



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, October 10, 2017

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

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

AGENDA

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

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

CLOSED SESSION 6:00 p.m.

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

- 1) CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Kathleen Rose/Eric Ramones
Employee Organization: GCFA
- 2) CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Kathleen Rose, Eric Ramones, Kathleen Moberg, and Wade Ellis
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) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
One or more claims
- 5) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);
One Case #CV-17-3842-NC
- 6) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);
One Case #544729

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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez



II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, September 12, 2017, Budget Workshop Committee of the Whole Meeting notes, September 12, 2017, and Board Self-Evaluation Committee minutes, October 2, 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) Santa Clara County Treasury Investment Portfolio Status as of June 30, 2017
7. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
8. Recognition
 - (a) Recognition of the Employees 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
10. Board Committee Reports
11. Information/Staff Reports
 - (a) Report on General Obligation Bond Measure Pre-Election Survey
 - (b) 2016-17 Institutional Effectiveness Committee (IEC) Report
 - (c) Board of Trustees Self Evaluation
 - (d) Status of Community Education Fall and Career Pathways
 - (e) Open Enrollment and Health Benefit Information

III. ACTION ITEMS

1. Old Business
 - (a) Approve Edits to Board Policy 2220, Committees of the Board
 - (b) Approve Board Committee Identification and Description List
2. New Business
 - (a) Curriculum
 - (b) EOPS/CalWORKs/CARE Advisory Committee
 - (c) Career Technical Education Advisory Boards
 - (d) Gymnasium Flooring and Bleachers, Change Order #2

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is November 14, 2017, **Student Center Lounge.**
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, SC131, 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



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, September 12, 2017

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

MINUTES

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

Trustee Jonathan Brusco called the meeting to order at 6:02 p.m.

1. Roll Call

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

Trustee Absent: Laura Perry

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

2. Comments from the Public
No comments.

3. Recess to Closed Session
The Board recessed to closed session at 6:04 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

Vice President Jonathan Brusco called the meeting to order at 7:06 p.m.

2. Roll Call

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

Trustee Absent: Laura Perry
Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Michele Bresso, Vice President, Academic Affairs

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Daniel Chavez



Fred Harris Vice President of Administrative Services
Nikki Dequin, President, GCFA
Jessica Fromm, Professional Support Staff Representative
Nancy Bailey, Executive Assistant to the President (Recorder)

Others in Attendance: Diane Reid, Karen Sato, Andrew Vantuyl, Judy Rodriguez, Karen Diehl, Cherise Mantia, Susan Sweeney, Sherrean Carr, Ron Hannon, Mary Ann Sanidad, Fran Lozano, Carina Cisneros, Dolores Weimers, Eva Daley, Debbie Amaro, Dana Young, Jennifer Penkethman, Sera Hirasuna, Eduardo Cervantes, Diana Wright, Blanca Arteaga, Leslie Tenney, Marla Dresch, Kimberly Smith, Elena Dachkova

3. Pledge of Allegiance

The Pledge of Allegiance was led by Daniel Chavez.

4. Report of any Action Taken in Closed Session

Jonathan Brusco reported that no action was taken in closed session.

5. Approval of Agenda

MSC (K. Child/W. Glines) to approve the agenda.

Vote:

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

0 Noes

1 Absent: Laura Perry

6. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, August 8, 2017 and Special Meeting minutes, August 18, 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

MSC (W. Glines/D. Chavez) to approve

Vote:

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

0 Noes

1 Absent: Laura Perry

7. Comments from the Public

Jacquelyn Richburg – shared information on the Career and Transfer Program and how it collaborates with universities and colleges to provide information to students. Events include Transfer Day in November and Career Day in March. She noted that two Gavilan STEM students went on to graduate from UC Santa Cruz and were highlighted in the UC Santa Cruz Transfer brochure for their achievements; Deutron Kebebew and Melinda Soares.

Cherise Mantia – part time faculty member said several part time faculty were present to share their concerns and experiences at Gavilan College. She said the goal of faculty is to support student success and that it goes “hand in hand” with faculty working conditions.

Sera Hirasune – English adjunct faculty spoke about her career path, income, and pension. With disappointment, she noted a recent turnover of young part time faculty in the English department.

Jennifer Penkethman – is attached to Gavilan as a part time faculty in the English department. Due to disparity in full and part-time compensation she does not feel valued but expendable. She said the more equality in pay or the more full time faculty on staff the more students will succeed.

Karen Diehl – is a part-time English and ESL faculty member. She spoke about the lack of health insurance for part-time faculty and her own personal experience. She would like to be treated with dignity and receive health insurance.

Ken Wagman – noted that the number of full-time faculty in 1990 was 74 with 2700 students. He said the number of students has doubled with part-time faculty teaching the additional classes. He requested a fair labor contract.

8. Recognition

(a) Jr. Rams Essay Writing Award winner

Judy Rodriguez, Director of Hollister Instructional Site, announced Shaunak Warty as the winner of the Jr. Rams Essay Writing contest.

(b) Recognition of the Employee of the Month

July, 2017 - Eva Daley is deserving of recognition for her outstanding performance in the Allied Health Department. She keeps the department running smoothly with her efficiency and pleasant personality.

The board meeting paused to recognize the remodeled north lounge, Trustee Glines' recent marriage, and a celebration of 50 years of board meetings at the Gilroy Gavilan campus as of September.

9. Officers' Reports

(a) Vice Presidents

Fred Harris – provided an update on athletic projects. Completion date for the pool is September 25 and the fields are expected to be completed in January. He said a Facility Master Plan report will be ready for Board review in November. The Incidental Take Permit for Phase II of the Coyote Valley site is being finalized. Approval has been received for the PGE incentive on battery storage.

Kathleen Moberg – reported that the college is increasing its visibility of support for undocumented students that started last year. She identified a network of support and allies, informative workshops, and a resource guide in both English and Spanish. Kathleen Moberg added that staff training was conducted on convocation day.

Michele Bresso – provided highlights of the Community Education, Fall 2017 class schedule. She said that contract education is active in all communities served by Gavilan. Michele Bresso announced recognition of Constitution Day on Monday, September 18, 2017 in the library. She spoke about the College Promise workshop she attended with trustee Rachel Perez and San Benito High School Superintendent Shawn Tennenbaum.

(b) College President

Kathleen Rose – referred to the Gavilan College Dreamers Guide that was distributed to trustees and reaffirmed the district's commitment to Gavilan DACA students. She shared

that she completed the Wheelhouse Leadership training in an inaugural Fellowes program at UC Davis. She was among 20 community college presidents selected for the nine (9) month institute. Kathleen Rose said the college will have deep conversations this year about what it means to teach and learn at Gavilan College.

(c) Academic Senate

Nikki Dequin spoke about the first Academic Senate meeting of the year which included reports on the implementation of the English Acceleration program and the implementation of the distance education module Canvas. This is work that took place over the summer. Senate discussed the creation of a Guided Pathways Leadership Task Force and also reviewed the IEC 16-17 Annual Report and its process.

(d) Professional Support Staff

Jessica Fromm reported that September 20 is the date of the next CSEA meeting.

(e) Student Representative

Daniel Chavez – acknowledged the support for DACA students. He said three (3) new members were welcomed to ASGC.

(f) Board Member Reports

Kent Child – attended his first Gavilan board meeting 49 years ago as a new employee. He never regretted going into higher education.

Lois Locci – reported that she attended fall convocation day including an hour-long session on distance learning. She said the room was filled to capacity with teachers keen to learn how to use Canvas. Lois Locci also attended a coffee and conversation event in Hollister.

Mark Dover – thanked faculty for attending the board meeting and said he was part-time faculty for many years.

Rachel Perez – attended many events throughout the month including a Latino Advisory committee meeting to draft bylaws, a workshop on guided pathways, and the College Promise conference in Sacramento. She added that trustees have a role in College Promise.

Walt Glines – commented that the convocation day speaker was great.

(g) Board President

Jonathan Brusco – stated that he has been part-time faculty and understands the challenges. He also stated he was pleased with the progress on campus projects. Jonathan Brusco added his support for DACA students and was hopeful for positive legislation.

10. Board Committee Reports

No report.

11. Information/Staff Reports

(a) Update on General Obligation Bond Measure Pre-Election Survey

Fred Harris stated that the feasibility survey is in progress and should be completed in a week's time. The Board of Trustees will receive a full report at the October meeting.

(b) Gavilan College Community Spirit Awards

Jan Bernstein Chargin announced the winners of the 2017 Gavilan College Community Spirit Awards. She noted a change in venue for the Gilroy celebration. It will be held at the Gilroy Chamber breakfast on November 15 at the Gilroy Hilton Garden Inn.

(c) Boot Camp, Summer Bridge, and Immersion Programs

Fran Lozano, Dean of Liberal Arts and Sciences, said that faculty and students who would be speaking about Gavilan's summer bootcamp, summer bridge, and immersion programs. She said students make great strides in the subject matter and also form peer and faculty relationships that build on their future success.

Elena Dachkova – provided history on the immersion bootcamp she started 10 years ago. Bootcamp offerings have expanded. Incoming students benefit in that they are prepared for assessment tests and gain confidence in continuing their math requirements. Elena Dachkova said many colleges are using the Gavilan model and Gavilan faculty are offering bootcamp trainings for high school students and faculty. Elena Dachkova said that starting the bootcamps at the high school level will result in students being better prepared. Valentina Cardona Soza, Victoria Zuringa, and Nichol Veles shared their personal experience and success in bootcamp.

English Faculty Kimberly Smith said the Gavilan Summer Scholars Academy Writing our Wisdom was a small but mighty team made up of two high school teachers (one from Gilroy High School and one from Sobrato) and two Gavilan English instructors, who worked with a group of students and peer tutors to explore writing as a tool for empowerment and college as a viable option for all kinds of people. It was a dynamic and positive experience for all involved.

Marla Dresch and Eduardo Cervante, Coordinator MESA/TRIO, spoke about the TRIO Summer Bridge and STEM Academy. TRIO's Summer Bridge program is a 5-week experience that helps graduating high school students' transition to Gavilan College. Students attending the STEM Academy explored career alternatives and met professionals in the STEM field. Students form a cohort and support each other throughout their time at Gavilan. Mikaela Rojas and Victoria Zuringa said they learned a lot at the academies and were glad they attended.

(d) Revisions to BP 2220 Committees of the Board

Kathleen Rose presented edits to BP2220 as a result of an update to Committees of the Board. This is first reading for the policy revision.

III. ACTION ITEMS

1. Old Business

(a) Public Hearing and Approval of the Final Budget FY 2017/18

MSC (K. Child/W. Glines) to approve.

Vote:

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

0 Noes

1 Absent: Laura Perry

2. New Business

(a) Expenditure Plan for FY 2017-2018 Proposition 30 Education Protection Act Funds

MSC (W. Glines/L. Locci) to approve.

Vote:

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

0 Noes

1 Absent: Laura Perry

* (b) Resolution No. 1029: Authorizing Participation in Self-Insured Schools of California III

MSC (W. Glines/M. Dover) to approve.

Roll Vote:

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

0 Noes

1 Absent: Laura Perry

- * (c) Resolution No. 1030 Application for Fiscal Independence from Santa Clara County starting on July 1, 2018

MSC (W. Glines/M. Dover) to approve.

Roll Vote:

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

0 Noes

1 Absent: Laura Perry

- * (d) Resolution No. 1031 Ratification of New Bank Trust Account

MSC (W. Glines/K. Child) to approve.

Roll Vote:

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

0 Noes

1 Absent: Laura Perry

- (e) Solar PV Carport Project DSA Project Inspector Services

MSC (W. Glines/M. Dover) to approve.

Vote:

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

0 Noes

1 Absent: Laura Perry

- (f) Laboratory of Record Service Agreement with Earth Systems Pacific

MSC (W. Glines/D. Chavez) to approve.

Vote:

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

0 Noes

1 Absent: Laura Perry

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is October 10, 2017, **Student Center Lounge**.
2. Adjournment – The meeting was adjourned at 8:53 p.m.



5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
COMMITTEE OF THE WHOLE, BUDGET WORKSHOP
September 12, 2017

Gavilan College, Student Center North Lounge
5055 Santa Teresa Blvd., Gilroy, CA 95020

SUMMARY OF NOTES

I. CLOSED SESSION - CALL TO ORDER 5:00 p.m.

Dr. Kathleen Rose called the meeting to order at 5:06 p.m.

1. Roll Call

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

Trustee Absent: Laura Perry

Others in Attendance: Dr. Kathleen Rose, Kathleen Moberg, Dr. Michele Bresso, Fred Harris, Wade Ellis, Nancy Bailey, Ron Hannon, Ken Wagman, Eric Ramones, Bobbi Jo Palmer, Jan Bernstein Chargin

2. Comments from the Public

No comments.

II. DISCUSSION ITEMS

Dr. Kathleen Rose introduced Associate Vice President of Business and Security Services Wade Ellis who provided a budget workshop training and presentation. The following topics were discussed and an information booklet was distributed:

1. Adopted State Budget
2. Local fund budgets and challenges
3. Changes to Gavilan's tentative budget
4. Schedule of Revenues
5. Unrestricted General Fund
6. 2016-17 and 2017-18 Apportionment
7. Enrollment for 2017-18

III. CLOSING ITEMS

1. Adjournment

The meeting was adjourned by consensus at 5:58 p.m.

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Daniel Chavez





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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Board of Trustees Self Evaluation Committee

Monday, October 2, 2017
Gavilan College Morgan Hill Campus, Room 4
17060 Monterey Street, Morgan Hill, CA 95037
OPEN SESSION – 6:00 p.m.

Committee Members: Jonathan Brusco, Lois Locci, and Walt Glines

MINUTES

I. CALL TO ORDER 6:01 p.m.

1. Roll Call

The meeting was called to order by Jonathan Brusco at 6:01 p.m.
In attendance: Jonathan Brusco, Walt Glines, and Lois Locci
Others in attendance: Dr. Kathleen Rose and Nancy Bailey

2. Comments from the Public
No public comments.

3. Approval of Agenda

4. Discuss Board Self-Evaluation Process and Timeline
The committee reviewed and discussed Board Policy 2745, Board Self-Evaluation.

The need to review and update the board self-evaluation survey language was discussed. Also discussed was the use of the survey results to develop the boards' and superintendent/president's goals and incorporate them into the strategic planning process. Kathleen Rose said the district's Strategic Planning Committee will be looking at a new 3-year strategic plan based on the Educational Master Plan.

The timeline for the process was agreed upon with a special meeting of the Board of Trustees for Self-Evaluation in November. Several dates will be suggested to the full board.

5. Review Edits and Finalize Questions for Survey Instrument
Each survey question was discussed resulting in edits, deletions, and rewrites. Trustee members said the comment section provided valuable information and insight. The survey instrument will be ready for publication and distribution to trustees on October 23, 2017.

Trustee Lois Locci provided a handout on the "Vision for Success".

6. Adjournment at 7:34 p.m. by consensus



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez

Gavilan Joint Community College District Governing Board Agenda

October 10, 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 September 12, 2017 thru October 10, 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 2017-2018.

Follow Up/Outcome:

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

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

Prepared By:



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

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – October 10, 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

Alyssa Lai	Chemistry/Biology Lab Coordinator Liberal Arts and Sciences September 11, 2017
Sandra Lizett Mendoza	Library Technician Library and Information Technology October 16, 2017
Saul Salinas	Senior Systems and Network Engineer Administrative Services October 11, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Trisha Quan	Athletic Trainer Kinesiology and Athletics September 1, 2017 to November 11, 2017
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III. PROFESSIONAL EXPERTS

NONE

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Marta Escobar	Instructional Program Specialist Liberal Arts and Sciences – Basic Skills August 29, 2017 to November 1, 2017
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V. REQUESTS FOR LEAVE

Luis Ayala	Leave of Absence Groundskeeper Administrative Services October 1, 2017 to March 31, 2018
Nicholas Yray	Family Medical Leave Programmer Analyst Administrative Services September 4, 2017 to September 4, 2018

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

Kimberly Benjamin	DM 75 – Photoshop I KIN 64A – Individual Cardio Fitness
Rosalinda Mendoza	Thea 3 – El Teatro Campesino ENGL 1C – Critical Thinking HIST 1 – US History ACCT 121 – Spreadsheet MS Excel KIN 64A – Individual Cardio Fitness I CMUN 10 – Small Group
Tara Myers	PSY 401 – History/Phil of Psychology PSY 330A – Human Sexuality SCY 302A – Abnormal Psychology (Colorado Christian University)
Juan Zamora	CSIS 1 – Computer Literacy CWE 190 – Work Experience

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Janet Kubik	Volunteer Worker Liberal Arts and Sciences August 25, 2017 to December 12, 2017
Sue Carnes	Volunteer Worker Liberal Arts and Sciences August 28, 2017 to December 12, 2017

XII. RESIGNATIONS AND RETIREMENTS

James Meza

Program Services Specialist – Financial Aid
Student Services
September 29, 2017

Zachary Daulton

Instructional Program Specialist
Career Technical Education
September 22, 2017

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – October 10, 2017

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Albert Marques	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Alexandre Stoykov	Pathways Workshop Grants Management, Title V August 17, 2017
Alexandre Stoykov	Title V Pathway Lead Career Technical Training August 24, 2016 to September 30, 2017
Arturo Rosette	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Arturo Rosette	Scheduling Summit Grants Management, Title V August 22, 2017
Beatriz Lawn	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Blanca Arteaga	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Carla Velarde-Barros	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Christina Salvin	Accelerated Learning – English Liberal Arts and Sciences August 24, 2017 to June 30, 2018
Christina Salvin	Professional Development

Liberal Arts and Sciences / Basic Skills and Student
Outcomes Transformation Grant
August 23, 2017

Christina Salvin	Scheduling Summit Grants Management, Title V August 22, 2017
Claire Boss	Department Meetings Career Technical Education August 25, 2017 to May 26, 2018
Claire Boss	Pathways Workshop Grants Management, Title V August 17, 2017
Dale Clark	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Dana Young	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Darlene DelCarmen	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2017
Darlene DelCarmen	Scheduling Summit Grants Management, Title V August 22, 2017
David Perez	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Debra Amaro	Scheduling Summit Grants Management, Title V August 22, 2017
Denise Besson-Silvia	Faculty Professional Learning Committee Chair Liberal Arts and Sciences August 28, 2017 to December 16, 2017
Denise Besson-Silvia	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Dewitt Stuckey	Basic Skills Faculty Mentor

	Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Dewitt Stuckey	Pathways Workshop Grants Management, Title V August 17, 2017
Douglas Achterman	Library Instructor Overload Office of Academic Affairs August 28, 2017 to December 16, 2017
Douglas Achterman	Pathways Workshop Grants Management, Title V August 17, 2017
Elena Dachkova	Pathways Workshop Grants Management, Title V August 17, 2017
Elena Dachkova	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Ellen Venable	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Enrique Luna	Pathways Workshop Grants Management, Title V August 17, 2017
Erik Medina	H.S. Boot Camp / Acceleration Liberal Arts and Sciences September 11, 2017 to June 30, 2018
Erik Medina	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Erin Crook	Institutional Effectiveness Committee Liberal Arts and Sciences August 28, 2017 to December 16, 2017
Erin Crook	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Gilbert Ramirez	Trained Faculty Evaluator

	Office of Academic Affairs January 29, 2017 to May 25, 2017
Grant Richards	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Jane Maringer-Cantu	Scheduling Summit Grants Management, Title V August 22, 2017
Jennifer Nari	Pathways Workshop Grants Management, Title V August 17, 2017
Jennifer Nari	Scheduling Summit Grants Management, Title V August 22, 2017
Jennifer Nari	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Jessica Gatewood	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Jessica Hooper	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Jessica Hooper	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 28, 2017 to December 22, 2017
Jessica Hooper	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Jessica Weiler	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Johanna Stewart	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018

Johanna Stewart	Scheduling Summit Grants Management, Title V August 22, 2017
John Lango	Head Strength & Conditioning Coach Kinesiology and Athletics January 29, 2018 to May 26, 2018
John Lawton-Haehl	Pathways Workshop Grants Management, Title V August 17, 2017
John Lawton-Haehl	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Karen Warren	Pathways Workshop Grants Management, Title V August 17, 2017
Karen Warren	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Karen Warren	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Kimberly Smith	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 28, 2017 to December 22, 2017
Leah Halper	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Leslie Tenney	Basic Skills Teaching Summit Student Services August 21, 2017
Leslie Tenney	Counselor/Peer Mentor Coordinator Student Services August 28, 2017 to December 16, 2017
Leslie Tenney	Counseling Overload Student Services

	August 28, 2017 to December 16, 2017
Leslie Tenney	Curriculum Chair Student Services August 28, 2017 to December 16, 2017
Leslie Tenney	Pathways Workshop Grants Management, Title V August 17, 2017
Leslie Tenney	Peer Mentor Coordinator Liberal Arts and Sciences August 24, 2017 to June 30, 2018
Leslie Tenney	Scheduling Summit Grants Management, Title V August 22, 2017
Lori Burgman	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Marc Turetzky	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Marla Dresch	Activity Director Liberal Arts and Sciences August 24, 2017 to June 30, 2018
Marla Dresch	Pathways Workshop Grants Management, Title V August 17, 2017
Marla Dresch	Scheduling Summit Grants Management, Title V August 22, 2017
Marla Dresch	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Mary Ann Sanidad	Project Director Liberal Arts and Sciences August 24, 2017 to June 30, 2018
Nicole Cisneros	English as a Second Language Instructor Non-Credit Program August 28, 2017 to December 22, 2017

Nicole Cisneros	Scheduling Summit Grants Management, Title V August 22, 2017
Nicole Cisneros	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Nikki Dequin	Pathways Workshop Grants Management, Title V August 17, 2017
Nikki Dequin	Scheduling Summit Grants Management, Title V August 22, 2017
Patricia Henrickson	Department Meetings Career Technical Education August 25, 2017 to May 26, 2018
Patricia Henrickson	Pathways Workshop Grants Management, Title V August 17, 2017
Patricia Henrickson	Scheduling Summit Grants Management, Title V August 22, 2017
Patricia Henrickson	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Paul Agaliotis	Aviation Instructor Career Technical Training August 9, 2017 to August 25, 2017
Rosa Rivera-Sharboneau	Counseling Overload Student Services August 28, 2017 to December 15, 2017
Rosa Rivera-Sharboneau	Counseling Overload Student Services August 28, 2017 to December 16, 2017
Rey Morales	Scheduling Summit Grants Management, Title V August 22, 2017

Rey Morales	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Scott Sandler	English Instructor Overload Liberal Arts and Sciences August 28, 2017 to December 16, 2017
Scott Sandler	Pathways Workshop Grants Management, Title V August 17, 2017
Scott Sandler	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Scott Sandler	Title V Civic Engagement Co-lead Community Development Grants Management August 1, 2017 to September 30, 2017
Simone Reyes	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Vania Parakati	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Vania Parakati	Pathways Workshop Grants Management, Title V August 17, 2017

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

Abera Jiru	Pathways Workshop Grants Management, Title V August 17, 2017
Aleah Kropholler	Part-time Reference Librarian Office of Academic Affairs August 28, 2017
Ali Arid	Pathways Workshop Grants Management, Title V August 17, 2017
Binh Vo	Professional Development

Liberal Arts and Sciences / Basic Skills and Student
Outcomes Transformation Grant
August 23, 2017

Caroline Gane	Part-time Non-Credit Instructor Office of Academic Affairs August 28, 2017 to June 30, 2018
Cherise Mantia	Box Office Liberal Arts and Sciences September 1, 2017 to December 31, 2017
Cherise Mantia	Pathways Workshop Grants Management, Title V August 17, 2017
Christopher Spence	Kinesiology Instructor Kinesiology and Athletics August 28, 2017 to June 30, 2018
Deborah Gustlin	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Demetri Papamichalis	Physics Instructor Liberal Arts and Sciences August 23, 2017 to December 31, 2017
Dolores Wiemers	Pathways Workshop Grants Management, Title V August 17, 2017
Dominica DeAngelo	Part-time Allied Health Instructor Career Technical Education August 28, 2017 to December 16, 2017
Donna Backman	Part-time Administration of Justice Instructor Career Technical Education August 28, 2017 to December 16, 2017
Dulce Maria Gastelum	Department Meetings Career Technical Education August 25, 2017 to May 25, 2018
Elizabeth Falvey	Program Assistant Liberal Arts and Sciences September 1, 2017 to June 1, 2018
Erik Nelson	Women's Basketball Head Coach

	Kinesiology and Athletics November 11, 2017 to February 28, 2018
Eyvonne Balderama	Part-time Cosmetology Instructor Career Technical Education August 28, 2017 to December 16, 2017
Gardenia Angeles	Registered Nurse Clinical Instructor Career Technical Education August 25, 2017
Geoffrey Davis	Math Instructor Liberal Arts and Sciences August 23, 2017 to December 30, 2017
Glenda Mora	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Hannah Clement	Part-time Reference Librarian Office of Academic Affairs August 28, 2017
Inga Moses	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 28, 2017 to December 22, 2017
Jacqueline Pace	Part-time Instructor South Bay Regional Public Safety Consortium May 9, 2017
Jamel Thompson	Department Meeting Career Technical Education August 25, 2017 to May 26, 2018
Jane Godley	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Jane Rekedal	Trained Faculty Evaluator Office of Academic Affairs January 29, 2017 to May 25, 2017
Janet Conrey	Scheduling Summit Grants Management, Title V August 22, 2017

Janet Janes	Pathways Workshop Grants Management, Title V August 17, 2017
Jeri Reed	Hospitality and Tourism Part-time Instructor Career Technical Education August 1, 2017 to December 31, 2017
Jessica Lopez	Department Meetings Career Technical Education August 25, 2017 to May 25, 2018
Jessica Weiler	Pathways Workshop Grants Management, Title V August 17, 2017
Jesus Villacana	Pathways Workshop Grants Management, Title V August 17, 2017
Joseph Deras	Part-time Administration of Justice Instructor Career Technical Education August 28, 2017 to December 16, 2017
Lawrence Harris	Political Science Instructor Liberal Arts and Sciences August 23, 2017 to December 31, 2017
Leland Estrella	Nursing Instructor Career Technical Education September 5, 2017
Leticia Palacios	Basic Skills Faculty Mentor Liberal Arts and Sciences August 28, 2017 to May 26, 2018
Linda Bernabe	Part-time Non-Credit Instructor Office of Academic Affairs August 16, 2017 to June 30, 2018
Linda Wills	Pathways Workshop Grants Management, Title V August 17, 2017
Lynn Dau	Art Instructor Liberal Arts and Sciences August 23, 2017 to December 31, 2017
Marlene Bumgarner	Department Meetings

	Career Technical Education August 25, 2017 to May 26, 2018
Marlene Bumgarner	Pathways Workshop Grants Management, Title V August 17, 2017
Martha Oral	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Megan Wong	Learning Commons Coordinator Liberal Arts and Sciences August 25, 2017 to December 16, 2017
Megan Wong	Learning Activities Instructor Community Education and Grants Management August 25, 2017 to September 30, 2017
Meredith Hurley	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Mokhtar Zoubeidi	Math Instructor Liberal Arts and Sciences August 23, 2017 to December 30, 2017
Monica Herzi	Pathways Workshop Grants Management, Title V August 17, 2017
Monica Herzi	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Nicolette Boyd	Department Meetings Career Technical Education August 25, 2017 to May 25, 2018
Phillip Williams	Scheduling Summit Grants Management, Title V August 22, 2017
Sheila Alcantara	Nursing Instructor Career Technical Education September 5, 2017

Sera Hirasuna	Community Education Instructor Community Education September 13, 2017 to June 30, 2018
Sera Hirasuna	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Shanda Adams	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 28, 2017 to December 22, 2017
Sian Sloan	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Susan Alonzo	Student Workshop Training Career Technical Education September 11, 2017 to May 30, 2018
Susan Alonzo	Department Meetings Career Technical Education August 25, 2017 to May 26, 2018
Susan Dodd	Curriculum Updates/Modifications Career Technical Education September 15, 2017 to May 30, 2018
Sylvia Rodriquez	Department Meetings Career Technical Education August 25, 2017 to May 25, 2018
Sylvia Rodriquez	Pathways Workshop Grants Management, Title V August 17, 2017
Teri Vladimirov	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Teri Vladimirov	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 28, 2017 to December 22, 2017

Teresa Avila	Department Meetings Career Technical Education August 25, 2017 to May 25, 2018
Thomas Lass	Part-time Instructor South Bay Regional Public Safety Consortium July 1, 2017
Tiffany Palsgrove	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Tim Han	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017
Tyler Gallau	Part-time Instructor South Bay Regional Public Safety Consortium June 23, 2017
Uy Le	Biology Instructor Liberal Arts and Sciences August 23, 2017 to December 30, 2017
Viet Nguyen	Math Instructor Liberal Arts and Sciences August 23, 2017 to December 30, 2017
Wilson Kyle De Ocera	Professional Development Liberal Arts and Sciences / Basic Skills and Student Outcomes Transformation Grant August 23, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Alicia Juarez	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Dulce Maria	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Eyvonne Balderama	Cosmetology Instructor Substitute Career Technical Education

September 5, 2017 to June 30, 2018

Fania Kagan	Math Instructor Substitute Liberal Arts and Sciences August 28, 2017 to September 8, 2017
Isidro Polo	Spanish Instructor Substitute Liberal Arts and Sciences August 31, 2017
Jason Adkins	Art Instructor Substitute Liberal Arts and Sciences August 29, 2017 to September 7, 2017
Jessica Lopez	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Karen Diehl	English Instructor Substitute Liberal Arts and Sciences August 31, 2017
Melida Alnas	Spanish Instructor Substitute Liberal Arts and Sciences August 30, 2017
Nicolette Boyd	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Robin Mcginnis	Art Instructor Substitute Liberal Arts and Sciences August 28, 2017 to September 6, 2017
Rose Hernandez	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Roslyn Springer	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Sylvia Rodriquez	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018
Teresa Avila	Cosmetology Instructor Substitute Career Technical Education September 5, 2017 to June 30, 2018

V. REASSIGNMENTS

Erin Crook Accelerated Learning-English
Liberal Arts and Sciences
August 24, 2017 to June 30, 201

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

Arturo Rosette Family Medical Leave
Art Instructor
Liberal Arts and Sciences
August 28, 2017 to December 15, 2017

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 – October 10, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Marie Therese Noriega Supervisor, Budget and Accounting
Administrative Services
October 23, 2017

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Susan Peterson Executive Assistant
Office of the President
September 25, 2017

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 –October 10, 2017

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

I. APPOINTMENTS

Brooke Boeding Associate Dean, Accessible Education Center
Student Services
October 11, 2017

Peter Wruck Dean, Research, Planning and Institutional Effectiveness
Office of Academic Affairs
October 1, 2017

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**

October 10, 2017

Consent Agenda Item No. II.2 (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 September 2017.

Background:

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

Payroll Period	Pay Date	Total Salaries/Wages
September Supplemental 1	September 8, 2017	\$ 191,408.03
September Regular (EOM)	September 29, 2017	\$ 2,195,309.30
TOTAL	<i>(672 Pay Warrants Issued)</i>	\$ 2,386,717.33

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

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

October 10, 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 September 2017 list of purchase orders for FY 2017-18.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

Purchase Order	Transaction Date	Vendor Name	Amount
P0007832	9/1/2017	B & H Photo-Video	\$ 661.23
OP18205	9/1/2017	Douglass and Sturgess	\$ 162.75
OP18206	9/1/2017	Clay Planet	\$ 163.50
OP18207	9/1/2017	Clay Planet	\$ 1,090.00
P0007833	9/1/2017	CCCADA	\$ 100.00
P0007834	9/1/2017	Displayability LLC	\$ 233.58
P0007835	9/1/2017	West Coast Intercollegiate Soccer	\$ 3,784.00
P0007836	9/1/2017	California Community College Men's Basketball	\$ 225.00
P0007830	9/1/2017	Cresco Equipment Rental	\$ 971.65
P0007831	9/1/2017	Cresco Equipment Rental	\$ 1,135.15
P0007842	9/1/2017	Target Pest Control	\$ 45.00
P0007841	9/1/2017	Target Pest Control	\$ 50.00
P0007838	9/1/2017	Rexel Inc	\$ 120.66
P0007837	9/1/2017	Pacific Janitorial Supply Company	\$ 235.09
P0007839	9/1/2017	Ernie's Plumbing & Repair Service Inc	\$ 210.00
P0007840	9/1/2017	Amazon Business	\$ 686.98
P0007843	9/5/2017	Bozzo, David	\$ 2,899.40
P0007851	9/5/2017	Amazon Business	\$ 92.64
P0007852	9/5/2017	EBSCO Industries Inc	\$ 3,061.64
P0007844	9/5/2017	Amazon Business	\$ 348.16
P0007849	9/5/2017	Chabot-Las Positas Community College District	\$ 750.00
P0007845	9/5/2017	Dell Marketing	\$ 3,273.72
P0007846	9/5/2017	Dell Marketing	\$ 378.12
P0007847	9/5/2017	Dell Marketing	\$ 1,208.73
P0007848	9/5/2017	Sehi Computer Products	\$ 305.21
P0007850	9/5/2017	Dell Marketing	\$ 1,636.86
P0007853	9/6/2017	The RP Group	\$ 500.00
P0007854	9/6/2017	Sehi Computer Products	\$ 471.34
P0007855	9/7/2017	Francisco Dominguez	\$ 2,000.00
P0007857	9/7/2017	3C4A	\$ 125.00
P0007858	9/7/2017	4 Imprint	\$ 532.15
P0007856	9/7/2017	Dell Marketing	\$ 4,541.71
CON10100	9/7/2017	Calstate Construction Inc	\$ 735,777.00
P0007860	9/8/2017	Rebekah Children's Services	\$ 839.78
OP18208	9/8/2017	REM Manufacturing Inc	\$ 10,000.00
P0007861	9/8/2017	Palace Art & Office Supply	\$ 619.50
P0007859	9/8/2017	CCCCSSAA	\$ 300.00
CON10178	9/8/2017	Ellucian Company L.P.	\$ 8,041.00
CON10177	9/8/2017	Ellucian Company L.P.	\$ 8,041.00
CON10176	9/8/2017	Benito Link Inc	\$ 10,000.00
CON10175	9/8/2017	CompView Inc	\$ 17,377.80
CON10173	9/8/2017	SunPower Corporation Systems	\$ 375,000.00
CON10179	9/8/2017	PG&E	\$ 18,393.62
P0007862	9/11/2017	Ramos, David	\$ 2,114.60
P0007864	9/11/2017	Norm's Refrigeration and Ice Equipment, Inc	\$ 8,304.81
P0007865	9/13/2017	Palace Art & Office Supply	\$ 7,469.97
P0007867	9/13/2017	Amazon Business	\$ 1,240.42
P0007868	9/13/2017	San Joaquin Delta College	\$ 250.00
P0007866	9/13/2017	Amazon Business	\$ 161.06
P0007869	9/13/2017	B & H Photo-Video	\$ 1,415.71

P0007870	9/14/2017	Amazon Business	\$ 69.39
P0007871	9/14/2017	WRD Consulting Group LLC	\$ 12,000.07
P0007872	9/14/2017	Gawf, John	\$ 195.16
OP18209	9/14/2017	AT&T	\$ 2,400.00
P0007873	9/14/2017	Amazon Business	\$ 63.67
OP18210	9/14/2017	Quill Company	\$ 650.00
P0007874	9/15/2017	SVM LP	\$ 10,015.12
P0007875	9/15/2017	Amazon Business	\$ 457.77
P0007876	9/15/2017	PartsSource Inc	\$ 809.22
P0007879	9/15/2017	Vasquez, Kyle	\$ 90.00
P0007880	9/15/2017	Eagle, Eric	\$ 90.00
P0007881	9/15/2017	Computerland Of Silicon Valley	\$ 32,948.50
P0007878	9/15/2017	Pacific Rim Medical Systems Inc	\$ 402.21
P0007877	9/15/2017	Trujillo, Richard	\$ 2,616.00
OP18211	9/15/2017	Follett Higher Education Group	\$ 30,000.00
ME01163A	9/15/2017	A. Teichert & Son Inc	\$ 67,479.29
CON10190	9/15/2017	Vigeant, Noella	\$ 2,000.00
CON10189	9/15/2017	Williams, Ronald	\$ 1,000.00
CON10188	9/15/2017	Notary Public Seminars	\$ 2,000.00
CON10187	9/15/2017	Alamdari, Jeanne	\$ 400.00
CON10186	9/15/2017	Doell, Joanne	\$ 400.00
CON10185	9/15/2017	Gelsinger, Carly	\$ 1,600.00
CON10184	9/15/2017	Carver, Bonni	\$ 1,200.00
CON10183	9/15/2017	Manca, Maria	\$ 600.00
CON10182	9/15/2017	Irick Inspections Inc	\$ 175,000.00
P0007882	9/18/2017	Amazon Business	\$ 454.90
P0007883	9/18/2017	B & H Photo-Video	\$ 427.27
P0007885	9/18/2017	Amazon Business	\$ 104.63
P0007888	9/18/2017	SVM LP	\$ 7,013.71
P0007889	9/18/2017	Amazon Business	\$ 5,068.50
P0007884	9/18/2017	Quality Assurance Travel	\$ 1,775.00
P0007886	9/18/2017	American Water Works Association	\$ 4,119.68
P0007887	9/18/2017	Gawf, John	\$ 333.68
CON0187A	9/18/2017	Allee, Brian	\$ 400.00
P0007893	9/19/2017	Community College Facility Coalition	\$ 909.00
P0007892	9/19/2017	Ernie's Plumbing & Repair Service Inc	\$ 602.00
P0007890	9/19/2017	Ernie's Plumbing & Repair Service Inc	\$ 1,798.80
P0007891	9/19/2017	Ernie's Plumbing & Repair Service Inc	\$ 5,544.00
P0007900	9/20/2017	Vistaprint Netherlands BV	\$ 1,430.63
P0007901	9/20/2017	Amazon Business	\$ 190.78
P0007902	9/20/2017	Compansol	\$ 399.00
P0007904	9/20/2017	Pacific Sierra Board of Officials	\$ 2,800.00
P0007895	9/20/2017	Palace Art & Office Supply	\$ 62.56
P0007896	9/20/2017	Palace Art & Office Supply	\$ 84.25
P0007897	9/20/2017	Palace Art & Office Supply	\$ 154.16
P0007898	9/20/2017	Palace Art & Office Supply	\$ 146.36
P0007899	9/20/2017	Palace Art & Office Supply	\$ 70.01
P0007894	9/20/2017	Animal Damage Management Inc	\$ 185.00
P0007905	9/21/2017	Palace Art & Office Supply	\$ 590.78
P0007906	9/21/2017	Whigham, Stephanie	\$ 90.00
P0007908	9/21/2017	Moore Medical LLC	\$ 718.84
CON10193	9/21/2017	BFGC - IBI Group Architecture Planning	\$ 1,000.00

CON10194	9/21/2017	Kone Inc	\$ 3,901.80
CON10192	9/21/2017	Pacific Monarch	\$ 1,700.00
P0007909	9/21/2017	Williams Party Rentals	\$ 420.43
P0007910	9/21/2017	Umoja Community Education Foundation	\$ 1,894.00
CON0053A	9/21/2017	Quality Landscape Service Inc	\$ 9,810.50
P0007913	9/22/2017	Quality Landscape Service Inc	\$ 8,388.50
P0007914	9/22/2017	Richard McMahon	\$ 98.10
P0007911	9/22/2017	Cresco Equipment Rental	\$ 875.00
P0007912	9/22/2017	Cresco Equipment Rental	\$ 1,146.05
CON10196	9/22/2017	Central Coast Sign Language Interpreters	\$ 25,000.00
CON0110A	9/22/2017	Higher Ed Profiles	\$ 12,000.00
P0007918	9/25/2017	The Print Shop	\$ 430.55
P0007921	9/25/2017	Enos, Robert	\$ 1,600.00
P0007922	9/25/2017	Sublime Promotions LLC	\$ 2,820.50
P0007923	9/25/2017	Gawf, John	\$ 138.27
P0007924	9/25/2017	Amazon Business	\$ 167.84
P0007926	9/25/2017	Palace Art & Office Supply	\$ 889.01
P0007927	9/25/2017	Modesto Junior College	\$ 400.00
P0007915	9/25/2017	CDW Government Inc	\$ 28.27
P0007916	9/25/2017	Dell Marketing	\$ 818.43
P0007919	9/25/2017	Dell Marketing	\$ 818.43
P0007920	9/25/2017	Dell Marketing	\$ 132.04
P0007917	9/25/2017	Dell Marketing	\$ 126.04
P0007928	9/26/2017	The Print Shop	\$ 734.66
P0007929	9/26/2017	Sehi Computer Products	\$ 6,205.53
P0007931	9/27/2017	WRD Consulting Group LLC	\$ 23,687.00
P0007933	9/27/2017	Alpha Media LLC	\$ 3,000.00
P0007934	9/27/2017	Amazon Business	\$ 49.04
P0007935	9/27/2017	InfoPower Communications	\$ 776.00
P0007936	9/27/2017	Civil Air Patrol Magazine	\$ 450.00
P0007932	9/27/2017	Gawf, John	\$ 209.49
ASB18004	9/27/2017	California Community College Student	\$ 2,065.00
P0007937	9/28/2017	San Jose State University	\$ 27,402.67
CON0064A	9/28/2017	County of Santa Clara	\$ 233,161.80
			\$ 1,989,650.43

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

October 10, 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 for September 1 to September 30, 2017.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

Meeting Date: October 10, 2017

Agreement Number	Amount	Vendor	Description
CON10172	no fee	Red Hat Academy	Web-based software for textbooks 8/24/17-8/24/18
CON10173	\$ 375,000.00	Solar Storage Fund C, LLC	Battery Services for Gavilan Solar Project 8/30/17-8/30/27
CON10174	\$ 20,000.00	Higher Ed Profiles	Higher Ed Profiles, Inc 9/1/17-8/31/18
CON10175	\$ 17,377.80	Comp View Inc	Life Science Classroom audio visual upgrade projector, screen and system input panel installation 9/13/17-9/12/17
CON10176	\$ 10,000.00	Benito Link	Advertising Portal on the front page of Benitolink website 9/13/17-9/12/17
CON10177	\$ 8,041.00	Ellucian Company L.P.	Advisory Support for Banner Human Resources 9/1/17-6/30/18
CON10178	\$ 8,041.00	Ellucian Company L.P.	Advisory Support for Banner Student Cal B 9/1/17-6/30/18
CON10179	\$ 18,393.62	PG&E CFM /PPC Department	Gas and Electric Service for Athletic Fields Project 8/19/17-8/19/27
CON10180	\$ 5,900.00	Chancellors Office of the CA COCCC	Facilitate compliance by community college districts with the information reporting requirements of Students Right to Know 7/1/17 -6/30/20
CON10181	\$ 26,000.00	Professional Personnel	Bob Barr to develop an automated interface system between Banner and TOPSpro Enterprise for data and reporting 6/1/17 - 12/30/17
CON10182	\$ 175,000.00	Irick Inspections Inc	Inspection Services for Athletic Fields, Gym Bleachers and Flooring Project 5/10/17 - 10/31/17
CON10183	\$ 600.00	Maria Manca	Community Ed Instructor 8/10/17 - 6/30/18
CON10184	\$ 1,200.00	Bonnie Carver	Community Ed Instructor 8/10/17 - 6/30/18
CON10185	\$ 1,600.00	Carly Gelsing	Community Ed Instructor 8/10/17 - 6/30/18
CON10186	\$ 400.00	Joanne Doell	Community Ed Instructor 8/10/17 - 6/30/18
CON0187A	\$ 400.00	Brian Allee	Community Ed Instructor 8/10/17 - 6/30/18
CON10188	\$ 2,000.00	Notary Public Seminars	Community Ed Instructor 8/10/17 - 6/30/18

CON10189	\$ 1,000.00	Ronald Williams	Community Ed Instructor 8/10/17 - 6/30/18
CON10190	\$ 2,000.00	Noella Vigeant	Community Ed Instructor 8/10/17 - 6/30/18
CON10191	\$ 500.00	Voices For All	Community Ed Instructor 8/10/17 - 6/30/18
CON10192	\$ 1,700.00	Pacific Monarch	Football Transportation to and from Pittsburg-Los Medanos College on Saturday 9/16/17
CON10193	\$ 1,000.00	IBI Group	Design, Casework and Sourcing Services for Cabinets at Coyote Valley Site and Wall Blocking 9/14/17 - 7/31/17
CON10194	\$ 3,901.80	Kone Inc	Social Science Elevator Repair 9/14/17 - 10/6/17
CON10195	no fee	Chancellor's Office of the CA COCCC	Chancellor's Office Tax Offset Program to perform administrative services and collect outstanding student financial aid fees owed to the district 10/1/17 - 12/20/18
CON10196	\$ 25,000.00	CCSLI Inc	American Sign Language interpreting services 8/28/17 - 12/16/17
CON10197	\$ 26,380.00	Seward L. Schreder Construction	Prepare Parking Lot for Solar Project 9/26/17 - 10/6/17
CON9969B	\$ 3,721.40	Kone Inc	Elevator Maintenance (new contract based on rate increase) 6/16/17 - 6/30/20

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

October 10, 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: Santa Clara County Treasury Investment Portfolio Status as of
June 30, 2017

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

Proposal:

That the Board of Trustees review the Santa Clara County Treasury Investment Portfolio Summary.

Background:

The District's funds are invested in the County Treasury. Attached is their report. Government Code Section 53646 makes it permissive that the Board of Trustees review District investments on a quarterly basis. The complete portfolio is on file in the Superintendent/President's Office and available for review upon request.

Budgetary Implications:

For information purposes only.

Follow Up/Outcome:

None needed.

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

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

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



Quarterly Investment Report

June 30, 2017



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Quarterly Investment Report Table of Contents

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Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitian

County Executive: Jeffrey V. Smith

Santa Clara County Commingled Pool and Segregated Investments



June 30, 2017

Fund	Cost Value**	Market Value	Variance	% Variance
Commingled Investment Pool	\$6,730,196,172	\$6,714,607,595	-\$15,588,577	-0.23%
Worker's Compensation	\$27,883,395	\$27,941,817	\$58,422	0.21%
Park Charter Fund	\$4,107,787	\$4,108,947	\$1,159	0.03%
San Jose-Evergreen	\$20,095,477	\$20,142,574	\$47,097	0.23%
Medical Malpractice Insurance Fund (1)	\$9,098,495	\$9,081,592	-\$16,903	-0.19%
Total	\$6,791,381,326	\$6,775,882,524	-\$15,498,802	-0.23%

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

Fund	2017			2016
	<u>Apr 30</u>	<u>May 31</u>	<u>Jun 30</u>	<u>Jun 30</u>
Commingled Investment Pool	0.99%	1.18%	1.25%	0.90%
Worker's Compensation	1.43%	1.40%	1.42%	1.20%
Weighted Yield	1.13%	1.18%	1.25%	0.90%

*Yield to maturity (YTM) is the rate of return paid on a bond, note, or other fixed income security if the investor buys and holds it to its maturity date and if the coupon interest paid over the life of the bond is reinvested at the same rate as the coupon rate. The calculation for YTM is based on the coupon rate, length of time to maturity, and market price at time of purchase.

Yield is a snapshot measure of the yield of the portfolio on the day it was measured based on the current portfolio holdings on that day. This is not a measure of total return, and is not intended to be, since it does not factor in unrealized capital gains and losses and reinvestment rates are dependent upon interest rate changes

**Cost Value is the amortized book value of the securities as of the date of this report.

Santa Clara County Commingled Pool and Segregated Investments

Portfolio Strategy



June 30, 2017

During the June 14, 2017 meeting of the Federal Reserve Bank (Fed), policy makers decided to increase interest rates for the third time in six months. The Fed had kept rates at near zero from the end of 2008 through most of 2015. Policy makers began lifting the bank's benchmark lending rate in equal increments of 25 basis points (a quarter of one percent) in December 2015. The Fed hiked rates again in December 2016 and most recently in March 2017. This specific rate applies to overnight loans charged among large banks. It is widely expected that the new rate will fluctuate in a range between 1 percent and 1.25 percent.

Policy makers have reiterated their resolve to further increase interest rates in 2017 continuing into 2018 and 2019 while acknowledging that inflation is occurring at a pace much slower than anticipated. The Fed has hiked rates with the express intent of constraining inflation growth, but lately, inflation growth has been decelerating. The personal consumption expenditures price index (PCE deflator), the inflation measure, favored by policy makers grew by only 1.4 percent over the past twelve months ending in June and has dropped for four consecutive months since February. The consumer price index (CPI), after excluding volatile categories such as food and energy prices, rose 1.7 percent over the past twelve months ending in June, a reduction compared to the 2.2 percent rise measured in March. Policy makers who gauge growth in excess of 2 percent as inflationary feel it is too early for concern over recent inflationary weakness. Policy makers cite non-recurring, one-time events as factors causing recent inflation trends and contend that an ever-tightening job market eventually will boost wages further and cause inflation to accelerate.

Although June's unemployment rate of 4.4 percent barely changed from the prior month, the overall trend in employment growth remains more than robust enough to keep the unemployment rate trending lower. Non-farm payrolls increased by 222.0 thousand jobs during the month. Many economists along with Federal Reserve policy makers comfortably conclude the labor market is at or near full employment. This means that most workers who are seeking a job can find one and businesses are left struggling to find qualified workers in an increasingly tighter market.

Historically, during this stage of the cycle, wage growth quickly accelerates. So far, this has not occurred. Average hourly earnings for private-sector workers over 12 months ending in June, 2017 rose only by 2.5 percent (63 cents), the same annual growth rate in late 2015. This was unchanged from May's reading, a month earlier. Economists suspect that the global labor market, a source for alternative cheaper labor may be constraining U.S. wages. A more persuasive explanation is that corporations are reluctant to raise pay, in part to protect their profit margins particularly, in the absence of rebounding revenues. Job openings are currently at an all-time high because some employers have delayed hiring to avoid paying elevated levels for the talent matching their requirements. It is also important to keep in mind the statistical impact of recent trends in job growth which has tilted toward lower wage fields including work at restaurants and retail stores. Although, minimum-wage increases in many states have boosted pay in those low paying sectors, employment growth in those fields reduces the average wage gains as measured across all jobs.

The portfolio strategy continues to focus on the:

- (1) acquisition of high quality issuers;
- (2) identifying and selecting bonds with attractive valuations;
- (3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near term obligations; and
- (4) ensuring that monies targeted for longer term investments are deployed in vehicles with favorable risk adjusted yields.

Broker-dealers have generally down-sized the amount of securities carried in inventories in response to risk-curbing rules crafted after the 2008 financial crisis. These risk curbing rules include the international regulatory framework for banks called Basel III and the U.S. 2010 Dodd-Frank Law. With more efficient software, the Treasury Division is addressing this issue by having increased its capability to review a larger volume of inventory listings to find attractive bonds. Portfolio structuring does not rely on interest rate anticipation strategies. These are strategies which primarily speculate on the direction of interest rates as a means to earn favorable returns.

Santa Clara County Commingled Pool and Segregated Investments



Portfolio Compliance, Review, and Monitoring

June 30, 2017

Yield and Weighted Average Maturity

The yield of the Commingled Pool is 1.25 and the weighted average life is 528 days.

Compliance

The County Treasurer believes the Commingled Pool contains sufficient cash flow from liquid and maturing securities, bank deposits and incoming cash to meet the next six months of expected expenditures.

Review and Monitoring

FTN Financial Main Street Advisors, the County's investment advisor, currently monitors the Treasury Department's investment activities.

Additional Information

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by the Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

October 10, 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 Employees of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the Board of Trustees review recognition of the following Employees 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, August 2017 – Grant Richards

Grant Richards was nominated because of his continued commitment to being a wonderful instructor. He always comes ready to work and is very dedicated to the students of Gavilan College. Grant is incredibly passionate about teaching film and this passion is infectious. Further, he loves to see his students grow and is always exceedingly patient while working with them. Whether In or out of the classroom, Grant devotes a lot of his own personal time to help provide a better learning experience and outcomes for students. Grant Richards, whether doing the podcasts, creating Gavilan College productions or teaching, is invaluable to the continued positive environment that the college seeks to foster. Gavilan College is fortunate to have an instructor like Grant Richards.

Employee of the Month, September 2017 – Lonnie Terrill

Since I've begun working with Lonnie, he has consistently gone above and beyond the call of duty. He demonstrates this in small ways that paint a clear picture of his character and work ethic. For example, Lonnie noticed that I had a package under my mailbox for several days that I hadn't noticed, and he personally dropped it off at my office just to help out. When we was unpacking a crate outside of my building, a small amount of sawdust remained on the sidewalk. Rather than let it blow away, as I think

many would have, Lonnie searched the building until he found a broom and dust pan and went back outside to sweep it up. He thinks nothing of helping others with whatever their needs are, and has been extremely helpful and accommodating a variety of warehouse requests. These seemingly small items add up to a picture of the individual and his commitment to the institution. To top it all off, he's a joy to work with given his positive attitude and friendliness. For all of these reasons and more, Lonnie deserves to be Employee of the Month.

Budgetary Implications:

None

Follow Up/Outcome:

1. Human Resources will contact the employee and let them know that he/she was selected as the EMPLOYEE OF THE MONTH.
2. Human Resources 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 A. Rose, Superintendent/President

Prepared By:



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

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

INFORMATION

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

October 10, 2017

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

Administrative Services

SUBJECT: Report on General Obligation Bond Measure Pre-Election Survey

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

Proposal:

A presentation on the findings of the General Obligation Bond Measure Pre-Election Survey recently completed by True North Research Inc.

Background:

A Pre-Election Survey has been completed to evaluate the electoral feasibility of a General Obligation Bond Measure being placed on the ballot in 2018. The survey by True North Research Inc. provides an unbiased, statistically reliable evaluation of voters' interest in supporting a local bond measure, as well as identify how best to align the measure proposed to perform for the District.

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

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

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

Gavilan Joint Community College District Governing Board Agenda

October 10, 2017

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

Instruction Office

SUBJECT: 2016-2017 Institutional Effectiveness Committee (IEC) Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the 2016-2017 IEC Annual Report.

Background:

The IEC reviewed four programs during the 2015-16 academic year: Career Transfer Center, English, English as a Second Language, and Social Sciences.

Budgetary Implications:

Program Plans will be tied into the annual budget development process.

Follow Up/Outcome:

Programs will present follow up information to the IEC until recommendations have been completed.

Prepared By: Erin Crook, IEC Committee Chair

Recommended By:



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

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

**INSTITUTIONAL EFFECTIVENESS COMMITTEE (IEC)
ANNUAL REPORT
2016-2017**

Committee:

Dr. Randy Brown, Dr. Eduardo Cervantes, Mohua Chatterjee, Erin Crook (chair),
Mari Garcia, Sydney La Rose, Connie Phillips, Herb Spenner, Susan Sweeney,
Dr. Peter Wruck

Michele Bresso: Ex-Officio Pilar Conaway: Administrative Support

Programs Reviewed

- Career Transfer Center
- English
- English as a Second Language
- Social Sciences
 - Anthropology
 - History
 - Political Science
 - Psychology
 - Sociology

Status Updates

- General Counseling
- MESA
- Natural Sciences
- Public Information Office
- TRiO

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INTRODUCTION

Overview

The Institutional Effectiveness Committee (IEC) reviewed the following programs during the 2016-2017 academic year: Career/Transfer Center, English, English as a Second Language, and Social Sciences, which consists of Anthropology, History, Political Science, Psychology and Sociology.

The IEC Annual Report includes two sections:

1. Program Review Self Studies: This section includes two parts for each program.
 - a. IEC Executive Summary, submitted by the IEC, summarizing the program's main goals and the committee's recommendations.
 - b. Self-Study Summary: This section is taken directly from the Self-Study of each program, and summarizes the major themes in the Self-Study.
2. Status Update Reports: This section contains the status updates, submitted by each program two years after the Self Study submission, and providing updates on recommendations made by IEC during the Self Study phase of the Program Review cycle.

Process

Programs slated to submit Self Studies and Status Updates are notified at the beginning of Fall semester and are provided an orientation in September of the academic year. The orientation introduces the programs to their IEC support team and explains the process, including a tour of the website and self-study forms. Two or three committee members are assigned to each program under review. These teams assume a support function, supporting and communicating with the program representatives throughout the process. Program representatives are counseled on how best to complete the self study, which includes a discussion of the goals of Program Review, advice on how to collaborate with other members of the program and other programs on campus, and information about changes since the last cycle; for example, this year, there were newly approved changes to the Self-Study forms, with the addition of questions about the Institutional Effectiveness Partnership, and about Student Equity.

The program reps work on the self study throughout the fall semester, with the goal of getting a first draft to the committee by the deadline, early in Spring semester. While some programs are working on their Self-Studies, the others are submitting their Status Updates, which are reviewed during Fall semester. Early in Spring, when the Self-Studies come in, committee members review each submission and provide comments and suggestions for revision. The suggestions are then forwarded in electronic form to the programs under review, who then meet with their support teams to go over the revision suggestions in detail. Deadlines are established for submission of the final draft. After the revisions are submitted, the support teams for each program develop the Executive Summaries, which summarize each programs broader goals, challenges and plans, and outlines the committee's recommendations for the next cycle. The committee reviews, discusses, revises and votes on each Executive Summary. Lastly, the committee discusses, revises and votes to approve the Annual Report, which consists of Executive Summaries and Self-Study summaries. After being approved by the committee, the Annual Report goes to the Board of Trustees for approval, and then on to various campus committees as an information item.

The complete text of each Self-Study report as presented to the committee may be found on the IEC website, pending Board of Trustees approval of the Annual Report.

IEC Evaluation of the Process for 2016-2017

There were several notable changes to the process implemented this year. For example, this was the first time these programs used the new form, which asks about the Institutional Effectiveness Partnership Initiative (IEPI). The Chancellor's Office, with the help of Santa Clarita CC, administers the initiative. Gavilan was asked to develop framework indicators designed to measure the success of recent programs and resources dedicated to student success and student equity. The Self-Study report form solicits information relevant to the goals of this initiative, including hard data as well as narrative analysis, further integrating the program review process and strategic planning process. The committee will continue to focus on the program review process as an integral part of Gavilan's overall vision for student success, and every program from this point forward will report on their progress in this area.

Additionally, during this past cycle, the committee completely revised the seven-year rotation schedule for program review. The committee reviewed all the programs in the rotation and revised the order, deleting programs that no longer exist, and adding new ones like the Learning Commons. The revision ensured that going forward, all programs in a certain area will be reviewed at the same time. For example, now all programs under the Vice President of Student Services, Administrative Services, Academic Affairs, and Career/Technical Education are reviewed in the same cycle, thereby allowing the stakeholders to collaborate whenever possible to examine the larger shared issues affecting their areas, and the various ways the different programs interact with and affect one another.

The committee also voted to amend the timeline, beginning with Academic Year 2017-2018. Instead of notifying program reps in the Fall that they will be undergoing Program Review, the committee voted to conduct notifications and orientation in Spring. From now on, the first draft of the Self-Studies and Status Updates will be due during the Fall Semester instead of at the beginning of Spring semester. This move accomplishes two things: 1) it allows program reps the option of working on their Self-Studies and Status Updates during the summer and working on their revisions during winter break and 2) it spreads the workload of the IEC committee members more equitably throughout the year, allowing equal time to review and discuss first and second drafts of the Self-Studies and Status Updates. Instead of having the bulk of the work backed up at the end of the semester, and often running into summer, these changes will ensure that the first and final drafts are submitted in enough time for thorough review and revision, and that the Annual Report is approved before the committee breaks for summer. The first Spring orientation was held in May for the upcoming programs under review, and the committee will assess and evaluate the effectiveness of this change during the coming cycle.

The changed timeline was partially in response to some issues that came up this year around submissions of Self-Study revisions. While most of the Self-Studies were submitted on time (which is an improvement from past years), the revisions were a different matter. We received a final draft from only one of the programs under review this year: English as a Second Language. Two other Self-Studies, English and Career/Transfer, submitted drafts too late to be considered for meaningful revision. English was awaiting revision suggestions from the committee, while Career/Transfer, being novice to the program review process, needed multiple 1-1 meetings with

the support team. The last program, Social Sciences, submitted no revision at all. The initial report was submitted on time, but it was noted at the time of submission that it was on the wrong form. After receiving the rest of the committee's suggestions for revision in April, they determined that a month was not enough time to address those suggestions. Further inquiries about revision, including a request to transfer the responses onto the proper form, received no response, and so the first draft had to stand as the final draft. To avoid a repetition of these problems, which were not insignificant in a year with only four Self-Studies, and which will be unsustainable during cycles with more, the committee implemented the earlier timeline. Other measures that will be implemented in the next cycle include bringing the Deans and Vice Presidents into the process more visibly, and the support teams making earlier and more frequent contact with program reps to check on progress.

Other changes include an overhaul of the Committee website, which streamlined the documents available to the campus community, a revision and adoption of new by-laws, which addressed the committee make-up and responsibilities, and several changes in membership, including a new Ex-Officio member, Michele Bresso, in place of Kathleen Rose, and three new committee members that came on mid-year, receiving their orientations in February. The committee is now more complete than it has been in a long time, but is still in need of another faculty member, and a student representative. The Chair is working with the Senate President and the President of the Associated Student Body to fill those vacancies for fall.

For the next cycle, in addition to maintaining and evaluating the changes implemented this year, the committee will focus on a few more goals, such as: 1) developing criteria for defining what a "program" is, and articulating how all programs operate in concert with one another on campus, 2) developing protocol for identifying and addressing struggling programs, programs in crisis and/or programs that lack adequate personnel and support for the review process, and 3) designing an evaluation tool that allows programs undergoing review to respond to the committee and make suggestions on the process and the forms once their Self-Study review is complete.

At the first meeting of the next cycle, in September of 2017, these and other suggestions for improving the process will be discussed. Meanwhile, the IEC continues to encourage the campus community to read the findings from all reports as they relate to the strategic planning process, as well as in preparation for future program reviews and overall college improvement.

EXECUTIVE SUMMARIES AND SELF-STUDY SUMMARIES

Executive Summary: Career/Transfer Center

Major Program Goals:

- Institutionalize funding for CTC personnel and resources
- Increase awareness of CTC on and off campus
- Track student usage of CTC resources, in person and online
- Assess the effectiveness of strategies for promoting CTC
- Collaborate with on-campus and community resources to achieve CTC goals

Concerns/Trends:

- Limited staff
- No institutionalized funding or budget
- CTC is underutilized, due to students lack of awareness or interest
- More resources needed for certain student demographics, such as online students and students identified in the Equity Report

Plans for Addressing Concerns and Trends:

- Request position be increased to 12 months, and request two work study students
- Work to get position and budget funded through general fund
- Develop strategies for student outreach, such as forming partnerships with faculty for visits to classrooms, using social media, establishing a transfer club and career club
- For online students: develop and promote web based resources such as job boards, virtual university visits, self assessment for career choices, etc

IEC Recommendations:

- In conjunction with the VP of Student services, update program plan to reflect more specific, action-based goals and strategies in the following areas: 1. outreach and promotion of CTC, 2. identification of student needs and potential solutions, 3. data collection, 4. collaboration with other groups on and off campus and 5. assessment of current activities
- With the help of VPSS, develop a list of activities, events and resources to achieve the goals identified in the Program Plan
- Work with VPSS to identify ways to secure institutionalized funding for personnel and budget for CTC
- With VPSS, collect salient data with the goal of exploring possibility of increasing hours for coordinator and hiring work study students to help achieve goals identified in program plan
- With the support of VPSS, look into forming an advisory group, perhaps including representatives from counseling, the retention specialist, CTE, EOPS and CalWORKs, to provide support and guidance in articulating mission and long term goals of CTC, and the day to day operations of the center.

Self-Study Summary: Career/Transfer

The new Gavilan College Career Transfer Center opened Fall 2015 Semester.

The concern to develop a campus transfer culture was addressed, thereby increasing the knowledge from the student body about the CTC services which are addressed in the program plan. Focus has been concentrated on improving communication with classroom visits and providing information to the off-campus sites.

Primary focus is to encourage teachers to advocate for CTC as a resource, build awareness. In addition, a CTC website and Facebook page has been developed. CTC coordinates the TAG and TAP programs which are facilitated by University campus visits. To assist students with Career/Jobs, CTC website has a designated webpage where students can view online current job postings and explore employment opportunities directly with Employers. Career Café is an online job search tool where students are connected with Cal Jobs (EDD). Students can complete a Career Assessment with EUREKA to identify their values, interest, skills and aptitude. The CTC staff provides assistance to students individually and group sessions by providing career assessments, resume writing, completing college applications and sharing job search information, thereby making a career selection decision. CTC helps students with job search etiquette, interviewing skills, resume workshops in preparation to meet with potential employers.

Gavilan Career Transfer Center offers assistance to students in transferring to a variety of institutions. Helps guide and support students on their journey beyond Gavilan College and transferring to a four-year college or university. The resource library consists of California and nationwide colleges and career reference material. The CTC is committed to work closely with the counseling academic senate, department chairs, administration, to ensure the transfer process functions with a high priority for the students.

COLLABORATION:

Collaborating with the academic programs such as English, Math and Science classes, including Guidance classes and support programs. Equity students are targeted by the CTC coordinating and collaborating with a number of programs, particularly those who are underrepresented in the transfer process. These programs include; Veterans, DRC, EOPS, TRIO, MESA, Puente. The CTC is committed to working closely with the counseling department, academic senate, department chairs, administration, to ensure the transfer process functions with a high priority for the students

TRANSFER SERVICES FOR STUDENTS INCLUDE:

Individual Assistance, Visits from University Representatives; Transfer Preparation Workshops; Transfer Fairs; Resource Library; Transfer Website and Internet Resources; Referrals; Collaboration and Coordination with Gavilan Guided Pathways Project implementation. Gavilan Career Transfer Center helps students assess career options and explore job opportunities.

CAREER SERVICES FOR STUDENTS INCLUDE:

Career Assessments; Student referrals to Counseling Services for individual career guidance; Student referrals to Counseling Services for individual career guidance; Resource Library;

Current Employment Information; Career Development Workshops; Career Job Fairs; Collaboration and Coordination with CTE's Strong Workforce Program. Currently Gavilan Career Transfer center is operating with a 11 month Career Transfer Specialist and no operational budget. The Gavilan CTC received start-up reopening funds per an allocation from the Gavilan Equity Plan.

Important emerging trends affecting the Career Transfer Center are the need for improvement in the transfer, graduation and certificate outcomes in the Equity goals, improving the career identification and certification of incoming students; and increasing online tools for student self-assessment. Promote the use of SKYPE as communication source for cranium café , virtual connectivity and access for students, advisors , counselors and others based on service demand to satisfy requirements in a timely and close-loop collaborative manner mutually beneficial to all participants. The ability to access information and present students with a 24hr interactive availability hopefully will yield effective results!

Some primary goals and objectives for the short and long term include:

Gavilan CTC has achieved some significant accomplishments since reopening the Center in September 2015. The College Transfer Day Event in November 2015 and 2016 were resumed and embraced by a large number of CSU and Private Universities and Colleges. (On March 16, 2017 an average of 450-500 participants) Similarly on the Career and Job Fair venue (There was an average of 500-550 participants) during this period. Several Employers visited the campus to share insights on the skills needed and spent valuable time talking with Gavilan Students and Community members on expanding and creating a strong workforce to meet changing business demands in a local and globally competitive market!

Gavilan CTC will strengthen its communication outreach, develop partnerships and collaborate with CTE, Faculty, Staff, Students and University/College Admission Representatives to increase and facilitate student transfers from Gilroy main campus, Hollister, Morgan Hill, San Martin and new San Jose Coyote Valley location. Organize and establish a CTC Advisory Board.

INCREASED STAFFING and BUDGET REQUEST INCLUDE:

Recommend increasing the Career Transfer Specialist position to 12 months to support full year career and transfer services for Gavilan students and maximize coverage for outreach to remote campuses in Morgan Hill, San Jose Coyote Valley and Hollister in addition to providing continued guidance and support and outreach to local businesses in the Gilroy community. Add two work/study students to assist and support CTC objectives 2017-2018. Increasing to full year support and the addition of more work/study students will allot the CTC specialist more dedicated time to research, report writing, website development and updating, event planning and visits to offsite campus. Also include time to develop partnerships with local employers and universities and on campus equity groups; EOPS, Veteran, TRIO/MESA, DRC, Puente. Gavilan CTC's expanded student services role creates some key challenges that must be addressed with additional resource and financial needs to maintain student services and implementation of new programs.

Some of the key challenges include:

The need to increase Gavilan student participation, presence at Career Fairs / Transfer Day and CTC Events on campus .In addition there is a need to develop and implement an effective incentive approach to encourage Gavilan student participation. Another recommendation which is supported by a Department Chair was the idea to link Gavilan Career Transfer Center's

website into the academic I-Learn class description as students explore their courses. This may prove to be a valuable information sharing approach to increase overall event awareness and sign-ups at beginning of semester class scheduling.

I sincerely hope this summary overview gives you a glimpse into the progress Gavilan CTC has made over the 2015-2017 operational years. We have identified the emerging trends, as well as potential challenges. With proper planning and continued institutional support, CTC will provide Gavilan students with professional guidance and support that is aligned with the Gavilan College Strategic Plan.

Executive Summary: English

Major Program Goals:

1. Secure money for training in new pedagogies such as acceleration, SI, iLearn and integrated reading and writing, and support these pedagogies with proper data and oversight
2. Create the Learning Commons as a centralized resource for students, and integrate it with the Writing Center
3. Provide equitable tutoring services, preferably SI services, at all the off-sites for basic skills students
4. Work with faculty across disciplines to implement Integrated reading and writing pedagogy
5. Develop a system for collecting and analyzing data to evaluate the productiveness of new pedagogies
6. Expand Service Learning offerings
7. Improve portfolio system and perhaps expand to English 1a
8. Attract quality candidates for full time job, using SI, comp factor and increased support for training opportunities as incentives
9. Provide services, such as English Boot Camp and Summer Bridge programs
10. Develop a plan for addressing Information Competency requirement

Concerns/Trends

1. Turnover of part-time faculty
2. Lack of capacity to utilize data.
3. Workload and compensation, particularly for part time faculty.
4. Change in 1A course to 4 units and modifications to the Supplemental Instruction program.
5. Provision of academic support for off-sites.
6. Distance education

Plans for Addressing Concerns:

1. Continue high levels of professional development.
2. Hire additional full time instructors.
3. Re-form SI program.
4. Develop online academic support system for evening and offsite students.

IEC Recommendations:

1. Establish and implement an advisory group, which includes the Director of Institutional Research, to guide development and evaluation of new SI and 4 unit 1A course.
2. Conduct regular reviews of student data, including flow data.
3. In accordance with existing hiring plan, add one full-time faculty.

4. Use exemplary portfolio assessment process used for basic skills classes to glean data to inform curriculum and program modifications.

Self-Study Summary: English

The English Department provides instruction in reading, composition, literature, creative writing, information competency and training for Writing Assistants that work in the Writing Center.

Reading classes include: English 420 and 260. Composition classes include: English 440, 250, 1A, 1B and 1C. Literature classes include: English 2A, 2B, 2C, 2E, 2F, 2H, 2J, 4A, 4B, 5A and 5B. Creative Writing classes include: English 9A, 9B and 9C. Writing Assistant training classes include: English 12A, 12B, 12C and 12D.

Significant accomplishments in the last cycle have included: Implementation of the English and film majors, establishment of the Learning Commons, establishment of the Supplemental Instruction program, approval for the Acceleration Program, hiring of one fulltime English instructor with a reading credential, approval to increase English 1A to four units, with the additional unit being an emphasis on information competency

Contribution to student achievement and student learning outcomes:

The English department provides the prerequisites for many of our transfer level classes, and as such provides students with pedagogy in composition and information competency, which are relevant to all classes. We also pair up with other departments and disciplines for Learning Communities and Service Learning Projects, in addition to sponsoring professional development opportunities such as Faculty Inquiry Groups and brown bag lunch discussions. The department coordinates the Writing Center and the Learning Commons, both of which provide resources, tutoring services, quiet study spaces, specialized workshops and printing services for students across all disciplines. We have created training opportunities for all faculty in subjects such as Acceleration and Integrated Reading and Writing.

Resources and Staffing Changes

We have in the last cycle hired one full time instructor with a reading credential, which allows us to staff more reading classes with a full timer. We also lost a seasoned full time instructor to the Humanities department, which decreased our ability to staff transfer level classes with a full timer. Part time instructor pools continue to fluctuate as people come and go, requiring us to engage in continuous training in such areas as Supplemental Instruction, distance learning, integrated reading and writing, acceleration, plagiarism detection software, etc. The full time faculty that we do have are a significant minority, and all but one are consistently taking release time for such activities as grant coordination, IEC, senate and union work, and other assignments. This leaves the vast majority of our classes to be taught by part timers, who are often undertrained and who have no support for critical tasks like office hours, participation in department decision making processes, etc.

Goals for the upcoming cycle

- a. Secure money for training in new pedagogies such as acceleration, SI, iLearn and integrated reading and writing, and support these pedagogies with proper data and oversight
- b. Create and maintain improved English Department website
- c. Create the Learning Commons as a centralized resource for students, and integrate it with the Writing Center
- d. Provide equitable tutoring services, preferably SI services, at all the off-sites for basic skills students
- e. Develop a strategy for dealing with information competency at the 1A level.
- f. Work with faculty across disciplines to implement Integrated reading and writing pedagogy
- g. Develop a system for collecting and analyzing data to evaluate the productiveness of new pedagogies
- h. Expand Service Learning offerings
- i. Improve portfolio system and perhaps expand to English 1a
- j. Attract quality candidates for full time job, using SI, comp factor and increased support for training opportunities as incentives
- k. Provide services, such as English Boot Camp and Summer Bridge programs, to boost student success rates.
- l. Develop a plan for addressing Information Competency requirement
- m. Hire two more full time English instructors
- n. Create a multiple-measure assessment tool to replace current tool

Executive Summary: English as a Second Language

Major Program Goals:

- Collaborate with Noncredit to create more Noncredit courses at all ESL levels, including contextualized ESL courses and dual-listed courses.
- Provide more academic support for students
- Increase number of certificates awarded
- Strengthen bridge between Credit and Noncredit programs,
- Help ESL students integrate into the larger college community in order to meet their educational goals.

Concerns/Trends:

- Decreased number of enrollment in ESL credit classes and increase in non-credit enrollment
- Enrollment and success rates in Credit program have declined significantly
- ESL assessment scores are not being entered into Banner, which affects priority registration
- There are discrepancies recorded in the number of petitions for certificates that are filed and the number recorded in Banner as having been awarded.
- There are potential compensation issues for full time instructors who are forced to teach non-credit as part of their load due to declining enrollments in the Credit program.

Plans for Addressing Concerns:

- Implement monthly ESL meetings that include Noncredit faculty to develop dual enrollment and pathways
- 2. Address needs of identified populations in Equity Plan by offering free classes and books, gas cards, more tutoring, reestablished conversation groups, and referrals to on- and off-campus resources
- 3. Hire Instructional Specialist to address decreased success rates, administrative tasks such as data entry and student follow up and outreach.
- 4. Advocate for equitable pay between Noncredit and Credit programs.
- 5. Provide Kickstart Orientation and Educational Plan opportunities through Counseling to boost success rates and ease transition to larger college community and to encourage students to petition for their certificates

IEC Recommendations

- Gain access to Banner to enter ESL assessment test scores.
- Collaborate with Basic Skills counselor to visit classrooms of Intermediate II and Advanced II courses to complete graduation petitions to help increase the number of students who petition for certificates of proficiency
- Collect data to support request for additional Instructional specialist hours
- Work with IT and A and R to resolve discrepancy issues for ESL certificates.
- Examine flow rates and identify potential areas that could be streamlined and/or benefit from Acceleration
- Examine pros and cons of a merger between Credit and Noncredit programs.

Self Study Summary: English as a Second Language

The ESL Department provides English language instruction to native speakers of other languages from basic to advanced level of proficiency. Students are of predominantly Hispanic background, many of them not having more than an elementary school education. The complete ESL Program contains seven levels: Lifeskills 1 and 2, Beginning, Intermediate I and II, and Advanced I and II. When students begin at the first level, it normally takes them three-and-a-half years to complete the program if they take a full load each semester. The first four levels are offered in an Integrated Skills format. The last three levels are a combination of listening/speaking, reading/vocabulary, writing and/or grammar courses.

Reasons for attending ESL classes vary. Some students seek solely to gain personal enrichment, while others wish to obtain certificates, the A.A/A.S. degree, or to transfer to a university. Before exiting the program, students take a writing exam to demonstrate competence to take mainstream English classes. Based on data collected, the students have been very successful, with the greater majority placing into English 250/260. At the advanced level, a counselor visits the Composition class to share information about further educational opportunities. Students proceed by making a counseling appointment to make an individualized educational plan. This process contributes to their successful transition from ESL to mainstream courses. Students also complete a Kickstart Orientation and GUID 210 to qualify for priority registration. The ESL Program offers two Certificates of Proficiency, one at the Intermediate II level and one at the Advanced II level. Comparable certificates will be created for Noncredit.

The ESL Department enjoys, above all, a spirit of collaboration. Instructors are willing to give of their time and talent to work collectively to accomplish tasks in a timely manner. There is much interaction among instructors within their levels, strands, and as a whole. Part-time faculty, especially, go above and beyond their duty in support of the department and students. The two ESL Instructional Program Specialists have provided much needed support for the students. In December 2015, one of the ESL Instructional Specialists retired. Since then, the ESL Instructors have tried to absorb the loss. As a result, some ESL students have been underserved in the area of tutoring and support.

Although a bridge from Noncredit to the Credit program had been a goal for a number of years, declining numbers in the program moved the ESL Program to pilot a Noncredit ESL class on the Gilroy main campus. Next, the plan was to move this cohort of Noncredit students through to the next level alongside Credit students by offering dual-listed courses. Now, the program hopes to move this cohort from the intermediate to advanced levels of ESL, so they can complete the ESL Program. The reason for implementing and expanding on the dual-listed format is to allow for more flexibility and more access; while there are various reasons why a student would choose one type of course over the other, Noncredit is especially beneficial for students who do not have permanent resident status. On the other hand, for students who do, it is advantageous to register for credit-bearing ESL classes as financial aid then becomes available, allowing students to live better while dedicating themselves to their language study. By offering both types of enrollment within one class, students have the choice to select the one that is most helpful to their personal situation. Through this process the ESL Program will continue to collaborate with Noncredit to offer more dual-listed courses, so that the program can create better access and a variety of pathways to success for ALL of the second language learners in the community. Through the modification of the ESL Program with its integration of Noncredit,

Credit and dual-listed ESL courses, including all levels of ESL from beginning to advanced, ESL bridge courses that articulate with English 250 and 260 as well as general education courses, basic contextualized ESL courses that can lead to advanced CTE courses, and a variety of certificate bearing courses, the ESL program is now better able to meet the diverse language and educational needs of the community.

Executive Summary: Social Sciences

Major Program Goals

- Create ADTs in LGBTQ Studies, Sociology, Social Justice, and Social Work
- Track transfer rates of all students with SS majors
- Cross-discipline collaboration to improve student success
- Expand service learning options for students
- Support part time faculty with mentoring and participation in department goals
- Develop more options for online students
- Maintain representation on faculty committees such as Senate and GCFA
- Develop resources with the Title V Civic Engagement Grant funding
- Emphasize fundamentals such as reading, writing and critical thinking skills when planning for Student Success, especially for students identified in the Equity Plan (Native American and African American even more specifically)

Concerns/Trends

- Lack of support for part time faculty
- Lack of significant improvement in student retention and pass rates, especially for online students and students identified in Equity Report
- No prerequisites for transfer level Social Science courses
- Lack of time and opportunity for faculty to meet together
- Lack of preparedness for dealing with emergencies, especially at the off-sites

Plans for Addressing Concerns

- Participate in formal and informal opportunities for cross-disciplinary collaboration, such as FIGs, Reading Apprenticeship, Habits of Mind, Service Learning Project, etc.
- Improve student success by focusing on fundamental skills such as reading, writing and critical thinking
- Take advantage of time saved by capping classes to schedule more meetings
- Align SLOs with PLOs, develop rubric to measure student success, provided there is adequate support for faculty undertaking this effort

IEC Recommendations

- Create more opportunities for faculty to meet together, with special emphasis on including part time faculty.
- Use existing data tools to identify disciplines, courses and student populations that are underperforming
- Use the results of data analysis to develop, implement and assess effectiveness of more specific strategies for improving student retention and pass rates, particularly for those students identified in the Equity Plan
- Align SLOs and PLOs, and assess LOs with the goal of using data collection to plan for future strategies

Self Study Summary: Social Sciences

Program description and services:

The Social Science Department offers a wide range of courses and majors that prepare students for lifelong personal and professional learning. Disciplines in the Social Science Department prepare students to ask critical questions, develop research skills, and communicate effectively. Students engage in a wide range of research, group, and personal growth activities. Majors offered in the Social Science Program prepare students for transfer to four-year institutions and teach students clarity of thought, global citizenship, interdisciplinary thinking, and ethical humanity.

The Social Science Department offers the following AA degrees: Liberal Arts in Social Science with an emphasis in Behavioral Studies; Liberal Arts in Social Science with a Cultural and Historical emphasis; Social Science with an emphasis in Community Studies; Social Science with an emphasis in Global Studies; Anthropology ADT; History ADT; Political Science ADT; and Psychology ADT. The department is developing new ADTs in LGBTQ Studies, Sociology, Social Justice, and Social Work.

Significant accomplishments since the last review period:

Since 2011, the department has strengthened disciplinary identity and differentiation within the department, especially with the establishment of ADTs in each departmental discipline. At the same time, the department has fortified its collaboration and teamwork across disciplines on key projects of common interest.

Over the past 4 years, social science degrees accounted for an average of 12% of the college's degrees conferred. The first year the department offered 3 new ADT degrees, its degrees conferred increased in number by around 20 degrees (totaling 71) in comparison with the previous 4 years. The degrees conferred in 2016 also increased by 2 to 3 percentage points in comparison with the previous 3 years.

The department has prioritized dialogue across disciplines of teaching methods to promote student success, including regular sharing of classroom and technological activities at meetings, and involvement in a variety of teaching conferences, initiatives, and pilot projects. The department's pilot project of capping courses at 45 students has made the implementation of these pedagogies possible. The 30-student cap for online courses has also allowed the department to implement effective pedagogies that have increased success rates.

The department has piloted and developed Service Learning initiatives since 2007. In 2014-5, department faculty helped envision what became a successful Title 5 grant proposal to bring long-term stability to a college-wide Civic Engagement effort that includes Service Learning, Project-Based Learning, and an online archive of student work.

The department has worked hard to integrate part-time faculty into all levels of departmental decision making and information-sharing. This integration has borne fruit in the increased participation of part-time faculty at the department and college level, and in an appreciable increase in part-time faculty professional development activities off campus.

Program's impact on student achievement and student learning outcomes;

Over the past 5 years, the average success rate in social science courses was between 64% and 66%, 4 to 8 percentage points below the college's average success rate. From 2006 to 2010, the average success rate in social science courses was between 60% and 64%, 6 to 10 percentage points below the college's average success rate. Over the past 5 years, the average success rate in social science courses has increased by 4 to 6 percentage points and by 2 to 4 percentage points relative to the college's average success rate. While these success rates are below those of the college success rates, in the department's analysis, a significant reason for this gap is that all social science courses are transfer-level courses, which are among the most challenging for students. Many students who enroll in social science courses lack college-level basic skills in reading, writing, and research.

Resource and staffing changes since the last review:

In Fall 2016, a new full-time sociology instructor joined the Social Science Department. After many years of teaching huge classes, the department asked, and justified its request, for caps on Social Science face-to-face classes at 45. Our request was granted on a pilot basis in fall of 2016 and will be evaluated in terms of student learning, retention, and success rates. Our own experience has been that meaningful engagement with students is much more successful in smaller classes.

Trends affecting the program;

Since 2011, the department has updated and developed programs, and intensified its collaboration across disciplines on key projects of common interest. This includes developing new ADTs and updating existing majors to more effectively meet student needs. It also includes intense participation in student engagement, retention, success initiatives and conferences. The department has also organized intentional discussions of teaching methods that promote student success.

College data suggests that our department's efforts have had a positive effect. Since 2011, enrollment in Social Science courses has increased from 8-9% to 13-15% of the college's overall enrollment. Additionally, since 2012, our department represents 12-14% of the overall degrees conferred by the college.

Department short and long term goals and objectives:

The department seeks to intensify and expand student success practices initiated in recent years. Pedagogical initiatives include:

- Embedding Service Learning
- Scaffolding research projects
- Embedding Supplemental Instruction (SI)
- Embedding Reading Apprenticeship techniques (RA)
- Implementing Project Based Learning (PBL)
- Working with the Habits of Mind framework
- Promoting and improving teaching and learning for populations with special needs

In support of pedagogical initiatives, the department seeks to diversify modes of course delivery and expand degree opportunities. These include:

- Attaching research labs to courses
 - Increasing flexibility in curriculum to meet student needs as they surface
- Flipping classrooms so face-to-face classes involve more hands-on engagement with material

- Expanding online and hybrid course offerings
- Expanding Civic Engagement curriculum and activities for students and faculty
- Developing new ADTs in LGBTQ Studies, Social Work, Social Justice, and Sociology

IEC STATUS UPDATES

Status Update: General Counseling

Recommendation 1: Develop plan for counseling resources to fall under the leadership of VPSS.

Progress: Minimal progress in this area. Special funded programs or grants are driving the hiring of categorical/grant-funded (FT and PT) counselors all reporting to various supervisors who have different expectations. Grants writers are including counseling positions without including the Counseling Department in the planning process.

Recommendation 2: Collect data and assess for effectiveness of new initiatives

Progress: Systems are being established to collect data. Surveys, pre/post assessments, and other data gathering systems are being created to automatically collected data. Retention Specialist was hired to collect data on an-going basis. Automated data collection systems (portlets) are still be designed.

Recommendation 3: Work with VPSS and grant-funded part time counselors to minimize fragmenting

Progress: Minimal progress in this area. Program-specific goals drive and maintain the fragmentation and silo approach to the delivery of counseling services. VPSS has attempted to slow down the hiring of FT program –specific counselors. PT counselors continue to be invited to all department meetings and trainings – not all attend for varying reasons. The trend of hiring very inexperienced counselors has resulted in an increase demand on the General Counselors to serve more students (students can tell when a counselor is inexperienced) and to train the counselors who lack experience working in the community college system.

Recommendation 4: Continue intrusive intervention for students at risk

Progress: Great strides in identifying and tracking cohorts for notification of academic standings. Notification system now falls under Counseling and Retention offices which have improved the timeliness of notifications and follow-up for students. Probation2 students have a formal Improvement Plan designed to facilitate the students' return to good standing.

Recommendation 5: Develop more strategies for online delivery of services

Progress: Counseling is in the planning phases of implementing Cranium Café software that will modernize and expand online counseling services. Counseling created an online form and system that allows students to submit transcripts for pre-requisite verifications.

Status Update: MESA

Recommendation 1: Continue to seek funding for technology and counseling support

Progress: We have secured funding for technology which included about 15 laptops for the loan library and computers for the appointments station. However, the staff computers are still over a decade old and are computers that were discarded from computer labs. For example, one computer still runs windows XP. Extended support for Windows XP ended on April 8, 2014.

Recommendation 2: Apply for additional funding to expand and further institutionalize MESA model.

Progress: During the Spring Semester, we will be reapplying for the MESA grant to continue the MESA program. We are currently applying for an Upward Bound Math and Science Grant, to help create an intersegmental pipeline from several of the local high schools into MESA. The grant is for a total of \$1,287,500.00 over 5 years and \$257,500 each fiscal year. We have continued to apply and receive industry funds. This academic year, we received an additional \$5,000 grant from Lockheed Space Industries. Lockheed has continually provided years' grants to Gavilan College MESA. In addition, another small proposal is being written to apply for funding from J.P. Morgan.

Recommendation 3: Apply for additional funding to secure technology

Progress: Please see the response to recommendation 1

Recommendation 4: Work with engineering department to reinvigorate Engineering program for student retention

Progress: We need to hire a full-time Engineering Instructor to fully meet this recommendation. However, we have continued to work with part time instructors to provide appropriate supplemental instruction and tutoring services to support Engineering majors at Gavilan College. In addition, each student has continued to receive the holistic support that MESA provides including but not limited to Specialized counseling support, STEM career events, connections with business and industry, conferences, student development activities, book and laptop loans.

Status Update: Natural Sciences

Recommendation 1: Continue working with Reading Apprenticeship and assess effectiveness of this interdisciplinary approach

Progress: Over the past year, both full time instructors have attended RA workshops and have attempted utilizing what they've learn in at least one of their courses. In Biology 12 Human Biology where students were asked to read from the text and cite what they read, and interpret what they read. These RA activities were created and have been shown to be effective in retaining content based information and help students better understand concepts.

Recommendation 2: Develop AS-T for Biology

Progress: All courses have been approved Fall 2016. We are in the process of completing the TMC for biology this semester.

Recommendation 3: Update and assess Biotechnology curriculum

Progress: We are beginning to look at reviving our biotechnology courses. Given the developing work to offer a series of short non-credit biotech courses with Teknova, we hope this will provide a pipeline to our credit biology and biotech courses.

Recommendation 4: Work Develop and assess Supplemental Instruction Program for Biology

Progress: The SI program in Biology continues to provide critical assistance for our students. We have also been providing a second type of tutoring which we call Biology Excellence workshops. Both types of tutoring have contributed to student success. Students who regularly attend the workshops improve by one-half to a full letter grade, compared with students who do not. Both types of tutoring are not being supported through the general fund; the STEM II and STEM III grants are funding these efforts.

Recommendation 5: Hire full time instructor and 2 lab technicians

Progress: We have not hired a 3rd Full Time biology instructor, nor have we hired a 3rd lab technician. We are not certain where we rank or stand in hiring a 3rd biologist, yet we believe we were in position to hire next round. The 3rd lab tech has been approved, yet we have not posted the position that will be hired to start work this summer.

Status Update: Public Information Office

Recommendation 1: Work within shared governance to develop social media and student email guidelines

Progress: Both of these items have been completed

Recommendation 2: Develop workflow system along with job priority criteria and share with campus community.

Progress

- An online form has been developed and is in operation.
- New requestors are being directed to use the form
- We did a “How to get your job done” training at Professional Development Day in Fall 2016
- Individuals are still attempting to “go around” the process, so we have to keep gently encouraging them. Some are more resistant than others.

Recommendation 3: Purchase and implement electronic signage

Progress: This has been researched and a Program Plan / Budget Request was submitted in 2016. However, it was not funded. It will be resubmitted in 2017.

Recommendation 4: Work towards successful implementation of Website CMS, including internal marketing

Progress: Completed

Status Update: TriO

Recommendation 1: Continue working with Student Peer Leadership Program and summer Bridge program

Progress: The Summer Bridge Program has continued to evolve. Each student that completes summer bridge remains in the TRIO program and has to complete the TRIO program requirements. Furthermore, summer bridge cohorts have meetings and workshops that are directed just to summer bridge students throughout the academic year.

The long-term impact of summer bridge cohorts have begun to show some promise. For example, the 2014 Summer Bridge Cohort has the following outcomes:

- 78% persistence rate
- 68% are slated to Graduate and/or transfer within the next academic year (within 4 academic years). All of these students were underprepared Latinos.

According to Gavilan College's scorecard, underprepared Latino student have about a 43% college completion rate within 6 years from a different cohort year. An exact comparison cannot be made with the scorecard given that it's a different cohort year, yet we offer the data for the sake of conversation.

In the Summer of 2017, Summer Bridge will continue to grow and partner with a Summer STEM academy. Each program will be coinciding and collaborate to maximize the colleges efforts. We have continued to develop our Student Peer Leadership Program.

Recommendation 2: Continue intrusive counseling to increase the number of graduates

Progress: Developed a counseling procedures guide which includes intrusive counseling techniques and case management counseling that is unique to the TRIO program. This is important as part time counselors may transition into the program. Make students feel cared about by the institution is central to the intrusive counseling model.

Heisserer and Parette (2002) observe that “the only variable that has a direct effect on student persistence is the quality of a relationship with a significant member of the college community” (p. 72). Therefore, ample opportunity is given to develop these opportunities using adapted forms of intrusive counseling such as but not limited to.

- Proactively monitor grades and students' progress, educational plan updates
- First time students receive extended appointments for Education Plan Development and rapport building with the students
- Tracking of student cohorts, as it relates to academic progress and success
- Photos are taken for each students file.

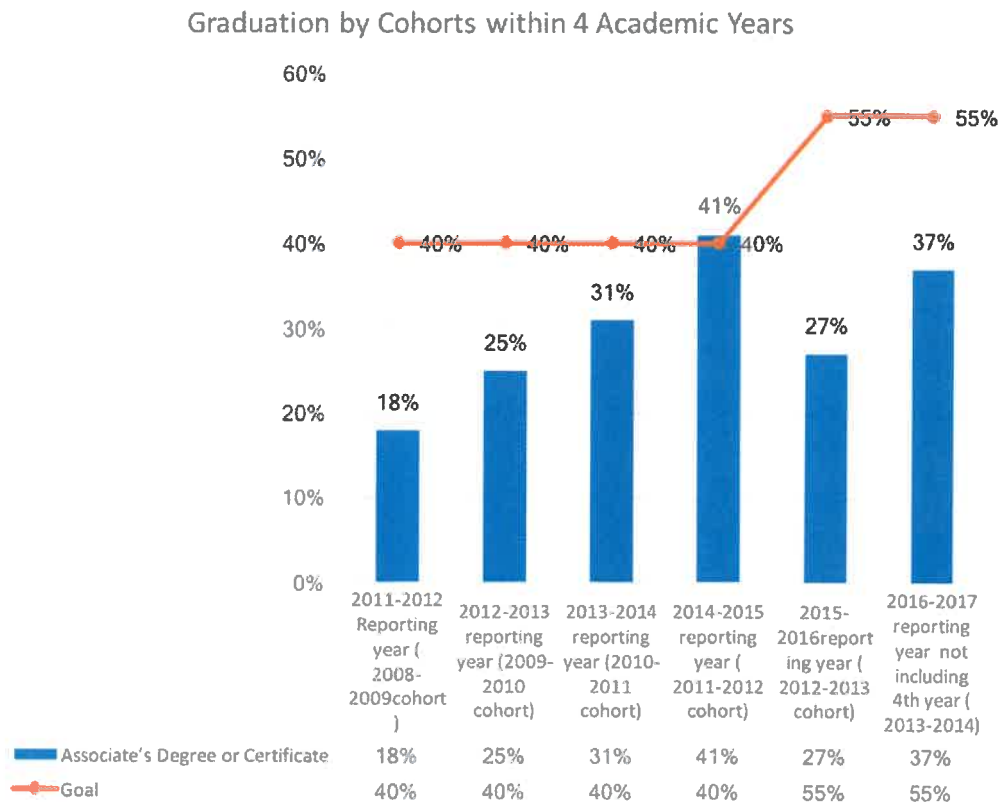
- Counselors participate in student events and activities such as campus visits, workshops, community building events, cultural activities, banquets etc.
- Counselors have begun to do workshops for students families, further developing rapport with students and their families

Graduation Rates

TRIO graduation rates are measured by cohort and by what percentage of the students graduate within 4 academic years since starting in the program. The required graduation rate based on our grant and the Department of Education increased recently from 40% to 55%.

TRIO had steadily increased its graduation rates from 18% to 41%. The program had met the DOE graduation goal for the first time in 4 years. However there was a recent cohort that had a decrease. The outlier within the last couple of years with graduation rates was for the 12-13 cohorts 4-year graduation rate. It has been hypothesized that in light of the absence of a Program Director for several months a significant number of these students did not receive onboarding services such as a program orientations, comprehensive education plan, and the TRIO activities.

Despite the 12-13 cohorts lower rate, the 2013-2014 cohort is currently at a 37% graduation rate within 3 academic years. We hypothesis that the rate will increase more at the end of the fourth year. Therefore, the graduation rate will reach its recent levels again.



Recommendation 3: Monitor and assess the effects of the reorganization (the combination of MESA and TRiO) on student success rates.

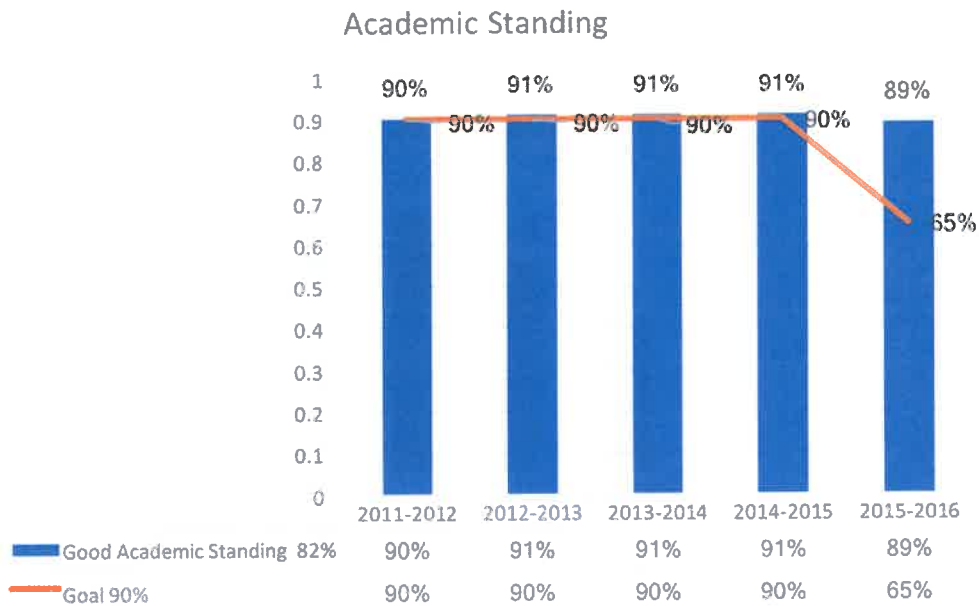
Progress: The combinations of MESA and TRiO under one administrator has continued. However, the MESA and TRiO administer positions continue to be two different positions at Gavilan College. A single combined position has yet to be created and is contingent on a classification study. The administrator and district still need to agree to terms of the final position.

The combination of two positions will have saved nearly half a million dollars in salary and benefits by the end of this fiscal year. Additional funding has been leveraged to provide more resources and opportunity to students.

Along with the position, the TRiO physical office and study space which was located in the library building was consolidated with the MESA Center and Offices. Space continued to be a challenge in the Math building where the MESA/TRiO offices and study center is located. The space is also shared with the Natural Sciences Division and with the acquisition of a new STEM grant and new faculty; space is a limited and shared resource. Both the MESA and TRiO grants call for separate study centers that are dedicated to each program.

Despite some of the challenges the TRiO program outcomes have remained strong.

For example, TRiO's Academic Standing rate has remained consistent. The new TRiO grant has a new required goal of 65% and it was previously 90%



The TRIO Persistence rates have also remained steady since the reorganization. The TRIO grant has a new grant outcome of 80%. It was previously 75%

Recommendation 4: In conjunction with MESA, provide students more opportunities for cultural events and community building activity

Progress: One of the highlighted activities has been our work with families. At least three times a year we host events where we honor students for achieving various milestones. As part of these events we do workshops for families, parents, brothers, sisters or anyone the student considered to be family. The workshops focus on helping to support students in their educational goals and understanding higher education. Our students are first generation college students and their parents do not have experience and understanding about higher education. Given that the majority of our population comprises of Latina/o Students this is a crucial activity as it is culturally relevant programming to the population.

For example, Familisimo, or familism is an important cultural norm amongst many but not all Latinos. Two aspects of familismo are prioritizing the family over individual needs and conceptualizing family beyond the nuclear to the extended. (Sáenz, Morales, 2015). Inviting our Latino families to interact and be part of our extended TRIO family and reinforcing the families existing priority of education is vital to helping students be successful.

Along with this activity, additional activities have included and but are not limited to Sushi Rolling with the Faculty, Welcome Back Picnics, Fondue Frenzy, Student Conferences, and Ice Cream Socials.

Heisserer, D.L. & Parette, P. (2002, March). Advising at-risk students in college and university settings. *College student journal*, 36(1), 69-84. Retrieved April 1, 2007 from EBSCOhost database

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

October 10, 2017

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

Office of the President

SUBJECT: Board of Trustees Self Evaluation

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

Proposal:

That the Board of Trustees review the process and schedule meetings as appropriate for their self evaluation.

Background:

Budgetary Implications:

None.

Follow Up/Outcome:

The self-evaluation process will be implemented.

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

Prepared By: 
Nancy E. Bailey, Executive Assistant to President

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

BOARD SELF-EVALUATION SUBCOMMITTEE

TIMELINE

- October 2 Board Self-Evaluation Committee meets to review evaluation instrument.
- October 10 Board of Trustees will schedule date for Special Board Meeting for self-evaluation review meeting.
- October 23 Self-Evaluation instrument is sent to Board of Trustees to complete, submit electronically/on paper, and staff tabulates.
- October 31 Deadline for completion of self-evaluation surveys.
- November __ Date of Board of Trustees Special Board Meeting to review the summary of the evaluations, identify accomplishments in the past year and goals for 2018.
- January Special Meeting (all-day retreat) of the Board of Trustees: Strategic Planning Session (goals).

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

October 10, 2017

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

Office of Academic Affairs

SUBJECT: Status of Community Education and Career Pathways

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the Community Education and Career Pathways Program, Career Technical Education and Non- credit partnership.

Background:

Community and Contract Education (CE) have been reorganized with the primary focus being on career enhancement, education and training. Based on the successful development of the water program, a partnership has been developed with Credit Career Technical Education (CTE) and Non Credit (NC) departments, and the Workforce Development Advisory has been established. Contract Education will focus on developing career pathways from Community Education to Non-credit and CTE Credit Departments. Contract Education will serve as an incubator for new CTE and NC programs. Once sustainability has been established the Workforce Advisory will assess and move the class to Non-credit or CTE based on their criteria, (see Decision Tree attachment). This will allow classes developed and incubated in CE to produce revenue through FTES for the District.


Budgetary Implications:

Projected Community Education revenue for 17/18 \$385,142.58

Follow Up/Outcome:

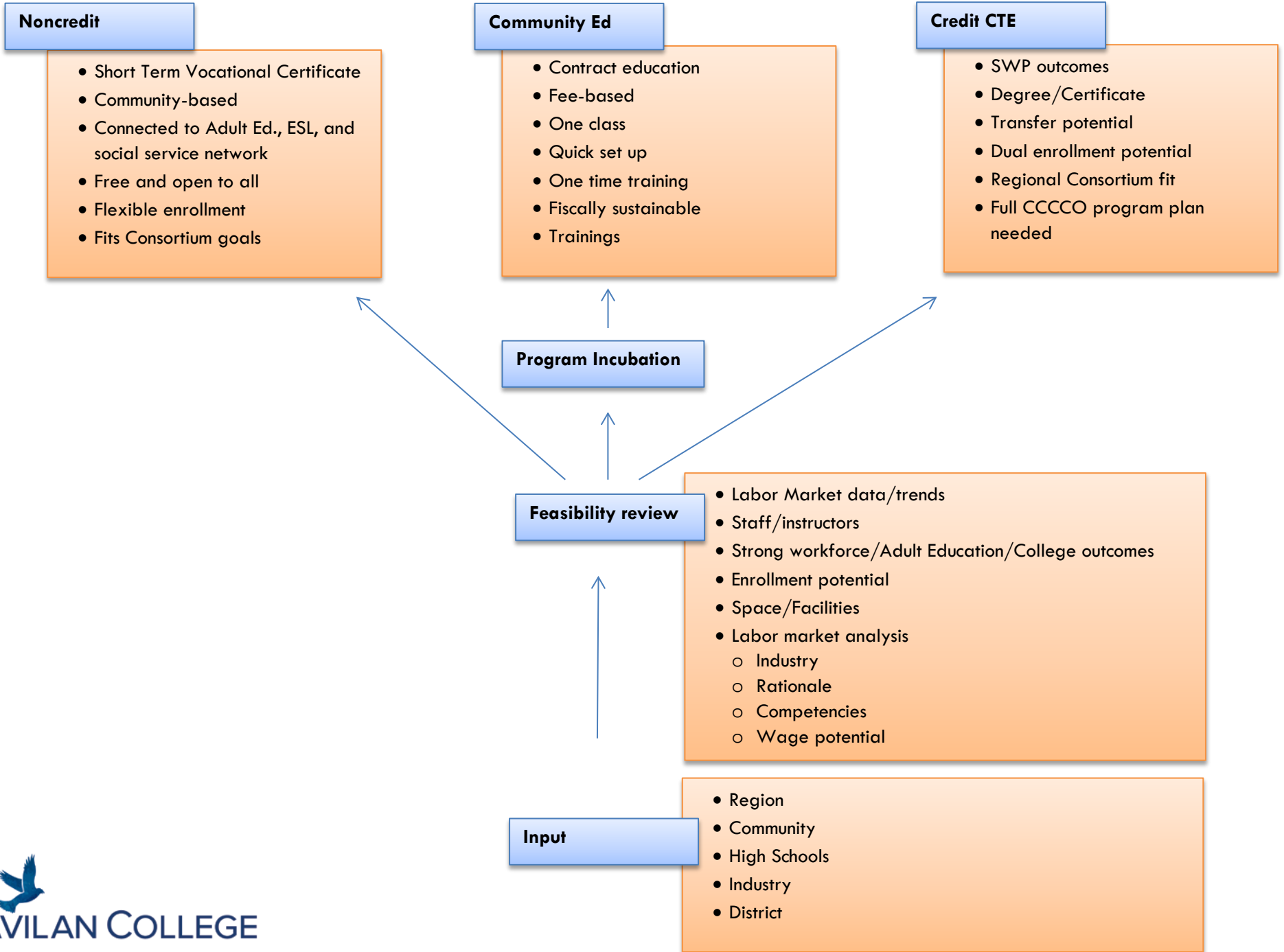
The outcome of this proposal will be to expand and enrich Gavilan's CTE Credit and Non-credit classes, certificates and degrees.

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

Prepared By: 
Susan L. Sweeney, Director of Community Education and Career Pathways

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

Workforce Program Development Decision Tree



Gavilan Joint Community College District Governing Board Agenda

October 10, 2017

Consent Agenda Item No.

Office of the President

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

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

SUBJECT: Open Enrollment and Health Benefit Information

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review the open enrollment and employee health benefits information.

Background:

The annual open enrollment period is October 1 to October 27. Open enrollment is the period when employees are able to make changes to their health plans (medical, dental, and vision). The Human Resources Department coordinated a series of events for employees to learn more about the new medical plan with SISC (Self Insured Schools of California). Representatives from SISC, Kaiser, Delta Dental, Costco, and other health plan providers will be available to answer benefits questions on October 5 from 9am to 5pm in the North/South Lounge. All benefitted employees are encouraged to attend this event.

An account representative from Keenan and Associates will be available for personal consultation throughout the open enrollment period. This is an opportunity for employees to learn more about various medical, dental, and vision plan options that fit their personal needs.

The medical plans through SISC will begin on January 1, 2018. Current benefitted employees will remain with the CalPERS medical plans through December 31, 2017.

Budgetary Implications:

None

Follow Up/Outcome:

No further action

OLD BUSINESS

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

October 10, 2017

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

Office of the President

SUBJECT: Approve Edits to Board Policy 2220, Committees of the Board

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

Proposal:

That the Board review and approve the proposed changes to Board Policy 2220, Committees of the Board.

Background:

The policy edits are based on a review of board committees by the Board of Trustees at their July 22, 2017 retreat. This is a second reading.

Budgetary Implications:

None.

Follow Up/Outcome:

The policy will be publicized to the college community and posted as appropriate.

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

Prepared By:



Nancy Bailey, Executive Assistant

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/ President

BP 2220 Committees of the Board

Reference:

Government Code Section 54952

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the California Public Meetings Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the California Public Meetings Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Board committee agendas will include the names of the assigned board members. The Board has established the following board sub-committees:

Standing Committees:

- Board Policy and Administrative Procedure Oversight Committee
- Budget and Integrated Planning Committee
- Facilities Development and Utilization
- Institutional Effectiveness and Strategic Planning Committee
- School District Collaboration Committee

Ad Hoc Committees:

- Evaluation of College President Ad Hoc Committee
- Athletic
- Board Self Evaluation Ad Hoc Committee

Other:

- Retirement Board Review Committee

Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: October 11, 2005
Amended by the Board of Trustees: October 9, 2012
Reviewed and Approved by the Board of Trustees: June 12, 2016
Amended by the Board of Trustees:

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

October 10, 2017

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

Office of the President

SUBJECT: Approve Board Committee Identification and Description List

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees review and approve the proposed changes to the Board of Trustees, Committees of the Board.

Background:

At the July 22, 2017 retreat, the Board of Trustees reviewed the types of board committees, the description of the committees, and recommendations for committee membership. At the August 8, regular meeting, the Board of Trustees commented on the first reading. This is a second reading.

Budgetary Implications:


None.

Follow Up/Outcome:

The Committees of the Board will be utilized as appropriate.

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

Prepared By:


Nancy Bailey, Executive Assistant

Agenda Approval:


Dr. Kathleen A. Rose, Superintendent/ President

DRAFT

**BOARD OF TRUSTEES
COMMITTEES OF THE BOARD
2017**

Standing Committees:

BOARD POLICY AND ADMINISTRATIVE PROCEDURE OVERSIGHT COMMITTEE

Kent Child - Chair
Laura Perry
Lois Locci

The Board Policy and Administrative Procedure Oversight Committee consist of three board members, the Superintendent/President of the college, and the three senior vice presidents. The committee meets as necessary to review current policy and update policy in accordance with recommendations from board members, students, faculty, and/or staff, as well as recommendations from the Community College League of California, to ensure Gavilan's policies reflect its current needs while complying with state law.

BUDGET AND INTEGRATED PLANNING COMMITTEE

Kent Child - Chair
Mark Dover
Jonathan Brusco

The Board Budget and Integrated Planning Committee consists of three board members, the Superintendent/President of the college, and the three senior vice presidents. They meet during the annual budget process to discuss and review current budget trends and forecasts. In addition this group will survey the overall integrated planning process of the college and ensure that the budget process is aligned with current district planning.

FACILITIES DEVELOPMENT AND UTILIZATION COMMITTEE

Mark Dover - Chair
Walt Glines
Jonathan Brusco
Student Trustee

Three board members and the student trustee represent the board on the Facilities Development and Utilization Committee. The committee meets with the Superintendent/President, the three senior vice presidents, and other representatives to review, comment, and make recommendations to the full Board on those issues affecting District facilities that are consistent with current and new strategies as outlined in the Districts Strategic Plan.

This committee meets as needed to discuss items to include: 1) status, timelines, and budgets of bond related facility, landscaping, and other site improvements; 2) status, timelines, and budgets of bond related land acquisition agreements and environmental impact reports; 3) status, timelines, and budgets of State funded facility projects, load capacity ratios, and documentation; and 4) facility lease agreements for the main campus and off-site instructional facilities.

DRAFT

INSTITUTIONAL EFFECTIVENESS AND STRATEGIC PLANNING COMMITTEE

Rachel Perez - Chair

Lois Locci

Laura Perry (Board President Position)

This committee consists of three board members, the Superintendent/President of the college, and the three senior vice presidents. The committee meets annually to review the Strategic Plan and to prepare for full board workshops to present professional development and discussion regarding the Strategic Plan.

SCHOOL DISTRICT COLLABORATION COMMITTEE

Jonathan Brusco - Chair

Lois Locci

Rachel Perez

This committee consists of three board members, the Superintendent/President of the college and the three senior vice presidents. The committee meets once per semester to develop and review current outreach and collaboration practices throughout the district and strengthen partnerships. Reports and data will be shared from the relevant grants and appropriate offices on campus that conduct outreach efforts with this committee to assist in gauging effective practices.

Ad Hoc Committees:

ATHLETIC

Mark Dover - Chair

Walt Glines

Laura Perry

The Athletic sub-comm. is a three board member committee charged with ensuring the athletic department is Title IX compliant, recruiting district athletes, and planning for future athletic facilities and programs. The comm. is responsible for maintaining athletic opportunities for the district and meets as needed with the Dean of Athletics, and Superintendent/President.

EVALUATION OF COLLEGE PRESIDENT AD HOC COMMITTEE

Kent Child - Chair

Mark Dover

Laura Perry (Board President Position)

The Evaluation of College President Ad Hoc Committee consists of three board members and the Associate VP of Human Resources and Labor Relations. The committee meets to discuss, review, and develop the evaluation to be used on campus. All board members actively participate in interviewing assigned Gavilan employees who have completed the evaluation form. The committee reviews and comments on the President's goals and objectives, the College Strategic Plan, and Education Master Plan and using the evaluation tool that was approved by the Board, an evaluation is completed utilizing the Board's evaluation comments and Gavilan employees' comments. A separate meeting is held with the President to review the evaluation, and the Board's recommendations and comments are submitted.

DRAFT

BOARD SELF EVALUATION AD HOC COMMITTEE

Jonathan Brusco - Chair

Walt Glines

Lois Locci

The Board Self Evaluation Ad Hoc Committee consists of three board members and the Superintendent/President of the college. Utilizing the evaluation instrument and the year's annual Board Goals, all board members review goals, reflect on issues, concerns, efforts and actions in filling out the evaluation form.

The Board Self-Evaluation Ad Hoc Committee reviews the composite evaluation and the current Board Goals, and prepares a draft of potential goals for the next cycle. This information is shared with the full board at a special scheduled meeting each year.

Other:

RETIREMENT BOARD REVIEW COMMITTEE

Lois Locci (Clerk of the Board Position)

Kathleen Rose, Superintendent/President - Chair

Frederick E. Harris, Vice President of Administrative Services

The Board of Trustees established the Gavilan Joint Community College District Retirement Board for the purpose of assisting the District in its participation in the programs and activities provided for by way of the JPA Agreement. (Resolution No. 879)

The duties of the Retirement Board shall be to review the District's investment portfolio as established by way of the JPA Agreement and make recommendations to the District's Board and to the Designated Member as to the form and format of such investments on an annual basis including any deletions, additions or modifications to such investments as provided for by way of the investment allocation model established by the JPA and as provided for in the JPA Agreement. The Retirement Board shall meet annually and shall provide regular written reports of its activities and recommendations to the District's Board.

NEW BUSINESS

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

October 10, 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)

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. Michele M. Bresso, Vice President of Academic Affairs

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

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

GAVILAN BOARD OF TRUSTEES MEETING
October 11, 2017
Curriculum Summary

NEW COURSE PROPOSAL – SECOND READING

New Course

SJS 5 Introduction to Women's Studies (Fall 2018), 3 Units, 3 Lec, 0 Lab

Description:

This course offers an introduction to Women's Studies, an interdisciplinary academic field that explores the meaning of gender in society as it relates to the status of women. Students will analyze the social construction of gender, feminism, and gender issues in relation to family, education, work, health and reproduction, law, sexuality, media/representation, and globalization. Students will apply critical concepts and tools of feminist and gender studies in their academic and personal lives, and in the community; and they will contribute to the struggle for gender equality.

Justification:

Women's Studies at many community colleges is a department and major unto itself. At Gavilan, smaller population and fewer resources dictate an approach as part of a larger Social Justice Studies ADT that will include gender as well as other categories of difference.

Our reasoning:

Social Justice Studies will replace the current Community Studies major with a more focused emphasis on a giving students a coherent experience of difference and equality issues. This class is a core class for the major, and a given at most California colleges and universities.

Though the SJS major can be expanded in the future to include other emphases, our current faculty is most able to work on issues of gender, sexuality, feminism, and inequality.

This class will take broad-based approach to help students in many academic and/or professional fields, among them child advocacy, health advocacy, law, education, labor, social justice education, government, human rights, disability rights, environmental justice, human services, criminal justice, health care, business, women's rights, non-profit organizations and more.

Many students respond well to hands-on learning that combines theory and practice. This class will combine study with action, theory and praxis.

Students are asking for more classes relating to gender, women, and feminism.

MODIFICATION TO EXISTING COURSES

Modify Course

ART 14A Introduction to Murals (Spring 2014), 3 Units, 2 Lec, 4 Lab

Description:

Studio practice in the design, methods and materials of mural painting through the production of individual and collaborative murals. The course will also provide a historical survey of mural painting, from pre-historic cave painting to contemporary urban murals, with particular focus on the muralists of Mexico. This course has the option of a letter grade or pass/no pass. This course was previously listed as ART 14.

Justification:

The course has been reviewed--content, SLO/PLOs, delivery, etc. and no changes were warranted. The textbook for this course has been updated to a more recent edition.

Modify Course

CSIS 2 Computers in Business (Fall 2017), 4 Units, 3 Lec, 3 Lab

Description:

Introduction to business information management systems. Topics include database management systems, computer hardware and software, networking, ethics, data security, ecommerce; includes hands-on experience applying these concepts to solve practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass. (C-ID: BUS 140) ADVISORY: Eligible for Mathematics 233, English 260 and English 250, and CSIS 122

Justification:

Update textbook. Review SLOs and course content.

Modify Course

CSIS 2L Computers in Business Lab (Fall 2017), 1 Units, 0 Lec, 3 Lab

Description:

Hands-on experience solving practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass.

Justification:

Update textbook. Review SLOs and course content.

Modify Course**HE 1 Health Education (Fall 2018), 3 Units, 3 Lec, 0 Lab**

Description:

This course focuses on attaining individual awareness, critical-thinking skills and self-responsibility relating to personal health. The interaction of individual physical, psychological, social, emotional, spiritual and environmental factors in determining health status is developed through integration of major concepts. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

Justification:

This course is on the 5 year review cycle. Content was review, SLO's were consolidated and text was updated.

Modify Course**JPN 1A Elementary Japanese (Spring 2018), 5 - 5 Units, 5 Lec, 0 Lab**

Description:

Beginning course with emphasis on understanding Japanese language; introduction to reading, writing, listening and speaking. This course will also introduce students to Japanese culture and traditions. This course has the option of a letter grade or pass/no pass.

Justification:

This course is being updated because it is on the five-year curriculum update cycle. Non substantial changes; course description slightly modified, update SLOs, update the textbook and updated/added the Outside of Class Assignments section.

Modify Course**KIN 17A Golf - Beginning (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab**

Description:

Coeducational activity stressing the basic rules and etiquette with emphasis on the 7 iron, putting, and the 3 wood. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course**KIN 17B Golf - Intermediate (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab**

Description:

Coeducational activity with emphasis on low iron play, wedge play, and the driver. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 17C Golf - Advanced (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity with emphasis on all irons, wedges, and woods. Includes course play. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 17. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course

KIN 19A Badminton - Beginning (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for beginning badminton students. Includes the fundamentals of the badminton forehand, backhand, overhead clear, and serve as well as the court markings. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 19B Badminton - Intermediate (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for intermediate badminton students. Includes the fundamentals of the clear, drive, smash, drop shot, net play, and the rules for singles and doubles games. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course

KIN 19C Badminton - Advanced (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for advanced badminton students. Includes the techniques for the advanced skills of the around the head clear, smash and drop shot, variation of the net shot

and serve, as well as strategies of the game. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 19. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course

KIN 20A Bowling - Beginning (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 – 3 Lab

Description:

Coeducational activity for beginning bowling students. Includes the benefits, rules, safety, and etiquette of bowling. Also includes the acquisition and application of motor skills appropriate to beginning bowling. Previously listed as KIN 20. Courses should be taken in sequential order.

Modify Course

KIN 20B Bowling - Intermediate (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for intermediate bowling students. This course is designed to review the fundamentals of bowling and to introduce more ball delivery skills and lane strategy. Previously listed as KIN 20. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course

KIN 20C Bowling - Advanced (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for advanced bowling students. Includes the 3-6-9 spare system and adjustments required on lane conditions. Previously listed as KIN 20. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course

KIN 62A Yoga - Beginning (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for beginning yoga students. The emphasis will be on physical alignment and form, accessing postures through the use of props. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on the proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 62B Yoga - Intermediate (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for intermediate yoga students. Emphasis will be on strength, stamina, and flexibility. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 62C Yoga - Advanced (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

Coeducational activity designed for advanced yoga students. Emphasis will be on linking the breath, drishti, and mudras with the appropriate pose. This is a program designed to improve flexibility and reduce stress by learning a series of poses and focusing on proper breathing techniques. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 62. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 66B Dance Fundamentals - Intermediate (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the intermediate level. Basic choreography skills will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course**KIN 66A Dance Fundamentals - Beginning (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab****Description:**

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the beginning level. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course**KIN 66C Dance Fundamentals - Advanced (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab****Description:**

This course is designed to develop the student's technique of Dance Fundamentals (Ballet, Modern, Jazz) at the advanced level. Choreography assignments will be included. Emphasizes enjoyment of dance as a form of exercise and will include some conditioning. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 66. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and consolidated the SLO's.

Modify Course**KIN 73A Fitness Through Dance - Level 1 (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab****Description:**

This course introduces the student to the elementary skills of movement and dance through fitness. Focus will be on alignment and coordination. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course**KIN 73B Fitness Through Dance - Level 2 (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab**

This course continues to develop the student's skills of movement and dance through fitness.

Focus will be on intermediate movements in a variety of dance styles. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

KIN 73C Fitness Through Dance - Level 3 (Spring 2018), 0.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Description:

This course develops the student's skills of movement and dance through fitness by utilizing more advanced movements in a variety of dance styles. Focus will be on cardiovascular fitness as the dance routines increase in length. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 73. Courses should be taken in sequential order.

Justification:

Non-substantial change. This course is due for an update based on the 5 year curriculum review cycle. Reviewed the content and updated the SLO information.

Modify Course

PHIL 7B History of Philosophy: Renaissance to Modern Periods (Spring 2014), 3 - 3 Units, 3 Lec, 0 Lab

Description:

This course is a survey of the history of Western philosophy from the Renaissance to the modern period, i.e., the philosophy of the 16th through the 18th century. Particular attention will be paid to the metaphysics and epistemology of the 'rationalists' (Descartes, Leibniz, and Spinoza), the 'empiricists' (Locke, Berkeley, and Hume), and Kant. (C-ID: PHIL 140) ADVISORY: Eligible for English 1A.

Justification:

Updating the course as this class is on the fall semester 5 year curriculum review cycle. Consolidated the SLOs, updated textbook, and "cleaned up" the content by placing the out of class assignments in their correct box.

Modify Course

PHYS 2A General Physics I (Fall 2018), 4 - 4 Units, 3 Lec, 3 Lab

Description:

An introduction to the principles of physics using algebra and trigonometry. Topics include kinematics in one and two dimensions, vectors, equilibrium and non-equilibrium applications of Newton's Laws, work and energy, momentum, rotational kinematics and dynamics, simple harmonic motion, elasticity, thermal physics, thermodynamics, and waves. (C-ID: PHYS 105), (C-ID: PHYS 100S: Phys 2A + Phys 2B) PREREQUISITE: MATH 8A ADVISORY: Eligible for English 250 and English 260.

Justification:

Textbook update, SLO assessment update, methods of evaluation update.

Modify Course**SPAN 1A Elementary Spanish (Fall 2018), 5 - 5 Units, 5 Lec, 0 Lab****Description:**

Beginning course with emphasis on understanding and speaking Spanish; introduction to reading and writing Spanish. This course will also introduce students to Hispanic culture and institutions. This course has the option of a letter grade or pass/no pass. (C-ID: SPAN 100)

Justification:

This course is being updated because it is on the five-year curriculum update cycle. The specific items being updated in this form are the following: modified student learning outcomes, out of class assignments.

Modify Course**THEA 12A Acting I (Fall 2014), 3 - 3 Units, 2 Lec, 3 Lab****Description:**

This course explores the physical and psychological resources of the actor. Students achieve proficiency in individual and group contact, collaboration, theatre games, improvisation, basic theatre vocabulary, and sound and movement dynamics. Students emerge in formal scene presentations as well as critique live theatrical productions. (C-ID: THTR 151)

Justification:

This course is being updated for its 5 year cycle. The specific items being updated are textbook and condensing SLOs.

Modify Course**THEA 12B Acting II (Fall 2014), 3 - 3 Units, 2 Lec, 3 Lab****Description:**

This course follows Acting I and continues the exploration and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understand

Justification:

This course is being updated for its 5 year cycle. The specific items being updated are textbook and condensing SLOs.

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

October 10, 2017

Consent Agenda Item No.	Extended Opportunity Programs and Services
Information/Staff Reports No.	Cooperative Agencies Resources for Education
Discussion Item No.	California Work and Responsibility to Kids
Old Business Agenda Item No.	
New Business Agenda Item No. III.2 (b)	

SUBJECT: EOPS/CalWORKs/CARE Advisory Committee

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the attached EOPS/CARE/CalWORKs Advisory Committee.

Background:

The EOPS/CalWORKs/CARE Advisory Committee includes representation from college personnel, local or feeder high schools, four-year universities, community or business sectors, and EOPS/CalWORKs students as recommended by program regulations. The purpose of the advisory is to assist the college in developing and maintaining effective EOPS, CARE and CalWORKs programs and services.

Budgetary Implications:

none

Follow Up/Outcome: The Advisory Committee shall meet at least once during each academic year.

Recommended By: Kathleen Moberg, Vice President of Student Services

Prepared By: 
Carina Cisneros, Associate Dean, EOPS/CalWORKs

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

EOPS/CalWORKs/CARE ADVISORY COMMITTEE
Gavilan Community College
2017/2018

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

October 2, 2017

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

Career Technical Education

SUBJECT:
Career Technical Education Advisory Boards

Resolution: BE IT RESOLVED

Information Only

Action Item

Proposal:
That the Board of Trustees approve the Career Technical Education Advisory Committees

Background:
None

Budgetary Implications:
None

Follow Up/Outcome:

Recommended By: Sherrean Carr, Dean of Career Technical Education

Prepared By: 
Sherrean Carr, Dean of Career Technical Education

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

**GAVILAN COMMUNITY COLLEGE ADVISORY COMMITTEE 2017-2018
AVIATION**

Contact Name	Company Name
Barbarbara Paresa	United Administration Maintenance Training
Bob Paredes	Snap-On
Dan Petroff	Wings of History
Dave Leonardo	Gavilan Aviation
Deborah Santos	Gavilan College
Elsie Hartman	Gavilan College
Elsie Hartman	Gavilan College
Frank Aguilera	Nasa Ames
Fred Harris	Gavilan College
Herb Spenner	Gavilan College
John Gould	Retired Volunteer
Kathleen Rose	Gavilan College
Kent Child	Gavilan College
Michael Bonillas	Gavilan College
Pat Belanger	The 111 Photography South County Airport
Paul Agaliotis	Gavilan College
Paul Marshall	South County Airport Pilot's Association
Rob Burgoon	Gavilan College Alumni
Scott Rudy	Gavilan Aviation
Sherrean Carr	Gavilan College
Sherrean Carr	Gavilan College
Steve Saling	Local Engineer
Tom Breen	Gavilan College

**GAVILAN COMMUNITY COLLEGE ADVISORY COMMITTEE 2017-2018
CHILD DEVELOPMENT AND EDUCATIONAL STUDIES**

Contact Name	Company Name
Andrea Nicolette	YMCA
Anthony Felix	Child Development Inc.
Cindy Guajardo	
Claire Boss	Gavilan College
A. Mantalus	CDLCDC
Andrea Rathi	Mount Madonna
Jamel Thompson	Gavilan College
Jessica Weiler	Gavilan College
Karen Sutton	Gavilan College
Kendra Bobsin	San Benito County Local Child Care Planning Council
Lisa Black	
Lisa Faulkner	First 5
Maia Skreen	Mt Madonna
Margarita Carrillo-Gaitan	Head Start
Marianne Sanidad	Gavilan College
Marlene Bumgarner	Gavilan College
Mary Hoshiko	Gavilan College
Mary Latta	Gavilan College
Pat Henrickson	Gavilan College
Sherrean Carr	Gavilan College
Susan Alonzo	Gavilan College
Terry Lindseth	Family Child Care
Tina Gabel	First Presbyterian CoOp
Vicky Grimmett	San Benito County Family Child Care Association

**GAVILAN COMMUNITY COLLEGE ADVISORY COMMITTEE 2017-2018
WATER RESOURCES MANAGEMENT**

Contact Name	Company Name
Teresa Delfino	Pajaro Valley Water Management Agency
Arturo Felix	City of Greenfield
Brent Haddad	UC Santa Cruz
Cheri Rainwater	Pebble Beach CSD
Chris Berry	City of Santa Cruz Water Department
Chris Donnelly	work2future
Daniel Aldridge	City of Gilroy
David Esmaili	ATTE, West Valley College
Debra Villagomez	California Water Service
Donald Jones	Cuyamaca College
Ed Waggoner	Carmel Area Wastewater District
Jackie McCloud	City of Watsonville
Jan Guy	CH2M/SCRWA
Jarrold Levine	Monterey Regional Water Pollution Control Agency
Jean Premutati	Marina Coast Water District
John Blumesen	Santa Clara Valley Water District
Jon Weininger	Gavilan College
Jose J. Rodriguez	Veolia Water
Kimberly Linser	Santa Clara Valley Water District
Laura Ciravolo	Gavilan College
Leslie Jordan	Gavilan College
Nathan Clark	Monterey Regional Water Pollution Control Agency
Nick Ajluni	San Jose-Santa Clara Regional Wastewater Facility
Palmer McCoy	Henry Miller Rec. Dist. #2131
Patricia Slaven	Association of California Water Agencies/Joint Powers Insurance Authority
Patty Call	ATTE, West Valley College
Sara Singleton	San Benito County Water District
Sherrean Carr	Gavilan College
Stephanie Orosco	San Jose Water District
Steve Hernandez	City of Watsonville
Steven Currie	San Francisco Water Power Sewer
Tammy Nguyen	California Water Service
Traci Hart	Soquel Creek Water District

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

October 10, 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)

Administrative Services

SUBJECT: Gymnasium Flooring and Bleachers, Change Order #2

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

Proposal:

That the Board of Trustees authorizes Change Order #2 for the Gymnasium Flooring and Bleachers Project at a cost of \$11,510.47. Original Agreement to Calstate Construction, Inc. was \$735,777. Total Construction Cost including Change Orders #1 and #2 is \$788,642.47.

Background:

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

Gymnasium Flooring and Bleachers Project

Calstate Construction, Inc, CO #2 is \$11,510.47. A detailed Change Order #2 table is attached for this project.

There are a total of 2 change orders for this project totaling \$52,865.47.

Budgetary Implications:

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

Follow Up/Outcome:

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

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

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

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

Change Order for Gymnasium Flooring and Bleachers Project

CHANGE ORDER #02 - Calstate Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
7	Furnish and install one (1) ball valve in mechanical room.	\$ 2,219.73	0
9	Install a new backflow preventer at water supply to pool mechanical room.	\$ 4,075.60	0
10	Furnish and install two (2) additional doors.	\$ 1,957.13	0
11	Furnish and install six (6) badminton anchors	\$ 3,258.01	0
	TOTAL	\$ 11,510.47	0

Contract Amount	\$ 735,777.00
Net Change By Previously Authorized Change Orders	\$ 41,355.00
Revised Contract Amount Prior to this Change Order	\$ 777,132.00
Change Order #02	\$ 11,510.47
New Contract Amount Including this Change Order	\$ 788,642.47

Available Construction Contingency	\$ 73,577.70
Change Order Grand Total	\$ 52,865.47
Remaining Construction Contingency	\$ 20,712.23

Contract Start Date	April 24, 2017
Contract Substantial Completion Date	October 13, 2017
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 13, 2017
New Contract Substantial Completion Date (Including this Change Order)	October 13, 2017