



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, March 14, 2017

CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.
5055 Santa Teresa Boulevard, Gilroy, CA 95020
T.J. Owens Early College Academy, Multi-Purpose Building

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: Dr. Kathleen Rose/Eric Ramones
Employee Organization: GCFA
- 2) CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. 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) CONFER HONORARY DEGREE – Closed Session Pursuant to Education Code Section 72122

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



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Iris Cueto

5. Approval of Agenda
6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, February 14, 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) Disposal of Surplus Personal Property
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. Recognitions
 - (a) Recognition of the Employee of the Month
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
11. Board Committee Reports
12. Information/Staff Reports
 - (a) Draft 2017 Board Goals
 - (b) Gavilan College Student Success and Support Program Credit 2015-16 Year-end Expenditures Report
 - (c) Gavilan College Student Equity 2015-16 Year-end Expenditures Report
 - (d) Update on the California Work Opportunity and Responsibility to Kids (CalWORKs), Fresh Success and the Food Pantry
 - (e) Gavilan Project Updates and Project Schedule

III. ACTION ITEMS

1. Old Business
 - * (a) Resolution No. 1019: Resolution of the Board of Trustees Gavilan Joint Community College District in Support of Undocumented Students and Affirming the Privacy of Student Records
 - (b) Sabbatical Leave Requests
2. New Business
 - (a) FY 2015 - 2016 Annual District Audit Report
 - (b) FY 2015 – 2016 Measure E General Obligation Bond Audit Reports
 - (c) FY 2015 – 2016 Foundation Audit Report
 - (d) Curriculum
 - (e) Approve new Title and Classified Appointment of the Associate Vice President, Human Resources and Labor Relations
 - (f) Approve new Title and Classified Appointment of the Associate Vice President, Business and Security Services
 - (g) Notice of Completion for the San Martin Aviation Project
 - (h) IBI Group Architecture and Planning Project Assignment Amendments Augmentations
 - (i) Coyote Valley Center Increment #2, Change Order #7
 - (j) GCFA/District Contract Proposal (“Sunshine”)

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is April 11, 2017, Gavilan College, GECA, Multi-Purpose Building.
2. Adjournment

*Roll Call Vote

GAVILAN COLLEGE MISSION

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, CDC123, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.

CONSENT

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

March 14, 2017

Consent Agenda Item No. 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, February 14, 2017

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, February 14, 2017.


Background:

Budgetary Implications:

Follow Up/Outcome:

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, February 14, 2017

CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.
560 Bailey Avenue, San Jose, CA 95141
Coyote Valley Site, Building E, Room 108

MINUTES

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

Trustee Laura Perry called the meeting to order at 6:03 p.m.

1. Roll Call

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

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Dr. Michele Bresso, Vice President of Academic Affairs
Eric Ramones, Director, Human Resources
Wade Ellis, Director, Business Services
Nancy Bailey, Executive Assistant to the President
Ken Wagman

2. Comments from the Public

Ken Wagman – is president of GCFA. He reported that GCFA approved the Tentative Agreement (TA) by a margin of 6 to 1. He said they are hopeful to conclude the FY17/18 negotiations in May and will work with the District's team to present opening items at the March meeting. He acknowledged the union's commitment to not go to impasse during the last negotiation cycle and stated that it was because they teach here and care about the college.

3. Recess to Closed Session

The Board recessed to closed session at 6:08 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:14 p.m.

2. Roll Call

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

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Iris Cueto



Dr. Michele Bresso, Vice President of Academic Affairs
Wade Ellis, Director of Business Services
Dr. Arturo Rosette, Academic Senate Representative
Diane Seelie, Professional Support Staff Representative
Nancy Bailey, Executive Assistant to the President (Recorder)
Others in Attendance: Eric Ramones Veronica Martinez, Andrew Delunas, Dan Kenney, Carina Cisneros, Fran Lozano, Randy Brown, David Didenti, Jeff Gopp, Ron Hannon, Kevin Kramer, Jan Bernstein-Chargin, Eric Ramones

3. Pledge of Allegiance

The Pledge of Allegiance was led by Iris Cueto.

4. Report of any Action Taken in Closed Session

Laura Perry reported that no action was taken in closed session.

5. Approval of Agenda

MSC (K. Child/I. Cueto)

Vote:

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

0 Noes

6. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, January 10, 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) Monthly Financial Report

(h) Mid Year Financial Report

(i) Measure E Bond Quarterly as of December 31, 2016

(j) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2016

MSC (W. Glines/M. Dover)

Vote:

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

0 Noes

7. Comments from the Public

Omar Lopez – Gavilan College student expressed his support for a board resolution aimed at supporting and committing to undocumented students. He read the Gavilan College Philosophy statement: “The college is dedicated to fulfill its mission with compassion caring and understanding and holds, in high regard, the respect and worth of all individuals.” Omar Lopez said students look upon board members to make Gavilan College an institution in which individuals should not have to fear for their livelihoods. We look upon you to reinforce the ideals of education for all regardless of backgrounds.

Ken Wagman - instructor reported that Gavilan math instructors are having conversations with high school instructors to find ways to collaborate and support each other. He added that Dr. Rose's public promotion of Gavilan is reaching the high schools.

8. Recognitions

(a) Recognition of the Head Women's Volleyball Coach, 2016 Coast Conference Coach of the Year

Dean of Kinesiology and Athletics Ron Hannon reported out on the accomplishments achieved by Kevin Kramer, Head Women's Volleyball Coach and recognized the volleyball team who established and reached goals and objectives of historic proportions for Gavilan College. Ron Hannon said Kevin Kramer received his 4th Coach of the year honor in 2016 in the 10 years as the head coach. Kevin Kramer thanked Ron Hannon, the Board of Trustees, and administration for their support. He said individual accolades are only possible because of the people that surround them. Erica Chapa was presented with a special award for the Coast Conference Most Valuable Player and also 1st Team All-State Selection.

(b) Recognition of the Employees of the Month

January 2017 – Deferred until February meeting.

9. Officers' Reports

(a) Vice Presidents

Michele Bresso – said draft Chapters 1 – 6 of the Educational Master Plan are on line for review. She said the chapters include a lot of data and provide an objective view of both the strengths and issues that Gavilan faces. It is a tool that will allow the Board to envision where we need to go and also a tool for the college to help shape the future. She reported that faculty have been working on 130 pieces of curriculum that will be reviewed and moved forward. She shared a student's experience at Gavilan that helped form his decision to choose a career path in which he can give back.

Kathleen Moberg – reported that the Health Center held a healthy relationship's session with mental health counseling staff on site. Carina Cisneros organized and hosted an Allies retreat to provide services to Gavilan's DAACA students. She reported that 27 faculty and staff were involved.

Wade Ellis – reported that the first Banner payroll and the implementation was successful.

(b) College President

Kathleen Rose thanked everyone for attending the meeting at the Coyote Valley site and said this was another step in the positive direction that Gavilan is going. She said the next step is to fill the classrooms with students.

(c) Academic Senate

Academic Senate President Arturo Rosette said the Senate has some leadership challenges. He has agreed to serve as the interim president through June 1, 2017. He thanked Andrew Delunas for substituting for him at the most recent board meetings. Arturo Rosette said the senate is focusing on completing a major reorganization of the senate, rewriting their constitution and bylaws and centralizing faculty leadership. They are addressing what faculty's leadership role is and what resources are needed to complete their responsibilities.

(d) Professional Support Staff

Diane Seelie said the PSS swore in new officers in January. She said they are currently surveying their membership for negotiation openers. Diane Seelie said that getting

representatives to serve on committees and finding a location for the membership to meet have been challenges.

(e) Student Representative

Iris Cueto announced that ASGC provided 29 students with \$200 textbook scholarships. She said that elections for 2017/18 officers will take place between April 14 – 28. David Didenti is currently serving as ASGC's facilitator in lieu of a president. Iris Cueto reported that ASGC is in the process of collecting student surveys about the student center remodeling. She provided dates for activities through May and announced the names of students serving as committee representative on shared governance committees. Iris Cueto thanked everyone for all the positive changes that have been occurring on campus. She said students like the changes.

(f) Board Member Comments

Board members welcomed Dr. Michele Bresso to Gavilan College.

Walt Glines – visited the Coyote Valley site on the first day of instruction and noted some traffic and transportation concerns. He attended the Gilroy Chamber of Commerce Government Relations meeting where Dr. Rose spoke about Gavilan. He said her presentation was well received and attendees were surprised to hear what Gavilan College was doing. Walt Glines acknowledged the Women's Volleyball team and Coach Kevin Kramer for their historic accomplishments. He also noted that Board President Laura President was featured in the magazine GMH Today on her recent shark diving adventure. Lastly, Walt Glines and Michele Bresso spoke with a representative from District 2, San Jose Councilman Sergio Jimenez's office about partnering with Gavilan College.

Rachel Perez – attended the California Community College training for new trustees where it was emphasized that decisions are made collectively as a board not individually. She learned about guided pathways, student success and integrated planning. Rachel Perez attended a LULAC sponsored immigration forum in Hollister where Congressman Jimmy Panetta was the keynote speaker. She said the focus for the speakers was to diminish fears about the new immigration policies. Rachel Perez attended the AAUW meeting in which Kathleen Rose spoke about Gavilan College and the desire to bring the community back to the college. She attended the college's board orientation for new trustees also.

Kent Child – no report

Jonathan Brusco – congratulated the volleyball team. He was pleased with the Coyote Valley site. Jonathan Brusco expressed his concern over traffic issues on Hale Avenue. He reported on a City of Morgan Hill housing project near the Gavilan College wing of the Morgan Hill Community and Cultural Center which may impact the parking lot/traffic at the site. He said the board should voice an opinion on the impacts and that he had already contacted the city mayor and city manager on his personal opinion. He was surprised that the district had not been informed by the City of Morgan Hill as the college is the biggest leaseholder at the center.

Lois Locci – attended the San Benito Business Council and reported that the City of Hollister administration indicated that the financial stress of funding PERS is improving. She felt that Dr. Rose's representation of Gavilan in the community has improved Gavilan's image among the locals. She also attended the LULAC immigration forum and said that it was very well done.

Mark Dover – thanked the staff on the successful construction and opening of the Coyote Valley facility. He congratulated the volleyball program on their success.

(g) Board President

Laura Perry congratulated and thanked everyone on the opening of the Coyote Valley site. She was proud of the beautiful facility. Laura Perry stopped at the San Martin Aviation site and said students are happy with the facility. She added that signage is needed at that site to promote the program. Laura Perry and Eric Ramones attended a reception for the new president at San Jose State University, Dr. Mary Papazian. Laura Perry spoke with her about the Coyote Valley site and the opportunity to form partnerships with San Jose State.

10. Board Committee Reports

No report.

11. Information/Staff Reports

(a) Institutional Enrollment Update

Institutional Researcher Peter Wruck provided an enrollment update on stability and current enrollment status. He reviewed previous growth trends and provided FTES projections which indicate being short of the FTES goal of 200 by year end. Peter Wruck provided data on total FTES by division and by location. Trustee Glines appreciated the information provided and requested that more historical data be included to provide a broader perspective. Peter Wruck said the on line Factbook is interactive and customizable. He said the Institutional Research website is current with a variety of reports and data.

(b) Sabbatical Leave Requests

Kathleen Rose presented two faculty sabbatical requests which were ranked the top 2 out of 4 by the Professional Learning Committee.

Arturo Rosette said the ranking and selection process of sabbatical leave requests will be discussed at the Senate as faculty applicants not ranked in the top 2 are not being ranked at all. He said clarification is needed on the committee's interpretation of the board's criteria.

There was discussion on the history of sabbatical requests, the district's investment and the criteria which is institutionally based. Kathleen Rose will follow up on the topic.

(c) Title V Grant, Highlights and Progress

Title V Activity Directors Karen Warren and Doug Achterman provided an update on the past year's accomplishments and planned initiatives. The Hispanic serving institution grant is for \$2.6 million over 5 years. Karen Warren said the focus is to cultivate student engagement with the outcome of increasing student success. Some of the accomplishments include a strong civic engagement program working with 9 agencies in the community. Doug Achterman said the distance education program of the grant is developing cohorts that produce high quality distance learning courses. He said the grant offers an opportunity to continue a model system for deep instructional training for instructors after the grant. Doug Achterman said the Learning Commons tutoring models are being utilized by tutors and instructors in their courses. Karen Warren noted that they are supporting future educators by working with child development, social sciences, and student services to partner. They are also exploring and supporting guided pathways on campus.

Trustee Glines appreciated the update and learning about what they are doing with the grant work.

12. Discussion Items

(a) Resolution of Support and Commitment to Undocumented Students-Examples

Kathleen Rose said this item is on the agenda by recommendation of Trustee Perez and others for discussion so that the board can provide staff with direction on the topic of support and commitment to undocumented students. She said examples of resolutions and letters in support of undocumented students were provided in the board packet.

Rachel Perez said as the higher educational institution in the area, the board needs to show support and continued access to undocumented students so that they can achieve their educational goals. She said students will stop coming if they are afraid. She said to build a stronger community it is important to educate all students in the community.

Iris Cueto appreciated the board discussing this topic. She noted that the Chancellor's Office had released a statement of support for undocumented students but she felt students would be more comfortable hearing it from their own college. She expressed concern over the college limiting support due to political reasons.

The trustees were supportive of a resolution that expressed support but did not break laws or jeopardize federal funding to the college. The format of the resolution will include a signature line for each board member.

Arturo Rosette suggested that resolutions be drafted by ASGC and the Academic Senate either independently or jointly.

Iris Cueto said she is working with Ryan Shook to put on workshops on "Knowing your rights".

Kathleen Rose will work with staff to draft a resolution for board consideration in March.

III. ACTION ITEMS

1. New Business

(a) Ratification of GCFA Agreement

MSC (K. Child/M. Dover)

Vote:

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

0 Noes

(b) Quarterly Financial Status Report, CCFS 311Q as of December 31, 2016

MSC (M. Dover/L. Locci)

Vote:

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

0 Noes

(c) Emergency Response Plan

MSC (J. Brusco/I. Cueto)

Discussion: As the review time on this draft plan was short, it was understood that amendments may be forthcoming.

Vote:

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

0 Noes

- (d) Citizens' Oversight Committee Renewal of Terms and Appointments
 MSC (J. Brusco/K. Child)
Discussion: Dan Kenney was recognized in the audience as a new committee member.
Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- *(e) RESOLUTION 1018: Authorizing the District to enter into a lease with Dell Financial Services for Network Infrastructure for Gilroy, Hollister and Morgan Hill campuses
 MSC (M. Dover/W. Glines)
Roll Call Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- (f) Coyote Valley Center Increment #2, Change Order #6
 MSC (J. Brusco/M. Dover)
Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- (g) Project Inspector Service Agreement with Irick Inspection Services
 MSC (W. Glines/J. Brusco)
Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- (h) Notice of Completion for the Gym Fire Alarm Replacement
 MSC (W. Glines/K. Child)
Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- (i) Consider and Accept Bids for the Swimming Pool Renovation Project
 MSC (J. Brusco/M. Dover)
Discussion: Wade Ellis reviewed that an invitation to bid on this project was extended a second time to include 20 contractors. Only two contractors submitted bids. He said the increased cost over the original estimate was due to an increase in market costs within that year and changes to the depth and width of the pool.
Vote:
 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.
 0 Noes
- (j) Geotechnical Service Agreement with Cornerstone Earth Group
 MSC (K. Child/R. Perez)

Vote:

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

0 Noes

- (k) Laboratory of Record Service Agreement with Consolidated Engineering Laboratories
MSC (J. Brusco/M. Dover)

Vote:

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

0 Noes

- (l) Project Inspector Service Agreement with Irick Inspections, Inc.
MSC (M. Dover/W. Glines)

Vote:

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

0 Noes

- (m) Gavilan Gym Roof Replacement, Change Order #2
MSC (W. Glines/J. Brusco)

Vote:

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

0 Noes

- (n) Student Center Seismic Upgrade, Change Order #1
MSC (J. Brusco/I. Cueto)

Vote:

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

0 Noes

- (o) Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

MSC (W. Glines/J. Brusco)

Vote:

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

0 Noes

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is March 14, 2017, Gavilan College, GECA, Multi-Purpose Building.
2. Adjournment – The meeting was adjourned at 8:57 p.m.

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

March 14, 2017

Consent Agenda Item No. II.6 (b)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Human Resources

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 February 14, 2017 thru March 14, 2017.

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 2016-2017.

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: Eric Ramones, Human Resources Director

Prepared By: 
Eric Ramones, Human Resources Director

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – March 14, 2017

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

Saul Salinas Senior Computer Hardware/Software Technician
Out of Class Pay
Administrative Services
March 1, 2017 to August 31, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Heather Stewart Assistant Women's Basketball Coach
Kinesiology and Athletics
October 1, 2016 to February 28, 2017

Melissa Llanes Assistant Women's Basketball Coach
Kinesiology and Athletics
October 1, 2016 to February 28, 2017

Paige Miguel Softball Equipment Manager/ Statistician
Kinesiology and Athletics
January 15, 2017 to April 30, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Angie Oropeza Division Assistant
Liberal Arts and Sciences
January 30, 2017 to June 30, 2017

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

Rebecca Northon CATA 7th Annual Clinic Symposium
(California Athletic Trainers Association)
February 24, 2017 to February 26, 2017

Trisha Quan CATA 7th Annual Clinic Symposium
(California Athletic Trainers Association)
February 24, 2017 to February 26, 2017

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Analisa Zanella	CSIS 1 – Computer Literacy
Angelic Macedo	MATH 240 – Algebra II
Conception Phillip	CMUN 8 – Interpersonal Communications
Erik Green	CSIS 52 – Linux Sys Admin PHYS 4A – Physics for Scientist and Engr
Karl Sachtleben	CSIS 52 – Linux/Unix Sys Admin
Mayra Cortez	MATH 240 – Algebra II ENG 1A - Composition
Norma Najar	MATH 402 – Prealgebra ENG 1A - Composition
Pamela Chatten	BIO 9 – Human Physiology
Shawn Mulcare	KIN 31A - Archery

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Diane Christianson	CSIS 1, CSIS 126, CSIS 120, CSIS 132, MATH 400, MATH 402
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X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Alex Stevens	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Andrew Cosimano	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017

Bianca Munoz	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Braden Shore	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Carolina Garcia	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Casey Bargas	Volunteer Worker Liberal Arts and Sciences February 2, 2017 to May 22, 2017
Deborah Bigelow	Volunteer Worker Liberal Arts and Sciences February 14, 2017 to May 26, 2017
Donna Lester	Volunteer Worker Liberal Arts and Sciences February 2, 2017 to May 22, 2017
Enouch Ray Ricks III	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Erik Velasquez	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Jacqueline Kiel	Volunteer Worker Liberal Arts and Sciences February 8, 2017 to May 20, 2017
Jake Sabestinas Delozier	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Jalyn Brooks	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Janet Kubik	Volunteer Worker Liberal Arts and Sciences January 31, 2017 to May 26, 2017

Jaquelyn Andrade	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Jose Medina	Volunteer Worker Liberal Arts and Sciences February 8, 2017 to May 20, 2017
Joseph Monteon	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Juan Arriola	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Katie Johnson	Volunteer Worker Liberal Arts and Sciences February 2, 2017 to May 22, 2017
Matthew Okeefe	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Michael Fa	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Michael Spear	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Phillip Vitek	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Pooja Amin	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Roger John Clark	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017
Summerlynn Rodriguez	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 31, 2017

XII. RESIGNATIONS AND RETIREMENTS

Kelly Vanni

Instructional Program Specialist

Disability Resource Center

Date of Hire: October 12, 2016

Date of Resignation: January 31, 2017

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – March 14, 2017

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

David Perez Intersession Overload
Liberal Arts and Sciences
January 3, 2017 to February 9, 2017

Leslie Tenney Curriculum Chair
Student Services
January 30, 2017 to May 30, 2017

Leslie Tenney Counseling Overload
Student Services
January 30, 2017 to May 30, 2017

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

Afshin Tirale Mathematics Instructor
Liberal Arts and Sciences
January 26, 2017 to May 26, 2017

Aloha Sargent Librarian Intersession Assignment
Office of Instruction
January 3, 2017 to January 26, 2017

Ben Pang Mathematics Instructor
Liberal Arts and Sciences
January 26, 2017 to June 30, 2017

Cuiying Rhodes Non-Credit Instructor
Community Development and Grants Management
January 17, 2017 to June 30, 2017

Dulce Gastelum Cosmetology Instructor
Career Technical Education
January 26, 2017 to May 26, 2017

Emmanuela Sintamarian Art Instructor
Liberal Arts and Sciences
January 26, 2017 to May 26, 2017

Faina Kagan	Mathematics Instructor Liberal Arts and Sciences January 20, 2017 to June 30, 2017
Frank Mendez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management February 6, 2017 to June 30, 2017
Gholamreza Brojerdi	Physics Instructor Liberal Arts and Sciences January 30, 2017 to June 30, 2017
Irina Polyakova	Curriculum Coach Trainee Liberal Arts and Sciences January 16, 2017 to January 27, 2017
Irina Polyakova	Mathematics Instructor Liberal Arts and Sciences January 20, 2017 to June 30, 2017
Janice Skow	Medical Assisting Instructor Career Technical Education January 27, 2017 to May 26, 2017
Jeannie Hori	Child Development Instructor Career Technical Education January 26, 2017 to May 26, 2017
Jeannie Hori	Department Meeting Career Technical Education January 27, 2017 to May 26, 2017
Jessica Lopez	Cosmetology Instructor Career Technical Education January 30, 2017 to May 26, 2017
Kimberly Douglas	Non-Credit Instructor Community Development and Grants Management January 20, 2017 to June 30, 2017
Lucas Cantin	Biology Instructor Liberal Arts and Sciences January 20, 2017 to June 30, 2017
Megan Wong	Learning Activities Instructor Community Education and Grants Management January 30, 2017 to May 26, 2017

Melissa Llanes	Kinesiology Instructor Kinesiology and Athletics January 30, 2017 to May 27, 2017
Meredith Hurley	Training Attendee Liberal Arts and Sciences January 17, 2017
Monica Herzi	Training Attendee Liberal Arts and Sciences January 17, 2017
Nargis Adham	Physics Instructor Liberal Arts and Sciences January 20, 2017 to June 30, 2017
Rosemary Hardin	Biology Instructor Liberal Arts and Sciences January 20, 2017 to June 30, 2017
Stephanie Conroy	Department Meeting Attended Career Technical Education January 27, 2017 to May 26, 2017
Susan Dodd	Curriculum Update/Modification – Hospitality Courses Career Technical Education November 1, 2016 to January 31, 2017
Susan Dodd	Curriculum Update/Modification – Child Development Career Technical Education January 1, 2017 to May 26, 2017
Thomas Dashell	Wastewater Management Instructor Career Technical Education January 30, 2017 to May 26, 2017
Tiffany Palsgrove	Training Attendee Liberal Arts and Sciences January 17, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

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 – March 14, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Susan Sweeney Director, Community Education and Career Pathways
Academic Affairs
April 1, 2017

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

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 – March 14, 2017

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. RESIGNATIONS AND RETIREMENTS

NONE

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

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No. II.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 February 1, 2017 – February 28, 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
2/1/17 – 2/28/17	18044557	\$2,627,715.61

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 budget for FY 2016-2017.

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 – Director, Business Services

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

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No. II.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 February 2017.

Background:

In accordance with Education Code Section 85241 and 85260, the Board of Trustees may direct the County Office of Education to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the Santa Clara County Office of Education for our district during the month of February 2017:

Payroll Period	Pay Date	Total Salaries/Wages
February Supplemental 1	February 10, 2017	\$ 129,523.26
February Supplemental 2	February 16, 2017	\$ 792.00
February Regular (EOM)	February 28, 2017	\$ 2,032,334.48
TOTAL	<i>(626 Pay Warrants Issued)</i>	\$ 2,162,649.74

Budgetary Implications:

Expenditures are included in the Budget for FY 2016/17.

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 - Director, Business Services

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

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

March 14, 2017

Consent Agenda Item No. II.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 February 2017 list of purchase orders for FY 2016-17.

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 – Director, Business Services

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

February 2017 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
OP17406	2/1/2017	Fitness First	\$ 1,000.00
OP17307A	2/2/2017	AmeriGas Propane LP	\$ 1,045.22
OP17407	2/3/2017	Follett Higher Education Group	\$ 2,000.00
OP17408	2/3/2017	Palace Art & Office Supply	\$ 2,000.00
P0007096	2/3/2017	Grey House Publishing	\$ 191.60
P0007097	2/3/2017	Hannon Hill Corporation	\$ 8,825.00
P0007098	2/3/2017	CollegeNet Inc	\$ 3,190.00
OP17409	2/3/2017	Silicon Valley Children's Fund	\$ 2,000.00
P0007100	2/3/2017	The Print Shop	\$ 48.94
P0007107	2/3/2017	Classic Cleaners	\$ 400.00
P0007109	2/3/2017	Home Depot	\$ 53.29
P0007110	2/3/2017	Scantron Corporation	\$ 106.38
P0007112	2/3/2017	Calif Assn for Health, PE, Recreation, & Dance	\$ 89.00
P0007113	2/3/2017	NCIAC	\$ 75.00
P0007115	2/3/2017	CCPRO	\$ 200.00
ME001242	2/3/2017	State Water Resources Control Board	\$ 1,004.00
P0007095	2/3/2017	Morgan Hill Unified School District	\$ 340.00
P0007099	2/3/2017	Access Ingenuity	\$ 145.73
ME001243	2/3/2017	Grainger Industrial Supply Co	\$ 941.29
P0007101	2/3/2017	Ernie's Plumbing & Repair Service Inc	\$ 1,443.00
P0007102	2/3/2017	Carlton's Fire Extinguisher Sales & Service Inc	\$ 1,671.00
P0007103	2/3/2017	Thomson Reuters	\$ 216.96
P0007104	2/3/2017	Burmax Company	\$ 1,790.84
P0007105	2/3/2017	Legacy Roofing & Waterproofing	\$ 382.00
ME001244	2/3/2017	American Time & Signal Company	\$ 1,995.30
P0006884	2/3/2017	Dell Marketing	\$ 980.01
P0006934	2/3/2017	Dell Marketing	\$ 980.01
ME001245	2/3/2017	Carrera, Kathleen	\$ 150.00
P0007106	2/3/2017	Pacific Security Fencing	\$ 800.00
P0007108	2/3/2017	Automatic Door Systems Inc	\$ 465.00
P0007111	2/3/2017	Roberson, Tony	\$ 4,800.00
OP17406A	2/7/2017	Combat Brands LLC	\$ 1,000.00
P0007114	2/7/2017	Payless Smog and Tune	\$ 694.97
OP17366A	2/7/2017	Home Depot	\$ 194.81
OP17410	2/8/2017	The Print Shop	\$ 300.00
P0007117	2/8/2017	Scantron Corporation	\$ 5,226.51
P0007118	2/8/2017	Scantron Corporation	\$ 2,980.82
P0007119	2/8/2017	Grainger Industrial Supply Co	\$ 1,817.43
P0007120	2/8/2017	Centurion Holdings I LLC	\$ 1,044.00
P0007123	2/8/2017	Alpha Media LLC	\$ 2,612.90
P0007124	2/8/2017	Civil Air Patrol Magazine	\$ 450.00
OP17411	2/8/2017	Palace Art & Office Supply	\$ 500.00
OP17412	2/8/2017	Follett Higher Education Group	\$ 15,000.00
P0007126	2/8/2017	Gilroy Economic Development Corporation	\$ 1,000.00
P0007127	2/8/2017	Palace Art & Office Supply	\$ 694.82

February 2017 Purchase Orders

P0007131	2/8/2017	Mozaffari, Mohammad	\$	634.00
P0007133	2/8/2017	Siverson, Rolf	\$	630.00
P0007134	2/8/2017	PW Property Investment LLC	\$	931.24
P0007135	2/8/2017	Abbott's Pro Power	\$	315.29
P0007121	2/8/2017	Pacific Janitorial Supply Company	\$	810.25
P0007122	2/8/2017	Carlton's Fire Extinguisher Sales & Service Inc	\$	698.00
P0007125	2/8/2017	Daily Journal Corporation	\$	784.00
P0007128	2/8/2017	Abbott's Pro Power	\$	3,130.99
P0007129	2/8/2017	Marvel-Schebler Aircraft Carburetors LLC	\$	1,975.17
P0007130	2/8/2017	Sehi Computer Products	\$	1,592.10
P0007132	2/8/2017	Gawf, John	\$	188.04
P0007136	2/9/2017	CDW Government Inc	\$	80,229.23
P0007137	2/10/2017	Yamaha Golf Cars of California Inc	\$	9,492.98
P0007138	2/10/2017	Yamaha Golf Cars of California Inc	\$	9,492.98
ME001246	2/10/2017	All Cal Disinfectant Inc	\$	6,595.00
ME001241	2/10/2017	Live Oak Associates Inc	\$	4,500.00
ME001240	2/10/2017	Access Communications Inc	\$	10,015.00
CON10059	2/10/2017	Card Integrators Corporation	\$	28,417.44
CON10056	2/10/2017	EDFINANCIAL HOLDINGS LLC	\$	2,500.00
CON10057	2/10/2017	Central Coast Sign Language Interpreters	\$	50,000.00
P0007139	2/13/2017	Island Advertising	\$	1,561.96
P0007140	2/13/2017	Dell Marketing	\$	5,794.60
P0007141	2/13/2017	Public Agency Law Group	\$	1,734.30
P0007143	2/13/2017	Dell Marketing	\$	928.20
P0007144	2/13/2017	Dell Marketing	\$	147.51
P0007145	2/13/2017	Scantron Corporation	\$	5,829.51
P0007146	2/13/2017	CalifCommunity Colleges CalWORKs Assn	\$	550.00
P0007147	2/13/2017	Hyatt Corporation	\$	523.15
P0007148	2/13/2017	Richard McMahon	\$	361.28
OP17413	2/13/2017	Fisher Scientific	\$	500.00
OP17414	2/13/2017	Ward's Natural Science	\$	500.00
P0007150	2/13/2017	Follett Higher Education Group	\$	396.67
P0007151	2/13/2017	ADA Inc	\$	91.56
P0007152	2/13/2017	Monoprice Inc	\$	58.92
P0007153	2/13/2017	Riso, Karen	\$	81.57
P0007154	2/13/2017	B & H Photo-Video	\$	335.60
P0007155	2/13/2017	American Meteorological Society	\$	149.00
OP17041A	2/13/2017	Palace Art & Office Supply	\$	395.51
OP17297A	2/13/2017	Pacific Bell Telephone Company	\$	4,416.41
P0007142	2/13/2017	Dannis Woliver Kelley	\$	1,196.50
P0007149	2/13/2017	Corralitos Electric Service	\$	500.00
P0006808	2/14/2017	OCLC Inc	\$	495.00
CON10063	2/15/2017	U.S. Bank National Association	\$	13,681.48
P0007156	2/15/2017	Accurate Printing & Promotions	\$	2,196.14
OP17415	2/16/2017	Palace Art & Office Supply	\$	300.00
P0007157	2/16/2017	Rebekah Children's Services	\$	269.69
P0007158	2/16/2017	Boyle, Michael	\$	1,000.00

February 2017 Purchase Orders

P0007159	2/16/2017	Palace Art & Office Supply	\$ 271.40
P0007161	2/16/2017	Palace Art & Office Supply	\$ 49.77
ASB17017	2/16/2017	Folsom Lodging LLC	\$ 200.00
OP17416	2/16/2017	Follett Higher Education Group	\$ 1,087.50
OP17417	2/16/2017	Christensen, Eric	\$ 300.00
P0007164	2/16/2017	Dell Marketing	\$ 442.52
P0007166	2/16/2017	The Print Shop	\$ 127.88
ME001247	2/16/2017	Williams Scotsman Inc	\$ 834.93
P0007160	2/16/2017	Pacific Janitorial Supply Company	\$ 3,636.18
P0007162	2/16/2017	Williams Party Rentals	\$ 545.00
P0007163	2/16/2017	Prestige Graphics Inc	\$ 3,301.10
P0007165	2/16/2017	Plumbing America Inc	\$ 2,536.18
P0007167	2/16/2017	Public Parking Associates Inc	\$ 499.00
P0007168	2/16/2017	Corralitos Electric Service	\$ 3,550.00
CON10064	2/16/2017	County of Santa Clara	\$ 214,261.15
ASB17018	2/27/2017	Card Integrators Corporation	\$ 1,050.00
OP17419	2/27/2017	Konica Minolta Business Solutions USA Inc	\$ 5,000.00
P0007169	2/27/2017	Sports Imports Inc	\$ 7,970.73
P0007170	2/27/2017	Dell Marketing	\$ 1,606.02
P0007171	2/27/2017	Sport Supply Group Inc	\$ 2,966.82
Total Purchase Orders			\$ 580,008.28

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No. II.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.

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 2016-2017.

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 - Director, Business Services

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

Meeting Date: March 14, 2017

Agreement Number	Amount	Vendor	Description
CON10065	No Cost	Gilroy Unified School District	Clinical Partnership Agreement Nursing Students to Follow and Assist Gilroy Unified School District Nurses Period of Service: 2/1/17 - 1/31/2022
CON10066	\$ 6,000.00	Meltwater News US Inc	Meltwater Services: e-Newsletters Period of Service: 3/23/17 - 3/22/18
CON10067	\$ 7,000.00	Higher Ed Profiles Inc	Online Budget Reporting Tool Period of Service: 2/1/17 - 8/31/17
CON10068	\$ 7,000.00	Higher Ed Profiles Inc	Online Student Cohort Tracking Tools Period of Service: 2/1/17 - 8/31/17

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

March 14, 2017

Consent Agenda Item No. II.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 2016-17.

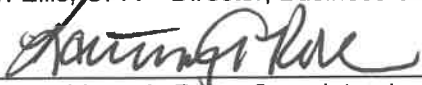
Background:
During the fiscal year various budget adjustments are needed to align revenues and expenditures. California Code of Regulations title 5 §58307 requires the Board of Trustees approve all changes in the budget.

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 – Director, Business Services

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

Fund 100

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
100110	4310		(36.00)	100510	5831		36.00 BU1746
100710	6401		(135.00)	100710	5425		135.00 BU1748
110410	4310		(120.00)	100210	4310		120.00
150610	4310		(8.00)	110210	4310		8.00
610610	4310		(500.00)	600310	6400		2,507.00
610610	6400		(500.00)				
610810	4310		(130.00)				
610810	6400		(804.00)				
610310	6400		(500.00)				
150210	4310		(73.00)				
983510	5630		(1,312.00)	983610	5630		212.00
983510	6400		(500.00)	983510	5612		1,100.00
				983510	5831		500.00
984110	4310		(3,300.00)	984110	5264		2,100.00
				984110	4710		600.00
				984110	4711		600.00
984210	5613		(2,000.00)	984210	5130		1,015.00
				984210	5831		985.00
				999910	6405		446,000.00 BU1749
150610	3320		(20.00)	150610	3710		20.00 BU1750
210510	3320		(142.00)	210510	3710		142.00
300710	3710		(3.00)	300710	3712		3.00
493310	2210		(5,492.00)	493310	2110		5492.00
493310	3210		(611.00)	493310	3212		611.00
493310	3310		(340.00)	493310	3312		340.00
493310	3320		(52.00)	493310	3322		52.00
493310	3490		(273.00)	493310	3492		273.00
493310	3510		(3.00)	493310	3512		3.00
493310	3610		(2.00)	493310	3612		2.00
493310	3710		(182.00)	493310	3712		182.00
493710	3710		(30.00)	493710	3712		30.00
600510	3494		(1.00)	600510	3492		1.00
600610	3412		(0.50)	600610	3422		0.50
600610	3512		(0.50)	600610	3491		0.50
600610	3612		(0.50)	600610	3491		0.50
600610	3312		(0.50)	600610	3492		0.50
600710	3413		(2,441.00)	600710	3414		2441.00
600810	1110	644000	(77,413.00)	600810	1110	601000	77413.00
600810	2110	644000	(5,159.00)	600810	2110	601000	5159.00
600810	3110	644000	(9,074.00)	600810	3110	601000	9074.00
600810	3212	644000	(265.00)	600810	3212	601000	265.00
600810	3312	644000	(475.00)	600810	3312	601000	475.00
600810	3320	644000	(1,039.00)	600810	3320	601000	1039.00
600810	3322	644000	(111.00)	600810	3322	601000	111.00
600810	3410	644000	(16,028.00)	600810	3410	601000	16028.00
600810	3412	644000	(1,135.00)	600810	3412	601000	1135.00
600810	3420	644000	(99.00)	600810	3420	601000	99.00
600810	3430	644000	(258.00)	600810	3430	601000	258.00
600810	3440	644000	(1,425.00)	600810	3440	601000	1425.00
600810	3490	644000	(2,324.00)	600810	3490	601000	2324.00

600810	3492	644000	(815.00)	600810	3492	601000	815.00
600810	3510	644000	(36.00)	600810	3510	601000	36.00
600810	3512	644000	(3.00)	600810	3512	601000	3.00
600810	3610	644000	(36.00)	600810	3610	601000	36.00
600810	3612	644000	(3.00)	600810	3612	601000	3.00
600810	3710	644000	(698.00)	600810	3710	601000	698.00
600810	3712	644000	(543.00)	600810	3712	601000	543.00
600910	3322		(12.00)	600910	3712		12.00
601010	3114	603000	(2,784.00)	601010	3114	601000	2784.00
601010	3324	603000	(321.00)	601010	3324	601000	321.00
601010	3410	603000	(9,637.00)	601010	3410	601000	9637.00
601010	3430	603000	(123.00)	601010	3430	601000	123.00
601010	3440	603000	(767.00)	601010	3440	601000	767.00
601010	3490	603000	(663.00)	601010	3490	601000	663.00
601010	3494	603000	(1,662.00)	601010	3494	601000	1662.00
601010	3514	603000	(11.00)	601010	3514	601000	11.00
601010	3614	603000	(11.00)	601010	3614	601000	11.00
601010	3710	603000	(3.00)	601010	3710	601000	3.00
601010	3714	603000	(229.00)	601010	3714	601000	229.00
601310	3492		(0.50)	601310	3312		0.50
610510	3710		(7.00)	610510	3712		7.00
610710	3324		(696.00)	610710	3490		696.00
610710	3494		(1,256.00)	610710	3492		1256.00
610710	3324		(2,087.00)	610710	3510		2087.00
610710	3324		(250.00)	610710	3610		250.00
610710	3714		(155.00)	610710	3710		155.00
620010	3491		(1,419.00)	620010	3492		1419.00
620010	3712		(2.00)	620010	3711		2.00
630010	3494		(5,990.00)	630010	3492		5990.00
630827	6412		(13,500.00)	630827	6413		13500.00
650210	3322		(4.00)	650210	3711		4.00
660210	3212		(2,689.00)	660210	3113		2689.00
660210	3493		(3,706.00)	660210	3492		3706.00
670110	3491		(1,589.00)	670110	3492		1589.00
670210	3491		(1,205.00)	670210	3492		1205.00
670310	3312		(98.00)	670310	6712		98.00
670926	2110	695000	(8,455.00)	670926	2110	677000	8455.00
670926	3212	695000	(1,103.00)	670926	3212	677000	1103.00
670926	3312	695000	(524.00)	670926	3312	677000	524.00
670926	3322	695000	(123.00)	670926	3322	677000	123.00
670926	3412	695000	(4,393.00)	670926	3412	677000	4393.00
670926	3422	695000	(28.00)	670926	3422	677000	28.00
670926	3432	695000	(65.00)	670926	3432	677000	65.00
670926	3442	695000	(337.00)	670926	3442	677000	337.00
670926	3492	695000	(127.00)	670926	3492	677000	127.00
670926	3512	695000	(4.00)	670926	3512	677000	4.00
670926	3612	695000	(4.00)	670926	3612	677000	4.00
670926	3712	695000	(85.00)	670926	3712	677000	85.00
671010	3711		(3.00)	671010	3712		3.00
671210	3491		(1,106.00)	671210	3492		1106.00
721910	3113		(45.00)	721910	3111		45.00
721910	3211		(47.00)	721910	3213		47.00
721910	3311		(22.00)	721910	3313		22.00
721910	3713		(4.00)	721910	3711		4.00
940110	3490		(1,403.00)	940110	3492		1403.00
983710	3490		(270.00)	983710	3492		270.00
984310	5264		(300.00)	984310	5240		300.00
995410	3312		(13.00)	995410	3712		13.00
			<u>(205,788.50)</u>				<u>651,788.50</u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$3,358,623
Change to Actual Fund Balance at 7/1/16	\$974,606	
Actual Beginning Balance at 7/1/16		\$4,333,229
Final (Adopted) Budget Net Change in Fund Balance		(\$595,261)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$975,212	
Current decrease in budgeted expenditures increases Fund Balance	\$205,788.50	
Current increase in budgeted expenditures decreases Fund Balance	(\$651,788.50)	
Revised Net Change in Ending Fund Balance		<u>\$529,212</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 100		<u><u>\$4,267,180</u></u>

Fund 270

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
506627	4310		(400.00)	506627	5550	400.00	BU1746
746727	6405		(2,500.00)	746727	1490	1,300.00	BU1747
				746727	3100	200.00	
				746727	5250	1,000.00	
630627	5250		(1,000.00)	630627	5610	1,000.00	BU1750
630827	3114		(4,066.00)	630827	3100	4,066.00	
641427	3612		(11.00)	641427	3614	11.00	
681327	3412		(1,057.00)	681327	3432	1,057.00	
681327	3511		(4.00)	681327	3512	4.00	
681327	3712		(453.00)	681327	3612	453.00	
640827	1240		(4,207.00)	640827	2150	4,207.00	
640827	3313		(415.00)	640827	3311	415.00	
640827	3323		(96.00)	640827	3321	96.00	
640827	3413		(19,857.00)	640827	3411	19,857.00	
640827	3423		(12.00)	640827	3421	12.00	
640827	3433		(181.00)	640827	3431	181.00	
640827	3443		(884.00)	640827	3441	884.00	
640827	3493		(1,486.00)	640827	3491	1,486.00	
640827	3513		(3.00)	640827	3511	3.00	
640827	3613		(3.00)	640827	3611	3.00	
640827	3713		(260.00)	640827	3711	260.00	
Total Fund 270:			<u>(36,895)</u>			<u>36,895</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	
Actual Beginning Balance at 7/1/16		\$0
Final (Adopted) Budget Net Change in Fund Balance		
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		
Current decrease in budgeted expenditures increases Fund Balance	\$36,895	
Current increase in budgeted expenditures decreases Fund Balance	(\$36,895)	
Revised Net Change in Ending Fund Balance		<u>\$0</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 270		<u><u>\$0</u></u>

Fund 270

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Budget Entry	
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>							
985227	8840		8,025.00	985227	4510		25.00
985227	8895		10.00	985227	4711		5,010.00
				985227	5630		1,000.00
				985227	5843		1,500.00
				985227	6410		500.00
780527	8122		443,261.00	780527	5831		205,361.00
				780527	1110		237,900.00
Total Fund 270			<u>451,296.00</u>				<u>451,296.00</u>
Final (Adopted) Estimated Beginning Fund Balance at 7/1/16							\$0
Change to Actual Fund Balance at 7/1/16							\$0
Actual Beginning Balance at 7/1/16							\$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							\$0
Current increase in budgeted revenue increases Fund Balance							(\$451,296)
Current increase in budgeted expenditures decreases Fund Balance							\$451,296
Revised Net Change in Ending Fund Balance							\$0
Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 470							\$0

Fund 470

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Budget Entry	
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>							
931947	5831		4,852.00	931947	4510		136.00
				931947	4710		234.00
				931947	4711		200.00
				931947	4712		575.00
				931947	5210		3,000.00
				931947	5240		7.00
				931947	5300		600.00
				931947	5843		100.00
931647	8894		1,147.00	931647	4710		100.00
931647	5831		4,268.00	931647	4711		1,947.00
				931647	5210		368.00
				931647	5264		3,000.00
930547	5831		578.00	930547	4710		578.00
931447	8894		400.00	931447	5264		400.00
931747	8894		496.00	931747	5831		496.00
Total Fund 470			<u>11,741</u>				<u>11,741</u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$488,472	
Actual Beginning Balance at 7/1/16		\$488,472
Final (Adopted) Budget Net Change in Fund Balance	\$0	(\$307,670)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$1,047	
Current increase in budgeted revenue increases Fund Balance	\$11,741	
Current increase in budgeted expenditures decreases Fund Balance	(\$11,741)	
Revised Net Change in Ending Fund Balance		\$1,047
Estimated Ending Fund Balance 6/30/17 for General Fund 470		\$181,849

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No. II.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 2016/17 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2016/17 Revised Budget as of February 28, 2017 to actual revenue and expenditures as of February 28, 2017.

Follow Up/Outcome:

The Administration will continue to review the FY 2016/17 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 – Director, Business Services

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 2016-2017
February 28, 2017

Fund / Fund Description	Beginning Fund Balance 7/1/2016	Revised Budgets		Ending Fund Balance 6/30/2017	Year to Date Actual			% Actual to Budget	
		Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund									
10 General -Unrestricted	\$4,333,229	\$33,573,049			\$17,391,229			51.8%	
1000 - Certificated Salaries			\$11,147,142			\$7,139,647	\$0		64.0%
2000 - Classified Salaries			\$5,871,247			\$3,356,665	\$0		57.2%
3000 - Burdens & Benefits			\$6,560,974			\$3,740,191	\$0		57.0%
4000 - Books & Supplies			\$499,514			\$289,302	\$139,917		85.9%
5000 - Other Operating Expenses			\$6,871,846			\$3,898,506	\$1,028,003		71.7%
6000 - Capital Outlay			\$1,214,467			\$68,436	\$281,969		28.9%
7000 - Other			\$1,473,908			\$754,316	\$0		51.2%
Total General-Unrestricted	\$4,333,229	\$33,573,049	\$33,639,098	\$4,267,180	\$17,391,229	\$19,247,064	\$1,449,889	51.8%	61.5%
24 Instructional Equipment	\$67	\$259,000	\$259,000	\$67	\$483,237	\$55,008	\$43,320	186.6%	38.0%
26 Parking	\$0	\$119,909	\$119,909	\$0	\$80,567	\$45,388	\$1,614	67.2%	39.2%
27 General - Restricted	\$0	\$16,838,070	\$16,838,070	\$0	\$8,712,120	\$7,073,992	\$1,338,353	51.7%	50.0%
Total General Fund	\$4,333,296	\$50,790,028	\$50,856,077	\$4,267,247	\$26,667,153	\$26,421,453	\$2,833,176	52.5%	57.5%
21 Measure E - Debt Service	\$4,275,476	\$6,230,637	\$6,060,769	\$4,445,344	\$36,845	\$4,073,015	\$0	0.6%	67.2%
34 Capital Project	\$75,833	\$8,011,934	\$8,067,824	\$19,943	\$1,140,446	\$988,399	\$1,063,652	14.2%	25.4%
60 Measure E	\$10,564,384	\$22,525	\$10,586,909	\$0	\$16,722	\$7,098,377	\$2,569,800	74.2%	91.3%
61 Risk Management	\$0	\$200,000		\$200,000	\$0	\$0	\$0	0.0%	--
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	\$618,942	\$250	\$0	196.5%	50.0%
Fiduciary Funds									
47 Associated Student Body	\$488,472	\$165,797	\$472,420	\$181,849	\$124,188	\$81,942	\$14,590	74.9%	20.4%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$4,015,910	\$4,071,908	\$0	61.8%	62.7%
66 Student Center Fund	\$0	\$90,674	\$90,674	\$0	\$83,367	\$32,982	\$5,180	91.9%	42.1%
Total Fiduciary Funds	\$488,472	\$6,750,681	\$7,057,304	\$181,849	\$4,223,466	\$4,186,832	\$19,770	62.6%	59.6%
Totals	\$25,184,637	\$72,320,805	\$82,629,383	\$14,676,059	\$32,703,572	\$42,768,326	\$6,486,397	45.2%	59.6%

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 end of the month payroll

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No. II.6 (i) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Disposal of Surplus Personal Property

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the destruction of surplus District personal property.

Background:

The District also has numerous pieces of surplus electronic/computer equipment, two pool tables and a washer/dryer from the Child Development Center that are in various stages of disrepair and do not have a reasonable value. The different pieces of equipment are currently in storage and not expected to be used by the District.

Pursuant to Education Code Section 81452 surplus personal property that does not exceed in value the sum of five thousand dollars (\$5,000) or is of insufficient value to defray the cost of a sale may be disposed of without a public auction. Items that cannot be sold will be disposed as surplus personal property.

Budgetary Implications:

No budget implications.

Follow Up/Outcome:

Sell the surplus property and deposit the funds.

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

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

Consent Agenda Item No.
Information/Staff Reports No. II.8 (a)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Office of the President

SUBJECT: Recognition of the Employee of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the Board of Trustees review recognition of the following Employee of the Month.

Background:

The purpose of the Employee of the Month Award program is to encourage employee excellence and dedication and to let employees know that they are valued for their unique contributions.

Employee of the Month, January 2017 – Analisa Zanella

Lisa Zanella from the Business office is the January employee of the month. Although she's been at Gavilan a short period of time, her smile and welcoming personality have made such a difference, and her prompt response to requests is outstanding. She has excellent customer service skills and is very efficient. We appreciate all that she does!

Budgetary Implications:

None


Follow Up/Outcome:

1. The Human Resources Director will contact the employee and let them know that he/she was selected as the EMPLOYEE OF THE MONTH.
2. The Human Resources Director will send an announcement campus-wide.
3. The employee will be recognized by his/her department supervisor.
4. The employee will be recognized in the Campus Newsletter by the PIO.
5. The employee will be recognized at the district's annual Employee Recognition Banquet held in May.

6. The employee's name will be placed on the wall plaque located in the North/South Lounge.
7. The employee will receive a desktop award with his/her name engraved.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: 
Eric Ramones, Human Resources Director

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

INFORMATION

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

March 14, 2017

Consent Agenda Item No.
Information/Staff Reports No. 12 (a)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Office of the President

SUBJECT: Draft 2017 Board Goals

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate regarding the 2017 draft board goals developed through the board's self-evaluation, November 29, 2016 Special Board meeting, and February 7, Strategic Planning meeting.

Background:

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Laura Perry, President for the Board of Trustees

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

Agenda Approval: 

Dr. Kathleen A. Rose, Superintendent/President

2017 Board of Trustee Goals

Final Draft

1. 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.
2. Utilize the Facilities Master Plan to identify and develop the plan for Fairview Corners in San Benito County.
3. 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.
4. Explore and develop a tentative timeline for a general obligation bond to support district expansion and facility construction.
5. Continue to support and assist the Superintendent/President in the achievement of her goals and her community outreach efforts.
6. Review the Board self-evaluation process and the evaluation process of the Superintendent/President and revise if necessary.
7. 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.

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

Date: March 14, 2017

Consent Agenda Item No.
Information/Staff Reports No. II.12 (b)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Office: Student Services

SUBJECT: Gavilan College Student Success and Support Program Credit 2015-16
Year-end Expenditures Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the final Student Success and Support Program Credit (SSSP) 2015-16 Year-end Expenditures Report.

Background:

The SSSP Year-end Expenditures Report was submitted to the Chancellor's Office on Friday, February 24, 2017 quantifying the allocation of funds for the Student Equity plan.

Budgetary Implications:

For 2015-16 year-end, the SSSP allocation was \$1,226,555, the District match was \$1,652,865 for a total expenditure of 2,879,420.

Follow Up/Outcome:

No follow up of the 2015-16 SSSP Expenditures Report is required.

Recommended By: Kathleen Moberg
Vice President, Student Services

Prepared By: 
Kathleen Moberg, Vice President, Student Services

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



**Student Success and Support Program
CREDIT
2015-16**

Year-End Expenditures Report

Gavilan College

Gavilan Joint CCD

Report Due
**Friday
February 17, 2016**

Email the entire report as an excel file (not a PDF) and a PDF copy of the signature page to:
cccssp@cccoco.edu

Be sure to include the name of the college in the subject line of the email.

2015-16
Gavilan Joint CCD
Gavilan College
CREDIT

Part I: Funding

Enter whole numbers only

Total 2015-16 Credit Student Success and Support Program Allocation

\$ 1,226,555

Did your college receive or return funds through the reallocated funds (mid-year report) process? If yes, how much? (show returned funds as a negative)

Please note, any portion of the allocation expended by the District must be included in the "Part II Expenditures" tab under the appropriate object codes

Total Credit SSSP Funds Available for Expenditures

\$ 1,226,555

Total 2015-16 Expenditures in the Credit Student Success and Support Program:

Credit Student Success and Support Program Allocation (Part II: Expenditures)

\$ 1,226,555

District Match (Part III: District Match)

\$ 1,652,865

1:1 Calculated required match for credit: \$ 1,226,555

Total Year-End Expenditures in the Credit Student Success and Support Program

\$ 2,879,420

Balance 2015-16 Credit Student Success and Support Program Allocation:

\$ -

2015-16
Gavilan Joint CCD
Gavilan College
CREDIT

Part II: Expenditures (Credit Student Success and Support Program Allocation)

Credit Student Success and Support Program Allocation - Report expenditures of the credit SSSP allocation by object code as defined by the California Community Colleges (CCC) Budget and Accounting manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate for SSSP purposes. Refer to instructions below and refer to the SSSP Funding Guidelines for more information.

Object Code	Classification	# of FTE Positions	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Total
1000	Academic Salaries: Position Title(s)							
	Counseling faculty	5.00	\$ 17,942	\$ -	\$ 278,113	\$ 40,000	\$ -	336,055
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal		\$ 17,942	\$ -	\$ 278,113	\$ 40,000	\$ -	\$ 336,055
Object Code	Classification	# of FTE Positions	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Total
2000	Classified and Other Nonacademic Salaries: Position Title(s)							
	Retention/Eval/Assessment	3.25	\$ 19,530	\$ 58,650	\$ 195,861		\$ -	274,041
	Student Workers	4.00	\$ 35,014	\$ -	\$ -	\$ 35,014	\$ -	70,028
	VP/Dean	0.33	\$ -	\$ -	\$ -	\$ -	\$ 42,114	42,114
	Eval/Academ Standing Support	0.25	\$ -	\$ -	\$ -	\$ 24,280	\$ -	24,280
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-

			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal			\$ 54,544	\$ 58,650	\$ 195,861	\$ 59,294	\$ 42,114	\$ 410,463
Object Code	Classification		Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Total
3000	Employee Benefits							
	ALL		\$ 31,154	\$ 30,975	\$ 96,523	\$ 64,412	\$ 10,624	233,688
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal			\$ 31,154	\$ 30,975	\$ 96,523	\$ 64,412	\$ 10,624	\$ 233,688
Object Code	Classification		Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Total
4000	Supplies & Materials							
	Accuplacer			\$ 17,370	\$ -	\$ -	\$ -	17,370
	Instructional Supplies		\$ 2,274	\$ -	\$ -	\$ -	\$ -	2,274
	Office Supplies		\$ -	\$ -	\$ 3,812	\$ -	\$ -	3,812
	Misc		\$ -	\$ -	\$ 297	\$ -	\$ -	297
			\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal			\$ 2,274	\$ 17,370	\$ 4,109	\$ -	\$ -	\$ 23,753

Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Total
5000	Other Operating Expenses and Services						
	Misc	\$ 803	\$ -	\$ 1,157	\$ 783	\$ 82	2,825
	Conference/Travel	\$ 6,898	\$ 7,062	\$ 12,880	\$ 6,898	\$ 5,000	38,738
	Software/Tech Support	\$ -	\$ -	\$ 12,685	\$ -	\$ -	12,685
	Contracted Services	\$ 6,415	\$ -	\$ 29,435	\$ 8,289	\$ 37,233	81,372
	Subtotal	\$ 14,116	\$ 7,062	\$ 56,157	\$ 15,970	\$ 42,315	\$ 135,620
6000	Capital Outlay						
	Computers/Software	\$ 10,221	\$ -	\$ 10,267	\$ 11,584	\$ -	32,072
	IT related costs	\$ -	\$ -	\$ 28,274	\$ -	\$ 26,630	54,904
	Subtotal	\$ 10,221	\$ -	\$ 38,541	\$ 11,584	\$ 26,630	\$ 86,976
7000	Other Outgo						
		\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total	\$ 130,251	\$ 114,057	\$ 669,304	\$ 191,260	\$ 121,683	
Total Expenditures cannot exceed the 2015-16 Credit SSSP Allocation						\$ 1,226,555

2015-16
Gavilan Joint CCD
Gavilan College
CREDIT

Part III: District Match

District Match - Report expenditures of district funds by object code as defined by the California Community College(CCC) Budget and Accounting Manual.

Object Code	Classification	# of FTE Positions	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
1000	Academic Salaries: Position Title(s)										
		0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Guidance Course		\$ 19,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,400
	Counseling Faculty		\$ -	\$ -	\$ 471,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471,037
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal		\$ 19,400	\$ -	\$ 471,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,437
2000	Classified and Other Nonacademic Salaries: Position Title(s)										
	Main Campus Admissions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314,469	\$ 314,469
	Hollister Site		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,926	\$ 127,926
	Morgan Hill Site		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,361	\$ 121,361
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 563,756	\$ 563,756

Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
3000	Employee Benefits									
	Main Campus Admissions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,265	175,265
	Hollister Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,323	81,323
	Morgan Hill Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,003	62,003
	Teaching Faculty	\$ 4,679	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,679
	Counselors	\$ -	\$ -	\$ 163,149	\$ -	\$ -	\$ -	\$ -	\$ -	163,149
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 4,679	\$ -	\$ 163,149	\$ -	\$ -	\$ -	\$ -	\$ 318,591	\$ 486,419
Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
4000	Supplies & Materials									
	Main Campus Admissions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,622	4,622
	Hollister	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,456	1,456
	Morgan Hill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,742	1,742
	Instructional Supplies	\$ 4,989	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,989
	Counseling	\$ -	\$ -	\$ 5,808	\$ -	\$ -	\$ -	\$ -	\$ -	5,808
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 4,989	\$ -	\$ 5,808	\$ -	\$ -	\$ -	\$ -	\$ 7,820	\$ 18,617

Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
5000	Other Operating Expenses and Services									
	Main Campus Admissions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,713	\$ 60,713
	Hollister Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,856	\$ 12,856
	Morgan Hill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,344	\$ 17,344
	Counseling	\$ -	\$ -	\$ 2,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ 2,723	\$ -	\$ -	\$ -	\$ -	\$ 90,913	\$ 93,636
Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
6000	Capital Outlay									
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Object Code	Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	*Coordination	Credit SSSP Research	Credit SSSP Technology	Transitional Services (See #8 below)	Total
7000	Other Outgo									
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 29,068	\$ -	\$ 642,717	\$ -	\$ -	\$ -	\$ -	\$ 981,080	
Total Expenditures must be at least equal to or exceed the Required District Match										\$ 1,652,865

2015-16
 Gavilan Joint CCD
 Gavilan College
 CREDIT

Part IV: Summary

Total 2015-16 Credit Student Success and Support Program Allocation

\$ 1,226,555

Did your college receive or return funds through the reallocated funds (mid-year report) process? If yes, how much? (show returned funds as a negative)

\$

Total Credit SSSP Funds Available for Expenditures

\$ 1,226,555

Total 2015-16 Expenditures in the Credit Student Success and Support Program:

Credit Student Success and Support Program Allocation (Part II: Expenditures)

\$ 1,226,555

District Match (Part III: District Match)

\$ 1,652,865

1:1 Calculated required district match for Credit: \$ 1,226,555

Total 2015-16 Expenditures in the Credit Student Success and Support Program:

\$ 2,879,420

Balance 2015-16 Credit Student Success and Support Program Allocation:

\$

The required District Match was met:

Yes

The undersigned certify that the Credit SSSP allocation was expended in accordance with the provisions outlined in title 5, sections 51020-25 and in accordance in accordance with SSSP funding guidelines.

Veronica Martinez
 Veronica Martinez | vmartinez@gavilan.edu | 408 848 4725 | 2/24/2017
 Email address | Phone Number | Date

College Credit SSSP Coordinator (Typed name and signature)

Kathleen Moberg
 Kathleen Moberg | kmoberg@gavilan.edu | (408) 848-4732 | 2/24/2017
 Email address | Phone Number | Date

SSSP Supervising Administrator or CSSO (Typed name and signature)

Wade W. Ellis, CPA
 Wade Ellis | wellis@gavilan.edu | 408 848 4739 | 2/24/2017
 Email address | Phone Number | Date

District Business Manager (Typed name and signature)

Dr. Kathleen Rose
 Dr. Kathleen Rose | krose@gavilan.edu | 408 848 | 2/24/2017
 Email address | Phone Number | Date

College President (Typed name and signature)

| | |
 Email address | Phone Number | Date

District Chancellor (Typed name and signature)

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

Date: March 14, 2017

Consent Agenda Item No.
Information/Staff Reports No. II.12 (c)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Office: Student Services

SUBJECT: Gavilan College Student Equity 2015-16 Year-end Expenditures Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the final Student Equity 2015-16 Year-end Expenditures Report.

Background:

The Student Equity Year-end Expenditures Report was submitted to the Chancellor's Office on Friday, February 24, 2017 quantifying the allocation of funds for the Student Equity plan.

Budgetary Implications:

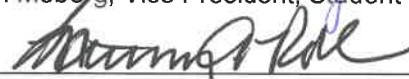
For 2015-16 year-end, the Student Equity allocation was \$536,278. The report indicates all funds were used appropriately.

Follow Up/Outcome:

No follow up of the 2015-16 Student Equity Expenditures Report is required.

Recommended By: Kathleen Moberg
Vice President, Student Services

Prepared By: 
Kathleen Moberg, Vice President, Student Services

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



Student Equity

2015-16

Year-End Expenditures Report

Select college

Report Due

Friday

February 17, 2017

Email the entire report as an Excel file (not a PDF) and a PDF copy of the signature page to:
studentequity@cccco.edu

Be sure to include the name of the college in the subject line of the email.

2015-16
STUDENT EQUITY

Part I: Student Equity Funding

Enter whole numbers only

Total 2015-16 Student Equity Allocation \$ 536,278

Did your college receive or return funds through the Reallocated Funds (mid-year report) process? If yes, how much? (show returned funds as a negative) \$ -

Total Student Equity Funds Available for Expenditures \$ 536,278

Total 2015-16 Student Equity Expenditures (Part II: Student Equity Expenditures) \$ 536,278

Balance 2015-16 Student Equity Allocation: \$ -

Object Code	Classification	Activity ID	Outreach	Student Services & Categoricals	Research and Evaluation	Student Equity Coordination & Planning	Curriculum/ Course Dev. & Adaptation	Professional Development	Instructional Support	Direct Student Support	Total
6000	Capital Outlay										
	Computers		\$ -	\$ 67,620	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 67,620
	Research software		\$ -	\$ 390		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	total checked		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal		\$ -	\$ 68,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,010
7000	Other Outgo										
	Categorical Support- DRC, EOPS, Fresh Success		\$ -	\$ 76,856	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,856
	Financial Aid		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,014	\$ 2,014
	Book vouchers, etc		\$ -	\$ 6,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,118	\$ 8,406
	total checked		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal		\$ -	\$ 83,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,132	\$ 87,276
Grand Total			\$ 84,962	\$ 267,159	\$ 45,396	\$ 4,440	\$ -	\$ 27,764	\$ 74,524	\$ 32,033	
Total Expenditures cannot exceed the 2015-16 Student Equity Allocation											\$ 536,278

2015-16
STUDENT EQUITY

Part III: Summary

Total 2015-16 Student Equity Allocation	\$	536,278
Did your college receive or return funds through the Reallocated Funds (mid-year report) process? If yes, how much? (show returned funds as a negative)	\$	*
Total Student Equity Funds Available for Expenditures	\$	536,278
Total 2015-16 Student Equity Expenditures (Part II: Student Equity Expenditures)	\$	536,278
Balance 2015-16 Student Equity Allocation:	\$	-

Certification

The undersigned certify that the Student Equity allocation was expended in accordance with the provisions outlined in title 5, sections 51020-25 and in accordance with the objectives and activities identified in the college's Student Equity Plan per Ed. Code, sections 78220, 78221 & 78216, and title 5, sections 54220 and 51026, and with the Student Equity Expenditure Guidelines.

Edoardo Cervantes
 Dr. Edoardo Cervantes | eecervantes@gavilan.edu | 2-24-17 (408) 848-4887
 Email address | Phone Number | Date

College Student Equity Coordinator (Typed name and signature)

Kathleen Moberg
 Kathleen Moberg | kmoberg@gavilan.edu | 2-24-17 (480) 848-4732
 Email address | Phone Number | Date

Student Equity Supervising Administrator or CSSO (Typed name and signature)

Wade W. Ellis, CPA
 Wade Ellis | wells@gavilan.edu | 2-24-17 (408) 848-4739
 Email address | Phone Number | Date

District Business Manager (Typed name and signature)

Kathleen Rose
 Dr. Kathleen Rose | krose@gavilan.edu | 2-24-17 (408) 848-4712
 Email address | Phone Number | Date

College President (Typed name and signature)

 Email address | Phone Number | Date

District Chancellor (Typed name and signature)

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

March 14, 2017

Consent Agenda Item No. CalWORKs Program
Information/Staff Reports No. 12(d)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Update on the California Work Opportunity and Responsibility to Kids (CalWORKs), Fresh Success and the Food Pantry

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That California Work Opportunity and Responsibility to Kids (CalWORKs) and Fresh Success programs provide a 2016/2017 update to the Board.

Background:

California Work Opportunity and Responsibility to Kids (CalWORKs) is California's plan for parents on public assistance. Gavilan College is a partner in this program, which assists CalWORKs participants at the community college while they prepare for employment. The Fresh Success program is a partnership with the United States Department of Agriculture (USDA), California Department of Social Services (CDSS), Foundation for California Community Colleges (FCCC), Santa Clara County (SCC), and Gavilan Joint Community College. The college provides supportive services including but not limited to education, employment training, work-study and support including books, child care and transportation assistance. The goals of the programs are for students to increase their wage earning power and to become economically self-sufficient.

Budgetary Implications:

None

Follow Up/Outcome:

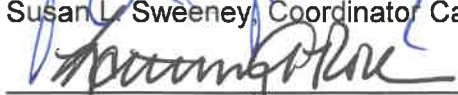
None

Recommended By: Kathleen Moberg, Vice President, Student Services

Prepared By:


Susan L. Sweeney, Coordinator CalWORKs

Agenda Approval:


Dr. Kathleen A. Rose, Superintendent/President



Programs and Descriptions

CalWORKs

CalWORKs is a state public assistance program that provides cash aid and supportive services to eligible needy California families in order for the adult caretakers to become self-sufficient through education and employment. The average recipient is a single mother with two children who receives approximately \$670 per month in cash aid, in addition to food stamps and Medi-Cal benefits. These families are 200% below the federal poverty level.

Fresh Success

We are in the second year of a new program to continue to work with the timed out CalWORKs and CalFresh population, as well as other populations identified in Gavilan's Equity Plan through a program called Fresh Success www.foundationccc.org/FreshSuccess. This program serves students who are receiving or eligible to receive food stamps (CalFresh/SNAP) benefits and who are living in Santa Clara County. This is a federal reimbursement program through the United States Department of Agriculture (USDA); with the following partners: California Department of Social Services (CDSS), Foundation for California Community Colleges (FCCC), Santa Clara County (SCC), and Gavilan. Example of services include: Books, transportation, legal, utility and rental assistance, matriculation services, job readiness and more. We are one of two state pilots along with Consumes River College EOPS Program to implement the Fresh Success Program.

SMAA

The Gavilan College CalWORKs Coordinator is the Coordinator for the School Based Medi-Cal Administrative Activities Program (MAA/SMAA). SMAA formally known as MAA is a federal funded program which reimburses Medi-Cal services provided on campus. \$57,803.30 in revenue was received in 2015/16, of which 50% went into General Fund and 50% went to participating programs: CalWORKs, Fresh Success, Briggs Building, Financial Aid, Kinesiology, School Nurse, EOPS, and CARE.

Gavilan College Food Pantry

Gavilan's Food Pantry was developed through Second Harvest Food Bank, St. Joseph's, and ASGC. Gavilan College has graciously provided space for this program, located in LI134. In effort to provide our community and the surrounding area with supplemental food, Gavilan College Food Pantry has served 3,661 students, families and community members from September 12, 2016 to December 16, 2016. To be more specific 630 served were between the age of 0-18, 2,781 served were between the age of 19-59 and 250 served were 60 and older (note: since we started using a Google doc after the pantry had opened, 4500+ have been served). Those who have come to access services come from San Jose, Morgan Hill, San Martin, Gilroy, Hollister, Los Banos, Hollister, Aptos, Salinas, San Juan Bautista and Tres Pinos. In addition, to assist individuals and families with a sustainable food source and additional services, staff helped enroll approximately 30 students in the CalFresh program. Student workers working in the pantry to keep it open M-F 10am-4pm. The pantry has created a hygiene referral program for students. We have successfully collected donations from the internal and external Gavilan College community. Personal hygiene bags have been put together for males, females, infants and toddlers.

Funding

CalWORKs is categorically funded through State allocation (Prop 98), TANF, Santa Clara and San Benito County contracts. In 2014 we have developed and negotiated a second contract with Santa Clara County (SCC). This \$100,000 contract is strictly for subsidizing student employment. In addition, we are happy to report after 6 years of negotiations we are in our third year of a contract with Santa Benito County (SBC). This is a \$50,000 contract which includes funding for both Gavilan College Staff and subsidizing SBC student employment.

Funding for Fresh Success comes from \$30,000 from Equity and \$120,000 from General Funds to “seed” this program. The federal government will reimburse 44.6 cents for each dollar spent on eligible services. This allows a total annual budget of \$270,000. We launched in June 2016.

In December 2016 Equity committee approved \$5,000 to fund the food pantry personal hygiene items and staff training.

In 2013 our total budget was \$460,622, as of 2016-2017 academic year our total budget is, \$906,241, just over 50% more than two years ago

Subsidized Employment

As mentioned previously we have various funding sources to subsidized employment. Traditional CalWORKs subsidized employment is known as the 75/25 program. This is where the employer and college share the cost of a student employee. However, due to the two county contracts, Gavilan College CalWORKs is able to fund 100% of a student’s hourly rate. This provides endless opportunities for students to work on and off campus while also increasing the number of students Gavilan College CalWORKs is able to place. Student placements are career focused and offer wages ranging from \$11.00-\$16.49 an hour. Further, the program has been able to attract several profit and non-profit agencies that have turned a subsidized employee into a permanent employee. Some examples include: Gavilan College, Youth Alliance, Mission Bell, CalSOAP, and Rebekah Children’s Services.

	2013-14	2014-15	2015-16
75/25 Employment	17	4	5
100% San Benito	0	14	7
100% Santa Clara	15	36	32
Total Employed	32	54	44

The subsidized employment number reflect a decline from 2014-15 to 2015-16. This is due to a decline in county referrals.

Recognition

Santa Clara County Client Achievement

Santa Clara County Employment Services Agency acknowledges CalWORKs clients annually. In 2016, Joanna Wallace and Sarah Papon were acknowledged, both of whom are or were Gavilan College students received recognition for their commitment, dedication and effort to reaching self-sufficiency.

Portraits of Student Success

California Community College CalWORKs Association received submissions from all of the Community College CalWORKs Programs in California. Students share their story and how CalWORKs has assisted them in reaching their personal, academic and career goals. Moreover, current Community College CalWORKs students compete for a Region and Statewide Scholarship. In 2015/16 we had the honor of having Armando Gonzalez, Litricia Garcia and Miriam Molina acknowledged in the Portraits of Success Publication. Each of these students worked through the subsidized employment program, they all transferred to CSUMB with a focus in social work. Additionally, Armando and Miriam were both hired as permanent employees and are now self-sufficient. In the 2016 edition of the publication, Sarah Papon is highlighted where she shares her story about the barriers she has overcome and the role CalWORKs has played in her success. Sarah was placed at Mission Bell through the Subsidized Employment program, when she transferred to CSUMB Fall 2016, she was hired as a permanent benefitted employee and is now self-sufficient.

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

March 14, 2017

Consent Agenda Item No.
Information/Staff Reports No. 12 (e)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Gavilan Project Updates and Project Schedule

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees review the Gavilan Project Updates and Project Schedule.

Background:

Gilbane Building Company provides Gavilan with a monthly Project Update and Project Schedule which provide a summary and status of all construction across the district.

Budgetary Implications:

Items are for information only.

Follow Up/Outcome:

Gilbane Building Company will provide a new Project Update and Project Schedule on the first Wednesday of each month.

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

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

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President

Project Updates

March 1, 2017

1. Coyote Valley Center Project

a. Coyote Valley Project Budget

- \$16,865,227 Total Project Budget
 - FF & E: \$200,000 included in Project Budget
 - Furniture was delivered the week of January 16, 2017
- \$12,500,000 Measure E budgeted

b. Increment I - Site Work & Underground Utilities

- Teichert started construction November 2, 2015
- Teichert continues landscape – anticipate completion April 28, 2017
- Substantial completion January 30, 2017

c. Increment II - Buildings & Canopies

- Meehleis on site construction started May 16, 2016
- Meehleis is completing Punchlist
- Substantial completion January 30, 2017
- File NOC (Notice of Completion) on April 11, 2017 Board meeting

d. Offsite Improvements

- Pacific Underground Construction, Inc. started construction May 23, 2016
- Substantial Completion January 13, 2017
- File NOC (Notice of Completion) on April 11, 2017 Board meeting

e. Low Voltage and Data Package

- Commercial Plumbing Building, Inc. started construction April 25, 2016
- Fire Alarm tested and Certified December 8, 2016
- Substantial completion December 8, 2016
- File NOC (Notice of Completion) on April 11, 2017 Board meeting

2. San Martin Aviation Program

- Completing punch list items
- \$3,987,307 Current Total Project Budget
 - \$3,000,000 Measure E funds budgeted
 - File NOC (Notice of Completion) on March 14, 2017 Board meeting

3. Student Center Seismic Upgrade

- Calstate Construction, Inc. started construction December 5, 2016
- Anticipated Substantial Completion: April 28, 2017
- Value engineered project for cost savings
- \$578,608 Project Cost Estimate funded by 2015-16 Scheduled Maintenance Funds/ Measure E
- \$1,402,013 Current Total Project Budget

4. Gymnasium/APE Fire Alarm:

- \$325,000 Project Cost Estimate from 2015-16 Scheduled Maintenance Funds
- \$320,000 Current Total Project Budget estimate
- Filed NOC (Notice of Completion) February 14, 2017 Board approved

5. Gymnasium and Sports Fields Projects /Gym & Locker Room Roofing Replacement /Elec. Service Upgrade

- \$6,500,000 Measure E budgeted
- \$10,588,002 Current Total Project Budget
- DSA Submittal: September 30, 2016
 - Pending Flood Plan approval
- Anticipated DSA Approval: March 15, 2017
- Anticipate Bid Period: April/May 2017
- Anticipated Board Approval: May 9, 2017
- Anticipated Construction Start: May 15, 2017
- Anticipated Substantial Completion: April 30, 2018

Gymnasium/Locker Room Roofing Replacement

- Seward L. Schreder Construction, Inc. started construction October 2016
- Original Construction Schedule: October 24, 2016 – December 22, 2016
- Anticipated Substantial Completion March 31, 2017
 - Inclement weather has delayed schedule

Gymnasium Bleacher and Floor Replacement (Includes ADA Upgrade to Toilet Rooms & IT Fiber Upgrade)

- DSA Submittal: October 24, 2016
- DSA Approved (Toilet Rooms): February 23, 2017
- Anticipate Bid Period: March 2017
- Anticipate Board Approval: April 11, 2017
- Anticipate Deferred Bleacher Approval: May - June 2017
- Anticipate Construction: June 2017 – September 2017
- Anticipate Substantial Completion: September 2017

6. Pool Renovation

- Anticipate Board Approval: February 14, 2017
- Anticipated Construction Start: February 27 – June 30, 2017
- Anticipated Substantial Completion: June 30, 2017
- \$1,552,918 Current Total Project Budget
- \$2,176,925 Project Budget – Bid accepted



7. STEM Meadow Restoration

- Quality Landscaping Services, Inc. started construction October 24, 2016
- Substantial Completion: December 22, 2016
 - Final planting March 2017
- \$276,731 Current Total Project Budget

8. Outstanding DSA Projects

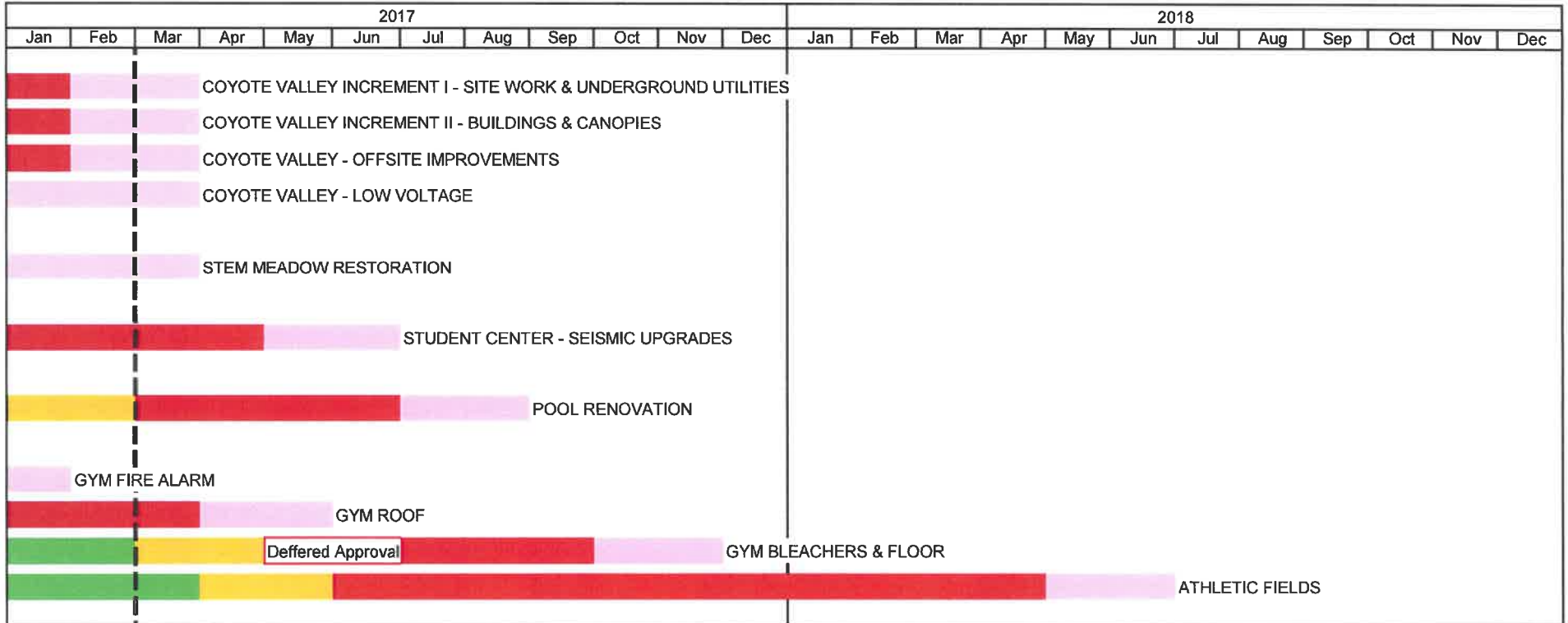
- DSA Application 58548 Campus Wide Fire Alarm System
- DSA Application 59683 Addition to Student Center
- DSA Application 60607 Construction of Computer Lab Bldg., Media Bldg., Media/Toilet Bldg.
(This is by the Library)

9. Un-Documented Structures on Campus

- Mayock House
- Chapel – Hollister wants it back
- Golf Course Clubhouse – On ‘hold’

**GAVILAN COLLEGE
PROJECT SCHEDULE**

02.28.17



LEGEND

- PROGRAMMING PHASE
- DESIGN PHASE
- CODE PLAN CHECK
- BIDDING PHASE
- CONSTRUCTION
- CLOSEOUT

ACTION ITEMS

OLD BUSINESS

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

March 14, 2017

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

III.1 (a)

President's Office

SUBJECT: Resolution No. 1019: Resolution of the Board of Trustees Gavilan Joint Community College District in Support of Undocumented Students and Affirming the Privacy of Student Records

- Resolution: BE IT RESOLVED, that Resolution No. 1019 be approved.
- Information Only
- Action Item

Proposal:

That the Board of Trustees adopt Resolution 1019 in Support of Undocumented Students and Affirming the Privacy of Student Records.

Background:

In a letter sent on November 29, 2016, University of California President Janet Napolitano joined with California State University Chancellor Timothy White and Eloy Ortiz Oakley Chancellor of the California Community College system, in calling upon our federal government to continue the Deferred Action for Childhood Arrivals (DACA) program and allow California and the nation's students know as Dreamers to continue to pursue their educational goals in the United States. Since that time, the President's Office has collected several examples of resolutions that have been created by community college boards, public agencies, K-12 districts, and social service agencies in support of DACA students. In addition the district has held several informational workshops, distributed resources, provided counseling services, and continued to establish a space where community college staff, faculty and students can receive resources and information regarding immigration and undocumented status. In addition, college staff has continued to receive training regarding student information and privacy, ensuring the security for all students with the exception of specifically defined legal circumstances.

This resolution will be shared publically and is symbolic of the Gavilan College mission, vision, Principles of Community, and the commitment of the Board of Trustees to the students and communities served by the district.

Budgetary Implications:

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

RESOLUTION NO. 1019

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT IN
SUPPORT OF UNDOCUMENTED STUDENTS AND AFFIRMING
THE PRIVACY OF STUDENT RECORDS**

WHEREAS the California Community Colleges are open to all students who meet the minimum requirements for admission, regardless of immigration status; and

WHEREAS, the Mission of Gavilan College is to cultivate “learning and personal growth in students of all backgrounds”; the Philosophy of Gavilan College states the college is “dedicated to fulfill its mission with compassion, caring and understanding and holds, in high regard, the respect and worth of all individuals”; and in its Principles of Community, Gavilan College aspires to be Diverse, Open, Purposeful and Just with a commitment to “respect for individual dignity and equitable access to resources, recognition and security”; and

WHEREAS, these ideals are echoed in the California Community Colleges Chancellor’s Office Statement of Values and Commitment to Undocumented Students, which states that “All people have the opportunity to reach their full educational potential,” “The Colleges embrace diversity in all its forms,” and “All people have the right to access quality education”; and

WHEREAS, Gavilan College will comply with and enforce the Family Education Rights and Privacy Act (FERPA) which prohibits the release of any personally identifiable student education records, including data related to immigration status, without a judicial warrant, subpoena or court order, unless authorized by the student or required by law,;

BE IT RESOLVED that the Gavilan College District and its Board of Trustees stand united in continuing to provide a safe environment for all students who choose to better their lives through education; and consistent with existing law, that the District shall not detain or question any individual solely on the basis of undocumented immigration status, suspected or confirmed; and that the District, consistent with the California Community Colleges Chancellor’s Office Statement of Values and Commitment to Undocumented students, shall not cooperate with any effort to create a registry of individuals based on legally protected characteristics; that the District shall take every means possible to protect the privacy rights of all students.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community District at a meeting of the Board of Trustees held on March 14, 2017.

AYES: _____ Members: _____

NOES: _____ Members: _____

ABSTAI: _____ Members: _____

ABSENT: _____ Members: _____

I, Kathleen A. Rose, Ed.D., Secretary of the Board of Trustees, certify that the foregoing Resolution was adopted by the Governing Board of the Gavilan Joint Community College District, at a meeting of said Board held on the 14th day of March, 2017.

By: _____
Secretary of the Board of Trustees
Gavilan Joint Community College District

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

March 14, 2017

Office of Academic Affairs

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

SUBJECT: Sabbatical Leave Requests

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

Proposal:

That the Board of Trustees review and approve the sabbatical leave requests.

Background:

The Faculty Professional Learning Committee met to review the qualified sabbatical leave requests. The requests were submitted ranked as follows:

- 1) Rosa Rivera-Sharboneau – Spring 2018
- 2) Leah Halper – Spring 2018

Budgetary Implications:

Position(s) will be backfilled by additional part-time faculty.

Follow Up/Outcome:

Deans will hire appropriate part-time faculty to backfill the vacancies left by the full-time faculty on sabbatical.

Recommended By: Dr. Kathleen A. Rose

Prepared By: _____

Michelle M. Bresso
Dr. Michele M. Bresso, Vice President of Academic Affairs

Agenda Approval: _____

Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/President

GAVILAN COLLEGE

SABBATICAL LEAVE APPLICATION

I. Name: **Rosa Rivera Sharboneau** Date: **November 1, 2016**

II. Gavilan College Date of Employment: **1991**

III. Have you had a previous sabbatical leave? **Yes**

If yes, what year was it taken? **2005**

What were the objectives of the leave?

Created online counseling services

IV. Proposed dates of this Sabbatical Leave: **Spring 2018**

V. Sabbatical Proposal: Provide a brief overview of your proposed project.

See Attached Proposal

Using additional sheets, attach a statement describing in detail (1) the project's goals; (2) specific objectives; (3) activities intended to meet the objectives and the locations of the activities; (4) the anticipated outcomes; and (5) the benefits of the project to students, to you as an instructor, to your department, and/or to other departments and disciplines.

VI. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant's department and signed by the department chair.

Department's comments regarding the project's benefits:


Using technology to expand student services, including counseling, is a goal of the Counseling department, Student Services, and supported by the Student Success Act of 2012 and the Online Education Initiative.



Department Chair Signature

Date: 11/28/16

VII.



Applicant's Signature

Application for Sabbatical Leave

Rosa Rivera Sharboneau

Overview of Project

The primary focus of my project is to implement software technology that will offer an “in-office” experience to individuals who are unable to use Student Services programs and services at our campus locations. The implementation of **Cranium Café** will expand and personalize student services for our online, evening, off-site, and non-traditional students. Best practices, policies, and procedures related to the use of the technology will be explored and used. I will train counseling faculty and student services professionals on the use and evaluation of the additional service-delivery system.

Project Goals and Objectives

GOAL A: Implement Cranium Café for Student Services and Counseling Services

Students continually seek out ways to obtain the range of Student Services that are necessary to their success. Nevertheless, not all students (online and evening) have the ability to obtain these services at our physical locations. Service departments that offer comprehensive web pages to provide students information still lack the ability to provide personalized services equivalent to the “in-person” experience.

The General Counseling department has been delivering online counseling services since 2005. The current technology is old and the service delivered is limited due to the inability to confirm a student’s identity. The system is also asynchronous and thus it takes several interactions, over a period of days, before student needs have been met. The current delivery system is antiquated using today’s standards and it is time consuming for the counselor and student.

To personalize, improve and expand virtual Student Services and the Counseling experience, Cranium Café will be integrated and embedded in the range of services already offered and expanded to all campus locations, including Coyote Valley. The technology allows for document sharing, signature collection, and screen sharing; all the necessary components that simulates an “in-office, in-person” experience.

Ensuring that our campus delivers a robust Student Service program to all students (including off-campus, online, and evening) is required by accreditation, Student Success Act of 2012, Gavilan’s Strategic Plan, and Distance Education guidelines. This project seeks to meet these mandates by strengthening student interactions with

student services personnel by making connections so we can build relationships and help students overcome obstacles that impact their retention and persistence rates.

Successful project implementation could have large, positive implications on how future tutoring, library, faculty office hours, and online courses (to name a few) are delivered to online, evening, off-site, and non-traditional students.

Objective I

Establish the infrastructure for implementation

The Distance Education Department, VP of Student Services, Counseling Faculty, and a variety of student services programs have already expressed informal support for the use of Cranium Café to modernize the delivery of services. The technology is ADA and FERPA compliant and approved by the Online Educational Initiative. Funding for the software has been identified in the 3SP budget.

- Garner formal support from the Technology Committee, Student Services, and Counseling Department
- Create an advisory group for implementation and usage needs
- Obtain implementation support from MIS
- Participate in training sessions for implementation and product use
- Create training material for use in individual service areas
- Ensure data reporting elements are established for on-going data collection
- Create system to provide feedback on implementation, use, and technical issues

Objective II

Implement Cranium Café for the Counseling Department

Since the General Counseling department has been delivering online services for eleven years, they are a natural starting point. The opportunity to create a synchronous exchange, which allows for a student's identity to be verified, will expand the topics the counselor and student can address. Document sharing capabilities will allow for the creation of educational plans, completion of petitions and appeals that are not available with the current system.

- Identify counselors within the General Counseling department who are willing to use the new technology

- After successful implementation within the General Counseling Department, counselors from categorical programs and services (EOPS, DRC, TRIO/MESA, Basic Skills, etc) who are willing to use the new technology will be trained.
- Train counselors on use of new technology
- Train counselors on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Ensure data is uploaded into SARS for reporting purposes
- Collect student use data and feedback
- Collect counselor feedback on use and improvements

**Objective III
Implement Cranium Café for the Welcome Center**

The Welcome Center is the first point of contact for many new students. Potential students are not always able to get to one of the physical locations and thus being available to ask questions in a different way has the potential of connecting more students to the campus. Peer Mentors will be able to a “real-person” connection with a potential student.

- Identify Peer Mentors within the Welcome Center who are willing to use the new technology – at least one from each location (Gilroy, MH, and Hollister)
- Train Peer Mentors on use of new technology
- Train Peer Mentors on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect Peer Mentor feedback on use and improvements

**Objective IV
Implement Cranium Café for Admissions & Records and Financial Aid**

Online and evening students have difficulties accessing services during the day. Having the ability for an “in-office” interaction with staff from the A&R and FA offices may reduce the number of student emails and phone calls the offices handle. Document sharing and screen sharing will help students access the correct forms and submit paperwork in a timely manner.

- Identify staff within the A&R and Financial Aid offices who are willing to use the new technology
- Train staff on use of new technology
- Train staff on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect staff feedback on use and improvements

Objective V

Implement Cranium Café for Off-Site Centers

The off-site centers offer an array of services.

- Identify staff who are willing to use the new technology
- Train staff on use of new technology
- Train staff on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect staff feedback on use and improvements

Objective VI

Implement Cranium Café for Peer Mentors and Outreach

The use of this technology will expands how a student can interact with a Peer Mentor and outreach personnel.

- Identify Peer Mentors and Outreach personnel who are willing to use the new technology

- Train staff on use of new technology
- Train staff on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect staff feedback on use and improvements

GOAL B: Collect Best Practices, Policies, and Practices for the use of Cranium Café

I will contact colleges that are using the new technology with the goal of learning best practices, challenges of implementation, use, and adoption. I will obtain policies and procedures that have helped institutions.

**Objective I
Explore how local colleges use Cranium Café**

I will visit the following colleges, which are all at different levels of implementation, and learn from their experiences. I will connect with the implementation team and staff who use the technology.

- Fresno City College – Week 2
- Foothill College – Week 2
- Butte College – Week 2
- Monterey Peninsula College – Week 2
- Ohlone College – Week 3
- Hartnell College – Week 3
- Cabrillo College – Week 3
- CSU Stanislaus – will investigate how CSU uses the technology - Week 4

**Objective II
Obtain best practices, policies, and procedures used at local colleges for implementation and use of technology. Understand challenges with implementation, training, delivery and maintenance.**

Review all documentation, obtain feedback from campus stakeholders, and adapt for our college

- Collect documentation
- Share documentation with departments that are implementing service
- Obtain recommendations from Distance Education department and VPSS
- Create draft of local policies and procedures for campus adoption
- Create a plan that mitigates challenges with implementation, delivery, training, and maintenance

GOAL C: Evaluate the use of Cranium Café at Gavilan College

Obtaining feedback from students, staff, and faculty regarding their satisfaction with the technology and its ease of use will be critical to ensure the technology is appropriate for the campus. Data will be collected to determine if there was an increase in student use.

Objective I

Collect staff and student feedback

With the input of the Office of Institutional Research, a survey that collects satisfaction and ease-of-use of technology will be created and distributed

- Create staff and student survey and test instrument with respected groups
- Ensure that all users receive survey after technology is used
- Conduct focus group with staff to obtain feedback regarding use and additional needs for continued use of technology

Objective II

Collect Data

Collect data on the frequency of use of technology

- Review analytical reports
- Help departments establish measures to compare if use of technology has reduced the number of emails and phone calls.

Sample Schedule of Eighteen-Week Sabbatical Project

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Meet with student services professionals for volunteers. Attend meetings and present opportunity Contact vendor	Meet with student services professionals for volunteers. Attend meetings and present opportunity Meet Vendor	Meet with student services professionals for volunteers. Attend meetings and present opportunity Review webinars	Meet with student services professionals for volunteers. Attend meetings and present opportunity Review webinars	Meet with MIS, IR, Distance Ed, and stakeholders Purchase software Create implementation timeline
2	Visit Fresno City College Work with MIS for software download and integration Arrange to meet with core implementation team – arrange presentations	Visit Foothill College Work with MIS for software download and integration Draft surveys (staff and student)	Visit Monterey Peninsula College meet with core implementation team – review/revise timelines	Visit Butte College Work with MIS for software download and integration Draft surveys-work with IR (staff and student)	Organize visitation notes and documents. Determine SARS integration for data collection – create documentation Draft surveys (staff and student)- IR review
3	Visit Ohlone College Learn software Test survey instruments with cohorts	Visit Hartnell College Learn software Test survey instruments with cohorts	Visit Cabrillo College Learn software Test survey instruments with cohorts	Organize visitation notes and documents. Learn software	Draft of procedures, practices, policies Learn software Test survey instruments with cohorts
4	Visit CSU Stanislaus Learn software Update counseling webpage to include new delivery Revise surveys based on feedback – redistribute surveys for final approval	Draft of procedures, practices, policies meet with core implementation team Learn software Start training counseling faculty	Draft of procedures, practices, policies meet with core implementation team train counseling faculty	Draft of procedures, practices, policies Update counseling webpage to include new delivery train counseling faculty	meet with core implementation team – revise and final draft of procedures, practices Update counseling webpage to include new delivery train counseling faculty
5	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support meet with core implementation team
6	Review/revise student/ staff surveys Provide technical support	Review/revise student/ staff surveys Provide technical support	Provide technical support Collect data Peer Mentor and counseling	Provide technical support Collect data Peer Mentor and counseling	Provide technical support meet with core implementation

	Peer Mentor and counseling training	Collect data Peer Mentor and counseling training	training	training	team Peer Mentor and counseling training
7	Provide technical support Launch Welcome Center and other Counseling programs	Provide technical support Launch Welcome Center and other Counseling programs Collect data	Provide technical support Launch Welcome Center and other Counseling programs	Provide technical support Launch Welcome Center and other Counseling programs Collect data	Provide technical support Launch Welcome Center and other Counseling programs meet with core implementation team
8	establish measures use of technology has reduced the number of emails and phone calls. Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff Collect data	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support meet with core implementation team Train staff
9	Provide technical support Launch A&R and FA	Provide technical support Launch A&R and FA Collect data	Provide technical support Launch A&R and FA Collect data	Provide technical support Launch A&R and FA	Provide technical support Launch A&R and FA meet with core implementation team
10	Provide technical support Train staff	Provide technical support Train staff	Provide technical support Collect data Train staff	Provide technical support Collect data Train staff	Provide technical support meet with core implementation team
11	Provide technical Support Launch OffSites Train staff	Provide technical support Launch OffSites Collect data Train staff	Provide technical support Launch OffSites Train staff	Provide technical support Launch OffSites Train staff	Provide technical support Launch OffSites
12	Provide technical support Launch Peer Mentors and Outreach Collect data Train staff	Provide technical support Launch Peer Mentors and Outreach Train staff Confirm SARS data collected	Provide technical support Launch Peer Mentors and Outreach Collect data Train staff	Provide technical support Launch Peer Mentors and Outreach Collect data Confirm SARS data collected	Provide technical support Launch Peer Mentors and Outreach meet with core implementation team
13	Provide technical support to all areas Train staff	Provide technical support to all areas Collect data Train staff	Provide technical support to all areas Train staff	Provide technical support to all areas Train staff	Provide technical support to all areas meet with core implementation team
14	Provide technical	Provide technical	Provide technical	Provide technical	Provide technical

	support to all areas	support to all areas Collect data	support to all areas	support to all areas Collect data	support to all areas meet with core implementation team
15	Provide technical support to all areas Collect data	Provide technical support to all areas Train staff	Provide technical support to all areas Collect data Train staff	Provide technical support to all areas	Provide technical support to all areas meet with core implementation team
16	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports meet with core implementation team
17	Provide technical support Staff feedback meeting	Provide technical support Staff feedback meeting	Provide technical support Staff feedback meeting	Provide technical support meet with core implementation team	Provide technical support Staff feedback meeting
18	Create data report	Create data report	Create survey and data report	Create survey and data report meet with core implementation team	Write up Sabbatical Report

Benefits to students, instructor, department, and/or other departments or disciplines

Students

- Opportunity to have real “in-person” office experience without being at a campus physical location
- Students will be able to access Counseling services to develop educational plans, review graduation petitions, complete appeals, and other services that require counselors to verify student identity.
- Students or potential students will be able to access Welcome Center, Admissions & Records, Financial Aid, Outreach, and Off-site services via internet connection using a computer, cell, laptop, or notebook
- Students will be able to review and/or submit paperwork online that require signatures
- Students will be able to make “personal” connections with counselors and student service professional –humanizing an interaction
- Students will find helpful resources easier through screen sharing
- Students will have direct personal contacts versus interactions via phone messages or emails. Based on research, this type of connection, contributes to student retention and persistence.

Instructor

- Counseling faculty will help expand how technology can be used to serve a broader base of students
- Counseling faculty will model how technology could be used while maintain a “high-touch” service.
- Counseling faculty will learn and use vetted product from the Online Education Initiative and the experience from other colleges will serve as models

- Counseling faculty will build relationships with the OEI partners and selected community colleges that are implementing the product so we can be a resource to one another.
- The conclusion of the project will help set the foundation for the possible expansion of the project.

Department

- Student Services can expand their reach to students who traditionally are unable to obtain services at the campus.
- Counseling and Student Services programs will reach students in the modality students are comfortable using
- Student Services will role model how technology could be used while maintain high standards.

College

- Gavilan will be responding to accreditation, Student Success, and the Strategic Plan mandates by ensuring online students obtain services equivalent to “in-person” services.
- While Gavilan is not a pilot college for the Online Education Initiative, the adoption of this project will position the campus to easily adopt all standards set by OEI.
- The college could attract additional students who are comfortable with the OEI platform.
- With successful implementation of the project, the college will be set up to expand the technology in other areas of the campus (Library, tutoring, instructional office hours, information center, front-staff from different areas, etc).

GAVILAN COLLEGE
SABBATICAL LEAVE APPLICATION

- I. Name: **Leah Halper** Date: **25 Nov 2016**
- II. Gavilan College Date of Employment: 1990
- III. Have you had a previous sabbatical leave? Yes, twice
- IV. If yes, what year was it taken? 1999, 2007
What were the objectives of the leave?
1999 to research oral history technology, complete key oral histories of Gavilan College founders and write a college history, now at <http://hhh.gavilan.edu/lhalper/Gavhistory.html>, and write a First Amendment history for Mass Media class

2007 to research and pilot Service Learning at Gavilan
- V. Proposed dates of this Sabbatical Leave: spring 2018
- VI. Sabbatical Proposal: Provide a brief overview of your proposed project.
Gavilan College History project: In time for the college's 100th birthday in 2019, I propose to research and complete a Gavilan College history project that can both showcase and deepen the archive of student work currently being developed under the Title V Civic Engagement grant auspices. My project would involve researching best practices in documenting the history of institutions of higher education, completing several key oral histories to include a rich variety of perspectives on college history, designing means for history students to collect shorter narratives from an even wider variety of Gavilan community members, assembling a on-line nucleus of key historical documents and artifacts pertaining to the college, writing interpretive material for selected documents, and completing the unfinished college history I began during my 1999 sabbatical.
Using additional sheets, attach a statement describing in detail (1) the project's goals; (2) specific objectives; (3) activities intended to meet the objectives and the locations of the activities; (4) the anticipated outcomes; and (5) the benefits of the project to students, to you as an instructor, to your department, and/or to other departments and disciplines.
- VII. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant's department and signed by the department chair.

Department's comments regarding the project's benefits:

Awesome proposal! I hope it gets funded!

Your sabbatical leave application is very well thought-through and well-written. Chronicling Gavilan College's history is an important project that needs to be completed. The institution should want to support this endeavor because the outcome of it will be something that the College can take pride in and be added to in the future as Gavilan College's history unfolds.



Department Chair Signature

Date: 11/28/16



Department Chair Signature

Date: 11/29/16

VIII. 

Applicant's Signature

also ↓

--As an individual, and in my role as Department Co-Chair, I strongly support your sabbatical leave proposal. The proposed project and activities are in line with the goals of the Social Science department, and the college as a whole. Based on the many projects that you have already completed, I am confident that the product of your efforts will be of the highest quality. The project is timely and can easily be used in public forums as we promote the past and future of the college. *

Gavilan College History project goals

Goal 1: Discover best practices in documenting the history of institutions of higher education

Objectives:

- To identify and implement best practices in documenting Gavilan's history by first studying what other institutions have done
- to identify and avoid pitfalls from the outset
- to answer questions about the anticipated end use and future of materials collected by seeing how other institutions plan for their collections to be used
- to document how collections at other institutions actually are used

Activities:

- develop a survey that asks questions we don't yet have answers to at Gavilan
- survey and evaluate on-line archives of at least three other institutions of higher education
- visit at least one archive to see the collection and its employees in person

Anticipated Outcomes:

- a set of best practices for moving forward
- state of the art information on technological aspect of developing an institutional history

Benefits:

- more effective and efficient use of resources we have
- stronger plan for timely completion of project
- better basis for future use of collection by college, community, and scholars
- better understanding of what student scholars or work study aides can and probably cannot or should not contribute to this project

Goal 2--Complete several key oral histories to include a rich variety of perspectives on college history

Objectives:

- To identify key Gavilan community members whose work illuminates key aspects of the college's history
- to document aspects of college life (disability programs, EOPS, athletics, student government, and others) that are currently not well documented
- to include classified, community, and student perspectives in any history taken

- to attempt a reasonable representation of Gavilan College stakeholders by gender, ethnicity, class, and sexual orientation and to explore these lenses in each interview
- to involve Work Study students in taking college oral histories

Activities:

- hire, orient, train, and deploy student interviewers to do some of the oral history collection; evaluate their work and oversee the final preparation of the interviews
- set up and complete recorded interviews with a variety of members of the Gavilan College community, including (possibly, depending on availability, but not limited to): Angie Oropeza (EOPS, support staff), Ken Wagman (math, leadership), Karen Sato and/or Jane Maringer (DRC), Sherrean Carr (DRC, Voc Tech), Rachel Perez (non-credit), Rosa Sharboneau (counseling), Gloria Luna (EOPS), Rose Hernandez (cosmetology), Loretta Carillo and/or Alan Porcella (ESL), Marilyn Abad (theatre/TV), Fran Lozano (English, Liberal Arts and Sciences), John Lango, Bobby Garcia, and/or Susan Dodd (athletics), Kaye Bedell/Debbie Amaro (nursing), Shuk Au-Young (library), Ted Brett, Matthew Johnston, and Jane Rekedal (part-time faculty); Mimi Arvizu (MIS), Arthur Juncker (music), Eddie Cervantes (MESA), Esther Castaneda (admissions), Connie Philips (business office), Charlene Arnberg and/or Donna Avina (PIO), Trish Stracner or Ana Garcia (security).
- Identify and include interviews of former students who have gone on to work in Silicon Valley and in a variety of other professions
- investigate having student interviewers at Gavilan events and around campus to record on-the-spot interviews with students and alumni that can be incorporated as mini-perspectives on aspects of college history (Stanford model)
- oversee transcription and editing of this material

Anticipated Outcomes:

- At least a dozen longer oral histories that illuminate aspects of college life
- a document of Gavilan's commitment to access and to a high quality education
- a participatory archive in which past and current students are well represented
- an ongoing process in which students in future history classes will be able to collect short narratives about Gavilan for inclusion in the archive

Benefits:

- documenting the history of Gavilan is a way to document the opening of opportunity for the thousands of people who have passed through Gavilan College
- a more complete understanding of college history will be available to prospective applicants, students, staff, scholars, and policy makers
- Gavilan's connection to Silicon Valley has not been well established, but is important and strong
- inclusion of a variety of perspectives is essential to a credible history of any institution, especially a college
- A good college history is an aid to grant writing, fundraising, and planning to commemorate anniversaries such as the upcoming 100th.

Goal 3--Assemble a on-line archive of key historical documents and artifacts pertaining to the college

Objectives:

- To identify and preserve important documents in the history of the college
- To create a resource for future employees, policy makers, and scholars regarding the history of access, opportunity, and scholarship at Gavilan
- To model for students who will collect documents on local or family history the interpretive skills necessary to "decode" primary documents

Activities:

- To develop criteria for collecting key college documents/artifacts with historical value and interest
- To survey college staff regarding key documents/artifacts they may suggest
- To collect, scan or photograph, and return documents/artifacts offered
- To write interpretive material for at least three documents/artifacts

Anticipated Outcomes:

- clear guidelines for what to collect
- broad participation in the search for important documents/artifacts
- a strong start to a college document/artifact online collection, with at least a dozen such documents
- model interpretive essays of different lengths for students to refer to when starting their own document/artifact work

Benefits:

- colleges with such archives clearly communicate their pride in institutional history, commitment to ongoing improvement, and understanding how the past shapes the present and future
- key documents will not be lost
- key documents will be widely available
- interpretive materials will help history students understand how historians think about primary documents

Goal 4--Complete the unfinished historical essay on Gavilan College history I began during my 1999 sabbatical well ahead of 2019 centennial.

Objectives:

- To bring the history up to date since 2000
- To include perspectives that were left out for lack of time
- To have a finished and polished document in time for the 100th anniversary

Activities:

- Using materials collected and transcribed under Goal 2, expand and update historical essay

Anticipated Outcomes:

--An inclusive, comprehensive history of Gavilan College and thus an important window into the functions, philosophy, values, and priorities of a 20th century community college in California

Benefits:

--in an rapidly changing higher educational system, it is valuable to understand history, values, and philosophy that underlay today's priorities and choices

--practically speaking, Gavilan college and its employees and students can better research local history, write and win grants, do community projects, and show continuity for programs and ideas when a solid history of the institution is available.

WEEK	ACTIVITY	LOCATION	NOTES
1	Develop survey for other colleges; contact Bay Area colleges with archives/institutional history projects to set up conversations /meetings; solicit Gavilan community contacts and recommendations for local interviewees. Get HR cooperation on contact information. Write and publicize student job descriptions.	Gavilan, Gilroy	
2	Meet with program personnel at other colleges to understand their collections and philosophy. Develop list of possible informants, circulate to collaborators. Draft job description for work study students.	Stanford, San Jose State, UCLA? Gilroy	I will need a group of collaborators in and out of the history department, library, and Title V to serve as a sounding board for the work.
3	Meet with program personnel at other	Bay Area, LA? Gilroy	

	<p>colleges to understand their collections and philsophy.. Develop deed of gift paperwork draft, circulate to Gavilan collaborators..... Finalize informants list, interview students for Work Study positions. Publish a call to Gavilan alumni in Silicon Valley and otherwise, and create informant list for students to follow up for interviewing.</p>		
4	<p>Meet with program personnel at other colleges to understand their collections and philsophy. Complete Work Study paperwork, design training in oral history methods for student workers. Identify college events involving alumni where on-the-spot oral histories can be gathered, create calendar of these events</p>	Bay Area, LA	<p>Oral history requires good equipment; the library has some, I have some at home, and the Social Science Department and Title V may both be acquiring more state of the art recorders and Title V may buy a good scanner.</p>
5	<p>Train work study students; pilot short interviews with digital recorders. Pilot uploading,</p>	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	

	indexing, tagging and transcription of these interviews. Begin interviews with informants who will contribute longer interviews.		
6	Complete survey of best practices, write up and share results. Draft Gavilan History collection philosophy and guidelines, circulate at Gavilan to collaborators. Continue student interviews and my own.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	
7	Evaluate student work and address any training deficiencies. Continue student interviews and my own. Ask staff and retirees to suggest documents that should be collected. Compile list. Begin collecting and photographing or scanning documents or artifacts.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	
8	Continue student interviews and my own. Collect and photograph or scan documents or artifacts.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	At some point, I will need to interface with the college's 100 th anniversary committee, when it is set up
9	Continue student interviews and my own. Collect and	Gilroy, Hollister, Morgan Hill, San Martin, and/or San	

	photograph or scan documents or artifacts.	Juan	
10	Continue student interviews and my own. Collect and photograph or scan documents or artifacts.	Gilroy and surrounding area	
11	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Begin working on interpretive essays about three documents/artifacts.	Gilroy and surrounding area	
12	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.	Gilroy and surrounding area	
13	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.	Gilroy and surrounding area	
14	Continue student interviews and my own. Begin writing up findings to integrate them into the existing Gavilan history. Finish up document/artifact collection and complete three interpretive essays.	Gilroy and surrounding area	
15	Continue to write college history, give	Gilroy and surrounding area	

	drafts out for feedback.		
16	Complete written college history.	Gilroy and surrounding area	

NEW BUSINESS

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

March 14, 2017

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

Administrative Services

SUBJECT: FY 2015 – 2016 Annual District Audit Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the FY 2015 – 2016 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, 2016, 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) There were several adjustments to the District trial balance that were needed based on auditor inquiry after the start of the audit. Although none of these adjustments impacted the fund balance, the District's year-end closing process was delayed and the reconciliation process was impacted by these adjustments.

It is recommended that the District ensure adequate time is spent in reviewing and reconciling all accounts during their year-end close and before preparation of the

financial reports to ensure accurate and timely information is reported to users of the financial statements.

- 2-6) Various errors were noted during testing of actual hours of attendance compliance and for FTES calculations:
One of the control checks in the attendance system was inadvertently overlooked when preparing the Chancellors Office Form 320 for a class, causing the FTES the calculation to be incorrect;
Three weekly alternative attendance courses were not reported at the correct amount of contact hours;
It was noted three actual hours of attendance courses were not reported at the correct amount of contact hours due to human error;
Ten courses were calculated based on a 60 minute contact hour instead of a 50 minute contact hour;
Nine weekly courses offered by the District were listed in the course outline of record incorrectly as 18 week semester instead of the actual 17 week semester.

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.

- 7) The District charged an expense to the Student Success and Support Program for office furniture that is not an allowable expense.

It is recommended that the District review expenditures coded to the SSSP program to ensure only allowable expenditures are claimed.

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

March 14, 2017

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

Administrative Services

III.2 (b)

SUBJECT: FY 2015 - 2016 Measure E General Obligation Bond Audit Reports

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees accept the FY 2015 – 2016 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, 2016 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, 2016, 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 - Director, Business Services

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

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

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

Administrative Services

III.2 (c)

SUBJECT: FY 2015 - 2016 Foundation Audit Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the FY 2015 - 2016 Foundation Audit Report.

Background:

The certified public accounting firm of Gilbert Associates, Inc. has completed the Foundation Audit Report with a separately attached letter to the Foundation Board of Directors. 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 Foundation Audit Report and letter are attached for board members only. The report and letter can be found at www.gavilan.edu under the tab "Visitors & Community", "Gavilan Foundation". Hard copies are available upon request from the Office of the President.

It is the opinion of our auditors that the financial statements "present fairly, in all material respects, the financial position of the Foundation as of June 30, 2016, and the change in net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America".

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 the Foundation Audit Report with the Board of Trustees.

Budgetary Implications:

This report satisfies Federal and State reporting requirements

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 - Director, Business Services

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

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

March 14, 2017

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

Office of Academic Affairs

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board review and approve the recommendations of the Curriculum Committee as reflected in the attached Curriculum Summary.

Background:

The Curriculum Summary lists courses and programs approved by the Curriculum Committee.

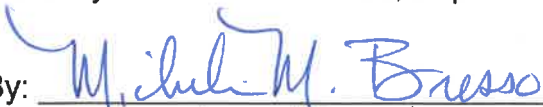
Budgetary Implications:

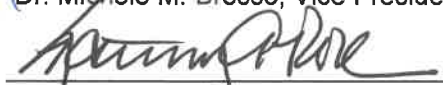
None.

Follow Up/Outcome:

Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: 
Dr. Michele M. Bresso, Vice President of Academic Affairs

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

GAVILAN BOARD OF TRUSTEES MEETING

March 14, 2017

Curriculum Summary

Call to Order

Approval of Agenda

Approval of Summary of Minutes

CONSENT AGENDA:

Package - Deactivate Courses

CGD 110 Computer Graphics Lab (Fall 2013)
CGD 160 Technical Desktop Publishing/Graphics (Fall 2012)
CGD 190 Occupational Work Experience/Computer Graphics & Design (Fall 2016)
CGD 2 2D/3D Technical Computer Graphics I (Fall 2014)
CGD 23 Independent Study (Spring 2010)
CGD 30 Environmental Design (Fall 2014)
CGD 4 2D/3D Technical Computer Graphics II (Fall 2014)
CGD 6 Advanced Computer Graphics (Fall 2012)
CGD 8 Advanced Computer Graphics for Design Application I (Fall 2013)
CGD 9 Advanced Computer Graphics for Design Application II (Fall 2012)
ESL 573 Transition to College: Writing (Spring 2016)
JFT 207 First Responder (Fall 2017)
JFT 26A Fire Prevention 1A Fire Inspection (Fall 2017)
JFT 4A Fire Mgmt 2A - Organizational Development and Human Relations (Fall 2017)

Deactivate Program

Advanced Technical Computer Graphics - AS Degree
Advanced Technical Computer Graphics - Certificate of Achievement
Computer Graphics for Environmental Design Option - AS Degree
Computer Graphics for Environmental Design Option - Certificate of Achievement
Technical Desktop Publishing and Graphics - AS Degree
Technical Desktop Publishing and Graphics - Certificate of Achievement

OLD BUSINESS:

MATH 411 Integrated Pre-Algebra (Fall 2013)

Changing units and hours:

From: 6.00 Units, 6 Lec, 1 Lab

To: 7.00 Units, 7 Lec

Justification:

Math 411 is a combined Arithmetic and Prealgebra class. After teaching it for three years, we have found there is no lab component because the lab hour has been used as another lecture hour. In the past the Math Department added lab hours to curriculum to increase the number of hours in order to save students the cost of paying for units. However, this lab-hour designation doesn't work anymore, especially for immersion classes. In addition, after a recent audit, it was mandated that the lab hour be offered as a separate block of 50 minutes. In practice, this resulted in an additional day scheduled for the 50-minute lab hour, which is both impractical and contradictory to the immersion model. Our revised curriculum eliminates this problem, corresponding with what is actually done in the classroom. Plus, the content for the 7th lecture hour will emphasize critical thinking and better understanding of problem-solving strategies. Students will have additional instruction and practice with solving word problems, which has

always been a challenge for them. Data distinctly shows that this immersion class has high success rates; however, refining the curriculum to provide instruction time for word problems will address what has previously been a difficult area for students. Immersion classes show very promising results. For the past three years the success rate for Math 411 is 15 to 20% higher than in the regular Math 402 class. In Math 235 the success rate is 25% higher than the regular Math 430/240 classes. Accelerated math courses are beneficial to students because success rates are higher and students are more likely to complete transfer-level math. The intent of this proposal is to eliminate the confusion and difficulties with the lab versus lecture hours so the accelerated course offerings can be scaled up to meet student demand and help them move out of remediation more quickly. (See data in the "Attached Files" section for 2013 - 2014.)

NEW BUSINESS:

Add new discipline

SJS – Social Justice Studies

TMC Template for “Social Justice Studies”

The Social Science department is planning on developing an ADT degree in “Social Justice Studies”. It will be housed in the Social Sciences department. They will be creating a new course in Women’s Studies that will be included in the core requirements for the ADT degree.

Place Courses on Hold

ESL 581 ESL Pronunciation I (Spring 2012) Units: 2.00

Justification: This course is due for an update this semester. Please put this course on hold because it has not been offered in a couple of years due to low enrollment.

ESL 582 ESL Pronunciation II (Fall 2012) Units: 2.00

Justification: This course is due for an update this semester. Please put this course on hold because it has not been offered in a couple of years due to low enrollment.

New Course - Second Reading

AMT 226 UAS Flight Operations and Pilot Certification (Fall 2017)Units: 3.00, 2 Lec, 3 Lab

Description:

This course will instruct students in the basic flight operations for both fixed wing and rotor wing aircraft, as well as prepare them to take the FAA pilot certification exam.

AMT 227 UAS Aerial Photography and Videography (Fall 2017) Units 3.00, 2 Lec, 3 Lab

Description:

This course is designed to provide the student with the skills which will allow them to capture and analyze photos and videos from drones. Emphasis is placed on cameras and image software available, applications, and techniques for analyzing imagery.

Modify Course - C-ID updates

MATH 1C Multivariable Calculus (Fall 2017) Units: 4.00

Justification: Course update to satisfy C-ID requirements.

Modify Course – Distance Education

BUS 14 Personal Finance (Fall 2015) Units: 3.00, 3 Lec

Justification: We are putting the course online, so we needed to do the distance education form(s).

Modify Course - Change Units/Hours/ Update Prerequisites/ Description

CSIS 121 Spreadsheet - MS Excel (Fall 2017)

Change Units:

From: 1 -2 Units, 1 – 2 Lec

To: 2.00 Units, 2 Lec

Justification: Textbook update. Remove variable units. The class is always scheduled as 2 units.

Change description:

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course has the option of a letter grade or pass/no pass. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience.

HTM 701 Hospitality Careers and Ambassadorship (Summer 2017) Units: 0.00

Change Hours: 6 Hours (1 week course)

Justification: This course was modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. 2 Hours were added to the class to incorporate the theme of ambassadorships and how they can be incorporated into the local/regional area events. The title, course description and one of the student learning outcomes were altered to incorporate ambassadorships.

Description: This course provides the student with an overview of the career opportunities in the Hospitality and Tourism industry as well as the ambassadorships available in South County.

JFT 13 Low Angle Rope Rescue Operational Course (Fall 2017) Units: 0.5

Change Grading: Pass/No pass; Change Prerequisite; Update student learning outcomes, methods of evaluation and textbook.

Justification: This course is currently being used to Santa Clara County Fire Departments, and local City personnel.

Pre-requisite

JFT 8 Fire Fighter I Academy

1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.
2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding:
 - Firefighter safety
 - Knowledge of all firefighting tools and equipment, ladders, and hoses including appropriate selection, carry, and use for each type across all types of emergencies
 - Rescue knots such as bowline, clove hitch, figure eight on a bight, half hitch, Becket, and safety knots

JFT 14 Fire CDF Academy (Spring 2017)

Change hours:

Units: 2.00 - 4.00, 1.1 – 1.6 Lec, 3.4 – 7.3 Lab

General update: Methods of instruction, methods of evaluation, student learning outcomes, textbook and out of class assignments.

Justification: This course provides a basic firefighter course oriented toward the equipment utilized on CDF engines.

JFT 15 CDF Fire Academy Refresher (Fall 2017)

Change hours:

Units: 0.50 - 2.00, .22 - .44 Lec, 1.16 – 4 Lab

General update: Change prerequisite; Update methods of instruction, methods of evaluation, student learning outcomes, textbook and out of class assignments.

Justification: Cal Fire requires annual training to keep fire fighters up to date with policies and procedures.

Pre-requisite

JFT 8 Fire Fighter I Academy

1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding:

- Knowledge of Fire Service Organization
- Familiarity with Fire Behavior
- Familiarity with personal protection equipment
- Knowledge of fire fighter safety
- Familiarity with fire hoses, tools, and equipment
- Familiarity with ladders
- Knowledge of rescue procedures
- Familiarity with wildland fires
- Knowledge of vehicle extrication procedures

JFT 203 I-400 Advanced Incident Command System (Fall 2017)

Change hours:

Units: 0.50, .45 Lec, .91 Lab

General update: Change Prerequisite; Update methods of instruction, methods of evaluation, student learning outcomes, textbook and out of class assignments.

Justification: This course provides training which is required by the California State Fire Marshall for Chief Officers to maintain employment.

Change Description:

This Incident Command System course is designed for Chief Officers. Consists of four modules developed by the National Wildfire Coordinating Group to meet the needs of command officers managing complex emergency incidents. Advanced ICS expands upon much of the material covered in the I-300 class. Emphasizes large-scale development; roles and relationships of primary staff, the planning, operational, logistical and fiscal considerations related to large and complex incident and event management. Describes the application of Area Command and the importance of inter-agency coordination on complex incidents and events.

Pre-requisite

JFT 8 Fire Fighter I Academy

California State Marshal certified Fire Fighter 1 Academy or equivalent as determined by the Dean of Academy Instruction. Note: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course, rather, they will be the starting point for advanced fire fighter training that builds upon them. These minimum knowledge and skill levels are regarding:

- Familiarity with the Incident Command System
- Knowledge of Fire Service Organization
- Familiarity with Fire Fighter verbal communication

JLE 100 Basic Police Academy (Fall 2017)

Change hours:

Units: 22.00 - 27.00, 5.10 – 6.4 Lec, 45.58 – 62.4 Lab

General update: Change Prerequisite; methods of evaluation, student learning outcomes, textbook and out of class assignments.

Justification: This course serves local agencies for academy recruit training. It includes updated Peace Officer Standards and Training (POST) and agency specific training hours.

Change Description:

This 880 - 1240 variable unit course satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol procedures, Cultural Diversity, Investigative procedures, Report Writing, Defensive Tactics, Firearms, Leadership, Ethics, Community Relations, Police Vehicles Operations, Traffic Enforcement, Accident Investigation and First Aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint clearance and medical clearance. This course requires significant time commitments and outside course work including uniform preparation, homework assignments and equipment maintenance. PREREQUISITE: 1. POST approved pre-entry English skills assessment examination provided by the Academy. 2. Penal Code Section 13511.5 requires that each applicant for admission to the basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by the state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm. 3. Medical clearance by a licensed physician.

Pre-requisite

1. POST approved pre-entry English skills assessment examination provided by the Academy.
2. Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.
3. Medical clearance by a licensed physician.

Modify Course – General Updates/ Student Learning Outcomes/Textbooks/ Descriptions

ACCT 203 General Office Accounting (Fall 2017) Units: 3.00, 3 Lec, 0 Lab

Justification: This course was on the Fall 2016 list of classes to be updated and will move to the suspended list. It is being updated, per the 5 year cycle - update textbook, review SLO's, and review content - so that it can once again be offered. Changed the course number from a 100 to a 200 number based on the research and recommendations done by the Articulation Officer.

ANTH 6 Culture and Politics of Africa (Fall 2017) Units 3.00

Justification: This is a routine update. Course SLOs, content, and text books have been updated.

ART 10A Cultural History of Ceramics (Fall 2013) Units 3.00

Justification: General updates to course including SLOs, text, and content

ART 13 Three-Dimensional Design (Fall 2012) Units: 3.00

Justification: Update textbook and SLOs.

ESL 527 Integrated Reading/Writing I (Fall 2017) Units: 6.00

Justification: Consolidating SLOs and updated textbooks.

ESL 537 Integrated Reading/Writing II (Fall 2017) Units: 6.00

Justification: Updating and consolidating SLOs and content. Updated textbook.

ESL 727 NC Integrated Reading, Writing I (Fall 2017) Units: 0.00

Justification : Consolidating SLOs and updated textbook.

ESL 737 NC Integrated Reading, Writing II (Fall 2017) Units: 0.00

Justification: Updating and consolidating SLOs and content. Updated textbook.

HIST 3 History of California (Fall 2012) Units: 3.00

Justification: California history scholarship and changing departmental discussions regarding learning objectives both make an update desirable, as do Gavilan requirements.

KIN 1 Orientation for Student-Athlete Success (Summer 2017) Units: 1.00, 1 Lec, 0 Lab

Justification: This course is due for updating, based on the 5 year curriculum review cycle. Reviewed and slightly revised the description, content and SLO's.

THEA 2A Children's Theatre Repertory (Fall 2017) Units: 3.00

Justification: Updating course per 5 year plan, including update textbook and modify SLOs.

THEA 2B Children's Theatre Repertory (Fall 2018) Units: 3.00

Justification: 5 year cycle update. Updating Textbook and SLOs

WTRM 210 Advanced Water/Wastewater/Distribution Math (Fall 2017) Units: 3.00

Justification: This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's. Changed the course number from a 100 to a 200 number based on the research and recommendations from the Articulation Officer.

WTRM 216 Advanced Wastewater Collections (Fall 2017) Units: 3.00

Justification: This course is on the spring semester list of classes due for and update based on the 5 year curriculum review cycle. Updated textbook, reviewed content and consolidated SLO's. Changed the

course number from a 100 to a 200 number based on the research and recommendations from the Articulation Officer.

Gavilan Joint Community College District Governing Board Agenda

March 14, 2017

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

President's Office

SUBJECT: Approve new Title and Classified Appointment of the Associate Vice President, Human Resources and Labor Relations

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

To approve a new Title and Classified Appointment of the Associate Vice President (AVP), Human Resources and Labor Relations.

With the change of Superintendent/President this year, the opportunity to review and analyze the organizational structure of the President's Cabinet with the goal of addressing the changing needs of the district became a priority. Adding locations, bringing payroll and HR reporting comprehensively in-house, and multiple other aspects of technical management expertise is required to efficiently oversee the operational needs of the district.

Under the Board's direction there have been three major district changes that specifically support this request: San Martin Airport site, Coyote Valley site, and HR/Payroll implementation launched since the new CEO began her term on June 1st. Additionally, it was determined that the classification and compensation study had stalled and the Director of Human Resources was assigned to complete that assignment in cooperation with CSEA. To prepare for the move of the South Bay Regional Training Academy, Gavilan agreed to process the entire part time faculty through the college. These projects, in addition to the recruitment of the Vice President of Academic Affairs and routine recruitments added to the organizational challenges of the human resources department. With this restructuring, the AVP will be responsible for the following overarching duties under the direction of the Office of the President:

- Serve as the District's Chief Human Resources Officer
- Serve as the District Chief Labor Negotiator for Faculty and Classified Unions
- Serve as the District's Title IX Officer, ADA Compliance Officer, EEO Officer Section 504/508
- Serve as the District's Legal Liaison working directly with legal counsel to advise the Board of Trustees and the President's Office.
- Administration of the Human Resources Information System previously performed by the Santa Clara Office of Education.
- Provide information and guidance to the Board of Trustees and the College on employment/personnel, recruitment, health benefits, disability/workers compensation management, and other human resources/labor relations functions as needed.

- Provide pertinent training opportunities for staff and faculty on benefit programs, performance evaluation, and supervision among other topics.
- Provides leadership on participative governance committees as assigned, and serves as a member of the President's Cabinet.

Eric Ramones has been receiving an additional stipend to work out of class in this assignment for several months, and has demonstrated both the visionary leadership and the professionalism to receive this classification and title in the new Cabinet organizational structure.

Background:

The Board of Trustees has the authority to reorganize any part of the district's organizational structure that will increase the overall efficiency and productivity of the college and aid in meeting the mission and vision of the strategic goals. It is evident based on the preliminary review of the Educational Master Plan results that Gavilan's growth opportunities lies in the development of the off-site locations and in creating guided pathway programs to reflect the changing demographics of our service area. With that reality is the need for a reframing of the academic leadership that will anticipate the needs of the emerging data and provide systems to address the needs of the future. With that in mind, the permanent cabinet organizational structure will include the following members:

- Vice President of Administrative Services
- Vice President of Student Services
- Vice President of Academic Affairs
- Associate Vice President, Business and Security Services (also on this Board agenda)
- Associate Vice President of Human Resources and Labor Relations
- Public Information Officer

The cabinet meets each week for two hours with the Superintendent/President for collaborative problem solving, data gathering and scenario building, and discussion of personnel and labor matters.

Budgetary Implications:

The Board was provided midyear budget projections which illustrated the cost savings to date due to efficient hiring practices and ongoing health benefit cost savings of an estimated \$310,000. In addition, salary savings from unfilled positions total a minimum of \$132,000.


The additional cost for the Associate Vice President of Human Resources and Labor Relations for the 17/18 year will be approximately \$31,000.

Follow Up/Outcome:

The College will prepare a new employment agreement with Eric Ramones to reflect the change in title, compensation and duties.

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 Governing Board Agenda

March 14, 2017

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

President's Office

SUBJECT: Approve new Title and Classified Appointment of the Associate Vice President, Business and Security Services

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

To approve a new Title and Classified Appointment of the Associate Vice President (AVP), Business and Security Services.

With the change of Superintendent/President this year, the opportunity to review and analyze the organizational structure of the President's Cabinet with the goal of addressing the changing needs of the district became a priority. Adding locations, bringing payroll and HR reporting comprehensively in-house, and multiple other aspects of technical management expertise is required to efficiently oversee the operational needs of the district.

Under the Board's direction there have been three major district changes: San Martin Airport site, Coyote Valley site, and HR/Payroll implementation launched since the new CEO began her term on June 1st. Lease revenue bonds were approved, Measure E projects were finalized, and the comprehensive athletic fields and swimming pool projects have started. In addition the new deputy began his two year contract and security services were shifted to cover the needs of all off-sites with increased professionalism and collaboration with our deputy. Specifically, the AVP will be responsible for the following duties under the direction of the VP of Administrative Services:

- Serve as the District's Chief Financial Officer
- Serve as the District's Security Services Officer
 - Management of campus security officers at all locations
 - Clery Act reporting and all compliance reporting
- Oversight of support services: mailroom, reprographics, facilities, warehouse, parking permits.
- Administration of in-house payroll: payment, tax returns, tax filings, federal payment, STRS/PERS, W2s, social security, garnishment reporting and other duties previously performed by the Santa Clara County Office of Education.
- Serve on District negotiation team for both CSEA and GCFA unions

- Provide information and guidance to the Board of Trustees on district budget and finances and other areas as requested.

Wade W. Ellis, CPA has been receiving an additional stipend to work out of class in this assignment for several months, and has demonstrated both the visionary leadership and the professionalism to receive this classification and title in the new Cabinet organizational structure.

Background:

The Board of Trustees has the authority to reorganize any part of the district's organizational structure that will increase the overall efficiency and productivity of the college and aid in meeting the mission and vision of the strategic goals. It is evident based on the preliminary review of the Educational Master Plan results that Gavilan's growth opportunities lies in the development of the off-site locations and in creating guided pathway programs to reflect the changing demographics of our service area. With that reality is the need for a reframing of the academic leadership that will anticipate the needs of the emerging data and provide systems to address the needs of the future. With that in mind, the permanent cabinet organizational structure will include the following members:

- Vice President of Administrative Services
- Vice President of Student Services
- Vice President of Academic Affairs
- Associate Vice President, Business and Security Services
- Associate Vice President of Human Resources and Labor Relations (also on this Board agenda)
- Public Information Officer

The cabinet meets each week for two hours with the Superintendent/President for collaborative problem solving, data gathering and scenario building, and discussion of personnel and labor matters.

Budgetary Implications:

The Board was provided midyear budget projections which illustrated the cost savings to date due to efficient hiring practices and ongoing health benefit cost savings of an estimated \$310,000. In addition, salary savings from unfilled positions total a minimum of \$132,000.

The additional cost for the Associate Vice President, Business and Security Services for the 17/18 year will be approximately \$18,000.00.

Follow Up/Outcome:

The College will prepare a new employment agreement with Wade W. Ellis to reflect the change in title, compensation and duties.

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
Governing Board Agenda**

March 14, 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: Notice of Completion for the San Martin Aviation Project

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees accept the San Martin Aviation Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The San Martin Aviation Project has been completed as of February 3, 2017. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:

The San Martin Aviation total project cost is approximately \$3,048,773.91

Follow Up/Outcome:

The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder's Office.

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

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

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

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

March 14, 2017

Consent Agenda Item No.

Administrative Services

Information/Staff Reports No.

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No. III.2 (h)

SUBJECT: IBI Group Architecture and Planning Project Assignment Amendments Augmentations

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve IBI Group Architects and Planning Project Assignment Amendment (PAA) augmentations for the project listed below.

Background

On July 1, 2011, the board ratified an On-Going Architectural Services Agreement with BFGC-IBI (now IBI Group). Architecture and Planning. The Architectural Services Agreement stipulates that for each individual District project, a separate PAA will be established.

Additional Services for the Student Center Seismic Upgrade PAA: Increase fees by \$6,000

This PAA was previously approved for One Hundred Twenty-Five Thousand Dollars (\$125,000) for design services related to the Student Center Seismic Upgrade. This augmentation for \$6,000 is for adding accessible counters and signage, bathroom work, painting and patching, removing casework, doors and walls, and also includes providing documents for DSA submittal and approval, and construction administration services. This brings the total revised Contract Price for this PAA to One Hundred Thirty-One Thousand Dollars (\$131,000).

Budgetary Implications:

The efficient use of local Lease Revenue Bond funds.

Follow Up/Outcome:

Upon Board approval, process the agreements

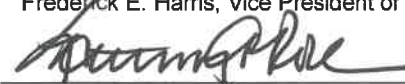
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: _____



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: _____



Dr. Kathleen Rose, Superintendent/ President

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

March 14, 2017

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 Center Increment #2, Change Order #7

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the seventh project Change Order request for the Coyote Valley Center Increment #2. Change Order #7 is \$7,706.07. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total construction cost including change order #1, #2, #3, #4, #5, #6 and #7 is \$6,859,235.24.

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 Center Increment #2

Meehleis Modular Building, Inc., CO #7 for \$7,706.07. A detailed Change Order #7 table is attached for this project.

There are a total of 7 Change Orders for this project totaling \$377,781.24.

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, Vice President of Administrative Services

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #07 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
21.1	Add (6) sets of Restroom signs per DSA revised requirements to A121B, A124B, C101C, C102A, C103A, C104C.	\$ 997.08	0
22	Three additional water tests were necessary on the lines to the Buildings. The source was chlorinated, flushed and sampled. Further testing was required in order to have a 'absent' test results to the water to be acceptable.	\$ 6,708.99	0
TOTAL		\$ 7,706.07	0

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 370,075.17
Revised Contract Amount Prior to this Change Order	\$ 6,851,529.17
Change Order #07	\$ 7,706.07
New Contract Amount Including this Change Order	\$ 6,859,235.24

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3, #4, #5, #6 and #7	\$ 377,781.24
Remaining Construction Contingency	\$ 270,363.76

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	December 31, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 31, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 31, 2016

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

March 14, 2017

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

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 2017-2018.

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: Eric Ramones, Director of Human Resources

Prepared By:


Eric Ramones, Director of Human Resources

Agenda Approval:


Dr. Kathleen A. Rose, Superintendent/President

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AND
GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)
NEGOTIATIONS FOR THE 2017-18 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 are interested in negotiating a satisfactory compensation package (salary) for the 2017-18 academic year for GCFA unit members, taking into consideration the current State budget and its effects on the College.
2. GCFA is interested in negotiating the following:
 - a. Article 25 Other Duty and Compensation
 - b. Article 22 Workload
3. The District is interested in negotiating the following:
 - a. Article 19 Evaluation of Faculty
4. Both parties, by mutual agreement, are interested in negotiating the following:
 - a. Article 27 Employee Benefits
 - b. Article 29 Department Chairperson
 - c. Appendix H: Academic Calendar



Ken Wagman 3/10/17
GCFA President Date



Kathleen A. Rose 3/10/17
Superintendent/President Date