

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. A

Fiscal Services
College Area

Proposal:

That the Governing Board review and discuss the 2014-2015 Monthly Financial Report for the period ending September 30, 2014.

Background:

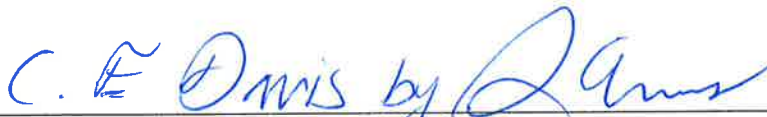
The Board routinely reviews financial data regarding expenses and revenues to monitor District fiscal operations. .

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the 2014-2015 Monthly Financial Report for the period ending September 30, 2014, be accepted.

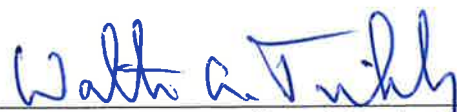
Recommended By:


C. Earl Davis, Vice President for Administrative Services

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribley, Superintendent/President

Monterey Peninsula College
Fiscal Year 2014-15
Financial and Budgetary Report
September 30, 2014

Enclosed please find attached the Summary of All Funds Report for the month ending September 30, 2014 for your review and approval. The financial report is an internal management report submitted to the Board of Trustees to compare actual financial activities to the approved budgets.

Operating Fund net revenue through September 30, 2014 is \$6,261,330 which is 13.6% of the operating budget for this fiscal year. Expenditures year-to-date total \$8,339,822 which is 35.2% of the operating budget for this fiscal year, for a net difference of - \$2,078,492.

Unrestricted General Fund

Revenues

- September apportionment revenue has been received of \$1.8M
- Education Protection Account (EPA) funds of \$1.3M have been received this month
- Property Tax revenue received this month of \$31K
- Other local revenue received which includes: enrollment fees, course material fees, and other local revenues totaling \$230,924

Expenditures

Overall the District operating funds expenditures continue to track as projected.

Child Development Fund - Unrestricted

Revenues/Expenditures

- District support revenue of \$100K has been posted in September to the Unrestricted Child Development Fund.

Child Development Fund – Restricted

Revenues/Expenditures

- No revenues have been received through September.

Self Insurance Fund

- Self Insurance expenses are at 21.1% of budgeted expenditures. The expenditure amount is .1% less than the amount for the same period last fiscal year.
- Some revenues have been received and posted for September.

Building Fund

- The expense activity in the Building Fund is now starting to slow down as the district starts completing the bond related projects.

Other Fiduciary Funds

- All Fiduciary Funds are tracking close to budget.
- For the month of September, financial aid disbursements continue to be disbursed to students. These disbursements are reflected in the revenue and expenditure numbers of the Financial Aid, Scholarship and Loan, and Trust Fund accounts.

Cash Balance:

The total cash balance for all funds is \$24,093,674 including bond cash of \$9,870,479 and \$14,223,195 for all other funds. Operating funds cash is \$7,492,905. Cash balance in the General Fund is at \$6,618,868 for the month ending September 30, 2014. This is sufficient cash to make month end payroll and accounts payable.

Monterey Peninsula Community College
 Monthly Financial Report
 September 30, 2014

Summary of All Funds

Funds	Beginning Fund Balance	Revised Budgets 2014 - 2015		Ending Fund Balance	Year to Date Actual 2014 - 2015		% Actual to Budget		Cash Balance	
	07/01/14	Revenue	Expense	6/30/2015	Revenue	Expense	Encumbrances	Rev	Exp	9/30/2014
General - Unrestricted	\$3,802,947	\$38,029,473	\$38,029,473	\$3,802,947	\$5,206,737	\$7,098,392	7,389,995	13.7%	38.1%	\$6,618,868
General - Restricted	0	6,628,178	6,628,178	0	894,344	992,485	353,650	13.5%	20.3%	0
Child Dev - Unrestricted	0	302,207	302,207	0	101,646	70,319	0	33.6%	23.3%	12,712
Child Dev - Restricted	0	190,565	190,565	0	0	44,551	20,261	0.0%	34.0%	0
Student Center	296,981	259,200	259,200	296,981	12,120	21,829	58,522	4.7%	31.0%	348,179
Parking	85,280	525,000	525,000	85,280	46,483	112,246	1,174	8.9%	21.6%	513,146
Subtotal Operating Funds	\$4,185,208	\$45,934,623	\$45,934,623	\$4,185,208	\$6,261,330	\$8,339,822	\$7,823,602	13.6%	35.2%	\$7,492,905
Self Insurance	6,642,543	6,553,264	8,794,471	4,401,336	37,464	1,811,626	43,026	0.6%	21.1%	5,047,965
Capital Project	1,253,362	1,145,563	1,783,438	615,487	9,695	54,611	44,024	0.8%	5.5%	800,903
Building	11,855,862	25,000	2,232,397	9,648,465	0	1,289,081	386,381	0.0%	75.1%	9,870,479
Revenue Bond	20,722	17,625	17,625	20,722	0	16,425	1,200	0.0%	100.0%	5,832
Associated Student	92,451	90,000	90,000	92,451	11,449	2,491	0	12.7%	2.8%	169,576
Financial Aid	17,745	5,200,000	5,200,000	17,745	613,422	613,422	0	11.8%	11.8%	59,065
Scholarship & Loans	272,948	2,500,000	2,500,000	272,948	285,250	223,769	0	11.4%	9.0%	276,202
Trust Funds	293,917	510,000	510,000	293,917	119,955	126,669	0	23.5%	24.8%	347,073
Orr Estate	22,302	10,000	20,000	12,302	121	804	0	1.2%	4.0%	23,674
Total all Funds	\$24,657,060	\$61,986,075	\$67,082,554	\$19,560,581	\$7,338,686	\$12,478,720	\$8,298,233	11.8%	31.0%	\$24,093,674

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. B

Fiscal Services
College Area

Proposal:

That the Governing Board authorize the Vice President for Administrative Services to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

Background:

AB 2347 (Chapter 937, Statutes of 1982) authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. Enhanced in 1991 through AB 3929, the offset of specific non-financial aid obligations is permitted.

By participating in the Tax Offset Program, the District can recover outstanding student obligations such as student loans, financial aid overpayments, student fees, library fines and personal checks written with non-sufficient funds and other approved debts.

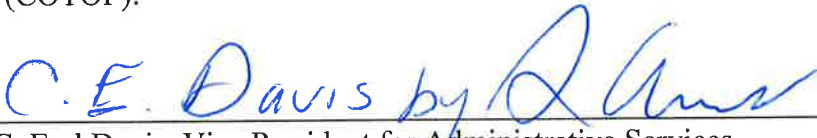
The Chancellor's Office Tax Offset Program (COTOP) requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor personal state income tax, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts recovered to the Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus 25% administrative fee, to the participating local districts.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board authorize the Superintendent/President to enter into an agreement with the Chancellor's Office of the California Community Colleges, State of California, to participate in the Chancellor's Office Tax Offset Program (COTOP).

Recommended By:


C. Earl Davis, Vice President for Administrative Services

Prepared By:


Rosemary Barrios, Controller

Agenda Approval:


Dr. Walter Tribble, Superintendent / President

THIS CONTRACT, made and entered into on or before this first day of October, 2014, in the State of California, by and between the

Monterey Peninsula COMMUNITY COLLEGE DISTRICT
and the
CHANCELLOR OF THE CALIFORNIA COMMUNITY COLLEGES

The CHANCELLOR of the CALIFORNIA COMMUNITY COLLEGES
(hereinafter Chancellor) and the

Monterey Peninsula COMMUNITY COLLEGE DISTRICT
(hereinafter District) do agree that:

I.

Performance of this contract shall be pursuant to Government Code Sections 12419.2, 12419.5, 12419.7, 12419.9, 12419.10. Both parties' performance of this contract shall conform to the requirements of those statutes.

The Chancellor agrees to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District.

II.

The Chancellor's Office Tax Offset Program (hereafter known as COTOP) will be a (self-supporting) program with collection fees charged to the participating districts for the administrative costs incurred by the Chancellor in operating the program.

The Chancellor will, if a debtor owes an obligation to more than one college or district, eliminate the name of that debtor from the college or agency to which the debtor owes the smaller obligation.

The District will pay to the Chancellor an amount equal to but not greater than 25 percent (25%) of the amount which the Chancellor collects on behalf of the district from the Franchise Tax Board.

III.

The Chancellor will perform only those administrative services necessary to implement the legislation and related functions concerning the repayment of student financial aid and proper non-financial aid obligations through the COTOP program. Names and amounts submitted in error by the district will be treated as all other names and amounts and may be offset by the Franchise Tax Board.

The district may submit requests for deletions or revisions to the unpaid account balance to the Chancellor at any time and as often as needed.

Districts must enter their initial COTOP debtor data to the Chancellor's Office Tax Offset Program web-based system no later than November 17, 2014. Districts may make modifications to accounts (adds/changes/deletes) until November 17, 2014. If an offset occurs prior to the implementation of the deletion or modification by the Franchise Tax Board, it will be the responsibility of the District to make restitution directly to the debtor as required by Section IV.6 below.

The Chancellor or Franchise Tax Board will delete all names which cannot be processed by the Chancellor's Office or the Franchise Tax Board.

IV.

The District will:

1. Submit a single record for each affected individual as specified in #3 below according to the format and specifications in Appendices A and B which are incorporated into and made a part of this contract.
2. Notify those debtors whose names are submitted for collection of the pending action no later than submitting those names to the Chancellor's Office and review any objections received from those debtors. This notification should inform the debtor that the individual is entitled to request a review of the decision to collect the debt by the offset procedure. Immediately submit to the Chancellor's Office any modifications of the amount or deletions of any record found to be submitted in error, as necessary, as a result of the review as required by Appendix C, which is incorporated into and made a part of this contract.
3. Submit for collection through the COTOP program only the following types of debtor obligations:
 - A. defaulted Perkins, Nursing, Emergency and Extended Opportunity Programs and Services (EOPS) loans;
 - B. campus financial aid funds; EOPS Grants and Board of Governors Enrollment Fee Waivers for which the student was ineligible;
 - C. other financial aid obligations.
 - D. Proper student non-financial aid obligations limited to: non-resident tuition; enrollment fees; library fines; library replacement material charges; parking fees; parking fines (incurred within 3 years of date submitted for collection only); residence hall rent contracts; cafeteria meal contracts; telephone bills; drop fees (incurred prior to January 1992); personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only); returned check service charges; child care charges; instructional equipment breakage/replacement charges; health fees; transcript fees; foreign student insurance charges; dental health center charges; community services fees; lost key charges; transportation charges/fees; audit fees; contract class charges; instructional material fees; damage to campus facilities/equipment charges; personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee); auto repair costs (including parts, lab fee, sales tax on parts); student representation fee; student center fee.

4. For those student financial aid and non-financial aid obligations in default, send at least one written notice to the last known address of the debtor requesting that the debtor either pay the amount owed or contact the participating district regarding the debt. The written notice must be sent at least 30 days prior to Franchise Tax Board receiving the offset request. The district must retain copies of the notifications in the district/college file.
5. Do not submit names of any debtors who are:
 - A. not in default;
 - B. in litigation/bankruptcy.
6. Refund to debtor any overpayments or amounts collected in error resulting from collection through COTOP within 30 days from notification of offset by the Chancellor.

V.

The District agrees that the Chancellor is acting in reliance on the accuracy of information supplied by the District as to the names of debtors, identification of debtors, and amounts owed by debtors, and that the Chancellor shall not be liable for any damages arising from inaccuracies in information supplied by the District.

The District agrees that it will submit for collection only amounts which it is legally entitled to collect through this program.

The District agrees that it will respond to all debtor complaints received by the Chancellor regarding this program.

VI.

Each party agrees to indemnify, defend and save harmless the other, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by either party in the performance of this contract.

VII.

The District and the agents and employees of the District, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

VIII.

Time is of the essence of this agreement.

IX.

No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

X.

The term of this contract shall be from October 1, 2014 through December 20, 2015, which as defined by the Franchise Tax Board, is the end of the 2015 interagency program processing year.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

CALIFORNIA COMMUNITY COLLEGES

By _____
Erik Skinner _____ Date
Deputy Chancellor

_____ DISTRICT
(Name of District)
By Walter A. Trubly _____ 10/15/14 _____
(Authorized Signature) _____ Date

(Printed Name of Signature)

(Title)

(Address)

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Board Meeting Date

President's Office

College Area

New Business Agenda Item No. C

Proposal:

That the Governing Board recognize the service of Dr. Sophal Ear, J. Fagan, Stewart Fuller, Robert Mulford, and Niels Reimers on the Citizens' Bond Oversight Committee.

Background:

In 2010 the Governing Board appointed J. Fagan (Marina Chamber of Commerce representative), Stewart Fuller (MPC Foundation representative), Robert Mulford (Monterey Peninsula Chamber of Commerce representative), and Niels Reimers (Carmel Foundation representative), to serve their first term on the Citizens' Bond Oversight Committee. They were re-appointed in 2011 to serve a second 2-year term, which concludes in November. Dr. Sophal Ear (community at large representative) was re-appointed to a second term in 2013 and resigned in August due to his relocation to southern California. During their tenure, all were excellent committee members, and their service contributed to the effective oversight of the expenditure of the District's bond proceeds. In addition, Mr. Fagan and Mr. Mulford served in leadership roles on the committee. Mr. Fagan was elected Vice Chair in 2012 and appointed as Chair in 2013. Mr. Mulford served as Chair in 2012 and Vice Chair in 2014.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, That the Monterey Peninsula Community College District Governing Board does hereby express its sincere appreciation and gratitude to Dr. Sophal Ear, J. Fagan, Stewart Fuller, Robert Mulford, and Niels Reimers for their service as members of the Citizens' Bond Oversight Committee.

Recommended By:

Walter A. Tribley
Walter Tribley, Superintendent/President

Prepared By:

Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval:

Walter A. Tribley
Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Board Meeting Date

President's Office

College Area

New Business Agenda Item No. D

Proposal:

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

Background:

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

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

In November, four members will be completing their second consecutive term on the committee and may no longer serve as specified in Education Code 15282. Vacancies were created for representatives from a college support organization, senior citizen's organization, and local business organizations. Applicants were solicited from appropriate groups and candidates have been determined for three of the vacancies. A recommendation for the remaining vacancy will be presented at the November meeting. Representatives being recommended for appointment to the committee are:

Senior Citizen's Organization: Tom Gaspich (Carmel Foundation)

Business Organizations: Rob Lee (Monterey Peninsula Chamber of Commerce)

Hunter Harvath (Monterey County Hospitality Association)

The applications of the candidates are attached.

Per the committee By-laws, the terms of these appointments will extend to November, 2016.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, That the appointment of Tom Gaspich, Rob Lee, and Hunter Harvath, as members of the Citizens' Bond Oversight Committee, effective November, 2014, be approved.

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

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

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

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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 THOMAS R. GASPICH Date 09/16/2014

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

- Active in a business organization... Active member of a senior citizen's organization (CARMEL FOUNDATION + BOARD MEMBER)... Active member in a bona-fide taxpayers association... An enrolled student active in a community college group... Active member of a college support organization... Citizen at large... Other (39 YEARS (+ CURRENT) FINANCIAL SERVICES)

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.

- 39 YEARS IN THE FINANCIAL SERVICES INDUSTRY
- CURRENT BOARD MEMBER & MEMBER of the finance committee of the CARMEL FOUNDATION
- SERVED on MGA BOARD QUAIL LODGE GOLF CLUB

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 ROB LEE, CPA Date 10/8/2014

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) MONTEREY PENINSULA CHAMBER OF COMMERCE
- 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) _____
- 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

Rob Lee, CPA

I am the Partner in Charge of the Carmel Office at Hayashi Wayland (HW), an accounting firm that has been around for over 35 years, has a diverse service offering, three offices across Monterey County (Carmel, King City, and Salinas) and one office in Paso Robles. As a graduate of California State University – Fresno, I began my career at HW in 2000. I now oversee all aspects of the office, including client service and satisfaction, business growth through strategic business and marketing initiatives, and the professional development of our very bright and talented staff. In addition to my management responsibilities, I provide clients with auditing, taxation and management advisory services.

Our goal is to help clients minimize taxes, maximize profitability, maintain compliance, take care of their employees and achieve personal and family financial goals. We provide an array of services, including: traditional accounting, auditing and assurance, tax planning and compliance, general business services, estate and trust planning, family office services and retirement planning.

Our industry expertise includes: agriculture companies, educational and religious institutions, healthcare facilities, not-for-profit organizations, owner managed businesses, wineries and vineyards, governmental agencies, a variety of business types and individuals.

I specialize in auditing, taxation and management advisory services for not-for-profit organizations, churches, church affiliated schools and special districts.

My community service includes: Monterey Peninsula Chamber of Commerce Chair-Elect and Board Member October 2008-Present; MY Museum Board Treasurer, July 2010-Present, Monterey County Pops! Board Treasurer, January 2011-Present; and, former Vice Chair of Finance, Audit Committee Chair, and Board Member for the International School of Monterey.

I am a resident of Pebble Beach with my wife, Kathleen, and two children.

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 HUNTER HARVATH Date 9/17/14

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) Monterey County Hospitality Association
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)
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.

In addition to being a board member of the Monterey County Hospitality Association, I am also Assistant General Manager for Finance & Administration for Monterey-Salinas Transit. In that role I am responsible for overseeing a \$30 million annual operating budget as well as a capital budget that varies from several million dollars to tens of millions of dollars, depending on the projects that are programmed in a given year. I also am responsible for conducting our annual audit and submitting compliance documents to the state & federal governments.

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. E

Academic Affairs
College Area

Proposal:

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

Background:

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

Budgetary Implications:

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

RESOLUTION: BE IT RESOLVED, that the following course revisions, program revisions, new courses and new programs be approved:

Course Revisions:

BIOL 10	Principles of Biology
ENGL 5	Introduction to Great Books
ENGL 11	Literature By and About Women
SPCH 54	Leadership Communication

Program Revisions:

Business - Accounting (Associate in Science)
Business - Accounting (Certificate of Achievement)
Business Administration (Associate in Science)
Business Administration (Certificate of Achievement)
Business - Fast Track: Business Administration (Certificate of Training)
Fire Command (Certificate of Training)
Fire Inspector (Certificate of Training)
Fire Prevention (Certificate of Training)
Philosophy (Associate in Arts for Transfer)

New Courses:

ENGL 9, Great Books and Civil Liberties
FREN 225B, Basic Conversational French II

New Programs:

Business Fast Track - Accounting/Bookkeeping (Certificate of Training)

Fire Management (Certificate of Training)

Firefighter 1 (Certificate of Training)

Recommended By:



Michael Gilmartin, Interim Vice President of Academic Affairs

Prepared By:



Maggie Caballero, Administrative Assistant

Agenda Approval:



Dr. Walter Tribley, Superintendent/President

COURSE REVISIONS

BIOL 10, Principles of Biology

4 units

3 hours lecture, 3 hours lab

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course surveys modern biology, including concepts of cell and molecular biology, genetics, biodiversity, ecology, and evolution.

ENGL 5, Introduction to Great Books

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

American democracy's roots can be found in Great Books by philosophers, theologians, and literary artists. This course explores the relationship between selected Great Books and the American conception of civil liberties. Readings and viewings include works by Locke, Mill, Rousseau, Orwell, Tocqueville, Thoreau, King, Hanson, Harlan Ellison, Kurt Vonnegut, Ray Bradbury, Greg Lukianoff, and more.

ENGL 11, Literature By and About Women

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course covers American, British, and international literary works by and about women, including poetry, fiction, autobiography, drama, and non-fiction prose. It introduces students to literary analysis, interpretation, and understanding. The course focuses on literary trends, style, and issues of race, class, ethnicity, and cultural identity and provides students with opportunities to explore individual writers in depth. Also offered as Women's Studies 11; credit may be earned only once. Also offered online.

SPCH 54, Leadership Communication

3 units

3 hours lecture

Justification:

Due to new procedures, the Chancellor's Office is requesting that this course revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

This course assists students interested in developing or improving communication skills relevant to leadership. Theories of leadership are investigated, and students learn how to apply knowledge and skills to diverse small group and public speaking situations. Students have the opportunity to apply the knowledge gained outside of class; campus and/or community involvement is required. Also offered as PERS 54; credit may be earned only once.

PROGRAM REVISIONS

Business - Accounting (Associate in Science)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Associate of Science degree in Accounting prepares students to contribute to a business with solid foundational accounting skills, coupled with the breadth of MPC's general education requirements. The Business Fast-Track Accounting/Bookkeeping Certificate of Training and the Business-Accounting Certificate of Achievement must both be completed before or as part of this degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Business - Accounting (Certificate of Achievement)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Business-Accounting Certificate of Achievement supplements the Business Fast Track-Accounting/Bookkeeping Certificate of Training by adding more advanced accounting skills, analysis tools, and business management context to equip the student to contribute more broadly to the success of a business. Students must complete the requirements of the Business Fast Track-Accounting/Bookkeeping Certificate content before or as part of this program. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Business Administration (Associate in Science)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Associate of Science in Business Administration degree offers courses in law, marketing, human resources, and leadership that prepare students to enter the business field in positions above entry-level. The degree also includes the broad benefits of the MPC general education requirements. The core Business-Fast Track Business Administration Certificate of Training must be completed before or as part of this degree. Students planning to transfer to a University to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Business Administration (Certificate of Achievement)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Business Administration Certificate of Achievement supplements the Business Fast Track-Business Administration Certificate of Training for students who wish to add a concentration in marketing, communication, accounting, management, entrepreneurship, office technology, leadership, or human resources. It is an ideal way for self-made business professionals to continue their studies. The Business Administration Certificate of Achievement must be completed before or as a part of this certificate. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Business - Fast Track: Business Administration (Certificate of Training)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Business Administration Fast Track program prepares students for an entry-level business administration role in a small business. It is also an excellent way for self-made business professionals to add key formal business elements to their skill sets in business law, marketing and communication, accounting, management, and human resources and leadership. This certificate may be completed entirely online. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Fire Command (Certificate of Training)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Fire Protection Technology Fire Command certificate of training prepares students to assume the position of incident commander at major emergencies. The curriculum includes courses in wildland-urban interfaces, high-rise fires, hazardous materials, large-scale disasters, and structural fires.

Fire Inspector (Certificate of Training)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Fire Inspector program prepares the students for a career as a Fire Inspector. The curriculum includes courses in legal responsibilities and authority, codes and standards, confidentiality and privacy requirements, and ethical conduct.

Fire Prevention (Certificate of Training)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Fire Prevention Program prepares the student for a career in fire prevention. The curriculum includes courses in laws and regulations, Titles 19 and 24, fire doors, basic hydraulic calculations for sprinkler systems, standards and local amendments, site-plan review, and building construction and characteristics.

Philosophy (Associate in Arts for Transfer)

Justification:

Due to new procedures, the Chancellor's Office is requesting that this program revision be re-approved by the Governing Board because the original approval date was more than two years ago.

Description:

The Philosophy Department exposes students to historical and contemporary discussions in epistemology, metaphysics, and moral theory in both the Western and Eastern traditions. It develops students' reasoning and writing skills, models rational discussion of basic questions, and teaches both formal and informal methods of reasoning.

NEW COURSES

ENGL 9, Great Books and Civil Liberties

3 units

3 hours lecture

Justification:

Grant from Intercollegiate Studies Institute and endorsement of MPC President. Course will be included in the MPC Great Books Program Certificate list of eligible courses, adding another online option.

Description:

Many of the assumptions by which Western democracies conduct their civic lives derive from classic texts, both fiction and non-fiction. This course discusses some of those works with readings and viewings that include Locke, Mill, Rousseau, Orwell, Tocqueville, Thoreau, King, Hanson, Harlan Ellison, Kurt Vonnegut, Ray Bradbury, Greg Lukianoff, and more. Offered online.

FREN 225B, Basic Conversational French II

2.5 units

2.5 hours lecture

Justification:

There is a student demand for a continuation of French 225A.

Description:

This course is a continuation of FREN 225A. It includes basic patterns of conversation in realistic situations. This course provides a foundation for FREN 1A or 1B.

NEW PROGRAMS

Business Fast Track - Accounting/Bookkeeping (Certificate of Training)

Justification:

Formatting business ready-to-work programs to focus more on their specialty area of study rather than a broader education. The old approach maximized required units and produced immediate employment programs that were nearly identical to the transfer programs. These new concentrated programs avoid that duplicity, and offer a quicker path to the core skills required by an occupational change, career growth, or immediate placement into an entry level position.

Description:

The Business Fast Track-Accounting/Bookkeeping Certificate of Training program is designed for students who seek the core technical skills required for an entry-level bookkeeping role in a small business. It introduces students to the basics of accounting, as well as to keyboarding and business machine skills. It also offers training in computerized accounting systems. Students planning to transfer to a university to earn a bachelor's degree should consider the Business Administration Associate of Science for Transfer degree.

Fire Management (Certificate of Training)

Justification:

Development of new certificate for fire service personnel aspiring to promote.

Description:

The Fire Management Program prepares the student for a career as a manager in the fire service. The curriculum includes courses in key management concepts and practices, decision making, time management, leadership styles, personnel evaluations, individual behavior, personality and emotions, motivational concepts, group behavior, work teams, group dynamics, group communication, conflict and negotiations, organizational structure, organizational culture, and organizational change and development.

Firefighter 1 (Certificate of Training)

Justification:

To establish a certificate for those students who complete the fire academy.

Description:

The Fire Protection Technology Firefighter 1 Certificate of Training prepares students for employment in the fire service. The curriculum includes courses in basic firefighting skills, rope rescue, hazardous material operations, wildland firefighting, vehicle extrication, and physical fitness techniques.

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Board Meeting

Human Resources

College Area

New Business Agenda Item No. F

Proposal:

That the Governing Board approve the Memorandum of Understanding (MOU) of September 12, 2014, entitled Child Development Center Job Descriptions in which the California School Employees Association Chapter #245–MPCEA/CSEA and the Monterey Peninsula Community College District (the Parties) agree to establish the positions of Lab Mentor and Unit Office Manager, Child Development Center.

Background:

At the August 27, 2014 meeting, the Board approved an MOU with MPCEA for the restructuring of the current Child Development Center to a lab school model that will better serve our students in the Early Childhood Education Development (ECED) academic program and meet workforce development needs of the community. The July 2014 MOU provided that the District and MPCEA meet and negotiate the job descriptions and salary placements of the classified bargaining unit positions needed for the new structure.

Those negotiations have concluded and resulted in the attached MOU regarding the following positions:

1. **Lab Mentor** placed at range 23 on the Classified Salary Schedule. Establishment of 2 positions; 40 hours per week, 9.5 months per year.
2. **Unit Office Manager, Child Development Center** placed at range 18 on the Classified Salary Schedule. Establishment of 1 position, 29 hours per week, 10 months per year.

The MOU also includes a tentative timeline for the restructuring of the Child Development Center, with the new lab school model to be in operation by July 2015.

The MOU was ratified by the members of MPCEA, Chapter #245 on October 1, 2014 with a vote of 41 in favor and 2 opposed.

Budgetary Implications:

The restructuring of the Child Development Center has been designed to reduce the general fund subsidy being made to the Child Development Center, currently at \$260,707 for 2014-15. Total salary and benefit costs for the three classified positions are projected at \$164,000 and will be budgeted in the 2015-16 Budget. Grant funds and fees are expected to partially offset these costs.

RESOLUTION: BE IT RESOLVED, that the Governing Board ratify the Memorandum of Understanding regarding Child Development Center Job Descriptions, dated September 12, 2014, between the California School Employees Association Chapter #245–MPCEA/CSEA and the Monterey Peninsula Community College District.

Recommended By:

Laurence E. Walker

Laurence E. Walker, Dean of Student Services

Prepared By:

Susan Kitagawa

Susan Kitagawa, Associate Dean of Human Resources

Agenda Approval:

Walter A. Tribley

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District
And
California School Employees Association Chapter # 245
Memorandum of Understanding
September 12, 2014
Child Development Center Job Descriptions

As stipulated by Monterey Peninsula Community College District and the California School Employees Association Chapter # 245 (the Parties) in the Memorandum of Understanding-Child Development Center Restructuring dated July 1, 2014, the Parties agreed to the restructuring of the Child Development Center to a Lab School scheduled to open July 1, 2015. The Parties have negotiated and agreed to the attached job descriptions, salary placements, work schedules, and tentative timeline for the restructuring to the Lab School.

1. **Lab Mentor** placed at range 23 on the Classified Salary Schedule. Establishment of 2 positions; 40 hours per week, 9.5 months per year.
2. **Unit Office Manager, Child Development Center** placed at range 18 on the Classified Salary Schedule. Establishment of 1 position, 29 hours per week, 10 months per year.

The Parties reviewed the job descriptions for Early Childhood Assistants I, II and III which are excluded from the bargaining unit as defined in Ed Code §88003 and referred to in the Memorandum of Understanding-Child Development Center Restructuring dated July 1, 2014.

The Parties agreed to the attached tentative timeline for the restructuring which may be modified by mutual consent.

The parties agree to the terms of this Memorandum of Understanding on the 12th day of September 2014.

For CSEA Chapter #245

R. Lenat / LRR

For Monterey Peninsula
Community College District

Job Description/Title: EARLY CHILDHOOD EDUCATION LAB MENTOR
Approved, Bargaining Unit President:
Approved, MPC Associate Dean, Human Resources:
Board Approved

MONTEREY PENINSULA COLLEGE

EARLY CHILDHOOD EDUCATION LAB MENTOR

JOB SUMMARY

Under general direction of the Child Development Center (CDC) Director, coordinate lab classrooms and equipment. Prepare environments for daily lab school activities and prepare materials for assigned areas for Early Childhood Education Department (ECED) students. Receive limited supervision from Lab School Director with collaboration of faculty for assigned area within a broad framework of standard District policies and procedures. Perform varied support activities, and related work assignments as required to prepare appropriate learning environments and mentor ECED students in understanding and implementation of Developmentally Appropriate Practices (DAP) to support children's development.

Examples of Functions

Essential Functions

1. Design, prepare and set up environments for daily lab school activities according to National Association for the Education of Young Children (NAEYC) DAP guidelines and state regulations that align with instructional outcomes prepared by faculty to support ECED students and children.
2. Organize and maintain lab school classrooms, classroom kitchens, indoor/outdoor storage areas, and offices.
3. Maintain ethical code of conduct in compliance with the NAEYC, Title 5, Education Code, and FERPA.
4. Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
5. Establish and maintain positive, professional relationships with students, children, families, colleagues and community members.
6. Clean, safely store, organize, maintain, and record inventory of laboratory classrooms and materials including, but not limited to proper labelling and dilution/concentration of sanitizing chemicals. Inspect and report equipment and/or supplies needing repairs or replacement. Sanitize materials in accordance with state regulatory agencies and USDA food program guidelines and regulations.
7. Conduct and support environmental and child assessments in accordance with state regulatory guidelines.
8. Develop and conduct parent/teacher conferences and lesson plans which include mentoring of ECED students and Early Childhood Assistants.

9. Coordinate Early Childhood Assistants, ECED students and work study students; provide appropriate safety training; maintain records of training, model best practice in Early Childhood lab school programs.
10. Mentor Early Childhood Assistants as needed to ensure all curriculum, environments and practices align with ECED program philosophy.
11. Mentor ECED students by providing support with assignments and guidance on best practice in relation to assignments associated with or conducted in the ECED lab.
12. Mentor meal times for ECED assistants and students as needed; ensure proper meal counts and follow CACFP (food program) guidelines.
13. Communicate with the Director and ECED Instructor on issues and needs regarding ECED students and lab classrooms.
14. Operate a computer and applications to support the CDC operations, including but not limited to Desired Results Developmental Profiles, and ECED program. Assist all staff and students with technology and computer use in the classroom.
15. Promote safe laboratory conditions and practices per state guidelines; follow all standard safety procedures during work; recognize/help rectify any potential safety problems by performing routine inspections of equipment and the laboratory environment.
16. Plan and monitor lab related activities to support student learning outcomes and completion of ECED course assignments which model and support DAP and support Early Childhood workforce development.
17. Participate in department and/or division meetings and assist faculty in laboratory related assignments, instructional equipment requests and program review.
18. Oversee laboratory bulletin boards and display cases and other displays as instructed.
19. Assist in the development of new laboratory procedures; serve as resource person to instructors; recommend laboratory equipment and supplies.
20. Participate on committees as required.

Other Duties

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example: Bachelor's degree (B.A.) in Early Childhood Education or related field and (5) five years working in a Title 5 program with recent experience supervising or mentoring adults which provided specific demonstrable knowledge of and skills in the area. Must possess or be able to obtain within the first (3) three months of employment a Site Supervisor Permit from the State of California Department of Education as required by Title 5. Must possess a certification in Infant/Toddler Child CPR and First Aid and demonstrate completion of Observing and Assessment course at the time of employment.

Knowledge

Knowledge of: Early Childhood Education best practices such as: NAEYC guidelines and position statements, Title 5 regulations, Title 22 regulations, Title 5 required assessment tools, support of specialized equipment and materials to be used in the assigned area; appropriate responses to laboratory situations as required by Title 5 and Title 22 health and safety mandates and MPC Lab School Procedural processes outlined in the CDC staff handbook; basic needs and

requirements of students in the area to which assigned; mentoring for group and individualized instruction; computer applications including word processing, Desired Results Developmental Profiles assessment tool app, District online platform, District email, and other technologies needed to fulfill the requirements of the job.

Abilities

Ability to work with independently with little supervision; prioritize tasks and multitask; carry out oral and written instructions; use specialized instruments and equipment; perform demonstrations in assigned area; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding, patient, and receptive attitude toward all learners (students, lab assistant teachers, children and parents); use appropriate and correct English spelling, grammar, and punctuation; accurately and effectively use word processing and database management and other software programs as needed to fulfill the requirements of the job; learn and successfully use new technology; and obtain, renew and/or maintain required permits.

Physical Effort/Work Environment

Moderate to heavy physical effort; frequent standing and walking; periodic handling of parcels or supplies and/or children up to 50 lbs. Work environment includes indoor/outdoor work with periodic exposure to environmental extremes; some exposure to hazardous chemicals; occasional climbing of ladders and overhead work.

Work Schedule

Work schedules vary due to need of lab schedule to support students and maintain Title 5 and Title 22 ratios. Management reserves the right to change schedule as needed.

Licenses and Certificates Required

- Valid California Driver's license in appropriate class for vehicle(s) used.
- Valid State of California Department of Education Site Supervisor Permit
- Valid Red Cross or American Heart Association Infant/Toddler/Child CPR certificate
- Qualified First Aid certificate per Title 5

Pre-employment Requirements

- At least 18 years of age
- Complete fingerprinting and receive criminal record clearance prior to the first day of employment.
- Submit proof of negative TB test and Health Screening completed not more than 1 year prior to or 7 days after employment.

Job Description/Title: Division/Unit Office Manager → Unit Office Manager, Child Development Center

Approved, Bargaining Unit President:

Approved, MPC Associate Dean, Human Resources:

Board Approved:

**MONTEREY PENINSULA COLLEGE
UNIT OFFICE MANAGER, CHILD DEVELOPMENT CENTER**

Job Summary

Under general direction of the Child Development Director, perform a wide variety of complex tasks including responsibility and support for technical activities related to the responsibilities of the Child Development Center. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the office activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the child development center's decisions and procedures; explain college, state and federal policies, procedures, standards and requirements; establish and maintain good public relations with staff, faculty, students, parents, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for CDC Director and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software and office equipment.

Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned. Monitor, track, and review a variety of data for completion and conformance with established District, state and federal regulations and procedures.

Serve as a source of information regarding the laws, regulations, policies and procedures of Monterey Peninsula College, the Child Development Center, state and federal regulatory agencies, and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.

Coordinate various meetings, ceremonies, receptions, parent orientations and meetings, and parent volunteer and student worker orientations as assigned; provide support services for visiting training speakers including reserving meeting rooms and accommodations; prepare agenda items. Prepare and maintain a master calendar for the Director.

Coordinate parent volunteers and observers with the Lab School staff. Maintain currency of parent volunteer documentation. Assist Director with dissemination and collection of data from parent surveys.

Assist in the development and maintenance of the Center's District and grant budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; maintain spreadsheets and database systems and submit report to state and federal regulatory agencies. Maintain inventory, requisition supplies.

Prepare and process family fee billing for Self Pay subsidized families; manage monthly, quarterly, and annual income reporting; process licensing fee. Reconcile time sheets.

Maintain the enrollment management system; manage waiting lists, coordinate enrollment procedures; maintain family/child files and monthly attendance, and compile daily and monthly food reports.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; to learn and interpret District, state and federal laws, regulation, policies and procedures; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing and walking; periodic handling of supplies or children up to 50 pounds. Indoor work environment.

Tentative Timeline for the Restructuring of the Child Development Center

July 2014- CSEA Ratification of CDC Restructuring MOU; Informational presentations to community and stakeholders (on-going)

August 2014 – Board approves the CDC Restructuring MOU; Begin negotiating Effects of Layoffs and Job Descriptions for Lab Mentors and UOM

September 2014-Special Board Session

October 2014 – Effects of Layoffs and Job Descriptions negotiations completed. CSEA ratification of Effects of Layoffs MOU and job descriptions for Lab Mentor and UOM.

November 2014- College Council review new job descriptions; Board approves Effects of Layoff MOU

December 2014- Board approves new job descriptions; Board approves layoff of CDC Specialists effective June 30, 2015

January 2015-

February/March 2015- Recruitment and interviews for Lab Mentors and UOM

April 2015 – Make offers of employment for Lab Mentors and UOM

May 2015- Board approves employment of Lab Mentors and UOM

June 2015- On boarding of new employees; Layoffs effective June 30, 2015

July 2015- New Model Implemented/Staff Orientation, Training, Classroom Prep

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. G

Human Resources
College Area

Proposal:

That the Governing Board approve the 2014-2015 salary schedule for Classified employees.

Background:

Since the adoption of the previous salary schedule for Classified employees covered under the Agreement between Monterey Peninsula College District and MPCEA/CSEA #245, the Board has approved re-classifications, established new positions and eliminated positions. Therefore, a new salary schedule reflective of these changes must be adopted.

Budgetary Implications:

The additional costs are included in the 2014-2015 budget.

BE IT RESOLVED, that the Governing Board approve the attached 2014/15 salary schedule for Classified employees effective July 1, 2014.

Recommended By:



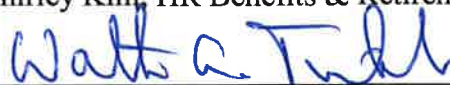
Susan Kitagawa, Associate Dean of Human Resources

Prepared By:



Shirley Kim, HR Benefits & Retirement Coordinator

Agenda Approval:



Dr. Walter Tribble, Superintendent/President

**Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE**

2014-2015

Effective July 1, 2014

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

Monterey Peninsula Community College District
CLASSIFIED SALARY SCHEDULE

2014-2015

Effective July 1, 2014

Notes:

1. Each employee shall be granted a non-cumulative longevity stipend per month as described below beginning in the first month of the employee's eighth (8th) year of continuous employment, and at the beginning of each subsequent fifth (5th) year thereafter up to the maximum. Stipends are pro-rated for part-time employees. A maximum of four (4) longevity stipends will be granted at the beginning of years 8, 13, 18 and 23 of continuous employment. The amounts listed below are the total amounts paid at the designated service period; they are not added together. The maximum longevity stipend, at the beginning of 23 years of service, will be \$360.00 per month. Board Approved: 2/26/2008.

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

As of January 1, 2001, those employees who have earned Longevity Increments under a previous longevity program, will have the actual dollar amount frozen and will continue to receive the actual dollar value of the increment(s). The dollar amount will remain constant until that amount is equal to or less than the longevity increment program amount described above. The employee will then receive the longevity amount available under the new program.

2. Employees who earned Professional Growth increments(5% of base salary for each increment, up to a maximum of 5 increments), prior to June 30, 2005 will continue to receive these increments as outlined in Article Vi of the MPCEA Contract. Awards of new or additional Professional Growth increments are not available after June 30, 2005.
3. Qualified employees in designated positions who are required to orally translate in Spanish to English and/or English to Spanish shall receive a monthly stipend of \$50.00, pro-rated for part-time employees. Qualified employees are determined by a district selected and administered examination.
4. An employee who is assigned to work four (4) or more hours in at least one shift during swing hours shall be paid a shift differential of \$65.00 per month, pro-rated for part-time employees. Swing is defined as hours between 5:01PM and midnight (12:00AM).
5. An employee who is assigned to work four (4) or more hours in at least one shift during graveyard shift hours shall be paid a shift differential of \$85.00 per month, pro-rated for part-time employees. Graveyard is defined as hours between 12:01AM and 7:59AM.
6. A \$500/month stipend may be assigned to a Sciences Laboratory Manager in Chemistry to serve as Chemical Hygiene Officer to meet the requirements of CCR Title 8, Section 5191.
7. An off-schedule payment of 2.45% will be paid on gross salary paid from July 1, 2007 to March 31, 2008 for all classified employees employed on April 1, 2008.
8. Retroactive Pay. Retroactive pay is not paid to hourly, temporary staff.

Effective Date: July 1, 2014

Board Approval: October 22, 2014

Monterey Peninsula Community College District

BENEFIT COSTS

2014-2015

Benefit	Full-Time Faculty (STRS)	Full-Time Classified (PERS)
Medical (\$1,517/mo.)	\$18,204	\$18,204
Medical Retiree (\$250.00/mo.)	\$3,000	\$3,000
Dental (\$115.15/mo.)	\$1,382	\$1,382
Vision (\$10.31/mo.)	\$124	\$124
Life	\$120	\$141
LTD (\$6.35)	\$76	\$76
TOTAL	\$22,906	\$22,927
Retirement	8.880%	18.771%
Medicare	1.450%	1.450%
FICA	0.000%	6.200%
Unemployment	0.050%	0.050%
Workers Comp	<u>3.000%</u>	<u>3.000%</u>
TOTAL	13.880%	29.471%

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. H

Superintendent/President
College Area

Proposal:

That the Governing Board accepts a sculpture donation to Monterey Peninsula College.

Background:

The Foundation has been approached by a potential donor who wishes to give the college a sculpture from her mother's collection. The donor is a very active and generous community member whose parents left a large collection of sculptures and written works to her, which she wishes to share with local organizations like the college.

We have identified a place on campus which we believe would be an ideal location (inside the new Student Center) for the sculpture. A photograph of the sculpture in the proposed location was provided to the Board at its September 24, 2014 meeting (as an Information Item).

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board accepts the gift of a sculpture to the College with appropriate acknowledgement to the donor.

Recommended By:

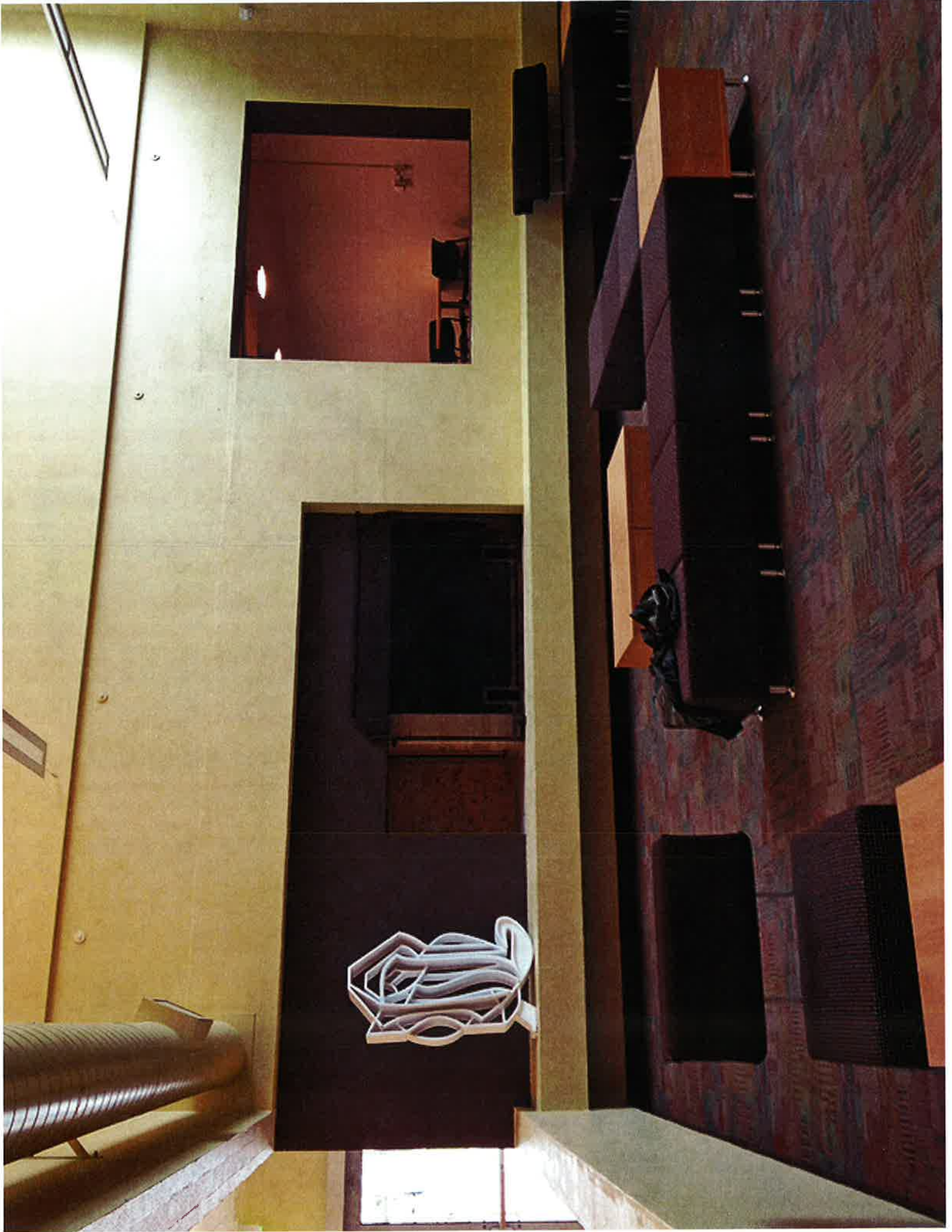
Walt a Tribly
Dr. Walter Tribley, Superintendent/President

Prepared By:

Beccie Michael
Beccie Michael, Executive Director, Monterey Peninsula College Foundation

Agenda Approval:

Walt a Tribly
Dr. Walter Tribley, Superintendent/President



Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. I

Superintendent/President
College Area

Proposal:

To adopt Monterey Peninsula College's revised Mission Statement and Values Statement as recommended to the Superintendent/President by College Council.

Background:

As part of Monterey Peninsula College's planning and resource allocation process, College Council reviews the college's Mission Statement every three years. On May 20, 2014, after obtaining feedback via MPC's governance process, College Council recommended to Superintendent/President Dr. Walt Tribley a revised Mission Statement. Dr. Tribley presented the revised Mission Statement to the Governing Board for approval at the June 25, 2014 Governing Board meeting. The Board chose to table the Mission Statement and return it to College Council to consider the possible retention of the last sentence of the current Mission Statement, which reads "Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community." At the August 12, 2014 College Council meeting, the Accreditation Steering Committee was tasked with determining the effects of retaining the last sentence of the current Mission Statement on the accreditation process. After careful consideration, College Council determined at their September 9, 2014 meeting that only measurable statements should be included in the Mission Statement and therefore chose not to retain the last sentence. Instead, it was added to MPC's proposed Values Statement, which also was reviewed and revised. The revised Mission Statement and Values Statement were then recommended to Dr. Tribley for presentation to the Governing Board for their consideration and approval.

Budgetary Implications:

None.

RESOLUTION: BE IT RESOLVED, that the Governing Board adopt Monterey Peninsula College's revised Mission Statement and Values Statement as recommended to the MPC Superintendent/President by College Council.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walt A Tribley

Dr. Walter Tribley, Superintendent/President

MONTEREY PENINSULA COLLEGE

Mission Statement and Values Statement

MISSION STATEMENT

Current

Monterey Peninsula College is committed to fostering student learning and success by providing excellence in instructional programs, facilities, and services to support the goals of students pursuing transfer, career, basic skills, and life-long learning opportunities. Through these efforts MPC seeks to enhance the intellectual, cultural, and economic vitality of our diverse community.

Proposed (Originally Approved by College Council 5/20/14; Reaffirmed 9/9/14)

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

VALUES STATEMENT

Current

We hold the following as vital to the attaining of our Mission:

- Recruiting and retaining highly qualified and diverse faculty and staff.
- Supplying and supporting faculty and staff with high quality equipment and necessary training.
- Providing all faculty, staff, students and support personnel with clean, attractive and safe facilities.
- Fostering a culture of collaboration to promote and achieve student success.

Proposed (Approved by College Council 9/9/14)

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

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

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

Superintendent/President
Office

New Business Agenda Item No. J

Proposal:

That the Governing Board review Monterey Peninsula College's Institutional Goals for 2014-2020.

Background:

As a part of the Monterey Peninsula College Planning and Resource Allocation Process, College Council is charged with determining appropriate Institutional Goals for recommendation to the superintendent/president. College Council initiated the review and development of 2014-2020 Institutional Goals in Fall 2013. The process involved examination by College Council sub-committees and review by the full College Council at several meetings throughout the Fall 2013, Spring 2014, and Fall 2014 semesters. At the September 9, 2014 College Council meeting, the proposed goals were recommended to Superintendent/President Dr. Walt Tribley for presentation to the Governing Board. These proposed goals are being presented to the Governing Board for a first reading.

Budgetary Implications:

No direct budgetary impact is anticipated.

INFORMATION: Proposed Institutional Goals for 2014-2020.

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

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

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

MONTEREY PENINSULA COLLEGE

2014-2020 Institutional Goals and Supporting Objectives

Mission Statement

Monterey Peninsula College is an open-access institution that fosters student learning and achievement within its diverse community. MPC provides high quality instructional programs, services, and infrastructure to support the goals of students pursuing transfer, career training, basic skills, and lifelong¹ learning opportunities.

Values Statement

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

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

Goal 1: Help students achieve their educational goals.

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

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

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

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

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

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

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

Objective 1.8: Meet the college's Institution-Set Standards. [Meet Accreditation standards]

^{1 1} A definition of lifelong learning will be developed by representatives from Academic Senate and College Council

Goal 2: Establish and maintain fiscal stability.

Objective 2.1: Improve institutional efficiencies.

Objective 2.2: Create and implement a significant marketing plan.

Objective 2.3: Strategically improve and enhance enrollment and retention rates.

Objective 2.4: Develop and implement a plan to increase the number of international students.

Objective 2.5: Create opportunities to partner with public and private organizations.

Objective 2.6: Obtain extramural funding.

Goal 3: Review, revise, and communicate policies and procedures to support the college mission.

Objective 3.1: Review and revise Board policies and administrative procedures as needed.
[Accreditation]

Objective 3.2: Develop and distribute handbooks to clarify committee functions and shared governance processes.

Goal 4: Establish and maintain effective infrastructure to promote student learning and achievement.

Objective 4.1: Strengthen connectivity, security, and sustainability of technology infrastructure.
[Accreditation]

Objective 4.2: Implement an information management system. [Accreditation]

Objective 4.3: Develop funding and sustainability model for technology. [Accreditation]

Objective 4.4: Review and revise facilities plan. [Accreditation and Fiscal Stability]

Objective 4.5: Create and implement a human resources plan. [Accreditation, Fiscal Stability and Equity]

Objective 4.6: Update and implement the emergency response plan.

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

President's Office

College Area

New Business Agenda Item No. K

Proposal:

That the Governing Board receive an update on the 2014 Board self-evaluation process.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October (timeline attached), with the Board goals to be approved at the end of the evaluation process.

The Board self-evaluation and assessment of progress on the 2013 goals were not conducted and thus, no Board goals were approved for 2014. At the March 2014 meeting (March Board item and minutes excerpt attached), the Board discussed goals and the self-evaluation process. Trustees Steck and Gustafson agreed to serve as an ad hoc sub-committee of the Board to initiate the self-evaluation process and draft 2015 Board goals.

At the August 2014 meeting (August Board item attached), membership of the sub-committee was changed to Trustees Steck and Coppernoll. The sub-committee will provide a status report on the self-evaluation.

Budgetary Implications:

None.

INFORMATION: Status Report on Governing Board self-evaluation process for 2014

Recommended By:

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

Prepared By:

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

Agenda Approval:

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

Monterey Peninsula Community College District

Governing Board Agenda

March 26, 2014

New Business Agenda Item No. K

Superintendent/President
Office

Proposal:

That the Governing Board review and discuss Board goals for 2014 and the Board self-evaluation process.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, in February 2013, the Governing Board adopted annual goals, in accordance with Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. These goals were:

GOVERNING BOARD GOALS FOR 2013

1. Develop means for more effective community relations with constituents.
2. Design and actively participate in Board development activities to broaden understanding of critical operational elements and issues facing the College.
3. Continue to be knowledgeable about actions taken by the College to address accreditation-related issues.
4. Continue to be knowledgeable about actions taken by the College to maintain fiscal stability.
5. Enhance legislative advocacy activities to support the College and community college system.

Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process. The progress made on the 2013 goals has not yet been reviewed. As the timing of the annual self-evaluation and goals development is out of synch with the policy, a potential approach is to retain the current goals for 2014 and initiate the process for self-evaluation to begin in August 2014 by appointing an ad hoc subcommittee of two trustees to solicit Board self-evaluation comments and develop the survey instrument.

Budgetary Implications: None.

INFORMATION: Governing Board Goals for 2014 and Board Self-Evaluation Process.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walt a Tribley

Dr. Walter Tribley, Superintendent/President

18. NEW BUSINESS

H. PUBLIC HEARING: District’s supplemental initial proposal for interest-based bargaining with the Monterey Peninsula College Teachers Association (MPCTA) for a successor agreement.

Dr. Tribley explained that after staff reviewed the initial sunshine brought to the Governing Board in February, it was deemed necessary to increase the number of items that we wish to discuss with our MPCTA. The updated list is before the Board now and also was brought to the Board during closed session by Ms. Susan Kitagawa.

There were no public comments.

I. BE IT RESOLVED, that following comments from the public, regarding the supplement to the initial proposal of the Monterey Peninsula Community College District for interest based bargaining with Monterey Peninsula College Teachers Association (MPCTA) for a successor agreement be adopted.

Motion Steck / Second Dunn Gustafson / Carried.

2013-2014/110

Ms. Susan Kitagawa clarified the meaning of Article XIII “Transfers,” noting that it refers to when faculty members move from one division or classification to another. / Vice Chair Steck amended his motion to request revisions to the wording of New Business Agenda Item H, as noted above in red.

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None

J. BE IT RESOLVED, that the Governing Board votes for the following person(s) to the California Community College Trustees (CCCT) Board:

- Pam Haynes
- Nathan Miller
- Donna Ziel
- Jeffrey Lease
- Laura Casas
- Adrienne Grey

Motion Johnson / Second Vasquez / Carried.

2013-2014/111

Student Advisory Vote:	AYE	Vasquez
AYES:	5	MEMBERS: Brown, Coppernoll, Dunn Gustafson, Johnson, Steck
NOES:	0	MEMBERS: None
ABSENT:	0	MEMBERS: None
ABSTAIN:	0	MEMBERS: None



K. INFORMATION: Governing Board Goals for 2014 and Board Self-Evaluation Process.

Dr. Tribley suggested that the Governing Board set up a subcommittee of two trustees to draft ideas and goals in preparation for a trustee retreat. Trustee Dunn Gustafson recommended that Vice Chair Steck sit on the subcommittee and offered to work with him. / The trustees agreed to prepare their



goals for October. / Trustee Dunn Gustafson asked Vice Chair Steck to see research the board goals of other community colleges. / Trustee Coppernoll reported that she attended the Gavilan College strategic planning session where they tied their goals to their strategic plan and offered to share that information.

L. INFORMATION: Calendar of Events.

Vice Chair Steck encouraged everyone to attend the April 25th High School Automotive Challenge and requested the date of the root beer float social when it becomes available. / Chair Brown referenced the Brown Act training e-mail sent to the trustees. Vice Chair Steck noted that two of the three topics are for K-12; only the first part is related to community colleges. / Dr. Tribley reported that part of the Board retreat would be dedicated to reviewing board protocol and meeting agendas. Other suggested agenda items for the retreat include reviewing the Brown Act and the types of Board meetings. / Trustee Coppernoll noted that the pool grand reopening will be on April 7th.

19. ADVANCE PLANNING

A. Regular Board Meeting, Wednesday, April 23, 2014 at MPC:

- 1) Closed Session, 1:30pm, Stutzman Room, LTC
- 2) Open Session, 3:00pm, Sam Karas Room, LTC

B. Regular Board Meeting, Wednesday, May 28, 2014 at MPC:

- 1) Closed Session, 1:30pm, Stutzman Room, LTC
- 2) Open Session, 3:00pm, Sam Karas Room, LTC

C. Future Topics

- 1) Board Study Session regarding lifelong learning (April 11, 9:00 a.m.)
- 2) Tour of PSTC (Public Safety Training Center) Phase II
- 3) Accreditation mid-year report. (April 23rd Governing Board Meeting Institutional Report.)

20. ADJOURNMENT – Chair Brown adjourned the meeting at 5:18 p.m.

21. CLOSED SESSION – Not required.

Respectfully Submitted,

Dr. Walt Tribley
Superintendent/President

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this Agenda will be made available for public inspection in the District Office located at 980 Fremont Street, Monterey, CA, during normal business hours. Governing Board documents are also available on the Monterey Peninsula College website at www.mpc.edu/GoverningBoard.

Posted April 24, 2014

Monterey Peninsula Community College District

Governing Board Agenda

August 27, 2014

New Business Agenda Item No. T

Superintendent/President
Office

Proposal:

That the Governing Board discuss the proposed 2014 Board self-evaluation process.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the MPCCD Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October (timeline attached), with the Board goals to be approved at the end of the evaluation process.

The Board self-evaluation and assessment of progress on the 2013 goals were not conducted and thus, no Board goals were approved for 2014. At the March 2014 meeting (March Board item attached), the Board discussed goals and the self-evaluation process. Trustees Steck and Gustafson agreed to serve as an ad hoc sub-committee of the Board to initiate the self-evaluation process and draft 2015 Board goals.

It is recommended that the Board discuss and provide direction regarding the self-evaluation prior to the ad hoc sub-committee beginning their work to solicit Board self-evaluation comments and develop the survey instrument.

Budgetary Implications: None.

INFORMATION: Governing Board self-evaluation process for 2014 and Board goals for 2015.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

President's Office

College Area

New Business Agenda Item No. L

Proposal:

That the Governing Board discuss the proposed Board goals for 2015.

Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 1009 Self Evaluation, which calls for an annual self-evaluation and development of Board goals. Per Board Policy 1009, the Board self-evaluation is to be conducted from August – October, with the Board goals to be approved at the end of the evaluation process.

The Board self-evaluation and assessment of progress on the 2013 goals were not conducted and thus, no Board goals were approved for 2014. At the August 2014 meeting, the Board discussed goals and the self-evaluation process. An adhoc sub-committee comprised of Trustees Steck and Coppernoll met in September and developed draft goals for 2015 (attached).

The proposed goals are being presented at the October meeting for a first reading and to receive the Board's input. The goals will then be updated with any changes and presented for adoption at the November meeting.

Budgetary Implications:

None.

☒ INFORMATION: Proposed Governing Board Goals for 2015

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

Prepared By: [Signature: Shawn Anderson]
Shawn Anderson, Executive Assistant to Superintendent/President and the Governing Board

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

MONTEREY PENINSULA COLLEGE GOVERNING BOARD OF TRUSTEES

BOARD GOALS – 2015

- 1. Continue to be knowledgeable about actions taken by the college to maintain fiscal stability.**
- 2. Maintain an open and respectful partnership with the Superintendent/President.**
- 3. Continue to be knowledgeable about actions taken by the college to address accreditation related issues.**
- 4. Design and actively participate in board development activities to broaden understanding of critical operational elements and issues facing the college.**
- 5. Enhance legislative advocacy activities to support the college and community college system.**
- 6. Develop means for more effective community relations with constituents.**
- 7. Ensure college policy manual is updated, comprehensive, and implemented.**

Monterey Peninsula Community College District

Governing Board Agenda

October 22, 2014

New Business Agenda Item No. M

Superintendent/President
College Area

Proposal:

To review the attached Calendar of Events.

Background:

The Trustees request that the Calendar of Events be placed on each regular Governing Board meeting agenda for review and that volunteer assignments be made so that the Trustees become more visible on campus.

Trustees will attend meetings as observers and will not represent the Board's view on issues/topics.

Budgetary Implications:

None.

INFORMATION: Calendar of Events.

Recommended By: Dr. Walter Tribley, Superintendent/President

Prepared By:

Shawn Anderson

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

Agenda Approval:

Walter Tribley

Dr. Walter Tribley, Superintendent/President

MPC Governing Board 2014 Calendar of Events

OCTOBER 2014

Wednesday, October 22 Regular Board Meeting, Public Safety Training Center
1:30pm: Closed Session – SPS-101
3:00pm: Regular Meeting – SPS-104

Saturday, October 25 MPC Homecoming Game vs. Hartnell College, 6:00pm

NOVEMBER 2014

Monday, November 10 Veteran's Day Holiday

Wednesday, November 19 Regular Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room
*Date moved to 3rd Wednesday due to Thanksgiving holiday

Thurs-Fri, November 27-28 Thanksgiving Holiday

DECEMBER 2014

Wednesday, December 10 Regular Annual Organizing Board Meeting, MPC Library & Technology Center
1:30pm: Closed Session – Stutzman Room
3:00pm: Regular Meeting – Sam Karas Room

Thursday, December 18 Fall Semester ends

Wed, December 24 to Thursday, January 1 Winter Break

JANUARY 2015

Friday, January 2 Early Spring Session Begins

Monday, January 19 Martin Luther King Day Holiday

Tuesday, January 27 Early Spring Session Ends

Wednesday, January 28 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

Wednesday, January 28 to Thursday, January 29 Spring Flex Day Program

FEBRUARY 2015

Monday, February 2 Spring Semester Begins

Friday, February 13 Lincoln Day Holiday (Observed)

Monday, February 16 Washington Day Holiday

Wednesday, February 25 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

MARCH 2015

Wednesday, March 25 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

Sunday, March 29 to Friday, April 3 Spring Recess

APRIL 2015

Wednesday, April 22 Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

MPC Governing Board 2014 Calendar of Events

MAY 2015

Monday, May 25

Memorial Day Holiday

Wednesday, May 27

Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

JUNE 2015

Thursday, June 4

Spring Semester Ends

Thursday, June 4

Latino Ceremony: 6:00 p.m., LF 103 (to be confirmed)

Thursday, June 4

Asian Student Assn Ceremony: 6:00 p.m., Sakura Buffet (to be confirmed)

Friday, June 6

Kente Ceremony: 7:00 p.m., MU 101 (to be confirmed)

Saturday, June 6

Commencement: 12:00 p.m., Amphitheatre (Line-up at 11:30 a.m. in Gym)

Saturday, June 6

Nurse Pinning Ceremony: 3:00 p.m., Amphitheatre

Monday, June 15

Summer Session Begins

Wednesday, June 24

Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

JULY 2015

Friday, July 3

Independence Day Holiday (Observed)

Wednesday, July 22

Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)

Friday, July 24

End of Six-Week Summer Session