



5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, January 9, 2018

Gavilan College Student Center Lounge
5055 Santa Teresa Boulevard
Gilroy, CA 95020

CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

AGENDA

I. CALL TO ORDER 6:00 p.m.

1. Roll Call
2. Comments from the Public – This is a time for the public to address the Board
3. Recess to Closed Session (a maximum of 3 minutes will be allotted to each speaker)

CLOSED SESSION 6:00 p.m.

Notice is hereby given that a closed session of the Board will be held under the general provisions listed as follows:

- 1) CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Kathleen Rose and Eric Ramones
Employee Organization: GCFA
- 2) CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Kathleen Rose/Eric Ramones,
Employee Organization: CSEA
- 3) CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose
Employee Organization: Unrepresented
- 4) PUBLIC EMPLOYEE RELEASE - Closed Session Pursuant to Government Code Section 54957.6
Acceptance of resignation pursuant to written resignation agreement.

II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda

Board of Trustees: Jonathan Brusco
Laura A. Perry, Esq.

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez



6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, December 12, 2017
 - (b) Personnel Actions
 - (c) Warrants and electronic transfers drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Purchase Order Ratification
 - (f) Ratification of Agreements
 - (g) Budget Adjustments
 - (h) Monthly Financial Report
7. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
8. Recognition
 - (a) Recognition of Service as Board President
9. Officers' Reports
 - (a) Vice Presidents
 - (b) College President
 - (c) Academic Senate
 - (d) Professional Support Staff
 - (e) Student Representative
 - (f) Board Member Comments
 - (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
 - (a) Civic Engagement
 - (b) Update on Student Life
 - (c) Update on Board of Trustees' Annual Goals, 2017 and President's Goals, 2017 - 2018

III. ACTION ITEMS

1. Old Business
 - (a) Revised Annual Financial and Budget Report, CCFS 311
2. New Business
 - (a) GCFA Sunshine
 - (b) FY 2018-2019 Non-Resident Tuition and Capital Outlay Fee
 - (c) FY 2016 – 2017 Annual District Audit Report
 - (d) FY 2016 – 2017 Measure E General Obligation Bond Audit Reports
 - (e) Board Representative for the County Committee Election
 - (f) Term Extension for Agricultural Use Leases at Coyote Valley and Fairview Corners
 - (g) Gymnasium Flooring and Bleachers, Change Order #5
 - (h) Athletic Fields Upgrade Project Change Order #3
 - (i) Coyote Valley Educational Center Increment #1, Change Order #4

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is February 13, 2018, **Coyote Valley Site, 560 Bailey Avenue, San Jose.**
2. Adjournment

*Roll Call Vote

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PUBLIC COMMENTS – Individuals wishing to address the Board on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the Board on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 3 minutes will be allotted to each speaker with a maximum of 20 minutes to a subject area. No disruptive conduct will be permitted at any Gavilan College Board of Trustees meeting.

AGENDA ITEMS – Individuals wishing to have an item appear on the agenda must submit the request in writing to the Superintendent/President two weeks prior to the regularly scheduled meeting. The Board President and Superintendent/President will determine what items will be included in the agendas. Regular meetings are held the second Tuesday of each month.

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees as one motion. There is no discussion of these items prior to Board vote unless a member of the Board, staff, or public requests that specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Members of the public may inspect agenda documents distributed to the Board of Trustees at the President's Office, SC131, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

CONSENT

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. II.6 (a) Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Regular Meeting of the Board of Trustees minutes, December 12, 2017

- Resolution: BE IT RESOLVED,
- Information Only
- Action Item

Proposal:

That the Board of Trustees review and approve the regular meeting of the Board of Trustees minutes, December 12, 2017.

Background:

Budgetary Implications:


None.

Follow Up/Outcome:

Post approved minutes on the Gavilan College website.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: 
Nancy Bailey, Executive Assistant

Agenda Approval: 
Dr. Kathleen A. Rose, Superintendent/President



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, December 12, 2017

Gavilan College, Student Center, North Lounge
5055 Santa Teresa Blvd, Gilroy, CA 95023

MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.

Trustee Laura Perry called the meeting to order at 6:01 p.m.

1. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Rachel Perez, and Lois Locci

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Dr. Michele Bresso, Vice President of Academic Affairs
Fred Harris, Vice President of Administrative Services
Wade Ellis, Associate Vice President of Business & Security Services
Dr. Eric Ramones, Associate Vice President of Human Resources & Labor Relations
Nancy Bailey, Executive Assistant to the President

2. Comments from the Public

None

3. Recess to Closed Session

The Board recessed to closed session at 6:03 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:00 p.m.

2. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, Lois Locci, and Daniel Chavez (student trustee)

Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Michele Bresso, Vice President, Academic Affairs
Fred Harris Vice President of Administrative Services
Nikki Dequin, President, Academic Senate
Diane Seelie, Professional Support Staff Representative
Nancy Bailey, Executive Assistant to the President (Recorder)

Board of Trustees: Tom Breen
Laura A. Perry, Esq.

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Daniel Chavez



Others in Attendance: Bobbi Jo Palmer, Wade Ellis, Jan Bernstein Chargin, Fran Lozano, Peter Wruck, Eric Ramones, Ken Wagman, Annette Gutierrez, Eduardo Cervantes, Sonia Flores, Ron Hannon, Randy Brown, Susan Sweeney, Briana Everett

3. Pledge of Allegiance

The Pledge of Allegiance was led by Laura Perry.

4. Organizational Meeting

(a) Election of Officers (President, Vice President, Clerk)

MS: (L. Perry/M. Dover) to nominate Jonathan Brusco for Board President

Motion to Close: (M. Dover/W. Glines) and Motion to Withdraw Closure: (M. Dover/W. Glines)

MS: (R. Perez/K. Child) to nominate Lois Locci for Board President

Vote for Jonathan Brusco for Board President:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Daniel Chavez, advisory vote of aye, to approve

0 Noes

MSC (W. Glines/ K. Child) to nominate Mark Dover for Board Vice President

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Daniel Chavez, advisory vote of aye, to approve

0 Noes

MSC (M. Dover/J. Brusco) to nominate Walt Glines for Clerk of the Board

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Daniel Chavez, advisory vote of aye, to approve

0 Noes

(b) Set Meeting Dates/Locations

MSC (K. Child/J. Brusco)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Daniel Chavez, advisory vote of aye, to approve

0 Noes

(c) Board Committee Membership

Board Policy and Administrative Procedures Oversight Committee: Kent Child, Laura Perry, and Lois Locci

Budget and Integrated Planning Committee: Kent Child, Mark Dover, Jonathan Brusco

Facilities Development and Utilization: Mark Dover, Walt Glines, Jonathan Brusco, and student trustee

Institutional Effectiveness and Strategic Planning Committee: Rachel Perez, Lois Locci, and Laura Perry

School District Collaboration Committee: Jonathan Brusco, Lois Locci, and Rachel Perez

Athletic: Mark Dover, Walt Glines, and Laura Perry

Evaluation of College President: Kent Child, Mark Dover, and Jonathan Brusco

Board Self-Evaluation Committee: Jonathan Brusco, Walt Glines, and Lois Locci

Retirement Board Review Committee: Walt Glines (Clerk of the Board), Kathleen Rose (Superintendent/President), Frederick E. Harris (Vice President of Administrative Services)

MSC (K. Child/W. Glines)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Daniel Chavez, advisory vote of aye, to approve

0 Noes

5. Report of any Action Taken in Closed Session

Laura Perry reported out action taken in closed session:

Item #4 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9” One or more claims

The Board voted unanimously in closed session to approve a settlement agreement and release regarding employee #G00283846.

Vote: 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, Lois Locci, to approve. 0 Noes

6. Approval of Agenda

MS (W. Glines/J. Brusco) to approve the agenda.

Trustee Dover requested that Action Item III.1(o), Ratification of GCFA Tentative Agreement, be moved forward on the agenda before Action Item III.1(a), Curriculum.

MSC (W. Glines/J. Brusco) to approve the amended agenda.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, Lois Locci, (Daniel Chavez – student trustee) to approve.

0 Noes

7. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, November 14, 2017, Special Board Self Evaluation Meeting, November 14, 2017, and Athletic Ad Hoc Committee minutes, November 27, 2017

(b) Personnel Actions

(c) Warrants and electronic transfers drawn on District Funds

(d) Payroll Warrants drawn on District Funds

(e) Purchase Order Ratification

(f) Ratification of Agreements

(g) Budget Adjustments

(h) Monthly Financial Report

(i) Puente Advisory Committee

MSC (K. Child/J. Brusco) to approve

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, Lois Locci, (Daniel Chavez – student trustee) to approve.

0 Noes

8. Comments from the Public

Ken Wagman – mathematics instructor at Gavilan College said he spoke with Ron Hannon and Kathleen Rose about a student athlete in his class who experienced a concussion in football. He said the student was unable to finish the class and Ken Wagman said he was concerned it was due to multiple concussions and continued playing time. Ken Wagman said the conference rules allow him to continue to play with physician approval and he felt this was wrong.

Nikki Dequin – instructor in the Kinesiology and Athletic department responded by describing the “concussion management protocol”. She appreciates instructor Ken Wagman’s concern but wanted to clarify that a “return to play” protocol is in place before a student athlete can play after a concussion.

9. Recognition

(a) Recognition of the Employees of the Month

November, 2017 – Noemi Naranjo was honored as Employee of the Month. She became full time as of July 2017 after serving in a part time capacity for ten years. Noemi Naranjo completed several new projects in addition to her marketing graphics for the campus. She redesigned the Community Education catalog.

10. Officers' Reports

(a) Vice Presidents

Fred Harris – reported that the financing of refunding bonds resulted in an interest savings of \$9.1 million. He reported on the ratings the District received from Moody’s and others. Fred Harris said PGE has committed to start construction on the athletic fields on January 22.

Kathleen Moberg – said the option of completing the on-line orientation, Kickstart, is proving successful with students.

Michele Bresso – spoke about the South Valley Symphony partnership with Gavilan College. Michele Bresso participated in “Rock the Mock” which is mock interviews with high school students. She thanked Dr. Locci for representing the trustees by participating on the accreditation steering committee and said a schedule of meetings has been established for Thursday afternoons.

(b) College President

Kathleen Rose – said finals week was concluding. She thanked faculty, staff, and administration for the work completed over the fall semester and hoped they enjoyed their upcoming break. Kathleen Rose reported that students, staff, senate have been briefed about the possibility of a general obligation bond and information that may be helpful to the community. She said training on the use of “BoardDocs” will take place on January 23 along with strategic conversations including the Board’s 2018 Goals. Kathleen Rose thanked Nancy Bailey for overseeing the editing and review of Board’s Policies and Administrative Procedures through participatory governance. A policy committee will be held in February 2018.

(c) Academic Senate

Nikki Dequin updated the board on an Academic Senate subcommittee which will discuss student athlete recruitment and student services support. The subcommittee will look at ways faculty can better support them. Academic Senate reviewed BP/AP 3570, Smoking and Tobacco on campus, and wrote a resolution supporting a smoke free environment. She said the Senate wanted the procedures to include an appeals process.

(d) Professional Support Staff

Diane Seelie reported that CSEA had a poinsettia plant sale to support scholarships. She said CSEA will vote on their officers for 2018 and also the smoking policy at their December 20 meeting.

(e) Student Representative

Daniel Chavez – reported that he is in the midst of finals week.

(f) Board Member Reports

Mark Dover – talked about impact or concussion testing at the college. He said it starts before an athlete begins competition. He suggested Dean Ron Hannon provide information on the test.

Rachel Perez – attended Cabrillo College’s forum and luncheon with UC President Janet Napolitano. She said she was happy to accompany Dr. Rose, Daniel Chavez and Leslie Aparicio. She said the topic was about boosting community college transfers. Rachel Perez attended the Gilroy Spirit Awards and participated in the “Rock the Mock.” She attended the CCLC Conference along with Walt Glines and spoke about several workshops including one that focused on strategies for passing a bond. Rachel Perez attended the business meeting of the California Association of Latino Community College trustees. She also reported on a workshop about winning and intercollegiate athletics.

Walt Glines – attended the 30th Anniversary of the Puente program. He requested that staff discuss the March 2020 primary election as an option for the general obligation bond vote. He said further discussion on the success of college hour needs to take place. Walt Glines heeded a warning about speeding traffic on Bailey Avenue.

Kent Child –attended the Gilroy Spirit Award ceremony and acknowledged Dr. Rose for her speech. Kent Child acknowledged Vice President Fred Harris for the progress on the solar project. Kent Child attended the San Benito Oriana Chorale performance and noted that Gavilan College had a partnership with them in the past.

Lois Locci – commented on the successful launching of Gavilan’s accreditation process and on line workgroup. She attended Anzar High School’s student exhibition which she said was a unique activity in comparison to other local high schools. Lois Locci attended the Oriana Chorale in Hollister.

Jonathan Brusco – and his wife attended the Morgan Hill philanthropic awards. He said he was proud of the progress on the solar project. Jonathan Brusco thanked his fellow trustees for electing him as board president. He added congratulations to trustees’ Walt Glines and Mark Dover. Jonathan Brusco echoed Walt Glines concerns about speeding traffic near the Coyote Valley site and said he has communicated with Supervisor Wassermann about his concerns.

(g) Board President

Laura Perry – thanked everyone on her last meeting as board president. Laura Perry said in 25 years as a Gavilan trustee, she has served as board president 8 terms because she loves it. She said Gavilan’s board has respect for each other, the administration, faculty, staff and students. Laura Perry said everyone may not always agree but rise above disagreements to work together as a team. She said the environment helps get things done for students.

11. Board Committee Reports

Board Athletic Committee – Mark Dover reported on the November 27th meeting saying there was good open dialogue among members. He said the committee was satisfied with the conference sanctions related to recruitment violations for 17 football players. He added that there was agreement that the Dr. Rose took the high road and made decisions based

on what was right and moral. He said discussion took place on the services being provided to students and student athletes and that focus needs to continue. Mark Dover said a report was given on the status of the fields' projects. He said a conversation took place on the future of athletics at Gavilan.

12. Information/Staff Reports

(a) Guided Pathways Task Force Update

Dr. Randy Brown gave an overview of Guided Pathway which creates a highly structured approach to student success that "provides all students with a set of clear course-taking patterns ..." and "Integrates support services in ways that make it easier for students to get help they need during every step..." He also spoke about the key elements which are:

- Programs that are fully mapped out and aligned
- Proactive academic and career advising
- Responsive student tracking systems
- Redesigning and integrating basic skills/developmental education classes
- Standard onboarding processes
- Instructional support and co-curricular activities

Randy Brown provided an example of a course pathway and noted that Gavilan College has already begun planning for Guided Pathways. He said the state has identified funding and requirements to receive the funding. The completion and submittal of a self-assessment report to the state is required. Brianna Everett described the college's approach to completing the self-assessment. In response to a question, Randy Brown said a "metamajor" focuses on a particular area of interest which allows for comprehensive career exploration to assist the student in selecting their career path. Trustee Rachel Perez commended the task force for taking on this initiative and Trustee Walt Glines said many of the CCLC conference workshops were related to Guided Pathways. Both Randy Brown and Nikki Dequin stated that Gavilan College is ahead of other colleges in their planning and acknowledged the work of Karen Warren.

(b) Santa Clara County Sheriff Contract Update as of December 12, 2017

Wade Ellis provided an update on the first year of the two year contract with Santa Clara County for campus sheriff services. He said the deputy has become an integral part of the campus community, is a resource to Gavilan security officers, and participates in campus meetings. Wade Ellis identified some of the incidents that the deputy acted on for the campus. In response to a question, he said we cannot lock down rooms from within a classroom. Walt Glines asked how safety trainings are shared to staff and students and Wade Ellis said the convocation training was recorded. He added that this spring an all school drill will take place with future drills planned every semester. Student trustee Chavez asked the best way for students to interact with him and Wade Ellis said you can call or stop in his office.

(c) Gilroy Early College Academy (GECA) Update

GECA Principal Sonia Flores provided an update on the school's accomplishments last year. She reviewed the mission of the early college design. She said enrollment is at its highest at 290 students and retention has improved. Sonia presented statistics and spoke about residency, ethnicity, income eligibility, first generation college-goers, and language proficiency. She said every year they are increasing their number of AA degree recipients. Sonia Flores reported that GECA is out performing other early college programs in the state. She identified challenges ahead and next steps for the school. Sonia Flores answered several questions and provided a brief overview of the collaboration and co-planning between GECA's and Gavilan's counselors.

Kathleen Rose said the district treasures the partnership with GECA, the leadership provided by Sonia Flores and the GECA parent club.

III. ACTION ITEMS

1. Old Business

- (a) Strategic Plan FY 2017-2018 Through FY 2021-2022
MSC (K. Child/J. Brusco)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (b) Integrated Plan (Basic Skills Initiative/Student Equity/Student Success and Support Program
MSC (W. Glines/K. Child)

Discussion: Kathleen Moberg identified the three funding sources for accomplishing the plan as Basic Skills, Student Success, and Student Equity. An editing error was pointed out on page 9, #4 Fresh Success. Rachel Perez noted that the plan is low in its funding of training for faculty and staff.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

2. New Business

- (a) Curriculum
MSC (W. Glines/J. Brusco)

Discussion: Kathleen Rose said the curriculum committee continuously reviews courses for revisions, modifications, and those to be deleted or made inactive. Counselors are included in this process.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (b) Gymnasium Flooring and Bleachers, Change Order #4
MSC (J. Brusco/ M. Dover)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (c) Athletic Fields Upgrade Project Change Order #2
MSC (J. Brusco/M. Dover)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (d) Amended Classroom Joint Use Agreement at San Benito High School in Hollister
MSC (K. Child/J. Brusco)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (e) Guided Pathways Self-Assessment
MSC (W. Glines/R. Perez)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

- (f) FY 2016 – 2017 Foundation Audit Report
MSC (W. Glines/J. Brusco)

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.
0 Noes

III. CLOSING ITEMS

Trustees and audience acknowledged the leadership of outgoing board president Laura Perry.

1. The next regularly scheduled Board meeting is January 9, 2018, **Student Center Lounge**.
2. Adjournment – The meeting was adjourned at 9:02 p.m.

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. 11.6 (b) **Human Resources**
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Personnel Actions

- Resolution: BE IT RESOLVED,
- Information Only
- Action Item

Proposal:

That the Board of Trustees approve personnel actions the District is entering into during the period of December 12, 2017 thru January 9, 2018.

Background:

Board of Trustees approval is required for all personnel actions. The attached items have been prepared in accordance with existing Board policies and laws related to employees within the California Community College system.


Budgetary Implications:

Funds to pay for salaries and benefits of the assignments are included in the final budget for FY 2017-2018.

Follow Up/Outcome:

Human Resources will notify employees of the approved personnel actions and issue authorization to allow processing of payroll when due.

Recommended By: Dr. Eric Ramones, Associate Vice President, Human Resources and Labor Relations.

Prepared By: 

Dr. Eric Ramones, Associate Vice President, Human Resources and Labor Relations

Agenda Approval: 

Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – January 9, 2018

Unless otherwise, please refer to the Classified Salary Schedule for the following personnel actions:

I. APPOINTMENTS/PROMOTIONS/TRANSFERS/PERMANENT SCHEDULE CHANGES/WORKING OUT-OF-CLASS

Adriana Servin Program Services Specialist
Out of Class Pay
Career Technical Education
December 1, 2017 to January 18, 2018

Ali Aryanpour Mobility Aid
Student Services
January 10, 2018

Jessica Fromm Program Specialist – Coyote Valley Site
Promotion
Office of Academic Affairs
January 10, 2018

Juana Lopez Mobility Aid
Student Services
January 11, 2018

Tracy Carpena Office Assistant
Administrative Services
January 10, 2018

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Janet Serrano Admission and Student Records Technician
Student Services
November 27, 2017 to June 30, 2018

III. PROFESSIONAL EXPERTS

Elizabeth Ravenscroft Adult and Career Educational Services Consortium Work
Office of Academic Affairs
August 28, 2017 to December 30, 2017

Isaiah Acfalle Assistant Volleyball Coach
Kinesiology and Athletics
September 15, 2017 to November 30, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Angelica Oropeza	Senior Program Specialist Counseling January 1, 2018 to May 1, 2018
Juan Orozco	Instructional Program Specialist Office of Academic Affairs September 5, 2017 to September 30, 2017
Litricia Garcia	Program Specialist Student Services November 15, 2017

V. REQUESTS FOR LEAVE

Jeronimo Garcia	Multimedia Technician Liberal Arts and Sciences June 1, 2017 to January 9, 2018
Kathryn Day	Division Assistant Career Technical Education November 3, 2017 to December 18, 2017

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Deanna Souza	MATH 6 – Business Calculus
Josefina Olivares	GEOG 1 – Physical Geography KIN 68A – Bootcamp Fitness ANTH 1 – Introduction to Physical Anthropology
Rosalinda Mendoza	ENGL 1C – Critical Reasoning and Writing MATH 411 – Integrated Pre-Algebra CMUN 4 – Intercultural Communication

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

A. Classified and Unclassified Personnel Actions

NONE

XI. VOLUNTEERS

Brian Calimpong Volunteer Worker
Kinesiology and Athletics
November 28, 2017 to June 30, 2018

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.

B. Faculty Personnel Actions – January 9, 2018

Unless otherwise, please refer to the Faculty Salary Schedule for the following personnel actions:

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Beatriz Lawn	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Beatriz Lawn	Materials Development Community Development Grants Management December 11, 2017
Christina Salvin	Professional Development Liberal Arts and Sciences January 4, 2018
Debra Farris-Amaro	Department Chair – Allied Health Career Technical Education August 29, 2017 to October 3, 2017
Diana Gonzalez	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Elena Dachkova	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Erik Medina	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Erin Crook	Professional Development Liberal Arts and Sciences January 4, 2018
Gilbert Ramirez	Lead Faculty – Cosmetology Career Technical Education August 28, 2017 to May 25, 2018

Herbert Spenner	Lead Faculty – Aviation Maintenance Technology Career Technical Education August 28, 2017 to May 25, 2018
Jennifer Nari	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Jessica Gatewood	Professional Development Liberal Arts and Sciences January 4, 2018
Jessica Hooper	Professional Development Liberal Arts and Sciences January 4, 2018
Jessica Weiler	Assistance for Career Technical Education and Strong Workforce Program Career Technical Education January 2, 2018 to January 25, 2018
Karen Warren	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Karen Warren	Professional Development Liberal Arts and Sciences January 4, 2018
Kathleen Campbell	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Kathleen Campbell	Materials Development Community Development Grants Management December 11, 2017
Kenneth Wagman	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Kimberly Smith	Professional Development Liberal Arts and Sciences January 4, 2018

Linda Stubblefield	Department Chair – Allied Health Career Technical Education October 4, 2017 to May 25, 2018
Marla Dresch	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Mary Ann Sanidad	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Nicole Cisneros	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Patricia Henrickson	Department Chair – Vocational/Technical Career Technical Education August 28, 2017 to May 25, 2018
Patricia Henrickson	Lead Faculty – Child Development Career Technical Education August 28, 2017 to May 25, 2018
Patrick Yuh	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Rey Morales	Guided Pathways for Science Technology Engineering Mathematics Retreat Liberal Arts and Sciences December 16, 2017
Rosa Sharboneau	Counseling Manual Updates Counseling November 27, 2017 to January 30, 2018
Scott Sandler	Professional Development Liberal Arts and Sciences January 4, 2018
Susan Turner	Substitute Allied Health Director Career Technical Education January 25, 2018 to May 26, 2018
Vania Parakati	Guided Pathways for Science Technology Engineering Mathematics Retreat

III. PART-TIME FACULTY (CREDIT & NON-CREDIT) ASSIGNMENTS/STIPENDS

Angela Mora	Professional Development Liberal Arts and Sciences January 4, 2018
Anthony Contreras	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Caroline Gane	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Caroline Gane	Materials Development Community Development Grants Management December 11, 2017
Carolyn Tucker	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Celise El Kassed	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Celise El Kassed	Materials Development Community Development Grants Management December 11, 2017
Christopher Carroll	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Cuong Phan	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Daniel Stromska	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Deborah Condon	Professional Development Liberal Arts and Sciences January 4, 2018

Deborah Luoma	Professional Development Liberal Arts and Sciences January 4, 2018
Debra Cadwell	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Douglas Gerbrandt	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Elaine Briggs	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Gaetano Bernardo	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Glenda Mora	Professional Development Liberal Arts and Sciences January 4, 2018
Jacqueline Collins	Professional Development Liberal Arts and Sciences January 4, 2018
James Fisher	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Janelle Miller	South Bay Regional Public Safety Training Consortium Instructor South Bay Regional January 22, 2018
Janet Conrey	Department Chair – Computer Science and Information Systems/Business Career Technical Education August 25, 2017 to May 25, 2018
Jeffrey Emley	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Jeffrey James Hoyne	South Bay Regional Public Safety Consortium Volunteer Instructor

January 10, 2018

Jennifer McMillan	Professional Development Liberal Arts and Sciences January 4, 2018
Jennifer Penkethman	Professional Development Liberal Arts and Sciences January 4, 2018
Jennifer Roscher	Professional Development Liberal Arts and Sciences January 4, 2018
Karen Diehl	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Karen Diehl	Materials Development Community Development Grants Management December 11, 2017
Karen Diehl	Professional Development Liberal Arts and Sciences January 4, 2018
Kevin Horikoshi	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Kimberly Douglas	Materials Development Community Development Grants Management December 11, 2017
Kyle Daniels	South Bay Regional Public Safety Training Consortium Instructor South Bay Regional November 4, 2017
Kyle Hull	Professional Development Liberal Arts and Sciences January 4, 2018
Leslie Jordan	Lead Faculty – Water Resource Management Career Technical Education August 28, 2017 to May 25, 2018
Lisa Vasquez	Professional Development Liberal Arts and Sciences

	January 4, 2018
Lynn Bowles-Hasbany	English Second Language Assessment Office of Academic Affairs January 17, 2018 to January 25, 2018
Makenzie Kelly	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Maria Pereyra	Department Chair – Allied Health Career Technical Education October 4, 2017 to May 25, 2018
Martha Oral	Professional Development Liberal Arts and Sciences January 4, 2018
Martin Garcia	Professional Development Liberal Arts and Sciences January 4, 2018
Martin Rodriguez Juarez	Materials Development Community Development Grants Management December 11, 2017
Megan Wong	Professional Development Liberal Arts and Sciences January 4, 2018
Melanie Kunoa	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Monica Herzi	Professional Development Liberal Arts and Sciences January 4, 2018
Olujide Osikomaiya	Professional Development Liberal Arts and Sciences January 4, 2018
Philip Williams	Department Chair – Computer Science and Information Systems/Business Career Technical Education August 25, 2017 to May 18, 2018
Rachel Beuttler	South Bay Regional Public Safety Consortium Volunteer Instructor

January 10, 2018

Rebecca Ozoa	Economics Instructor Career Technical Education January 25, 2018 to June 30, 2018
Sera Hirasuna	Professional Development Liberal Arts and Sciences January 4, 2018
Shanda Adams	Professional Development Liberal Arts and Sciences January 4, 2018
Spencer Billman	South Bay Regional Public Safety Consortium Volunteer Instructor January 10, 2018
Susan Dodd	Student Learning Outcomes / Program Learning Outcomes Assessment Lead Office of Academic Affairs January 26, 2018
Teri Vladimirov	Professional Development Liberal Arts and Sciences January 4, 2018
Tiffany Palsgrove	Professional Development Liberal Arts and Sciences January 4, 2018
Timothy Han	Professional Development Liberal Arts and Sciences January 4, 2018
Trina DeMare	Allied Health Instructor Career Technical Education August 28, 2017
Trina DeMare	Orientation Meeting Career Technical Education September 18, 2017 to September 19, 2017
Vered Stolarski	Non-credit Instructor Community Education September 19, 2017 to June 30, 2018
Vincent Parker	Professional Development Liberal Arts and Sciences

January 4, 2018

Willy Kwong Part-time Instructor
Career Technical Education
January 29, 2018 to May 30, 2018

Willy Kwong Department Meeting
Career Technical Education
January 25, 2018 to May 30, 2018

Wilson DeOcera Cudal Professional Development
Liberal Arts and Sciences
January 4, 2018

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Christopher Spence Kinesiology and Athletics Instructor Substitute
Kinesiology and Athletics
August 28, 2017 to June 30, 2018

Eric Lopez Kinesiology and Athletics Instructor Substitute
Kinesiology and Athletics
August 28, 2017 to June 30, 2018

Lynn Lockhart Math Instructor Substitute
Liberal Arts and Sciences
November 2, 2017 to November 27, 2017

Robert Sanchez Kinesiology and Athletics Instructor Substitute
Kinesiology and Athletics
August 28, 2017 to June 30, 2018

Susan Dodd Accessible Education Center Adapted Physical Education
Instructor Substitute
Student Services
November 29, 2017 to November 30, 2017

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.

C. Management/Confidentials Personnel Actions – January 9, 2018

Unless otherwise, please refer to the Unrepresented Employees Salary Schedule(s) for the following personnel actions:

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

Amparo Arteaga Human Resources Technician
 Administrative Services
 December 18, 2017 June 1, 2018

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.

D. Administration Personnel Actions – January 9, 2018

Unless otherwise, please refer to the Administrative Salary Schedule for the following personnel actions:

I. APPOINTMENTS

NONE

II. ADDITIONAL DUTY/STIPENDS

NONE

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. REQUEST FOR LEAVE

Carina Cisneros	Associate Dean, Extended Opportunity Program and Services and CalWORKS Student Services November 22, 2017 March 9, 2018
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VI. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2017

Consent Agenda Item No. 11.6 (c) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Warrants and electronic transfers drawn on District Funds

- Resolution: BE IT RESOLVED,
- Information Only
- Action Item

Proposal:

That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of December 1, 2017 – December 31, 2017.

Background:

In accordance with Education Code Section 85266.5 the Board of Trustees will review for ratification of warrants issued.

Warrants:

Dates	Warrant Numbers	Amount
12/1/17 – 12/31/17	18056129 - 18056627	\$2,914,944.82

Electronic Transfers:

Dates	Description	Amount
None to report		

The complete warrant and electronic transfer list is available for review in the President's Office.

Budgetary Implications:

Expenditures are included in the budgets for FY 2017-2018.

Follow Up/Outcome:

No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Dr. Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No. 11.6 (d) Administrative Services
 Information/Staff Reports No.
 Discussion Item No.
 Old Business Agenda Item No.
 New Business Agenda Item No.

SUBJECT: Payroll Warrants drawn on District Funds

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

Ratification of payroll warrants drawn on district funds for the month of December 2017.

Background:

The Board of Trustees has directed the district to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the district during the month of December 2017:

Payroll Period	Pay Date	Total Salaries/Wages
December Supplemental 1	December 08, 2017	\$ 295,202.08
December Regular (EOM)	December 29, 2017	\$ 2,368,031.21
TOTAL		\$ 2,663,233.29
<i>(717 Pay Warrants Issued)</i>		

Budgetary Implications:

Expenditures are included in the Budget for FY 2017/18.

Follow Up/Outcome:

No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
 Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Kathleen A. Rose
 Dr. Kathleen A. Rose, Superintendent/President

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. 11.6 (e) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the attached December 1, 2017 to December 31, 2017 list of purchase orders for FY 2017-18.

Background:

During the fiscal year purchase orders are used to acquire goods and services for the District. California Code of Regulations title 5 §Sec. 81655 requires the Board of Trustees to ratify District purchases orders issued.

Budgetary Implications:

Purchase Orders are needed to accommodate expenditure needs of various departments' budgets to appropriate general fund and categorical programs.

Follow Up/Outcome:

No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Purchase Orders - December 2017

P0008135	12/1/2017	National Athletic Trainers Association	\$ 583.00
P0008136	12/1/2017	Hilton Garden Inn	\$ 5,306.56
P0008137	12/1/2017	Bohannon, Kimberley	\$ 772.55
P0008141	12/1/2017	The Print Shop	\$ 861.10
OP18246	12/1/2017	CPP Inc	\$ 1,000.00
P0008142	12/1/2017	San Jose State University	\$ 4,061.48
P0008143	12/1/2017	San Jose State University	\$ 323.76
ASB18012	12/1/2017	Marketing Tools LLC	\$ 4,290.85
P0008140	12/1/2017	Amazon Business	\$ 44.80
P0008138	12/1/2017	Aviation Technician Education Council	\$ 350.00
P0008139	12/1/2017	Women in Aviation International	\$ 45.00
P0008144	12/4/2017	San Jose State University	\$ 1,731.23
OP18247	12/5/2017	Gilbert Associates Inc	\$ 63,400.00
OP18248	12/5/2017	Continental Athletic Supply	\$ 6,500.00
P0008146	12/5/2017	X, I	\$ 180.00
P0008147	12/5/2017	Stuart, Randall	\$ 2,500.00
P0008145	12/5/2017	Casey Printing	\$ 3,854.24
P0008148	12/6/2017	Palace Art & Office Supply	\$ 763.04
P0008149	12/6/2017	Palace Art & Office Supply	\$ 312.11
P0008150	12/6/2017	Palace Art & Office Supply	\$ 605.50
P0008151	12/6/2017	Palace Art & Office Supply	\$ 488.32
P008134A	12/6/2017	South Bay Regional Public Safety	\$ 25,000.00
P0008152	12/7/2017	Trophies Plaques and More	\$ 57.23
P0008158	12/7/2017	WRD Consulting Group LLC	\$ 13,125.00
OP18250	12/7/2017	Target Pest Control	\$ 500.00
OP18249	12/7/2017	Keen, Charles	\$ 5,000.00
P0008153	12/7/2017	Quality Assurance Engineering Inc	\$ 1,029.00
P0008161	12/7/2017	Gilroy Tire And Brake	\$ 17.90
P0008160	12/7/2017	Gilroy Tire And Brake	\$ 122.61
P0008154	12/7/2017	Foundation for California Community Colleges	\$ 5,156.76
P0008159	12/7/2017	Wilco Supply Company	\$ 70.78
P0008157	12/7/2017	T & H Pools Inc	\$ 3,900.00
P0008156	12/7/2017	T & H Pools Inc	\$ 4,390.00
P0008155	12/7/2017	T & H Pools Inc	\$ 1,855.74
P0008162	12/7/2017	Riso, Karen	\$ 413.11
P0008165	12/8/2017	Gawf, John	\$ 299.21
P0008163	12/8/2017	American Water Works Association	\$ 4,176.07
P0008164	12/8/2017	CDW Government Inc	\$ 531.49
P0008166	12/8/2017	Richard McMahon	\$ 117.18
P0008167	12/8/2017	Richard McMahon	\$ 93.20
P0008168	12/11/2017	California Community College Distance Education Cod	\$ 25.00
P0008170	12/11/2017	Sport & Cycle	\$ 3,438.26
P0008172	12/11/2017	The Print Shop	\$ 59.95
P0008173	12/11/2017	Riso, Karen	\$ 14.72
P0008171	12/11/2017	Northrop Rice Foundation	\$ 150.00
P0008174	12/12/2017	Moore Medical LLC	\$ 587.33
P0008176	12/13/2017	CollegeNet Inc	\$ 3,190.00
P0008177	12/13/2017	Richard McMahon	\$ 589.42
P0008180	12/13/2017	Sport Supply Group Inc	\$ 4,700.74
P0008181	12/13/2017	Sport Supply Group Inc	\$ 1,887.76

P0008175	12/13/2017	Dell Marketing	\$ 1,453.52
P0008178	12/13/2017	Dell Marketing	\$ 126.04
P0008182	12/14/2017	Gilroy Chamber Of Commerce	\$ 45.00
P0008183	12/14/2017	Governet	\$ 20,500.00
P0008184	12/14/2017	Sport & Cycle	\$ 1,124.62
P0008185	12/14/2017	Italeleven Inc.	\$ 815.87
ASB18014	12/14/2017	Sport Supply Group Inc	\$ 3,476.10
P0008186	12/14/2017	Amazon Business	\$ 106.63
P0008187	12/14/2017	Hannon Hill Corporation	\$ 9,531.00
P0008188	12/14/2017	D3 Sports Inc	\$ 407.40
P0008190	12/14/2017	Sehi Computer Products	\$ 191.85
ASB18015	12/14/2017	Sport Supply Group Inc	\$ 2,091.28
P0008191	12/14/2017	Evisions Inc	\$ 22,439.59
OP18251	12/14/2017	Williams Scotsman Inc	\$ 6,000.00
P0008189	12/14/2017	Rose Brand	\$ 7,106.80
P0008192	12/18/2017	Amazon Business	\$ 153.93
ASB18016	12/18/2017	Salinas Valley Embroidery	\$ 348.26
ASB18013	12/18/2017	Buenrostro, German	\$ 300.00
OP18252	12/18/2017	Palace Art & Office Supply	\$ 259.05
P0008193	12/19/2017	The Print Shop	\$ 59.95
P0008194	12/19/2017	The RP Group	\$ 3,128.34
P0008195	12/19/2017	OCLC Inc	\$ 516.04
P0008196	12/19/2017	Amazon Business	\$ 99.18
OP18253	12/19/2017	Garlic City ShirtWorks and Embroidery Studio	\$ 200.00
P0008201	12/19/2017	Palace Art & Office Supply	\$ 220.83
P0008198	12/19/2017	Garlic City ShirtWorks and Embroidery Studio	\$ 40.69
P0008199	12/19/2017	Amazon Business	\$ 154.54
P0008200	12/19/2017	Burmax Company	\$ 1,792.67
P0008202	12/20/2017	Classic Cleaners	\$ 350.00
			\$ 261,511.18

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. 11.6 (f) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Ratification of Agreements

- Resolution: BE IT RESOLVED,
- Information Only
- Action Item

Proposal:

That the Board of Trustees ratify agreements entered into pursuant to the Education Code. Attachment A is a list of agreements to be ratified for December 1 to December 31, 2017.

Background:

Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to \$88,300 subject to ratification by the Board within 60 days of issuance of agreement.

Budgetary Implications:

The contracts are funded by appropriations included in the Budget for FY 2017-2018.

Follow Up/Outcome:

No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Board Agenda Ratification of Contracts
Meeting Date: January 9 2018

Agreement Number	Amount	Vendor	Description
CON10223	no fee	Gilroy Unified School District	Facilities Use Agreement at Christopher High School for Child Development Class 1/29/18 - 5/25/18
CON10224	no fee	Gilroy Unified School District	Facilities Use Agreement at Gilroy High School for Administration of Justice Class 1/29/18 - 5/25/18
CON10225	no fee	SBC- Community Services & Workforce Development	Veterinary Assistant Program Training Scholarship for; Rachel Sandoval 12/9/17 - 3/3-18
CON10226	no fee	SBC- Community Services & Workforce Development	Veterinary Assistant Program Training Scholarship for; Daniela Pfuetzenreiter 12/9/17 - 3/3-18
CON10227	no fee	SBC- Community Services & Workforce Development	Veterinary Assistant Program Training Scholarship for; Cecilia Garcia 12/9/17 - 3/3-18
CON10228	no fee	SBC- Community Services & Workforce Development	Veterinary Assistant Program Training Scholarship for; Ame Metz 12/9/17 - 3/3-18
CON10229	\$ 6,600.00	Liza E. Morales, RVT	Community Education Instructor 12/1/17 - 6/30/19
CON10230	no fee	Morgan Hill Unified School District	Facilities Use Agreement - Ann Sobrato High School for High Step Program 1/29/18 - 5/25/18
CON10231	no fee	Academic Affairs	Facilities Use Agreement - Aromas San Juan Unified School District for High Step Program 1/29/18 - 5/25/18
CON10232	\$ 25,000.00	Public Economics	Consulting Services for ERAF "basic aid" 12/11/17 - 12/11/18
CON10234	\$ 9,586.48	Access Technologies	Cabling Services for MP Building / HR & Business Project 7/20/17 - 8/15/17
CON10235	no fee	San Benito County Water District	Facilities Use Agreement - San Benito County Water District 1/29/17 - 3/21/18

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. 11.6 (g) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Budget Adjustments

- Resolution: BE IT RESOLVED,
- Information Only
- Action Item

Proposal:

That the Board of Trustees approve the attached budget adjustments for FY 2017-18.

Background:

During the fiscal year various budget adjustments are needed to align revenues and expenditures. California Code of Regulations title 5 §58307 requires the Board of Trustees approve all changes in the budget.

Budgetary Implications:

Changes to the Final Budget are needed to accommodate expenditure needs of various departments and to appropriate revenue for the general fund and categorical programs.

Follow Up/Outcome:

No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Fund 100

DECREASE				INCREASE			
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
120710	4310		(4,000.00)	120710	5210		4,000.00
			<u>(\$4,000)</u>				<u>\$4,000</u>
Final (Adopted) Estimated Beginning Fund Balance at 7/1/17							\$4,353,229
Change to Actual Fund Balance at 7/1/17							\$0
Actual Beginning Balance at 7/1/17							\$4,353,229
Final (Adopted) Budget Net Change in Fund Balance							\$0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance							(\$6,550)
Current decrease in budgeted expenditures increases Fund Balance							\$4,000
Current increase in budgeted expenditures decreases Fund Balance							<u>(\$4,000)</u>
Revised Net Change in Ending Fund Balance							<u>(\$6,550)</u>
Estimated Ending Fund Balance 6/30/18 for General Fund 100							<u>\$4,346,679</u>

Fund 270

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)			
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
643627	8639		(6,443.00)	643627	3712		237.00
				643627	4510		9,575.00
				643627	5300		200.00
				643627	7510		2,267.00
				643627	7610		38,387.00
				643627	5240		200.00
				643627	2110		(6,388.00)
				643627	3212		(52.00)
				643627	3312		(334.00)
				643627	3322		(78.00)
				643627	3412		(3,622.00)
				643627	3422		(14.00)
				643627	3432		(103.00)
				643627	3442		(722.00)
				643627	3512		(3.00)
				643627	3612		(3.00)
				643627	4570		(100.00)
				643627	5250		(200.00)
				643627	5260		(400.00)
				643627	5823		(2,000.00)
				643627	7520		(43,290.00)
				641427	7520		21,000.00
				641427	7610		21,000.00
631627	8697		(10,000.00)	631627	1110		(5,000.00)
631727	8697		(320,561.00)	631627	3210		(629.00)
631827	8697		(8,993.00)	631627	3312		(310.00)
631927	8697		(10,000.00)	631627	3322		(73.00)
631427	8697		349,554.00	631627	3412		(983.00)

	631627		3422	(983.00)	
	631627		3432	(983.00)	
	631627		3442	(983.00)	
	631627		3512	(3.00)	
	631627		3612	(3.00)	
	631627		3712	(50.00)	
	631727		1110	(25,000.00)	
	631727		3210	(3,145.00)	
	631727		3312	(1,550.00)	
	631727		3322	(365.00)	
	631727		3412	(2,416.00)	
	631727		3422	(2,416.00)	
	631727		3432	(2,416.00)	
	631727		3442	(2,416.00)	
	631727		3512	(13.00)	
	631727		3612	(13.00)	
	631727		3712	(250.00)	
	631727		4310	(50,000.00)	
	631727		5710	(12,822.00)	
	631727		5831	(50,000.00)	
	631727		6400	(167,739.00)	
	631827		4310	(4,413.00)	
	631827		6400	(4,580.00)	
	631927		1110	(5,000.00)	
	631927		3210	(629.00)	
	631927		3312	(310.00)	
	631927		3322	(73.00)	
	631927		3412	(983.00)	
	631927		3422	(983.00)	
	631927		3432	(983.00)	
	631927		3442	(983.00)	
	631927		3512	(3.00)	
	631927		3612	(3.00)	
	631927		3712	(50.00)	
	631427		1110	35,000.00	
	631427		3210	4,403.00	
	631427		3312	2,170.00	
	631427		3322	511.00	
	631427		3412	4,382.00	
	631427		3422	4,382.00	
	631427		3432	4,382.00	
	631427		3442	4,382.00	
	631427		3512	19.00	
	631427		3612	19.00	
	631427		3712	350.00	
	631427		4310	54,413.00	
	631427		5710	12,822.00	
	631427		5831	50,000.00	
	631427		6400	172,319.00	
632327	8697	(498,836.00)	632227	1310	(5,000.00)
632527	8697	(15,000.00)	632227	1310	(5,000.00)
632327	8697	249,418.00	632227	3110	(5,000.00)
632127	8697	329,418.00	632227	6400	(50,000.00)
			632227	6405	(5,000.00)
			632227	6405	(65,000.00)
			632327	1110	(20,000.00)
			632327	3110	(10,000.00)
			632327	6400	(219,418.00)
			632527	5831	(15,000.00)
			632227	6405	5,000.00
			632127	1110	20,000.00
			632127	1310	10,000.00

		632127	3110	15,000.00
		632127	5831	15,000.00
		632127	6400	269,418.00
		681227	3412	(58,055.00)
		681227	4310	27,195.00
		681227	5100	2,095.00
		681227	5140	3,017.00
		681227	5150	1,261.00
		681227	5240	28.00
		681227	5250	204.00
		681227	5636	17,306.00
		681227	5831	6,000.00
		681227	5846	949.00
		641427	7520	(42,000.00)
		641427	7610	(42,000.00)
632227	8697	<u>(65,000.00)</u>	6405	65,000.00
	Total Fund 270	<u><u>(6,443.00)</u></u>		<u><u>(48,443.00)</u></u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/17		\$0	\$0
Change to Actual Fund Balance at 7/1/17		\$0	\$0
Actual Beginning Balance at 7/1/17			\$0
Final (Adopted) Budget Net Change in Fund Balance			\$0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		\$42,000	
Current increase in budgeted revenue increases Fund Balance		\$6,443	
Current increase in budgeted expenditures decreases Fund Balance		(\$48,443)	
Revised Net Change in Ending Fund Balance			<u>\$0</u>
Estimated Ending Fund Balance 6/30/18 for Restricted General Fund 270			<u><u>\$0</u></u>

Fund 470

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)			
Account							
Organization #	Code	Program #	Amount	Organization #	Account Code	Program #	Amount
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
931447	8894		8,137.00	931447	4310		2,500.00
				931447	4711		3,600.00
				931447	5831		2,037.00
	Total Fund 470		<u><u>\$8,137</u></u>				<u><u>\$8,137</u></u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/17			\$111,298
Change to Actual Fund Balance at 7/1/17		\$594,433	
Actual Beginning Balance at 7/1/17			\$483,135
Final (Adopted) Budget Net Change in Fund Balance		\$0	(\$69,851)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		\$3,920	
Current increase in budgeted revenue increases Fund Balance		\$8,137	
Current increase in budgeted expenditures decreases Fund Balance		(\$8,137)	
Revised Net Change in Ending Fund Balance			<u>\$3,920</u>
Estimated Ending Fund Balance 6/30/18 for General Fund 470			<u><u>\$417,204</u></u>

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No. 11.6 (h) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Monthly Financial Report

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees consider the FY 2017/18 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2017/18 Revised Budget as of December 23, 2017 to actual revenue and expenditures as of December 23, 2017.

Follow Up/Outcome:

The Administration will continue to review the FY 2017/18 budget and will submit budget adjustments as necessary for consideration by the Board.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Monthly Financial Report
Summary of All Funds
Fiscal Year 2017-2018
12/31/2017

Fund	Fund Description	Beginning Fund Balance 7/1/2017	Revised Budgets		Ending Fund Balance 6/30/2018	Year to Date Actual			% Actual to Budget	
			Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund										
10	General -Unrestricted	\$4,353,229	\$34,441,360			\$2,223,932			6.5%	
	1000 - Certificated Salaries			\$11,424,882			\$5,643,887	\$0		49.4%
	2000 - Classified Salaries			\$6,548,895			\$2,842,064	\$0		43.4%
	3000 - Burdens & Benefits			\$6,680,920			\$2,965,085	\$0		44.4%
	4000 - Books & Supplies			\$551,530			\$185,157	\$198,306		69.5%
	5000 - Other Operating Expenses			\$6,987,271			\$3,182,036	\$2,451,838		80.6%
	6000 - Capital Outlay			\$806,616			\$184,949	\$151,900		41.8%
	7000 - Other			\$1,447,796			\$361,400	\$0		25.0%
Total General-Unrestricted		\$4,353,229	\$34,441,360	\$34,447,910	\$4,346,679	\$2,223,932	\$15,364,578	\$2,802,044	6.5%	52.7%
24	Instructional Equipment	\$0	\$0	\$0	\$0	\$100,550	\$28,975	\$0	-	-
26	Parking	\$0	\$140,669	\$140,669	\$0	\$59,211	\$30,941	\$1,541	42.1%	23.1%
27	General - Restricted	\$0	\$15,833,340	\$15,833,340	\$0	\$4,720,638	\$5,409,748	\$1,334,606	29.8%	42.6%
Total General Fund		\$4,353,229	\$50,415,369	\$50,421,919	\$4,346,679	\$7,104,331	\$20,834,242	\$4,138,191	14.1%	49.5%
21	Measure E - Debt Service	\$4,466,968	\$6,230,637	\$6,060,769	\$4,636,836	\$116,026	\$0	\$0	1.9%	0.0%
34	Capital Project	\$90,030	\$8,625,693	\$8,625,693	\$90,030	\$2,023,349	\$1,346,768	\$5,308,910	23.5%	77.2%
60	Measure E	\$5,981,826	\$24,832	\$5,553,065	\$453,593	\$38,170	\$3,889,544	\$6,114,477	153.7%	180.2%
61	Risk Management	\$0	\$293,963	\$293,963	\$0	\$72,840	\$32,088	\$26,903	24.8%	20.1%
72	Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	-
92	Long Term Debt	\$7,978,481	\$315,000	\$500	\$8,292,981	\$103,579	\$0	\$0	32.9%	0.0%
Fiduciary Funds										
47	Associated Student Body	\$483,135	\$188,010	\$253,941	\$417,204	\$107,070	\$166,140	\$10,459	56.9%	69.5%
48	Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$2,861,116	\$2,888,990	\$0	44.1%	44.5%
66	Student Center Fund	\$0	\$135,841	\$135,841	\$0	\$21,730	\$19,116	\$0	16.0%	14.1%
Total Fiduciary Funds		\$483,135	\$6,818,061	\$6,883,992	\$417,204	\$2,989,916	\$3,074,245	\$10,459	43.9%	44.8%
Totals		\$23,353,670	\$72,723,555	\$77,839,901	\$18,237,324	\$12,448,213	\$29,176,888	\$15,598,940	17.1%	57.5%

Notes:

Instructors salaries are paid August through May (10 months)

Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year

Fund 34 Capital Project = State Funded Projects

Does not include December end of the month payroll

RECOGNITION

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Recognition Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

President's Office

11.8 (a)

SUBJECT: Recognition of Service as Board President

- Resolution: BE IT RESOLVED,
 Discussion Only
 Action Item

Proposal:

Board President Jonathan Brusco will present a special recognition plaque to trustee Laura A. Perry for her service as Board President.

Background:

Laura A. Perry has continuously served as a Gavilan trustee since 1992. During her tenure, she was elected as board president in 1998, 1999, 2003, 2004, 2011, 2012, 2016, and 2017. Special recognition is given to Laura Perry for her dedication and leadership to Gavilan Joint Community College District.

Budgetary Implications:

None.

Follow Up/Outcome:

None.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Dr. Kathleen A. Rose, Superintendent/President

Agenda Approval: 
Dr. Kathleen A. Rose, Superintendent/President

INFORMATION

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No.

Academic Affairs

Information/Staff Reports No. II.11 (a)

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

SUBJECT: Civic Engagement Update

Resolution:

Information Only:

Action Item:

Proposal:

Provide an update on the Title V Civic Engagement grant.

Background:

Many college faculty over the years have included community work as part of their teaching, but a formal Service Learning program started out of the Social Science department in 2008 thanks to a sabbatical leave project. After 8 successful years, the program was folded into a Title V grant that included a Civic Engagement component. The team wishes to tell the board about its successful Service Learning work with community agencies, the enthusiasm of students whose lives are changed by their service, several Civic Engagement projects including the new Social Justice Studies ADT, and the locally-focused student and faculty archive under construction at the library website.

Budgetary Implications:

None during the duration of the grant; after grant expires we will seek general fund support.

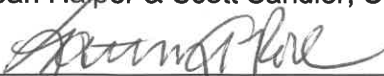
Follow Up/Outcome: Board members who work in the community may wish to reference our webpage, video and archive, and to refer agencies to our Service Learning liaison.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

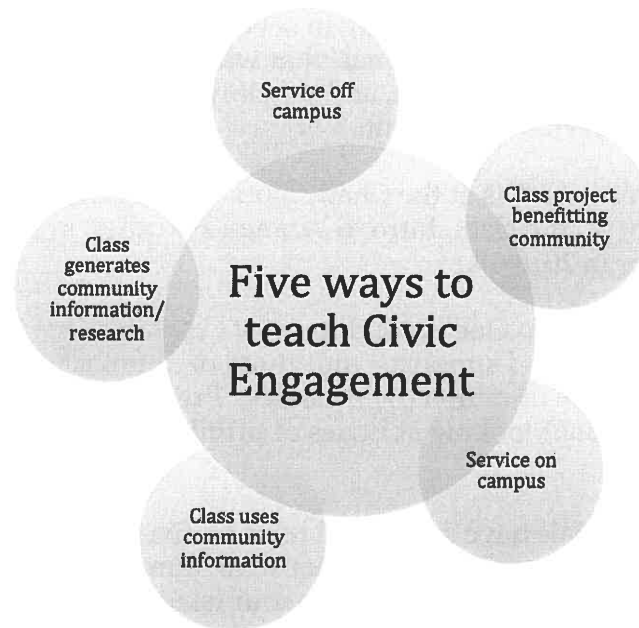
Prepared By:

Dr. Randy Brown, Community Education & Grants Management
Leah Halper & Scott Sandler, Service Learning faculty liaisons

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President



Report to the Gavilan College Board of Trustees on Civic Engagement 2018

Mission: Civic Engagement: A commitment to understand, connect, and transform ourselves and our communities.

History: Many college faculty over the years have included community work as part of their teaching, but a formal Service Learning program started out of the Social Science department in 2008 thanks to a sabbatical leave project. After 8 successful years, the program was folded into a Title V grant that included a Civic Engagement component.

Current status: We are in the exact middle of our five-year Title V grant. Our projects have been successful such that we have been able to add new projects to fold in more faculty and students, and to respond to national and international conditions and events that have stirred many students to concern, study, and action. Our seasoned faculty will be focusing on finding and training great replacements in the next two years of the grant.

Projects:

Service Learning—we have a fairly steady cohort of service learning instructors, usually six to 12 each semester. We do two trainings a year, and will be offering training this year June 4 and August 13. We are doing a few online service learning pilot classes. We work with after-school, poverty, literacy, historical and park, police, senior citizen, and environmental agencies in Gilroy, Morgan Hill, Hollister, and San Benito county. We have considerable turnover in agencies due to their changing needs; we also have some long-time partners and new allies. This year we began working with Sun Street Center's rehab residential facility in Hollister, for example, and the MHPD Parent Project. We have just begun partnering with Department of Rehabilitation Workability staff on campus to place students from this program. We

have developed a few on-campus placements for students who can't work at agencies. We would like to anchor Service Learning in several ADTs and to create a Guided Pathways cohort for Helping Professionals that would include Social Justice, Communications, Child Development, and possibly Psychology and Kinesiology majors with a strong Service component.

Social Justice Studies—ADT is at the Chancellors' office getting approvals, and we are hoping to offer the new core class, Intro to Women's Studies, in fall 2018, and go online with the whole major in 2018-19.

One Book—*Just Mercy* is the One Book chosen by Gavilan's One Book committee, and the group will encourage and support a multitude of approaches in 2018 by faculty who use the book directly or indirectly in classes. Preliminary work has generated buzz and excitement about looking at issues of privilege, ethnicity and racism, criminal justice, and mercy.

A Closer Look series— We have sponsored talks on five topics over two semesters, reaching about 300 students and roughly that same number of community people. The model is to pick a hot current topic and invite our faculty to use their academic expertise to frame a topic using their disciplines' tools of analysis. This project is closely related to a staff **Speakers Bureau** we have started to promote our faculty as community resource people and invitees to speak. We are starting to have some nibbles, notably from the Gilroy Library, AAUW, and the MH Senior Center.

Professional Development—We are anticipating helping to plan Fall 2018 Professional Development Day around a Service theme with workshops on Civic Engagement and Service Learning. We pioneered a Dec. 8 workshop with funds from Equity Committee and labor from Title V Civic Engagement on Recognizing White Privilege. It was well received in that participants asked for more training and more discussion on this and related topics more broadly at Gavilan.

Community Matters Archive--The CE faculty and library staff are constructing an archive to feature student research from Service Learning classes and projects, and other locally-focused work (we envision art, science, and possibly literature at some point in the future). Many local agencies urgently need research support, and good student work should be made public. We will look at some sample archive material at the Jan. 9 meeting.

Service Learning Video--With help from Grant Richards and his team of video production students, we have created a new short video on Service Learning. We would like to show just the short student comments portion at the Jan. 9 meeting. <https://www.youtube.com/watch?v=AP3QgMjKVjc>

How can the board help? --Help us get word out in the community about what we're doing, join the Speakers Bureau by emailing Leah (lhalper@garlic.com), help us get speaking invitations for faculty about Civic Engagement or other topics, get involved with One Book (ssandler@gavilan.edu), let us know if you know of an agency that could use student service help, come to A Closer Look presentations.

--Leah Halper, Scott Sandler, Title V Civic Engagement Faculty Liaisons

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No. II.11 (b)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Student Services

SUBJECT: Student Life Update

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees receive an update from the Student Life coordinator.

Background:

The Student Life coordinator will review the progress for his work with ASGC, the Welcome Center, expanding student leadership opportunities, and collaborating with other College entities to increase culturally- and equity-based learning and social events.

Budgetary Implications:

For information purposes only.

Follow Up/Outcome:

None.

Recommended By: Kathleen Moberg, Vice President of Student Services

Prepared By: Ryan Shook, Student Life Coordinator

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No. II.11 (c)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

President's Office

SUBJECT: Update on Board of Trustees' Annual Goals, 2017 and President's Goals, 2017 - 2018

- Resolution: BE IT RESOLVED,
 Discussion Only
 Action Item

Proposal:

That the Board of Trustees review Board of Trustees' Annual Goals, 2017 and President's Goals, 2017 - 2018

Background:

On March 14, 2017 the Board of Trustees approved goals for the 2017 calendar year. In May, 2017, Dr. Rose prepared the Superintendent/President's goals for the 2017-2018 academic year. Attached is an update on each set of goals.

Budgetary Implications:

None

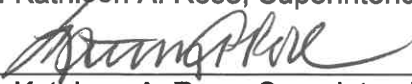
Follow Up/Outcome:

Continue to work on goal completion.

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Dr. Kathleen A. Rose, Superintendent/President

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District Board of Trustee Goals, 2017

Maximize enrollment growth and development at all Gavilan College sites to meet strategic goals as outlined in the Educational Master Plan and exercise the fiscal stewardship needed to meet these goals.

The district was able to successfully move from stability into a moderate growth cycle in FY 17/18. With the completion of the Educational Master Plan, the Strategic Master Plan and the on-going development of the Facilities Master Plan, the college is well positioned for meeting growth in the coming year based on the work of the enrollment management committee and the annual budget process. The district is also developing an understanding of funding scenarios based on demographics and the impact on growth over the next 5-10 years. The budget was balanced this year and the fund balance remains above 10%. Instructional programs are being reviewed accordingly through the Office of Institutional Research and Effectiveness and the college schedule is being adjusted to better serve student short and long term needs. This will be an on-going goal of the district as the organizational structure modifications over the past year take effect in daily practice.

Utilize the Facilities Master Plan to identify and develop the plan for Fairview Corners in San Benito County.

This continues to be an active goal and is part of the integrated planning process of the college. Preliminary plans are underway for a comprehensive campus at Fairview Corners.

Support accreditation requirements of the college through ongoing planning and preparation in accordance with the accreditation cycle, including the completion of all substantive change requirements for San Martin and Coyote Valley.

The substantive change requirements for San Martin and Coyote Valley have been fully completed through ACCJC, with a site visit completed in Spring 2017. Currently the college is completing its Institution Self Evaluation Report in preparation for a spring 2019 team visit. All standards have assigned writing teams and a steering committee is directing the process. Continuous quality improvement is a part of the college's culture and is evident in the participative governance process.

Explore and develop a tentative timeline for a general obligation bond to support district expansion and facility construction.

The district has completed a feasibility study for a November 2018 GO Bond and is currently meeting with community members regarding their views of what the proposed \$248 bond measure would bring to the educational services of the college. The district is receiving training about the bond process and the board will be making its decision in Spring 2018.

Continue to support and assist the Superintendent/President in the achievement of her goals and her community outreach efforts.

Over the past 18 months there have been a number of community outreach efforts including coffee and conversations, high school forums, president's forums, podcasts, individual community civic group presentations, industry based partnerships and First Friday newsletters. The board supports these community outreach efforts and encourages the Superintendent/President to focus on engagement with the diverse communities served by the district. This work is continuous and on-going and will continue throughout the year.

Review the Board self-evaluation process and the evaluation process of the Superintendent/President and revise if necessary.

The Board self-evaluation process was discussed by the full Board, and then reviewed and edited by the sub-committee prior to the 2017 survey. The Board continues to discuss the evaluation process to improve the transparency of the feedback received and the improvement of the process in assisting the Board in annual goal setting. For the Superintendent/President's process, there has been initial conversation about this process, and the President has participated in one round of the annual evaluation protocol. This past year, she shared the results of the 360 evaluation that was completed during her participation as a Wheelhouse Fellow. A status update will be provided to the board and the campus community of her 2017-18 goals, and draft goals for 2019 will be presented.

Support the growth of the Gavilan College Educational Foundation, and plan for Gavilan's Centennial Celebration. Increase community awareness of Gavilan's growth and development throughout the district.

The work in this area is on-going. The Educational Foundation Board has new membership, the web site has been updated, the President's Circle has been launched and the Coordinator has done extensive community outreach. A committee has been formed for the Centennial Celebration year and the Gavilan College Gala is scheduled in April 2018.

Superintendent/President Annual Goals 2017/2018 – UPDATE 1/2/2018

1. Support the completion of the Educational Master Plan and the communication of that plan to the campus community and the external community. Additionally, begin the work on the formation of the Facilities Mater Plan with a focus on a general obligation process,

This goal is complete. The communication and integration of the plans will be on-going, with a specific focus on the GO Bond.

2. Complete the compensation and classification study implementation resulting in staffing changes to maximize efficiency and achievement of enrollment management goals. In addition, continue to work on restructuring the administrative and management positions as necessary, including the achievement of ensuring that all administrators and managers have a contract as of July 1, 2017.

This goal is complete. We are now in the “year of practice” in that all managers have contracts, all have goals, discussions around goals are continuous and change is a constant as needed to address the needs of the students and the growing district.

3. Continue to work collaboratively on the development of the Office of Institutional Advancement by identifying a Director of Advancement and Alumni Relations and additional board members for the Educational Foundation. Assist in the organization of regular board meetings and community outreach.

A Coordinator of the Educational Foundation and Alumni Relations has been hired as a professional expert to begin this effort. Additional members have been added to the Foundation board, outreach has increased, and the President’s Circle has been launched.

4. Continue to build community support of the college through dedicated outreach, community education forums, coffee and conversation events, and various speaking engagements.

This goal is on-going and continuous.

5. Ensure the on-going fiscal solvency of the district through careful budget monitoring, transparency in campus governance, and integrated decision making.

This goal is continuous, assisted by a talented cabinet team, Leadership Council and staff who are a part of the participatory governance system of the college.

6. Refresh the participative governance handbook in dialogue with the current committee structure on campus. Utilize the skills of the cabinet team to strengthen the leadership of the committees on campus and streamline current task force groups and/or committees as needed.

Because of the reorganization that occurred over the past year and the classification and compensation study, there have been a number of personnel changes on campus. As a result the participatory governance and the “Principles of Community” documents are currently under revision and will be reviewed by the college community during the spring 2018 semester. In addition, the membership of the Leadership Council has expanded to include the directors of the off site locations and campus managers. Professional development opportunities will be strengthened throughout the upcoming year as a result.

7. Prepare the college for the upcoming accreditation cycle and continue to assist the new VPAA to build on the enrollment vision of the college, including all off site locations.

The college is actively involved in preparing for the upcoming comprehensive accreditation review in Spring 2019. Once selected, the new VPAA will be trained accordingly to assimilate into the culture and vision of the college.

8. Engage in CEO professional learning opportunities and select state service opportunities as appropriate.

This goal is on-going as appropriate. This past year included professional development opportunities as a Wheelhouse Fellow, attending the CEO Leadership Institute, the New York Time Higher Education Leader’s Forum, and the CCLC Conference. Additional service at the State Chancellor’s Office included service on the Minimum Qualifications Task Group for the CTE Division.

ACTION

OLD BUSINESS

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No. Administrative Services
Information/Staff Reports No. 311
Discussion Item No.
Old Business Agenda Item No. 111.1 (a)
New Business Agenda Item No.

SUBJECT: Revised Annual Financial and Budget Report, CCFS 311

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and accept the Revised Annual Financial and Budget Report.

Background:

The attached Annual Financial and Budget Report represent the final accounting of revenue and expenditures for fiscal year 2016/17 and include the Final Budget for 2017/18 as adopted by the Board on September 12, 2017. This reported has been prepared in accordance with Title 5 Section 58305 and will be submitted to the Chancellor's Office of California Community Colleges.

Budgetary Implications:

This report satisfies State reporting requirements.

Follow Up/Outcome:

The Annual Financial and Budget Report, CCFS 311, once certified, will be forwarded to the Chancellor's Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA – Associate Vice President, Business Services and Security

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

California Community Colleges

ANNUAL FINANCIAL AND BUDGET REPORT
(Financial Report for Fiscal Year 2016-2017)
(Budget Report for Fiscal Year 2017-2018)

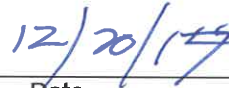
District: GAVILAN JOINT

District Code: 440

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.



District Chief Business Officer



Date



District Superintendent



Date

Contact: Wade W. Ellis, CPA

(408) 848-4739

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2017. Please submit the report to :

Chancellor's Office
California Community Colleges
Fiscal Services Unit
1102 Q Street, Suite 300
Sacramento, CA 95814-6511

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	Total
		ECS 84362 A	ECS 84362 B	Excluded	
Academic Salaries		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	
Instructional Salaries					
Contract or Regular	1100	4,666,641	4,666,641		4,666,641
Other	1300	6,852,452	6,930,613	4,010	6,934,623
Total Instructional Salaries		11,519,093	11,597,254	4,010	11,601,264
Non-Instructional Salaries					
Contract or Regular	1200		2,473,386		2,473,386
Other	1400		375,290		375,290
Total Non-Instructional Salaries		0	2,848,676	0	2,848,676
Total Academic Salaries		11,519,093	14,445,930	4,010	14,449,940
Classified Salaries					
Non-Instructional Salaries					
Regular Status	2100		5,131,801		5,131,801
Other	2300		296,486		296,486
Total Non-Instructional Salaries		0	5,428,287	0	5,428,287
Instructional Aides					
Regular Status	2200	271,894	271,894		271,894
Other	2400	165,082	190,116		190,116
Total Instructional Aides		436,976	462,010	0	462,010
Total Classified Salaries		436,976	5,890,297	0	5,890,297
Employee Benefits	3000	2,880,932	6,878,681	567	6,879,248
Supplies and Materials	4000		470,874	65,047	535,921
Other Operating Expenses	5000		4,508,337	224,540	4,732,877
Equipment Replacement	6420				0
Total Expenditures Prior to Exclusions		14,837,001	32,194,119	294,164	32,488,283

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Exclusions	TOP Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	Total
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	
Activities to Exclude	TOP Code				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	775	525,681		525,681
Student Health Services Above Amount Collected	6441				0
Student Transportation	6491				0
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740				0
Objects to Exclude	Object Code				
Rents and Leases	5060		453,967		453,967
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300		313,467		313,467
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	313,467	0	313,467
Other Operating Expenses and Services	5000		313,467		313,467

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410		1,274,031		1,274,031
Equipment - Replacement	6420				0
Total Equipment		0	1,274,031	0	1,274,031
Total Capital Outlay		0	1,274,031	0	1,274,031
Other Outgo	7000				0
Total Exclusions		775	2,880,613	0	2,880,613
Total for ECS 84362, 50% Law		14,836,226	29,313,506	294,164	29,607,670
Percent of CEE (Instructional Salary Cost / Total CEE)		50.61%	100.00%		
50% of Current Expense of Education			14,656,753		
Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year					
Amount Required to be Expended for Salaries of Classroom Instructors		14,836,226	29,313,506	294,164	29,607,670
Reconciliation to Unrestricted General Fund Expenditures					
Total Expenditures Prior to Exclusions		14,837,001	32,194,119	294,164	32,488,283
Capital Expenditures	6000	25,203	304,702	969,329	1,274,031
Equipment Replacement (Back out)	6420		0	0	0
Total Unrestricted General Fund Expenditures		14,862,204	32,498,821	1,263,493	33,762,314

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	608,648		608,648
In County Treasury	9112	8,960,419	1,542,866	10,503,285
Cash With Fiscal Agents	9113			0
Revolving Cash Accounts	9114			0
Investments (at cost)	9120			0
Accounts Receivable	9130	2,425,643	1,114,096	3,539,739
Due from Other Funds	9140	2,802,023		2,802,023
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	297,234	26,638	323,872
TOTAL ASSETS		15,093,967	2,683,600	17,777,567
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	4,324,980	640,949	4,965,929
Accrued Salaries and Wages Payable	9520	1,718,901	4,633	1,723,534
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540	2,615,735	152,000	2,767,735
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	1,813,934	1,886,017	3,699,951
TOTAL LIABILITIES		10,473,550	2,683,599	13,157,149

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			0
NonCash Assets	9711			0
Amounts Restricted by Law for Specific Purposes	9712			0
Reserve for Encumbrances Credit	9713			0
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754	20,000		20,000
Unassigned	9790	4,600,418		4,600,418
Total Fund Balance		4,620,418	0	4,620,418
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			0
Restricted Fund Balance	9752			0
Committed Fund Balance	9753			0
Assigned Fund Balance	9754			0
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790			0
TOTAL FUND EQUITY		4,620,418	0	4,620,418
TOTAL LIABILITIES AND FUND EQUITY		15,093,968	2,683,599	17,777,567

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

- 20 Debt Service Funds:**
- 21 Bond Interest and Redemption Fund**
- 22 Revenue Bond Interest and Redemption Fund**
- 29 Other Debt Service Fund**

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			7,478,481
In County Treasury	9112	4,466,771		
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130	6,266		500,000
Due from Other Funds	9140			
TOTAL ASSETS		4,473,037	0	7,978,481
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			807,180
Due to Other Funds	9540	6,069		
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
TOTAL LIABILITIES		6,069	0	807,180

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

Governmental Funds Group

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790	4,466,968		7,171,302
TOTAL FUND EQUITY		4,466,968	0	7,171,302
TOTAL LIABILITIES AND FUND EQUITY		4,473,037	0	7,978,482

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
ASSETS							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111						
In County Treasury	9112						
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114						
Investments (at cost)	9120						
Accounts Receivable	9130						
Due from Other Funds	9140						
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210						
Prepaid Items	9220						
TOTAL ASSETS		0	0	0	0	0	0
LIABILITIES							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510						
Accrued Salaries and Wages Payable	9520						
Compensated Absences Payable Current	9530						
Due to Other Funds	9540						
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570						
TOTAL LIABILITIES		0	0	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA	31	32	33	34	35	39
	(Object)	Bookstore Fund	Cafeteria Fund	Child Development Fund	Farm Operation Fund	Revenue Bond Project Fund	Other Special Revenue Fund
FUND BALANCE (NON-GASB 54)							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	0	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	0	0	0	0	0
Total Fund Balance		0	0	0	0	0	0
Fund Balance (GASB 54)	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	0	0	0	0	0	0
Total Designated Fund Balance		0	0	0	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
TOTAL FUND EQUITY		0	0	0	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
ASSETS				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	6,370,000	16,512	
In County Treasury	9112	916,358	5,701,020	
Cash With Fiscal Agents	9113	2,351,787		
Revolving Cash Accounts	9114			
Investments (at cost)	9120			
Accounts Receivable	9130	19,123	11,355	
Due from Other Funds	9140	504,474	2,226,609	
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220			
TOTAL ASSETS		10,161,742	7,955,496	0
LIABILITIES				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	730,019	748,146	
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540	444,675	2,287,654	
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570	1,096,024		
TOTAL LIABILITIES		2,270,718	3,035,800	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
FUND BALANCE (NON-GASB 54)				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790			
Total Fund Balance		0	0	0
Fund Balance (GASB 54)	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790	7,891,024	4,919,696	
TOTAL FUND EQUITY		7,891,024	4,919,696	0
TOTAL LIABILITIES AND FUND EQUITY		10,161,742	7,955,496	0

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
ASSETS					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
Fixed Assets	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
Total Fixed Assets		0	0	0	0
TOTAL ASSETS		0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

COMBINED BALANCE SHEET

51 Bookstore Fund
52 Cafeteria Fund

53 Farm Operations Fund
59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
LIABILITIES					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
Total Current Liabilities and Deferred Revenue		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
Total Long-Term Liabilities		0	0	0	0
TOTAL LIABILITIES	968	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	51 Bookstore Fund	52 Cafeteria Fund	53 Farm Operations Fund	59 Other Enterprise Fund
FUND EQUITY					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
Total Reserved Fund Balance		0	0	0	0
Fund Balance (GASB 54)	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
Total Designated Fund Balance		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
Other Equity	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
TOTAL FUND EQUITY		0	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
ASSETS			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112		
Cash With Fiscal Agents	9113		
Revolving Cash Accounts	9114		
Investments (at cost)	9120		
Accounts Receivable	9130	33,984	
Due from Other Funds	9140	25,995	
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
Fixed Assets	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
Total Fixed Assets		0	0
TOTAL ASSETS		59,979	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
LIABILITIES			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510		
Accrued Salaries and Wages Payable	9520		
Compensated Absences Payable Current	9530		
Due to Other Funds	9540		
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570	59,979	
Total Current Liabilities and Deferred Revenue		59,979	0
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
TOTAL LIABILITIES	968	59,979	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
FUND EQUITY			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713		
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
Total Reserved Fund Balance		0	0
Fund Balance (GASB 54)	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		
Assigned Fund Balance	9754		
Total Designated Fund Balance		0	0
Uncommitted(Unrestricted) Fund Balance	9790		
Other Equity	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
TOTAL FUND EQUITY		0	0
TOTAL LIABILITIES AND FUND EQUITY		59,979	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
ASSETS									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	489,780		1,046					
In County Treasury	9112			52,719	(253,081)				
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								
Investments (at cost)	9120								
Accounts Receivable	9130	1,553		155	34,352				
Due from Other Funds	9140			16,726					
Student Loans Receivable	9150								
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
Fixed Assets	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
Total Fixed Assets		0	0	0	0	0	0	0	0
TOTAL ASSETS		491,333	0	70,646	(218,729)	0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
LIABILITIES									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	8,198		950					
Accrued Salaries and Wages Payable	9520								
Compensated Absences Payable Current	9530								
Due to Other Funds	9540			69,695					
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570				(218,729)				
Total Current Liabilities and Deferred Revenue		8,198	0	70,645	(218,729)	0	0	0	0
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
TOTAL LIABILITIES	968	8,198	0	70,645	(218,729)	0	0	0	0

COMBINED BALANCE SHEET

For Year Ended June 30, 2017

District ID: 440

Name: GAVILAN JOINT

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
FUND EQUITY									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754								
Unassigned	9790								
Total Reserved Fund Balance		0	0	0	0	0	0	0	0
Fund Balance (GASB 54)	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752								
Committed Fund Balance	9753								
Assigned Fund Balance	9754								
Total Designated Fund Balance		0	0	0	0	0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790	483,135							
Other Equity	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
TOTAL FUND EQUITY		483,135	0	0	0	0	0	0	0
TOTAL LIABILITIES AND FUND EQUITY		491,333	0	70,645	(218,729)	0	0	0	0

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
Federal Revenues	8100			
Forest Revenues	8110			0
Higher Education Act	8120		301,156	301,156
Workforce Investment Act	8130			0
Temporary Assistance for Needy Families (TANF)	8140			0
Student Financial Aid	8150		4,338	4,338
Veterans Education	8160			0
Vocational and Technical Education Act (VATEA)	8170		130,993	130,993
Other Federal Revenues	8190		2,921,857	2,921,857
Total Federal Revenues	8100	0	3,358,344	3,358,344
State Revenues	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611			0
State General Apportionment	8612			0
Other General Apportionment	8613	932,890		932,890
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		622,117	622,117
Disabled Students Programs and Services(DSPS)	8623		750,529	750,529
Temporary Assistance for Needy Families (TANF)	8624		50,618	50,618
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		331,493	331,493
Telecommunications and Technology Infrastructure Program (TTIP)	8626			0
Other General Categorical Programs	8627		4,899,353	4,899,353

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
EPA Proceeds	8630	4,337,894		4,337,894
Reimbursable Categorical Programs	8650			
Instructional Improvement Grant	8651		217,801	217,801
Other Reimbursable Categorical Programs	8652			0
State Tax Subventions	8670			
Homeowners' Property Tax Relief	8671	97,705		97,705
Timber Yield Tax	8672	15		15
Other State Tax Subventions	8673			0
State Non-Tax Revenues	8680			
State Lottery Proceeds	8681	626,933	119,769	746,702
State Mandated Costs	8685	511,159		511,159
Other State Non-Tax Revenues	8686			0
Other State Revenues	8690			0
Total State Revenues	8600	6,506,596	6,991,680	13,498,276

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
Local Revenues	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	15,467,363		15,467,363
Tax Allocation, Supplemental Roll	8812	559,012		559,012
Tax Allocation, Unsecured Roll	8813	1,059,088		1,059,088
Prior Years Taxes	8816	9,360		9,360
Education Revenues Augmentation Fund (ERAF)	8817	5,806,927		5,806,927
Redevelopment Agency Funds - Pass Through	8818	186,247		186,247
Redevelopment Agency Funds - Residual	8819	1,364,501		1,364,501
Redevelopment Agency Funds - Asset Liquidation	8819.1	62,252		62,252
Contributions, Gifts, Grants, and Endowments	8820			0
Contract Services	8830			
Contract Instructional Services	8831		28,630	28,630
Other Contract Services	8832			0
Sales and Commissions	8840	29,977		29,977
Rentals and Leases	8850	185,659	19,628	205,287
Interest and Investment Income	8860	51,240		51,240
Student Fees and Charges	8870			
Community Services Classes	8872		138,034	138,034
Dormitory	8873			0
Enrollment	8874	2,143,904		2,143,904
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876		166,133	166,133
Instructional Materials Fees and Sales of Materials	8877			0
Insurance	8878			0
Student Records	8879			0
Nonresident Tuition	8880	165,310		165,310
Parking Services and Public Transportation	8881		65,947	65,947
Other Student Fees and Charges	8885	108,481		108,481
Other Local Revenues	8890	204,404	88,223	292,627
Total Local Revenues	8800	27,403,725	506,595	27,910,320
Total Revenues		33,910,321	10,856,619	44,766,940

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
Other Financing Sources	8900			
Proceeds of General Fixed Assets	8910			0
Proceeds of Long-Term Debt	8940			0
Incoming Transfers – (8970/8981/8982/8983)	898#		2,628,521	2,628,521
Total Other Financing Sources	8900	0	2,628,521	2,628,521
Total Revenues and Other Financing Sources		33,910,321	13,485,140	47,395,461

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natural Resources	0100						0
Architecture and Environmental Design	0200						0
Environmental Sciences and Technologies	0300	59,801	3,957	13,341			77,099
Biological Sciences	0400	472,895	5,859	27,825			506,579
Business and Management	0500	377,797	62,513	30,789	6,146		477,245
Communications	0600	78,405		3,550	2,975		84,930
Computer and Information Science	0700	720,267	5,773	17,016	3,582		746,638
Education	0800	2,621,844	580,433	276,289	10,329		3,488,895
Engineering and Related Industrial Technology	0900	297,259	47,545	104,668	10,066		459,538
Fine and Applied Arts	1000	1,021,009	121,810	32,305	8,894		1,184,018
Foreign language	1100	361,485	105,372	5,056	87		472,000
Health	1200	1,097,736	18,195	115,971	28,128		1,260,030
Consumer Education And Home Economics	1300	323,905	2,799	15,831			342,535
Law	1400						0
Humanities(Letters)	1500	1,451,074	18,684	6,317			1,476,075
Library Science	1600						0
Mathematics	1700	1,124,676	108,143	28,464	7,005		1,268,288
Military Studies	1800						0
Physical Sciences	1900	454,996	11,762	4,840			471,598
Psychology	2000	176,815		609			177,424
Public Affairs and Services	2100	176,691		2,037,429			2,214,120
Social Sciences	2200	1,174,050	13,470	1,704	238		1,189,462
Commercial Services	3000	369,807	32,301	66,457	2,129		470,694
Interdisciplinary Studies	4900	1,455,637	190,674	82,768	658		1,729,737
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	585					585
Sub-Total Instructional Activities		13,816,734	1,329,290	2,871,229	80,237		18,097,490
Total Expenditures for GF Activities*		13,946,660	18,887,331	8,162,114	2,331,889	3,800,343	47,128,337

*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010	14,664	2,028,628	781,896	81,984		2,907,172
Course and Curriculum Development	6020		393,301	10,220			403,521
Academic / Faculty Senate	6030		121,281	4,004			125,285
Other Instructional Administration & Governance	6090						0
Total Instructional Admin. & Governance		14,664	2,543,210	796,120	81,984	0	3,435,978
Instructional Support Services	6100						
Learning Center	6110	39,491	276,451	1,218	1,608		318,768
Library	6120		730,462	13,193	7,962		751,617
Media	6130		189,131	626	1,586		191,343
Museums and Galleries	6140						0
Academic Information Systems and Technology	6150						0
Other Instructional Support Services	6190		264,463	71,873	168,150		504,486
Total Instructional Support Services		39,491	1,460,507	86,910	179,306	0	1,766,214
Admissions and Records	6200		515,485	15,338			530,823
Student Counseling and Guidance	6300						
Counseling and Guidance	6310	6,541	1,217,742	219,409	100,013		1,543,705
Matriculation and Student Assessment	6320	451	1,025,567	130,522	66,691		1,223,231
Transfer Programs	6330		3,046	1,709			4,755
Career Guidance	6340						0
Other Student Counseling and Guidance	6390						0
Total Student Counseling and Guidance		6,992	2,246,355	351,640	166,704	0	2,771,691

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410	1,858	895,671	27,260	32,796		957,585
Disabled Student Programs and Services (DSPS)	6420	5,983	787,845	121,716	55,305		970,849
Extended Opportunity Programs and Services (EOPS)	6430	3,368	549,931	50,715	773		604,787
Health Services	6440		56,201	56,232			112,433
Student Personnel Administration	6450		495,058	48,240	4,212		547,510
Financial Aid Administration	6460						0
Job Placement Services	6470		98,197	4,338	406		102,941
Veterans Services	6480						0
Miscellaneous Student Services	6490	1	1,033	41,520	4,777		47,331
Total Other Student Services		11,210	2,883,936	350,021	98,269	0	3,343,436
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		347,940	423,447	50,280		821,667
Custodial Services	6530		464,376	99,158	4,446		567,980
Grounds Maintenance and Repairs	6550	14,387	364,655	122,903	5,603		507,548
Utilities	6570			879,247			879,247
Other Operations and Maintenance of Plant	6590						0
Total Operation and Maintenance of Plant	6500	14,387	1,176,971	1,524,755	60,329	0	2,776,442
Planning, Policymaking and Coordinations	6600		575,660	158,018			733,678

* California Work Opportunity and Responsibility to Kids (CalWORKs).

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710	1,569	218,055	103,265			322,889
Fiscal Operations	6720		1,464,737	333,113	11,594		1,809,444
Human Resources Management	6730	1,232	447,118	38,875	1,023		488,248
Noninstruct Staff Retirees' Benefits & Retirement *	6740		1,025,872				1,025,872
Staff Development	6750			36,768			36,768
Staff Diversity	6760		54,811	5,605			60,416
Logistical Services	6770	276	413,465	347,415	9,507		770,663
Management Information Systems	6780		935,363	687,565	99,551		1,722,479
Other General Institutional Support Services	6790		44,306	34,657	3,517		82,480
Total General Institutional Support Services	6700	3,077	4,603,727	1,587,263	125,192	0	6,319,259
Community Services & Economic Development	6800						
Community Recreation	6810						0
Community Service Classes	6820	16,953	394,374	336,464	93,196		840,987
Community Use of Facilities	6830		93,848	131			93,979
Economic Development	6840	990	165,187	499,348	262,285		927,810
Other Community Services & Economic Development	6890						0
Total Community Services	6800	17,943	653,409	835,943	355,481	0	1,862,776

* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910						0
Child Development Centers	6920						0
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		55,714	7,358	2,876		65,948
Student and Co-Curricular Activities	6960						0
Student Housing	6970						0
Other Ancillary Services	6990		2,439	98,118	6,023		106,580
Total Ancillary Services	6900	0	58,153	105,476	8,899	0	172,528
Auxiliary Operations	7000						
Contract Education	7010		84,485	9,533			94,018
Other Auxiliary Operations	7090	22,162	756,143	439,197	206,159		1,423,661
Total Auxiliary Operations	7000	22,162	840,628	448,730	206,159	0	1,517,679

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Physical Property and Related Acquisitions	7100			(969,329)	969,329		0
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
Total Long-Term Debt and Other Financing	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310						0
Student Aid	7320					1,291,340	1,291,340
Other Outgo	7390					2,509,003	2,509,003
Total Transfers, Student Aid and Other Outgo	7300	0	0	0	0	3,800,343	3,800,343
Sub-Total Non-Instructional Activites		129,926	17,558,041	5,290,885	2,251,652	3,800,343	29,030,847
Total Expenditures General Fund: activities *		13,946,660	18,887,331	8,162,114	2,331,889	3,800,343	47,128,337

* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: GAVILAN JOINT

I.	2017-2018 Appropriations Limit:			
A.	2016-2017 Appropriations Limit:			\$59,999,637
B.	2017-2018 Price Factor:	1.0369		
C.	Population factor:			
	1. 2015-2016 Second Period Actual FTES	5,179.14		
	2. 2016-2017 Second Period Actual FTES	5,341.72		
	3. 2016-2017 Population change factor (C2/C1)	1.0314		
D.	2016-2017 Limit adjusted by inflation and population factors (A * B * C.3)			\$64,167,131
E.	Adjustments to increase limit:			
	1. Transfers in of financial responsibility		\$0	
	2. Temporary voter approved increases		0	
	3. Total adjustments - increase			0
	Sub-Total (D + E.3)			\$64,167,131
F.	Adjustments to decrease limit:			
	1. Transfers out of financial responsibility		\$0	
	2. Lapses of voter approved increases		0	
	3. Total adjustments - decrease			0
G.	2017-2018 Appropriations Limit (D + E.3 - F.3)			\$64,167,131
II.	2017-2018 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			5,155,962
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			104,200
C.	Local Property taxes			24,179,050
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			5,000
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			0
H.	2017-2018 Appropriations Subject to Limit			\$29,444,212

For Actual Year: 2016-2017

Budget Year: 2017-2018

General Fund

Description	Object Code	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100			3,358,344	4,203,047	3,358,344	4,203,047
State Revenues	8600	6,506,596	9,390,861	6,991,680	8,410,571	13,498,276	17,801,432
Local Revenues	8800	27,403,725	25,050,729	506,595	1,091,273	27,910,320	26,142,002
Total Revenues		33,910,321	34,441,590	10,856,619	13,704,891	44,766,940	48,146,481
EXPENDITURES:							
Academic Salaries	1000	12,885,302	11,424,882	3,013,728	3,742,544	15,899,030	15,167,426
Classified Salaries	2000	5,393,198	6,548,895	2,704,763	2,711,882	8,097,961	9,260,777
Employee Benefits	3000	6,878,927	6,680,920	1,958,073	2,267,278	8,837,000	8,948,198
Supplies and Materials	4000	535,921	554,960	343,090	971,289	879,011	1,526,249
Other Operating Expenses and Services	5000	5,186,844	6,977,521	2,096,259	3,290,318	7,283,103	10,267,839
Capital Outlay	6000	1,274,031	806,616	1,057,858	953,089	2,331,889	1,759,705
Total Expenditures		32,154,223	32,993,794	11,173,771	13,936,400	43,327,994	46,930,194
Excess /(Deficiency) of Revenues over Expenditures		1,756,098	1,447,796	(317,152)	(231,509)	1,438,946	1,216,287
Other Financing Sources	8900			2,628,521	2,230,489	2,628,521	2,230,489
Other Outgo	7000	1,488,909	1,447,796	2,311,434	1,998,980	3,800,343	3,446,776
Net Increase/(Decrease) in Fund Balance		267,189	0	(65)	0	267,124	0
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	4,353,238	4,620,427	63	(2)	4,353,301	4,620,425
Prior Years Adjustments	9020					0	
Adjusted Beginning Balance	9030	4,353,238		63		4,353,301	
Ending Fund Balance, June 30		4,620,427	4,620,427	(2)	(2)	4,620,425	4,620,425

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21 BOND INTEREST AND REDEMPTION FUND		Fund: 22 REVENUE BOND INTEREST AND REDEMPTION FUND		Fund: 29 OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800					1,620,542	315,000
Total Revenues		0	0	0	0	1,620,542	315,000
Other Financing Sources	8900						
Interfund Transfers In	8981						
Other Incoming Transfers	8983						
Total Other Financing Sources		0	0	0	0	0	0
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	1,765,000	1,400,000				
Debt Interest and Other Service Charges	7120	4,590,119	4,660,769				
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900						
Total Other Outgo	7000	6,355,119	6,060,769	0	0	0	0
Net Other Financing Sources / (Other Outgo)	8900 & 7000	(6,355,119)	(6,060,769)	0	0	0	0
Net Increase/Decrease in Fund Balance		(6,355,119)	(6,060,769)	0	0	1,620,542	315,000
BEGINNING FUND BALANCE:							
Net Beginning Balance, July 1	9010	4,275,476	(2,079,643)		0	6,358,440	7,978,982
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	4,275,476			0	6,358,440	
Ending Fund Balance, June 30		(2,079,643)	(8,140,412)	0	0	7,978,982	8,293,982

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

Description	Object	FUND: 31		FUND 32		FUND 33	
	Code	BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
Total Income		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Special Revenue Funds

Description	Object Code	FUND: 34		FUND 35		FUND 39	
		FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
Total Income		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Capital Projects Funds

Description	Object Code	FUND: 41		FUND 42		FUND 43	
		CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600	952,428	825,447				
Local Revenues	8800	11,805,870	8,625,693	61,603	24,832		
Total Income		12,758,298	9,451,140	61,603	24,832	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000	910	825,447	5,854			
Other Operating Expenses and Services	5000	539,380		28,634	100,000		
Capital Outlay	6000	6,494,486	7,800,246	5,671,802	5,453,065		
Total Expenditures		7,034,776	8,625,693	5,706,290	5,553,065	0	0
Excess /(Deficiency) of Revenues over Expenditures		5,723,522	825,447	(5,644,687)	(5,528,233)	0	0
Other Financing Sources	8900	2,235,236					
Other Outgo	7000	143,566					
Net Increase/(Decrease) in Fund Balance		7,815,192	825,447	(5,644,687)	(5,528,233)	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	75,833	7,891,025	10,564,387	4,919,700		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	75,833		10,564,387		0	
Ending Fund Balance, June 30		7,891,025	8,716,472	4,919,700	(608,533)	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

Description	Object Code	FUND: 51		FUND 52		FUND 53	
		BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Local Revenues	8800						
Other Financing Sources	8900						
Total Income		0	0	0	0	0	0
Cost of Sales	5890						
Gross Profit or Loss		0	0	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0	0	0	0	0
Net Profit or Loss		0	0	0	0	0	0
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0	0	0	0	0
Begining Fund Balance:							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	0	0	0	0	0

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Enterprise Funds

Description	Object	FUND: 59					
	Code	OTHER ENTERPRISE FUND					
		Actual	Budget				
REVENUES:							
Local Revenues	8800						
Other Financing Sources	8900						
Total Income		0	0				
Cost of Sales	5890						
Gross Profit or Loss		0	0				
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
Total Expenditures		0	0				
Net Profit or Loss		0	0				
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance		0	0				
Begining Fund Balance:							
Net Beginning Balance, July 1	9010		0				
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0					
Ending Fund Balance, June 30		0	0				

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Internal Service Funds

Description	Object	FUND: 61		FUND 69			
	Code	SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
REVENUES:							
Local Revenues	8800		293,963				
Other Financing Sources	8900						
Total Income			0	293,963	0	0	
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000			293,963			
Capital Outlay	6000						
Total Expenditures			0	293,963	0	0	
Net Profit or Loss			0	0	0	0	
Other Outgo	7000						
Net Increase/(Decrease) in Fund Balance			0	0	0	0	
Begining Fund Balance:							
Net Beginning Balance, July 1	9010			0		0	
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030		0		0		
Ending Fund Balance, June 30			0	0	0	0	

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	152,026	169,072			61,918	50,150
Total Income		152,026	169,072	0	0	61,918	50,150
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000	130				47,012	6,957
Employee Benefits	3000	2				37,529	3,440
Supplies and Materials	4000	72,100	58,141				18
Other Operating Expenses and Services	5000	46,951	163,282			51,300	51,820
Capital Outlay	6000	31,683	9,000				
Total Expenditures		150,866	230,423	0	0	135,841	62,235
Excess /(Deficiency) of Revenues over Expenditures		1,160	(61,351)	0	0	(73,923)	(12,085)
Other Financing Sources	8900					317	85,691
Other Outgo	7000	6,497	8,500				
Net Increase/(Decrease) in Fund Balance		(5,337)	(69,851)	0	0	(73,606)	73,606
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	488,470	483,133		0	1	(73,605)
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	488,470		0		1	
Ending Fund Balance, June 30		483,133	413,282	0	0	(73,605)	1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

440 GAVILAN JOINT

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object Code	FUND: 74		FUND 75		FUND 76	
		FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
REVENUES:							
Federal Revenues	8100	5,692,687	6,494,210				
State Revenues	8600						
Local Revenues	8800						
Total Income		5,692,687	6,494,210	0	0	0	0
Expenditures							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000		9,475				
Capital Outlay	6000						
Total Expenditures		0	9,475	0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		5,692,687	6,484,735	0	0	0	0
Other Financing Sources	8900						
Other Outgo	7000	5,692,687	6,494,210				
Net Increase/(Decrease) in Fund Balance		0	(9,475)	0	0	0	0
Beginning Fund Balance:							
Net Beginning Balance, July 1	9010	0	0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
Ending Fund Balance, June 30		0	(9,475)	0	0	0	0

For Actual Year: 2016-2017

Budget Year: 2017-2018

Fiduciary Funds Group

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
REVENUES:					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800				
Total Income		0	0	0	0
Expenditures					
Academic Salaries	1000				
Classified Salaries	2000				
Employee Benefits	3000				
Supplies and Materials	4000				
Other Operating Expenses and Services	5000				
Capital Outlay	6000				
Total Expenditures		0	0	0	0
Excess /(Deficiency) of Revenues over Expenditures		0	0	0	0
Other Financing Sources	8900				
Other Outgo	7000				
Net Increase/(Decrease) in Fund Balance		0	0	0	0
Beginning Fund Balance:					
Net Beginning Balance, July 1	9010		0		0
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		0	
Ending Fund Balance, June 30		0	0	0	0

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
11	UNRESTRICTED SUBFUND	12	RESTRICTED SUBFUND	1,488,908

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds
Lottery Actual Report
L10 GENERAL FUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030			0		0	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681			626,933		119,769	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0		0
Books, Magazines, & Periodicals	4200				0		0
Instructional Supplies & Materials	4300		267,557		267,557		267,557
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	267,557	0	267,557	0	267,557
Other Operating Expenses and Services	5000		359,376		359,376	119,769	479,145
Capital Outlay	6000						
Library Books	6300				0		0
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0		0
Other Outgo	7000				0		0
Total Expenditures		0	626,933	0	626,933	119,769	746,702
Ending Balance					0	0	0

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report
SUPPLEMENTAL DATA

Receipt and Expenditures of Lottery Proceeds

Lottery Budget Report
L10 GENERAL FUND

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030		0			0	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		713,000			127,650	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
Expenditures							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
Supplies & Materials	4000						
Software	4100				0		0
Books, Magazines, & Periodicals	4200				0		0
Instructional Supplies & Materials	4300		272,896		272,896		272,896
Noninstructional Supplies & Mtrls	4400				0		0
Total Supplies and Materials		0	272,896	0	272,896	0	272,896
Other Operating Expenses and Services	5000		440,104		440,104	127,650	567,754
Capital Outlay	6000						
Library Books	6300				0		0
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
Total Capital Outlay		0	0	0	0		0
Other Outgo	7000				0		0
Total Expenditures		0	713,000	0	713,000	127,650	840,650
Ending Balance					0	0	

Annual Financial and Budget Report

For Actual Year: 2016-2017

District ID: 440

Name: GAVILAN JOINT

EPA Revenue	4,337,894
--------------------	------------------

Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	4,337,894	0	0	4,337,894
TOTAL		4,337,894	0	0	4,337,894

Annual Financial and Budget Report

For Actual Year: 2016-2017

Budget Year: 2017-2018

District ID: 440

Name: GAVILAN JOINT

Fiscal Year	STRS	PERS	Total	Increase	
	Amount	Amount		Amount	Rate
2015-16	1,319,306	1,008,453	2,327,759	N/A	N/A
2016-17	868,594	1,222,263	2,090,857	-236,902	-10.18%
2017-18	1,421,812	1,329,223	2,751,035	660,178	31.57%
2018-19	1,604,096	1,457,341	3,061,437	310,402	11.28%
2019-20	1,786,380	1,593,466	3,379,846	318,409	10.40%
2020-21	1,881,955	1,633,503	3,515,458	135,612	4.01%

Does the district have a plan to fund these expenses through 2020-21?
Yes
Explain Yes or No
Included in Fund Budget Projections

NEW BUSINESS

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (a)

President's Office

SUBJECT: GCFA/District Contract Proposal ("Sunshine")

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the initial proposals submitted jointly by both parties for negotiations between the District and the Gavilan College Faculty Association (GCFA).

Background:

Attached is a copy of the initial proposals for negotiations for FY 2018-2019.

California Government Code Section 3547 requires that prior to commencing negotiations, all initial proposals be presented at a public meeting. The District and GCFA have submitted the proposals jointly and are prepared to commence negotiations.

Budgetary Implications:

N/A

Follow Up/Outcome:

Upon approval, staff will commence negotiations.

Recommended By: Dr. Eric Ramones, Associate Vice President of Human Resources and Labor Relations

Prepared By:



Dr. Eric Ramones, Associate Vice President of Human Resources and Labor Relations

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AND
GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)
NEGOTIATIONS FOR THE 2018-19 ACADEMIC YEAR**

SUNSHINE AGREEMENT

Whereas the Gavilan Joint Community College District and the Gavilan College Faculty Association (GCFA) have committed to interest-based bargaining principles in the conduct of their labor negotiations, both parties have jointly developed the following initial proposals for upcoming labor negotiations:

1. Both parties, by mutual agreement, would like to focus on the following:
 - a. Article 22 Workload
 - b. Article 23 Salary
 - c. Article 25 Other Duty and Compensation
 - d. Article 27 Employee Benefits
 - e. Article 29 Department Chairperson
 - f. Article 30 Retiree Benefits
 - g. Appendix H: Academic Calendar

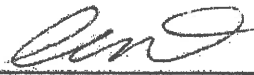
2. The GCFA wants to open Article 6, Association Rights, in order to implement the intent of AB 119 to enable the association to meet with new hires during new faculty orientations.



Ken Wagman
GCFA President

Date

1/2/18



Dr. Eric Ramones
Associate Vice President,
Human Resources & Labor Relations

Date

1-2-18

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.

Administrative Services

Old Business Agenda Item No.
New Business Agenda Item No. III.2 (b)

SUBJECT: FY 2018-2019 Non-Resident Tuition and Capital Outlay Fee

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the District to charge the following for FY 2018-19:

- I. Nonresident Tuition Fee = **\$233** per unit (#4 below)
- II. Capital Outlay Fee = **\$ 0**

Background:

I. Nonresident Tuition Fee – Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 of each year for the succeeding fiscal year. Each district has the option of using one of the following seven categories:

1. The Statewide average cost of education per unit - **\$258**
2. Gavilan College's cost of education per unit - **\$251**
3. District basis with 10% or more noncredit FTES – **N/A**
4. The nonresident tuition cost per unit at colleges that are contiguous to Gavilan College's service area:
 - a. Hartnell Information not yet available
 - b. San Jose/Evergreen **\$233**
 - c. Cabrillo Information not yet available
 - d. West Valley Information not yet available
 - e. Monterey Peninsula Information not yet available
5. No less than Option 1/ No more than Option 2- **\$258-\$251**
6. Statewide average cost, from 2016-17 - **\$258**
7. No more than 12 comparable states' average tuition - **\$424**

III. **Capital Outlay Fee** – The calculated Capital Outlay Fee is **\$7.83** per unit.

Budgetary Implications:

Since the District does not receive State funding for nonresident FTES, the nonresident tuition fee will help offset the cost of education.

Follow Up/Outcome:

Complete and submit the District's election to the California Community Colleges' Chancellor's Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade Ellis, CPA - Director of Business Services

Agenda Approval: 
Dr. Kathleen A. Rose, Superintendent/President

California Community Colleges 2018-19 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2018-19 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2016-17 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$8,691,115,474	\$39,041,510	\$ _____
B. Annual Attendance FTES (Recal 2016-17)	<u>1,173,780</u>	<u>5,420</u>	_____
C. Average Expense of Education per FTES (A + B)	<u>\$7,404</u>	<u>\$7,230</u>	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x <u>1.046</u>	x <u>1.046</u>	x <u>1.046</u>
E. Average Cost per FTES for Tuition Year (C x D)	<u>\$7,745</u>	<u>\$7,535</u>	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	<u>\$258 (\$172)</u>	<u>\$251</u>	\$ _____
G. Highest year Statewide average – Semester (Qtr)	<u>\$258 (\$172)</u>	<u>\$258</u>	\$ _____
H. Comparable 12 state average – Semester (Qtr)	<u>\$424 (\$283)</u>	<u>\$424</u>	\$ _____

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident and nonresident students; Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2013-14 through 2016-17 is \$258 per semester unit or \$172 per quarter unit (2016-17).

Option 7. The average of the nonresident tuition fees of public community colleges in 2016-17 of no less than 12 states comparable to California in cost of living is \$424 per semester unit or \$283 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its January 9, 2018 meeting adopted a **nonresident tuition fee** of \$ 233 per semester unit or \$ N/A per quarter unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input checked="" type="checkbox"/> | 4. Contiguous district. <u>San Jose/Evergreen</u> <u>\$233</u> . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2016-17 (\$258 per semester unit; \$172 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2016-17 \$1,274,031
 - b. FTES for 2016-17 5,420.38
 - c. Capital outlay expense per FTES (*line a divided by line b*) 235
 - d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) 7.83
- OR**
- 2. Per quarter unit (*line c divided by 45 units*) N/A
 - e. 2018-19 Nonresident Student Capital Outlay Fee (not to exceed *the lesser* of line d **OR** 50% of adopted 2018-19 Nonresident Tuition Fee) -0-

The district governing board at its January 9, 2018 meeting adopted a **nonresident capital outlay fee** of \$ -0- per semester unit or \$ N/A per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2018, please submit a copy of this report by **February 15, 2018** to:

California Community Colleges Chancellor's Office
Fiscal Services Unit (attn. Michael Yarber)
1102 Q Street,
Sacramento, CA 95811-6549 FAX (916) 323-8245

District: Gavilan Joint Community College District
Contact Person: Wade W. Ellis, CPA
Phone Number & email: (408) 848-4739 wellis@gavilan.edu

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 111.2 (c)

Administrative Services

SUBJECT: FY 2016 – 2017 Annual District Audit Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the FY 2016 – 2017 Annual District Audit Report.

Background:

The certified public accounting firm of Gilbert Associates, Inc. has completed the Annual District Audit Report. The report is for board review and acceptance. The financial statements are the responsibility of District's management. The auditor's responsibility is to express opinions on the financial statements based on their audit.

In the interest of reducing paper, hard copies of the Annual District Audit Report and letter are attached for the board members only. The report and letter can be found at www.gavilan.edu under the tab "About Gavilan", "Budget Information". Hard copies are available upon request from the Office of the President.

Independent Auditors' Report

It is the opinion of our auditors that the financial statements "present fairly, in all material respects, the net assets of the business-type activities of Gavilan Joint Community College District as of June 30, 2017, and the results of its operations, changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America".

Findings and Recommendations

- 1) Various errors were noted during testing of actual hours of attendance compliance and for FTES calculations.

It is recommended that the District remind instructors about the required methods to calculate contact hours for courses using actual hours of attendance procedures.

It is also recommended that the District perform an internal audit of actual hours of attendance classes to ensure contact hours are properly calculated, and therefore FTES amounts reported are accurate.

It is recommended that the District review the detailed attendance data produced by the attendance system for flags indicating contact hours are not calculated properly, and make corrections as needed to ensure contact hours and FTES are properly calculated and reported. It is also recommended such a review be performed prior to each attendance reporting period.

Additionally, they recommend the District review weekly and daily census courses to ensure the scheduling of such courses meets the requirements for weekly and daily census attendance procedures.

Budgetary Implications:

This report satisfies State reporting requirements.

Follow Up/Outcome:

The Audited Financial Statements will be forwarded to the Chancellor's Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Director, Business Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (d)

Administrative Services

SUBJECT: FY 2016 - 2017 Measure E General Obligation Bond Audit Reports

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the FY 2016 – 2017 Measure E General Obligation Bond Audit Reports.

Background:

The certified public accounting firm of Gilbert Associates, Inc. has completed the Measure E Audit Reports. The report is for board review and acceptance. The financial statements are the responsibility of the District's management. The auditor's responsibility is to express opinions on the financial statements based on their audit.

In the interest of reducing paper, hard copies of the Measure E Audit Reports are attached for board members only. The Measure E Audit Reports can be found at www.gavilan.edu under the tab "About Gavilan", "Budget Information". Hard copies are available upon request from the Office of the President.

Measure E Bond Performance and Financial Audit Reports

Gavilan's Measure E Bond is a Proposition 39 bond. Proposition 39 requires that an annual comprehensive performance audit and financial audit be conducted. The Measure E Bond Audit Reports will be presented to the Citizens' Bond Oversight Committee at their next meeting.

Performance Audit Report - The auditors' Performance Review Audit Report did not reveal any items that were paid from the Measure Bond Construction Fund that did not comply with the purpose of the Bonds that were approved on March 2, 2004. It is the opinion of our auditors that Gavilan Joint Community College District "expended Measure E General Obligation Bond funds for the year ended June 30, 2017 only for the specific projects developed by the District's Governing Board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b) (3)C of Article XIII A of the California Constitution."

Financial Audit Report - It is the opinion of our auditors that the financial statements "present fairly, in all material respects, the financial position of the Bond Fund of Gavilan Joint Community College District as of June 30, 2017, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America".

For both Measure E Audit Reports, there were no management comments or findings representing reportable conditions, material weaknesses, or instances of noncompliance related to the audit.

Representatives from Gilbert Associates, Inc. will review both Measure E Audit Reports with the Board of Trustees.

Budgetary Implications:

This report satisfies Federal and State reporting requirements.

Follow Up/Outcome:

Review with the Citizens' Bond Oversight Committee at their next meeting.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Associate Vice President, Business Services & Security

Agenda Approval: _____
Dr. Kathleen A. Rose, Superintendent/President

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1(e)

Office of the President

SUBJECT: Board Representative for the County Committee Election

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees select a representative to vote in the election for members of the County Committee on School District Organization.

Background:

The California Education Code § 35023 requires that the governing Board of each school district, at its annual initial meeting select one of its members to vote in the election for members of the County Committee on School District Organization.

Budgetary Implications:

Follow Up/Outcome:

The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the Board.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Kathleen Rose, Superintendent/President

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

November 7, 2017

TO: District Superintendents
School District Board Presidents

FROM: Suzanne Carrig, Office of the Superintendent

SUBJECT: NAMING THE BOARD REPRESENTATIVE FOR THE COUNTY
COMMITTEE

Enclosed is a copy of the certificate for this year's naming of the County Committee Board Representative. The purpose of the certificate is to name a board member to complete the County Committee Election ballot that comes to each district in late October/early November; the board member indicated on this form will vote in the 2018 County Committee election. ***The County Committee Board Representative is NOT required to attend County Committee meetings.*** Instructions for completing and returning the certificate are contained in the document. Forms can be emailed back to suzanne_carrig@sccoe.org or faxed to (408) 453-6869. Please return certificates by February 2018.

If you have any questions regarding this matter, please contact me via email or at (408) 453-6869. Thank you.

**SCHOOL DISTRICT
CERTIFICATE
NAMING THE BOARD REPRESENTATIVE
FOR THE COUNTY COMMITTEE ELECTION**

The California Education Code requires that the governing board of each school district, at its annual initial meeting, select one of its members to vote in the election for members of the County Committee on School District Organization. The relevant Education Code Section is as follows:

§ 35023. Election of representative for county committee

The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee as provided by Article 1 (commencing with Section 4000 of Chapter 1 of Part 3). The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the board.

To comply with the Education Code, please provide the information requested below and return to the address below.

Name of School District Gavilan Joint Community College District

**Name of Board Member
Selected to Vote in the
County Committee Election** _____

**Date of the Board Meeting
at Which the Above Board
Member was Selected** January 9, 2018

**Signature of the
Secretary or Clerk
of the District** _____

Please return this Certificate to:

**Suzanne Carrig
Mail Code 243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Fax: (408) 453-6525 email: suzanne_carrig@sccoe.org**

If you have any questions regarding this procedure, please call (408) 453-6869.

Gavilan Joint Community College District Governing Board Agenda

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (f)

Administrative Services

SUBJECT: Term Extension for Agricultural Use Leases at Coyote Valley and Fairview Corners

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve a lease term extension until November 15, 2018 for the agricultural use of the undeveloped land at the Coyote Valley and Fairview Corners sites.

Background:

The District has maintained agricultural use agreements with Agco Hay, LLC at Coyote Valley and Harry Serafin at Fairview Corners for them to farm hay on the undeveloped portions of those properties. Both of those current agreements expired on November 15, 2016. The District proposes to extend those agreements until November 15, 2017.

Budgetary Implications:

Harry Serafin will continue to pay the District \$2,306.60 per year for use of the District's portion of the Fairview Corners site. Due to the construction on a portion of the Coyote Valley site, the annual management fee paid by the District to Agco Hay, LLC to maintain and farm the undeveloped portion of the property will be reduced from \$1,225 to \$700.

Follow Up/Outcome:

With Board approval, sign the agricultural use agreements with Agco Hay, LLC and Harry Serafin.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (g)

Administrative Services

SUBJECT: Gymnasium Flooring and Bleachers, Change Order #5

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fifth change order on the Gymnasium Flooring and Bleachers Project. Change Order #5 is a credit of \$6,124.00. Original Agreement to Calstate Construction, Inc. was \$735,777.00. Total Construction Cost including Change Order #1, #2, #3, #4 & #5 is \$795,868.75.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Gymnasium Flooring and Bleachers Project

Calstate Construction, Inc, CO #5 is a credit of \$6,124. A detailed table is attached for this project.

Budgetary Implications:

The efficient use of local Measure E and Lease Revenue Bond Funds.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

Change Order for Gymnasium Flooring and Bleachers Project

CHANGE ORDER #05 - Calstate Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
18	Credit for Door Hardware at Gym Lobby (Reason: Fire Rating at existing doors and door hardware requires more time research to provide a better and long term solution)	\$ (6,124.00)	0
TOTAL		\$ (6,124.00)	0

Contract Amount	\$ 735,777.00
Net Change By Previously Authorized Change Orders	\$ 66,215.75
Revised Contract Amount Prior to this Change Order	\$ 801,992.75
Change Order #04	\$ (6,124.00)
New Contract Amount Including this Change Order	\$ 795,868.75
Available Construction Contingency	\$ 73,577.70
Change Order Grand Total	\$ 60,091.75
Remaining Construction Contingency	\$ 13,485.95

Contract Start Date
Contract Substantial Completion Date

April 24, 2017
October 13, 2017

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (h)

Administrative Services

SUBJECT: Athletic Fields Upgrade Project Change Order #3

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the second change order on the Athletic Fields Upgrades Project. Change Order #3 is a total of \$36,589. Original Agreement to Seward L. Schreder Construction, Inc. was \$9,412,000. Total Construction Cost including Change Orders #1, #2 & #3 is \$7,058,178.

Background:

Public Contract Code §20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Athletic Fields Upgrade Project
Seward L. Schreder Construction Inc., CO #3 for \$36,589

Budgetary Implications:

The efficient use of local Measure E and Lease Revenue Bond Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: _____

Frederick E. Harris

Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: _____

Kathleen A. Rose

Dr. Kathleen A. Rose, Superintendent/ President

Change Order for Athletic Fields Upgrade Project

CHANGE ORDER #03 - Seward L. Schreder Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
10	Remediation of rain impacted footings at Buildings A & B	\$ 36,589.00	0
	TOTAL	\$ 36,589.00	0

Contract Amount	\$ 9,412,000.00
Net Change By Previously Authorized Change Order #1 (VE Scope Reduction)	\$ (2,427,000.00)
Net Change By Previously Authorized Change Order #2	\$ 87,824.00
Revised Contract Amount Prior to this Change Order	\$ 7,021,589.00
Change Order #03	\$ 36,589.00
New Contract Amount Including this Change Order	\$ 7,058,178.00

Available Construction Contingency	\$ 698,500.00
Change Orders - Board Approved	\$ 87,824.00
Remaining Construction Contingency	\$ 610,676.00

Contract Start Date
 Contract Substantial Completion Date
 New Contract Substantial Completion Date

June 14, 2017
 May 25, 2018
 December 15, 2017

**Gavilan Joint Community College District
Governing Board Agenda**

January 9, 2018

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (i)

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #1, Change Order #4

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fourth project change order request for the Coyote Valley Educational Center Increment #1. Change Order #4 is \$26,465.89. Original Agreement to Teichert Construction, Inc. was \$4,354,885. Total construction cost including change order #1, 2, 3, and 4 is \$4,764,128.70. This is the final change order for the project.

Background:

Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Coyote Valley Educational Center Increment #1 Project
Teichert Construction, Inc. CO #4 for \$26,465.89. A detailed Change Order #4 table is attached for this project.

The initial estimate for this change order totaled \$43,646.13, but after thoroughly reviewing Gilbane successfully negotiated with the contractor and the amount was reduced by \$17,180.24.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue Bond Funds.

Follow Up/Outcome:

Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

Change Order for Coyote Valley, Increment #1

CHANGE ORDER #04 - Teichert Construction

PCCO #	Description	Amount	Additional Days (Calendar)
28	Water delay- nurse/planting maintenance for contract grown plant materials	\$ 19,975.04	0
47	Added required lighting control panel (ASI #15)	\$ 9,105.00	0
48	Credit for deleting 2 street lights in conflict (RFI 69.1)	\$ (1,645.18)	0
49	Credit for deleting brushed alum sign letter	\$ (968.97)	0
TOTAL		\$ 26,465.89	0

Contract Amount	\$ 4,354,885.00
Net Change By Previously Authorized Change Orders #1,2,3	\$ 382,777.81
Revised Contract Amount Prior to this Change Order	\$ 4,737,662.81
Change Order #04	\$ 26,465.89
New Contract Amount Including this Change Order	\$ 4,764,128.70
Available Construction Contingency	\$ 435,488.00
Change Order #1, #2, #3, and #4	\$ 409,243.70
Remaining Construction Contingency	\$ 26,244.30

Contract Start Date
New Contract Substantial Completion Date

November 2, 2015
December 29, 2017