

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. A

Fiscal Services  
College Area

### Proposal:

That the Governing Board review and accept the attached Quarterly Financial Status Report (Form CCFS 311Q) for the quarter ending, September 30, 2014.

### Background:


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

### Budgetary Implications:

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

- RESOLUTION: BE IT RESOLVED**, that the Quarterly Financial Status Report for the quarter Ending September 30, 2014, as presented on form CCFS 311Q, be accepted and made part of the minutes of this meeting.


Recommended By:

  
C. Earl Davis –Vice President for Administrative Services

Prepared By:

  
Rosemary Barrios, Controller

Agenda Approval:

  
Dr. Walter Tribley, Superintendent /President

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD

Fiscal Year: 2014-2015

Quarter Ended: (Q1) Sep 30, 2014

District: (460) MONTEREY

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,462,611	36,060,096		35,388,266
A.2	Other Financing Sources (Object 8900)	2,909,887	2,055,231		2,641,207
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>39,372,498</b>	<b>38,115,327</b>		<b>38,029,473</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	31,317,662	31,843,285		37,700,992
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,231,777	6,963,853		328,481
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>38,549,439</b>	<b>38,807,138</b>		<b>38,029,473</b>
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	823,059	-691,811		0
D.	<b>Fund Balance, Beginning</b>	<b>3,763,831</b>	<b>4,586,890</b>		<b>3,885,950</b>
D.1	Prior Year Adjustments + (-)	0	0		0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>3,763,831</b>	<b>4,586,890</b>		<b>3,885,950</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>4,586,890</b>	<b>3,895,079</b>		<b>3,885,950</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.9%	10%		10.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	6,804	6,803	6,659	6,523
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

Line	Description	As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		2,435,069	5,930,618	6,618,868
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>4,767,785</b>	<b>2,435,069</b>	<b>5,930,618</b>	<b>6,618,868</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	35,388,266	35,388,266	5,206,737	14.7%
I.2	Other Financing Sources (Object 8900)	2,641,207	2,641,207	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>38,029,473</b>	<b>38,029,473</b>	<b>5,206,737</b>	<b>13.7%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,700,992	37,700,992	7,098,393	18.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	328,481	328,481	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>38,029,473</b>	<b>38,029,473</b>	<b>7,098,393</b>	<b>18.7%</b>
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	0	0	-1,891,656	
L.	Adjusted Fund Balance, Beginning	3,885,950	3,885,950	3,885,950	
L.1	Fund Balance, Ending (C. + L.2)	3,885,950	3,885,950	1,994,294	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.2%	10.2%		

V. Has the district settled any employee contracts during this quarter? **NO**

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						

b. BENEFITS:	Year 2:			
	Year 3:			
	Year 1:			
	Year 2:			
	Year 3:			

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

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

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

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

VII. Does the district have significant fiscal problems that must be addressed? This year? YES  
Next year? YES

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

The District has a structural deficit this fiscal year of \$2.5M. Plans are being made to eliminate the structural deficit.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. B

Academic Affairs  
College Area

### **Proposal:**

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

### **Background:**

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

### **Budgetary Implications:**

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

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


#### Course Revisions:

LIBR 50 Introduction to Library and Research Skills  
MEDA 105 Medical Terminology  
WOMN 11 Literature by and About Women

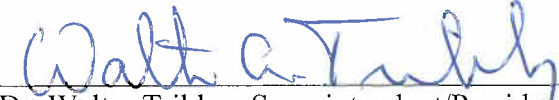
#### New Courses:

BUSI 49 Professional Selling  
CSIS 76A Networking Fundamentals  
CSIS 177A Routing and Switching Basics  
HOSP 20 Catering  
HOSP 25 Chef Assistant  
HOSP 26 Baking and Pastry Chef  
HOSP 40 Wine Fundamentals  
HOSP 41 Wine Appreciation and Analysis  
PFIT 16C Tai Chi III  
PFIT 16D Tai Chi IV  
PHED 12D Competitive Swimming III



**Recommended By:**   
Michael Gilman, Interim Vice President of Academic Affairs

**Prepared By:**   
Maggie Caballero, Administrative Assistant

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

## **COURSE REVISIONS**

### **LIBR 50, Introduction to Library and Research Skills**

**1 unit**  
**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 is designed to teach and strengthen the information competency and research skills of college students. The course provides students with the life-long learning skills needed to access, evaluate, and utilize information resources, including full-text periodical databases, Internet resources, and online catalogs, as well as other materials traditionally located in the library. The course satisfies the MPC Information Competency Graduation Requirement. Also offered online.

### **MEDA 105, Medical Terminology**

**4 units**  
**4 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 provides a systematic foundation of medical language with emphasis on its practical applications in the healthcare setting. Students learn to analyze, spell, and pronounce medical terms and apply them appropriately in context. Also offered online.

### **WOMN 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.

## NEW COURSES

### **BUSC 49, Professional Selling**

**3 units**

**3 hours lecture**

**Justification:**

Sales is identified as one of the top most critical skills for business professionals. Sales is a high-paying, entry level position in many organizations. It is a critical element of entrepreneurship and business administration programs, and we don't yet offer a sales class.

**Description:**

This course is designed to build skills required for any type of sales career: retail sales, business to business, even entrepreneurial sales to help build one's own company. Course topics include customer behavior, the complete sales cycle from prospecting to closing, serving the customer, negotiating, and more. Also offered online.

### **CSIS 76A, Networking Fundamentals**

**4 units**

**4 hours lecture, 1 hour lab**

**Justification:**

The CCNA certification exam has changed and the new exam has updated material that is tested. To align with the new certification this new course CSIS 76A is proposed that will replace the earlier CSI 76 course.

**Description:**

This course introduces networking concepts and builds basic networking skills. Students learn layered models (TCP/IP and OSI), Ethernet networking, basic routing, IPv4 and IPv6 addressing, and cabling. Students design and configure a basic network. This Cisco Academy course is the first of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online; also offered fully online.

### **CSIS 177A, Routing and Switching Basics**

**4 units**

**4 hours lecture, 1 hour lab**

**Justification:**

CCNA certification exam has changed and the new course is required to align the course to the new certification material required to prepare students for the exam. Being a Cisco Academy we are mandated to teach the new material as required by Cisco.

**Description:**

This course introduces the student to the essential elements of a routed and switched network. In addition to basic routing and switching concepts and configuration, it covers VLANs, inter-VLAN routing, static routing, dynamic routing, OSPF, DHCP and NAT. Security is embedded in ACL and management of switch security. Both IPv4 and IPv6 implementations are also covered. This Cisco Academy course is the second of a four-part sequence to prepare for CCNA certification. Portions of instruction may be offered online.

## **HOSP 20, Catering**

**2 units**

**1 hour lecture, 3 hours lab**

### **Justification:**

Catering is a very big part of the hospitality industry. We want our students to be able to have a hands on learning opportunity that will prepare them to work in the catering field. Students will also be given an opportunity to work in teams and plan actual catered events that their class mates will work at. This will provide them a hands on opportunity to lead and to follow within a structured setting.

### **Description:**

This is a practical course designed to help students develop their catering leadership skills. Students develop menus, meet with clients, manage staff, design plating and table displays, and create successful catered events.

## **HOSP 25, Chef Assistant**

**0.5 to 1 unit**

**1.5 to 3 hours lab**

### **Justification:**

This class will provide students with a hands on, one-on-one learning experience, working alongside a chef. This unique experience will allow students to understand what it takes to successfully run a kitchen. They will learn how to properly, and efficiently, set up mise en place and the importance of creating an organized work environment. This class will provide the students with a practical opportunity to foster their leadership skills under the guidance of the chef.

### **Description:**

This is a practical course designed to help students develop culinary leadership skills. Students foster professional work habits and learn the chef's role in the kitchen by working alongside the chef before and after class.

## **HOSP 26, Baking and Pastry Chef**

**0.5 to 1 unit**

**1.5 to 3 hours lab**

### **Justification:**

This will provide students with a hands on, one-on-one learning experience with the Chef. The ability to work alongside a chef is a valued experience and will allow the students to understand what it takes to run a kitchen successfully. They will learn how to properly and efficiently set up mise en place and the importance of creating an organized work environment. This class will provide the students with a practical opportunity to foster their leadership skills under the guidance of the chef.

### **Description:**

This is a practical course designed to help students develop their baking and pastry leadership skills. Students foster professional work habits and learn the chef's role in the bakery and pastry kitchen by working alongside the chef before and after class.

## **HOSP 40, Wine Fundamentals**

**3 units**

**3 hours lecture**

### **Justification:**

This class was created to help three different student types: 1. This will provide students the basic knowledge necessary to work in the wine industry. The wine industry is a very large industry in California and is a growing industry in Monterey County. We would like to provide our students with the knowledge and skills necessary to work in this industry. 2. We would also like to provide these classes to help individuals learn and grow in their careers in the hospitality/restaurant field. Deeper wine knowledge can give a person the edge to get a promotion to server, or to a higher-end establishment. 3. The wine enthusiast; we have had many local residents ask about taking wine classes. These individuals have other careers, but love wine and want to learn more about it. This class and others will help these individuals learn about wine.

### **Description:**

This course provides an overview of basic wine knowledge, including production, tasting, food pairing, and responsible service. It covers the different styles of wine sales and service and is designed to prepare students to work in the wine or restaurant industry.

## **HOSP 41, Wine Appreciation and Analysis**

**3 units**

**3 hours lecture**

### **Justification:**

This class was created to help three different student types: 1. This will provide students the basic knowledge necessary to work in the wine industry. The wine industry is a very large industry in California and is a growing industry in Monterey County. We would like to provide our students with the knowledge and skills necessary to work in this industry. 2. We would also like to provide these classes to help individuals learn and grow in their careers in the hospitality/restaurant field. Deeper wine knowledge can give a person the edge to get a promotion to server, or to a higher-end establishment. 3. The wine enthusiast; we have had many local residents ask about taking wine classes. These individuals have other careers, but love wine and want to learn more about it. This class and others will help these individuals learn about wine.

### **Description:**

This course provides an in-depth exploration into the flavors of the world and the effects of geographic location, laws, tradition, and the winemaker have on wines. It expands on HOSP 40 with a deeper look into the practice of wine sales and service in the industry and a greater focus on tasting wine from around the world and learning the basics of blind tasting.

### **PFIT 16C, Tai Chi III**

**0.5 to 1 unit**

**2 to 3 hours lab**

**Justification:**

To follow curriculum guidelines for leveling activity courses. Tai Chi is a skill based course which has significant depth in movement and patterns as well as total body involvement. The required skills cannot be mastered in one or two or even four courses. The leveled courses build on previously learned movements while adding new patterns and techniques.

**Description:**

This course is a continuation of PFIT 16B. It includes a series of slow, gentle movements done at an intermediate/advanced level that promote a deeper relationship to the body and increase health, strength, and flexibility if practiced regularly. Class includes intermediate/advanced exercises for relaxation, deep breathing and centering. A focus on hand movements is included.

### **PFIT 16D, Tai Chi IV**

**0.5 to 1 unit**

**2 to 3 hours lab**

**Justification:**

To follow curriculum guidelines for leveling activity courses. Tai Chi is a skill based course which has significant depth in movement and patterns as well as total body involvement. The required skills cannot be mastered in one or two or even four courses. The leveled courses build on previously learned movements while adding new patterns and techniques.

**Description:**

This is a continuation of PFIT 16C. It includes a series of slow, gentle movements done at an advanced level to promote a deeper relationship to the body that increases health, strength, and flexibility if practiced regularly. Class includes exercises at an advanced level for relaxation, deep breathing and centering. All 21 Tai Chi forms are used.

### **PHED 12D, Competitive Swimming III**

**1 unit**

**4 hours lab**

**Justification:**

To level the course to meet new guidelines. The required skills for a physical activity are gained through practice and repetition. Movements and physical conditioning are not fully developed in one, two or even four courses. Each level of the activity builds on the skills developed in the previous course.

**Description:**

Students develop swimming skills and physical conditioning appropriate for competitive swimming at an intermediate/advanced level.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. C

Academic Affairs

College Area

### **Proposal:**

For the Governing Board to approve a Travel Request in accordance with Board Policy 2145, for Dr. Dawn Rae Davis, Chair of the Gender and Women's Studies Department, to travel to San Juan, Puerto Rico to attend the National Women's Studies Association (NWSA) annual conference and the pre-conference all day event for Gender and Women's Studies Program administrators (NWSA Program Administration Development) November 13-16, 2014.

### **Background:**

Dr. Davis is the recently hired Chair of the Gender and Women's Studies Department at Monterey Peninsula College. In addition to her teaching duties, a critical aspect of Dr. Davis's position involves revising her department's curriculum, accelerating enrollments, securing the stability and success of the department and increasing the capacity of Gender and Women's Studies at MPC to serve a broader student population. The National Women's Studies Association is the professional academic organization for Davis's field and she has been an active member since 1999. NWSA's annual conference hosts 2,000 scholars and is the preeminent conference for Gender and Women's Studies practitioners. Dr. Davis's conference travel expenses will be fully funded through an MPC Foundation FASA (Faculty and Staff Advancement) grant. Please see the attached award letter.

At the conference Dr. Davis will be presenting a paper on her research as well as participating in the all-day pre-conference event (PAD) designed for Gender and Women's Studies administrators in order to deliver strategic tools for program growth and administrative development. In addition to these activities, Dr. Davis plans to network with other community college GWS program administrators in order to define the exciting role community colleges are increasingly positioned to serve with respect to offering transferable curriculum and AA degrees as more and more students seek to transfer to BA degree programs in GWS at four year institutions. She will also meet with at least one representative from a GWS department in the CSU system (Dr. Aimee Carrillo Rowe, CSU Northridge) to talk specifically about developing Transfer Model Curricula in Gender and Women's Studies to address the recent SB 440 mandate. Dr. Davis's participation in the conference will also include attending presentations of the most current research in the field and assessing recently published textbooks and educational materials for use in GWS courses at MPC.

### **Budgetary Implications:**

None. The funding for Dr. Davis's travel to this conference will be provided by the MPC Foundation FASA grant she has been awarded. The grant fully funds all conference and travel expenses.

**RESOLUTION: BE IT RESOLVED**, that the Governing Board approve Dr. Dawn Rae Davis to travel to San Juan, Puerto Rico November 13-16, 2014 to attend the National Women's Studies Association conference.

**Recommended By:**



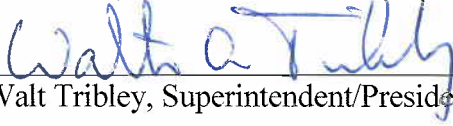
Michael Gilmartin, Interim Vice President, Academic Affairs

**Prepared By:**



Leslie Procive, Administrative Assistant IV, VP, Academic Affairs

**Agenda Approval:**



Dr. Walt Tribley, Superintendent/President



## New Business Item # C Attachment A



### OFFICERS

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*President*

Ellen Haley  
*Secretary*

William Doolittle  
*Vice President, Development*

Jan Vanderbilt  
*Treasurer*

### BOARD OF DIRECTORS

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### FOUNDATION STAFF

Beccie Michael, *Executive Director*

Gina Bianchi

Heather Howe

Allison Payne

Linda Rosinski

October 15, 2014

Dr. Dawn Rae Davis  
Women's Studies  
Monterey Peninsula College

Dear Dawn:

Congratulations! The Monterey Peninsula College Foundation has reviewed your grant application for a Faculty and Staff Advancement Award and has approved an award of \$2,618.28 for the Fall 2014 Semester.

This award has been approved for the following purpose:

*To attend the National Women's Studies Association Annual Conference.*

Given the great needs on campus at this time, this was a highly competitive process. The Foundation received a total of 25 proposals, collectively requesting \$57,385.16. Of those, 16 proposals were fully or partially funded with the \$20,000 available. We applaud your efforts to continue your professional growth and your commitment to meet changing student interests.

### IMPORTANT:

- MPC Governing Board policy requires approval of travel prior to incurring any expense (Board Policy 2145), including travel funds from a Faculty and Staff Advancement Award. Vice Presidents must approve all travel requests prior to the activity taking place.
- Payments will be made upon submission of the **Final Report** and **Check Request Form** (both available on the MPC Foundation website at [www.mpcfoundation.org](http://www.mpcfoundation.org)). Reports must be completed by the Grantee and returned to the Foundation within 30 days of project completion, but no later than August 11, 2015. *Future applications for funding will not be considered until reports are submitted.*
- Please note that each year, the FASA Advisory Group will select one faculty and one classified Outstanding FASA Recipient of the Year based on feedback received in your reports.

We are pleased to be able to help you and we appreciate your commitment to academic excellence at Monterey Peninsula College. We encourage you to publicize the awarding of this grant.

**To confirm your agreement to the terms of the grant, please sign, date and return the original of this acceptance letter to the MPC Foundation office by November 1, 2014.**

\_\_\_\_\_  
Grantee Signature

\_\_\_\_\_  
Date

**MONTEREY PENINSULA COLLEGE**  
**Approval & Reimbursement of Expenditures**  
**Business Meeting/Conference/Travel**

**PURCHASING ONLY**  
 VENDOR # \_\_\_\_\_

TR # 00588

**Section 1  
REQUEST**

Please complete this section prior to submitting for approval. Please provide cost estimates.

Name: Dawn Rae Davis Title/Department: Chair Women's Studies

Description of Event: National Women's Studies Association Conference & Administrative Pre-Conference

Location (City, State, Country): FASA Grant San Juan, Puerto Rico

Inclusive Dates: From 11/11/14 To 11/17/14

Recommended Approval: [Signature] Chair/Non-Instructional Manager

Date: 10/16/14

Budget Account Number: \_\_\_\_\_

**COST ESTIMATES**

Registration	\$ <u>535.-</u>
Transportation	\$ <u>1107.28</u>
Lodging	\$ <u>776.00</u>
Meals	\$ <u>200.00</u>
Other	\$ <u>0.</u>
<b>TOTAL ESTM. COST</b>	<b>\$ <u>2,618.28</u></b>

**Section 2  
APPROVAL/  
DISAPPROVAL**

Please Return to Requester after Approval or Disapproval

APPROVED       DISAPPROVED

The following conditions apply and payment of this claim, including any advances made prior to the actual travel, is authorized to the extent that only actual and necessary expenses in accordance with Education Code Sections 72423, 87432, and MPC Board Policy 2145 are properly documented by necessary receipts.

Signature of Division Chair/Management: [Signature]      Signature of Superintendent/President (Required for out of state): \_\_\_\_\_

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

**DO NOT COMPLETE THE CLAIM PORTION (SECTION 3) OF THIS FORM UNTIL TRAVEL IS COMPLETED**

**Section 3  
EXPENSE  
CLAIM**

Submit White copy to Business Office - Yellow for your records

Attach all receipts and supporting documents for actual expenses incurred and approved per Section 1.

LIST ONLY THOSE EXPENSES FOR WHICH YOU ARE TO BE REIMBURSED

- TRANSPORTATION
  - a. Air Fare (Air Coach) \$ \_\_\_\_\_
  - b. Automobile (actual mileage: \_\_\_\_\_ miles @ \_\_\_\_\_ per mile = \_\_\_\_\_) \$ \_\_\_\_\_
  - c. Auto Rental \$ \_\_\_\_\_
- REGISTRATION FEE \$ \_\_\_\_\_
- OTHER EXPENSES
 

DATE	MEALS	LODGING	MISC.*	DAILY TOTAL
Total OTHER EXPENSES				\$ _____

\*Parking/Tolls, Taxi, Laundry, etc.

TOTALS 1 through 3 \$ \_\_\_\_\_  
 Less: ADVANCES \$ \_\_\_\_\_  
 Less: CREDIT CARD PMTS \$ \_\_\_\_\_  
**NET AMOUNT OF CLAIM** \$ \_\_\_\_\_

**Complete and submit within 10 days from completion of trip.**

I certify that this claim is true and correct and is for the actual and necessary expenses incurred while in attendance at the event described in Section 1 above.

Signature of Claimant: Dawn R Davis      Date: 10/16/14

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. D

Superintendent/President  
College Area

**Proposal:**

To review and accept the MPC Foundation 2012 and 2013 Audits and Management Letters.

**Background:**

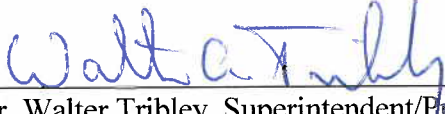
The Master Agreement between the Monterey Peninsula Community College District and the Monterey Peninsula College Foundation requires that an independent CPA firm selected by the College will be retained annually for financial audit and oversight in accordance with auditing standards generally accepted in the United States of America. Education Code Section 84040.3 requires that community colleges appoint an independent auditor to conduct an annual audit. Vavrinek, Trine, Day & Company, LLP, Certified Public Accountants (VTD) is currently providing auditing services for MPCCD and the MPC Foundation. VTD audited the financial statements of the MPC Foundation for the years ending December 31, 2012 and December 31, 2013, which were reviewed by the Audit Committee of the MPC Foundation Board and presented to the Board of Directors at the May 15, 2013 and October 8, 2014 Board meetings, respectively. The MPC Foundation 2012 and 2013 Audit Statements and Management Letters are presented to the MPC Governing Board for their review and acceptance.

**Budgetary Implications:**

None.

- RESOLUTION: BE IT RESOLVED**, that the Governing Board review and accept the MPC Foundation Audit Statements and Management Letters for the years ended December 31, 2012 and December 31, 2013.

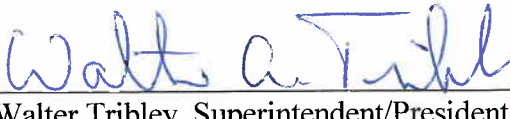
**Recommended By:**

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

**Prepared By:**

  
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Rebecca "Beccie" Michael, Executive Director, MPC Foundation

**Agenda Approval:**

  
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Dr. Walter Tribley, Superintendent/President

**MONTEREY PENINSULA COLLEGE FOUNDATION**

**(A California Nonprofit Corporation)**

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**ANNUAL FINANCIAL REPORT**

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**DECEMBER 31, 2012**

**MONTEREY PENINSULA COLLEGE FOUNDATION  
(A California Nonprofit Corporation)**

**DECEMBER 31, 2012**

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Monterey Peninsula College Foundation  
Monterey, California

### Report on the Financial Statements

We have audited the accompanying statement of financial position of Monterey Peninsula College Foundation (a California nonprofit corporation) as of December 31, 2012, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to previously present fairly, in all material respects, the financial position of Monterey Peninsula College Foundation as of December 31, 2012, and the changes in its net assets, cash flows, and functional expenses for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 13, 2013, on our consideration of Monterey Peninsula College Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Monterey Peninsula College Foundation's internal control over financial reporting and compliance.

Vauriney, Time Day & Co, LLP.

Rancho Cucamonga, California  
May 13, 2013

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2012**

<b>ASSETS</b>	
Current Assets	
Cash and cash equivalents	
Unrestricted	\$ 154,236
Restricted	96,525
Unconditional promises to give - current portion	9,725
Prepaid expenses	7,910
Total Current Assets	<u>268,396</u>
Noncurrent Assets	
Investments - unrestricted	458,909
Investments - restricted	1,450,789
Investments - agency	1,143,224
Investment related to split-interest agreement in remainder trust	17,380
Unconditional promises to give - long-term portion - net	5,581
Capital assets (net of accumulated depreciation)	1,638
Total Assets	<u><u>\$ 3,345,917</u></u>
 <b>LIABILITIES</b>	
Current Liabilities	
Accounts payable and other current liabilities	\$ 47,809
Payroll liability	2,277
Amounts held for others	1,143,224
Total Current Liabilities	<u>1,193,310</u>
 <b>NET ASSETS</b>	
Unrestricted	
Undesignated	45,000
Board designated	531,712
Total Unrestricted	<u>576,712</u>
Temporarily restricted	255,141
Permanently restricted	1,320,754
Total Net Assets	<u>2,152,607</u>
Total Liabilities and Net Assets	<u><u>\$ 3,345,917</u></u>

The accompanying notes are an integral part of these financial statements.



**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>PUBLIC SUPPORT AND REVENUES</b>				
Contributions	\$ 242,015	\$ 426,441	\$ 177,860	\$ 846,316
First 5 Grant	70,428	-	-	70,428
Monterey Peninsula College	100,000	-	-	100,000
Other income	64,088	-	-	64,088
Assets released from restrictions	471,871	(431,600)	(40,271)	-
Total Public Support and Revenues	948,402	(5,159)	137,589	1,080,832
<b>EXPENSES</b>				
Program expenses	630,335	-	-	630,335
Operating expenses	245,382	-	-	245,382
Fundraising expenses	144,092	-	-	144,092
Total Expenses	1,019,809	-	-	1,019,809
<b>OTHER INCOME</b>				
Interest and dividends	22,842	2,837	39,788	65,467
Unrealized gain on investments	47,490	5,995	110,315	163,800
Change in value of split-interest agreement	-	(808)	-	(808)
Total Other Income	70,332	8,024	150,103	228,459
<b>TRANSFERS</b>	26,588	(26,588)	-	-
<b>CHANGE IN NET ASSETS</b>	25,513	(23,723)	287,692	289,482
<b>NET ASSETS, BEGINNING OF YEAR</b>	551,199	278,864	1,033,062	1,863,125
<b>NET ASSETS, END OF YEAR</b>	\$ 576,712	\$ 255,141	\$ 1,320,754	\$ 2,152,607

The accompanying notes are an integral part of these financial statements.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in Net Assets	\$ 289,482
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities	
Depreciation	638
Unrealized gain on investments	(163,800)
Contributions restricted for temporarily and permanently restricted purposes	(604,301)
Changes in Assets and Liabilities	
Accounts receivable	5,500
Unconditional promises to give	12,327
Prepaid expenses	(3,815)
Split-interest agreement in remainder trust	1,348
Accounts payable and other current liabilities	(14,392)
Amounts held for others	49,048
Deferred revenue	(24,009)
Net Cash Flows From Operating Activities	<u>(451,974)</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Change in investments - net	<u>(87,639)</u>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Collections of contributions restricted for temporarily and permanently restricted purposes	604,301
Decrease in restricted cash and cash equivalents	(13,910)
Net Cash Flows From Financing Activities	<u>590,391</u>
<b>NET CHANGE IN UNRESTRICTED CASH AND CASH EQUIVALENTS</b>	<b>50,778</b>
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b><u>103,458</u></b>
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b><u><u>\$ 154,236</u></u></b>

The accompanying notes are an integral part of these financial statements.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Program</u>	<u>Operating</u>	<u>Fundraising</u>	<u>Total</u>
Salaries	\$ 33,242	\$ 169,366	\$ 64,348	\$ 266,956
Employee benefits	2,066	4,773	2,944	9,783
Payroll taxes	2,978	14,322	5,117	22,417
Accounting and professional fees	-	19,645	35	19,680
Administrative fees	29,567	1,426	-	30,993
Art/Sculpture/Pavers	466	-	-	466
Banking and investment fees	6,021	5,082	-	11,103
Contracted services	400	1	-	401
Legal fees	-	3,188	-	3,188
Insurance expenses	-	3,929	-	3,929
Grants/Scholarships/Disbursements	539,080	194	11,977	551,251
Office expenses	20	4,667	320	5,007
Depreciation	-	638	-	638
Dues and subscriptions	-	3,635	-	3,635
Postage	21	708	7,430	8,159
Printing	65	5,209	9,402	14,676
Public relations	2,614	1,205	4,254	8,073
Alumni Association	9,581	-	-	9,581
Special events	-	-	19,376	19,376
Goods and services	-	799	16,029	16,828
Training	-	4,562	-	4,562
Travel	-	1,624	-	1,624
Miscellaneous	-	391	-	391
Bad debt - pledge write-offs	4,214	18	2,860	7,092
Total Expenses	<u>\$ 630,335</u>	<u>\$ 245,382</u>	<u>\$ 144,092</u>	<u>\$ 1,019,809</u>

The accompanying notes are an integral part of these financial statements.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

***NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

**Organization**

The Monterey Peninsula College Foundation (the Foundation) is a nonprofit organization whose main purpose is to support education and educational purposes of Monterey Peninsula Community College District (the District), a California public community college located in Monterey, California, through raising funds and acquiring real and personal properties to support the District's programs of public education and its community programs. The Foundation was incorporated in the State of California in November 1994. The Foundation is a Voluntary Health and Welfare Organization as defined by the Financial Accounting Standards Board (FASB) Accounting Standards of Codification (ASC) Topic 958.

**Financial Statement Presentation**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements include the accounts maintained by and directly under the control of the Foundation.

The Foundation reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the District are financial interrelated organizations as defined by *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

**Support and Expenses**

Contributions are measured at their fair value at the date of contribution and are reported as an increase in net assets. The Foundation reports gifts of cash or other assets in the category designated by the donor. The Foundation reports gifts of goods and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Absent explicit donor stipulation regarding the timing and purpose for the use of the contributions, the Foundation reports these contributions as unrestricted.

**Investments**

The Foundation presents its investments in accordance with FASB ASC Topic 958-320, *Investments Debt and Equity Securities*. Under FASB ASC Topic 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in accordance with donor instructions.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**Capital Assets**

The Foundation maintains an initial unit cost capitalization threshold of \$500. Capital assets are stated at cost, or if donated, at estimated fair value on the date of donation. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight line method based on the assets' estimated useful lives ranging from three to five years.

**Donated Services and Goods**

A substantial number of volunteers have donated their time and experience to the Foundation's program services and fundraising campaigns during the year. In most cases, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services. However, when the value of services is measurable, they are recorded at measured value.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking and money market accounts with maturities of less than 90 days. The Foundation maintains its bank accounts at four financial institutions. The Federal Deposit Insurance Corporation (FDIC) insures accounts up to \$250,000. As of December 31, 2012, no amounts were uninsured.

**Pledges Receivable**

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Management monitors the collectibility of their pledges and annually adjusts the balances.

**Income Taxes**

The Foundation is exempt from Federal income and California franchise taxes under Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions. Accordingly, no provision for income taxes has been recorded in the financial statements. The Foundation annually files Forms 990, 199, and RRF-1 with the appropriate agencies, as well as Forms 990T and 109, when applicable. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a). There was no unrelated business activity income.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

The Foundation's Federal informational tax returns for the years ended December 31, 2009, 2010, and 2011, are open to audit by the Federal authorities. California State informational returns for the years ended December 31, 2008, 2009, 2010, and 2011, are open to audit by State authorities.

**Allocation of Functional Expenses**

The costs of providing the various programs have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs.

**NOTE 2 - UNCONDITIONAL PROMISES TO GIVE**

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met. Management monitors and reviews the unconditional pledges on a monthly basis. Uncollectible pledges written off for the year ending December 31, 2012, amounted to \$7,092.

As of December 31, 2012, the Foundation unconditional promises to give consisted of the following:

Unconditional promises to give before unamortized discount and allowance for doubtful accounts	\$ 15,863
Less: Unamortized discount	(85)
Subtotal	15,778
Less: Allowance for doubtful accounts	(472)
Net Unconditional Promises to Give	\$ 15,306
Amounts due in:	
Less than one year	\$ 9,725
One to five years	5,581
Total	\$ 15,306

Discount rates ranged from .96 percent to 2.10 percent.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

**NOTE 3 - OSHER ENDOWMENT SCHOLARSHIP**

The Foundation for California Community Colleges (FCCC) has created a permanent endowment fund intended to provide scholarship support to California Community College students in perpetuity. The fund began in May 2008 with a \$25 million lead gift from The Bernard Osher Foundation. The Bernard Osher Foundation will provide scholarship matching funds annually to colleges that participate. In order to take advantage of this opportunity, the College and its donors have contributed \$339,728 from the agency accounts that reside in the Foundation. As of December 31, 2012, the ending balance of the Osher Endowment Scholarship was \$339,728 and was included in the agency investment total of \$1,143,224. The Foundation receives no additional interest or dividends on the balance held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Osher Endowment Scholarship must remain in the fund permanently and cannot be returned or used for other purposes.

**NOTE 4 - INVESTMENTS**

Investments are stated at fair value and are summarized as of December 31, 2012:

	Adjusted Cost	Fair Value	Unrealized Gain
Mutual Funds - Foundations	\$ 1,745,898	\$ 1,909,698	\$ 163,800
Beneficiary Remainder Trust	17,380	17,380	-
Mutual Funds - Agency Funds (excluding Osher)	803,496	803,496	-
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	339,728	339,728	-
Total	<u>\$ 2,906,502</u>	<u>\$ 3,070,302</u>	<u>\$ 163,800</u>

Investment activity for the year ended December 31, 2012, consisted of the following:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Interest and dividends	\$ 22,842	\$ 2,837	\$ 39,788	\$ 65,467
Unrealized gain	47,490	5,995	110,315	163,800
Total Investment Gain	<u>\$ 70,332</u>	<u>\$ 8,832</u>	<u>\$ 150,103</u>	<u>\$ 229,267</u>

**NOTE 5 - FAIR VALUE DISCLOSURES**

Effective January 1, 2008, the Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in U.S. GAAP under FASB ASC Topic 820, *Fair Value Measurements and Disclosures*. U.S. GAAP requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value and describes three levels of inputs that may be used to measure fair value.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

The following provides a summary of the hierarchical levels used to measure fair value:

Level I - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level II - Observable inputs other than Level I prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level III - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level III assets include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

**Fair Value Measurements**

The Foundation used the market approach to estimate fair value for all investment assets.

The following table provides a summary of the financial instruments the Foundation measures at fair value on a recurring basis as of December 31, 2012:

	<u>Level I</u>	<u>Level III</u>	<u>Total</u>
<b>Investment Assets</b>			
Mutual Funds - Foundations	\$ 1,909,698	\$ -	\$ 1,909,698
Mutual Funds - Agency Funds (excluding Osher)	803,496	-	803,496
Beneficiary Remainder Trust	-	17,380	17,380
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	-	339,728	339,728
<b>Other Assets</b>			
Unconditional promises to give	-	15,306	15,306
Total	<u>\$ 2,713,194</u>	<u>\$ 372,414</u>	<u>\$ 3,085,608</u>



**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

The following table summarizes the changes in the Foundation's investment assets measured at fair value on a recurring basis as of December 31, 2012:

	Level I	Level III	Total
Investments at Fair Value			
Balance at December 31, 2011	\$ 2,459,566	\$ 388,278	\$ 2,847,844
Current Year Adjustments:			
Adjustment to reflect changes in beneficiary remainder trust	-	(1,348)	(1,348)
Adjustments to Mutual Funds	202,391	-	202,391
Unconditional promises to give	-	(12,327)	(12,327)
Change in value of the California Community Colleges Scholarship Osher Endowment Fund	-	(2,189)	(2,189)
Adjustments to Agency Funds	51,237	-	51,237
Balance at December 31, 2012	<u>\$ 2,713,194</u>	<u>\$ 372,414</u>	<u>\$ 3,085,608</u>

**NOTE 6 - AMOUNTS HELD FOR OTHERS**

The Foundation acts as a fiscal agent for departments, organizations, and groups of Monterey Peninsula College. Accordingly, at December 31, 2012, \$1,143,224 of the Foundation's assets belongs to other parties. The Foundation does not have legal access nor any discretion over the funds held for others behalf.

	Balance Beginning of Year	Transfers and Cash Receipts	Cash Disbursements/ Transfers	Balance End of Year
Wilder Nursing Trust	\$ 327,236	\$ 35,875	\$ 14,251	\$ 348,860
Orr Scholarship Trust	77,262	8,467	3,443	82,286
MPC Scholarship Endowments	194,688	21,206	19,117	196,777
Long-Term Endowments	153,073	23,317	817	175,573
Osher Endowment Fund	341,917	-	2,189	339,728
Total	<u>\$ 1,094,176</u>	<u>\$ 88,865</u>	<u>\$ 39,817</u>	<u>\$ 1,143,224</u>

**NOTE 7 - CAPITAL ASSETS**

The following is a summary of capital assets as of December 31, 2012:

Furniture and equipment	\$ 15,384
Less: Accumulated depreciation	(13,746)
Total	<u>\$ 1,638</u>

Depreciation expense for the year ended December 31, 2012, was \$638.

MONTEREY PENINSULA COLLEGE FOUNDATION  
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NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2012

**NOTE 8 - DONOR DESIGNATED ENDOWMENT FUNDS**

The Foundation's endowment funds consist of approximately 19 individual funds established for a variety of purposes. As required by generally accepted accounting principles (GAAP), net assets associated with endowments are classified and reported based on existence of donor-imposed restrictions as either unrestricted, temporarily restricted, or permanently restricted.

The Board of Trustees has adopted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation has classified as permanently restricted net assets (a) original value of gifts donated to permanent endowment (b) plus the original value of subsequent gifts to the endowments (c) plus accumulation to the permanent endowment made in accordance with the direction of the applicable donor gift. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure.

In accordance with SPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

*Investment Return Objectives, Risk Parameters, and Strategies:* The Foundation has adopted investment and spending policies, approved by the Board of Directors, for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income, as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual tiered distribution of four to six percent, while growing the funds if possible. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

*Spending Policy:* The Foundation's Board approved spending policy, known as Banded Inflation, was created to protect the values of the endowments. First year spending will be four percent of the original gift. Thereafter, spending for each calendar year will be the prior year's spending increased by the Consumer Price Index, subject to the minimum of four percent and the maximum of six percent bands. This rate will be reviewed annually. The expenditure rate includes an administrative expense of one percent of assets on September 30 of each year.

Endowment net asset composition by type of fund as of December 31, 2012, is as follows:

	<u>Permanently Restricted</u>
Donor-restricted endowment funds	<u>\$ 1,320,754</u>

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

Changes in endowment net assets as of December 31, 2012, are as follows:

	Permanently Restricted
Balance at December 31, 2011	\$ 1,033,062
Contributions	177,860
Interest and dividends	39,788
Unrealized gain on investments	110,315
Amounts appropriated for expenditures	(40,271)
Balance at December 31, 2012	\$ 1,320,754

***NOTE 9 - BOARD DESIGNATED UNRESTRICTED NET ASSETS***

Board designated unrestricted net assets consist of the following at December 31, 2012:

General Reserve	\$ 418,712
Instructional Material	40,000
MPCF Department Scholarships and Book Fund	45,000
FASA Grants	28,000
Total Board Designated Unrestricted Net Assets	\$ 531,712

***NOTE 10 - RESTRICTIONS ON NET ASSET BALANCES***

Temporarily restricted net assets consist of the following at December 31, 2012:

Astronomy	\$ 13,302
Beneficiary Trust	17,380
Child Development Center	26,136
General Scholarships	197
Gentrain Scholarship	8,971
Other Departmental Funds	99,819
MPC Library and Technology Center	41,644
P.E. Campaign	935
Women Supporting Women	46,757
Total Temporarily Restricted Net Assets	\$ 255,141

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
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Permanently restricted net assets consist of the following at December 31, 2012:

Alison Faul Memorial Scholarship Endowment	\$ 15,258
Bruce C. Gregor Memorial Scholarship Endowment	15,337
Peter J. Cutino Athlete of the Year Endowment	21,154
Donald L. Davidson, M.D. Memorial Scholarship Endowment	15,279
Dorothy D. Stevens Memorial Fund	142,500
George J. Faul Academic Excellence Endowment	101,999
John and Jeanne Logan Memorial Award Endowment	22,012
Jenifer Denmark Memorial Scholarship Endowment	13,302
Jon M. Lefstad Scholarship Endowment	9,723
Mary Lou Welch Endowed Scholarship	10,526
Mary Lou Stutzman Nursing Scholarship Endowment	16,753
Marilynn Dunn Gustafson Scholarship Endowment	11,900
Donald and Lura Newmark Scholarship Endowment	35,749
Operating Endowment	118,732
Rosabelle Hamann Memorial Scholarship Fund	376,749
William M. Shanner Memorial Award Endowment	12,594
Clyn Smith, M.D. Memorial Scholarship Endowment	19,815
Leon and Mary Lou Stutzman Choral Music Scholarship Endowment	16,935
Jim Tunney Scholar Athlete Award	24,385
The Dr. Richard Kezirian Endowed Scholarship	33,839
Dr. Peggy Downs-Baskin Faculty Advancement Endowment	286,213
Total Permanently Restricted Net Assets	<u>\$ 1,320,754</u>

***NOTE 11 - COMMITMENTS AND CONTINGENCIES***

The Foundation receives financial assistance from State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Foundation. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Foundation at December 31, 2012.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2012**

***NOTE 12 - SPLIT-INTEREST AGREEMENT***

The Foundation is the remainder beneficiary under the terms of three irrevocable charitable remainder trusts that are administered by a third party trustee (The Community College League of California). The beneficial interest from the remainder trust is recorded in the statement of financial position based on the present value of the future benefits expected to be received from the trusts. A corresponding amount is reflected in the statement of activities as a temporarily restricted contribution in the year the Foundation was notified of its irrevocable interest. At the end of the trust's terms, the remaining assets are available to the Foundation. Assets held in the charitable remainder trusts totaled \$17,380 at December 31, 2012, and are reported at fair value or cost, depending on the nature of the assets in the statement of financial position.

***NOTE 13 - RELATED PARTY TRANSACTIONS***

The Foundation provides various levels of monetary support and service to the Monterey Peninsula Community College District. The Foundation received \$100,000 from Monterey Peninsula College for reimbursement of expenses for the year ended December 31, 2012. This money is included on the statement of activities under public support and revenue from Monterey Peninsula College. The District provides office space and other support to the Foundation. These amounts are not recognized in the statement of activities as there is no basis for the noncash contributions.

***NOTE 14 - TRANSFERS BETWEEN FUNDS***

During the year ended December 31, 2012, various transfers were done as follows: administrative fee expenses from various contributions were transferred to the unrestricted fund for operating expenses.

***NOTE 15 - SUBSEQUENT EVENTS***

The Foundation's management has evaluated subsequent events for recognition and disclosure through May 13, 2013, which is the date the financial statements were available to be issued.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Monterey Peninsula College Foundation  
Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Monterey Peninsula College Foundation (a California nonprofit corporation) as of and for the year ended December 31, 2012, and the related notes to the financial statements, and have issued our report thereon dated May 13, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Monterey Peninsula College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying management letter, that we consider to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Monterey Peninsula College Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Monterey Peninsula College Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vaurine, Time, Day & Co., LLP

Rancho Cucamonga, California  
May 13, 2013



To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Monterey, California

In planning and performing our audit of the financial statements of Monterey Peninsula College Foundation (the Foundation) as of and for the year ended December 31, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the previous paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

We consider the following deficiency in the Foundation's control structure to be a significant deficiency:

***Business Office Functions***

The Foundation's Business Office has limited staffing resources as is common with many nonprofit organizations. Whenever there are limited resources, segregation of duties issues can become more pronounced.

The following observations were noted that lacked proper segregation of duties and independent review of key data for some or all of the year:

- Bank deposits, reconciliations, and posting to the general ledger are being done by one individual
- Journal entries and corrections to the financial statements are being done by one individual
- Payroll calculations and posting to the general ledger are being done by one individual



***Recommendation***

The implementation of proper internal control over financial reporting must include a plan to allow the financial activity to be reviewed, reconciled, and reported in a timely manner even during times of staffing changes. The training and development of staff to perform tasks that will allow for proper segregation of duties must continue to be a high priority with the development of an accounting procedures handbook that provides guidance over the critical procedures within the Accounting Office. Documentation to support the financial activity and corrections posted by journal entries must be maintained, either in hard copy or electronic format, to allow for the review of activity at the time the financial statements are prepared.

***Management Response***

Appropriate policies and procedures will be put in place to ensure proper control over the areas noted.

This report is intended solely for the information and use of the Board of Directors, management, and others within Monterey Peninsula College Foundation and is not intended to be and should not be used by anyone other than these specified parties.

*Vawrinex, Time, Day & Co., LLP.*

Rancho Cucamonga, California  
May 13, 2013



To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Monterey, California

We have audited the financial statements of Monterey Peninsula College Foundation (the Foundation) for the year ended December 31, 2012, and have issued our report thereon dated May 13, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

#### Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Foundation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

#### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of the capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We are pleased to inform you that there were no adjustments noted, either individually or in the aggregate, that required adjustments to the financial statements. Additionally, there were no adjustments that did not meet the materiality threshold and were passed and not posted to the financial statements.

#### *Disagreements With Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 13, 2013.

#### *Management Consultations With Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principal to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there was no such consultation with other accountants.

To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Page 3

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Monterey Peninsula College Foundation and is not intended to be and should not be used by anyone other than these specified parties.

*Vaurinek, Time Day & Co., LLP*

Rancho Cucamonga, California  
May 13, 2013

**MONTEREY PENINSULA COLLEGE FOUNDATION**

**(A California Nonprofit Corporation)**

---

**ANNUAL FINANCIAL REPORT**

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**DECEMBER 31, 2013 AND 2012**

**MONTEREY PENINSULA COLLEGE FOUNDATION  
(A California Nonprofit Corporation)**

**DECEMBER 31, 2013 AND 2012**

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Monterey Peninsula College Foundation  
Monterey, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Monterey Peninsula College Foundation (a California nonprofit corporation) which comprise the statements of financial position as of December 31, 2013 and 2012, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Monterey Peninsula College Foundation as of December 31, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 21, 2014, on our consideration of Monterey Peninsula College Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Monterey Peninsula College Foundation's internal control over financial reporting and compliance.

Vaurine, Time, Day & Co., LLP.

Rancho Cucamonga, California  
August 21, 2014



**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31,**

	2013	2012
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents		
Unrestricted	\$ 292,850	\$ 154,236
Restricted	198,689	96,525
Restricted - agency	36,638	-
Unconditional promises to give - current portion	75	9,725
Prepaid expenses	4,349	7,910
Total Current Assets	532,601	268,396
Noncurrent Assets		
Investments - unrestricted	293,458	458,909
Investments - restricted	1,649,847	1,450,789
Investments - agency	1,119,270	1,143,224
Investment related to split-interest agreement in remainder trust	14,576	17,380
Unconditional promises to give - long-term portion - net	-	5,581
Capital assets (net of accumulated depreciation)	5,137	1,638
Total Assets	\$ 3,614,889	\$ 3,345,917
 <b>LIABILITIES</b>		
Current Liabilities		
Accounts payable and other current liabilities	\$ 17,196	\$ 47,809
Payroll liability	3,440	2,277
Amounts held for others	1,155,908	1,143,224
Total Current Liabilities	1,176,544	1,193,310
 <b>NET ASSETS</b>		
Unrestricted		
Undesignated	104,709	45,000
Board designated	470,524	531,712
Total Unrestricted	575,233	576,712
Temporarily restricted	408,764	255,141
Permanently restricted	1,454,348	1,320,754
Total Net Assets	2,438,345	2,152,607
Total Liabilities and Net Assets	\$ 3,614,889	\$ 3,345,917

The accompanying notes are an integral part of these financial statements.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31,**

	2013			Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	
<b>PUBLIC SUPPORT AND REVENUES</b>				
Contributions	\$ 297,747	\$ 475,176	\$ 28,361	\$ 801,284
First 5 Grant	34,260		-	34,260
Monterey Peninsula College	100,000	-	-	100,000
Other income	81,102	1,134	-	82,236
In-kind contributions	5,000	-	-	5,000
Assets released from restrictions	359,237	(323,028)	(36,209)	-
Total Public Support and Revenues	<u>877,346</u>	<u>153,282</u>	<u>(7,848)</u>	<u>1,022,780</u>
<b>EXPENSES</b>				
Program expenses	521,116	-	-	521,116
Operating expenses	251,666	-	-	251,666
Fundraising expenses	131,413	-	-	131,413
Total Expenses	<u>904,195</u>	<u>-</u>	<u>-</u>	<u>904,195</u>
<b>OTHER INCOME</b>				
Interest and dividends	17,373	2,031	39,701	59,105
Unrealized gain on investments	7,997	1,114	101,741	110,852
Change in value of split-interest agreement	-	(2,804)	-	(2,804)
Total Other Income	<u>25,370</u>	<u>341</u>	<u>141,442</u>	<u>167,153</u>
<b>TRANSFERS</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>CHANGE IN NET ASSETS</b>	<u>(1,479)</u>	<u>153,623</u>	<u>133,594</u>	<u>285,738</u>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>576,712</u>	<u>255,141</u>	<u>1,320,754</u>	<u>2,152,607</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 575,233</u>	<u>\$ 408,764</u>	<u>\$ 1,454,348</u>	<u>\$ 2,438,345</u>

The accompanying notes are an integral part of these financial statements.

2012			
Unrestricted	Temporarily Restricted	Permanently Restricted	Total
\$ 242,015	\$ 426,441	\$ 177,860	\$ 846,316
70,428	-	-	70,428
100,000	-	-	100,000
64,088	-	-	64,088
-	-	-	-
471,871	(431,600)	(40,271)	-
<u>948,402</u>	<u>(5,159)</u>	<u>137,589</u>	<u>1,080,832</u>
630,335	-	-	630,335
245,382	-	-	245,382
144,092	-	-	144,092
<u>1,019,809</u>	<u>-</u>	<u>-</u>	<u>1,019,809</u>
22,842	2,837	39,788	65,467
47,490	5,995	110,315	163,800
-	(808)	-	(808)
<u>70,332</u>	<u>8,024</u>	<u>150,103</u>	<u>228,459</u>
26,588	(26,588)	-	-
25,513	(23,723)	287,692	289,482
551,199	278,864	1,033,062	1,863,125
<u>\$ 576,712</u>	<u>\$ 255,141</u>	<u>\$ 1,320,754</u>	<u>\$ 2,152,607</u>

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED DECEMBER 31,**

	2013	2012
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 285,738	\$ 289,482
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities		
Depreciation	538	638
Unrealized gain on investments	(110,852)	(163,800)
Contributions restricted for temporarily and permanently restricted purposes	(504,671)	(604,301)
Changes in Assets and Liabilities		
Decrease in accounts receivable	-	5,500
Decrease in unconditional promises to give	15,231	12,327
(Increase) Decrease in prepaid expenses	3,561	(3,815)
Decrease in split-interest agreement in remainder trust	2,804	1,348
Decrease in accounts payable and other current liabilities	(29,450)	(14,392)
Increase in amounts held for others	12,684	49,048
Decrease in deferred revenue	-	(24,009)
Net Cash Flows From Operating Activities	(324,417)	(451,974)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Change in investments - net	101,199	(87,639)
Purchase of fixed assets	(4,037)	-
Net Cash Flows From Investing Activities	97,162	(87,639)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Collections of contributions restricted for temporarily and permanently restricted purposes	504,671	604,301
Change in restricted cash and cash equivalents	(138,802)	(13,910)
Net Cash Flows From Financing Activities	365,869	590,391
<b>NET CHANGE IN UNRESTRICTED CASH AND CASH EQUIVALENTS</b>	138,614	50,778
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	154,236	103,458
<b>UNRESTRICTED CASH AND CASH EQUIVALENTS, END OF YEAR</b>	\$ 292,850	\$ 154,236
<b>NONCASH TRANSACTIONS</b>		
In-kind contributions	\$ 5,000	\$ -

The accompanying notes are an integral part of these financial statements.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED DECEMBER 31,**

	2013			
	Program	Operating	Fundraising	Total
Salaries and benefits	\$ 50,196	\$ 157,945	\$ 87,009	\$ 295,150
Accounting and professional fees	2,500	32,124	-	34,624
Administrative fees	17,083	900	-	17,983
Art/Sculpture/Pavers	1,345	-	-	1,345
Banking and investment fees	6,230	5,629	-	11,859
Contracted services	2,000	42,169	-	44,169
Insurance expenses	-	4,359	-	4,359
Program Support/Grants/Scholarships	418,592	-	-	418,592
Office expenses	-	3,629	-	3,629
Depreciation	-	538	-	538
Dues and subscriptions	-	1,963	-	1,963
Public relations	12,814	1,200	10,408	24,422
Alumni Association	5,041	-	-	5,041
Special events	-	-	33,996	33,996
Training	-	1,210	-	1,210
Travel	36	-	-	36
In-kind expenses	5,000	-	-	5,000
Miscellaneous	279	-	-	279
Bad debt - pledge write-offs	-	-	-	-
Total Expenses	\$ 521,116	\$ 251,666	\$ 131,413	\$ 904,195

The accompanying notes are an integral part of these financial statements.

2012

<u>Program</u>	<u>Operating</u>	<u>Fundraising</u>	<u>Total</u>
\$ 38,286	\$ 188,461	\$ 72,409	\$ 299,156
-	22,833	35	22,868
29,567	1,426	-	30,993
466	-	-	466
6,021	5,082	-	11,103
400	1	-	401
-	3,929	-	3,929
539,080	194	11,977	551,251
106	10,584	17,152	27,842
-	638	-	638
-	3,635	-	3,635
2,614	1,205	4,254	8,073
9,581	-	-	9,581
-	-	19,376	19,376
-	4,562	-	4,562
-	1,624	-	1,624
-	-	-	-
-	1,190	16,029	17,219
4,214	18	2,860	7,092
<u>\$ 630,335</u>	<u>\$ 245,382</u>	<u>\$ 144,092</u>	<u>\$ 1,019,809</u>

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013 AND 2012**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

The Monterey Peninsula College Foundation (the Foundation) is a nonprofit organization whose main purpose is to support education and educational purposes of Monterey Peninsula Community College District (the District), a California public community college located in Monterey, California, through raising funds and acquiring real and personal properties to support the District's programs of public education and its community programs. The Foundation was incorporated in the State of California in November 1994. The Foundation is a Voluntary Health and Welfare Organization as defined by the Financial Accounting Standards Board (FASB) Accounting Standards of Codification (ASC) Topic 958.

**Financial Statement Presentation**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements include the accounts maintained by and directly under the control of the Foundation.

The Foundation reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the District are financial interrelated organizations as defined by *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

**Support and Expenses**

Contributions are measured at their fair value at the date of contribution and are reported as an increase in net assets. The Foundation reports gifts of cash or other assets in the category designated by the donor. The Foundation reports gifts of goods and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Absent explicit donor stipulation regarding the timing and purpose for the use of the contributions, the Foundation reports these contributions as unrestricted.

**Investments**

The Foundation presents its investments in accordance with FASB ASC Topic 958-320, *Investments Debt and Equity Securities*. Under FASB ASC Topic 958-320, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in accordance with donor instructions.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013 AND 2012**

**Capital Assets**

The Foundation maintains an initial unit cost capitalization threshold of \$500. Capital assets are stated at cost, or if donated, at estimated fair value on the date of donation. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight line method based on the assets' estimated useful lives ranging from three to five years.

**Donated Services and Goods**

A substantial number of volunteers have donated their time and experience to the Foundation's program services and fundraising campaigns during the year. In most cases, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services. However, when the value of services is measurable, they are recorded at measured value.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking and money market accounts with maturities of less than 90 days. The Foundation maintains its bank accounts at four financial institutions. The Federal Deposit Insurance Corporation (FDIC) insures accounts up to \$250,000. As of December 31, 2013 and 2012, no amounts were uninsured.

**Pledges Receivable**

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Management monitors the collectibility of their pledges and annually adjusts the balances.

**Income Taxes**

The Foundation is exempt from Federal income and California franchise taxes under Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions. Accordingly, no provision for income taxes has been recorded in the financial statements. The Foundation annually files Forms 990, 199, and RRF-1 with the appropriate agencies, as well as Forms 990T and 109, when applicable. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a). There was no unrelated business activity income.



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The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

The Foundation's Federal informational tax returns for the years ended December 31, 2010, 2011, and 2012, are open to audit by the Federal authorities. California State informational returns for the years ended December 31, 2009, 2010, 2011, and 2012, are open to audit by State authorities.

**Allocation of Functional Expenses**

The costs of providing the various programs have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs.

**Comparative Financial Information**

Comparative financial information for the prior year has been presented for additional analysis; certain amounts presented in the prior year data may have been reclassified in order to be consistent with the current year's presentation.

**NOTE 2 - UNCONDITIONAL PROMISES TO GIVE**

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met. Management monitors and reviews the unconditional pledges on a monthly basis. Uncollectible pledges written off for the years ended December 31, 2013 and 2012, amounted to \$0 and \$7,092, respectively.

The Foundation's unconditional promises to give consisted of the following at December 31:

	2013	2012
Unconditional promises to give before unamortized discount and allowance for doubtful accounts	\$ 75	\$ 15,863
Less: Unamortized discount	-	(85)
Subtotal	75	15,778
Less: Allowance for doubtful accounts	-	(472)
Net Unconditional Promises to Give	\$ 75	\$ 15,306
Amounts due in:		
Less than one year	\$ 75	\$ 9,725
One to five years	-	5,581
Total	\$ 75	\$ 15,306

For the year ended December 31, 2012, discount rates ranged from .96 percent to 2.10 percent.

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 3 - OSHER ENDOWMENT SCHOLARSHIP**

The Foundation for California Community Colleges (FCCC) has created a permanent endowment fund intended to provide scholarship support to California Community College students in perpetuity. The fund began in May 2008 with a \$25 million lead gift from The Bernard Osher Foundation. The Bernard Osher Foundation will provide scholarship matching funds annually to colleges that participate. In order to take advantage of this opportunity, for the years ended December 31, 2013 and 2012, the College and its donors have contributed \$339,728 from the agency accounts that reside in the Foundation. As of December 31, 2013 and 2012, the ending balance of the Osher Endowment Scholarship was \$339,728 and was included in the agency investment totals of \$1,119,270 and \$1,143,224, respectively. The Foundation receives no additional interest or dividends on the balance held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Osher Endowment Scholarship must remain in the fund permanently and cannot be returned or used for other purposes.

**NOTE 4 - INVESTMENTS**

Investments are stated at fair value and are summarized as of December 31, 2013:

	Adjusted Cost	Fair Value	Unrealized Gain
Equity, Bonds, and Mutual Funds - Foundations	\$ 1,832,453	\$ 1,943,305	\$ 110,852
Beneficiary Remainder Trust	14,576	14,576	-
Equity, Bonds, and Mutual Funds - Agency Funds (excluding Osher)	779,542	779,542	-
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	339,728	339,728	-
Total	<u>\$ 2,966,299</u>	<u>\$ 3,077,151</u>	<u>\$ 110,852</u>

Investments are stated at fair value and are summarized as of December 31, 2012:

	Adjusted Cost	Fair Value	Unrealized Gain
Mutual Funds - Foundations	\$ 1,745,898	\$ 1,909,698	\$ 163,800
Beneficiary Remainder Trust	17,380	17,380	-
Mutual Funds - Agency Funds (excluding Osher)	803,496	803,496	-
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	339,728	339,728	-
Total	<u>\$ 2,906,502</u>	<u>\$ 3,070,302</u>	<u>\$ 163,800</u>

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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013 AND 2012**

Investment activity for the year ended December 31, 2013, consisted of the following:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Interest and dividends	\$ 17,373	\$ 2,031	\$ 39,701	\$ 59,105
Unrealized gain	7,997	1,114	101,741	110,852
Total Investment Gain	<u>\$ 25,370</u>	<u>\$ 3,145</u>	<u>\$ 141,442</u>	<u>\$ 169,957</u>

Investment activity for the year ended December 31, 2012, consisted of the following:

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Interest and dividends	\$ 22,842	\$ 2,837	\$ 39,788	\$ 65,467
Unrealized gain	47,490	5,995	110,315	163,800
Total Investment Gain	<u>\$ 70,332</u>	<u>\$ 8,832</u>	<u>\$ 150,103</u>	<u>\$ 229,267</u>

**NOTE 5 - FAIR VALUE DISCLOSURES**

Effective January 1, 2008, the Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in U.S. GAAP under FASB ASC Topic 820, *Fair Value Measurements and Disclosures*. U.S. GAAP requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value and describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level I - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level II - Observable inputs other than Level I prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level III - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level III assets include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

**Fair Value Measurements**

The Foundation used the market approach to estimate fair value for all investment assets.

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**NOTES TO FINANCIAL STATEMENTS**  
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The following table provides a summary of the financial instruments the Foundation measures at fair value on a recurring basis as of December 31, 2013:

	<u>Level I</u>	<u>Level III</u>	<u>Total</u>
<b>Investment Assets</b>			
Equity - Foundations	\$ 1,009,058	\$ -	\$ 1,009,058
Bonds - Foundations	570,920	-	570,920
Mutual Funds - Foundations	363,327	-	363,327
Equity Funds - Agency Funds (excluding Osher)	318,877	-	318,877
Bond Funds - Agency Funds (excluding Osher)	334,963	-	334,963
Mutual Funds - Agency Funds (excluding Osher)	125,702	-	125,702
Beneficiary Remainder Trust	-	14,576	14,576
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	-	339,728	339,728
<b>Other Assets</b>			
Unconditional promises to give	-	75	75
Total	<u>\$ 2,722,847</u>	<u>\$ 354,379</u>	<u>\$ 3,077,226</u>

The following table provides a summary of the financial instruments the Foundation measures at fair value on a recurring basis as of December 31, 2012:

	<u>Level I</u>	<u>Level III</u>	<u>Total</u>
<b>Investment Assets</b>			
Mutual Funds - Foundations	\$ 1,909,698	\$ -	\$ 1,909,698
Mutual Funds - Agency Funds (excluding Osher)	803,496	-	803,496
Beneficiary Remainder Trust	-	17,380	17,380
Investments - cash held by Foundation for Community Colleges			
Osher Endowment Scholarship Fund	-	339,728	339,728
<b>Other Assets</b>			
Unconditional promises to give	-	15,306	15,306
Total	<u>\$ 2,713,194</u>	<u>\$ 372,414</u>	<u>\$ 3,085,608</u>

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
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The following table summarizes the changes in the Foundation's investment assets measured at fair value on a recurring basis as of December 31, 2013:

	Level I	Level III	Total
Investments at Fair Value			
Balance at December 31, 2012	\$ 2,713,194	\$ 372,414	\$ 3,085,608
Current Year Adjustments:			
Adjustment to reflect changes in beneficiary remainder trust	-	(2,804)	(2,804)
Adjustments to investments	33,607	-	33,607
Unconditional promises to give	-	(15,231)	(15,231)
Adjustments to Agency Funds	(23,954)	-	(23,954)
Balance at December 31, 2013	\$ 2,722,847	\$ 354,379	\$ 3,077,226

The following table summarizes the changes in the Foundation's investment assets measured at fair value on a recurring basis as of December 31, 2012:

	Level I	Level III	Total
Investments at Fair Value			
Balance at December 31, 2011	\$ 2,459,566	\$ 388,278	\$ 2,847,844
Current Year Adjustments:			
Adjustment to reflect changes in beneficiary remainder trust	-	(1,348)	(1,348)
Adjustments to Mutual Funds	202,391	-	202,391
Unconditional promises to give	-	(12,327)	(12,327)
Change in value of the California Community Colleges Scholarship Osher Endowment Fund	-	(2,189)	(2,189)
Adjustments to Agency Funds	51,237	-	51,237
Balance at December 31, 2012	\$ 2,713,194	\$ 372,414	\$ 3,085,608

**MONTEREY PENINSULA COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2013 AND 2012**

**NOTE 6 - AMOUNTS HELD FOR OTHERS**

The Foundation acts as a fiscal agent for departments, organizations, and groups of Monterey Peninsula College. Accordingly, at December 31, 2013 and 2012, \$1,155,908 and \$1,143,224, respectively, of the Foundation's assets belongs to other parties. The Foundation does not have legal access nor any discretion over the funds held for others behalf.

	2013			Balance End of Year
	Balance Beginning of Year	Transfers and Cash Receipts	Cash Disbursements/ Transfers	
Wilder Nursing Trust	\$ 348,860	\$ 44,480	\$ 44,715	\$ 348,625
Orr Scholarship Trust	82,286	10,491	10,547	82,230
MPC Scholarship Endowments	196,777	25,205	24,283	197,699
Long-Term Endowments	175,573	34,278	22,225	187,626
Osher Endowment Fund	339,728	-	-	339,728
Total	\$ 1,143,224	\$ 114,454	\$ 101,770	\$ 1,155,908

	2012			Balance End of Year
	Balance Beginning of Year	Transfers and Cash Receipts	Cash Disbursements/ Transfers	
Wilder Nursing Trust	\$ 327,236	\$ 35,875	\$ 14,251	\$ 348,860
Orr Scholarship Trust	77,262	8,467	3,443	82,286
MPC Scholarship Endowments	194,688	21,206	19,117	196,777
Long-Term Endowments	153,073	23,317	817	175,573
Osher Endowment Fund	341,917	-	2,189	339,728
Total	\$ 1,094,176	\$ 88,865	\$ 39,817	\$ 1,143,224

**NOTE 7 - CAPITAL ASSETS**

The following is a summary of capital assets as of December 31,:

	2013	2012
Furniture and equipment	\$ 19,421	\$ 15,384
Less: Accumulated depreciation	(14,284)	(13,746)
Total	\$ 5,137	\$ 1,638

Depreciation expenses for the years ended December 31, 2013 and 2012, were \$538 and \$638, respectively.

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**NOTES TO FINANCIAL STATEMENTS**  
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***NOTE 8 - DONOR DESIGNATED ENDOWMENT FUNDS***

The Foundation's endowment funds consist of approximately 19 individual funds established for a variety of purposes. As required by generally accepted accounting principles (GAAP), net assets associated with endowments are classified and reported based on existence of donor-imposed restrictions as either unrestricted, temporarily restricted, or permanently restricted.

The Board of Trustees has adopted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation has classified as permanently restricted net assets (a) original value of gifts donated to permanent endowment (b) plus the original value of subsequent gifts to the endowments (c) plus accumulation to the permanent endowment made in accordance with the direction of the applicable donor gift. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure.

In accordance with SPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

*Investment Return Objectives, Risk Parameters, and Strategies:* The Foundation has adopted investment and spending policies, approved by the Board of Directors, for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long-term. Accordingly, the investment process seeks to achieve an after-cost total real rate of return, including investment income, as well as capital appreciation, which exceeds the annual distribution with acceptable levels of risk. Endowment assets are invested in a well diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual tiered distribution of four to six percent, while growing the funds if possible. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

*Spending Policy:* The Foundation's Board approved spending policy, known as Banded Inflation, was created to protect the values of the endowments. First year spending will be four percent of the original gift. Thereafter, spending for each calendar year will be the prior year's spending increased by the Consumer Price Index, subject to the minimum of four percent and the maximum of six percent bands. This rate will be reviewed annually. The expenditure rate includes an administrative expense of one percent of assets on September 30 of each year.

Endowment net asset compositions by type of fund are as follows as of December 31,:

	2013	2012
Donor-restricted endowment funds	Permanently Restricted	Permanently Restricted
	\$ 1,454,348	\$ 1,320,754

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Changes in endowment net assets as of December 31, 2013, are as follows:

	Permanently Restricted
Balance at December 31, 2012	\$ 1,320,754
Contributions	28,361
Interest and dividends	39,701
Unrealized gain on investments	101,741
Amounts appropriated for expenditures	(36,209)
Balance at December 31, 2013	\$ 1,454,348

Changes in endowment net assets as of December 31, 2012, are as follows:

	Permanently Restricted
Balance at December 31, 2011	\$ 1,033,062
Contributions	177,860
Interest and dividends	39,788
Unrealized gain on investments	110,315
Amounts appropriated for expenditures	(40,271)
Balance at December 31, 2012	\$ 1,320,754

***NOTE 9 - BOARD DESIGNATED UNRESTRICTED NET ASSETS***

Board designated unrestricted net assets consist of the following at December 31,:

	2013	2012
General Reserve	\$ 391,274	\$ 418,712
Instructional Material	-	40,000
Textbook Lending Program	-	45,000
Board of Directors Designated Scholarships	35,000	-
Board of Directors Designated Campus Support	16,250	-
FASA Grants	28,000	28,000
Total Board Designated Unrestricted Net Assets	\$ 470,524	\$ 531,712



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**NOTES TO FINANCIAL STATEMENTS**  
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***NOTE 10 - RESTRICTIONS ON NET ASSET BALANCES***

Temporarily restricted net assets consist of the following at December 31,:

	<u>2013</u>	<u>2012</u>
Astronomy	\$ 4,302	\$ 13,302
Beneficiary Trust	14,576	17,380
Child Development Center	37,843	26,136
General Scholarships	2,200	197
Gentrain Scholarship	6,996	8,971
Other Departmental Funds	242,948	99,819
Library and Technology Center	42,821	41,644
Athletics	1,137	935
Women Supporting Women	55,941	46,757
Total Temporarily Restricted Net Assets	<u>\$ 408,764</u>	<u>\$ 255,141</u>

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Permanently restricted net assets consist of the following at December 31,:

	<u>2013</u>	<u>2012</u>
Alison Faul Memorial Scholarship Endowment	\$ 16,223	\$ 15,258
Bruce C. Gregor Memorial Scholarship Endowment	15,869	15,337
Peter J. Cutino Athlete of the Year Endowment	24,892	21,154
Donald L. Davidson, M.D. Memorial Scholarship Endowment	17,718	15,279
Dorothy D. Stevens Memorial Fund	157,818	142,500
George J. Faul Academic Excellence Endowment	110,486	101,999
John and Jeanne Logan Memorial Award Endowment	24,051	22,012
Jennifer Denmark Memorial Scholarship Endowment	14,301	13,302
Jon M. Lefstad Scholarship Endowment	10,641	9,723
Mary Lou Welch Endowed Scholarship	11,650	10,526
Mary Lou Stutzman Nursing Scholarship Endowment	17,547	16,753
Marilynn Dunn Gustafson Scholarship Endowment	13,289	11,900
Donald and Laura Newmark Scholarship Endowment	43,219	35,749
Operating Reserve Endowment	129,138	118,732
Rosabelle Hamann Memorial Scholarship Fund	404,801	376,749
William M. Shanner Memorial Award Endowment	14,453	12,594
Clyn Smith, M.D. Memorial Scholarship Endowment	20,620	19,815
Leon and Mary Lou Stutzman Choral Music Scholarship Endowment	18,778	16,935
Jim Tunney Scholar Athlete Award	26,740	24,385
Dr. Richard Kezirian Endowed Scholarship	43,628	33,839
Dr. Peggy Downs-Baskin Faculty Advancement Endowment	318,486	286,213
Total Permanently Restricted Net Assets	<u>\$ 1,454,348</u>	<u>\$ 1,320,754</u>

***NOTE 11 - COMMITMENTS AND CONTINGENCIES***

The Foundation receives financial assistance from State agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Foundation. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the Foundation at December 31, 2013 and 2012.

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**NOTES TO FINANCIAL STATEMENTS**  
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***NOTE 12 - SPLIT-INTEREST AGREEMENT***

The Foundation is the remainder beneficiary under the terms of three irrevocable charitable remainder trusts that are administered by a third party trustee (The Community College League of California). The beneficial interest from the remainder trust is recorded in the statement of financial position based on the present value of the future benefits expected to be received from the trusts. A corresponding amount is reflected in the statement of activities as a temporarily restricted contribution in the year the Foundation was notified of its irrevocable interest. At the end of the trust's terms, the remaining assets are available to the Foundation. Assets held in the charitable remainder trusts totaled \$14,576 and \$17,380 at December 31, 2013 and 2012, respectively, and are reported at fair value or cost, depending on the nature of the assets in the statement of financial position.

***NOTE 13 - RELATED PARTY TRANSACTIONS***

The Foundation provides various levels of monetary support and service to the Monterey Peninsula Community College District. The Foundation received \$100,000 from Monterey Peninsula College for reimbursement of expenses for the years ended December 31, 2013 and 2012. This money is included on the statements of activities under public support and revenue from Monterey Peninsula College. The District provides office space and other support to the Foundation. These amounts are not recognized in the statements of activities as there is no basis for the noncash contributions.

***NOTE 14 - TRANSFERS BETWEEN FUNDS***

During the year ended December 31, 2012, various transfers were done as follows: administrative fee expenses from various contributions were transferred to the unrestricted fund for operating expenses.

***NOTE 15 - SUBSEQUENT EVENTS***

The Foundation's management has evaluated subsequent events for recognition and disclosure through August 21, 2014, which is the date the financial statements were available to be issued.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Monterey Peninsula College Foundation  
Monterey, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Monterey Peninsula College Foundation (a California nonprofit corporation) as of and for the years ended December 31, 2013 and 2012, and the related notes to the financial statements, and have issued our report thereon dated August 21, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered Monterey Peninsula College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audits, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying management letter, that we consider to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Monterey Peninsula College Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Monterey Peninsula College Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Monterey Peninsula College Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Vawrinex, Time, Day & Co., LLP.*

Rancho Cucamonga, California  
August 21, 2014



To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Monterey, California

In planning and performing our audit of the financial statements of Monterey Peninsula College Foundation (the Foundation) as of and for the year ended December 31, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the previous paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

We consider the following deficiencies in the Foundation's control structure to be significant deficiencies:

***Business Office Functions***

The Foundation's Business Office has limited staffing resources as is common with many nonprofit organizations. Whenever there are limited resources, segregation of duties issues can become more pronounced. Also, due to change over in staffing this year, updated written procedures were not properly identified, and proper segregation of duties could not be identified as noted below.

The following observations were noted that had no clear observable approval for proper segregation of duties:

1. Bank deposits, reconciliations, and posting to the general ledger.
2. Journal entries and corrections to the financial statements.
3. Payroll posting to the general ledger.
4. Approval for the Executive Director's credit card expenses.

***Recommendation***

The implementation of proper internal control over financial reporting must include a plan to allow the financial activity to be reviewed, reconciled, and reported in a timely manner even during times of staffing changes. The training and development of staff to perform tasks that will allow for proper segregation of duties must continue to be a high priority with the development of an accounting procedures handbook that provides guidance over the critical procedures within the Accounting Office. Documentation to support the financial activity and corrections posted by journal entries must be maintained, either in hard copy or electronic format, to allow for the review of activity at the time the financial statements are prepared.

***Management Response***

1. Bank deposits, reconciliations, and posting to the general ledger.

Currently, we have two accounting staff members who share these duties. One is responsible for bank deposits and posting, while the other conducts bank reconciliations. It is important to note that our development staff is now responsible for coding and processing income into Raiser's Edge, which was formerly also done by the accounting staff. This practice has added a layer of segregation of duties that did not exist in the previously audited year.

As of August 1, 2014, Monterey Peninsula Community College District Fiscal Services has taken over all Foundation bank reconciliations, which will provide a complete segregation of duties in this area.

2. Journal entries and corrections to the financial statements.

Moving forward, accounting staff will print journal entries at the end of the month and attach them to the bank reconciliation for the Executive Director's review and approval.

3. Payroll posting to the general ledger.

We have already begun an approvals practice whereby the Executive Director reviews and signs all payroll summary reports, compares them to timesheets, and reviews a general ledger report. This allows the Executive Director to check that the payroll amounts match timesheets and general ledger postings, at which point the Executive Director approves the payroll summary reports.

4. Approval for the Executive Director's credit card expenses.

Pursuant to the Foundation's Credit Card Policy, this item has already been addressed by ascertaining a second approval signature on the monthly credit card statements (which have accompanying back-up documentation attached). The second signatory may be any of the approved members from the Board of Directors – the President, College President, or College Vice President of Administrative Services.

This report is intended solely for the information and use of the Board of Directors, management, and others within Monterey Peninsula College Foundation and is not intended to be and should not be used by anyone other than these specified parties.

*Vaurinek, Time, Day & Co., LLP.*

Rancho Cucamonga, California  
August 21, 2014



To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Monterey, California

We have audited the financial statements of Monterey Peninsula College Foundation (the Foundation) for the year ended December 31, 2013, and have issued our report thereon dated August 21, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Foundation's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.



Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was the cost of capital assets net of accumulated depreciation. Depreciation is the recognition of the use of the capital assets over time. Conditions may exist that result in assets having a longer or shorter useful life than is reflected within these statements. We evaluated the key factors and assumptions used to develop depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We are pleased to inform you that there were no adjustments noted, either individually or in the aggregate, that required adjustments to the financial statements. Additionally, there were no adjustments that did not meet the materiality threshold and were passed and not posted to the financial statements.

*Disagreements With Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated August 21, 2014.

*Management Consultations With Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principal to the Foundation's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there was no such consultation with other accountants.

To the Board of Directors and Management  
Monterey Peninsula College Foundation  
Page 3

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Monterey Peninsula College Foundation and is not intended to be and should not be used by anyone other than these specified parties.

*Vaurinek, Time Day & Co., LLP*

Rancho Cucamonga, California  
August 21, 2014

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

President's Office

College Area

New Business Agenda Item No. E

### **Proposal:**

That the Governing Board authorize the Superintendent/President to enter into an agreement with the Fort Ord Reuse Authority for the purchase of \$5 million of insurance coverage under the basewide environmental insurance program.

### **Background:**

In 2005 the Fort Ord Reuse Authority (FORA) purchased \$100 million of basewide environmental insurance coverage for remediation of potential pollution and the costs of defense and liability loss associated with pollution and unexploded ordnance on the former Fort Ord. Although the U.S. Army is responsible for remediation of environmental contamination at the former base and sites are cleaned up prior to transfer, some potential risk remains of finding unexploded ordnance or pollution. FORA determined this insurance was necessary to address these residual environmental contamination risks and prevent development delays. FORA required agencies to participate in this environmental insurance program or show equivalent coverage before any development could begin.

The College's parcels at Parker Flats were former weapons training areas with the potential for residual or unknown unexploded ordnance to be found at these sites. To address this risk and meet FORA requirements for environmental insurance coverage, the Board authorized the College in January 2005 to purchase \$5 million of coverage under the FORA Pollution Legal Liability insurance program (PLL), at a cost of \$358,435 paid over seven years.

This insurance coverage expires on December 31, 2014. During the past ten years, there have been no formal claims made against the policy. In March 2014, FORA's consultants issued a request for proposals for \$50 million in basewide PLL coverage, and in October 2014, determined the top ranked proposal to be from Chubb. As with the previous policy, the new insurance program will provide coverage for timely remediation of pollution perils and defense and indemnity costs associated with potential pollution and unexploded ordnance liability losses. The term of the policy is ten years, from January 1, 2015 through December 31, 2024. The policy has a self-insured retention (SIR) of \$500,000 per occurrence for pollution or unexploded ordnance conditions. Due to the lack of claims and increased knowledge about existing environmental pollution conditions from FORA and the Army's base cleanup activities over the past ten years, the premium cost proposed by Chubb is substantially lower than the 2005 level. The cost of \$1 million of PLL insurance will be \$20,000 plus financing charges.

As in the previous policy, FORA will be the first named insured and will manage the PLL coverage. As FORA is scheduled to dissolve in 2020, a successor will need to be identified to assume this role. Potential successors are Monterey County or a newly created JPA.

FORA, the Cities of Monterey, Seaside, and Marina, the County of Monterey, the Transportation Agency of Monterey County, Monterey-Salinas Transit, and some developers will be covered by this policy and will share in the expense of the coverage. All of the College's parcels are covered in FORA's policy. FORA has requested the College and other agencies to confirm participation in the PLL program in November.

This PLL insurance will be in addition to the College's current coverage for property and liability losses through the Bay Area Community Colleges JPA. In 2005, staff consulted with the JPA program administrator and it was determined pollution legal liability was not covered and explosives were excluded from the College's liability coverage.

The College expects to receive and develop its remaining parcels at the former Fort Ord within the next ten years. To address potential damages associated with unexploded ordnance or pollution, staff recommends that the College continue participation in the FORA basewide PLL insurance program and purchase \$5 million of coverage at a cost of \$105,000, including interest. A draft reimbursement agreement for insurance coverage is attached for the Board's review (Attachment A).

**Budgetary Implications:**

The premium cost for the \$50 million coverage is \$1,705,200 million. FORA is contributing \$705,200 from a PLL reserve in its clean-up contract with the Army that will reduce the premium cost to \$1 million. The premium payment for \$5 million of coverage would be \$100,000, plus 5% interest. The reimbursement plan developed by FORA would require the College to make two annual payments of \$52,500 each. The first payment would be due in July 2015; there would be no implications for the current year budget. Funds to cover this expense will be budgeted in the FY 2015-16 budget.

**Resolution:** **BE IT RESOLVED, That** the Superintendent/President be authorized to enter into an agreement with the Fort Ord Reuse Authority for the purchase of \$5 million of insurance coverage in FORA's basewide environmental insurance program for the ten year period from January 1, 2015 through December 31, 2024.

**Recommended By:**

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

**Prepared By:**

Vicki Nakamura  
Vicki Nakamura, Assistant to the President

**Agenda Approval:**

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

**MEMORANDUM OF AGREEMENT  
BETWEEN THE FORT ORD REUSE AUTHORITY  
AND MONTEREY PENINSULA COLLEGE  
REGARDING PAYMENT OF MONTEREY PENINSULA COLLEGE'S  
PORTION OF POLLUTION AND LEGAL LIABILITY INSURANCE  
COVERAGE AND ACCEPTANCE TERMS AND CONDITIONS**

This Memorandum of Agreement Regarding payment of Monterey Peninsula College's portion of the Fort Ord Pollution and Legal Liability (PLL) insurance premium made and entered into between the **FORT ORD REUSE AUTHORITY (FORA)** and the **MONTEREY PENINSULA COLLEGE (MPC)** (hereinafter referred to collectively as the "Parties").

**WITNESSETH THAT:**

**WHEREAS**, FORA, created under Title 7.85 of the California Government Code, Chapters 1 through 7, inclusive, commencing with Section 67650, *et seq.*, and selected provisions of the California Redevelopment Law, including Division 24 of the California Health and Safety Code, Part 1, Chapter 4.5, Article 1, commencing with Section 33492, *et seq.*, and Article 4, commencing with Section 33492.70, *et seq.* to implement 16 U.S.C. § 1531, *et seq.* and 50 C.F.R. 402.13(i), is a regional agency established under Government Code Section 67650 to plan, facilitate, and manage the transfer of former Fort Ord property from the United States Army (hereinafter referred to as the "Army") to the governing local jurisdictions or their designee(s). FORA has been designated as the Local Redevelopment Authority for the former Fort Ord Military Installation, California, by the Office of Economic Adjustment on behalf of the Secretary of Defense;

**WHEREAS**, some of the former Fort Ord properties have environmental contamination issues, and the remediation of environmental contamination is largely the responsibility of the U.S. Army; and;

**WHEREAS**, properties that are conveyed have either been satisfactorily environmentally remediated or are the responsibility of the U.S. Army to continue with remediation efforts even after land has been transferred; and;

**WHEREAS**, FORA has determined that, in order to properly indemnify the Authority Board as well as property beneficiaries, it is necessary to hold an adequate level of PLL insurance which will better address the risk associated with the acceptance of potentially contaminated property or, more importantly, property which may have been conveyed under the good faith belief that contamination had been cleared but is later determined to possess environmental contamination which was undetected or not known; and;

**WHEREAS**, in order to assist with the uniform coverage in amounts covering appropriate risks, FORA staff has proceeded through an RFQ/RFP process to select an appropriate carrier to provide the supplemental PLL insurance coverage thought to be adequate to address environmental risks associated with these properties; and;

**WHEREAS**, FORA staff has asked affected land use jurisdictions to determine the amount of PLL insurance coverage that each will require.

**WITH REFERENCE TO THE FACTS RECITED ABOVE**, the Parties agree as follows:

**I. OBLIGATIONS OF THE PARTIES**

**A. FORA**

- FORA shall negotiate terms and conditions with PLL insurance coverage providers.
- FORA shall be held responsible for repayment of its portion of insurance coverage and accept terms and conditions of Chubb's PLL insurance quote as follows:

<u>Term of Coverage:</u>	10 years
<u>Amount of Coverage:</u>	\$50 million
<u>Risks Covered:</u>	Remediation costs, defense costs, personal injuries, property damages, munitions and explosives risk.
<u>Premium + Tax:</u>	\$1,705,200 one-time payment, including the California Surplus Lines Tax on the \$50 million policy.
<u>Insured:</u>	FORA, City of Monterey, County of Monterey, City of Seaside, City of Marina, MST, TAMC, MPC, developers to be named (subject to underwriting approval).
<u>Type of Policy:</u>	Claims made
<u>Self Insured Retention:</u>	\$500,000 for pollution conditions; \$500,000 for munitions and explosives conditions.

- FORA shall perform PLL insurance premium administration. The administration will include: (1) purchasing the entire cost of the insurance (up to \$1.7 million) and (2) collecting prorated payments from the City of Monterey, the City of Seaside, the City of Marina, the County of Monterey, MST, TAMC, MPC, and FORA to pay \$1,000,000 (amount remaining after FORA Environmental Services Cooperative Agreement funds) of the \$1,700,000 premium.

**B. Monterey Peninsula College**

- Monterey Peninsula College will purchase a \$5,000,000 portion of insurance coverage.
- Monterey Peninsula College shall be held responsible for repayment of its portion of insurance coverage and accept terms and conditions of Chubb's PLL insurance quote as follows:

<u>Term of Coverage:</u>	10 years
<u>Amount of Coverage:</u>	\$5 million
<u>Risks Covered:</u>	Remediation costs, defense costs, personal injuries, property damages, munitions and explosives risk.
<u>Premium + Tax:</u>	\$100,000 principal payment, including the California Surplus Lines Tax.

Insured: FORA, City of Monterey, County of Monterey, City of Seaside, City of Del Rey Oaks, City of Marina, MST, TAMC, MPC, developers to be named (subject to underwriting approval).

Type of Policy: Claims made

Self Insured Retention: \$500,000 for pollution conditions; \$500,000 for munitions and explosives conditions.

3. Monterey Peninsula College shall pay FORA two equal, annual, fully amortizing payments for its portion of the insurance cost, \$50,000, plus interest paid at a rate that is equal to 5%. The first payment is due on June 30, 2015. The second payment is due on June 30, 2016.

4. The principal amount of Monterey Peninsula College's annual payment will be \$50,000, not including interest. With a 5% interest rate, the total annual payments for Monterey Peninsula College will be \$52,500.

5. Any payment obligation of Monterey Peninsula College described in this Memorandum of Agreement to be made in any fiscal year beyond fiscal year 2014-2015 shall be payable from legally available funds, if any.

#### IV. NOTICE

Formal notices, demands, and communications among the Parties shall not be deemed given unless sent by certified mail, return receipt requested, or express delivery service with a delivery receipt, or personal delivery with a delivery receipt or facsimile, to the principal office of the Parties as follows:

Fort Ord Reuse Authority  
ATTN: Michael A. Houlemard, Jr.  
Executive Officer  
100 12th Street, Bldg. 2880  
Marina, California 93933

Monterey Peninsula College, California,  
ATTN: Dr. Walter Tribbley  
President/Superintendent  
980 Fremont Street  
Monterey, CA 93940

Such written notices, demands, and communications may be sent in the same manner to such other addresses as the affected Party may from time to time designate as provided in this Section. Receipt shall be deemed to have occurred on the date marked on a written receipt as the date of delivery or refusal of delivery (or attempted delivery if undeliverable).

**[Signatures pages follow]**

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. F

Superintendent/President  
Office

### Proposal:

That the Governing Board adopt 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 and then evaluating progress made on the approved goals. College Council initiated the review and development of the 2014-2017 Institutional Goals in Fall 2013. The process involved examination by College Council sub-committees and review by the full College Council during the 2013-14 academic year. Institutional goals and objectives were developed and the length of the planning cycle was extended to 2020. At its September 9, 2014 meeting, College Council recommended the 2014-2020 Institutional Goals to the superintendent/president for presentation to the Governing Board.

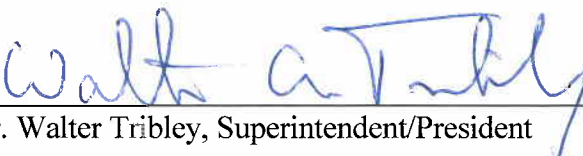
At the October 22, 2014 Board meeting, the Governing Board conducted a first reading of the proposed 2014-2020 goals. No changes were suggested. The attached goals are recommended for adoption.

### Budgetary Implications:

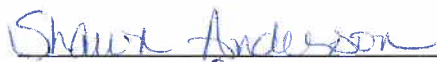
No direct budgetary impact is anticipated.

**RESOLUTION: BE IT RESOLVED,** that the Monterey Peninsula College's Institutional Goals for 2014-2020, be adopted.

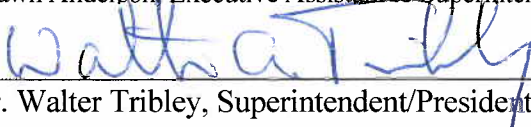
Recommended By:

  
\_\_\_\_\_  
Dr. Walter Tribley, Superintendent/President

Prepared By:

  
\_\_\_\_\_  
Shawn Anderson, Executive Assistant to Superintendent/President & Governing Board

Agenda Approval:

  
\_\_\_\_\_  
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 lifelong<sup>1</sup> 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]

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<sup>1 1</sup> 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

November 19, 2014

President's Office  
College Area

### New Business Agenda Item No. G

#### Proposal:

That the Governing Board review the results of the 2014 Board self-evaluation.

#### Background:

As a part of Monterey Peninsula College's ongoing commitment to continuous improvement, the Governing Board adopted Board Policy 1009 Self Evaluation (Attachment A), 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 (see March Board item and minutes excerpt - Attachment B), 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, membership of the sub-committee was changed to Trustees Steck and Coppernoll. Trustees Steck and Coppernoll drafted Board goals for 2015 and also developed the self-evaluation survey, which was distributed in October with the assistance of Dr. Rosaleen Ryan, Director of Institutional Research. The survey was provided to the Governing Board, staff members who interact with the Board, and members of the communities served by Monterey Peninsula College.

Results of the survey (Attachment C) and the Board's self-evaluation will be discussed at the meeting.

#### Budgetary Implications:

None.

**INFORMATION:** 2014 Governing Board self-evaluation

Recommended By:

Walt A. Tribley  
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

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures for the Governing Board

1009 Board Self-Evaluation

Effective and efficient Governing Board operations are an integral part of creating and maintaining successful educational programs. In order to evaluate progress towards achieving the College's goals, the Board will annually schedule a time and place at which all members will participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal Board operations and performance and will evaluate success in achieving last year's goals. Working with the Superintendent/President, the Board members shall develop goals for the upcoming year against which the Board shall be evaluated. A self-evaluation instrument will be based on these goals. Each Board member will complete a self-evaluation instrument independently.

In addition, the Board will seek anonymous staff, faculty, student and community input through a representative sampling of each group. The sampling will be by position (example, President of the Faculty Senate). The ensuing evaluation will be based on the resulting composite picture of the Board's strengths and weaknesses. The Board will discuss the tabulated results as a group and report its outcome at a public meeting.

The Superintendent/President and the Board shall select an independent member of the administrative staff to review and tabulate the results. Each Board member will receive a complete copy of the survey data.

The evaluation process shall include the establishment of strategies for improving Board performance. Priorities will be set for the following year's performance and evaluation.

Before August Board meeting:	Work with the Superintendent/President to revise evaluation survey instrument and process as necessary.
August of each year	Approve evaluation instrument, process, and calendar.
Before September Board meeting	Collect data from all surveyed constituencies.
September of each year	Review and discuss evaluation results.
Before October Board meeting	Work with the Superintendent/President to develop goals for the upcoming year.
October of each year	Review and discuss evaluation data and results, complete self-evaluation, report on evaluation at a public meeting, and approve goals for the upcoming year.

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of Board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive and effective Board. At the end of the evaluation discussion, Board members should have:

- 1) identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- 2) an understanding of what they expect from themselves and each other to be an effective Board; and
- 3) a summary of accomplishments and characteristics of which they can be proud.

Adopted: August 15, 2000

Revised and adopted: May 25, 2010; November 23, 2010.

## 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:**

Walter 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 25<sup>th</sup> 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 7<sup>th</sup>.

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 23<sup>rd</sup> 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](http://www.mpc.edu/GoverningBoard).*

*Posted April 24, 2014*



**PAGE: PLEASE ANSWER THE FOLLOWING QUESTIONS.**

1. In what areas is the Board doing well?

Response

Count

Hide replies

15

1. Working collaboratively and collegially together in a public forum. Fri, Oct 31, 2014 4:12 PM
2. The Board is doing well with holding regularly scheduled open meetings with sufficient public notice, taking actions as required for various laws, procedures, policies, etc., staying informed via various reports and presentations from staff, and evaluating the superintendent/president. Fri, Oct 31, 2014 8:03 AM
3. Supporting shared governance at MPC. Supporting faculty input. Attending college events to show support and interest. Mon, Oct 27, 2014 4:31 PM
4. Supporting difficult decisions to reduce the cost of operations at MPC. Engaging in Student Success Metrics and related discussions. Keeping a positive demeanor even as toxic comments are launched at them or the administration. Providing verbal support for the Superintendent/President and demonstrating that support by extending a 4-year contract. This action creates a foundation of support for the administration which is critical under the current circumstances related to the budget deficit. They remain united in the difficult decisions. They vote together and yet voice individual concerns prior to the vote. This is a very healthy way to note personal opinions regarding their personal interests/constituents and yet take action as a board in a unanimous manner. The MPC Board of Trustees genuinely care for the college. They are not driven by personal gain. They are cordial and polite with each other. Mon, Oct 27, 2014 7:59 AM
5. The Board demonstrates effective listening at its meetings. I am impressed by the thoughtful comments and questions, as well as by the Board's ability to respond with interest and and kindness, even when some speakers express frustration or anger. I perceive that the Board is very supportive of the college's mission, keeping students and their learning at the forefront of their decisions. Mon, Oct 27, 2014 7:27 AM
6. 1. Continuing a disciplined approach to fiscal responsibility. 2. The majority of the Board is providing visible leadership Mon, Oct 27, 2014 6:46 AM

in the community.

3. Trustees are approachable and seek to understand current issues.

7. Working with community and staying active with college activities. Sun, Oct 26, 2014 8:25 PM
8. supporting the president, providing clear instructions to him Sun, Oct 26, 2014 8:15 PM
9. The board is performing very well under the current circumstances. Mon, Oct 20, 2014 6:16 PM  
The board appears to be trying to be very transparent and trusting of Dr. Tribley, His staff and the current negotiation process. They have a handle on everything and are doing the right thing for the future of the college and its students. The board has acted with the community and the student in mind, when making the hard decisions. The board is very aware of the Open Meetings Act(Brown Act) and constantly reminds each other of protocol and demeanor.
10. Trustees respect the college, administrators, faculty and staff. The trustees maintain a professional demeanor, taking their responsibility seriously and conducting their business harmoniously. Trustees are represented at a majority of school functions. Sun, Oct 19, 2014 4:38 PM
11. The board works well and harmoniously, respectfully, together, and it works very hard to support the Sup/Pres. Sun, Oct 19, 2014 11:24 AM
12. The Board is approachable and truly concerned about helping MPC. When budget information is presented by administration, some members of the Board question. This is good. Sat, Oct 18, 2014 8:38 AM
13. Board meetings: Fri, Oct 17, 2014 3:56 PM  
Board members are asking more questions at MPC Board meetings. This is great! It is important for the board to inquire about the day to day operations. Keep asking the hard questions and follow-up with the answers. Keep up the good work.
14. Listening, Directing questions that asked of the Board, Interest in College Community Fri, Oct 17, 2014 9:53 AM
15. In order to answer this question, a description of what the board should be doing would be very useful. Fri, Oct 17, 2014 9:48 AM

From my perspective, the board seems to be doing well at welcoming public comment at its various board meetings, especially those involving budget cuts.

I think the board is doing well at speaking as one voice. In my role, I do not perceive individual board members talking about what the college should or shouldn't do, or trying to push individual agendas.

From my position, the board does not seem to be micro-

managing the operations of the college.

So from what I perceive the board \*not\* doing, it seems the board is sticking to its role and therefore performing its duties well.

25 responses per page

<b>answered question</b>	<b>15</b>
<b>skipped question</b>	<b>0</b>

2. In what areas could the Board be doing better?

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Response  
Count

Hide replies 15

1. No answer at this time. Fri, Oct 31, 2014 4:12 PM
2. The Board could be communicating better with the college community regarding their actions, with the overall district community about college related issues, and with keeping meetings moving and within reasonable time lengths. Fri, Oct 31, 2014 8:03 AM
3. Understanding that trustees have authority only when they are meeting as a board and that trustees have no individual power to direct staff to do things, even though micro-managing is very tempting! The trustees should use their considerable knowledge and skills to influence the Board's decisions. Some of the trustees are strong advocates of particular issues (repeatability) or interest groups (Gentrain) or their city (Marina). It is human nature that they want to see things happen to benefit their issue, interest group, or city. But the Board's decisions need to be based on what is best for the College and not on special interests. The MPC Board is still learning how to work together and be a team. It would be great to see the trustees engage in more discussion on items, whether it is the budget or the institutional goals, before approving the resolutions. Mon, Oct 27, 2014 4:31 PM
4. Be a clear and strong buffer with the community as it relates to lifelong learning. MPC will continue to fulfill this part of the mission but it will take a culture change among some key division chairs. When these division chairs are in front of the board and the president is demonstrating, Mon, Oct 27, 2014 7:59 AM

clearly, how the division chairs can help (supporting community ed very vigorously), this needs to be reinforced. When community members are disrespectful and demanding of some work-around that may further hurt the college financially, that is a time for careful redirection of those community members.

5. 1. Don't sue the college! Mon, Oct 27, 2014 7:27 AM  
2. Explore all avenues to help the college thrive financially (the Board is probably already doing this, but I cannot tell).
6. Continue developing communications with communities. Mon, Oct 27, 2014 6:46 AM
7. Communicating more with faculty and staff Sun, Oct 26, 2014 8:25 PM
8. I am afraid that difficult times are coming, and I am not sure we are doing all we could to help ameliorate those times. Sun, Oct 26, 2014 8:15 PM
9. The Board needs to remind itself that it only governs through policy. It represents the people that elected them and are responsible for DEFINING legal, ethical, and prudent standards for college operations. Mon, Oct 20, 2014 6:16 PM  
Sometimes a director will undertake a special program and move away from the entire college mission. The MPC mission should be the front, center and ending of the decision making process for the entire board.

The board needs to look to the future and anticipate what is needed by their communities.

10. Communication between trustees is infrequent. It is difficult to keep abreast of what is actually happening on campus. Leadership is not shared. Sun, Oct 19, 2014 4:38 PM
11. Since the board delegates operations to the CEO, it would be very difficult for the board to do better than it is. It could, though, advocate for better budgeting for trustee education, which is supposed to be an integral part of the budget according to accreditation reports and input from the California Community College League, and support for attendance at functions that are costly. It is important for trustees to be seen at events and out in the community, yet the cost of doing so can be a challenge. Trustees do not seem to have a trustee budget allocation as do those in the administration. Travel costs to meetings, special study sessions, extra subcommittee meetings, events, etc. can add up to large sums for those who have to live on a fixed income budget. Marketing the college is a major issue that trustees should be involved in; they could do more by advocating for more entrepreneurial projects and community partnerships. The wheels of bureaucracy move slowly, but trustees have the responsibility to get action in order to bolster support for the college. Trustees seem to be very dedicated to the college and student success. They work hard wherever and whenever possible to promote the well being of the entire college community. Sun, Oct 19, 2014 11:24 AM

12. The Board should have gotten more feedback from faculty at MPC before renewing Dr. Tribley's contract. Also, there should be more clear pathways to communication to the Board, other than the agenda item of Public Comment. These pathways should be publicized. Also, when budget and other information is presented to the Board by administration, the Board should elicit other viewpoints before making any final decisions that the Board is to sign off on.

Sat, Oct 18, 2014 8:38 AM

13. Consider a new process for evaluating administration. Why? Here are some things to consider.

Fri, Oct 17, 2014 3:56 PM

1. For several years, MPC enrollment continues to decline. Administration has failed to create a marketing plan to engage the community with information about class, on-line learning, the Marina Ed center and our public safety training programs. The lack of planning continues to affect enrollments (FTES)

2. Enrollment management - administration has failed to create an effective action plan for enrollment patterns. Administration has the ability to identify courses that students continuously enroll in (high level enrollments) and also see courses that don't do well. This has cost the district an enormous amount of money by continuing to offer low enrollment courses.

The lack of planning has affected the college's fiscal stability. To balance the budget, and to make up for these

errors, administration has reduced staff (lay-offs), employees are offer incentives for early retirement, and cutting back on employee training and travel to balance the end of the year expenses.

3. Budget - Administration submits a proposed budget every year. Unfortunately, administration fails to meet the proposed budget and creates unnecessary expenses throughout the year. For example: MPC has had more "contract" employees or special assignments than ever before. These assignments could fall under administration and management. Faculty and staff have been asked to do more with less. Less resources & same pay. Budget - Healthcare - For years, administration has said its our medical plan that creates such a financial hardship. That's not correct. For over five years, MPC's medical expenses have been contained and under budget. Employees have made sacrifices and changes to help reduce and off-set medical expenses.

4. Human Resources - the leadership is Human Resources is questionable. It is very clear that the administrator for Human Resources lacks the necessary skills to interact with employees of the college. Her tone is abrupt and stern. She lacks sensitivity when speaking about sensitive subjects. She fails to listen, document accordingly and follow thru on employees request. Her work ethics are not aligned with the job of Human

work ethics are not aligned with the job of Human Resources.

14. Directing non agenda items to next meeting

Fri, Oct 17, 2014 9:53 AM

15. I don't really know at the moment.

Fri, Oct 17, 2014 9:48 AM

Communication from high level administration +/- the board is a problem at this institution. I wonder if there is a way for the board to communicate the kinds of things it is working on in a way other than the agenda and minutes of its meetings.

25 responses per page

answered question 15

skipped question 0

**PAGE: BOARD ORGANIZATION AND OPERATION**

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know	Rating Average	Rating Count
<b>a. Are the Board meetings conducted in such a manner that the purposes are achieved efficiently and effectively?</b>	80.0% (12)	6.7% (1)	13.3% (2)	0.0% (0)	2.67	15
<b>b. Does the Board act with a spirit of harmony and cooperation, giving each member courteous consideration of his/her opinion?</b>	80.0% (12)	20.0% (3)	0.0% (0)	0.0% (0)	2.80	15
<b>c. Is confidentiality of privileged information maintained?</b>	80.0% (12)	0.0% (0)	0.0% (0)	20.0% (3)	3.00	15
<b>d. Is the role of the Chair clear?</b>	66.7% (10)	33.3% (5)	0.0% (0)	0.0% (0)	2.67	15
<b>e. Does the Board understand its role and</b>				0.0%		

<b>understand its role and that of the President, faculty, and staff?</b>	26.7% (4)	<b>60.0% (9)</b>	13.3% (2)	0.0% (0)	2.13	15
<b>f. Does the Board maintain current policies for the guidance of the President, faculty, and staff?</b>	26.7% (4)	<b>33.3% (5)</b>	<b>33.3% (5)</b>	6.7% (1)	1.93	15
<b>g. Does the Board establish annual goals for itself?</b>	20.0% (3)	<b>40.0% (6)</b>	13.3% (2)	26.7% (4)	2.09	15
<b>h. Does the Board take advantage of study sessions to educate itself about issues facing the college?</b>	<b>53.3% (8)</b>	20.0% (3)	13.3% (2)	13.3% (2)	2.46	15

Comments: 6  
Hide replies

1. Not sure if all of the trustees support the Chair or respect his authority to run the meetings. It also appears there are no strong leaders on the Board compared to past MPC Boards. Mon, Oct 27, 2014 4:31 PM
2. Board policies are out-of-date. Sharing annual goals with the college at-large would be very helpful to all. Sharing goals may already be done through minutes of meetings; if so, sharing them specifically with College Council and other advisory groups may be helpful as well. Mon, Oct 27, 2014 7:32 AM
3. Policies are in the process of being updated to be in line with those of the Community College League of California that have already undergone legal review, thus providing savings for the college. Before 2010 the board did not have written goals. Each year the board has made improvements and updated its goals, as required by accreditation. The board goals reflect those issues that are specifically important to the board and its roles and responsibilities, while at the same time being in line with the college's strategic plan and goals. Sun, Oct 19, 2014 11:33 AM
4. Where would an employee find the answers to "g" and "h" Fri, Oct 17, 2014 3:58 PM
5. I notice that not all the Board are not present for Special Study sessions and are not announced at all Board Meetings. Why are Special Sessions not at the same time as Board Meetings. Fri, Oct 17, 2014 9:59 AM
6. The current state of the board policies is a serious deficiency at the moment. This really needs attention. So do the administrative procedures. Fri, Oct 17, 2014 9:50 AM



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**PAGE: EDUCATIONAL PROGRAMS AND SERVICES**

1. Please use the rating scale to answer each of the following questions.

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	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know	Rating Average	Rating Count
<b>a. Does the Board weigh decisions in terms of what is best for students?</b>	<b>66.7% (10)</b>	26.7% (4)	6.7% (1)	0.0% (0)	2.60	15
<b>b. Is equality of opportunity for all students assured?</b>	40.0% (6)	<b>53.3% (8)</b>	0.0% (0)	6.7% (1)	2.43	15
<b>c. Does the Board understand the college's educational programs and services?</b>	33.3% (5)	<b>60.0% (9)</b>	6.7% (1)	0.0% (0)	2.27	15
<b>d. Has the Board adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met? (Subject to limitations by the college's mission and funding realities.)</b>	<b>46.7% (7)</b>	26.7% (4)	6.7% (1)	20.0% (3)	2.50	15
<b>e. Is the Board knowledgeable about how the college is responding to the recommendation regarding Student Learning Outcomes (SLOs) in its most recent accreditation?</b>	<b>73.3% (11)</b>	13.3% (2)	13.3% (2)	0.0% (0)	2.60	15
<b>f. Is the Board</b>						



<b>knowledgeable about how the college is responding to the recommendation regarding distance learning in its most recent accreditation?</b>	<b>60.0% (9)</b>	20.0% (3)	20.0% (3)	0.0% (0)	2.40	15
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<b>g. Do the Board's decisions demonstrate a concern for institutional effectiveness?</b>	<b>66.7% (10)</b>	26.7% (4)	6.7% (1)	0.0% (0)	2.60	15
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Comments: 4  
Hide replies

- |  |                            |
|--|----------------------------|
| 1. The President and his staff have performed several training sessions, keeping the board updated on ongoing changes and functions in areas such as Student Learning Outcomes, Distance Learning, and anything the board requests information on or about.  | Mon, Oct 20, 2014 6:21 PM  |
| 2. Board members do work hard to be knowledgeable about all these areas of concern. While it can be frustrating to keep up with changes and new information due to the board meeting primarily once a month, and not being involved in daily operations, board members make every effort to be on top of issues and up to speed on board materials coming before it at meetings in order to make informed and wise decisions when voting. I think board members remain alert in their search for new ideas and efficiencies that support student learning. | Sun, Oct 19, 2014 11:41 AM |
| 3. Some Board members show concerns for one program (GenTran) than other programs. (just an observation)   | Fri, Oct 17, 2014 10:01 AM |
| 4. I don't think I've seen evidence of how the board has been involved with ensuring equality of opportunity for all students, other than reviewing student equity plans or other such matters.  | Fri, Oct 17, 2014 9:53 AM  |

The planning and evaluation process? Is this for the board and its role, or for the institution? I don't think the Planning and Resource Allocation Process is a document that needs board approval. I'm not sure what this question is asking.

**answered question 15**

**skipped question 0**

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know	Rating Average	Rating Count
<b>a. Is the Board's emphasis on the establishment of policy?</b>	26.7% (4)	<b>40.0% (6)</b>	33.3% (5)	0.0% (0)	1.93	15
<b>b. Does the Board hold the President and his/her staff accountable for the administration of college programs and services?</b>	<b>53.3% (8)</b>	33.3% (5)	13.3% (2)	0.0% (0)	2.40	15
<b>c. Is the Board committed to shared governance, and does the Board appropriately involve the faculty and staff in decision making?</b>	<b>86.7% (13)</b>	6.7% (1)	6.7% (1)	0.0% (0)	2.80	15
<b>d. Is the Board committed to equal opportunity and the college's Equal Employment Opportunity Plan?</b>	<b>66.7% (10)</b>	20.0% (3)	13.3% (2)	0.0% (0)	2.53	15
<b>e. Does the Board provide the support necessary for the President to be effective in carrying out his/her responsibilities in institutional leadership?</b>	<b>46.7% (7)</b>	33.3% (5)	13.3% (2)	6.7% (1)	2.36	15
<b>f. Does the Board provide the President with a clear statement of the expectations, of performance and personal characteristics, against which he/she is periodically evaluated?</b>	<b>60.0% (9)</b>	13.3% (2)	6.7% (1)	20.0% (3)	2.67	15
<b>g. Do the Board's decisions demonstrate a concern for the well-being of employees?</b>	<b>66.7% (10)</b>	20.0% (3)	13.3% (2)	0.0% (0)	2.53	15

Comments:

1. It might be helpful to have "I think so" as one of the choices! I cannot be sure, as I am fairly removed from the Board, its discussions, and its actions. Mon, Oct 27, 2014 7:41 AM
2. The board has to be careful and not reach into the lower hierarchy of the college when addressing problems. The President is THE employee of the board and the board should always work through the President and/or the Board President, when addressing their individual concerns. Mon, Oct 20, 2014 6:27 PM
3. As mentioned in a previous question, the board continues to evaluate its policies and is in the process of ensuring all policies are updated to current policy standards and expectations. The shared governance process works well and serves the entire college community in developing policy implementation that involves the entire community. Sun, Oct 19, 2014 11:46 AM
4. Set goal for President (Budget) and he not follow Fri, Oct 17, 2014 10:05 AM
5. Is the Board's emphasis on the establishment of policy? As in board policy? Obviously not. There has been no emphasis on this at all since I've been at MPC. Fri, Oct 17, 2014 9:55 AM

answered question 15

skipped question 0

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## PAGE: COMMUNITY RELATIONS AND REPRESENTATION

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know	Rating Average	Rating Count
<b>a. Do the Board's decisions demonstrate a concern for the interests of the community?</b>	<b>66.7% (10)</b>	33.3% (5)	0.0% (0)	0.0% (0)	2.67	15
<b>b. Does the Board encourage support for and interest in the college?</b>	<b>60.0% (9)</b>	40.0% (6)	0.0% (0)	0.0% (0)	2.60	15
<b>c. Are all Board</b>						

deliberations and discussion conducted in open meetings, except where a closed session is necessary and allowed by the Brown Act?	<b>80.0% (12)</b>	20.0% (3)	0.0% (0)	0.0% (0)	2.80	15
d. Does the Board encourage community participation in an advisory capacity in the solution of specific problems?	<b>53.3% (8)</b>	46.7% (7)	0.0% (0)	0.0% (0)	2.53	15
e. Does the Board actively foster cooperation with the news media for the dissemination of information regarding the college?	13.3% (2)	<b>46.7% (7)</b>	33.3% (5)	6.7% (1)	1.79	15
f. Does the Board direct concerns, complaints, and criticisms of the college through the President for study and reporting back to the Board if action is required?	26.7% (4)	<b>53.3% (8)</b>	13.3% (2)	6.7% (1)	2.14	15
g. Does the Board communicate with members of the community regarding the status of the college and other college-related issues?	26.7% (4)	<b>33.3% (5)</b>	26.7% (4)	13.3% (2)	2.00	15
h. Does the Board stay knowledgeable on legislative issues affecting the college?	<b>46.7% (7)</b>	<b>46.7% (7)</b>	0.0% (0)	6.7% (1)	2.50	15
i. Does the Board communicate with legislators on issues affecting the college?	<b>40.0% (6)</b>	26.7% (4)	13.3% (2)	20.0% (3)	2.33	15

Comments: 3  
Hide replies

1. I hope the Board communicates with legislators. If so, I also hope the Board encourages legislators to minimize the number of reports

Mon, Oct 27, 2014 7:44 AM

required to receive funding and provide more apportionment funds for each FTE (categorical funds create more layers of decision-making, more reporting, and more restrictions).

2. Marketing the college has been challenging because the college does not have a public information officer. However, the Sup/Pres, and the board, make every effort to maintain a good, solid connection to the media. It is a very difficult challenge because the media has a different focus than that of educational institutions. It might be good to have campus tours for local media personnel so they can get a better understanding of the college and its challenges. The board needs to do more in the future to foster even better relationships with the media, although the board has done a credible job to date in facing media criticism. It may be good to invite media personnel to make a presentation to the board at open session, thus making them feel more involved and connected to the college. In the past, the Herald was quite critical of the board, but softened its harsh views as the board evolved. Giving the media more visibility or recognition may help foster better understanding and deeper connections, and make media personnel feel part of the MPC family..

Sun, Oct 19, 2014 11:59 AM

3. I have not seem communications in the press from the Board. Not enough communication with legislators- never seen one at a Board meeting- perhaps they should be invited to a Board Meeting

Fri, Oct 17, 2014 10:08 AM

answered question 15  
skipped question 0

**PAGE: FISCAL RESPONSIBILITIES**

1. Please use the rating scale to answer each of the following questions.

	Performed Well	Performed Satisfactorily	Needs Improvement	Don't know	Rating Average	Rating Count
<b>1. Does the Board make provisions for long-range planning for the acquisition of sites and facilities?</b>	40.0% (6)	26.7% (4)	6.7% (1)	26.7% (4)	2.45	15
<b>2. Does the Board adopt a realistic annual budget, which supports the college's mission, priorities and</b>	40.0% (6)	46.7% (7)	13.3% (2)	0.0% (0)	2.27	15

priorities, and programs?

<p><b>3. Does the Board monitor the budget and spending patterns to assure fiscal integrity?</b></p>	28.6% (4)	<b>50.0% (7)</b>	21.4% (3)	0.0% (0)	2.07	14
<p><b>4. Does the Board establish written policies to ensure efficient administration of purchasing, accounting, risk management, and other applicable procedures?</b></p>	26.7% (4)	<b>26.7% (4)</b>	20.0% (3)	<b>26.7% (4)</b>	2.09	15
<p><b>5. Does the Board provide leadership in promoting and securing community and legislative support for adequate funding for the college?</b></p>	33.3% (5)	<b>40.0% (6)</b>	20.0% (3)	6.7% (1)	2.14	15

Comments: 4  
[Hide replies](#)

1. The annual budget has been a struggle for both the College and the Board during the past few years due to the effects of the recession, declining resources, changes in state educational priorities, and declining enrollment. The Board's clear direction to achieve a balanced budget is a very important message in helping the College adapt and make necessary changes. Mon, Oct 27, 2014 4:32 PM
2. Given the serious economic challenges and budget cuts the college has sustained over the past years, the board has been diligently striving to ensure a balanced budget while maintaining to the fullest extent possible salaries and benefits for all employees. Tough challenges still remain, but the board, along with college administrators and staff, continue to search for the best fiscal solutions for all concerned, while ensuring the highest quality education for our students. Developing new partnerships, new sources of revenues, and innovations in student access are ongoing, with online distant learning being one of those innovations. Sun, Oct 19, 2014 12:07 PM
3. Need work on Bond Measures; Accountability; Special Sessions on the Budget Fri, Oct 17, 2014 10:13 AM
4. I know that the board has asked that the budget be balanced within a period of years. But if my friends ask me about this, I have trouble pointing to any coherent plan that will solve this budget problem. I know about some of the parts (CDC, Theater, Health care), but they don't seem to add up to how far we're in the hole. Fri, Oct 17, 2014 9:58 AM

answered question 15

skipped question 0

---

**PAGE: ROLE AT MPC**

1. I am a(n)...

---

	Response Percent	Response Count
<b>MPC Board member</b>	<b>28.6%</b>	<b>4</b>
<b>MPC Administrator</b>	21.4%	3
<b>MPC Faculty member</b>	<b>28.6%</b>	<b>4</b>
<b>MPC Classified Staff</b>	14.3%	2
<b>MPC Student</b>	0.0%	0
<b>MPC Foundation Board</b>	0.0%	0
<b>Community member</b>	7.1%	1
	<b>answered question</b>	<b>14</b>
	<b>skipped question</b>	<b>1</b>

2. I interact with the MPC Board of Trustees...

---

	Response Percent	Response Count
<b>Daily</b>	0.0%	0
<b>Weekly</b>	28.6%	4
<b>Monthly</b>	<b>71.4%</b>	<b>10</b>

**Less often than once a month**

0.0%

0

**answered question**

**14**

**skipped question**

**1**



# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

New Business Agenda Item No. H

President's Office  
College Area

### Proposal:

That the Governing Board adopt 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.

The proposed goals were presented to the Governing Board at the October meeting for a first reading and to receive the Board's input. The attached goals have been updated to reflect the changes discussed at the October meeting and are presented to the Governing Board for adoption.

### Budgetary Implications:

None.

**RESOLUTION:**                    **BE     IT     RESOLVED,**            that     the     Monterey Peninsula College Governing Board Goals for 2015, be adopted.

Recommended By:

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

Prepared By:

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

Agenda Approval:

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

**MONTEREY PENINSULA COLLEGE GOVERNING BOARD**  
**BOARD GOALS FOR 2015**

- 1. Actively participate in and support actions taken by the college to maintain fiscal stability.**
- 2. Maintain an open and respectful partnership with the Superintendent/President.**
- 3. Actively participate in and support 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 the college policy manual is updated, comprehensive, and implemented.**

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

**New Business Agenda Item No. I**

Superintendent/President  
College Area

**Proposal:**

That the Governing Board adopt the resolution to amend Monterey Peninsula College's (MPC's) updated conflict of interest code (Appendix to Board Policy 1300, "Conflict of Interest").

**Background:**

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. The conflict of interest code includes enumeration of positions within the agency that involve the making of—or participation in the making of—decisions which may foreseeably have a material effect on any financial interest. Assigned to those positions are disclosure categories specifying the types of interests to be reported. Agency representatives occupying those positions are required to file Statements of Economic Interests (Form 700). Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflict of interests. The code also includes all other provisions required by Government Code Section 87302.

Superintendent/President Walter Tribley reviewed MPC's current conflict of interest code (Attachment 1) with the executive cabinet and determined that an amendment was necessary. On September 30, 2014, as required by the Monterey County Board of Supervisors, the Superintendent/President's office submitted to the County Board MPC's 2014 Local Agency Biennial Notice, in which our intention to amend the code was indicated.

Exhibit A of MPC's conflict of interest code has been revised (Attachment 2) to reflect the current positions required to submit an annual Statement of Economic Interest. MPC's amended conflict of interest code (Attachment 3) must be approved by the Governing Board and submitted to the Monterey County Board of Supervisors by December 8, 2014.

**Budgetary Implications:**

None.

**RESOLUTION: BE IT RESOLVED**, that Resolution No. 2014-2015/62 - Resolution to Amend MPC's Conflict of Interest Code (Appendix to Board Policy 1300), be approved.

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

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

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

**MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 2014-2015/62**

**RESOLUTION TO AMEND MONTEREY PENINSULA COLLEGE'S CONFLICT OF INTEREST CODE  
(APPENDIX TO BOARD POLICY 1300)**

**WHEREAS**, pursuant to Government Code sections 87300 and 87301, Monterey Peninsula College of the County of Monterey has adopted a conflict of interest code;

**WHEREAS**, pursuant to Government Code section 87306, Monterey Peninsula College has amended its conflict of interest code as necessitated by changed circumstances;

**WHEREAS**, the proposed code as amended is lawful under the Political Reform Act of 1974;

**WHEREAS**, pursuant to Sections 82011 and 87303 of the Government Code, Monterey Peninsula College will submit its amended code to the Monterey County Board of Supervisors, the code reviewing body, for approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Monterey Peninsula Community College District amend Monterey Peninsula College's Conflict of Interest Code (Appendix to Board Policy 1300).

**PASSED AND ADOPTED** by the Governing Board of the Monterey Community College District this 19<sup>th</sup> day of November, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Charles Brown, Chair, Governing Board

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Dr. Walter Tribley, Secretary

**NEW BUSINESS ITEM # I  
ATTACHMENT 1  
CURRENT CONFLICT OF INTEREST CODE**

EXHIBIT A

DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS  
As Amended, MPC Regular Board Meeting September 29, 2010

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
1. Governing Board	1
2. Superintendent/President	1
3. Vice President for Academic Affairs	1
4. Vice President for Student Services	1
5. Vice President for Administrative Services	1
6. Consulting Attorneys	1
7. Administrators:	
Dean of Instruction	3
Dean of Instructional Planning	3
Dean of Technology	3
Dean of Student Services	3
Associate Dean of Human Resources	3
8. Others (will include all who are authorized to purchase within a given budget allowance):	
Controller	
Director, Athletics	3
Director, Child Development Center	3
Director, Institutional Research	3
Director, Media Services/Public Information	3
Director, Student Financial Services	3
Director, Maurine Church Coburn School of Nursing	3
Director, Facilities, Planning and Management	3
Purchasing Agent	3
Director MATE	3
Associate Director, MATE	3
Registrar	3
Division Chairpersons of:	
Business/Technology	3
Counseling	3
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3

**NEW BUSINESS ITEM # I  
ATTACHMENT 1  
CURRENT CONFLICT OF INTEREST CODE**

Physical Education	3
Physical Science	3
Social Science	3

**NEW BUSINESS ITEM # I  
ATTACHMENT 1  
CURRENT CONFLICT OF INTEREST CODE**

DISCLOSURE CATEGORIES

Category 1.

Employees in this category shall disclose all reportable investments, interest in real property and income and any business entity in which the person is a director, officer, partner, trustee, employee or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

Category 2.

Employees in this category shall disclose all reportable investments and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within or subject to the jurisdiction of the school district or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the past two years preceding the filing of the disclosure statement.

Category 3.

Employees in this category shall disclose all reportable investments and interest in any business entity furnishing services, supplies, merchandise, or equipment or educational services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement. Interests include any position of management or as a director, officer, partner, trustee or employee.

Revised and Adopted: December 5, 2003, November 23, 2004



NEW BUSINESS ITEM # I  
ATTACHMENT 2  
CONFLICT OF INTEREST CODE (REVISIONS NOTED)

EXHIBIT A

DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS  
As Amended, MPC Regular Board Meeting September 29, 2010

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
<b>*Note: Additions are underlined</b>	
1. Governing Board	1
2. Superintendent/President	1
3. Vice President for Academic Affairs	1
4. Vice President for Student Services	1
5. Vice President for Administrative Services	1
6. Consulting Attorneys	1
7. Administrators:	
Dean of Instruction	3
Dean of Instructional Planning	3
<del>Dean of Technology</del>	<del>3</del>
Dean of Student Services	3
Associate Dean of Human Resources	3
<u>Associate Dean of Instructional Technology and Development</u>	<u>3</u>
8. Others (will include all who are authorized to purchase within a given budget allowance):	
Controller	
Director, Athletics	3
Director, Child Development Center	3
<u>Director, Information Systems</u>	<u>3</u>
Director, Institutional Research	3
Director, Media Services/Public Information	3
Director, Student Financial Services	3
Director, Maurine Church Coburn School of Nursing	3
Director, Facilities, Planning and Management	3
<u>Director, Public Safety Training Center</u>	<u>3</u>
Purchasing Agent	3
<u>Custodial/Evening Site Supervisor</u>	<u>3</u>
<u>Facilities Operations Supervisor</u>	<u>3</u>
Director MATE	3
Associate Director, MATE	3
<del>Registrar</del>	<del>3</del>
<u>Director of Admissions and Records</u>	<u>3</u>

**NEW BUSINESS ITEM # I  
ATTACHMENT 2  
CONFLICT OF INTEREST CODE (REVISIONS NOTED)**

Division Chairpersons of:

Business/Technology	3
Counseling	3
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3
Physical Education	3
Physical Science	3
Social Science	3

**NEW BUSINESS ITEM # I  
ATTACHMENT 3  
CONFLICT OF INTEREST CODE (AMENDED)**

EXHIBIT A (Revised)

DESIGNATED EMPLOYEES AND CONSULTING ATTORNEYS  
Proposed to Governing Board for Approval, November 19, 2014

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
1. Governing Board	1
2. Superintendent/President	1
3. Vice President for Academic Affairs	1
4. Vice President for Student Services	1
5. Vice President for Administrative Services	1
6. Consulting Attorneys	1
7. Administrators:	
Dean of Instruction	3
Dean of Instructional Planning	3
Dean of Student Services	3
Associate Dean of Human Resources	3
Associate Dean of Instructional Technology and Development	3
8. Others (will include all who are authorized to purchase within a given budget allowance):	
Controller	
Director, Athletics	3
Director, Child Development Center	3
Director, Information Systems	3
Director, Institutional Research	3
Director, Media Services/Public Information	3
Director, Student Financial Services	3
Director, Maurine Church Coburn School of Nursing	3
Director, Facilities, Planning and Management	3
Director, Public Safety Training Center	3
Purchasing Agent	3
Custodial/Evening Site Supervisor	3
Facilities Operations Supervisor	3
Director MATE	3
Associate Director, MATE	3
Director of Admissions and Records	3

**NEW BUSINESS ITEM # I  
ATTACHMENT 3  
CONFLICT OF INTEREST CODE (AMENDED)**

Division Chairpersons of:

Business/Technology	3
Counseling	3
Creative Arts	3
Humanities	3
Library & Technology Center	3
Life Science	3
Physical Education	3
Physical Science	3
Social Science	3

**NEW BUSINESS ITEM # I  
ATTACHMENT 3  
CONFLICT OF INTEREST CODE (AMENDED)**

**DISCLOSURE CATEGORIES**

Category 1.

Employees in this category shall disclose all reportable investments, interest in real property and income and any business entity in which the person is a director, officer, partner, trustee, employee or holds any position of management.

Financial interests are reportable only if located within or subject to the jurisdiction of the school district, or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the two years preceding the filing of the disclosure statement.

Category 2.

Employees in this category shall disclose all reportable investments and income and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interests are reportable only if located within or subject to the jurisdiction of the school district or if the business entity in which the employee has an interest as indicated above is doing business or planning to do business in the school district jurisdiction or has done business within that jurisdiction during the past two years preceding the filing of the disclosure statement.

Category 3.

Employees in this category shall disclose all reportable investments and interest in any business entity furnishing services, supplies, merchandise, or equipment or educational services or materials of any kind to the school district within the past two years preceding the filing of the disclosure statement. Interests include any position of management or as a director, officer, partner, trustee or employee.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

President's Office  
College Area

### New Business Agenda Item No. J

#### Proposal:

That the Governing Board consider including the Pledge of Allegiance as part of the opening protocol of the Board meeting and provide direction to staff.

#### Background:

At the September 24, 2014 meeting, the Board discussed Trustee Coppernoll's proposal to include the Pledge of Allegiance as part of the Board meeting protocol (Attachment A – September 2014 Agenda Item). The trustees recommended the proposal receive shared governance review before any Board action. President Tribley presented the issue for College Council consideration on October 28, 2014 and "members concurred that as long as board and audience members were not required to participate in the pledge, there was no objection." (Attachment B – College Council minutes excerpt)


It is recommended the Board further discuss the proposal to determine if there is consensus to change the Board meeting protocol to include the pledge, and take formal action, as appropriate.

#### Budgetary Implications:

The purchase of American and California flags with stands, at a cost of \$417, was covered by contingency funds.

**INFORMATION/ACTION:** Pledge of Allegiance at Board Meeting


**Recommended By:**

  
Walter Tribley, Superintendent/President

**Prepared By:**

  
Vicki Nakamura, Assistant to the President

**Agenda Approval:**

  
Walter Tribley, Superintendent/President

Monterey Peninsula Community College District

Governing Board Agenda

September 24, 2014

President's Office  
College Area

New Business Agenda Item No. I

**Proposal:**

That the Governing Board consider including the Pledge of Allegiance as part of the opening protocol of the Board meeting and provide direction to staff.

**Background:**

Trustee Coppernoll has proposed including the Pledge of Allegiance as part of the Board meeting. She requested the purchase of a flag and stand for the Sam Karas Room to facilitate this activity.

A scan of meeting minutes over the past 48 years show no record of the Pledge of Allegiance being included as part of the District's Board meeting protocol. Several other community college districts, such as Pasadena City College, Napa Valley CCD, San Mateo CCD, and Yosemite CCD, open their Board meetings with the pledge.

It is recommended the Board discuss the proposal to determine if there is consensus regarding changing the Board meeting protocol to include the pledge, and take formal action, as appropriate.

**Budgetary Implications:**

The cost of American and California flags/stands is approximately \$400 and will be covered by contingency funds.

**INFORMATION/ACTION:** Pledge of Allegiance at Board Meeting

**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

6. Discussion Items:

a. **Pledge of Allegiance for Board of Trustees (Walt Tribley):** Dr. Tribley explained that the board asked about including the Pledge of Allegiance at board meetings. With no historical information as to why this is not (or has not) been done, board members thought we should see how the campus feels about it and as such, chose to consult with College Council. No specific rationale was identified and members concurred that as long as board and audience members were not required to participate in The Pledge, there was no objection.

b. **College Council Bylaws:** Diane suggested the *Terms and Membership* page be separate from the bylaws. The group revisited the discussion of last week regarding 1k. The group decided to revised the wording as follows:

~~1k. Review and potentially revised the shared governance process to ensure institutional effectiveness on a regular basis?~~

1k. Evaluate and approve (affirming) recommendations from Academic Senate or advisory groups to College Council for changes to the shared governance process.

Diane invited further questions and asked if any other concerns needed to be shared. She invited a motion. Mike made the motion to approve the College Council Bylaws; Paola seconded. All voted in favor with none opposed and no abstentions.

c. **Budget Sub-Committee: Charge and Role (Earl Davis via speakerphone):** (see handouts- e-mail to College Council via Dr. Tribley and Chaffey Community College District Budget Development Calendar). Earl described the Budget Development Calendar used at Chaffey CCD and how the Calendar was used not only to inform the college, Governing Board and community at large about the process and timeline, but that it also served as a tool for campus committees to provide input on the process. The Calendar serves the purpose of defining when important assumptions regarding the budget process are being developed and how they will become part of the budget process. He cited the Governor's "State of the State" address as one example. He described also how the early March budget workshops for faculty, staff and managers allowed a first review of the budget. He noted that for several years now, the Governor's January Budget has seen significant changes by the time the State's Budget is finally approved. This underscores the need to maintain an informed budgeting climate throughout the budget development process.

Other comments and ideas from the group included that since we already have the Planning and Resource Allocation as a 12 step process, the budget subcommittee could plug into the process at various stages. Program Review Updates could be completed in January and along with the Governor's January budget, the initial budget packets could be produced and provided to department managers at that time. The Budget Committee could be built into the resource allocation process and tie together Program Review needs, the Education Master Plan and related.

Following discussion, the group arrived at an outline of what the budget subcommittee's primary role/charge could include:



# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

Board Meeting

Human Resources

College Area

### New Business Agenda Item No. K

#### **Proposal:**

That the Governing Board approve the Memorandum of Understanding (MOU) of October 17, 2014, entitled Academic Affairs and Student Services Reorganization in which the California School Employees Association Chapter #245-MPCEA/CSEA and the Monterey Peninsula Community College District (the Parties) agree to the redistribution of workload, the establishment of the position of Unit Office Manager/PSTC, modifications to job descriptions; the establishment of Administrative Assistant III/Faculty Assignments, and the transfer of the two Administrative Assistant IV positions from the bargaining unit to confidential status.

#### **Background:**

The Parties met to negotiate proposed changes in workload distribution and the assignment of additional duties in Academic Affairs. These changes will result in increased efficiencies and equity of workload. Those negotiations have concluded and resulted in the attached MOU regarding the following positions:

1. **Academic Curriculum, Scheduling and Technician.** Changes in job description.
2. **CurricUNET.** Changes in job description.
3. **Scheduling Technician.** Changes in job description.
4. **Administrative Assistant III.** Changes in job description.
5. **Administrative Assistant III/Faculty Assignments.** These two positions were Administrative Assistant III's. The job descriptions were modified to include additional duties and were increased to range to 19.
6. **Unit Office Manager/PSTC.** This position was the Administrative Assistant II/PSTC. Job description was developed to include additional duties and increased to range to 18.
7. **Administrative Assistant III/Instructional Contract Coordinator.** The duties associated with instructional contracts were transferred to the Unit Office Manager/PSTC. This position will be reclassified as an Administrative Assistant III.
8. **Administrative Assistant IV- Academic Affairs.** Modify job description to include duties associated with the development of management positions with respect to labor relations and transfer position from the bargaining unit to confidential status.

9. **Administrative Assistant IV- Student Services.** Modify job description to include duties associated with the development of management positions with respect to labor relations and transfer position from the bargaining unit to confidential status.

Effective date for Administrative Assistant III/Faculty Assignments is July 1, 2014.  
Effective date for all other positions is August 1, 2014.

The MOU was ratified by the members of MPCEA, Chapter #245 on November 11, 2014 with a vote of 30 in favor and 10 opposed.

**Budgetary Implications:**

The reorganization of the Academic Affairs and the transfer of the Administrative Assistant IV's from the bargaining unit to confidential status will cost approximately \$15,841 for fiscal year 2014-2015. This amount includes all anticipated step increases.

**RESOLUTION: BE IT RESOLVED,** that the Governing Board ratify the Memorandum of Understanding regarding the Academic Affairs and Student Services Reorganization dated October 17, 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  
October 17, 2014  
Academic Affairs and Student Services Reorganization**

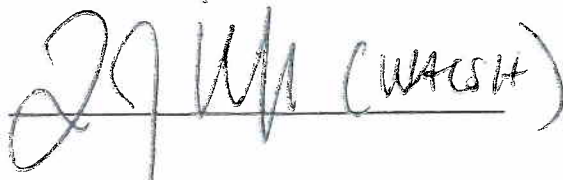
Monterey Peninsula Community College District and the California School Employees Association Chapter # 245 (the Parties) have negotiated and agreed to the distribution of workload in the Academic Affairs and Student Services areas as illustrated in Appendix 1-Reorganization of Academic Affairs and Student Services. The modified job descriptions are attached in Appendix 2.

- I. The job descriptions listed below have been modified as agreed to address the redistribution of workload.
  - a. Academic Curriculum, Scheduling & Catalog Technician
  - b. CurricUNET Specialist
  - c. Scheduling Technician
  - d. Administrative Assistant III
  
- II. The job description listed below was modified to add additional duties and resulted in an increase in range on the Classified Salary Schedule.
  - a. Administrative Assistant III/Faculty Assignments, Range 19
  
- III. The job description and its placement on the Classified Salary Schedule were established.
  - a. Unit Office Manager, Public Safety Training Center, Range 18
  
- IV. The position of Administrative Assistant III/Instructional Contracts Coordinator shall be reclassified to an Administrative Assistant III.
  
- V. The positions listed below shall be designated Confidential.
  - a. Administrative Assistant IV-Student Services
  - b. Administrative Assistant IV-Academic Affairs

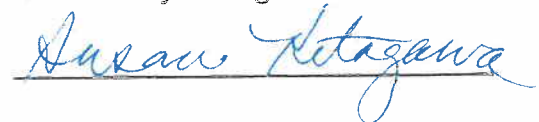
Changes in range for Administrative Assistant III/Faculty Assignments shall be effective July 1, 2014. All other changes shall be effective August 1, 2014.

The parties agree to the terms of this Memorandum of Understanding on the 17<sup>th</sup> day of October 2014.

For CSEA Chapter #245

 (WACSH)

For Monterey Peninsula  
Community College District



Franklin D. Roosevelt

President

Liberty

Lincoln

## Appendix 1-Reorganization of Academic Affairs and Student Services

### Work Flow Changes/Reorganization in the Office of Academic Affairs

<u>Position</u>	<u>Current Range</u>	<u>Current Work</u>	<u>Proposed Reorganization</u>	<u>Proposed Change in Classification/Range</u>
Academic, Catalog Technician Vacant	20	Curriculum, Catalog Backup Scheduling Tech	No change	
Admin II/PSTC Vacant	11	Asst. to Dir. PSTC Support PSTC	Change to UOM/PSTC Add Instr. Contracts, (ISA) Enter courses in SIS	Range 18
Admin III Maggie Caballero	18	Asst. to Dean of Instr. Planning Perkins, CTE Transition, AB 86, Flex, Student Advisement, FTES/Sections/Enrollment Reports Load History sheets	Remove Flex contracts, (Admin III/Facilities) Add NOEs	Range 19
Admin III Ayzza Camacho	18	Asst. to Assoc. Dean of Instr. Tech Faculty Evaluation Online support	Remove Faculty Evaluation (Admin III/Facilities) Add NOEs	Range 19
Admin III/Instr. Contracts Vacant	18	Asst. to Dean of Instruction Basic Skills Comm. Support Instructional Contracts	Remove Instructional Contracts (UOM/PSTC) Report only to Dean of Instruction Backup for Marina Backup faculty evaluation	Admin Assistant III
Admin III/Facilities Ruth Killens	18	Facilities Scheduling Syllabi, Flex Days, SLO monitoring Classroom Scheduling	Remove Facilities Scheduling (UOM Facilities) Add Faculty Evaluation Add Flex contracts Change report to Dean of Instruction	
Program Coordinator Kathy Kress	18	Older Adult Community Education	No change	

<b>Admin IV/VP Academic Affairs</b> <b>Leslie Procive</b>	<b>22</b>	<b>Asst. to Vice President</b>	<b>Add enrollment mgmt. support Add other academic wide support Provide support for Accreditation Provide support for collective bargaining</b>	<b>Confidential</b>
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<b>CurricUNET Specialist</b> <b>Laura Mock</b>	<b>18</b>	<b>CurricUNET support</b>	<b>Add Curriculum Comm. Support; Attend meetings and take minutes;</b>	
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<b>Scheduling Technician</b> <b>Yen Le</b>	<b>20</b>	<b>Scheduling Curriculum Committee Support Backup Catalog Technician</b>	<b>Remove Curriculum Committee support (CurriUNET Specialist)</b>	
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**Reorganization in the Office of Student Services**

<b>Admin IV/VP Student Services</b>	<b>22</b>	<b>Asst. to VP of Student Services</b>	<b>Add NOE Provide support for collective bargaining</b>	<b>Confidential</b>
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<b>Administrative Assistant III</b>	<b>18</b>	<b>Asst. to Dean of Student Services</b>	<b>Backup for NOE</b>	
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**(Out-of-Class when performing backup duties as defined in the Collective Bargaining Agreement)**

**Academic Affairs and Student Services Reorganization  
Appendix 2**



**Job Description:** ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### ACADEMIC CURRICULUM, SCHEDULING & CATALOG TECHNICIAN

#### JOB SUMMARY

Under general direction perform a variety of tasks related to maintaining college curriculum database, hard copy and electronic files, maintaining college scheduling database; and developing, producing and maintaining class schedules and annual college catalog. Maintain entire catalog, its revisions, and updates.

#### EXAMPLES OF FUNCTIONS

##### Essential Functions

Plan and coordinate production of the class schedule and catalog, including creating timelines for data entry and tasks, and establishing work procedures; edit materials and write original copy as needed.

Conduct training sessions for Division Office Managers and others in scheduling, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; provide updated information and additional training as needed.

Conduct bi-annual Division Office Manager Scheduling meetings.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and help with problems related to scheduling and data entry.

Consult and coordinate with deans, department/division chairs, division office managers, and other college and district personnel on matters related to preparation of the class schedule and catalog; maintain supporting documents and authorizations.

Work with Information Systems personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the mainframe computer.

Maintain curriculum and scheduling databases in preparation of the data management report submittal to the Chancellor's Office.

Coordinate with the graphic artist in the schedule and catalog layouts.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Respond to questions of schedule interpretation as they relate to District policies/schedule and catalog development.

Update the institutional computer schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Act as the liaison with all Academic Divisions and Student Services areas involved with course outlines, scheduling of classes, FTES generation, and schedule/catalog production.

Enter new and modified course information in the curriculum database as well as updating the hardcopy and electronic files to assure that timely and accurate information is available for schedule/catalog production and faculty/staff reference.



Maintain an accurate log of curriculum paperwork for history and tracking purposes.

Advise faculty and staff with regard to essential elements such as proper numbering of courses, contact hours and units, as new and modified curriculum is being prepared; may support Curriculum Advisory Committee.

Coordinate updating of catalog narrative, including all instructional programs and their revisions.

Monitor adherence to timelines for course development and modification; prepare and distribute written communication to faculty to advise them of established curriculum processes and submittal deadlines for inclusion of courses in schedules and catalog.

Update and distribute all forms related to scheduling; maintain forms on the Intranet.

Monitor calendar for curriculum review in conjunction with Program Review five-year cycle (e.g. Title V, Mandatory Pre-requisite/Co-requisite/Advisories Review).

### **Other Duties**

Participate on committees as required.

Provide backup for Scheduling Technician.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new publishing software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; 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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Job Description: **CURRICUNET SPECIALIST**  
Approved, Bargaining Unit President:  
Approved, MPC Associate Dean, Human Resources:  
Board Approved:

**MONTEREY PENINSULA COLLEGE**  
**CurricUNET SPECIALIST**

**JOB SUMMARY**

Under general direction perform a variety of tasks related to the implementation and maintenance of the college's CurricUNET database and website, attend Curriculum Advisory Committee meetings, work with faculty and administrators to create, approve and organize course outlines and curriculum using the CurricUNET program. Work closely with and communicate with the Academic Curriculum Scheduling & Catalog Technician. Provide support to the Curriculum Advisory Committee to process and appropriately document the approval of curriculum.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Maintain current knowledge for the operation of the College's CurricUNET database and other related software, troubleshooting issues when necessary; develop close working relationships with the Deans, Division Chairs, Division Office Managers, CurricUNET Steering Committee, Curriculum Advisory Committee members and faculty to ensure the accuracy of the CurricUNET database.

Conduct training sessions for Administrators, Division Chairs, Division Office Managers and faculty on the use of the CurricUNET system software, data entry, and calculations; provide updated information and additional training as needed; provide technical support and assist faculty and staff in creating, and updating course outlines and related information using CurricUNET.

Adhere to calendar for curriculum review in conjunction with the five-year Program Review cycle for compliance with Title 5 regulations, and required review of Prerequisite/Co-requisite/Advisories. Notify instructional divisions to initiate the review process; track completion of review processes and update information in the College's CurricUNET system; troubleshoot and help with problems related to CurricUNET data entry.

Design and generate reports as needed; work with software vendors as required.

Attend Curriculum Committee meetings and serve as a resource person; take minutes and disseminate to committee members for correction, deletions and additions; disseminate and post final minutes, provide regular updates on the progress of curriculum proposals through the approval process; maintain appropriate records on the approval of curriculum using the CurricUNET system.

Serve as a resource person to faculty and staff for items such as course outline review, Title 5 requirements, the prerequisite validation process and miscellaneous other policies and procedures related to curriculum development

Enter new information and maintain existing data tables in the CurricUNET system in conjunction with the Academic Curriculum Scheduling & Catalog Technician to assure that timely and accurate information is available for faculty/staff use.

Provide professional development sessions and advise faculty and staff with regard to essential elements of the curriculum development process such as proper numbering of courses, contact hours and units, language for course objectives, transferability issues, and other related topics.

Prepare and distribute written or online communications to faculty to advise them of established curriculum processes and submittal deadlines for use in the CurricUNET system.

Update and maintain the various CurricUNET web forms related to curriculum and program approval.

### **Other Duties**

Participate on committees as required.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

### **Knowledge**

Knowledge of: Microsoft Office Suite and database software programs; methods of collecting and organizing data and information; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; training techniques.

### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; quickly learn and efficiently and accurately use CurricUNET and other software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; learn community college functions, policies, rules and regulations; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; 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 or walking; periodic handling of lightweight parcels up to 15 pounds . Indoor work environment.

**Job Description:** New → Scheduling Technician  
**Approved, Bargaining Unit President:** 4/12/2012  
**Approved, MPC Associate Dean, Human Resources:** 4/12/2012  
**Board Approved:** 5-23-2012

## MONTEREY PENINSULA COLLEGE

### SCHEDULING TECHNICIAN

#### **JOB SUMMARY**

Under general direction perform a variety of tasks related to developing and maintaining the college scheduling database; and developing, producing and maintaining class schedules. Coordinate the development and publication of class schedules; assure accurate input review and editing of the regular, summer and inter-session course listings for the schedules of classes; consolidate and coordinate data required to publish course schedules and process schedule changes. Serve as a technical resource for data entry and training of those involved with the scheduling process. Provide leadership for all staff involved in the schedule development process.

#### **EXAMPLES OF FUNCTIONS**

##### Essential Functions

Provide leadership in the definition of the calendar and timelines for development of the class schedule in collaboration with all involved; create work procedures and establish dates for collection of data from divisions; perform data entry of course information and produce draft class schedules for review; edit materials and write original copy as needed.

Maintain, revise and update databases used in the schedule production process. Operate microcomputer and peripheral equipment and a variety of database management and desktop publishing software programs. Schedule and conduct meetings and training sessions for Division Office Managers and others involved in the scheduling process, to include all aspects of the scheduling database system, the schedule production process, data entry, and calculations; and provide updated information and additional training as needed.

Provide staff support to standing and ad hoc committees, ~~including Curriculum Advisory Committee, and other groups if~~ as assigned; attend meetings, take notes or record proceedings; prepare and distribute agendas, background materials and minutes as appropriate.

Develop, recommend, and implement techniques and practices to improve functions in the office of academic affairs related to job duties to ensure optimum performance; maintain state-of-the-art practices keeping abreast of current trends and practices in the field. Keep supervisor informed of performance and department activities; develop and present to the supervisor matters requiring the supervisor's decision, and act on the supervisor's directives and recommendations.

Respond to questions of schedule interpretation as they relate to District policies and procedures regarding schedule development.

Oversee schedule production for adherence to deadlines, procedures, accuracy and consistency in data entry. Troubleshoot and resolve problems related to scheduling and data entry. Prepare production schedules and collaborate with those involved in marketing and distribution of class schedules in both electronic and print form; assure that effective communications are maintained within the area of responsibility.

Maintain supporting documents and authorizations as required by district policy and state regulations.

Troubleshoot, identify and resolve problems and issues related to production of the schedule of classes; confer with administrators, information systems personnel, faculty, printers and other staff to develop solutions and recommendations.

Work with Information Technology personnel in testing and debugging of course maintenance, scheduling, and FTE screens in the student information system; update the institutional computer scheduling data base to include



proper codes necessary to satisfy state requirements for the generation of FTES data. Serve as liaison between Information Technology and the office on technical aspects of data bases, schedule preparation, and reporting for State MIS.

Work closely with catalog production and curriculum processes; maintain working knowledge of and assist personnel in those areas as needed.

Maintain scheduling databases in preparation for the data management report submittal to the Chancellor's Office.

Work with facilities coordinators and classroom scheduler in the schedule building process.

Act as the liaison with all Academic Divisions and Student Services areas involved with scheduling of classes, FTES generation, and schedule production.

Enter new and modified course information from the curriculum database as needed. Update hardcopy and electronic files to assure that timely and accurate information is available for schedule production.

Update and distribute all forms and electronic media related to scheduling; maintain forms on the college Intranet.

Maintain working knowledge of and serve as back-up to staff in the catalog production and curriculum processes. Perform administrative support as assigned.

#### **Other Duties**

Participate on committees as required.

Provide backup for the Academic Curriculum Scheduling and Catalog Technician.

Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education and experience which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of at least two years of college level courses in data processing, administration, personnel relations, records management, or related field and two years of increasingly responsible office experience in the above or related fields.

#### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; community college functions, policies, rules and regulations; principles and practices of data processing; records management techniques; attendance accounting standards and procedures; word processing, spreadsheet and desktop publishing programs.

#### **Abilities**

Ability to: coordinate, plan and organize work accurately and efficiently; use word processing, spreadsheet and desktop publishing software programs to produce schedules and catalogs as required; learn and efficiently and accurately use new software as required; maintain college curriculum database, hard copy files and electronic files; maintain college scheduling database; understand and independently carry out oral and written instructions; make independent decisions within scope of responsibility and authority; compile and maintain accurate and complete academic records; gather, compile and assemble source data; communicate effectively in both oral and written form; operate a variety of office equipment; use appropriate and correct English grammar, spelling and punctuation; perform arithmetical calculations with speed and accuracy; lead effective meetings and training sessions, 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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

**Job Description/Title:** Administrative Secretary → Administrative Assistant III

**Approved, Bargaining Unit President:**

**Approved, MPC Associate Dean, Human Resources:**

**Board Approved:**

## MONTEREY PENINSULA COLLEGE

### ADMINISTRATIVE ASSISTANT III

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process administrative details not requiring the immediate attention of supervisor.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Maintain master classroom schedule using appropriate installed software, assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

Serve as a liaison between the department/division, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Assist with the faculty evaluation procedures; process and distribute student evaluations to Department Office Managers; collect surveys, gather and compile data, forward to appropriate Division Chair and Administrator.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

#### Employment Standards

##### Education and Experience

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

##### Knowledge

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

##### Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as needed; search internet for information as needed;



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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

**Job Description/Title:** Administrative Assistant III/Faculty Assignments, Range 19

**Approved, Bargaining Unit President:**

**Approved, MPC Associate Dean, Human Resources:**

**Board Approved:**

## MONTEREY PENINSULA COLLEGE

### ADMINISTRATIVE ASSISTANT III/FACULTY ASSIGNMENTS

#### **Job Summary:**

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Prepare notice of employment for faculty assignments; initiate and reconcile timesheets; gather data, analyze and prepare reports. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Process administrative details not requiring the immediate attention of supervisor.

Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.

Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.

Provide administrative support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.

Generate notices of employment for full time and part time faculty according to the collective bargaining agreement, policies and procedures; initiate and reconcile timesheets. Communicate with divisions and departments to ensure accuracy of assignments and timesheets; track full time equivalent numbers for instructors and monitor faculty load limits to ensure compliance with laws and regulations. Track instructor hours and assignments; gather data, analyze and prepare reports.

Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.

Maintain master classroom schedule using appropriate installed software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.

Prepare/process a variety of letters and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.

Create/maintain spreadsheets and/or databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.

Make/track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

Serve as a liaison between the department/division, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Monitor special projects/programs and take independent action as needed; maintain deadlines on control files, and expedite their completion; coordinate assignments and activities.

Assist with the faculty evaluation procedures; process and distribute student evaluations to Division Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and administrator.

Check reports, records, and other material for accuracy, completeness and conformity with established standards.

Learn and utilize current campus software to meet the particular needs of the office.

Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

#### Other Functions

Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.

Serve on college committees/councils as assigned.

Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.

Perform other related duties as assigned.

Maintain inventory, requisition supplies for office.

#### **Employment Standards**

##### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

##### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet and/or database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

### **Abilities**

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and accurately; learn and successfully use new software programs as needed; search internet for information as needed; 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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

Job Description/Title:  
Approved, Bargaining Unit President:  
Approved, MPC Associate Dean, Human Resources:  
Board Approval Date:

**MONTEREY PENINSULA COLLEGE  
UNIT OFFICE MANAGER, PUBLIC SAFETY TRAINING CENTER**

**Job Summary**

Under general direction, perform a wide variety of support and technical activities related to the responsibilities of the Public Safety Training Center (PSTC). Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Facilitate the PSTC activities, provide assistance to PSTC instructors and staff, perform office management duties; prepare all instructional service agreements and contracts for academic services; exercise good judgment and problem solving skills in the application and execution of the policies and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

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

Oversee and arrange special functions at the PSTC with Monterey campus staff, including but not limited to, student registration, financial aid, academic counseling, and other supportive services. Assist in establishing schedules and methods for providing services to students at the PSTC; serve as a source of information regarding policies and procedures; travel to Monterey campus as required.

Provide routine office, technical and administrative detailed work for the Director of PSTC, faculty and staff including special projects, production of documents, including flyers, mailing lists, posters, manuals, letters, memos, certificates, and other items using a variety of computer software. Receive visitors and answer phones. Attend and take meeting minutes. Coordinate work flow and work schedules of office staff and volunteers. Maintain and order office supplies.

Prepare instructional service agreements and contracts for academic services and provide information and assistance to contract agencies/vendors regarding the procedures, terms and conditions relating to enrollment period, student reimbursement fees, number of class hours sufficient to meet stated objectives, evaluation of academic service contract instructors, verification of final rosters in the source documents per education program guidelines established by Chancellor's office for Instructional Service Agreements in California Community Colleges. Update the institutional electronic schedule to include proper codes necessary to satisfy state requirements to include FTES data.

Coordinate schedule building process which may include but is not limited to: coordinating course offerings, reviewing submitted information for accuracy; preparing course schedule for input into the database; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester. Assist vendors regarding new course outlines and course revisions. Coordinate submittal of course materials with agencies including the CA State Fire Marshal Office.

Enter information into district database and prepare documents that are used to produce faculty notices of employment; calculate teachers' load units (TLU's); prepare and maintain history records, calculate assignment to ensure that adjunct faculty do not exceed a 67% load.

Facilitate the instructional needs of instructors; coordinate the use and delivery of audio-visual equipment or other specialized equipment for instructors; maintain current instructional equipment inventory lists; request repairs and replacements. Prepare instructor packets including manual and procedures relevant to the PSTC.

Ensure safety and security measures are adhered to at the PSTC; communicate with security personnel to provide adequate safety and security to students, faculty and staff.



Develop and maintain instructional and department budgets and contract agency/vendor information. Monitor budget entries for multiple budget accounts to spreadsheets and database systems; assist in the submission of budget reports to state agencies; provide projections for budgeting purposes; generate requisitions to pay vendors; and make deposits to Fiscal Services.

Coordinate assignment of classroom use; coordinate the needs of the instructors with those of the PSTC; post notices of room changes and cancellations; coordinate key distribution. Submit work orders for maintenance repairs.

Operate standard and specialized office equipment, including but not limited to, computers, devices and software. Demonstrate correct usage, maintain supplies, schedule repair and perform trouble-shooting activities.

Facilitate non-standard examination process for make-up exams, pre-requisite challenges and supportive services accommodations by explaining the process, scheduling appointments and proctoring tests. Assist Director with the coordination of faculty evaluations and the process of students' evaluation.

### **Other Duties**

Perform other related duties, as assigned. Train and coordinate student workers. 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 progressively responsible experience providing advanced knowledge and skills in current and efficient office procedures and management techniques.

### **Licenses and Certificates**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by District's insurance carrier to drive District or personal vehicle to various locations.

### **Knowledge**

Knowledge of: basic operations, services and activities of an off-site education center within a community college district; general functions, policies, rules and regulations of a complex organization such as a community college; current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheets, presentations, and/or database programs as needed to fulfill the requirements of the job; correct English usage, grammar, spelling, punctuation and vocabulary; effective interpersonal skills to develop and maintain courteous and professional relationships.

### **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, presentation, and/or database programs; learn and successfully use new applications as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform mathematical 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; sit for extended periods of time; bend at the waist, kneel or crouch, periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment. Occasional travel to Monterey campus.

**Job Description/Title:** Administrative Assistant-VP → Administrative Assistant IV- VP Student Services  
**Approved, Bargaining Unit President:**  
**Approved, MPC Associate Dean, Human Resources:**  
**Board Approved:**

**MONTEREY PENINSULA COLLEGE**  
**ADMINISTRATIVE ASSISTANT IV- VP STUDENT SERVICES**  
**CONFIDENTIAL**

**JOB SUMMARY**

Under general direction, assist by planning, coordinating and participating in support activities related to the responsibilities of the assigned area. Receive limited supervision within a broad framework of standard policies and procedures. Perform complex administrative and support duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the office.

This position is designated a confidential position and is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Coordinate and expedite completion of a variety of complex activities and projects that relate to the business of the office of the Vice President; act as administrative liaison to various outside agencies and individuals, as well as groups, committees, and individuals within the college.

Perform varied complex and responsible administrative/support duties to assist in the processing and completion of the administrative operation of the office which may include creation and preparation of: spreadsheets and databases, letters, reports, statistical data, project documentation, resolutions, purchase requisitions, and final reports. Gather data and prepare reports for negotiations as directed.

Attend to administrative details not requiring the immediate attention of the Vice President.

Act as an information source to visitors and callers regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary; refer to appropriate sources as necessary; resolve issues independently where appropriate and within scope of authority.

Act as a liaison and monitor contract compliance for the bookstore, cafeteria and vendors for the college center.

Coordinate and attend various meetings as assigned; responsible for efficiently and accurately apprising issues, proposals and resolutions reached at such meetings; take and transcribe meeting, committee and or negotiations notes as required.

Coordinate, schedule and monitor facility needs of the college center to include scheduling workers for general maintenance.

Maintain control files on matters in progress; maintain confidentiality on files and all matters relating to assigned area; implement negotiated items pertaining to the bargaining agreements as assigned.

Prepare input for board agendas; review historical files; provide current data and information regarding board reports.

Gather and prepare information for student disciplinary matters.

Arrange meetings, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the office; prepares and maintains a master calendar for the office.

Maintain appropriate department budgets.

Generate notices of employment for full time and part time faculty according to the collective bargaining agreement, policies and procedures; initiate and reconcile timesheets. Communicate with divisions and departments to ensure accuracy of assignments and timesheets; track full time equivalent numbers for instructors and monitor faculty load limits to ensure compliance with laws and regulations. Track instructor hours and assignments; gather data and prepare reports.

Coordinate and arrange graduation ceremony for students; coordinate graduation regalia for faculty, governing board trustees and adjunct faculty.

#### Other Duties

Perform other related duties as assigned.

Participate on committees as required.

May supervise students as required.

#### **EMPLOYMENT STANDARDS**

##### Education and Experience

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills and the coordination of office projects and activities.

##### Knowledge

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet/database applications; mathematical computations; public and human relations skills.

##### 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; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English grammar, spelling, 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 diverse 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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

**A Job Description/Title:** Administrative Assistant- VP → Administrative Assistant IV- VP Academic Affairs

**Approved, Bargaining Unit President:**

**Approved, MPC Associate Dean, Human Resources:**

**Board Approved:**

## MONTEREY PENINSULA COLLEGE

### ADMINISTRATIVE ASSISTANT IV-VP ACADEMIC AFFAIRS

#### CONFIDENTIAL

#### JOB SUMMARY

Under general direction, assist by planning, coordinating and participating in support activities related to the responsibilities of the assigned area. Receive limited supervision within a broad framework of standard policies and procedures. Perform complex administrative and support duties of the office; initiate and exercise independent judgment in the application and follow through of administrative decisions and policy making; accurately interpret college policies, procedures, standards and requirements; establish and maintain contact with college and other agency personnel; maintain confidentiality regarding all matters of the office.

This position is designated a confidential position and is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

#### EXAMPLES OF FUNCTIONS

##### Essential Functions

Coordinate and expedite completion of a variety of complex activities that relate to the business of the office of the Vice President; coordinate work flow and work schedules of office staff; act as administrative liaison to various outside agencies and individuals, as well as groups, committees, and individuals within the college.

Perform varied complex and responsible administrative support duties to assist in the processing and completion of the administrative operation of the office which may include creation and preparation of: spreadsheets and databases, letters, reports, statistical data, project documentation, resolutions, purchase requisitions, and final reports. Gather data and prepare reports for negotiations as directed.

Develop and implement special projects as assigned including but not limited to: Accreditation Review, coordination of student evaluation of faculty, oversight of campus-wide instructional equipment budget.

Train staff; coordinate daily work activities of Office of Academic Affairs staff including evening secretary.

Coordinate staff office coverage.

Attend to administrative details not requiring the immediate attention of the Vice President.

Act as an information source to visitors and callers regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary; refer to appropriate sources as necessary; resolve issues independently where appropriate and within scope of authority;

Coordinate and attend various meetings as assigned; responsible for efficiently and accurately apprising issues, proposals and resolutions reached at such meetings; take and transcribe meeting, committee and/or negotiations notes as required.

Maintain control files on matters in progress; maintain confidentiality on files and all matters relating to assigned area; implement negotiated items pertaining to faculty collective bargaining agreement as assigned, including faculty evaluations and flex day contracts.

Prepare input for board agendas; review historical files; provide current data and information regarding board reports.

Arrange meetings, appointments, schedules, conferences, travel arrangements and itineraries related to functions of the office; prepares and maintains a master calendar for the office.

### **Other Duties**

Perform other related duties as assigned.

Participate on committees as required.

May supervise students as required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of experience performing complex and challenging administrative support for a high level administrator involving analytical and technical skills and the coordination of office projects and activities.

### **Knowledge**

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer programs including word processing and spreadsheet/database applications; mathematical computations; public and human relations skills.

### **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; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English grammar, spelling, 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 or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.

# Monterey Peninsula Community College District

## Governing Board Agenda

November 19, 2014

**New Business Agenda Item No. L**

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 A. Tribley

Dr. Walter Tribley, Superintendent/President

## MPC Governing Board 2014-2015 Calendar of Events

### NOVEMBER 2014

Monday, November 10	Veteran's Day Holiday
Friday, November 14	<b>MPC Foundation 20<sup>th</sup> Anniversary &amp; Board Appreciation Holiday Party (Invitation Only), 5:00pm, La Mirada</b>
Monday, November 17	<b>Student Center Grand Re-Opening, 5:30pm, Student Center Outdoor Patio</b>
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 3 <sup>rd</sup> Wednesday due to Thanksgiving holiday
Thurs-Fri, November 27-28	Thanksgiving Holiday

### DECEMBER 2014

Wednesday, December 10	Annual Organizational Board Meeting, MPC Library & Technology Center 1:30pm: Closed Session – Stutzman Room 3:00pm: Regular Meeting – Sam Karas Room
Friday, December 12	<b>Fire Graduation, 10:00am, MPC Theatre</b>
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)
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### MAY 2015

Friday, May 1	<b>President's Address to the Community, Time TBA, Monterey Conf. Center</b>
May Date TBD	<b>MPC Scholarship Awards Ceremony</b>
Monday, May 25	Memorial Day Holiday
Wednesday, May 27	Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)



## MPC Governing Board 2014-2015 Calendar of Events

### 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

### AUGUST 2015

Wednesday, August 26	<b>Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)</b>
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### SEPTEMBER 2015

Wednesday, September 23	<b>Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)</b>
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### OCTOBER 2015

Wednesday, October 28	<b>Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)</b>
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### NOVEMBER 2015

Wednesday, November 18 or November 25	<b>Regular Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session) (Date to be determined at Dec. 10, 2014 Organizational Board Meeting)</b>
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### DECEMBER 2015

Wednesday, December 9	<b>Annual Organizational Board Meeting: 1:30 p.m. (Closed Session), 3:00 p.m. (Open Session)</b>
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