,044
Capital Project	960,251	716,463	707,463	969,251	81,599	0	146,968	11.4%	20.8%	1,135,551
Building	8,600,349	116,000	336,000	8,380,349	0	0	8,712	0.0%	2.6%	8,800,924
Revenue Bond	22,982	20,350	20,300	23,032	0	0	0	0.0%	0.0%	22,932
Debt Service	203,206	2,500	0	205,706	0	0	0	0.0%	0.0%	203,206
Associated Student	234,252	80,000	80,000	234,252	5,189	3,402	0	6.5%	4.3%	275,164
Financial Aid	19,146	6,519,310	6,519,310	19,146	878,758	878,758	0	13.5%	13.5%	257,864
Scholarship & Loans	17,680	4,000,000	4,000,000	17,680	263,540	357,187	0	6.6%	8.9%	240,400
Trust Funds	320,342	3,395,000	3,395,000	320,342	358,540	482,422	0	10.6%	14.2%	683,387
Orr Estate	33,286	30,000	30,000	33,286	20	1,819	0	0.1%	6.1%	31,487
Total all Funds	\$23,846,868	\$77,015,080	\$77,177,172	\$23,684,776	\$7,056,611	\$10,742,122	\$8,488,829	9.2%	13.9%	\$27,818,189

Monterey Peninsula College
Fiscal Year 2018-2019
Financial and Budgetary Report
August 31, 2018

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

Operating Fund net revenue through August 31, 2018 is \$3,913,729 which is 7.3% of the operating budget for this fiscal year. Expenditures year-to-date total \$7,231,259 and Encumbrances of \$8,275,370 which is 28.9% of the operating budget, for a net difference of -\$11,592,900.

The Final Budget numbers are reflected on the summary of all funds report in the revised column. These numbers will change as we start completing budget revisions.

Unrestricted General Fund

Revenue

- August Apportionment Payment received of \$1,385,838.
- Other local revenues received totaling: \$170,430.

Expenditures

As we start out the new fiscal year we are beginning to establish open purchase orders for the new fiscal year. We are now through the first 2 months of the new fiscal year. Expenses are at 31.4% in the unrestricted general fund as payments including; vendor payments and monthly payroll is paid out and encumbrances which are the new open purchase orders to vendors are setup for the new fiscal year.

Self Insurance Fund

- Self Insurance Fund (SIF) expenses are at 24.4% of budgeted expense.

Fiduciary Funds

- Fiduciary Funds are tracking as expected for these two months.

Cash Balance:

The total cash balance for all funds is \$27,818,189 including bond cash of \$8,800,924 and \$19,017,265 all other funds. Operating funds cash is \$12,166,427. Cash balance in the General Fund is at \$10,660,481 for the month-ending August 31, 2018.

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. C

Administrative Services
College Area

Proposal: That the Governing Board reject payment of claim number 558987 for damages for \$5,142.42 and forward the claim to the district's claim administrator, Keenan & Associates, for further review and analysis.

Background: On August 29, 2018, the district received a submitted claim form in the amount of \$5,142.42 for damages to the claimant's vehicle while on MPC's premises. The claim was received by the Office of Administrative Services and then forwarded to the district's property and liability insurance administrator, Keenan & Associates. Keenan & Associates provided the recommendation that the District reject payment of the claim at this time and direct Keenan & Associates to conduct further review and analysis of the submitted claim.

Budgetary Implications: The district annually budgets for potential claim expenses in the self-insurance fund.

RESOLUTION: BE IT RESOLVED, That the Governing Board reject payment of claim number 558987 for damages for \$5,142.42 and forward the claim to the district's claim administrator, Keenan & Associates, for further review and analysis.

Recommended By: _____


David J. Martin, Vice President, Administrative Services

Prepared By: _____


Suzanne Ammons, Administrative Assistant

Agenda Approval: _____


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District Governing Board Agenda

September 26, 2018

New Business Agenda Item No. D

Administrative Services
College Area

Proposal:

That the Governing Board approve an increase of the independent contract with Agile Research & Technology, Inc. for professional public information services from July 1, 2018 through June 30, 2019 in an amount not to exceed \$19,200 over the term of the agreement.

Background:

Agile Research and Technology will provide Monterey Peninsula College (MPC) the onsite project management services of Ms. Kristin Darken throughout the 2018-19 fiscal year. In addition to Ms. Darken's current responsibilities with the MPC website and google suite technologies, she will be undertaking the following responsibilities as they relate to public information services:

- Work collaboratively with College administrators, faculty and staff, to develop marketing strategies and internal communications strategies.
- Conceptualize, design, illustrate and produce effective College promotional materials.
- Take, manage, and archive photographs for College promotional use.
- Manage and monitor social media channels.
- Control and administer internal marketing communications tools such as media boards and electronic displays.
- Produce College newsletter.
- Develop and maintain College's historical archive, including biographies, photos, and news releases, and event programs.
- Develop brand identity to ensure continuity and consistency for use in advertisements, college website, program materials, and social media in video, print, and electronic formats.

Budgetary Implications: The professional services through this independent contract are based upon \$40 per hour with a monthly increase of 10 hours for the services noted above. The District's original contract with Agile Research & Technology is an amount not to exceed \$76,480 will increase to a new total not to exceed of \$95,680. These services will be funded through the IT and Public Information's unrestricted general fund budget.

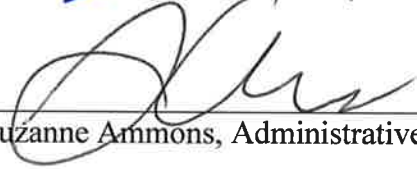
RESOLUTION: BE IT RESOLVED That the Governing Board approve an increase of the independent contract with Agile Research & Technology, Inc. for professional public information services from July 1, 2018 through June 30, 2019 in an amount not to exceed \$19,200 over the term of the agreement.

Recommended By:



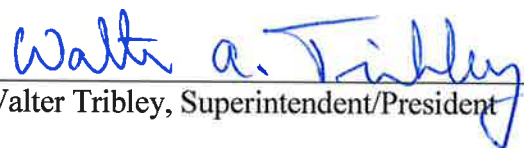
David Martin, Vice President, Administrative Services

Prepared By:



Suzanne Ammons, Administrative Assistant

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT - MODIFICATION
(Lecturers, Presenters, Consultants)

This agreement is made and entered into this 27 day of September 2018 by and Between Agile Research & Technology, Inc. ("INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

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

NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the additional work as noted below that was not included as part of the scope within the original agreement dates July 16, 2018.:
 - a. Work collaboratively with College administrators, faculty and staff, to develop marketing strategies and internal communications strategies.
 - b. Conceptualize, design, illustrate and produce effective College promotional materials.
 - c. Take, manage, and archive photographs for college promotional use.
 - d. Manage and monitor social media channels.
 - e. Control and administer internal marketing communications tools such as media boards and electronic displays.
 - f. Produce College newsletter.
 - g. Develop and maintain College's historical archive, including biographies, photos, and news releases, and event programs.
 - h. Develop brand identity to ensure continuity and consistency for use in advertisements, college website, program materials, and social media in video, print, and electronic formats.

MODIFICATION: The duties outlined above are not included in the original contract dated and signed July 16, 2018. The addition of these duties above will be compensated as outlined below.

2. **COMPENSATION:** The total increase to the original contract dated July 16, 2018 will be \$19,200 for the remainder of the 2018-19 fiscal year. The District's original contract with Agile Research & Technology is an amount not to exceed \$76,480 will increase to a new total not to exceed of \$95,680. This increase is based on the agreed upon \$40 per hour rate.
3. **TERM:** The contract services, as adjusted, are for the period from September 27, 2018 through June 30, 2019.
4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.

6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the INDEPENDENT CONTRACTOR.

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

INDEPENDENT CONTRACTOR

MPC COLLEGE DISTRICT, by:

Signature

Address

City, State, Zip Code

Soc. Sec. Number / Fed Employer ID Number

Printed Name –Vice President, Admin. Svc.
or Superintendent/President

Signature (Vice President, Admin. Svc
or Superintendent / President

Date

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item E

Administrative Services
College Area

Proposal:

That the Governing Board authorize the execution of the contract with Julie Lambert, with the Lambert Group Corporate, LLC, for professional Title IX services through March 31, 2019.

Background:

Julie Lambert has over 30 years of experience in executive human resource and compliance positions. Ms. Lambert has worked with both public and private educational agencies throughout her career. The proposed contract will bring Ms. Lambert to MPC's campus to work directly with the District's Interim Title IX Coordinator and Human Resources Department on a variety of Title IX compliance related projects from the period of October 1 2018 through March 31, 2019. Ms. Lambert shall provide the following services to MPC, under the guidance of the Interim Title IX Coordinator:

- a. Outline and execute a plan to bring the institution into compliance with Title IX requirements as well as all local, state, and federal laws regarding discrimination and the treatment of those in, or considered to be in, a protected class. This will include a thorough review of existing Board and Administrative policies, and a plan to align those with the current standards for the community college system.
- b. Develop a plan to track reportable Title IX filings, implement and oversee the plan, and train existing staff to manage the case files. This will also include ensuring proper response, intake, and communication during the investigation phase of any incident.
- c. Work with the team to ensure ancillary issues, such as access to the plan, required notices, staff training, and department-specific requirements (i.e. athletics), are in compliance with the plan.
- d. Assist with other Human Resources Department issues as directed.
- e. Provide any and all work product, tracking documents, and shared working documents to MPC prior to termination of this professional services contract.
- f. Perform additional duties assigned by the MPC's Title IX Coordinator.

Budgetary Implications:

The services identified above will be billed at \$160 per hour. Total weekly hours will not exceed 20. Total contract amount will not exceed \$76,800 for the term of the agreement. Available funds within the Unrestricted General Fund will be encumbered for contract compensation.

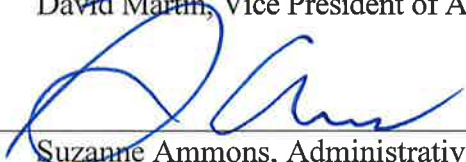
RESOLUTION: BE IT RESOLVED, That the Governing Board authorize the execution of the contract with Julie Lambert, with the Lambert Group Corporate, LLC, for professional Title IX services through March 31, 2019.

Recommended By:



David Martin, Vice President of Administrative Services

Prepared By:



Suzanne Ammons, Administrative Services

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT
(Lecturers, Presenters, Consultants)

This agreement is made and entered into this 1st day of October 2018 by and Between THE LAMBERT GROUP "INDEPENDENT CONTRACTOR") and MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT (MPC).

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

WHEREAS, MPC finds that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform special services to MPC, NOW THEREFORE, MPC and INDEPENDENT CONTRACTOR agree as follows:

1. INDEPENDENT CONTRACTOR shall provide the following specific services as outlined and abbreviated below:
 - a. Outline and execute a plan to bring the institution into compliance with Title IX requirements as well as all local, state, and federal laws regarding discrimination and the treatment of those in, or considered to be in, a protected class. This will include a thorough review of existing Board and Administrative policies, and a plan to align those with the current standards for the community college system.
 - b. Develop a plan to track reportable Title IX filings, implement and oversee the plan, and train existing staff to manage the case files. This will also include ensuring proper response, intake, and communication during the investigation phase of any incident.
 - c. Work with the team to ensure ancillary issues, such as access to the plan, required notices, staff training, and department-specific requirements (i.e. athletics), are in compliance with the plan.
 - d. Assist with other Human Resources Department issues as directed.
 - e. Will provide any and all work product, tracking documents, and shared working documents to MPC prior to termination of this professional services contract.
 - f. Additional duties assigned by the MPC's Title IX Coordinator.
2. MPC shall pay INDEPENDENT CONTRACTOR for his/her services at \$160 per hour with weekly hours not to exceed 20 during the duration of this agreement. Payment is due after the period of work has been completed. Total paid to INDEPENDENT CONTRACTOR not to exceed \$76,800 for term of agreement. Agreement is renewable by mutual agreement of MPC and INDEPENDENT CONTRACTOR. Payment upon receipt of invoices. In addition, MPC will provide the following:
 - a. A consistent and dedicated work space and supplies (i.e. office essentials, access to copiers, parking permits, etc.).
 - b. Connection to internet, campus servers and printers as deemed necessary, and a PC if necessary.
 - c. Access to any pertinent personnel and/or information to complete the assignment.
 - d. Any specific training that MPC deems appropriate.
3. TERM: The contract services are for the period from October 1, 2018 through March 31, 2019.
4. INDEPENDENT CONTRACTOR shall in the performance of this Agreement be and act as an Independent Contractor providing the necessary tools and equipment.
5. INDEPENDENT CONTRACTOR shall assume all expenses incurred in connection with the performance of this Agreement unless otherwise specified in paragraph 2 above. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of MPC. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, INDEPENDENT CONTRACTOR is not an officer, agent or employee of MPC.
6. Independent Contractor shall indemnify, and hold the College, its officers, employees, or agents harmless from and against any and all liability, loss, or expense, including attorney fees, or claims for injury or damages arising out of the performance of this Agreement. The INDEPENDENT CONTRACTOR at his/her expense, cost, or risk shall also defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the College, its officers, agents thereof on any claim or demand, and pay to satisfy any judgment that may be rendered against the College, but only in proportion to and to the extent that such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from a disregard for this agreement or the negligent or intentional acts or omissions of the INDEPENDENT CONTRACTOR.

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

INDEPENDENT CONTRACTOR

[Signature]
Signature Lambert Group Corp S/As

7960-B Sequel Dr,
Address Ste 246

Aptos, CA 95003
City, State, Zip Code

83-0681222
Soc. Sec. Number / Fed Employer ID Number

MPC COLLEGE DISTRICT, by:

Printed Name -Vice President, Admin. Svc.
or Superintendent/President

Signature (Vice President, Admin. Svc
or Superintendent / President

Date

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. F

Superintendent/President

College Area

Proposal:

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

Background:

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

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

Two members recently resigned from the committee, resulting in vacancies for representatives from a college support organization and a senior citizen's organization. Applicants were solicited from appropriate groups and a notice was placed on the committee's webpage. Representatives being recommended for appointment to the committee are:

College Support Organization: Dr. Linda Turner Bynoe (Monterey Peninsula College Foundation)
Senior Citizen's Organization: Ms. Joan Crenshaw (Carmel Foundation)

Per the committee By-laws, the term of these appointments will extend to November, 2020.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the appointment of Dr. Linda Turner Bynoe and Ms. Joan Crenshaw, as members of the Citizens' Bond Oversight Committee, effective September 26, 2018, be approved.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson
Shawn Anderson, Assistant to the Superintendent/President

Agenda Approval:

Walt a Tribley
Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION

FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Linda Turner Bynoe Date September 3, 2018

Membership position that the applicant is qualified to fill – check all that apply:

- Active in a business organization representing the business community within the MPC district (please specify) _____
- Active member of a senior citizen's organization (please specify) _____
- Active member in a bona-fide taxpayers association (please specify) _____
- An enrolled student active in a community college group, such as student government (please specify) _____
- Active member of a college support organization (please specify) Monterey Peninsula College Foundation Board Member
- Citizen at large
- Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Application for Citizen's Bond Oversight Committee

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

I read the Monterey Peninsula College Master Plan, CBOC by-laws and I am willing to learn and work with Committee members to ensure compliance to the bond mandate.

Multiple horizontal lines for writing.

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

APPLICATION

FOR CITIZENS' BOND OVERSIGHT COMMITTEE

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

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

Name Joan CRENSHAW Date 8/15/2018

Membership position that the applicant is qualified to fill – check all that apply:

- Active in a business organization representing the business community within the MPC district (please specify) _____
- Active member of a senior citizen's organization (please specify) Carmel Foundation
- Active member in a bona-fide taxpayers association (please specify) _____
- An enrolled student active in a community college group, such as student government (please specify) _____
- Active member of a college support organization (please specify) _____
- Citizen at large
- Other (please specify) _____

Circle response

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

MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

Application for Citizen's Bond Oversight Committee Page 2 of 2

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

I have served on the Board of Directors of the Junior League of Monterey County, Inc. (JLMC), as 2012-2013 President, 2011-2012 President-Elect, Recording/Corresponding Secretary for 4 terms, Membership Secretary, and in various other capacities as an 19-year JLMC member.

I have also served on the Community Foundation for the Monterey Peninsula's Women's Fund Leadership Committee for three years and the Grants Committee for two years.

I am currently serving my second term as Carmel Foundation Board Member, chairing Programs and Services and sitting on the Fund Development Committee.

I am retired after 36 years as a Department of Defense Federal Employee, where I worked at the Defense Manpower Data Center and the Defense Language Institute. During my last six years, I led the DoD Casualty Data Team.

The sum of my experience gives me a unique insight into different communities, as well as an understanding and ability to use regulations with a common sense approach.

I am a 46-year resident of Monterey County, a military retiree's widow, mother and grandmother.

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. · G

Administrative Services
College Area

Proposal:

That the Governing Board receives the updated IIPP (Injury and Illness Prevention Program) of August 24, 2018.

Background:

The District has an interest in maintaining a safe and healthful work environment for all of its employees. The IIPP (Injury and Illness Prevention Program) serves to outline the goals, statutory authority and responsibilities of all employees as well as managers and supervisors to ensure that safety rules and safe work practices are communicated, implemented and followed. All work environments are identified in the IIPP and include self-identified safe work practices followed in those areas. The District's IIPP is updated annually and was last updated in July 2017 and presented to the Board at its August 2017 meeting. The Safety and Emergency Preparedness Committee reviewed the updated IIPP at its August 24, 2018 meeting and input was invited. The President's Advisory Group received the updated IIPP at its September 11, 2018 meeting.

The IIPP is required in order to maintain compliance according to Ca Labor Code Section 6401.7, CCR Title 8, Sections 1509 and 3203.

The IIPP (attached) is posted on the District's intranet web site and accessible to all employees.

Budgetary Implications: None.

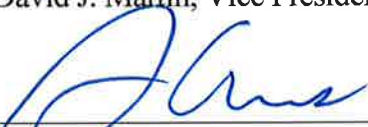
INFORMATION: That the Governing Board receives the updated IIPP (Injury and Illness Prevention Program) of August 24, 2018.

Recommended By:




David J. Martin, Vice President, Administrative Services

Prepared By:



Suzanne Ammons, Administrative Assistant

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

INJURY & ILLNESS PREVENTION PROGRAM

FOR

Monterey Peninsula College District

Draft for Update ~~July 28, 2017~~ August 24, 2018

For Sept. 26, 2018 Board

Revised to add pg. 34

Reviewed/Approved- Safety & Emerg Prep. Mtg (8-24-18)
Information – President’s Advisory Group (9-11-18)
Information - Board (9-26-18)

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SECTION I

INTRODUCTION

In order to maintain a safe and healthful work environment the Monterey Peninsula Community College District has developed this Injury & Illness Prevention Program (IIPP) for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program, as well as the District's responsibility as an employer to provide a safe and healthful work environment. The program includes but is not limited to the following, Hazard Identification and Correction, Steps taken to assure Employee Compliance, Injury Incident and Near Miss Investigations, Employee Safety Training, Safety Communication, and Program Documentation. By making employee/work place safety a high priority for every administrator, supervisor and employee, we will work together as a team to reduce workplace injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the Monterey Peninsula Community College District.

GOALS

Implementation of this program will accomplish several notable goals for Monterey Peninsula Community College District. Most notably it will:

1. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and hazardous exposures to District personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees to temporary modified work assignments, as well as reduce the need to find and train replacement employees to replace employees who cannot return to their duties.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes and Cal/OSHA standards.
6. The Monterey Peninsula College District recognizes that as an employer it bears the responsibility for maintaining a safe and healthful work environment for all of its employees. The District takes this responsibility seriously and will do all it can to meet this requirement.

STATUTORY AUTHORITY

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

This manual is intended to provide each department at Monterey Peninsula Community College District with the information and guidance necessary to comply with the regulation. Following is a brief summary of the required activities to comply with this law.

- A program coordinator will be responsible for the implementation and maintenance of this program. Any questions can be directed to the Program Coordinator's attention.
- Monterey Peninsula Community College District has developed through its negotiated collective bargaining process, disciplinary procedures and processes with regard to employee compliance with safety rules and safe work practices. It will be the responsibility of managers and supervisors to ensure that the safety rules and work practices are implemented in a fair and non-discriminating manner, as well as offering positive reinforcement and recognition for employees who do an exemplary job of promoting a safe work environment by both example and who communicate to peers on safety issues. **Documentation is required.**
- Managers and supervisors are required to ensure that safety and health information is communicated to the employees within their supervision. There are suggested methods to follow in the manual; however, methods may be expanded as special circumstances related to their area dictate.
- Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system have been developed to meet this requirement.
- The immediate supervisor of the employee must investigate each work-related injury or illness. Forms and procedures for this investigation are included in the Appendices of this manual.
- Deficiencies or hazards identified during a self-inspection or in an Injury Incident/Near Miss investigation must be corrected. Supervisors/managers must ensure that employees adhere to the correction. The priority of the correction of the hazardous condition should commensurate with the hazard. **Documentation is required.** Copies of documentation must be kept in each department as well with the coordinator.
- All employees should receive appropriate training in identifying and guarding against injury and illness hazards associated with their work. Documentation is required detailing the date the topic, presenters, and the signatures of those employees in attendance. Copies of training documentation must be kept in each department as well with the Coordinator.

Cooperation and support are important elements in making this a successful program. Your positive, cooperative attitude is appreciated.

PROGRAM MANAGEMENT

RESPONSIBILITY

STANDARD:

The person with the authority and responsibility to implement and manage the Injury & Illness Prevention Program (IIPP) is identified as the Program Coordinator. All levels of the District Administration have been informed and accept that the Program Coordinator has the authority to enforce the elements of this program, regardless of position of stature within the organization.

REQUIRED ACTIVITIES:

1. The *Vice President, Administrative Services (David Martin)*, is identified as the Injury and Illness Program Coordinator for the District and is responsible for administering the requirements of the Program per section 3203 of Title 8 of the California Code of Regulations Industrial Safety Orders.
2. The Program Coordinator will maintain overall control of the required activities, which have to occur at various intervals throughout the year. All managers and supervisors will implement the required Program activities for their respective area of responsibilities.
3. Failure on the part of managers and supervisors to implement required Program activities will result in appropriate disciplinary action.
4. The Program Coordinator or his/her designate, or the appropriate area Manager/Supervisor will be available to answer technical questions involving self-inspections, employee training, and other aspects of the administration of this IIPP.
5. Some aspects of the IIPP will have to be implemented as appropriate at the time an Injury Incident/Near Miss occurs. For example, if an employee violates a work rule, a verbal warning should be given at the time; or if a work related injury occurs, an Injury Incident/Near Miss Investigation Report should be completed immediately.
6. Department managers and supervisors must include on all purchases requisitions for chemicals or products containing hazardous materials, a request for Safety Data Sheets (SDS). The Purchasing Department will request from vendors Safety Data Sheets for any and all chemicals as directed by specific departments. Department managers and supervisors must ensure that SDS are received and retained by the department.
7. The Purchasing Department will also request that all tools and equipment purchased for use by District employees meet the American National Standards Institute safety standards. The ANSI standards are the guidelines used by Cal OSHA as the benchmark for its enforcement group.

MOTIVATION AND DISCIPLINE

COMPLIANCE

STANDARD:

A system should be in place to ensure that employees comply with safe and healthy work practices. This may include the use of incentives, training or retraining, and disciplinary action.

REQUIRED ACTIVITIES:

1. To encourage safe behavior on the job, first line supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.
2. Department managers and supervisors are encouraged to recognize employees making an exceptional contribution to the Safety Program should be recognized, including but not necessarily a letter of recognition.
3. If a supervisor observes an employee performing in an unsafe manner, he/she should determine the reason. If disciplinary action is required, the procedure identified in item # 4 below should be used. If a lack of knowledge is involved, appropriate training should be provided prior to the employee resuming activities. Documentation is recommended.
4. When an employee is uncooperative and deliberately does not support the Program or does not follow safe work practices, disciplinary action in accordance with the collective bargaining agreement should be exercised.
5. All employees will receive copies of the District General Safe Work Practices and Job Specific Safe Work Practices, upon hire and when a new job assignment is undertaken.

COMMUNICATION

REQUIRED ACTIVITIES:

1. When conducting employee meetings for any purpose, subjects relating to on-the-job safety and health issues should be included as appropriate. Examples include:
 - An injury within the department could serve as an instructional topic.
 - An identified hazard and to work with or around it to prevent injury.
 - An unsafe work behavior observed during normal work activities
 - The directive for everyone to observe, identify, and report defects that could cause injury to themselves or to others.
2. If an employee is exposed to a new work activity that could cause problems either immediately or in the future, a hazard specific training program should be conducted. Training could either take place at the work site under the guidance of the supervisor or it could require an off-site program.
3. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids, warning signs, and other media directed at employee health and safety.
4. Other written communications on subjects which may be of importance can be provided to employees directly. (Example: earthquake preparedness, fire evacuation, how to handle bomb threats, and other appropriate subjects).
5. Consider having a "Suggestion Box" in the work area for employees' contribution to the two way communication efforts to reinforce the safety program. The Safety Recommendation Form in Appendix G. to this IIPP is available on the *Safety & Emergency Preparedness Committee* page of the District Services' website (intranet).
6. Records or minutes should be kept of all meetings, training programs, postings, and other required activities in which safety issues are discussed. Copies should be sent to the Program Coordinator or designee.

HAZARD IDENTIFICATION

REQUIRED ACTIVITIES:

1. A work place Self-Inspection/ Checklist has been developed for general work areas and laboratory spaces within the Monterey Peninsula Community College District.
2. At a minimum of semi-annual intervals, work place safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator or designee. A knowledgeable, interested employee should be selected to perform the semi-annual self-inspection. Extra checklists should be kept in the Appendix section.
3. Prior to conducting the semi-annual safety inspection, the selected employee should review general and specific safe work practices.
4. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.
5. Once immediate corrective actions have been taken, a copy of the Self Inspection Checklist should be forwarded to the Program Coordinator or designee for review and appropriate filing. The Program Coordinator may submit a work order request to the Facilities Department to address specific corrective actions. A copy should also be provided to the department manager/supervisor for the purpose of documentation for follow-up on both completed and uncompleted items.
6. All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in order of importance in relation to potential injury severity, most serious identified hazards first.
7. If for some valid reason a condition is not corrected or it is postponed to some future date, proper documentation of the action should be included in the record.
8. The Program Coordinator or designee will follow-up to ensure that all unsafe conditions and unsafe work practices have been corrected. Records should be retained for three years.
9. New equipment, tools, and materials to be used by District employees should first be evaluated for work related injury and illness hazards by Department Manager or Supervisor. Identified hazards should be documented and addressed in a timely manner.

INJURY INCIDENT/NEAR MISS INVESTIGATIONS

REQUIRED ACTIVITIES:

1. All employees should know and understand that they are to report all work-related injuries, illnesses or near miss to their supervisor immediately at the time the injury, illness or near miss takes place. A near miss is defined as an activity or event in which an injury could have occurred, but did not (for example a tool falls from an elevated platform and narrowly misses an unprotected worker below). See Near Miss Reference Guide & Checklist in Appendix B.
2. As soon as possible following a work-related injury or illness (or after first aid treatment has been administered), the manager/supervisor should complete the Supervisor's Report of Employee Injury/Incident form and send it to the appropriate Human Resources personnel within two (2) business days of the injury/incident. The manager/supervisor should conduct a comprehensive investigation of the Injury Incident by using the Injury Incident Reference Guide & Checklist in Appendix B. The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. A completed Supervisor's Injury/Illness Investigation Report should be sent to the appropriate Human Resources personnel within five (5) business days. Human Resources personnel should send a copy to the Program Coordinator or designee. Workers Compensation forms (DWS-1 and Form 5020) should not be delayed pending completion of the above forms.
3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the work place, and in some cases disciplinary action.
4. The Program Coordinator or designee will maintain a log the Injury Incident Investigation Report so that a follow-up can be made to ensure the corrective action was taken.
5. The Supervisor's Injury Incident Investigation Form and Supervisor's Injury/Incident Investigation Report form for Monterey Peninsula Community College District can be found in Appendix A of this Injury & Illness Prevention Program. The Injury Incident Investigation Quick Reference Guide & Checklist and Near Miss Quick Reference Guide & Checklist can be found in Appendix B.

HAZARD CORRECTION

REQUIRED ACTIVITIES:

1. All employees, especially managers and supervisors, have the responsibility to observe, identify, and report unsafe conditions as part of their responsibilities.
2. Identifying and correcting unsafe work practices and conditions is a required activity within this program and must be taken seriously. No employee will be disciplined, retaliated against, or discriminated against for reporting an unsafe condition.

When an unsafe condition is reported, the supervisor or manager should prepare a written statement of the condition and either correct it immediately, if appropriate, or notify the proper Department for corrective action. Assuring correction or replacement of unsafe equipment and/or conditions is the responsibility of the department administrator to which the equipment/condition belongs. Records of the correction of the unsafe condition/equipment such as work orders, shall be maintained by the Department. The department administrator is responsible for assuring that a semi-annual Safety Inspection Report is completed each semester using the appropriate Self-Inspection Checklist found in Appendix C.

3. Semi-annual, Safety Inspection Reports will be completed by someone within the department. The process is discussed and responsibilities are outlined in the "Employee Training" section of the manual.
4. The Injury/Incident Investigation Form shall be maintained by the Program Coordinator or designee for future reference. . This documentation should include the corrective action to be taken or the decision not to take any action. Documentation should be retained for at least three years or as required by state and federal law.
5. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. This may require a Lock Out-Tag Out protocol.

TRAINING

REQUIRED ACTIVITIES:

1. The Safe Work Practices, which apply to job categories throughout the District, have been developed by managers and supervisors. Safe Work Practices are intended to be the core of the safety and health training at Monterey Peninsula Community College District.
2. Each existing employee should receive a copy of the Safe Work Practices that applies to his/her job upon hire and the adoption/update of the IIPP. The employee is required to read and understand

the material and then sign the Injury & Illness Prevention Program Training Documentation Form as indication of receipt of a copy of the Safe Work Practices for the specific job.

3. It should be the responsibility of the immediate supervisor to provide each employee with a copy of the Safe Work Practices, at which time the supervisor should determine whether or not the employee has a complete understanding of the material. Questions and discussion of the safe work practices are encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible.
4. Each new hire or existing employee new to the department/job should receive a copy of the Safe Work Practices prior to beginning work. The procedure should be similar to that discussed above (item 3); it is a requirement of this program that no employee actually perform any on-the-job activity without receiving a copy of the Safe Work Practices, and having the opportunity for discussion and receiving proper safety training.
5. General workplace safety and health practices include, but are not limited to:
 - Implementation and maintenance of the IIPP Program.
 - Implementation and maintenance of the District's Emergency Operations Plan.
 - Provisions for medical services and first aid including emergency procedures.
 - Prevention of musculoskeletal disorders, including proper lifting techniques.
 - Proper housekeeping, (ex, keeping stairways and aisles clear, work areas neat and orderly, and spills promptly cleaned up.
 - Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
 - Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
 - Proper reporting of hazards and accidents to supervisors.
 - Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
 - Proper food storage and handling of toxic and hazardous substances.
6. The following methods are available for providing safety and health training to our employees.
 - Safe Work Practices – for all employees
 - Safety Meetings
 - Operator Certification Training for specific equipment.
 - Outside Seminars – In select situations
 - Guest Speakers – Effective training for large groups
 - DVDs, Multi-Media Presentations and Online– Effective training medium available from varied sources in the area
 - Safety Newsletters/Handouts – Available through our WC Joint Powers Authority (Keenan Safe Colleges) and other trusted sources

Record keeping is a very important aspect of the IIPP. Training is one of the subjects that require very accurate documentation and record keeping.

Each department is responsible to document training of its employees.
Training documentation must contain:

- Name of Employee
- Date of Training
- Topic Covered
- Source or Provider
- Training records should be retained for at least three years or as required by state and federal law.

7. A sample training documentation form is included in the Appendix to the IIPP.

DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all Safety Inspection Forms should be retained for 1 year.
2. Copies of all Injury Incident/Near Miss Investigation Forms should be retained for 5 years.
3. Copies of individual Employee Training Checklists and related Training Documents should be retained for at least 3 years.
4. Copies of all Safety Meeting Attendance Sheets should be retained for 1 year.
5. The General Training Documentation forms for Monterey Peninsula Community College District can be found in Appendix D of the Injury & Illness Prevention Program.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Program Coordinator during routine program reviews to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Monterey Peninsula Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District Program Coordinator's office at (831) 646-4040.

RECORDKEEPING

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program. Public agencies including Community College Districts are not required to maintain OSHA 300 logs as long as an alternative method is available to review injury history, upon request. That resource is available through the NCCC Pool WC JPA.

WHEN TO NOTIFY O.S.H.A.

- “Every employer shall report **immediately** by telephone **(510) 794-2521** to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment”
(**Immediately** means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness.)
- We recommend that you report by telephone and also confirm immediately by fax:

510-794-3889
- Report serious incidents or deaths to Cal/OSHA no later than:
 - ❖ Eight hours after the occurrence of the incident; or
 - ❖ Eight hours after the occurrence of a fatality, regardless of the time elapsed between the incident and the death
- **Reportable incidents include those which result in:**
 - ❖ **Death of an employee**
 - ❖ **Hospitalization for more than 24 hours other than for observation**
 - ❖ **Loss of any member of the body or suffers any serious degree of permanent disfigurement**
- Not required to report an incident which occurs:
 - ❖ On a commercial airplane, train or bus
 - ❖ In a motor vehicle accident on a public highway
 - ❖ Involving a violation of the Penal Code
- The report must include:
 - ❖ Time and date of accident
 - ❖ Employer’s name, address and telephone number
 - ❖ Name and job title of person reporting the accident
 - ❖ Address of site of accident or event
 - ❖ Name of person to contact at site of accident
 - ❖ Name and address of injured employee(s)
 - ❖ Nature of injury
 - ❖ Location where injured employee(s) was (were) moved to
 - ❖ List and identity of other law enforcement agencies present at the site of accident
 - ❖ Description of accident and whether the accident scene or instrumentality has been altered.

QUESTIONS?

Call the Vice President, Administrative Services, 831-646-4040.

SECTION II

GENERAL SAFE WORK PRACTICES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Monterey Peninsula Community College District, and by section 303 of Title 8, the safety legislation of Cal/OSHA. You are obligated to follow these practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts. You are requested to seek assistance from the Facilities Department or as recommended by supervisory staff.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Facilities Department or appropriate supervisory staff. Items found in work areas that do not meet this requirement will be removed from the work area.
5. Use of electrical space heaters is not permitted and alternative means should be found for providing heat.
6. If it is necessary to use a portable fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Facilities Department as soon as possible so the extinguisher can be recharged or replaced. Portable fire extinguishers must be inspected monthly to assure they are in safe operating condition and the inspection noted on the tag wired to the extinguisher.
7. When you become aware of a defect in a piece of equipment, remove it from service, tag it for non-operation and report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Facilities Department. Failure to report faulty conditions for repair can result in injuries.
8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.
9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Facilities Department notified.

10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.
12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create Injury Incident/Near Miss hazards, should be reported to the Facilities Department so repairs can be completed. If possible, remove the objects from service.
15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.

SAFE WORK PRACTICES FOR CLERICAL AND ADMINISTRATIVE EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Monterey Peninsula Community College District, and are required by Section 3203 of Title 8, the safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Warn others working in the area when a file drawer is open so they do not turn around or straighten up quickly.
2. Paper cutter should be provided with a finger guard.
3. Retaining spring on the paper cutter should be adjusted to hold the blade in the up position.
4. Lock paper cutter blade in down position when not in use.
5. Do not leave a knife or scissors on the desk with the point towards you.
6. Thumb tacks, razor blades, and other sharp objects should not be stored loose in a drawer.
7. Use caution when cleaning up broken glass. Do not place loose in trashcan. Wrap in heavy paper and mark "Broken Glass".
8. Fans used in work areas should be equipped with proper guards, which prevent fingers from being inserted through the mesh.
9. Copiers should be turned off before attempting to remove jammed paper.
10. Organize workstations so that all materials are within easy reach.

Video Display Terminal Users

These specific Safe Work Practices for users of video display terminals and keyboards should be viewed not only as a way to prevent injury, but also as a way to maximize comfort on the job. Adjustments need to be made to each workstation to customize the station for maximum comfort and efficiency. Most adjustments can be made using existing furniture and equipment. If these safe work practices are implemented diligently, the employee should find work less stressful and less fatiguing from uncomfortable surroundings. Setting up your workstation to fit your body and your work can help keep your muscles relaxed and in a neutral position.

1. Keyboard should be positioned so your arms and shoulder will be loose and relaxed when using it.
2. Your arms should hang comfortably from your shoulders and close to your sides and bend at right angle at your elbows when using the keyboard.
3. Avoid postures that raise your shoulders or bend your neck either forward or backward.
4. Key with your hands in a straight line with your forearms so you don't bend wrists either upward or downward. Wrists should be straight and flat.
5. If you use a wrist rest pad, make sure you don't flex your wrists when you use it, and, unless it's soft don't use it while keying in order to avoid contact stress.
6. Keep your mouse beside your keyboard and on a firm surface and place it so you don't have to reach forward or out to the side to use it.
7. Consider setting your mouse to fast speed to minimize how much you have to move it.
8. The top of the screen should be at or just below eye level viewing should take place within the top 1/3 part of the screen with head/neck in natural and neutral position. so you don't tilt your head; monitor should be about an arms distance away (approx.. 18 – 30" from eyes...
9. Pay attention to how you hold and move your body; avoid leaning forward or twisting your body.
10. Use a document holder to make it easier to sit facing forward and to keep from bending and twisting or tilting your neck and head to see the document.
11. Regularly clean the screen.
12. Learn and practice exercises that relieve eyestrain and fatigue, for example:
 - Blink slowly and frequently to keep eyes moist.
 - Rest eyes from light – shape hands into shadow cups and place lightly over closed eyes and hold for one minute.
 - Periodically look away from screen and focus on another object at least 20' away.
 - Roll eyes clockwise, then counterclockwise three times.
13. Adjust the height of chair to allow eyes and hands to be in the proper position in relation to screen and keyboard and so you can keep your thighs parallel to the floor or sloping slightly downward.

Keep your feet flat on the floor to maintain good posture and leg circulation. If adjustments do not permit your feet to rest on the floor, a footrest should be used.

Place lumbar support of the chair to maintain the natural curve of your lower back.
14. Shift position frequently, stretch, and if possible, alternate different tasks throughout the day.
15. Be aware of the early warning symptoms of fatigue. When the arm, hand, back, or neck begin to feel tired or strained, the body is signaling that it needs to take a break.

SAFE WORK PRACTICES FOR

CHEMISTRY, BIOLOGY, PHYSICS INSTRUCTORS, STUDENT AIDES AND LAB ASSISTANTS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
2. All employees should know the location and proper use of safety equipment in their work areas. These items may include eyewashes, drench hoses, safety showers, fume hoods, spill kits, and first aid kits.
3. All chemicals should be labeled with the full chemical name, concentration, and proper GHS (Globally Harmonized System) symbols. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
4. All chemical storage areas should have containment in the front of doors that close and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
5. Scalpels and dissecting needles for lab experiments should be stored in clear breakers with the sharp edge or points in a downward position. Contaminated sharps should be disposed of only in appropriate, puncture proof, containers which are stored in a secure location when not in use.
6. Because of possible contamination of food products, eating and drinking is not allowed in laboratories or in the preparation room. Food or beverage containers should never be used to store materials in laboratories.
7. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your Chemical Hygiene Officer.
8. Incompatible chemicals should not be stored together.
9. All flammable materials should be stored in cabinets rated for flammable storage. Corrosive material should be stored in special corrosive cabinets which do not have metal hinges on the shelving. Water reactive chemicals should be stored in a desiccator to minimize exposure to moisture. These precautions are for the protection of both employees and facilities.

10. Volatile hazardous materials should only be handled within the confines of a fume hood in order to provide proper ventilation for both the user and for others in the building.
11. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
12. Gloves, goggles and protective clothing should always be worn while diluting strong acids and bases, working with volatile materials, utilizing flammable liquids, or when handling any other hazardous materials.
13. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets to understand the hazard of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District's Hazard Communication Program.
14. Place broken glass in the appropriate waste containers which are clearly labeled "broken glassware". Please be cautious about disposing of broken glass and other sharp objects and never place them in the regular trash.

SAFE WORK PRACTICES FOR

CREATIVE AND FINE ARTS INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

CERAMICS/SCULPTURE/PAINTING/JEWELRY/THEATER ARTS

1. Certain operations may require the use of an appropriate dust mask or respirator. Only trained employees who have had a medical clearance may use a respirator. Contact the Campus Safety Officer or Program Coordinator for information on the District respiratory protection program.
2. Whenever work involving the spraying of coatings, paints, or solvent-carrying materials is being done, the exhaust hood and spray booth should be utilized.
3. To be effective, the hood exhaust system must be operating at peak efficiency. Filters should be changed regularly so that residue does not build-up and restrict the effectiveness of the exhaust system.
4. Proper eye protection should be worn at all times when either using or observing others who are using equipment that produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted tool rests and shields.
5. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two sturdy, metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
6. Properly approved eye protection should be worn at all times when performing welding or brazing activities.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed from service.
8. Arc welders should be inspected periodically, and all necessary repairs should be completed.
9. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

10. Housekeeping is an important issue in maintaining a safe work environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.
11. Because of possible contamination of food products, eating and drinking is not allowed in the art studio. Food or beverage containers should never be used to store materials in the studio.
12. All employees should know the location of fire extinguisher and have some familiarity with their use. If necessary, specific training should be given.
13. If the fire blankets are provided, employees should have some training in rapid response in how to use fire blankets.
14. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
15. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or sturdy lip extensions installed in front portion of the shelves.
16. When spills involve classified materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your supervisor.
17. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
18. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
19. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
20. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, utilizing flammable liquids, or when fume hoods are being used.
21. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazard of the material and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See the District Hazard Communication Program.
22. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.

THEATER ARTS - additional

1. Activities in the theater area often involve lifting or moving heavy materials. These are specific methods and procedures, which should be followed whenever lifting is required. A basic summary involves bending your knees and keeping your back straight. It is your responsibility to periodically review and follow those guidelines.

2. No employee, student or volunteer should be allowed to use any piece of powered equipment unless they have been trained by a qualified equipment operator on the safe use of the equipment and have practically demonstrated to the qualified operator a clear understanding of safe equipment operation.
3. A number of safeguards must be in place when using the radial arm saw.
 - a) The saw should not pull or extend past the worktable being used.
 - b) There should be an automatic retracting spring or cable to return the radial arm to the rear position after it has been used.
 - c) The blade of the saw should be covered except at the actual work surface.
4. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

SAFE WORK PRACTICES FOR

PHOTOGRAPHY

INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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1. A variety of chemicals are used in the processing of negative film and developing of photographs. All employees and students should be familiar with the Safety Data Sheets for the chemicals used in the photography lab, including requirements of the Monterey Peninsula Community College District Hazard Communication Program.
2. Some individuals may have a sensitivity or susceptibility to developing rashes or superficial skin abnormalities when handling photographic chemicals. At the first indication of a skin condition developing, care should be taken to utilize protective gloves or barrier creams. Proper washing after handling processing chemicals and using an effective moisturizer can also help to control skin conditions.

SAFE WORK PRACTICES FOR

AUTOMOTIVE TECHNOLOGY INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Never get under a vehicle to perform maintenance, even if only for a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials containing asbestos as a raw material. If this is not possible, or if you are absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Proper eye protection should be worn at all times when using or observing others who are using equipment which produces flying particles as a result of grinding, drilling, cutting, or turning metal or wood stock in process. In addition, all grinding and buffing equipment should be equipped with properly adjusted toll rests and shields.
4. All compressed gas cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
5. Proper eye protection should be worn at all times when performing welding or brazing activities.
6. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
7. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or it should be removed form service.
8. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.
9. Housekeeping is an important issue in maintaining a safe working environment. The general area should be maintained in a neat, orderly condition. The floors should be cleaned regularly to reduce the amount of airborne particles.
10. Because of possible contamination of food products, eating and drinking is not allowed in the area. Food or beverage containers should never be used to store materials in the area.

11. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training should be given.
12. If fire blankets are available in the shop, employees should have some training in rapid response in how to use fire blankets.
13. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precautions.
14. When spills involve classified hazardous materials, you should activate emergency procedures that involve hazardous spills. If you are unfamiliar with such procedures, contact your instructor..
15. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
16. All flammable materials should be stored in special cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
17. Corrosive material should be stored in special corrosive cabinets. This is for protection of both employees and facilities.
18. Gloves and goggles should always be worn while handling acids i.e. in car batteries, working with volatile materials i.e. cleaning solvents, or utilizing flammable liquids.
19. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See District's Hazard Communication Program.
20. Soiled rags that contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.
21. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
 - NO SMOKING
 - OILY RAGS are placed in the safety cans after use
 - SPRAY CANS and other containers of flammable substances are kept in flammable storage cabinet.
22. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; however, there should be a maximum pressure control on the tire equipment. Training is conducted on maximum safe pressure to "seat" a tire.
23. Automotive batteries are recharged in well ventilated specific areas at the facilities to avoid the possible build-up of flammable gasses.

SAFE WORK PRACTICES FOR
REPROGRAPHICS
INSTRUCTORS, STUDENT AIDES AND INSTRUCTIONAL ASSISTANTS

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All employees should know the location of fire extinguishers and should be familiar with the operation of fire extinguishers and techniques for effectively and quickly extinguishing a fire.
2. Bulk storage of flammable materials should be contained with a Factory Mutual or UL approved cabinet.
3. The use of solvents and chemicals presents a health hazard for all employees. Employees who work in and around reprographics should be familiar with the Safety Data Sheets for all chemicals stored and used in reprographics. Employees should be familiar with the hazards of those chemicals, first aid procedures, and emergency response guidelines.
4. Cleaning of printing machines should always be done in a careful, safe manner. The press should never be wiped down or cleaned while it is running, even at slow speed.
5. Never attempt to clear a misfeed or jammed paper while the press is running. Always shut down the press before performing the operation.
6. Equipment should be locked/tagged out before maintenance.
7. Workstations should be organized to minimize the need for lifting, bending, or reaching of supplies.
8. Eating, drinking, or applying of cosmetics is prohibited in the press area or photo dark room.

SAFE WORK PRACTICES FOR GROUNDSKEEPING AND MAINTENANCE EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Working in the heat of the day can pose serious threats if precautions are not taken. Usually the heavy work will be scheduled in the early hours of the day. Please observe the following to cope with working outdoors on hot days:
 - a) Try to increase potassium intake by using extra potassium supplements or adding foods high in potassium to your diet.(bananas, apples, melons)
 - b) Wear natural breathable fabrics in layers and wide brimmed hats to reduce the direct impact of the sun
 - c) During break, go to a shaded spot or an air conditioned room.
 - d) Drink lots of cool water, taking small amounts often, rather than large quantities at infrequent intervals.
2. Heavy lifting work presents many opportunities for injury. Take a moment to plan the lift or move. A two-person job is a two-person job. Do not be a hero by doing it yourself. Follow a standard lifting procedure at all times.
3. Grounds crew should wear appropriate safety clothing and equipment. Steel-toe safety shoes, gloves, goggles/safety glasses, dust mask, respirator, hearing protectors, hats, hard hats, coveralls, and knee pads as required.
4. Transport heavy equipment only after proper care in securing the equipment has been exercised. Observe all traffic laws with special regard to speed limits. Heavy loads increase braking distances, and top heavy loads are likely to topple in sharp turns.
5. Anyone operating equipment that produces a noise level greater than 85 dBA (voice communication between employees is difficult), hearing protection must be worn. If you are in doubt, contact your supervisor to have the sound level checked. Department policy requires the use of hearing protection when using blowers, tractors, chain saws, mowers, pavement cutter, and other noisy equipment.
6. Only certified operators can use the forklift. Follow safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the division dean immediately for repair. No riders are permitted on these vehicles.

7. All chemicals should be labeled properly and clearly. The date the material was acquired should also be identified on the label so that inventory procedures can be followed in the future. Potentially harmful chemicals should be labeled, stored, and handled with special precaution.
8. All chemical storage areas should have containment in the form of doors that close, and special retaining devices or study lip extensions installed in front portion of the shelves.
9. Incompatible chemicals should not be stored in the same vicinity or in the same cabinet.
10. All flammable materials should be stored in special corrosive cabinets. These are of steel construction with special ventilation and are usually labeled by Factory Mutual or Underwriters Laboratories.
11. Corrosive material should be stored in special corrosive cabinets. This is for the protection of both employees and the college facilities.
12. All employees should know the location of the Safety Data Sheets (Safety Data Sheets), which are on hand for all chemicals in the laboratory. Take time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid response. New Safety Data Sheets or revised Safety Data Sheets should be reviewed as soon as received. See District's Hazard Communication Program.
13. Due to the presence of flammable liquids, extreme care is exercised to reduce the likelihood of fire:
 - NO SMOKING
 - NO OILY RAGS are placed in the safety cans after use
 - SPRAY CANS and other containers of flammable substances are kept in the flammable storage cabinet
14. Dust collection devices on equipment such as saws and grinders should not be removed except for servicing. Equipment should not be used if the dust collection devices appear to be malfunctioning. Remove the piece of equipment from use if this occurs.

WELDING

1. All compressed cylinders, whether in storage or being used, should be contained in a cart or secured to the building structure by two metal chains that are tightly installed about one-third and two-thirds of the way up the cylinder so that the cylinder cannot tip.
2. Properly approved eye/face protection should be worn at all times when performing welding or brazing activities.
3. Oxygen and fuel gas cylinders should be separated as described by the NFPA standards.
4. Hoses, gauges, or other equipment should be inspected regularly. Repairs should be made to faulty equipment immediately or be removed from service.

5. Arc welders should be inspected periodically, and all necessary repairs should be completed.
6. Soiled rags which contain hydrocarbon solvents or other flammable materials should be stored and/or contained in special air tight, covered metal containers.
7. Portable oxygen/acetylene welding units should be equipped with a fire extinguisher.

VEHICLE MAINTENANCE

1. Never get under a vehicle to perform maintenance, even for only a few seconds, unless it is supported on jack stands or on a proper floor hoist. Never get under a vehicle supported by bumper jack, floor jack, or similar temporary lifting device. Never exceed the load rating of jack stands.
2. Whenever possible, eliminate using brake shoes, pads, or other materials including asbestos as a raw material. If this is not possible, or if you are not absolutely sure that asbestos is not present, use formal safety procedures to control possible asbestos exposure.
3. Gloves and goggles should always be worn while diluting strong acids, working with volatile materials, or utilizing flammable liquids.
4. Extreme care should be exercised whenever tire maintenance is performed. Using air pressure to set tires is an acceptable practice; students are trained regarding maximum safe pressure to “seat” a tire.
5. Automotive batteries are recharged outside to avoid the possible build-up of flammable gases. Avoid causing an arc when connecting the charging cables; the hydrogen and oxygen gases which evolve in charging operations could explode.
6. Collection of chlorofluorocarbons/air conditioning fluid should occur only using the Environmental Protection Agency approved capturing and recycling equipment.
7. When working on a car that is running, either work outside or use the hose ventilation system when working inside.

SAFE WORK PRACTICES FOR CUSTODIAL EMPLOYEES

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1. Do not attempt to lift heavy or bulky objects that could cause strain to the back or other body parts. Use lifting aids or seek the assistance of fellow workers. To lift manageable size and weight boxes, use the following:

First squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. It is the professional responsibility of everyone who lifts or moves heavy materials to practice safe lifting methods. The basic method to avoid back injuries is to bend your knees when you lift.
3. Use eye protection when using strong chemicals for cleaning/clearing drain problems and other uses. One splash of this material into an eye could cause permanent damage.
4. Avoid storing cardboard, paper products, and other combustible materials in equipment rooms containing devices with open flame heating elements such as water heaters, boilers, and furnaces.
5. Exercise extreme care when cleaning and removing trash from science rooms and areas where broken glass could exist. People are not always cautious about discarding dangerous materials such as broken glass, needles, and other devices that could cause injuries.
6. Always identify wet floors or spills with caution signs to avoid injury to yourself, fellow workers, and the public. Wipe up spill immediately, if possible.
7. Always inspect power tools for safe power cords. This is especially important for tools that use water, such as wet vacuums, floor strippers, or carpet cleaners. Any break in a cord should be reported to the supervisor immediately. Equipment should not be used until cord is repaired.
8. Never permanently secure the power switch of a buffer or similar piece of equipment; it could cause damage to property and possibly injury to you or others.
9. Do not operate a buffer close to a power cord. The cord can get wound up in the equipment and cause damage to the equipment and possible injury to you.

10. Never use flammable solvents such as gasoline or similar materials to remove stains or spots from tile or other surfaces. The vapors can be explosive and dangerous.
11. All employees should read the Safety Data Sheets that are available for all hazardous materials used in custodial operations.
12. Chemicals have been provided for specific tasks. Specific guidelines should be followed when handling, using, and dispensing chemicals:
 - Never mix chemicals, other than to dilute them with water or following the manufacturer's instructions.
 - Wear appropriate safety equipment (goggles, gloves, boots, etc.).
 - Check the Safety Data Sheets for details for the chemical's properties, hazards, and first aid procedures.
 - If you are not familiar with a specific chemical or are not comfortable with its appropriateness to the process at hand, contact your supervisor for instructions.
13. Ladders (either wood or fiberglass) are provided for cleaning light fixtures or high surfaces. Never stand on the upper two rungs of the ladder. Never stand on furniture to reach elevated surfaces.
14. Be careful when cleaning near electrical devices such as light switches. If you notice covers are missing on light switches or electrical outlets, contact your supervisor for repairs.
15. All Custodians should wear appropriate safety clothing and safety equipment.
 - Approved rubber gloves should be worn when handling chemicals, during restroom sanitation, and when removing garbage.
 - Rain gear is provided for inclement weather.
 - Since work is often at night, carry a flashlight.
 - Rubber boots are to be used when using the floor scrubber.
16. Use mechanical means, such as a hoe or broom, to push garbage down. Never use a hand, foot, or other body part.
17. Hygiene is important, especially after restroom sanitation. Hands should be washed frequently.
18. Certain job activities require the use of a respirator. The District's Respiratory Protection Program will be used to train and fit test those employees that will be given respirators.
19. When cleaning and disinfecting areas contaminated with blood or other bodily fluids:
 - a) Put on disposable, waterproof latex gloves and other appropriate personal protective equipment.
 - b) Clean visible soil with a detergent solution.
 - c) Rinse with water.
 - d) Disinfect area with disinfectant solution (bleach or EPA approved solution). Leave on for 20 minutes or allow to air dry.
 - e) Remove the gloves and wash your hands immediately.

20. Blood and bodily fluids can contain infectious materials. Use the appropriate personal protective equipment at all times. If you are exposed to blood or bodily fluids, i.e., on your skin or needle puncture, please see your supervisor immediately.
21. Earplugs or earmuffs should be used when operating any equipment if the noise level makes it difficult to converse at a distance of 3' or less. Earplugs or earmuffs must be worn when using a gasoline-powered blower.

SAFE WORK PRACTICES FOR WAREHOUSE EMPLOYEES

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All shipping/receiving employees who may handle containers or boxes should follow this proper lifting procedure:

First, check the weight of the item to be moved, to be sure it can be handled safely, if not ask another employee for help or use a mechanical assist. It is safe to lift then squat down and use the legs and arms instead of the back to lift the box. Once you are in a squat position, lift the box with your arms and place it on your thighs for balance; if necessary, place your knee on the ground for balance. Make sure you have a good grasp on the box, and slowly rise, remembering to keep your back straight. Never bend over at the waist and lift with your back. Never twist torso while lifting or carrying items.

2. Box cutters, knives, and other cutting devices are potentially dangerous and should be treated with respect. Always cut away from yourself. First, slit the topside edges of the box on both sides, and then pull up the middle and cut down the centerline. Take care not to hurt yourself or damage the merchandise inside. If the knife is equipped with a safety, keep the safety in position at all times. If the knife has a moveable blade, always store the knife within the handle when not in use.
3. A pallet jack is an expensive investment and a potential dangerous piece of equipment if not used properly. Refrain from any kind of horseplay when using pallet jacks.
4. Always use the pallet jack in such a way as to reduce potential injury to your feet by maintaining an adequate amount of room to maneuver. If others are in the area, be sure to leave a safe distance to work around them. Make sure they are aware of your presence and that a pallet jack is in use.
5. Do not use the pallet jack in a hurry or move it around too quickly. It is possible to run out of control and injure someone.
6. Take time to become familiar with emergency exits in order to respond properly in an emergency or evacuation.

Only certified drivers can use the forklift. Follow the safety guidelines set forth in the District's Industrial Truck Program. Forklifts should be checked by the driver each day prior to operation. If found unsafe, report the problems to the warehouse supervisor immediately for repair. No riders are permitted on these vehicles.

7. Place all hazardous materials in the appropriate storage cabinet prior to the end of the receiving day.

8. In transporting hazardous materials on campus, ensure that the load is secure. Segregate incompatible materials from each other. Use secondary containment if available.
9. Never accept a leaking hazardous material container from a distributor.
10. Warehouse employees should wear appropriate safety clothing and equipment: Steel-toe safety shoes and as required: gloves, safety glasses, and lifting belts.
11. Use of hand trucks to move boxes or equipment requires proper care in securing the load. Never stack the load above the frame of the hand truck. Observe the nose plate of the hand truck as you return it empty. The nose plate could cause an injury to the feet or ankles of others.
12. Delivery van operators are responsible for the safe operation of the vehicle at all times. Perform safety checks of the tires, mirrors, lights, horn, steering gear, brakes, wipers, and seat belt, etc. Report any defects to the warehouse supervisor for repair.

SAFE WORK PRACTICES FOR ADAPTIVE PE EMPLOYEES AND AIDES

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You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. Always use proper body mechanics when transferring/lifting individuals, weights, and equipment to avoid back injuries.
2. Always place mats and equipment out of the student's pathway.
3. Check cables regularly on exercise equipment.
4. Secure cords to avoid trip and fall Injury Incident/Near Miss exposures.
5. Check all exercise equipment on a regular basis to make sure it is operating correctly and safely.
6. All instructors should have clear procedures in place in the event of an emergency.
7. Employ proper techniques to avoid heat stress.
8. Adapted PE Department uses the same disinfectant as Custodial crew uses (recommended). Adapted PE does not handle potentially infectious materials and wears gloves in cleaning and first aid.

SAFE WORK PRACTICES FOR PUBLIC SAFETY TRAINING CENTER EMPLOYEES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Monterey Peninsula Community College District, and are required by Section 3203 of Title 8, the safety legislation of Cal/OSHA. You are obliged to follow these Safe Work Practices while performing your work activities.

You are encouraged to contribute ideas to expand or improve these Safe Work Practices.

1. All Employees are responsible for complying with safety orders and policies established by the District.
2. Employees are responsible for maintaining protective clothing and equipment in clean and operable conditions at all times, and to use the appropriate equipment when training.
3. No staff member will operate a piece of equipment without being properly training in its operation.
4. Perform their jobs in accordance with established safe procedures, recognizing responsibility for their own safety and that of fellow employees and students.
5. All chemicals should be labeled and stored properly.
6. All employees should know the location of the Safety Data Sheets. Take the time to familiarize yourself with the Safety Data Sheets so as to understand the hazards of the materials and know emergency procedures and first aid response.
7. Report all observed hazards to the Director of the Training Center.
8. The wearing, use and maintenance of protective clothing and equipment is both the District's and the individual's responsibility. Emergency Services Personnel have been injured needlessly due to non-use or carelessly using his or her protective equipment.

It is imperative that safety is the focus while performing instruction. The success of any program depends largely upon the resources and cooperation of all personnel. The training and education of our personnel in the areas of safety will play a major role in preventing accidents and injuries now and in the future.

APPENDIX A
SUPERVISOR'S INJURY/ILLNESS INCIDENT/NEAR MISS INVESTIGATION
FORM

SUPERVISOR'S ACCIDENT INVESTIGATION FORM

Supervisor's
Report of
Employee
injury/illness

Appendix A

To Be Completed by Supervisor to Describe an Incident that Resulted in an Employee Injury

EMPLOYEE'S FIRST & LAST NAME: _____ EMPLOYEE ID _____

DATE/TIME OF INJURY/ILLNESS/INCIDENT: _____ DATE/TIME REPORTED _____

ACCIDENT LOCATION/BUILDING AREA: _____

TYPE OF INJURY/ILLNESS: _____

CAMPUS SECURITY CONTACTED: YES NO UNKNOWN / NOT AT THIS TIME

DID EMT/FIRE DEPARTMENT RESPOND: YES NO EMPLOYEE TRANSPORTED TO HOSPITAL

DID EMPLOYEE LEAVE WORK: YES NO UNKNOWN / NOT AT THIS TIME

WAS MEDICAL ATTENTION NECESSARY: YES NO UNKNOWN / NOT AT THIS TIME

DID EMPLOYEE CONTINUE WORKING YES NO

1. DESCRIBE HOW THE INCIDENT OCCURRED _____

2. DESCRIBE WHAT STEPS HAVE BEEN/WILL BE TAKEN TO PREVENT SIMILAR INCIDENTS: _____

Completed by: _____

Printed Name

Supervisor's Signature _____

Date _____

SEND THIS COMPLETED FORM TO THE APPROPRIATE HUMAN RESOURCES PERSONNEL

Phone 831-646-4016, or fax 831-646-3012

Near Misses reported to Supervisor only and at Safety Meetings

Supervisor's Injury/Incident Investigation Report

Appendix A

Information contained in this form is to be kept CONFIDENTIAL. It is to be completed by the supervisor and provided to the appropriate Human Resources personnel when a workers' compensation claim is filed.

NAME OF INJURED EMPLOYEE _____

JOB TITLE: _____

DATE OF INJURY/ILLNESS: _____ DATE REPORTED _____ a.m.

DATE/TIME REPORTED _____ p.m.

ACCIDENT LOCATION/BUILDING AREA: _____

WITNESSES (Name, Phone Number): (1) _____

(2) _____

(3) _____

TIME REPORTED: _____ a.m. / p.m. TIME ON SCENE _____ a.m. / p.m. TIME OFF SCENE _____ a.m. / p.m.

FIELD INVESTIGATION

EXACT LOCATION OF INCIDENT: _____

Describe in detail the location of the incident including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident: _____

Describe injuries/illnesses which you observed or which were described to you: _____

Describe demeanor of person involved and include statements made as "Excited Utterances":

Describe shoes, physical appearance or any other characteristic that would contribute to understanding

APPENDIX B

INJURY INCIDENT/NEAR MISS INVESTIGATION QUICK REFERENCE GUIDE/CHECKLIST

This quick reference guide is information for Supervisors and Managers to use while investigating work related injuries and illnesses. Remember that prior to investigating an accident, employees should be trained to report injuries to their supervisor. A “Near-miss” should also be reported, investigated and if appropriate, documented by the supervisor or designee. When possible, information on near miss incidents should be shared at Safety meetings. Please follow these 4 easy steps when investigating work related injuries:

- Step 1:**
- A. Act at once. Talk with the injured employee immediately if possible, (one on one is best). Use fact-finding, not fault-finding questions to determine what occurred. Ask the injured person or a witness to show you how the accident happened. Use the Accident Investigation Checklist (attached) for a list of sample questions that you may need to ask during an investigation.
 - B. Review physical causes, such as poor housekeeping, improper guards, improper apparel (such as a lack of properly soled shoes or safety shoes, eye, hand, or head protection), defective equipment, slippery floors, or other working conditions. Completely describe location of incident; including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident.
 - C. Review personal causes, such as dangerous practices, inability, inexperience, poor judgement, and disobeying rules.
 - D. Trace down each item of information to find every contributory cause. Decide the necessary preventive measures to prevent similar accidents in the future. Report any defective equipment to the person responsible.
 - E. Non-injury accidents (an accident that nearly cause an injury of any severity) should also be investigated.
- Step 2.** Complete a Supervisor Injury/Incident Investigation Report (Appendix A) form within 24 hours of the incident Describe how the incident occurred; state facts, contributing factors, cite witnesses, and support evidence. Keep a copy for your records and send original to the appropriate District department.
- Step 3.** Provide injured employee with a “Claim Packet for Injured Worker (all forms)” within 24 hours of your knowledge of the injury/illness. The Claim Packet for Injured Worker includes the DWC form 1 required to file a claim. If immediate medical attention was necessary notify appropriate Human Resources personnel to discuss alternative ways to provide the packet to the injured/ill worker.

- Step 4. Follow up with employee after he or she receives treatment to find out if they are doing well. In addition, ensure contributing factors to the accident, if any, are fixed (work orders sent, and all exposed employees are aware of the contributing causes of the accident).

INJURY/INCIDENT INVESTIGATION GUIDE/CHECKLIST

When you are involved in an injury/incident investigation, the notes you take will be important to determine what happened and to give clues for avoiding future incidents. The information that you record should focus on **who, what, when, where, how, and why** facts of the incident. This list of sample questions is to be asked during an investigation to help you document the many aspects of the injury/incident scene.

Who...

- Was involved in the incident?
- Was injured?
- Witnessed the incident?
- Reported the incident?
- Notified Campus Police?

Where...

- Did the accident happen?
- Was the employee's supervisor when the incident occurred?
- Were co-workers when the incident occurred?
- Were witnesses when the incident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

What...

- Happened?
- Precautions were necessary?
- Evidence was found?
- Was done to secure the incident scene?
- Was done to prevent the recurrence?
- Level of medical care did the employee require?
- Was being done at the time of the incident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the incident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

How...

- Did the incident happen?
- Was the incident discovered?
- Were employees injured?
- Was the equipment damaged?
- Could the incident have been avoided?
- Could the supervisor have prevented the incident from happening?
- Could co-workers avoid similar incidents?

Why...

- Did the incident happen?
- Were employees injured?
- Did the employee(s) behave that way?
- Was protective equipment not used?
- Weren't specific instructions given?
- Was the employee in that specific position or place?
- Was the employee using that machine or tools?
- Didn't the employee check with the supervisor?
- Was the supervisor not there at the time?

When...

- Did the incident happen?
- Was it discovered?
- Was the incident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employees?
- Did the supervisor last check the employee's progress?

NEAR MISS INVESTIGATION CHECKLIST

When you are involved in an investigation of a **near miss** incident, the notes you take will be important to avoid future incidents. The information that you record should focus on **who, what, when, where, how, and why** facts of the **near miss** incident. This list of sample questions is to be asked when investigating a near miss incident to assist you with documenting the many aspects of the incident to avoid recurrence which could include injury and/or loss of property and equipment.

Who...

- Was involved in the incident?
- Was almost injured?
- Witnessed the incident?
- Reported the incident?
- Notified Campus Police, if needed?

Where...

- Did the incident happen?
- Was the employee's supervisor when the incident occurred?
- Were co-workers when the incident occurred?
- Were witnesses when the incident occurred?
- Does this condition exist elsewhere in the facility?
- Is the evidence of this investigation going to be kept?

What...

- Happened?
- Precautions were necessary?
- Evidence was found?
- Was done to secure the incident scene?
- Was done to prevent the recurrence?
- Was being done at the time of the incident?
- Tools were being used?
- Was the employee told to do?
- Machine was involved?
- Operation was being performed?
- Instructions had been given?
- Precautions were necessary?
- Protective equipment should have been used?
- Did others do to contribute to the incident?
- Did witnesses see?
- Safety rules were violated?
- Safety rules were lacking?
- New safety rules or procedures are needed?

How...

- Did the incident happen?
- Was the incident discovered?
- Was the equipment damaged?
- Could the incident have been avoided?
- Could the supervisor have prevented the incident from happening?
- Could co-workers avoid similar incidents?

Why...

- Did the incident happen?
- Were employees injured?
- Did the employee(s) behave that way?
- Was protective equipment not used?
- Weren't specific instructions given?
- Was the employee in that specific position or place?
- Was the employee using that machine or tools?
- Didn't the employee check with the supervisor?
- Was the supervisor not there at the time?

When...

- Did the incident happen?
- Was it discovered?
- Was the incident reported?
- Did the employee begin the task?
- Were the hazards pointed out to the employees?
- Did the supervisor last check the employee's progress?

APPENDIX C
SELF-INSPECTION CHECKLIST
For various Departments and Work Environments

OFFICE SAFETY SELF INSPECTION CHECKLIST

Date: _____ **Location:** _____ **Phone:** _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

ADMINISTRATION AND TRAINING

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Does the department have access to a written Injury & Illness Prevention Program (IIPP)? Are all departmental safety records maintained in a centralized file for easy access? Are they current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Does the department have an Emergency Action Guide? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Do employees have access to Safety Data Sheets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are annual workplace inspections being performed and records maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Have there been any employee accidents from this department? Are there Supervisor's Injury/Incident Investigation Reports (Appendix A) completed for each accident? |

GENERAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all aisles/corridors unobstructed to allow unimpeded evacuations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are ergonomic issues being addressed for those using computers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Is a fully stocked first-aid kit available and do all employees in the area know its location? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake? |

- | Yes | No | N/A | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. | Are all books and supplies stored so as not to fall during an earthquake?
(Store heavy items low to the floor, shelf lips on shelves above work areas.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. | Is the office kept clean of trash and other recyclable materials removed promptly? |

ELECTRICAL/MECHANICAL SAFETY

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. | Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. | Are all circuit breaker panels accessible with each breaker appropriately labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. | Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. | Is lighting adequate throughout the work environment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. | Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. | Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.) |

Comments _____

LABORATORY SAFETY INSPECTION CHECKLISTS

Monthly Safety Inspection List (To Be Completed By the Appropriate Laboratory Manager for Stockrooms and All Laboratories)

(Source: PS & LS Labs)

Inspection performed by: _____ **Date:** _____

Job Title: _____ **Phone Number** _____

Department: _____ **Building and Room #:** _____

<u>General Safety:</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Emergency phone numbers and procedures are posted.	___	___	___
2. SDS materials and the ¹ Chemical Hygiene Plan visible and accessible?	___	___	___
3. Good housekeeping prevails and aisles are uncluttered.	___	___	___
4. All exits are clear and unobstructed.	___	___	___
5. Signs noting the location of the safety equipment are visible.	___	___	___
6. Sharp objects, such as needles and broken glass are contained in labeled, puncture-proof containers.	___	___	___

Comments: _____

First-Aid/Safety Equipment:

7. Safety glasses/goggles are available and in good condition.	___	___	___
8. Chemical protective gloves are available.	___	___	___
9. The drench hoses/eyewashes are unobstructed and flow freely.	___	___	___
10. The eyewash nozzle shields are in place and in good condition.	___	___	___
11. The eyewash can be adjusted for automatic continuous flow.	___	___	___
12. The visual indicators on the fume hoods show adequate flow.	___	___	___
13. Chemical spill kits have been restocked if used this month.	___	___	___
14. Fire extinguishers are unobstructed, have the safety pin intact, and are fully charged (in the green zone on the indicator window).	___	___	___
15. First aid kits contain fresh bandages, gauze pads, and medical tape.	___	___	___

¹ See Attachment A (CHP), or insert hyperlink.

Comments:

Chemical Storage and Labeling:

Yes No N/A

- | | | | |
|--|---|---|---|
| 1. All chemical containers are labeled and intact. | — | — | — |
| 2. All potentially hazardous chemicals have secondary containment. | — | — | — |

Comments:

Hazardous Waste:

- | | | | |
|---|---|---|---|
| 1. Hazardous waste containers are labeled “HAZARDOUS WASTE” and identify the type of waste, physical state of the waste (solid or liquid), appropriate hazard warnings, the name and address of MPC, and the date accumulation began. | — | — | — |
| 2. Hazardous waste containers are capped and fully intact, have secondary containment, and show no sign of leakage. | — | — | — |
| 3. Hazardous waste is stored in a well-ventilated area that is protected from sources of ignition and has not been stored for greater than 180 days. | — | — | — |

Comments:

Annual Laboratory Safety Checklist
(To be completed by the MPC Chemical Hygiene Officer)

Inspection performed by: _____ **Date:** _____

Department: _____ **Building and Room #:** _____

<u>General Safety:</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Emergency phone numbers and procedures are posted.	___	___	___
2. SDS materials are visible and easily accessible.	___	___	___
3. The Chemical Hygiene Plan is up-to-date and readily accessible.	___	___	___
4. Good housekeeping prevails and aisles are uncluttered.	___	___	___
5. All exits are clear and unobstructed.	___	___	___
6. Signs noting the location of the safety equipment are visible.	___	___	___
7. Sharp objects, such as needles and broken glass, are contained in labeled, puncture-proof containers.	___	___	___
8. Electrical cords are free from damage and are grounded with 3-prong plugs.	___	___	___
9. Based on a discussion with the appropriate lab manager, all electrical appliances and lab equipment are in good repair or have been removed from service.	___	___	___
10. Monthly general safety inspections have been completed by the appropriate lab manager.	___	___	___

Comments: _____

Safety Equipment:

1. Safety glasses/goggles are available and in good condition.	___	___	___
2. Chemical protective gloves are available.	___	___	___
3. The drench hose/eyewash is unobstructed and flows freely.	___	___	___
4. The eyewash nozzle shields are in place and in good condition.	___	___	___
5. The eyewash can be adjusted for automatic continuous flow.	___	___	___
6. The fume hoods have passed an annual inspection by a qualified professional.	___	___	___
7. Chemical spill kits are adequately supplied with gloves, absorbent material, neutralizing chemicals, sturdy bags, a plastic scoop and dust	___	___	___

	Yes	No	N/A
bin, and a large bucket.	___	___	___
8. Fire extinguishers are unobstructed, have the safety pin intact, and are fully charged (in the green zone on the indicator window).	___	___	___
9. First aid kits contain fresh bandages, gauze pads, and medical tape.	___	___	___
10. Monthly safety equipment inspections have been completed by the appropriate lab manager.	___	___	___
Comments: _____			

Chemical Storage and Labeling:

1. Chemical containers are properly labeled and intact.	___	___	___
2. Incompatible chemicals are separated from each other.	___	___	___
3. Open shelves are equipped with lips or barriers to protect contents.	___	___	___
4. Cabinets are secured from opening in the event of an earthquake.	___	___	___
5. Potentially hazardous chemicals have secondary containment.	___	___	___
6. Gas cylinders are labeled, upright, properly secured, and free from damage.	___	___	___
7. Peroxide-forming reagents are dated when received and when opened and are not stored beyond the recommended storage time.	___	___	___
8. Flammable chemicals in quantities greater than one liter are stored in clearly labeled flammable storage cabinets.	___	___	___
9. Flammables are labeled with the appropriate GHS pictogram and are kept away from oxidizers and sources of heat or ignition, and are not stored in a refrigerator unless the refrigerator is certified for flammable storage.	___	___	___
10. Corrosive chemicals in quantities greater than one liter are stored in labeled corrosives cabinets and are stored at or below waist level.	___	___	___
11. Containers containing corrosives are labeled with the appropriate GHS pictogram.	___	___	___
12. Acids and bases are separated from each other and nitric acid is separated from other acids.	___	___	___
13. Chemicals that present a health hazard are labeled with the	___	___	___

	Yes	No	N/A
GHS pictogram for these hazards.	—	—	—
14. Chemicals that can initiate or promote combustion in other materials are labeled with the GHS oxidizer pictogram and are stored away from organic materials, reducing agents, and sources of heat or ignition.	—	—	—
15. Chemicals that react with water are labeled "WATER REACTIVE" and are protected from sources of water, including overhead sprinklers.	—	—	—
16. Monthly inspections of chemical storage areas have been completed.	—	—	—
17. A current inventory of all chemicals located in this department is readily available.	—	—	—

Comments: _____

Hazardous Waste:

1. Hazardous waste containers are labeled "HAZARDOUS WASTE" and identify the type of waste, physical state of the waste (solid or liquid), appropriate hazard warnings, the name and address of MPC, and the date accumulation began.	—	—	—
2. Hazardous waste containers are capped and fully intact, have secondary containment, and show no sign of leakage.	—	—	—
3. Hazardous waste is stored in a well-ventilated area that is protected from sources of ignition and has not been stored for greater than 180 days.	—	—	—
Weekly hazardous waste inspection logs have been completed.	—	—	—

Comments: _____

Training:

1. Students taking laboratory classes in this department have received basic laboratory safety training.	—	—	—
--	---	---	---

Yes No N/A

2. Student aides in this department have received basic laboratory safety training.

— — —

3. Employees in this department have received CHP training.

— — —

Comments: _____

Recordkeeping:

1. Annual fume hood inspection records are readily accessible.

— — —

2. Incident Reports and Supervisor's Accident Investigation forms are readily accessible.

— — —

Comments: _____

FACILITY SAFETY INSPECTION CHECKLIST

Building: _____ **Department:** _____ **Date:** _____

Inspector: _____ **Room:** _____

Job Title: _____ **Phone:** _____

GENERAL SAFETY

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Are all employees familiar with the use of SDSs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all training records up to date for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Do all employees have access to the Emergency Action Guide and know their responsibilities? |

FIRE SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Are spray-painting operations, which employ flammable materials, conducted inside spray booths? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Are flammable and combustible materials stored at least 25 feet away |

from heat or ignition sources?

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented? |

ELECTRICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Are all circuit breaker panels accessible with labels identifying each switch's function? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Are Ground Fault Circuit Interrupters available for use in wet areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Are the wheels on rolling files or other mobile equipment free from binding when rolled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.) |

MECHANICAL SAFETY

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.) |
|--------------------------|--------------------------|--------------------------|---|

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. Are potable water, soap, and towels available for hand washing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. Are excessive noise levels adequately controlled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. Is an approved first aid kit available and its location known to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired? |

HAZARDOUS MATERIALS/PERSONAL PROTECTION

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 43. Are chemicals stored to prevent spills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 44. Are carcinogens handled safely to reduce employee exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 45. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 46. Are chemicals inventoried with copies provided to the Personnel Office? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 47. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 48. Are all hazardous wastes disposed of and not poured into the sewer system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 49. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 50. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 51. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 52. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 53. Is hearing protection suitable for the hazards warranting protection available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 54. Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 55. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 56. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 57. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |



COMMENTS

APPENDIX D

Employee Safety Training Documents

EMPLOYEE SAFETY TRAINING DOCUMENTS ATTENDANCE SHEET

DATE: _____ TIME: _____ INSTRUCTOR: _____

COURSE: _____

LOCATION: _____

SIGNATURE

PLEASE PRINT NAME

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

APPENDIX E - SAMPLE

SAFETY & Emergency Preparedness COMMITTEE MINUTES

Safety & Emergency Preparedness

Friday February 24, 2017

9 to 10 AM

LTC, Rm 216

Agenda

Members: Suzanne Ammons, Steve Crow, Dave Brown, Kim McGinnis, Rosemary Barrios, Christine Wood, Colton Miller, Jennyfer Gutierrez, JoRene Finnell, Kalen Edwards, Karoline Grasmuck, Kim Dutra, Mike Midkiff, Pete Olsen, Vicki Rhea, Susan Kitagawa, Catherine Nyznyk, Ed Johnson, Destiny Horne,
Committee meets the fourth Friday of the month

Invited Guests and Presenters:

Item	Topic	Lead	Type: Info (I) Discussion (D) Action (A)	Time (in mins)	Desired Outcome
1.	Approval of agenda	Steve	I	1	
2.	Composition/Membership	Steve	D	1	Understanding me representation for
3.	Facilities and Security Needs:	Steve	ID	10	Understanding of.
4.	I.I.P.P –Presentation from Keenan (Lawrence Moglia).	Lawrence	I	40	Understanding coi
5.	Reports: a) Security b) BART c) Training d) Emergency Operation Plan e) Health Services		D	10	1-2 minute report: wide communicati Longer items shou future meeting.
6.	Developing future agendas a) Safety Report b) IIPP			5	Recommendation: future agenda top
7.	Adjourn				Thank you!

Next meeting date: March 24th (4th Friday) Spring Break

APPENDIX F

STAFF SAFETY MINUTES

Department: _____

Date & Time: _____

Location: _____

In attendance: _____

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Topics: _____

Recommendations: _____

Completed Recommendations: _____

APPENDIX G

EMPLOYEE SAFETY RECOMMENDATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Location: _____ Dept: _____
Supervisor: _____ Date: _____

IDENTIFICATION OF SAFETY OR HEALTH HAZARD:

SUGGESTIONS FOR ABATEMENT OF THE SAFETY OR HEALTH HAZARD:

DO NOT WRITE BELOW THIS LINE

Date Complaint was investigated: _____

Investigated by: _____

Action taken _____

Date Action was reported to the employee: _____

Employee Name (Optional): _____

Comments: _____

GLOSSARY

(Source: OSHA IIPP Safety Manual-Definitions)

Accident - “Accident” is used in this case to conform to the language found in the OSHA standard. The word “accident” could be interchanged with “incident” and is not intended to assign fault or responsibility.

Administrator – Person responsible for the execution of public affairs, as distinguished from policy-making.

Appliances- Electrical devices not normally associated with commercial or industrial equipment such as air conditioners, space heaters, computers, printers, copiers, coffee pots, microwave ovens, toasters, etc.

Arc – a luminous discharge that occurs when an electric current flows between two electrodes or any other two surfaces separated by a small gap and a high potential difference.

Certified - Equipment is “certified” if it (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner; or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory; and (c) it bears a label, tag, or other record of certification.

Compliance – Conformity in fulfilling a legal requirement

Confined Space: A space defined by the concurrent existence of the following conditions:

- Existing ventilation is insufficient to remove dangerous air contamination and/or oxygen deficiency, which may exist or
- Ready access or egress for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening.

Ergonomic - The study of how to improve the fit between the physical demands of the workplace and the employees who perform the work. That means considering the variability in human capabilities when selecting, designing or modifying equipment, tools, work tasks and the work environment.

First Aid - injury is one which only minor injuries occur and which can normally be handled by a trained first aid person. This also includes initial treatment and a one-time follow-up visit even if treated by a physician. However, once prescription medication is provided or stitches are required, the injury is then required to be classified as a recordable injury per OSHA.

Hazard – Source of danger

Hazard Communication Program - Program that provides information about chemical hazards in order to control or minimize those hazards through mandatory and comprehensive employee training, distribution and accessibility of Safety Data Sheets (SDSs), and through container labeling. SDS sheets are maintained in the departments where the chemical hazards are used (stored).

Imminent hazard: An immediate source of danger

Lockout/Tagout- refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.

Near miss - unplanned event that did not result in injury, illness or damage but had the potential to do so.

OSHA- Occupational Safety and Health Administration

SDS – Safety Data Sheets (Formerly MSDS-Material Safety Data Sheets) are designed to protect the health and safety of people in the workplace by providing information on the hazards of substances and how they should be safely used, stored, transported and disposed of. SDSs also describe emergency procedures, such as what to do in the event of a spill or fire. Ideally SDSs should not be more than five years old.

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. H

Administrative Services
College Area

Background:

The CalSTRS Pension2 457 Deferred Compensation Plan for Public Schools is established pursuant to applicable state law and is intended to comply with the provisions of Section 457(b) of the Internal Revenue Code of 1986, as amended, Income Tax Regulations thereunder and applicable law.

Proposal:

Whereas, Monterey Peninsula College offers its employees an opportunity to enhance their retirement savings by deferring compensation pursuant to Section 457 of the Internal Revenue Code; and

Whereas, the California State Teachers' Retirement System has established the CalSTRS Pension2 457 Deferred Compensation Plan (CalSTRS Pension2) which may be adopted by a school district, county office of education or community college district, and

Whereas, Monterey Peninsula College believes that CalSTRS Pension2 and the investment options available there under will provide valuable benefits to its employees; and

Whereas, CalSTRS has appointed VOYA to perform administrative services for CalSTRS Pension2.

Budgetary Implications:

None identified at this time.

- RESOLUTION: BE IT RESOLVED** that the Governing Board adopt the CalSTRS Pension2 457 Deferred Compensation Plan for the benefit of its employees and authorizes and directs the appropriate officer to execute the attached adoption agreement on behalf of Monterey Peninsula College, and to provide CalSTRS Pension2 with such information and cooperation as may be needed on an ongoing basis in the administration of the plan. A copy of this resolution, the agreement, and any attachments thereto shall be on file.

Recommended By:



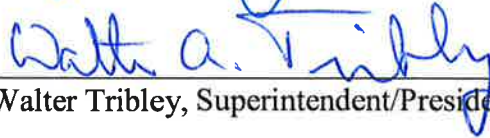
David Martin, Vice President for Administrative Services

Prepared By:



Kayla Garcia, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

CalSTRS Pension2

457(b) DEFERRED COMPENSATION PLAN

This specimen plan document, consisting of a basic plan document and adoption agreement, is for illustrative purposes only presented by CalSTRS for consideration of a plan sponsor's legal counsel and reflects a good faith interpretation of the Internal Revenue Code and 457 regulations. Because specific facts, circumstances, and laws of various states may impact a 457(b) plan, interested parties should consult legal counsel regarding any modifications that may be required. This document has not been reviewed or approved by the Internal Revenue Service, and the submission of the document to the IRS for a Private Letter Ruling by any interested party is also solely the responsibility of the plan sponsor. CalSTRS may update this specimen document from time to time as new guidance become available. Therefore, modifications to the document may be required. (8/31/15) This specimen plan is intended to assist school employers and their counsel in adopting a governmental 457(b) plan. Modifications may be required to meet the actual plan's particular objectives. (8/31/15)

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SPECIMEN DOCUMENT
SPECIMEN 457(b) DEFERRED COMPENSATION
PLAN FOR PUBLIC SCHOOLS
PREAMBLE

The Employer hereby establishes the Code Section 457(b) Deferred Compensation Plan for Public Schools (the "Plan").

The Plan is established pursuant to applicable state law and is intended to comply with the provisions of Section 457(b) of the Internal Revenue Code of 1986, as amended, Income Tax Regulations thereunder and applicable law. The Plan consists of the provisions set forth in this basic plan document and the Adoption Agreement, and is applicable to each Employee.

ARTICLE I
DEFINITIONS

As used in this Plan, the following words and phrases will have the meanings set forth herein unless a different meaning is clearly required by the context.

1.1 "Administrator" means the person(s), committee or organization, appointed by the Employer pursuant to Section 5.2 to administer the Plan and perform administrative functions for the Plan as specified by the Employer. To the extent that there is an agreement between the Employer and CalSTRS to perform certain specified administrative functions, CalSTRS shall be the Administrator.

1.2 "Adoption Agreement" means the separate agreement that is executed by the Employer and sets forth the elective provisions of the Plan. The Adoption Agreement is considered a part of the Plan.

1.3 "Age 50 Plus Catch-Up Contribution" means the catch-up contribution for Participants who attain age 50 by the end of the calendar year, as permitted under Code Section 414(v) and pursuant to Section 3.3.

1.4 "Beneficiary" means the individual, individuals or trust designated by the Participant in writing on a form acceptable to the Administrator, and received by the Administrator before the Participant's death, to receive any undistributed amounts under the Participant Account which becomes payable upon the Participant's death. A Beneficiary may designate his own Beneficiary. If a Participant or Beneficiary does not designate a Beneficiary in a form acceptable to the Administrator, then his estate will be deemed to be his Beneficiary. In addition, any Beneficiary designation will meet the requirements of applicable state law.

1.5 "CalSTRS" means the California State Teachers' Retirement System.

1.6 "Code" means the Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.7 "Compensation" means for an Employee all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under Code Sections 125, 132(f), 401(k), 403(b) or 457(b) (including an election under Article III to defer Compensation under the Plan).

1.8 "Deferrals" means the amount of Compensation deferred by a Participant to the Plan, comprising of Elective Deferrals and, if elected by the Employer in the Adoption Agreement and the Participant so elects on a Salary Reduction Agreement, Roth 457(b) Contributions.

1.9 "Elective Deferrals" means amounts made by the Employer to the Plan on a voluntary pre-tax basis pursuant to a Salary Reduction Agreement entered into by a Participant.

1.10 "Employee" means any statutory or common law employee who is employed by the Employer and who performs services for the Employer for which Compensation is payable.

1.11 "Employer" means the State of California, any political subdivision of the state, or any agency or instrumentality of the state, which satisfies the definition of Code Section 457(e)(1)(A) (together with any other entity required to be aggregated with such governmental employer under Code Sections 414(b), (c), (m) or (o)) and which has adopted this Plan as indicated in the Adoption Agreement.

1.12 "Includible Compensation" means an Employee's actual wages in box 1 of Form W-2 for the Employer, but increased (up to the dollar maximum) by any compensation reduction election under Code Section 125, 132(f), 402(g)(3) or 457(b). The amount of Includible Compensation is determined without regard to any community property laws. Pursuant to Section 1.457-4(d) (1) of the Income Tax Regulations, Includible Compensation will include any payments made to a Participant who has had a Severance from Employment, provided that the Includible Compensation is paid by the later of 2 ½ months after the Participant's Severance from Employment or the end of the calendar year that contains the date of such Participant's Severance from Employment. In addition, pursuant to Section 1.457-4(d)(1) of the Income Tax Regulations, Includible Compensation will include payments made to an individual who does not currently perform services for the Employer by reason of qualified military service (as defined in Code Section 414(u)(5)) to the extent those payments do not exceed the amount the individual would have received if the individual had continued to perform services for the Employer rather than enter qualified military service. Includible Compensation will not include Employee pick-up contributions described in Code Section 414(h)(2).

1.13 "In-Plan Roth Rollover" means a rollover contribution to the Plan that consists of a distribution from an Elective Deferral Account, a 457(b) Rollover Account or a non-457(b) Rollover Account under the Plan that the Participant rolls over to the Participant's In-Plan Roth 457(b) Rollover Account in the Plan, in accordance with Code Section 402A(c)(4).

1.14 "Investment Product" means group or individual annuity contracts or such other investment arrangements issued by or offered through the Provider and used to hold assets of the Plan.

1.15 "Normal Retirement Age" means the age as elected by the Employer in the Adoption Agreement that is used for the Special 457 Catch-up Contribution election under Section 3.2. The Employer is not permitted to have more than one Normal Retirement Age for each Participant under all plans under Code Section 457(b) that it (together with any other entity required to be aggregated with the Employer under Code Section 414(b), (c), (m) or (o)) sponsors.

1.16 "Participant" means any individual who has entered into a Salary Reduction Agreement to make Deferrals under the Plan or has previously made Deferrals under the Plan and who has not yet received a distribution of his entire Participant Account under the Plan. As appropriate, a Participant means a Beneficiary or an alternate payee as defined in Code Section 414(p)(8).

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1.17 "Participant Account" means the following accounts established for the Participant and maintained by the Administrator for each Participant, including any earnings and losses attributable thereon:

- (a) Elective Deferral Account,
- (b) Roth 457(b) Contributions Account,
- (c) 457(b) Rollover Account,
- (d) Non-457(b) Rollover Account,
- (e) Roth 457(b) Rollover Account,
- (f) Roth Non-457(b) Rollover Account,
- (g) Rollover of In-Plan Roth Non-457(b) Rollover Account; and
- (h) In-Plan Roth 457(b) Rollover Account.

1.18 "Pension2" or "CalSTRS Pension2" means the Investment Product plan made available by the California State Teachers' Retirement System.

1.19 "Plan" means the name of the Plan as indicated in the Adoption Agreement.

1.20 "Plan Year" means the Plan's 12-consecutive month accounting year as elected by the Employer in the Adoption Agreement.

1.21 "Provider" means such product vendor(s), including any legacy product vendor(s), under the Plan that may be designated by the Employer.

1.22 "Recordkeeper" means the entity as designated by CalSTRS in its capacity as Administrator pursuant to an agreement with such entity. The Employer can designate such other Recordkeepers for the Plan as deemed appropriate.

1.23 "Rollover Contribution" means, if so elected by the Employer in the Adoption Agreement, contributions made by a Participant (or, if applicable, Employee) of "eligible rollover distributions" in accordance with Code Section 402(c)(4).

1.24 "Roth 457(b) Contributions" means, if so elected by the Employer in the Adoption Agreement, contributions that are:

(a) made by the Employer to the Plan pursuant to a Salary Reduction Agreement entered into by a Participant, which qualifies as a "designated Roth contribution" within the meaning of Code Section 402A;

(b) irrevocably designated by the Participant at the time of the cash or deferred election as a Roth 457(b) Contribution that is being made in lieu of all or a portion of the Elective Deferrals the Participant is otherwise eligible to make under the Plan; and

(c) treated by the Employer as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a cash or deferred election.

1.25 "Salary Reduction Agreement" means an agreement, which meets the requirements of Section 2.4, entered into between an Employee and the Employer pursuant to which an Employee agrees to defer Elective Deferrals and/or Roth 457(b) Contributions to the Plan and thus to become a Participant.

1.26 "Severance from Employment" means the date, on which the Employee dies, retires or otherwise has a severance from employment with the Employer, as determined by the Administrator.

1.27 "Special Section 457 Catch-up Contributions" means the catch-up contribution for a Participant in the three consecutive years prior to the year in which the Participant reaches Normal Retirement Age, as permitted under Code Section 457(b)(3) and pursuant to Section 3.2.

1.28 "Unforeseeable Emergency" means a financial hardship of the Participant or Beneficiary resulting from:

(a) An illness or accident of:

- (1) the Participant or the Beneficiary
- (2) the spouse of the Participant or Beneficiary, or
- (3) the dependent of the Participant or Beneficiary;

(b) Loss of the Participant's or Beneficiary's property due to casualty; or

(c) Similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant or Beneficiary.

In addition, if elected by the Employer in the Adoption Agreement, an Unforeseeable Emergency means a severe financial hardship of the Participant resulting from an illness or accident of a primary Beneficiary designated by the Participant under the Plan.

A determination of an Unforeseeable Emergency will be based on each Participant's and Beneficiary's specific facts and circumstances.

**ARTICLE II
PARTICIPATION**

2.1 Eligibility to Participate

(a) Each Employee will be a Participant in the Plan when the Employee has executed a Salary Reduction Agreement with the Employer and has completed such documentation as may be required by the Provider(s).

(b) The Participant will provide investment direction for the Participant Account, including any subsequent change of investment direction, made to an Investment Product on such documentation as may be required by the Provider.

2.2 Salary Reduction Agreements

(a) In order to participate in the Plan, a Participant must complete a Salary Reduction Agreement with the Employer and file such Salary Reduction Agreement in a manner and method determined by the Administrator. The Salary Reduction Agreement will specify:

- (1) The amount (expressed either as a dollar amount or as a percentage) of the Participant's Compensation which the Participant agrees to make as Deferrals, subject to the limitations of Article III; and
- (2) The date as of which Deferrals pursuant to the Salary Reduction Agreement will begin.

(b) A Participant may make Deferrals payable in the calendar month during which the Employee first becomes a Participant if the Salary Reduction Agreement providing for such Deferrals is entered into before the first day of the month in which the Compensation is paid or becomes available, or as soon as administratively feasible.

(c) A Participant may, by amendment of a Salary Reduction Agreement change prospectively the amount of Deferral.

An amendment to the Salary Reduction Agreement will be effective as early as administratively practicable, but not earlier than the first day of the following calendar month in which the Compensation is paid or made available.

2.3 Information Provided by the Employee

Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary for the Administrator to administer the Plan, including, without limitation, whether he is a participant in any other eligible plan under Code Section 457(b).

2.4 Contributions Made Promptly

All contributions under the Plan will be transferred to the applicable Investment Product within a period that is not longer than is reasonable for the proper administration of the Participant Accounts. For purposes of this requirement, Deferrals under the Plan by a Participant must be transferred to the Investment Product within 15 business days following the month in which these amounts would otherwise have been paid to the Participant.

2.5 Leave of Absence

Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Deferrals under the Plan will continue to the extent that Compensation continues.

ARTICLE III
CONTRIBUTIONS AND LIMITATIONS

3.1 Deferrals

(a) Except as provided in Section 3.2 and 3.3 and subject to any applicable law or under any applicable collective bargaining agreement, the maximum amount of Deferrals which may be made by a Participant in any taxable year will not exceed the lesser of (1) the applicable dollar amount provided under Code Section 457(b)(2) (adjusted for cost of living under Code Section 457(e)(15)) or (2) 100% of the Participant's Includible Compensation.

(b) If elected by the Employer in the Adoption Agreement, a Participant may elect to make Deferrals from accumulated sick pay, accumulated vacation pay and back pay, provided the Participant enters into a Salary Reduction Agreement pursuant to Section 2.4 to make such Deferrals before the amounts would otherwise be paid or made available. A Participant who is a former Employee may make Deferrals from accumulated sick pay, vacation pay and back pay, provided that the Participant enters into a Salary Reduction Agreement pursuant to Section 2.4 prior to the first day of the calendar month to make such Deferrals before the amounts would otherwise be paid or made available, provided that such amounts are payable within the later of 2 ½ months after the Participant's Severance from Employment or the end of the calendar year that includes the date of the Participant's Severance from Employment.

3.2 Special 457 Catch-Up Contributions

(a) If permitted in the Adoption Agreement, in any one or more of a Participant's last three calendar years ending before the year in which the Participant attains Normal Retirement Age, as defined by the Employer in the Adoption Agreement, the Participant may elect to make Deferrals in an amount not exceeding the lesser of (1) twice the dollar amount permitted as a general deferral under Section 3.1 or (2) the sum of the maximum deferral permitted under Section 3.1 for the current tax year and as much of the applicable deferral limit under Code Section 457(b)(2) in prior years before the current tax year that had not previously been used ("underutilized amount"). For purposes of this Section, a prior year will be taken into account only if such year began after December 31, 1978, and the Participant was eligible to participate in the Plan during all or a portion of the prior year. A Participant may only make this election under this subsection once with respect to any plan under Code Section 457(b) of the Employer.

(b) In determining a Participant's underutilized amount, the Plan will take into consideration:

- (1) Prior to 2002, if a Participant made Deferrals to the Plan and deferrals to any other plan under Code Section 457(b), salary reduction contributions made to plans under Code Section 401(k), plans under Code Section 403(b), simplified employee pension (SARSEP) plans under Code Section 402(h)(1), simple retirement accounts under Code Section 408(p), and amounts deferred under any plan for which a deduction is allowed because of a contribution to an organization described in Code Section 501(c)(18), such deferrals to the other plans will be taken into account in determining a Participant's underutilized amount under Code Section 457(b)(2). In addition, Includible Compensation will be limited to the limitation in effect in the calendar year in which the deferrals were made. If such deferrals cumulatively exceed the then-applicable dollar amount in Code Section 457(b)(2) in the year that such amounts were deferred, then there will be no underutilized amount for that year.
- (2) To the extent that the Employer did not maintain a plan under Code Section 457(b), no underutilized limitation is available to a Participant for that prior year.
- (3) After 2001, only deferrals to plans under Code Section 457(b) will be taken into account for purposes of determining the underutilized amount.
- (4) Age 50 Plus Catch-Up Contributions will not be taken into account for purposes of determining a Participant's underutilized amount.

3.3 Age 50 Plus Catch-Up Contributions

If elected by the Employer in the Adoption Agreement, a Participant who has attained age 50 before the close of the calendar year may elect Age 50 Plus Catch-up Contributions. Such contributions are not subject to the limitations of Code Section 457(b). The maximum dollar amount of the Age 50 Plus Catch-up Contributions for a calendar year adjusted for cost of living under Code Section 414(v)(2)(C).

3.4 Maximum Amount of Catch-Up Contributions

Any catch-up contributions made by a Participant pursuant to Section 3.4 or Section 3.5 may not exceed the greater of (a) the amount that the Participant is eligible to make as Deferrals under Section 3.4 or (b) the amount that the Participant is eligible to make as Deferrals under Section 3.5.

3.5 Participant Covered by More than one 457(b) Plan

If a Participant is or has been a participant in one or more other plans under Code Section 457(b) in the same calendar year, then the Plan, and all such other plans, will be considered as one plan for purposes of applying the limitations of this Article III. For this purpose, the Administrator will take into account any other such plan of the Employer under Code Section 457(b) and, to the extent the Participant provides the Administrator with sufficient information concerning his participation, any such other plans under Code Section 457(b) in which the individual participated in the same calendar year.

3.6 Excess Deferrals

(a) In the event that the limit on Deferrals is exceeded pursuant to this Article III, the Employer will direct the Provider, or in accordance with such agreement as the Employer may enter into, to an Administrator, as to the proper correction method permissible under applicable law, including calculation of any earnings or losses and the proper tax reporting with respect to such distributions as soon as administratively practicable after the Administrator determines that the amount is an excess deferral.

(b) A Participant who participates in the Plan and another 457(b) plan of another employer will be responsible for complying with the deferral limits of this Article III. In the event of an excess amount, the Participant will notify the Administrator so that the excess may be distributed as soon as practicable after the Administrator determines that the amount is an excess deferral.

3.7 Transfers from Other Plans under Code Section 457(b)

(a) If elected by the Employer in the Adoption Agreement, the Plan will accept transfers of amounts previously deferred under another plan under Code Section 457(b) maintained by another employer as defined in Code Section 457(e)(1)(A).

(b) A transfer under subsection (a) will only be permitted if:

- (1) the transferring plan provides for the transfer of such amounts, and
- (2) the Participant has a benefit equal to the amount immediately after the transfer to least equal to the amount under the Plan immediately before the transfer.

(c) The Administrator may require such documentation from the transferring plan as it deems necessary to effectuate the transfer in accordance with Section 1.457-10(b) of the Income Tax Regulations and to confirm that the transferring plan is an eligible government plan as defined in Section 1.457-2(f) of the Income Tax Regulations. The amount so transferred will be credited to the appropriate account under the Participant Account and will be held, accounted for, administered and otherwise treated in the same manner as amounts as held in the transferor plan, except that the transferred

amounts will not be taken into consideration for purposes of Code Section 457(b)(2) for the year of transfer.

3.8 Rollovers to the Plan

(a) The Employer may elect in the Adoption Agreement to permit an Employee, whether a Participant at the time, to rollover amounts that are considered eligible rollover distributions as defined in Code Section 402(c)(4) to the Plan from an eligible retirement plan, as defined in Code Section 402(c)(8)(B).

(b) Amounts (other than designated Roth contributions as defined in Code Section 402A) rolled over from another Code Section 457(b) plan maintained by an employer defined in Code Section 457(e)(1)(A) will be allocated to the Participant's 457(b) Rollover Account. Amounts (other than designated Roth contributions as defined in Code Section 402A) rolled over from an eligible retirement plan that is not a Code Section 457(b) plan will be allocated to the Participant's Non-457(b) Rollover Account.

(c) Designated Roth contributions as defined in Code Section 402A rolled over from another Code Section 457(b) plan maintained by an employer as defined in Code Section 457(e)(1)(A) will be allocated to the Participant's Roth 457(b) Rollover Account. Designated Roth contributions as defined in Code Section 402A rolled over from an eligible retirement plan that is not a Code Section 457(b) plan will be allocated to the Participant's Roth Non-457(b) Rollover Account.

(d) Designated Roth contributions relating to in-plan rollovers under Code Section 402A(c)(4) rolled over from an eligible retirement plan that is not a Code Section 457(b) plan will be allocated to the Participant's Rollover of In-Plan Roth Non-457(b) Rollover Account.

(e) Amounts attributable to In-Plan Rollovers will be allocated to an In-Plan Roth 457(b) Rollover Account. In-Plan Roth Rollover Contributions will be subject to the Plan rules related to Roth 457(b) Contributions.

3.9 Investments

Subject to Section 5.9, amounts contributed to the Plan will be invested in an Investment Product. Participants will direct the investment of their Participant Accounts among the investment options available under the Investment Product. Contributions will be allocated to a Participant Account in accordance with this Article III and earnings and losses attributable to such contributions will be allocated to such Participant Account. If any provision of an Investment Product agreement is not consistent with the Plan provisions, the terms of the Plan will control.

3.10 Protection of Persons Who Serve In a Uniformed Service

(a) An Employee whose employment is interrupted by qualified military service under Code Section 414(u) or who is on a leave of absence for qualified military service under Code Section 414(u) may elect to make additional Deferrals upon resumption of employment with the Employer equal to the maximum Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under Code Section 414(u), this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

(b) In the case of a Participant who dies while performing qualified military service (as defined in Code Section 414(u)), the Beneficiaries are entitled to any additional benefits (other than Deferrals relating to the period of qualified military service) provided under the Plan had the Participant resumed employment and then had a Severance from Employment on account of death.

**ARTICLE IV
BENEFIT DISTRIBUTIONS**

4.1 Distributions Under the Plan

(a) A Participant Elective Deferral Account, Roth 457(b) Contributions Account or In-Plan Roth 457(b) Rollover Account may not be paid to a Participant (or, if applicable, the Beneficiary) until one of the following events has occurred:

- (1) upon the Participant's Severance from Employment;
- (2) the calendar year in which the Participant attains age 70 ½;
- (3) an Unforeseeable Emergency, within the meaning of and subject to Section 4.6, if elected by the Employer in the Adoption Agreement; or
- (4) the election of a small balance distribution within the meaning of and subject to Section 4.7, if elected by the Employer in the Adoption Agreement.

(b) A Participant may choose to receive a distribution from his 457(b) Rollover Account, Non-457(b) Rollover Account, Roth 457(b) Rollover Account, Rollover of In-Plan Roth Non-457(b) Rollover Account and Roth Non-457(b) Rollover Account at the time elected by the Employer in the Adoption Agreement.

4.2 Distributions from a Roth 457(b) Contributions Account, a Roth 457(b) Rollover Account, a Roth Non-457(b) Rollover Account, a Rollover of In-Plan Roth Non-457(b) Rollover Account and an In-Plan Roth 457(b) Rollover Account, will be tax-free for federal income tax purposes if:

- (1) The distribution meets the requirements of Section 4.1(a);
- (2) The amounts are held for a 5-year holding period, measured from the first year that the initial Roth 457(b) Contribution was made on behalf of the Participant to a Roth 457(b) Contributions Account, and
- (3) The distribution is due to a Participant's attainment of age 59 ½, death, or in the event of the Participant's becoming Disabled.

4.3 Determination of Benefits Payable to a Participant

(a) Upon attainment of a distributable event described in Section 4.1, but in no event later than the requirement to commence minimum distribution payments in accordance with Code Section 401(a)(9) and the Income Tax Regulations thereunder, a Participant may elect a benefit distribution option to which benefits will be paid.

(b) Upon a Participant's application for benefits, the Administrator will direct the distribution of a Participant Account in accordance with this Section 4.2.

(c) A Participant may choose a benefit distribution option as elected by the Employer in the Adoption Agreement. In the event a Participant fails to make an election as to a benefit distribution option, any benefit payable to such Participant will be distributed as elected by the Employer in the Adoption Agreement. The terms of any annuity contract purchased and distributed by the Plan to a Participant will comply with the requirements of the Plan.

4.4 Determination of Benefits upon Death

(a) Upon the death of a Participant, the Administrator will direct that the deceased Participant's Participant Account, be distributed to the Beneficiary in accordance with the provisions of this Section.

(b) The designation of a Beneficiary will be made on a form satisfactory to the Administrator. A Participant or Beneficiary may at any time revoke his designation of a Beneficiary or change his Beneficiary by filing written notice of such revocation or change with the Administrator. In the event no valid designation of Beneficiary exists at the time of the Participant's or Beneficiary's death, the death benefit will be payable to the Participant's or Beneficiary's estate.

(c) The Administrator may require such proper proof of death and such evidence of the right of any person to receive payment of the value of the Participant Account of a deceased Participant or Beneficiary, as the Administrator may deem appropriate. The Administrator's determination of death and of the right of any person to receive payment will be conclusive.

(d) Death benefits payable to a Beneficiary will be made in a form as selected by the Beneficiary in accordance with the available options as elected by the Employer in the Adoption Agreement. In the event a Beneficiary fails to make an election as to a benefit distribution option, any benefit payable to such Beneficiary will be distributed in accordance with Code Section 401(a)(9). The terms of any annuity contract purchased and distributed by the Plan to a Beneficiary will comply with the requirements of the Plan.

4.5 Minimum Distributions.

(a) All distributions under the Plan will comply with the minimum distribution requirements of Code Section 401(a)(9) and the Income Tax Regulations.

(b) Notwithstanding the foregoing, a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code Section 401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (that include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's Beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will not receive those distributions for 2009 unless the Participant or Beneficiary chooses to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to receive the distributions described in the preceding sentence.

(c) In addition, notwithstanding Section 4.8, 2009 RMDs and Extended 2009 RMDs will be treated as eligible rollover distributions as defined in Code Section 402(c)(4).

4.6 Unforeseeable Emergency Withdrawals

(a) If elected by the Employer in the Adoption Agreement, a Participant or Beneficiary may request an Unforeseeable Emergency withdrawal subject to the following requirements:

- (1) The request for an Unforeseeable Emergency withdrawal will be determined by the Administrator based on the Participant's or Beneficiary's relevant facts and circumstances.
- (2) The request for an Unforeseeable Emergency may be made only to the extent that such emergency is or may not be relieved through:
 - reimbursement or compensation from insurance or otherwise;
 - liquidation of the Participant's or Beneficiary's assets, to the extent the liquidation of such assets would not itself cause severe financial hardship; or
 - Cessation of the Participant's Deferrals to the Plan.

- (3) Distributions due to an Unforeseeable Emergency must be limited to the amount reasonably necessary to satisfy the emergency need (which may include any amounts necessary to pay federal, state, or local income taxes or penalties reasonably anticipated to result from the distribution).

(b) A Participant or Beneficiary may request an Unforeseeable Emergency withdrawal by submitting that request in writing on an approved form to the Provider, or in accordance with such agreement as the Employer may enter into, to an Administrator, who will review and approve the request. If the request is denied, a request for review of the determination may be made in writing to such entity as the Administrator may designate, provided that such entity has accepted the designation. If at any time a request of an Unforeseeable Emergency withdrawal is approved, the Employer may thereupon direct the Provider, or in accordance with such agreement as the Employer may enter into, to an Administrator, to distribute so much of the Participant Account as is necessary to provide the amount approved to meet the Unforeseeable Emergency, as determined by the Administrator.

(c) Unforeseeable Emergency withdrawals will be made in accordance with the procedures established by the applicable Investment Products.

4.7 Small Balance Distribution

If elected by the Employer in the Adoption Agreement and upon proper written request, a Participant may elect to receive a small balance distribution, payable in a lump sum, if the Participant's Deferral Account value is \$5,000 or less, and the Participant has not made Deferrals to the Plan for a period of two years before distribution. A Participant may take a small balance distribution under this Section only once while a Participant under the Plan.

4.8 Rollovers from the Plan

(a) Notwithstanding any provision of the Plan to the contrary, a Participant, a surviving spouse who is the designated Beneficiary of the Participant or a spouse or former spouse who is the alternate payee will be permitted to elect to have any eligible rollover distribution as defined in Code Section 402(c)(4) paid directly to an eligible retirement plan as defined in as defined in Code Section 402(c)(8)(B) or to a Roth IRA established under Code Section 408A specified by the Participant. The Participant will, in the time and manner prescribed by the Administrator, specify the amount to be rolled over and the eligible retirement plan to receive such rollover. Any portion of a distribution which is not rolled over will be distributed directly to the Participant.

(b) A non-spousal Beneficiary may elect to roll over death benefits amounts in accordance with Code Section 402(c) (11) provided that:

- (1) such amounts are rolled over to an inherited IRA via a direct trustee-to-trustee transfer;
- (2) such election is made by December 31 of the year following the year of the Participant's death; and
- (3) the rolled over amounts are eligible rollover distributions as defined in Code Section 402(c)(4).

4.9 Permissive Service Credit Transfers

(a) If a Participant is also a participant in a tax qualified defined benefit governmental plan (as defined in Code Section 414(d)) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of his Participant Account transferred to the defined benefit governmental plan in accordance with Code Section 457(e) (17). A transfer under this Section may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under subsection (a) only if the transfer is either for the purchase of permissive service credit (as defined in Code Section 415(n)(3)(A)) under the receiving defined benefit

governmental plan or a repayment to which Code Section 415 does not apply by reason of Code Section 415(k)(3).

4.10 Transfers to Other Plans under Code Section 457(b) Upon Severance from Employment

(a) Upon a Participant's Severance from Employment, a Participant may elect to have all or a portion of the Participant Account transferred to the plan under Code Section 457(b) of an employer defined in Code Section 457(e)(1)(A). Such amounts will be transferred at the Participant's election, provided:

- (1) The plan under Code Section 457(b) to which the Participant's benefit is being transferred provides for the acceptance of such amounts;
- (2) The Participant or Beneficiary has a benefit equal to the amount immediately after the transfer to least equal to the amount under the Plan immediately before the transfer; and
- (3) In the case of a transfer made on behalf of a Participant, such individual has had a Severance from Employment with the Employer and is performing services for the employer maintaining the receiving plan.

(b) Upon the transfer of amounts under subsection (a), the Plan's liability to pay benefits to the Participant or Beneficiary under the Plan will be discharged to the extent of the amount so transferred on behalf of the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section or effectuate the transfer pursuant to Section 1.457-10(b) of the Income Tax Regulations. If Roth 457(b) Contributions are transferred, the receiving plan must permit Designated Roth contributions as defined in Code Section 402A.

4.11 Loans to Participants

(a) If elected by the Employer in the Adoption Agreement, a Participant may receive a loan from his Elective Deferral Account, 457(b) Rollover Account and non-457(b) Rollover Account. Such loans may also be subject to the requirements of the Investment Product and as set forth in the loan program created by the Employer.

(b) For purposes of this Section, all plans of the Employer will be considered one plan in accordance with Code Section 72(p) and Income Tax Regulations thereunder, and the balance of all loans under any plan of the Employer under which the Participant participates must be aggregated in determining the maximum loan available under subsection (d).

(c) The Plan may make loans to Participants under the following circumstances: (1) loans will be made available to all Participants on a reasonably equivalent basis; (2) loans will bear a reasonable rate of interest; (3) loans will be adequately secured; and (4) will provide for periodic repayment over a reasonable period of time.

(d) No loan made pursuant to this Section will exceed the lesser of:

- (1) \$50,000 reduced by the excess (if any) of the highest outstanding balance of loans from the Plan to the Participant during the one-year period ending on the day before the date on which such loan is made, over the outstanding balance of loans from the Plan to the Participant on the date on which such loan was made, or
- (2) One-half (1/2) of the Participant Account.

For purposes of this Section, any loan from any other plan maintained by the Employer will be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan will be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph will not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

(e) Loans will provide for level amortization with payments to be made not less frequently than quarterly over a period not to exceed five (5) years. However, loans used to acquire any dwelling unit which, within a reasonable time, is to be used (determined at the time the loan is made) as a principal residence of the Participant will, provide for periodic repayment over a reasonable period to be determined by the Administrator of time that may exceed five (5) years. Notwithstanding the foregoing, in the event a Participant enters the uniformed services of the United States and retains reemployment rights under law, repayments will be suspended and interest will cease to accrue during the period of leave and the period of repayment will be extended by the number of months of leave in the uniformed services. In the event a Participant is on an Employer approved, bona fide leave of absence without pay, loan payments may be suspended (but interest will continue to accrue) for the period of leave but not to exceed one year; however, the loan must be repaid by the original loan repayment date.

(f) An assignment or pledge of any portion of a Participant's interest in the Plan will be treated as a loan under this Section.

(g) Any security interest held by the Plan by reason of an outstanding loan to the Participant will be taken into account in determining the amount of the death benefit or single lump-sum payment.

4.12 Distributions from Governmental Plans for Health and Long Term Care.

If elected by the Employer in the Adoption Agreement and pursuant to Code Section 457(a)(3), annual distributions of up to \$3,000 from the Plan that would otherwise be taxable, are excludable for income tax purposes if the following conditions are satisfied: (1) the distribution is used to pay for qualified health insurance premiums (accident, health insurance or long term care) for an eligible public safety officer, or spouse or dependent of the public safety officer, (2) the public safety officer is separated from service due to disability or attainment of the age which the Participant has the right to retire and receive unreduced retirement benefits from the Employer's basic pension plan, and (3) the distributions are paid directly to the insurer or to the administrator of a self-insured plan.

**ARTICLE V
ADMINISTRATION**

5.1 Powers and Responsibilities of the Employer

(a) The Employer will have full power to interpret and construe the Plan in a manner consistent with its terms and the provisions of Code Section 457, including the applicable Income Tax Regulations and to establish practices and procedures conforming to those provisions. In all such cases, the Employer's determination will be final and conclusive upon all persons. It is recognized that unusual circumstances may occur and questions may arise that are not specifically covered by any provision of the Plan, and the Employer will have the right to resolve all such questions. Notwithstanding the above, the Employer's power and responsibility under the Plan will not extend to, nor have any control over, those responsibilities and duties of the Provider.

(b) The Employer will be empowered to appoint and remove the Administrator from time to time as it deems necessary for the proper administration of the Plan to assure that the Plan is being operated for the exclusive benefit of the Participants and their Beneficiaries in accordance with the terms of the Plan and the Code.

5.2 Designation of Administrative Authority

The Employer may appoint a committee ("Committee") of one or more persons to serve as the Administrator and to discharge the Administrator's responsibilities under the Plan. The Employer may remove a Committee member for any reason by giving such member ten (10) days written notice and may thereafter fill any vacancy thus created. If the Employer does not appoint a Committee to administer the Plan, the Employer will be the Administrator.

5.3 Allocation and Delegation of Responsibilities

If more than one person is appointed as Administrator, the responsibilities of each Administrator may be specified by the Employer and accepted in writing by each Administrator. In the event that the Employer makes no such delegation, the Administrators may allocate the responsibilities among themselves, in which event the Administrators will notify the Employer in writing of such action and specify the responsibilities of each Administrator.

5.4 Powers and Duties of the Administrator

The primary responsibility of the Administrator is to administer the Plan for the benefit of the Participants and their Beneficiaries, subject to the specific terms of the Plan. The Administrator will administer the Plan in accordance with its terms and will have the power and discretion to construe the terms of the Plan and determine all questions arising in connection with the administration, interpretation, and application of the Plan. Any such determination by the Administrator will be conclusive and binding upon all persons. The Administrator may establish procedures, correct any defect, supply any information, or reconcile any inconsistency in such manner and to such extent as will be deemed necessary or advisable to carry out the purpose of the Plan; provided, however, that any procedure, discretionary act, interpretation or construction will be done in a nondiscriminatory manner based upon uniform principles consistently applied and will be consistent with the intent that the Plan will continue to be deemed a qualified plan under the terms of Code Section 457, and will comply with the terms of all Income Tax Regulations issued pursuant thereto. The Administrator will have all powers necessary or appropriate to accomplish his duties under this Plan. The Administrator will be charged with the duties of the general administration of the Plan, including, but not limited to, the following:

(a) the discretion to determine all questions relating to the eligibility of Employees to participate or remain a Participant hereunder and to receive benefits under the Plan;

(b) determine the amounts to be contributed to each Participant Account;

- (c) to authorize and direct the Provider with respect to all disbursements to which a Participant is entitled under the Plan;
- (d) to maintain all necessary records for the administration of the Plan;
- (e) to maintain practices and procedures necessary to administer the Plan as are consistent with the terms hereof;
- (f) to determine the type of any Investment Product to be purchased from the Provider; and
- (g) to assist any Participant regarding his rights, benefits, or elections available under the Plan.

5.5 Records and Reports

The Administrator will keep a record of all actions taken and will keep all other books of accounts, records, and other data that may be necessary for proper administration of the Plan and will be responsible for supplying all information and reports to the Internal Revenue Service, Participants, Beneficiaries and others as required by law.

5.6 Appointment of Advisors

The Administrator may appoint/employ such agents, attorneys, actuaries, accountants, auditors, investment counsel, and clerical assistants, and other persons as the Administrator deems necessary or desirable in connection with the administration of this Plan.

5.7 Information from the Employer

To enable the Administrator to perform his functions, the Employer will supply the necessary information to the Administrator on a timely basis regarding the Participants under the Plan, including but not limited to Compensation, date of hire, date of death, Severance from Employment, and such other pertinent facts and data as the Administrator may require. The Administrator may rely upon such information as is supplied by the Employer and will have no duty or responsibility to verify such information.

5.8 Payment of Expenses

All expenses of administration will be paid by the Participant Accounts under the Plan unless the Employer agrees to pay such expenses directly. Such expenses may include any expenses incident to the functioning of the Administrator, including, but not limited to, fees of accountants, counsel, and other specialists and their agents, and other costs of administering the Plan.

5.9 Discontinuance

- (a) Notwithstanding Section 3.9, if any Provider ceases to be eligible to receive Deferrals under the Plan, the Employer may direct that both existing amounts under Participant Accounts that were invested with such Recordkeeper and any future contributions be transferred to the Investment Products of those Providers which are currently approved to receive Deferrals under the Plan.
- (b) If CalSTRS is replaced as the Administrator, all Participant Accounts will remain under the Pension2 Investment Product, subject to the terms of that Investment Product.

**ARTICLE VI
AMENDMENT AND TERMINATION**

6.1 Amendment

(a) The Employer will have the right at any time to amend this Plan subject to the limitations of this Section. Any such amendment will become effective as provided therein upon its execution.

(b) No amendment to the Plan will be effective if it authorizes or permits any part of the Investment Product (other than such part as is required to pay taxes and administration expenses) to be used for or diverted to any purpose other than for the exclusive benefit of Participants or Beneficiaries; or causes any reduction in the amount credited to the account of any Participant or Beneficiary; or causes or permits any portion of the Investment Product to revert to or become property of the Employer.

6.2 Termination

(a) The Employer will have the right at any time to terminate the Plan by resolution of its governing board. In addition, the Employer must deliver written notice of discontinuance of the Investment Product to the Provider.

(b) Upon the full termination of the Plan, the Employer will direct the distribution of the assets to Participants and Beneficiaries in a manner which is consistent with and satisfies the provisions of Article IV as soon as administratively practicable after termination of the Plan.

6.3 Transfer of Entire Plan Assets to another Eligible Plan within the Same State

Subject to this Section, the Employer may direct the transfer of all assets of the Plan to another plan under Code Section 457(e)(1)(A) and that is located in the same state, provided that the requirements of Code Section 457(b) and Section 1.457(b)-10 (b)(3) of the Income Tax Regulations are satisfied. If Roth 457(b) Contributions are transferred, the receiving plan must permit Designated Roth contributions as defined in Code Section 402A.

**ARTICLE VII
MISCELLANEOUS**

7.1 Assets for Exclusive Benefit of Participants And Beneficiaries

All amounts in the Participant Accounts under this Plan, all property and rights which may be purchased with such amounts and all income attributable to such amounts, property or rights will be held in trust (or a custodial account or annuity contract described in Code Section 401(f)) for the exclusive benefit of Participants and their Beneficiaries. All such amounts will not be subject to the claims of the Employer's general creditors.

7.2 Participant Rights

This Plan will not be deemed to constitute a contract between the Employer and any Participant or to be a consideration or an inducement for the employment of any Participant, Employee. Nothing contained in this Plan will be deemed to give any Participant, Employee the right to be retained in the service of the Employer or to interfere with the right of the Employer to discharge any Participant, Employee at any time regardless of the effect which such discharge will have upon him as a Participant in this Plan.

7.3 Alienation

Subject to applicable state law (and Code Section 401(g) if the Investment Product consists of an annuity contract) and except as provided in Section 7.4, no benefit which will be payable to any person (including a Participant or his Beneficiary) will be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance, or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber, or charge the same will be void; and no such benefit will in any manner be liable for, or subject to, the debts, contracts, liabilities, engagements, or torts of any such person, nor will be subject to attachment or legal process for or against such person, and the same will not be recognized except to such extent as may be required by law.

7.4 Recognition of Approved Domestic Relations Orders

Notwithstanding Section 7.3, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order") and Code Section 414(p), then the amount of the Participant Account will be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment will be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator will establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

7.5 IRS Levy

Notwithstanding Section 7.3, if a Participant or Beneficiary is entitled to a distribution in accordance with Section 5, the Administrator may pay from a Participant's or Beneficiary's Account the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

7.6 Distribution for Minor Beneficiary or Incompetent

If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or

Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

7.7 Mistaken Contributions

If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) will be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

7.8 Procedure When Distributee Cannot Be Located

The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, (b) notification sent to the Social Security Administration or the Pension Benefit Guaranty Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the funding vehicle shall continue to hold the benefits due such person.

7.9 Governing Law

The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.

7.10 Headings

Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

7.11 Gender

Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

-End

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. I

Human Resources
College Area

Proposal:

That the Governing Board approves the Memorandum of Understanding (MOU) of May 9, 2018 entitled “Reorganization of the Library, Office of Academic Affairs, Office of the Dean of Student Services and Admissions and Records” between Monterey Peninsula California Employees Association Chapter #245 (MPCEA) and the Monterey Peninsula Community College District (District).

Background:

MPCEA and the District negotiated and agreed to reclassify positions in the Library, Office of Academic Affairs, Office of the Dean of Student Services and Admissions and Records. The proposed changes in classifications and assignments will provide opportunities for greater flexibility in assignments, professional development, cross training, as well as increased efficiency in operations. Two vacant classified positions in the classification of Library Specialist – Circulation Desk at Range 10 will be reclassified to Library Technician I at Range 14, 25 hours per week, and 10 months per year. The vacant position classification of Library Specialist-Interlibrary Loans, Periodicals and Circulation Desk will be reclassified to a new classification of Library Technician I at Range 14 at 25 hours per week, 10 months per year. One classified position of Library Circulation Desk Coordinator and one classified Library Specialist-Technical Services position will be reclassified to a new classification of Library Technician II at Range 19. Two positions of Administrative Assistant III in the Office of Academic Affairs and the one position to the Dean of Student Services will be reclassified to Administrative Assistant III-Faculty Assignments from Range 18 to Range 19. Three positions of Admissions and Records Specialist, Range 10, 40 hours per week, 12 months per year will be reclassified to Range 15. The one position of Records Evaluator, Range 15, 40 hours per week, 12 months per year shall also be reclassified to Admissions and Records Specialist, Range 15. The vacant position of Attending Accounting Specialist, Range 18, 40 hours per week, 12 months per year will be reclassified to Admissions and Records Specialist, Range 15, 40 hours per week 12 months per year.

Budgetary Implications:

The projected cost increase is \$32,852. This total includes the salaries and benefits of all affected positions.

RESOLUTION: BE IT RESOLVED, that the Governing Board approves the Memorandum of Understanding of May 9, 2018 entitled “Reorganization of the Library, Office of Academic Affairs, Office of the Dean of Student Services and Admissions and Records” between Monterey Peninsula California Employees Association Chapter #245 and the Monterey Peninsula Community College District.

Recommended By:



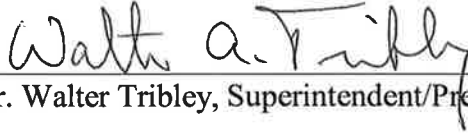
David Martin, Vice President of Administrative Services

Prepared By:



Kayla Garcia, Human Resources Analyst

Agenda Approval:



Dr. Walter Tribble, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

September 26, 2018

New Business Agenda Item No. J

Human Resources
College Area

Proposal:

Discuss the Superintendent/President search process and provide direction to staff.

Background:

Per Governing Board Policy 2431, the Board of Trustees shall establish a search process to fill the vacancy of the Superintendent/President. With the announcement of Dr. Walter Tribley's intention to retire in September 2019, it is necessary to determine the process to hire his successor.

An update on progress made will be presented and discussion regarding the formulation of the search process will continue as needed.

Budgetary Implications:

None identified at this time.

INFORMATION: The Board will provide direction on the design of the Superintendent/President search process. Any items requiring Board action will be presented at future Board meetings.

Recommended By:

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

Prepared By:

JoRene Finnell
JoRene Finnell, 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

September 26, 2018

New Business Agenda Item No. K

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:

JoRene Finnell

JoRene Finnell, Executive Assistant to Superintendent/President and Governing Board

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2017-2018 Calendar of Events

SEPTEMBER 2018

Monday, Sept 3 Holiday - Labor Day
Saturday, Sept 8 Alumni BBQ, 3:00pm, MPC Dance Studio
Thursday, Sept 20 MPC Art Reception, "Entangled Experiences", 2:30pm, MPC Art Gallery
Friday, Sept 21 Rob Johnstone, Guided Pathways, 12:00pm, Lecture Forum 103
Wednesday, Sept 26 Regular Board Meeting, MPC Library & Technology Center
Closed Session: 11:00am, Stutzman Room
Regular Meeting: 1:30pm, Sam Karas Room

OCTOBER 2018

Friday, Oct. 12 College Forum (TBD), 12:30pm, Lecture Forum 103
Wednesday, Oct 17 BoardDocs Training, 6:00pm, LTC 203/204
Wednesday, Oct 24 Regular Board Meeting, Public Safety Training Center in Seaside
Closed Session: 11:00am, Public Safety Training Center in Seaside, Room 109
Regular Meeting: 1:30pm, Public Safety Training Center in Seaside, Room 109

NOVEMBER 2018

Saturday, Nov 3 MPCF Evening of Opportunity Gala, 4:00pm, Folktale Winery
Friday, Nov 9 College Forum (TBD), 12:30pm, Lecture Forum 103
Saturday, Nov 10 Rubber Chicken Drop Raffle, 6:00pm, MPC Stadium
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)
TBD Foundation New Board Member Orientation (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 September 11, 2018.