



5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, January 10, 2017

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

AGENDA

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

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

CLOSED SESSION 6:00 p.m.

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

1. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
Employee Organization: GCFA
2. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
Employee Organization: CSEA
3. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose
Employee Organization: Unrepresented
4. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Academic Affairs- Closed Session Pursuant to Government Code Section 54957

II. OPEN SESSION 7:00 p.m.

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



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Iris Cueto

5. Approval of Agenda
6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, December 13, 2016 and Board Self Evaluation Meeting, November 29, 2016
 - (b) Personnel Actions
 - (c) Warrants and electronic transfers drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Purchase Order Ratification
 - (f) Ratification of Agreements
 - (g) Budget Adjustments
 - (h) Monthly Financial Report
 - (i) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2016
7. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
8. Recognitions
 - (a) Recognition of the Employee of the Month
9. Officers' Reports
 - (a) Vice Presidents
 - (b) College President
 - (c) Academic Senate
 - (d) Professional Support Staff
 - (e) Student Representative
 - (f) Board Member Comments
 - (g) Board President
11. Board Committee Reports
12. Information/Staff Reports
 - (a) Community Education Winter/Spring 2017 Classes
 - (b) Draft 2017 Board Goals

III. ACTION ITEMS

1. New Business
 - (a) Employment Agreement Authorization - Vice President of Academic Affairs
 - (b) FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee
 - (c) Gavilan Gym Roof Replacement Project, Change Order #1
 - (d) STEM Meadow Restoration, Change Order #1
 - (e) Coyote Valley Educational Center Increment #2, Change Order #5
 - (f) Coyote Valley Low Voltage Package, Change Order #2
 - (g) Ellucian Application Management Services
 - (h) 5 Year Lease to Upgrade and Consolidate District Copiers and Printers
 - (i) Naming the Board Representative for the County Committee

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is February 14, 2017, Gavilan College, **Coyote Valley Site, 560 Bailey Avenue, San Jose.**
2. Adjournment

*Roll Call Vote

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and

technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

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

Guidelines for Comments from the Public will be as follows:

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

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

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

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

Members of the public may inspect agenda documents distributed to the Board of Trustees at the President's Office, CDC123, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

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

CONSENT

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

January 10, 2017

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

SUBJECT: Regular Meeting of the Board of Trustees Minutes, December 13, 2016
and Board Self Evaluation Meeting, November 29, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, December 13, 2016 and Board Self Evaluation Meeting, November 29, 2016.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant
 Pilar Conaway, Executive Assistant

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



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GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, December 13, 2016

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

MINUTES

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

Trustee Laura Perry called the meeting to order at 6:12 p.m.

1. Roll Call

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

Dr. Kathleen A. Rose, Superintendent/President
Kathleen K. Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Pilar Conaway, Recorder

Others in Attendance: Margery Regalado, Angela Sendejas, John B. Perez, D.D.S., Almendra Perez, Rachel R. Munoz, Rose Marie Joyce, Ken S. Wagman, Dana Young, Sal Akter/SVIC, Jose Antonio Rubio, Alma Nino, Eulia Rosso, Michin Doloie Lane, Vince Luna, Raul Sermen, Mercedes Sermen, Marisa Maiques, Marian K. Yoder, Kimberly Douglas, Ellen Yu-Costa, Wade W. Ellis, CPA, J. B. Chargin, Jaime Rosso, Melissa Tamayo, Kimberly Douglas, Kathy Baameur, Marissa Aguiniga, Ashley Conan, and Reece Dominguez

2. Oath of Office

Mark Dover and Jonathan Brusco were administered the oath of office by Laura Perry, President, Gavilan College Board of Trustees. Rachel Perez was administered the oath of office by Mickie Luna, Hollister City Council Member.

Rachel Perez thanked her family and supporters. Trustee President Laura Perry welcomed Marjorie Regalado-Rodriguez and former Gavilan College President, Rose Marie Joyce.

3. Comments from the Public – This is a time for the public to address the Board
None.

4. Recess to Closed Session (a maximum of 3 minutes will be allotted to each speaker)
The Board recessed to closed session at 6:17p.m.

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Iris Cueto



II. OPEN SESSION 7:00 p.m.

1. Call to Order

Laura Perry called the meeting to order at 7:02p.m.

2. Roll Call

Trustees: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, Iris Cueto (Student Trustee).

Dr. Kathleen A. Rose, Superintendent/President
Kathleen K. Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Andrew DeLuna, Academic Senate
Diana Seelie, Professional Support Staff
Pilar Conaway, Recorder

Others in Attendance: Susan Sweeney, Sherrean Carr, Veronica Martinez, Brooke Boeding, Steve Nielson, Carina Cisneros, Judy Rodriguez, Candice Whitney, Jeff Gopp, Randy Brown, Omar Lopez, Ron Hannon, Eduardo Cervantes, Fran Lozano, and Tarianna Perez.

3. Pledge of Allegiance

The pledge of allegiance was led by Lois Locci.

4. Organizational Meeting

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

President:

MSC 1: (M. Dover/J. Brusco) to nominate Laura Perry for President.

MSC 2: (M. Dover/K. Child) to close nominations.

Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Vote 2: 7 ayes for Laura Perry to serve as President: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Vice-President:

MSC 1: (L. Locci/W. Glines) to nominate Jonathan Brusco for Vice President.

MSC 2: (W. Glines/K. Child) to close nominations.

Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Vote: 2: 7 ayes for Jonathan Brusco to serve as Vice-President: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Clerk:

MSC 1: (J. Brusco/K. Child) to nominate Lois Locci for Clerk.

MSC 2: (M. Dover/K. Child) to close nominations.

Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Vote 2: 7 ayes for Lois Locci to serve as Clerk: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

(b) Set Meeting Dates/Location

MSC (K. Child/W. Glines) to approve corrected meeting schedule.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve. 0 Noes.

(c) Board Committee Membership

MSC (M. Dover/J. Brusco) to approve

Laura Perry stated there was not a lot of time to review current committees and the way trustees are selected to fill committees. She stated a trustee workshop will be planned in early 2017 and suggested the committees stay as is. She recommended that Trustee Perez consider sitting in on any committee with vacancies or attending any committee that is scheduled to meet before the workshop, knowing that further restructuring will take place (on the date of the workshop).

- Laura Perry expressed interest in serving on the Athletics Committee.
- Kent Child expressed he would like to remove himself from the Board Annual Self-Evaluation. Committee and suggested Lois Locci replace him; Lois Locci accepted.
- Jonathan Brusco expressed interest on staying on the Budget as well as the Facilities and Development and Utilization Committees.
- There is a vacancy on the Community Education Committee.
- Laura Perry suggested Rachel Perez serve on the Offsite Educational Centers Committee; Rachel Perez stated she would be willing to serve. Kent Child stated this committee had been created as an ad hoc committee for the sole purpose of searching for and bringing closure to the off sites property sale; it was not intended to be an ongoing standing committee. Kent Child suggested waiting until the trustee workshop to determine whether the Off Site Educational Center Committee should be modified or stay as a standing committee; Trustee Perry stated it was a placeholder for now.

5. Report of Any Action Taken in Closed Session

No reportable action taken in closed session.

6. Approval of Agenda

MSC (J. Brusco/M. Dover) to approve.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

7. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, November 8, 2016

(b) Personnel Actions

(c) Warrants and electronic transfers drawn on District Funds

(d) Payroll Warrants drawn on District Funds

(e) Purchase Order Ratification

(f) Ratification of Agreements

(g) Budget Adjustments

(h) Monthly Financial Report

(i) Puente Advisory Committee

MSC (K. Child/L. Locci) to approve the consent agenda.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

8. Comments from the Public - This is a time for the public to address the Board

(a max. of 3 minutes allotted to each speaker)

Ken Wagman stated, as GCFA President, the faculty (contract) vote closed; the votes were being counted and he did not have the results. He acknowledged the time, energy and commitment of all the

trustees and congratulated newly elected Trustee Rachel Perez as well as re-elected Trustees Mark Dover and Jonathan Brusco. As Coordinator of Science Alive, Ken stated that as a result of the seismic retrofit in the Student Center, Science Alive will not take place in 2017. Middle schools in the area have been notified that Science Alive will be reactivated in 2018.

9. Recognitions

(a) Recognition of the Employee of the Month

Fred Harris recognized Jeff Gopp as Employee of the Month. He praised Jeff for his leadership and expertise that supports solution-based orientation to our campus. He stated Jeff's nomination came forward through his peers and that he wholeheartedly supported the recognition.

11. Officers' Reports

(a) Vice Presidents

Kathleen Moberg reported on three initiatives that are being directed by the Chancellor's office. The first of these is the development of guided pathways which is the core concept in the book entitled, "Redesigning America's Community Colleges". The premise is to create intentional, guided pathways within each major with fewer choices that help direct students. Kathleen stated she attended the Pathways Conference with Peter Wruck that was hosted by the Chancellor's Office and that we, as a campus, will be looking at guided pathways in the next semester and moving forward.

The Integrated Planning initiative supports looking at everything that we do on our campuses from an integrated, non-siloed perspective. Kathleen stated one of the first ways we are going to do that is by combining Basic Skills, SSSP, and Equity into one grouping because we will be reporting these as a triad vs. submitting individual reports for those areas. She stated common assessment and multiple measures are also taking off and our faculty and assessment staff are getting involved in work that is being done at the state level with the RP Group.

Strategic Enrollment Management is the third initiative that is coming forward through the Institutional Effectiveness group at the Chancellor's Office. She stated she has been named to the Advisory Board where the focus will be the creation of software tools that colleges will use for strategic enrollment management.

Fred Harris distributed an informational packet that detailed the status of current campus projects. He stated the Division State Architect added a month of review for the gym bleachers and floors, and the athletics fields. The last page of the informational packet depicted a schematic of one of the two proposed concrete signs for the Coyote Valley site and requested board input. Fred clarified the sign will be concrete but the lettering can be changed, should the need to update the site name arise. He stated "Educational Center" is a stipulated term that is in the regulation and Dr. Rose clarified that until we have full accreditation status through the Accrediting Commission to call the site a campus would infer that we have full services (student, administrative and instructional services) onsite. Kent Child suggested adding the logo to the sign and expressed concern about prematurely calling the Coyote Valley Site a "campus". After some discussion, Laura Perry summarized the sign details: The first line should list Gavilan College in big letters followed by Coyote Valley on the second line and the address - 560 Bailey Avenue (all in capital letters) on the third line – no logo.

(b) College President

Dr. Kathleen Rose congratulated Trustees, Rachel Perez, Mark Dover and Jonathan Brusco and stated she was glad they will be present for the next chapter of the college's history. She reported Fred Harris was selected as the 2016 recipient of the Facilities Leadership Award, in acknowledgement of his efforts in the facilities area state and district-wide. She announced the college will close down after the 22nd of December, although there will be some skeletal crews in Facilities, the Business Office, and HR; winter Intersession starts on January 3, 2017.

(c) Academic Senate

Andrew DeLunas stated an emergency senate meeting took place in order to fill the vacancies for Academic Senate President and Vice-President since no nominations were forthcoming. Arturo Rosette offered to stand in as Academic Senate President, on an interim basis, until June 2017. Andrew DeLunas and Sejal Dharia were nominated for Vice President and Andrew DeLunas was elected Interim Vice President. At the regularly scheduled Academic Senate meeting on December 6 Jane Maringer was elected to the post of Secretary and Martha Johanson was elected Part-time faculty Senator-at-Large. Andrew stated the Academic Senate sub-committee faculty positions are fully staffed. Three projects Interim President Rosette intends to focus on includes the realignment of the Academic Senate office terms so they coincide with the academic year rather than the calendar year, the establishment of a committee that will direct the formation and direction of committees, and the revamping and streamlining of senate by-laws to specifically establish clear lines of succession in order to avoid potential gaps in leadership.

(d) Professional Support Staff

Diana Seelie reported CSEA officer elections for 2017: Denise Apuzzo, President; Diana Seelie, Vice-President; Adriana Servin, Communications Officer; Laura Montes, Treasurer; Tara Myers and Jessica Frohm, Union Stewards. One position is still open and efforts are being made to fill committee positions, including a second participant on President's Council.

(e) Student Representative

Iris Cueto reported ASGC leaders attended a general assembly for students. The Democratic Club organized a peaceful, post-election march in November in addition to inviting an attorney to campus. She attended an AB540 retreat at UC Irvine with Ryan Shook and found a key presentation entitled "Know Your Rights" to be very helpful. Iris acknowledged the considerable contributions of time and effort by the ASGC members and stated the next meeting is scheduled in the Business building, room 121 on December 15 at 8:30 a.m.

(f) Board Member Comments

Board members congratulated newly elected Board Member, Rachel Perez, and Mark Dover and Jonathan Brusco for their term renewal.

Jonathan Brusco congratulated Dr. Rose for finishing up her first, tremendously successful semester.

Walt Glines reported a recent survey of California residents found each branch of the higher education system to be held in high esteem, despite concerns about college affordability. He stated two queries surfaced as a result of the campus forums: 1) bi-district elections; and 2) status of the Latino Advisory Committee. He requested these be brought back as an information item. He acknowledged Leah Halper and her Gavilan Go game and congratulated the Women's Volleyball Team who made it to the state finals. He recognized having received a six-page Title V Newsletter that provided a comprehensive report about what we are doing to move students through and improve our student success scores.

Mark Dover stated an article recently cited more than 25% of the community college student population is going hungry and/or homeless. Funding for food is available for K-12 as well as the State and UC system, but not for Community Colleges. He congratulated the Women's Volleyball and Basketball teams.

Lois Locci stated she recently attended the San Benito Philanthropy event honoring Tom Breen as well as the Gavilan Foundation meeting and noted the Foundation has renewed energy. She encouraged all to consider attending the Teatro Campesino's presentation of "La Virgen de Tepeyac" in San Juan Bautista.

Rachel Perez stated she is following the articles on Basic Skills and suggested we look at our instruction and curriculum in order to figure out a way to move our students along quickly so they can get into credit courses. She is also tracking what is happening with national politics and the Defense Act for Childhood Arrivals (DACA). She stated that, as an institution, we need to make sure we provide a safe haven for DACA students. She will be participating in the new trustee training and has been contacted by veteran trustees at Evergreen and Foothill College and is looking forward to seeing what things are transpiring on their campuses. She stated she recently joined the board on the Demonstration Gardens which focuses on providing an education on organic produce and they are interested in doing something with Gavilan on organic farming. Rachel stated the campaign provided an opportunity to hone her values and articulate this to the electorate.

Kent Child stated campaigning is a humbling experience and is looking forward to working with Rachel. He attended the Philanthropy Day event and enjoyed Tom Breen's recognition.

(g) Board President

Laura Perry stated the Latino Advisory Committee was started by Elvira Robinson and that we lost the connection with the Latino community after Elvira was no longer on the board. She stated Gavilan is interested in breathing new life into that committee and suggested Rachel Perez serve as the conduit on this committee. Laura stated Elvira's son passed away November 29 and that she attended the service. Recently she saw former Student Trustee, Anel Tovar and stated she is on a high speed trajectory to success. Laura congratulated the Women's Volleyball and Basketball Teams.

12. Board Committee Reports

None.

13. Information/Staff Reports

(a) Noncredit Committee

Dr. Kathleen Rose stated this item will be brought back at a subsequent meeting.

(b) Career Technical Education (CTE) and Emerging Vocational Programs

Dr. Kathleen Rose stated there is a lot of creative, innovative work going on in CTE. Sherrean Carr will provide the highlights and additional in-depth information on key areas can be provided in the future.

Sherrean stated the Governor and State Legislature approved the Strong Workforce Program Funding adding \$200 million to CTE for the 113 colleges with the hope of creating one million more middle skilled workers. The goals are to increase the number of students enrolled in CTE programs leading to high demand, high wage jobs and improve program quality as evidenced by students completing or transferring programs. This funding is ongoing and allocations this year are based on job openings for our district, unemployed adults, and CTE equivalent students. In year two, one sixth of the funding will be allocated due to successful workforce outcomes (gainful employment, increase in earnings). 60% of our allocation for this year comes to \$639,000 and we have two years to spend it. 40% of the funding comes to \$308,000 is limited to regional projects.

Sherrean stated Dr. Rose asked her to form a task force and submit viable recommendations. She gathered members from Community Ed, Non Credit, CTE faculty as well as a representative from Student Services and created a draft recommendation plan. The most important concept the task force members kept in mind at all times were the metrics: goals of the money and identifying what needed to be put in place to ensure the achievement of those goals. Several staff positions were created in order to support the process/goals.

Sherrean highlighted the following programs stating these have varying degrees of development:

- HVAC
- Hospitality and Tourism
- Unmanned Aerial Systems (UAS)
- Phlebotomy
- Paramedic
- Marketing
- ICT Cyber Patriot

She stated she is also working with:

- Morgan Hill and Gilroy Unified to map pathways
- CTE Articulation Management System
- Articulating Water Career Pathways
- Portfolium
- Netlog

CTE Program Updates:

- Child Development Educational Studies is creating contextualized English language curriculum.
- Faculty in the newest Title V project are developing a teaching pathway to teach infants through adults.
- Cosmetology has a 98% licensing pass rate – enrollment is consistently at maximum.
- Nursing Department has a colossal skills lab in the CD building. 100% of our nursing students pass the NCLEX (RN licensing exam) the first time.
- Water Program – working with Bay Area Consortium of 26 water agencies. We are now teaching classes in Martinez and Redwood City.
- Alexandre Stoykov, new CSIS instructor, has created the CSIS Club with 17 student members and is starting the Cyber Patriots Contest and will be joining the Cyber League for College Students.
- Title V Joint Grant with Hartnell and CSUMB– Gavilan College is the lead educational agent
 - Created an additional cohort of RNs which eliminated the wait list for our nursing program.
 - Successfully aligned CSIS and Digital Media courses with CSUMB.
- The CTE Counselor coordinated a nursing panel that had three RN's, two from Gavilan College; all had specialties in labor and delivery, emergency, and medical/surgical. They discussed their education, skills, pay, as well as a typical day in their schedule; 20 students attended.
- A similar panel was coordinated in September with Health Care professionals, a Chiropractor and Nutritionist.

- Digital Media coordinated a tour for Morgan Hill Unified School District students. They toured Cosmetology, Digital Media, Allied Health and Art.

(c) Gavilan College sign at Fairview Corners

Dr. Kathleen Rose stated this item was brought forward by the Board Facilities sub-committee as an information item for discussion by the Board. It was suggested the San Benito County Trustee(s) make a recommendation to the Board. Kent stated to put up a sign in advance of construction may be premature. Rachel stated we need to hear out the community. The board agreed no sign should be placed until there is something concrete to offer.

(d) Update on Board Goals for 2016

Dr. Rose stated she provided an update on board goals. Information had been provided as of April 2016; the board met and after that meeting Dr. Rose provided goals and status updates as of December 2016. She stated this report is provided as information to support the board evaluation process. Laura stated this item will not come back as an action item but will instead move forward for review at the Trustee workshop. The workshop date is to be coordinated by Nancy Bailey. Kent Child expressed his gratitude to Dr. Rose for the time and effort it took to prepare the status report.

III. ACTION ITEMS

1. New Business

(a) Curriculum

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

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(b) Approve 2 Year Extension of Bookstore Operation Agreement

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

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

Discussion: Fred Harris stated that in order to facilitate the move of the bookstore to the MP Building, Follett absorbed a costly expenditure to reconnect the Visa line. As a result, Follett asked, in good faith, if the operation agreement could be extended a year or so. Rachel inquired about customer satisfaction and if students are getting what they needed. Walt suggested Iris Cueto and ASGC research the customer survey query and provide feedback.

(c) Lease Term Extension for Briggs Building with City of Hollister

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

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

Jonathan Brusco pointed out a decimal point instead of a comma was used to define the building's square feet and that it should be 8,984 sq. ft.

(d) Annual Financial and Budget Report, CCFS-311

MSC (M. Dover/J. Brusco) to approve.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

- (e) Disposal of Surplus Personal Property
MSC (W. Glines/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (f) Gilbane Building Company Project Assignment Amendments
MSC (W. Glines/I. Cueto) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (g) IBI Group Architecture and Planning Project Assignment Amendments Augmentations
MSC (J. Brusco/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- * (h) RESOLUTION 1016: Resolution Authorizing the District to enter into a Lease Agreement with South Bay Regional Public Safety Training Consortium Coyote Valley mitigation reimbursement agreement
MSC (W. Glines/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (i) Third Amendment to the Donation Agreement and Joint Escrow Instructions for Coyote Valley Campus Acquisition
MSC (W. Glines/M. Dover) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (j) Coyote Valley Educational Center Increment #2, Change Order #4
MSC (M. Dover/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (k) Coyote Valley, Off-Site: Project, Change Order #1
MSC (W. Glines/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
- (l) Gavilan Community College Aviation Program at San Martin South County Airport, Change Order #4
MSC (J. Brusco/K. Child) to approve.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(m) Term Extension for Agricultural Use Leases at Coyote Valley and Fairview Corners
MSC (K. Child/L. Locci) to approve.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

* (n) RESOLUTION 1017: Authorizing the District to proceed on a Solar Project on the Gavilan College Gilroy campus as a Clean Renewable Energy Bond Project

MSC (J. Brusco/M. Dover) to approve.

Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

Discussion: Fred Harris provided an overview of the project and detailed the economic and sustainability aspects of the project. Pine trees near parking lot A will need to be removed. Kent Child expressed the solar panels are not a thing of aesthetic beauty. Jonathan Brusco stated the panels are more practical, seem advanced, and does not see it as a distraction since this would be covering asphalt while providing provides both shade and lighting.

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is January 10, 2017, Gavilan College, **Dr. TJ Owens Gilroy Early College Academy, Multi-Purpose Building.**
2. Adjournment
The meeting was adjourned by consensus at 9:13 p.m.

*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.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
BOARD SELF EVALUATION

November 29, 2016 6:00 p.m.
5055 Santa Teresa Blvd., Gilroy, CA 95020
Social Science, Room 205

MINUTES

I. CALL TO ORDER 6:04 p.m.

1. Roll Call

Trustees Present: Jonathan Brusco (late arrival), Kent Child, Mark Dover, Walt Glines, Lois Locci, and Laura Perry

Dr. Kathleen Rose, Superintendent/President
Nancy Bailey, Recorder

2. Approval of Minutes, October 12, 2015

MSC (W. Glines/K. Child) 5 ayes, 0 nays to approve

3. Comments from the Public

No Comments.

II. DISCUSSION ITEMS

1. Board Self Evaluation and Goals

Chair, Kent Child led a discussion. Trustees discussed the self-evaluation as follows:

Part I

- Discussion took place about reviewing board committee membership, tenure on committees, and reducing the number of committees. It was agreed to discuss this at another meeting.
- Comments to some questions reflected a need for discussion. The importance of trustees being on the "same page" was noted.
- Reporting of continuous improvement of the board was discussed.
- There was a general consensus that the board self-evaluation survey tool needs to be revised in order to produce useful information. It was suggested to review the process and search for other tools.
- The president's evaluation process was also discussed for revision and perhaps the timing of it. It was suggested to hold a workshop to go over these reviews and revisions and bring in the newest information from the CCLC on the evaluation processes.
- It was noted that historically the president's evaluation is timed to be completed prior to renewal of the spring contract. The board self-evaluation has been customarily done in October-November so that the board can use the information to prepare the calendar year goals. These times are for a purpose; not arbitrary.
- Kathleen Rose reported on the Strategic Planning Committee meeting in which the group brainstormed changes to the Plan to better "fit" the district. They are looking forward to new data brought forward through the Educational Master Plan process. She also said that cabinet will be reviewing the current organizational chart looking for efficiencies. The organizational chart will be shared with the board in the spring.
- The Educational Master Plan is the college's engine. We need to see where we are going.

- Discussion took place on the board's role in terms of making policy and managing at a higher level acknowledging the president as the only employee. Policy is approved by the board but not necessarily initiated or created by the board.
- It was suggested that trustees reach out to Dr. Rose prior to a meeting to ask questions or get more information on an agenda item. It is "ok" to ask questions before making a thoughtful decision on an item. Trustees need to do their homework. Dr. Rose discusses the board agenda with the board president the week before the meeting. Ask Dr. Rose for more information when making a difficult decision.
- A request was made for a short staff descriptive narrative on each action item.
- The role of a trustee should be clear. Although trustees are approached by staff and it is important to listen, it is not their role to solve staff problems. The president should be informed of concerns and given the opportunity to review and resolve it. This topic should be included in the board orientation.
- A workshop will be held to discuss the strategic plan goals.
- A discussion took place on ensuring financial solvency. It was expressed that there is no available funding for expansion in San Benito County. It will be a challenge to fund the opening, staffing, and maintenance of the Coyote Valley site.
- It was recommended that a workshop be dedicated to discuss off-site planning and development. It was stated that there is a disparity in facilities at the sites. Discussion continued with various opinions on the San Benito site expansion. Further discussion needs to take place at a subcommittee meeting. It was stated that research needs to take place about a leaseback option. This topic should be a dedicated workshop.
- Comments related to the upcoming new board member orientation include: new trustee should meet individually with other trustees; meet individually with president/vice presidents, big binders will be replaced with digital files; and, orientation will be held week of February 6, 2017.
- Brown Act requirements during subcommittee meetings were discussed.
- The history of board officer election was provided. The nomination process of officers was discussed.

Part II

Discussion on Concerns Expressed:

- The unanticipated drop in FTE was a lesson for trustees.
- The president's forums are a rich exchange between students and staff. There is a need to do a better job of communicating with the community and to sell the college, the programs, and the enrollment. Get advice on this from administration.
- Need more marketing. Help prepare for centennial celebration. Could it be a Gilroy Leadership project? Perhaps form a steering committee.

Part III

No discussion.

Part IV

Goals for 2017:

- Explore the need for marketing as it relates to the growth of Foundation and preparation of the Centennial celebration
- Focus on CTE programs and hospitality program; needs of the community
- Discussion on "Dreamers" on campus

There was a suggestion to focus on fewer goals.

Kent Child summarized a process for completing the 2017 calendar goals. He will compile a draft based on the evaluation meeting along with the survey results by winnowing down duplication and similar topics. He said the draft list will be a starting point of discussion at a workshop. It was suggested that each board member identify their top 2 goals. The update of 2016 goals will also be reviewed and factored in.

III. CLOSING ITEMS

1. Adjournment

The meeting was adjourned by consensus at 8:32 p.m.

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

January 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 December 13, 2016 thru January 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 2016-2017.

Follow Up/Outcome:

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

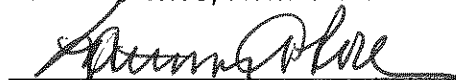
Recommended By: Eric Ramones, Human Resources Director

Prepared By:



Eric Ramones, Human Resources Director

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – January 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

Laura Hagan Payroll Officer Additional Duty
Business Services
January 1, 2017 to March 31, 2017

Laurel Blakely Senior Accountant Additional Duty
Business Services
January 1, 2017 to March 31, 2017

Michele Cortes Academic Scheduling Coordinator
Office of Instruction
January 11, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

NONE

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Norma Najjar BUS 100 – Business Correspondence

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Esteban Talavera BIBL 5103, BIBL 6843, PMIN 6243, PMIN 5133

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Adrian Gallegos Volunteer Worker
Kinesiology and Athletics
December 5, 2016 to June 1, 2017

Brittani Newman Volunteer Worker
Kinesiology and Athletics
January 3, 2017 to June 30, 2017

Trevor Patton Volunteer Worker
Kinesiology and Athletics
December 7, 2016 to June 1, 2017

XII. RESIGNATIONS AND RETIREMENTS

Edward Vasquez Warehouse Technician
Business Services
Date of Hire: January 29, 1986
Date of Retirement: December 16, 2016

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – January 10, 2017

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

I. APPOINTMENTS

Diana Reid Certified Nursing Assistant Instructor
Career Technical Education
January 10, 2017

Kimberly Montague Licensed Vocational Nurse Instructor
Career Technical Education
January 10, 2017

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Douglas Achterman Library Instructor Overload
Office of Instruction
August 29, 2016 to December 16, 2016

Elena Dachkova Mathematics Instructor Overload
Liberal Arts and Sciences
November 14, 2016 to November 16, 2016

Kathleen Campbell Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
November 18, 2016

Kathleen Campbell Teacher Share Event
Community Development and Grants Management
November 18, 2016

Nicole Cisneros Teacher Share Event
Community Development and Grants Management
November 18, 2016

Simone Reyes Basic Skills Faculty Mentor
Liberal Arts and Sciences
August 23, 2016 to November 8, 2016

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

Diana Wright Allied Health Instructor
Career Technical Education
January 30, 2017 to May 26, 2017

Elizabeth Porcella	Teacher Share Event Community Development and Grants Management November 18, 2016
Evelyn Sachau	Teacher Share Event Community Development and Grants Management November 18, 2016
Gerry Lard	South Bay Regional Public Safety Consortium Volunteer Instructor January 11, 2017
Gregory Giusiana	South Bay Regional Public Safety Consortium Volunteer Instructor January 11, 2017
James Granucci	South Bay Regional Public Safety Consortium Volunteer Instructor January 11, 2017
Jane Godley	Basic Skills Faculty Mentor Liberal Arts and Sciences November 1, 2016 to May 27, 2017
Jesus Olivas	Counselor Student Services January 15, 2017 to May 27, 2017
Karen Serrano	Teacher Share Event Community Development and Grants Management November 18, 2016
Karen Sutton	Curriculum Development Career Technical Education January 1, 2017 to January 31, 2017
Kimberly Douglas	English as a Second Language Instructor Liberal Arts and Sciences September 30, 2016 to June 30, 2017
Kimberly England	Teacher Share Event Community Development and Grants Management November 18, 2016
Lisa Vasquez	English Instructor Liberal Arts and Sciences January 25, 2017 to June 30, 2017

Marlene Bumgarner	Curriculum Development Career Technical Education January 1, 2017 to January 31, 2017
Martin Garcia	English Instructor Liberal Arts and Sciences January 25, 2017 to June 30, 2017
Martin Rodriguez Juarez	Teacher Share Event Community Development and Grants Management November 18, 2016
Mary Snyder	English Instructor Liberal Arts and Sciences January 25, 2017 to June 30, 2017
Patricia Reinhart	Teacher Share Event Community Development and Grants Management November 18, 2016
Phillip Williams	Exploratory Marketplace Career Technical Education December 16, 2016
Robert Reese	English Instructor Liberal Arts and Sciences January 25, 2017 to June 30, 2017
Sam Lavorato	Administration of Justice Instructor Career Technical Education January 30, 2017 to May 26, 2017
Susan Dodd	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management December 5, 2016 to June 1, 2017
Timothy Truby	South Bay Regional Public Safety Consortium Volunteer Instructor January 11, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Hope Jukl	Mathematics Instructor Liberal Arts and Sciences September 30, 2016 to June 30, 2017
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V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

Shelly Smith Administration of Justice Instructor
Career Technical Education
Date of Hire: January 27, 2016
Date of Resignation: May 26, 2017

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

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

C. Management/Confidentials Personnel Actions – January 10, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Kyle Billups Interim Information Technology Director
 Administrative Services
 January 1, 2017

II. ADDITIONAL DUTY/STIPEND

Eric Ramones Director of Human Resources Additional Duty
 Office of the President
 January 1, 2017 to March 31, 2017

Lucy Alvarez Human Resources Technician Additional Duty
 Office of the President
 January 1, 2017 to March 31, 2017

Wade Ellis Director of Business Services Additional Duty
 Administrative Services
 January 1, 2017 to March 31, 2017

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

Camillia Arvizu Management Information Systems Director
 Administrative Services
 Date of Hire: January 9, 1979
 Date of Retirement: December 30, 2016

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

D. Administration Personnel Actions – January 10, 2017

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

I. APPOINTMENTS

Rachel Perez Board of Trustees Member
Board of Trustees
December 12, 2016

II. ADDITIONAL DUTY/STIPENDS

Susan Sweeney CalWorks Coordinator Additional Duty
Student Services
January 1, 2017 to March 31, 2017

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

January 10, 2017

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of December 1, 2016 – December 31, 2016.

Background:

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

Warrants:

Dates	Warrant Numbers	Amount
12/1/16 – 12/31/16	18042377-18043056	\$3,067,110.04

Electronic Transfers:

Dates	Description	Amount
None to report		

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

Budgetary Implications:

Expenditures are included in the budget for FY 2016-2017.

Follow Up/Outcome:

No further action is required.

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

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

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

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

January 10, 2017

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

Administrative Services

SUBJECT: Payroll Warrants drawn on District Funds

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

Proposal:

Ratification of payroll warrants drawn on district funds for the month of December 2016.

Background:

In accordance with Education Code Section 85241 and 85260, the Board of Trustees may direct the County Office of Education to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the Santa Clara County Office of Education for our district during the month of December 2016:

Payroll Period	Pay Date	Total Salaries/Wages
December Supplemental 1	December 9, 2016	\$ 467,972.89
December Supplemental 2	December 21, 2016	\$ 7,598.02
December Regular (EOM)	December 16, 2016	\$ 1,933,353.72
TOTAL	<i>(754 Pay Warrants Issued)</i>	\$ 2,408,924.63

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

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

January 10, 2017

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

Administrative Services

SUBJECT: Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the attached December 2016 list of purchase orders for FY 2016-17.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

December 2016 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
P0006989	12/2/2016	Public Agency Law Group	\$ 4,710.40
P0006990	12/2/2016	Public Agency Law Group	\$ 6,317.60
CON10039	12/2/2016	ICS - Integrated Communication Systems	\$ 3,975.00
CON10040	12/2/2016	Campozano, Jose	\$ 1,500.00
CON10044	12/2/2016	Remote Learner US Inc	\$ 10,500.00
P0006992	12/9/2016	Job Elephant	\$ 1,995.00
P0006993	12/9/2016	IPMA-HR	\$ 318.00
P0007007	12/9/2016	Monterey County Office of Education	\$ 300.00
OP17365	12/9/2016	Monterey Bay Office Products Inc	\$ 2,175.00
P0007008	12/9/2016	Monterey County Office of Education	\$ 100.00
P0006991	12/9/2016	Houghton Mifflin Harcourt Publishing Co	\$ 143.93
P0006994	12/9/2016	Cold Craft Inc	\$ 2,952.00
P0006995	12/9/2016	All Occations Tents	\$ 8,993.50
P0006996	12/9/2016	Target Pest Control	\$ 680.00
P0006997	12/9/2016	Daily Journal Corporation	\$ 772.00
P0006998	12/9/2016	Daily Journal Corporation	\$ 780.00
P0006999	12/9/2016	Daily Journal Corporation	\$ 780.00
P0007000	12/9/2016	Lincoln Equipment Inc	\$ 2,660.95
P0007001	12/9/2016	Carlons Fire Extinguisher Sales & Service Inc	\$ 338.13
P0007002	12/9/2016	Carlons Fire Extinguisher Sales & Service Inc	\$ 1,175.44
P0007003	12/9/2016	Pacific Coast Battery Service Inc	\$ 80.42
P0007004	12/9/2016	Visions Management International Corp	\$ 20,750.00
P0007005	12/9/2016	Carlons Fire Extinguisher Sales & Service Inc	\$ 289.19
P0007006	12/9/2016	Carlons Fire Extinguisher Sales & Service Inc	\$ 1,001.40
ME001233	12/9/2016	Crown Moving & Storage	\$ 13,934.87
ME001234	12/9/2016	CDW Government Inc	\$ 1,243.60
P0007010	12/10/2016	Laerdal Medical Corporation	\$ 19,828.88
OP17366	12/14/2016	Home Depot	\$ 199.01
OP17367	12/14/2016	Clay Planet	\$ 163.13
OP17368	12/14/2016	Douglass and Sturgess	\$ 460.00
OP17369	12/14/2016	Home Depot	\$ 400.20
P0007014	12/14/2016	The Print Shop	\$ 48.94
P0007015	12/14/2016	Gawf, John	\$ 236.53
P0007016	12/14/2016	Sehi Computer Products	\$ 212.62
P0007017	12/14/2016	Apple Computer Inc	\$ 2,651.33
P0007018	12/14/2016	Multiwave	\$ 59.85
P0007019	12/14/2016	The Print Shop	\$ 48.94
P0007020	12/14/2016	Computerland Of Silicon Valley	\$ 843.90
OP17370	12/14/2016	Palace Art & Office Supply	\$ 543.75
OP17371	12/14/2016	Follett Higher Education Group	\$ 300.00
OP17381	12/14/2016	Marlowe, Sandra	\$ 2,500.00
OP17382	12/14/2016	Milosevich, Slobodanka	\$ 1,000.00
P0007022	12/14/2016	Palace Art & Office Supply	\$ 55.35
P0007024	12/14/2016	Cybrarian Corporation	\$ 749.94
P0007025	12/14/2016	Dell Marketing	\$ 3,094.47

December 2016 Purchase Orders

P0007026	12/14/2016	School Datebooks Inc	\$	1,618.60
AOP17024	12/14/2016	Gilroy Garlic Festival Assn Inc	\$	3,200.00
ASB17011	12/14/2016	Trophies Plaques and More	\$	99.57
OP17373	12/14/2016	Home Depot	\$	700.00
OP17374	12/14/2016	Dermalogica Inc	\$	5,100.00
OP17375	12/14/2016	Marianna Industries Inc	\$	9,500.00
OP17376	12/14/2016	Sport Supply Group Inc	\$	500.00
OP17377	12/14/2016	Sport Supply Group Inc	\$	500.00
OP17378	12/14/2016	Burmax Company	\$	1,200.00
OP17379	12/14/2016	PG&E	\$	7,600.00
OP17380	12/14/2016	Predator's Archery	\$	1,000.00
P0007027	12/14/2016	Halualani & Associates Inc	\$	7,500.00
P0007028	12/14/2016	Seward L Schreder Construction Inc	\$	2,750.00
P0007029	12/14/2016	Daily Journal Corporation	\$	776.00
P0007030	12/14/2016	West Coast Intercollegiate Soccer	\$	271.00
P0007031	12/14/2016	Council Of Chief Librarians	\$	150.00
P0007032	12/14/2016	San Jose State University	\$	110.52
P0007033	12/14/2016	Broadcast Music Inc	\$	1,190.80
ASB17012	12/14/2016	Beudet, Frances	\$	697.88
P0007034	12/14/2016	The Print Shop	\$	97.88
P0007035	12/14/2016	Articulate Solutions Inc	\$	203.00
P0007036	12/14/2016	Constant Contact Inc	\$	351.00
P0007037	12/14/2016	Palace Art & Office Supply	\$	295.80
P0007011	12/14/2016	The Print Shop	\$	97.88
P0007012	12/14/2016	Dell Marketing	\$	832.67
P0007013	12/14/2016	Dell Marketing	\$	147.34
OP17372	12/14/2016	Palace Art & Office Supply	\$	1,250.00
P0007021	12/14/2016	Aviation Technician Education Council	\$	350.00
P0007023	12/14/2016	Labyrinth Learning	\$	13,205.01
ME001235	12/15/2016	Dice Communications Inc	\$	36,660.51
P0007038	12/15/2016	Accurate Printing & Promotions	\$	2,196.14
P0007041	12/20/2016	Chamber Directory Services	\$	129.00
P0007044	12/20/2016	Seward L Schreder Construction Inc	\$	6,200.00
OP17383	12/20/2016	Christensen, Roberta	\$	1,000.00
OP17384	12/20/2016	Visual Sports Network	\$	100.00
OP17385	12/20/2016	Snap-on Industrial	\$	5,000.00
OP17386	12/20/2016	Follett Higher Education Group	\$	7,000.00
OP17387	12/20/2016	South Valley Family & Occ Health Center	\$	500.00
P0007045	12/20/2016	WRD Consulting Group LLC	\$	13,125.00
P0007046	12/20/2016	WRD Consulting Group LLC	\$	12,000.08
P0007047	12/20/2016	Sehi Computer Products	\$	84.00
P0007048	12/20/2016	Daily Journal Corporation	\$	762.00
P0007049	12/20/2016	Moore Medical LLC	\$	483.76
P0007050	12/20/2016	Women in Aviation International	\$	45.00
P0007051	12/20/2016	Design Factory Graphics	\$	777.56
P0007052	12/20/2016	CM Property Management Inc	\$	501.00
OP17388	12/20/2016	Fergon, Tim	\$	750.00

December 2016 Purchase Orders

P0007040	12/20/2016	Innovative Educators Inc	\$	11,995.00
P0007042	12/20/2016	Dell Marketing	\$	1,178.75
P0007043	12/20/2016	Cambium Learning Inc	\$	3,262.50
			\$	<u>286,908.52</u>

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

January 10, 2017

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

Administrative Services

SUBJECT: Ratification of Agreements

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees ratify agreements entered into pursuant to the Education Code. Attachment A is a list of agreements to be ratified.

Background:

Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to \$87,800 subject to ratification by the Board within 60 days of issuance of agreement.

Budgetary Implications:

The contracts are funded by appropriations included in the Budget for FY 2016-2017.

Follow Up/Outcome:

No further action is required.

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

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

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

Meeting Date: January 10, 2017

Agreement Number	Amount	Vendor	Description
ME001235	\$ 36,660.51	Dice Communications Inc	Phone System Installation and Purchase Coyote Valley Ed Center Period of Service: 12/15/16 - 2/1/17
ME001236	\$ 80,826.71	R & B Company	Provide Plumbing Materials Coyote Valley Site Period of Service: 12/12/16 - 6/30/17
ME001237	\$ 7,000.00	Live Oak Associates Inc	Lake and Streambed Alteration Agreement Permit Package Coyote Valley Site Period of Service: 12/16/16 to 5/31/17
CON10051	\$ 20,000.00	Doug Martin	Programming & System Support Services MIS Department Period of Service: 12/20/16 - 6/30/17

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

January 10, 2017

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

Administrative Services

SUBJECT: Budget Adjustments

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve the attached budget adjustments for FY 2016-17.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

Fund 100

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
984210	4710		(210.00)	984210	4711		210.00
984610	4310		(560.00)	984610	5613		944.00
984610	5130		(282.00)	984610	5425		23.00
984610	5300		(125.00)				BU1734
			<u>(1,177)</u>				<u>1,177</u>
Final (Adopted) Estimated Beginning Fund Balance at 7/1/16							3,358,623
Change to Actual Fund Balance at 7/1/16					974,606		
Actual Beginning Balance at 7/1/16							4,333,229
Final (Adopted) Budget Net Change in Fund Balance							(595,261)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance					(152,029)		
Current decrease in budgeted expenditures increases Fund Balance					1,177		
Current increase in budgeted expenditures decreases Fund Balance					<u>(1,177)</u>		
Revised Net Change in Ending Fund Balance							<u>(152,029)</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 100							<u>3,585,939</u>

Fund 100

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
300810	8877		16,735.00	580010	4510		5,000.00
300810	8847		(16,735.00)	100210	5100		400.00
580010	8847		5,000.00	120410	5150		53.29
				100210	4310		(129.00)
				100110	4310		(271.00)
				120410	4510		(53.29)
							BU1735
Total Fund 10:			<u>0.00</u>				<u>0.00</u>
Final (Adopted) Estimated Beginning Fund Balance at 7/1/15							\$3,358,623.00
Change to Actual Fund Balance at 7/1/15					\$974,605.78		
Actual Beginning Balance at 7/1/15							\$4,333,228.78
Final (Adopted) Budget Net Change in Fund Balance							(\$595,261.00)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance					(\$152,029.00)		
Current increase in budgeted revenue increases Fund Balance					\$0.00		
Current increase in budgeted expenditures decreases Fund Balance					<u>\$0.00</u>		
Revised Net Change in Ending Fund Balance							<u>(\$152,029.00)</u>
Estimated Ending Fund Balance 6/30/16 for General Fund 100							<u>\$3,585,938.78</u>

Fund 270

DECREASE				INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
630827	6413		(13,500.00)	630827		6412	13,500.00	
630927	7520		(2,015.00)	630827		7520	2,015.00	
630827	7520		(5,000.00)	630827		5260	5,000.00	
746727	6405		(1,000.00)	746727		1490	865.00	
				746727		3100	135.00	
Total Fund 270:			<u>(21,515)</u>				<u>21,515</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0.00
Change to Actual Fund Balance at 7/1/16	\$0.00	
Actual Beginning Balance at 7/1/16		\$0.00
Final (Adopted) Budget Net Change in Fund Balance		
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		
Current decrease in budgeted expenditures increases Fund Balance	\$21,515.00	
Current increase in budgeted expenditures decreases Fund Balance	<u>(\$21,515.00)</u>	
Revised Net Change in Ending Fund Balance		<u>\$0.00</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 270		<u>\$0.00</u>

Fund 270

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)			Budget Entry	
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
621127	8895		(0.16)	621127		5831	(0.16)	BU1730
985227	8840		6,000.00	985227		4711	6,000.00	BU1734
				640727		1270	26,297.00	
				640727		3400	15,559.00	
				640727		4310	500.00	
				640727		4570	1,500.00	
				640727		5150	1,102.00	
				640727		5210	750.00	
				640727		5230	250.00	
				640727		5300	400.00	
				640727		5260	1,000.00	
				640727		7510	16,400.00	
				640727		2110	(16,043.00)	
				640727		3100	(5,507.00)	
				640727		4210	(7,682.00)	
				640727		4510	(500.00)	
				640727		5140	(600.00)	
				640727		5240	(1,300.00)	
				640727		5823	(2,000.00)	BU1735
640727	8622		30,126.00					BU1738
Total Fund 270			<u>36,125.84</u>				<u>36,125.84</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0.00
Change to Actual Fund Balance at 7/1/16	\$0.00	
Actual Beginning Balance at 7/1/16		\$0.00
Final (Adopted) Budget Net Change in Fund Balance		\$0.00
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0.00	
Current increase in budgeted revenue increases Fund Balance	(\$36,125.84)	
Current increase in budgeted expenditures decreases Fund Balance	\$36,125.84	
Revised Net Change in Ending Fund Balance		\$0.00
Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 470		\$0.00

Fund 470

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Budget Entry
Organization #	Account Code	Program	Organization #	Account Code	Program #	Amount
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>						
931747	8894		931747	5831		329.00
931747	8894		931747	5240		(250.00)
931747	8894		931747	5264		(1,179.00)
931447	8894		931447	4711		(5,113.00)
931447	8895		931447	4712		(2,355.00)
931447	8895		931447	5831		2,079.00
930647	8894		930647	4310		(100.00)
930647	8894		930647	4711		(785.00)
930647	8894		930647	5264		(794.00)
930647	8894		930647	6400		(305.00)
931747	8894		931747	5831		(329.00)
931747	8894		931747	5240		250.00
931747	8894		931747	5264		1,179.00
931447	8894		931447	4711		5,113.00
931447	8895		931447	4712		2,355.00
931447	8895		931447	5831		(2,079.00)
930647	8894		930647	4310		100.00
930647	8894		930647	4711		785.00
930647	8894		930647	5264		794.00
930647	8894		930647	6400		305.00
						BU1732
						BU1733
Total Fund 470						<u>0</u>

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

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

January 10, 2017

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

Administrative Services

SUBJECT: Monthly Financial Report

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees consider the FY 2015/16 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2016/17 Revised Budget as of December 31, 2016 to actual revenue and expenditures as of December 31, 2016.

Follow Up/Outcome:

The Administration will continue to review the FY 2016/17 budget and will submit budget adjustments as necessary for consideration by the Board.

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

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

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

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Monthly Financial Report
Summary of All Funds
Fiscal Year 2016-2017
December 31, 2016

Fund i Fund Description	Beginning Fund Balance 7/1/2016	Revised Budgets		Ending Fund Balance 6/30/2017	Year to Date Actual			% Actual to Budget	
		Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund									
10 General -Unrestricted	\$4,333,229	\$33,570,201			\$4,833,443				14.4%
1000 - Certificated Salaries			\$11,747,135			\$4,967,725	\$0		42.3%
2000 - Classified Salaries			\$6,280,631			\$2,403,910	\$0		38.3%
3000 - Burdens & Benefits			\$7,096,537			\$2,635,290	\$0		37.1%
4000 - Books & Supplies			\$501,458			\$205,344	\$169,986		74.8%
5000 - Other Operating Expenses			\$6,369,321			\$2,831,433	\$1,554,677		68.9%
6000 - Capital Outlay			\$691,399			\$56,301	\$29,724		12.4%
7000 - Other			\$1,631,010			\$377,154	\$0		23.1%
Total General-Unrestricted	\$4,333,229	\$33,570,201	\$34,317,491	\$3,585,939	\$4,833,443	\$13,477,156	\$1,754,387	14.4%	44.4%
24 Instructional Equipment	\$67	\$259,000	\$259,000	\$67	\$306,050	\$17,188	\$56,797	118.2%	28.6%
26 Parking	\$0	\$119,909	\$119,909	\$0	\$53,986	\$13,020	\$1,784	45.0%	12.3%
27 General - Restricted	\$0	\$16,209,516	\$16,209,516	\$0	\$6,537,861	\$4,988,066	\$1,636,102	40.3%	40.9%
Total General Fund	\$4,333,296	\$50,158,626	\$50,905,916	\$3,586,006	\$11,731,341	\$18,495,429	\$3,449,070	23.4%	43.1%
21 Measure E - Debt Service	\$4,275,476	\$6,230,637	\$6,060,769	\$4,445,344	\$0	\$0	\$0	0.0%	0.0%
34 Capital Project	\$75,833	\$8,011,934	\$8,067,824	\$19,943	\$1,072,752	\$559,606	\$550,131	13.4%	13.8%
60 Measure E	\$10,564,384	\$22,525	\$10,191,471	\$395,438	\$14,111	\$5,892,683	\$2,723,531	62.6%	84.5%
61 Risk Management	\$0	\$200,000		\$200,000	\$0	\$0	\$0	0.0%	--
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	\$618,942	\$250	\$0	196.5%	50.0%
Fiduciary Funds									
47 Associated Student Body	\$488,472	\$149,980	\$456,603	\$181,849	\$124,023	\$66,668	\$15,127	82.7%	17.9%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$2,723,894	\$2,751,903	\$0	41.9%	42.4%
66 Student Center Fund	\$0	\$117,390	\$117,390	\$0	\$18,812	\$19,395	\$7,080	16.0%	22.6%
Total Fiduciary Funds	\$488,472	\$6,761,580	\$7,068,203	\$181,849	\$2,866,729	\$2,837,966	\$22,207	42.4%	40.5%
Totals	\$25,184,637	\$71,700,302	\$82,294,683	\$14,390,256	\$16,303,874	\$27,785,935	\$6,744,940	22.7%	42.0%

Instructors salaries are paid August through May (10 months)
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Fund 34 Capital Project = State Funded Projects
Does not include end of the month payroll

Gavilan Joint Community College District Governing Board Agenda

January 10, 2017

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

SUBJECT: Santa Clara County Treasury Investment Portfolio Status as of
September 30, 2016

- 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 - Director, Fiscal Services

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



Quarterly Investment Report

September 30, 2016

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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 Similtian

County Executive: Jeffrey V. Smith

Santa Clara County Commingled Pool and Segregated Investments



September 30, 2016

Fund	Cost Value**	Market Value	Variance	% Variance
Commingled Investment Pool	\$5,088,457,982	\$5,097,027,761	\$8,569,778	0.17%
Worker's Compensation	\$27,576,336	\$27,780,180	\$203,844	0.74%
Mountain View-Los Altos	\$2,024,423	\$2,024,423	\$0	0.00%
Palo Alto Unified	\$23	\$23	\$0	0.00%
Park Charter Fund	\$11,461,477	\$11,468,032	\$6,555	0.06%
San Jose-Evergreen	\$20,003,474	\$20,079,199	\$75,725	0.38%
Medical Malpractice Insurance Fund (1)	\$12,967,191	\$13,102,940	\$135,749	1.05%
Total	\$5,162,490,906	\$5,171,482,558	\$8,991,652	0.17%

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

Fund	2016			2015
	Jul 31	Aug 31	Sep 30	Sep 30
Commingled Investment Pool	0.96%	0.98%	0.99%	0.68%
Worker's Compensation	1.20%	1.20%	1.20%	1.21%
Weighted Yield	0.96%	0.98%	0.99%	0.69%

*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

September 30, 2016

Prior to the surprise electoral victory of Republican presidential nominee Donald Trump, expectations had already been strong that Federal Reserve Bank Federal Reserve policy makers would hike interest rates in December. Solid growth in labor markets over the quarter ending September 30, 2016 and rising consumer prices along with improvements in the overall economy were cited as primary motivating factors. U.S. domestic bond markets apparently did not need a change in Federal Reserve policy to ignite a sell-off. Immediately after the election and even before policy makers met in December, the prices of U.S. Treasury bonds and other domestically traded debt dropped sharply, sending bond yields higher.

Markets quickly responded as investors assessed policy implications for growth, inflation and the federal budget deficit resulting from Donald Trump's victory. Even with few, if any policy specifics at this point, the Republican's campaign pledge to cut individual and corporate taxes and spend \$550.0 billion on infrastructure improvements to boost growth concerned investors of debt securities. Both initiatives would sizably increase federal deficits and trigger robust growth in inflation, a major risk factor to fixed income securities. Worries also centered on unintended consequences of a new fiscal stimulus plan. If the new president borrows too much too quickly, it could cause consumer prices to increase without a commensurate increase in wages and which may reduce the financial capacity of consumers to spend.

The current economic expansion began in June 2009 and has continued for 89 months, making it the fourth longest period of growth recorded since 1854. Although this expansion has been relatively long, the U.S. economy has only grown at a 2.1 percent annual pace since 2009. A Wall Street Journal survey of economists in early October 2016 forecast the economy would continue to grow at a sluggish pace for the remainder of this cycle. But now, balancing the risk of sharply rising interest rates and more aggressive use of fiscal stimulus, along with other expected presidential initiatives such as trade protectionism and immigration curbs, greater uncertainty has been introduced along with a stronger probability that a policy mistake could interrupt the economy's current trajectory.

Our 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, including Basel III and the 2010 Dodd-Frank Act. With more efficient software, we have been addressing this issue by scanning a larger scope of inventory listings to find attractive bonds. Our portfolio structuring does not engage in interest rate anticipation strategies.

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

January 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 Employee of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

Background:

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

Employee of the Month, December 2016 – Olga Rodriguez

Olga came to Gavilan as a student through Adult Education and earned her AA in Social Science. She was also a work study student for MESA and TRIO. Olga was hired in February 2015 as the Office Assistant in the CalWORKs/Fresh Success Office. She is eager and willing to learn, she does not hesitate to ask questions to ensure she is providing accurate information; (CalWORKs/Fresh Success are extremely complicated, and we share our office with two other programs). This is one of the many reasons she learned her job so well in a short time frame. In addition, Olga has provided great value to the CalWORKs/Fresh Success and Food Pantry Programs.

Olga has overcome many of the same barriers our student population faces. Gavilan College CalWORKs and Fresh Success programs serve a diverse population in which Olga is always extremely courteous, helpful going above and beyond to assist all students that come into the EOPS/CalWORKs/Fresh Success Office. Her perfect mix of empathy and tough love allows her to serve the meekest, as well as the most challenging student with excellent outcomes. She has worked tirelessly to ensure monthly student reports are completed timely, has helped to build our program numbers and successfully follow up with students to ensure they remain in compliance with their county programs, specifically, ESL students who often struggle with completing monthly forms. Olga takes the extra time to work with these students one on one to

teach them, and ensure their forms are correct and timely. Furthermore, Olga gets along well with all of her peers she always wants to help out in any way that she can. We are truly fortunate to have such an outstanding example of student success and equity working at Gavilan College.

Budgetary Implications:

None

Follow Up/Outcome:

1. The Human Resources Director will contact the employee and let them know that he/she was selected as the EMPLOYEE OF THE MONTH.
2. The Human Resources Director will send an announcement campus-wide.
3. The employee will be recognized by his/her department supervisor.
4. The employee will be recognized in the Campus Newsletter by the PIO.
5. The employee will be recognized at the district's annual Employee Recognition Banquet held in May.
6. The employee's name will be placed on the wall plaque located in the North/South Lounge.
7. The employee will receive a desktop award with his/her name engraved.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By:


Eric Ramones, Human Resources Director

Agenda Approval:


Dr. Kathleen Rose, Superintendent/President

INFORMATION

Gavilan Joint Community College District Governing Board Agenda

January 10, 2017

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

SUBJECT: Community Education Winter/Spring 2017 Classes

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the Community Education classes.

Background:

Attached is the Winter/Spring 2017 Community Education schedule. Classes will be offered through May 2017.

Budgetary Implications:

Projected revenue is approximately \$55,000 based on past three past spring terms.

Follow Up/Outcome:

The courses will be held if they meet the minimum number of students.

Recommended By:

Prepared By:



Susan L. Sweeney, Coordinator, CalWORKs

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

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

January 10, 2016

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

Office of the President

SUBJECT: Draft 2017 Board Goals

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

Proposal:

That the Board of Trustees review and comment as appropriate regarding the 2017 draft board goals developed through their self-evaluation and November 29, 2016 Special Board Meeting.

Background:

Budgetary Implications:

Follow Up/Outcome:

This item will be brought back for a second reading.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Kent Child, Chair of Board Self Evaluation Committee

Agenda Approval: 

Dr. Kathleen Rose, Superintendent/President

DRAFT BOARD GOALS, 2017

(draft composite for discussion by board. Note, listed in no priority order)

- A. Hold a workshop to review the value, timing, process and product of the annual board self -evaluation, and implement changes that may result.
- B. Review the annual evaluation process of the President, and revise if necessary.
- C. Hold a workshop on the various planning processes and documents, such as the Mission Statement, Strategic Plan, Facilities Plan, Master Plan, etc. Consider function, timing, duplication and integration where appropriate.
- D. Explore the need for marketing as it relates to the growth of the Gavilan Educational Foundation, preparation for the Centennial Celebration, and increased effectiveness of informing the communities about college-related topics.
- E. Focus on CTE program enhancement and expansion to best serve both student and community needs.
- F. Explore a new Facilities Bond, its timing and application.
- G. Join the President in the revitalization of the Gavilan College Educational Foundation.
- H. Resolve location for an Educational Center that will better serve Hollister. Finalize a viable plan to get it up and running.
- I. Complete the Gilroy Main Campus renovation.
- J. Address contract negotiation-related issues, such as benefit sustainability, overall process and timing, and participant training.
- K. Plan for necessary accreditation actions and processes.
- L. Enhance the collaborative and collegial climate on campus so that active engagement in participatory governance is broadly embraced by the campus community.
- M. Solidify joint efforts with feeder high school districts that will enhance incoming students readiness for college-level coursework.

- N. Open the Coyote Valley Educational Site, and address the issues that will inevitably arise with such a new venture.
- O. Maintain the District's fiscal accountability and stability, including enrollment and debt load.
- P. Maximize the Board's role in support of the new President and assistance in her goal achievement.
- Q. Review bus transportation to and from the various communities and educational facilities within the Gavilan District.

Goals Identified During Board Self Evaluation Process

Goals mentioned during self evaluation retreat discussion:

Hold a workshop to consider the timing, process, and product of the board self evaluation

Review evaluation process for president

Review mission and strategic plan

Explore the need for marketing as it relates to the growth of the Gavilan College Educational Foundation, preparation for the Centennial celebration, and informing the communities.

Focus on CTE programs and hospitality program; needs of the community

Discussion on "Dreamers' on campus

Hold a workshop on Strategic Plan goals.

Goals recorded in the self evaluation survey: (separated by individual trustee input)

Maximize the board's role in support of the new president-superintendent to achieve her goals.

Update statements of the District mission and vision to inform the Strategic Plan (2016 to 2021).

Cultivate a culture of inquiry that leads to evidence-based continuous improvement while aligned with ACCJC requirements (i.e., standards and data collection).

Plan for a facilities bond.

Assure all District constituencies participate in the development of the Facilities Master Plan and Education Master Plan.

Explore current options for establishing a classroom building at the proposed San Benito Educational Center.

Join the president-superintendent in the revitalization of the Gavilan College Foundation.

Achieve full-time equivalent student (FTES) rates that surpass the apportionment (State funding) of 2015-2016.

Shepard ACES (Adult & Career Education Services) to sustain its initial success moving students through academic and career pathways.

Connect Title V (Civic Engagement Federal grant) students with community-based learning opportunities in each trustee district.

Explore facility bond by county within three years

Complete south campus renovation

Build Hollister off site location

Explore new career pathway programs for Gavilan students

Renovate student center for student usage (modern)

Settle contracts with unions

Improve information and interaction with the San Benito County constituents of the District.

Find a solution for the facility expansion in San Benito County.

Review both the Board Self Evaluation and the President's Evaluation procedures, and refine the goal setting aspect of each so the resulting goals integrate with the Strategic Plan.

Continued progress on Coyote Valley.
Increase enrollment.
Expand CTE programs.
Develop a path for SBC site.
Plan future funding approaches or bond measure.
Continue fiscal accountability efforts.

Provide new supt. pres time to take a league or other new supt training seminar et al.
Continue and improve outreach into the communities and residents within the Gavilan attendance area.

Full speed ahead on a general obligation to have before voters in November. 2018.
Increase enrollment by increasing student head count and having students enroll in additional courses.

Phase 2 of coyote valley campus. All aspects including how to pay for staffing, maintenance.
Staffing to include faculty, counselors, registration. Don't make students, staff drive, call or email the main campus for services.

District educational master plan.

Better mesh board goals, supt.pres goals and strategic plan.

Apply for and secure additional grants, including from the private sector.

Increase the number and type of community ed classes.

Increase voc ed certificate classes including grape growing, wine making, hospitality, decide on what to focus on (several) and move forward with new ones annually.

Better communication with students about all phases of college operations and especially those that directly affect them.

Determine if bus transportation to and from San Benito County to the main campus is adequate.
Direct bus transportation from Gilroy campus to coyote valley and downtown Morgan Hill campuses. From Hollister too.

Reach out to Silicon Valley tech firms in conjunction with development of the northernmost campus.

Increase classes, majors and such related to public safety police and fire academies at Coyote Valley.

More opportunities for students to complete enough units to transfer or receive an AA degree in 2 years.

Speed up completion of remedial classes so students can go on with their traditional college course work

Complete Phase 1 development of the Coyote Valley Educational site.

Finalize instructional offerings that balance the Public Safety Consortium and the general education needs.

Develop the staffing and support requirements to operate the site

Reach agreement with VTA for bus lines (stops) at site

Develop a realistic plan that will lead to an educational site/center located in San Benito county that is achievable within the near future. How to fund. Begin planning for academic focus areas there.

Increase enrollment in the San Martin Airport aviation program. Improve signage. Add programs.

Solidify joint efforts with feeder high school districts that will enhance incoming students' preparation and readiness for college-level coursework.

Address contract negotiation related issues such as sustainability of benefits and training options such as win/win bargaining.

Plan for necessary accreditation second-half actions and step up planning for initial preparation for the next cycle.

Enhance the collaborative and collegial climate on campus so that active engagement in participatory governance is broadly embraced by the campus community.

ACTION ITEMS

NEW BUSINESS

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

January 10, 2017

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

Office of the President

SUBJECT: Employment Agreement Authorization - Vice President of Academic Affairs

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve an employment agreement with Dr. Michele Bresso to serve as Vice President of Academic Affairs effective January 30, 2017 at an annual contract rate of pay of \$165,000 with other provisions and conditions described in the agreement. The term of the agreement is two years.

Background:

Dr. Bresso is currently an Associate Vice Chancellor at Kern Community College District. The proposed agreement term is from January 30, 2017 through June 30, 2019. The contract includes the following provisions for compensation changes:

January 30, 2017 through June 30, 2018	- base contract amount
July 1, 2018 through June 30, 2019	- 5% salary increase

The agreement for Vice Presidents includes an expense account for monthly travel, business, and vehicle allowance of \$450 per month or \$5,400 annually. Standard benefits for administrative employees are the same as other employees and are defined in the employment agreement.

Budgetary Implications:

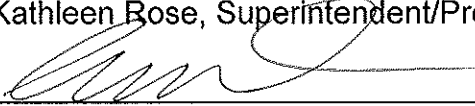
The cost for this position is included in the unrestricted general fund budget of the college.

Follow-Up/Outcome:

The required processing for new employees will be followed and a contract issued upon approval of the Board.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By:


Eric Ramones, Director of Human Resources

Agenda Approval:


Dr. Kathleen Rose, Superintendent/ President

Gavilan Joint Community College District Governing Board Agenda

January 10, 2017

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

Administrative Services

SUBJECT: FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the District to charge the following for FY 2017-18:

- | | | |
|----------------------------|---|-----------------------|
| I. Nonresident Tuition Fee | = | \$234/unit (#2 below) |
| II. Capital Outlay Fee | = | \$ 0 |

Background:

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

1. The Statewide average cost of education per unit - **\$234**
2. Gavilan College's cost of education per unit - **\$266**
3. District basis with 10% or more noncredit FTES – **n/a**
4. The nonresident tuition cost per unit at colleges that are contiguous to Gavilan College's service area:
 - a. Hartnell Information not yet available
 - b. San Jose/Evergreen **\$232**
 - c. Cabrillo Information not yet available
 - d. West Valley **\$234**
 - e. Monterey Peninsula Information not yet available
5. No more than the district and no less than the statewide cost - **\$266-\$234**
6. Highest years statewide average tuition - **\$234**
7. No more than 12 comparable states' average tuition - **\$425**

III. **Capital Outlay Fee** – The calculated Capital Outlay Fee is **\$3.23** per unit.

Budgetary Implications:

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

Follow Up/Outcome:

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

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

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

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

California Community Colleges

2017-18 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2017-18 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2015-16) CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$8,024,141,296	\$ 37,486,052	\$ _____
B. Annual Attendance FTES (Recal 2015-16)	1,186,716	4,881.81	_____
C. Average Expense of Education per FTES (A ÷ B)	\$6,762	\$ 7,679	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x 1.038	x 1.038	x 1.038
E. Average Cost per FTES for Tuition Year (C x D)	\$7,019	\$ 7,971	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	\$234 (\$156)	\$ 266	\$ _____
G. Highest year Statewide average – Semester (Qtr)	\$234 (\$156)	\$ 234	\$ _____
H. Comparable 12 state average – Semester (Qtr)	\$425 (\$283)	\$ 425	\$ _____

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

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

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2012-13 through 2015-16 is \$234 per semester unit or \$156 per quarter unit (2015-16).

Option 7. The average of the nonresident tuition fees of public community colleges in 2015-16 of no less than 12 states comparable to California in cost of living is \$397 per semester unit or \$265 per quarter unit.

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

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

Continue to next page ►

► Continued from previous page

The district governing board at its January 10, 2017 meeting adopted a **nonresident tuition fee** of \$ 234 per semester unit or \$ - per quarter unit.

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input type="checkbox"/> | 4. Contiguous district. _____ (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2015-16 (\$234 per semester unit; \$156 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

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

- a. Capital Outlay expense for 2015-16 \$ 508,972
- b. FTES for 2015-16 5,253.38
- c. Capital outlay expense per FTES (*line a divided by line b*) 96.88
- d. Capital Outlay Fee per unit:
1. Per semester unit (*line c divided by 30 units*) 3.23

OR

2. Per quarter unit (*line c divided by 45 units*) N/A
- e. 2017-18 Nonresident Student Capital Outlay Fee (not to exceed the *lesser* of line d **OR** 50% of adopted 2017-18 Nonresident Tuition Fee) _____

The district governing board at its January 10, 2017 meeting adopted a **nonresident capital outlay fee** of \$ 0 per semester unit or \$ N/A per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2017, please submit a copy of this report by **February 15, 2017** to:

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

District: Gavilan Joint Community College District

Contact Person: Wade W. Ellis, CPA

Phone Number & email: (408) 848-4739 wellis@gavilan.edu

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

January 10, 2017

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

Administrative Services

SUBJECT: Gavilan Gym Roof Replacement Project, Change Order #1

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the first project Change Order request for the Gavilan Gym Roof Replacement Project. Change Order #1 is \$7,027. Original Agreement to Seward L. Schreder Construction, Inc. was \$379,000. Total construction cost including change order #1 is \$386,027.

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:

Gavilan Gym Roof Replacement Project

Seward L. Schreder Construction, Inc., CO #1 for \$7,027. A detailed Change Order #1 table is attached for this project.

Budgetary Implications:

The efficient use of Measure E 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: Dr. Kathleen Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #01 - Seward L. Schreder Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
1	Install 300 LF. of temporary fencing with concrete blocks plus delivery/pick up fee	\$ 1,087.00	0
2	Supply and install new 24 GA. galvanized sheet metal flashing at perimeter and cupola cap	\$ 5,940.00	
TOTAL		\$ 7,027.00	0

Contract Amount	\$ 379,000.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 379,000.00
Change Order #01	\$ 7,027.00
New Contract Amount Including this Change Order	\$ 386,027.00

Available Construction Contingency	\$ 37,900.00
Change Order #01	\$ 7,027.00
Remaining Construction Contingency	\$ 30,873.00

Contract Start Date	October 24, 2016
Contract Substantial Completion Date	December 22, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 22, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 22, 2016

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

January 10, 2017

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

Administrative Services

SUBJECT: STEM Meadow Restoration, Change Order #1

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the first project Change Order request for the STEM Meadow Restoration. Change Order #1 is \$1,830. Original Agreement to Quality Landscape Service was \$194,380. Total construction cost including change order #1 is \$196,210.

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:

STEM Meadow Restoration

Quality Landscape Service, CO #1 for \$1,830. A detailed Change Order #1 table is attached for this project.

Budgetary Implications:

The efficient use of STEM grant 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 Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #01 - Quality Landscape Service

PCO #	Description	Amount	Additional Days (Calendar)
1	Upgrade remote control valves to pressure reducing models	\$ 1,830.00	0
TOTAL		\$ 1,830.00	0

Contract Amount	\$	194,380.00
Net Change By Previously Authorized Change Orders	\$	-
Revised Contract Amount Prior to this Change Order	\$	194,380.00
Change Order #01	\$	1,830.00
New Contract Amount Including this Change Order	\$	196,210.00

Available Construction Contingency	\$	19,438.00
Change Order #01	\$	1,830.00
Remaining Construction Contingency	\$	17,608.00

Contract Start Date	October 12, 2016
Contract Substantial Completion Date	December 11, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 11, 2016
New Contract Substantial Completion Date (Including this Change Order)	December 11, 2016

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

January 10, 2017

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

Administrative Services

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #5

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the fifth project Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #5 is \$24,079.85. Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. Total construction cost including change order #1, #2, #3, #4 and #5 is \$6,846,398.08.

Background:

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

Coyote Valley Educational Center Increment #2 Project
Meehleis Modular Building, Inc., CO #5 for \$24,079.85. A detailed Change Order #5 table is attached for this project.

There are a total of 5 Change Orders for this project totaling \$364,944.08. The initial estimate for this change order totaled \$27,579.85 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$3,500.00.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bonds.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #05 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
19.1	Apply two (2) coats of sealer on approximately 14,000 sq. ft. of VCT flooring, water for building cleaning, extended supervision and extend Builders Risk Insurance	\$ 24,079.85	30
TOTAL		\$ 24,079.85	30

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 340,864.23
Revised Contract Amount Prior to this Change Order	\$ 6,822,318.23
Change Order #05	\$ 24,079.85
New Contract Amount Including this Change Order	\$ 6,846,398.08

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3, #4 and #5	\$ 364,944.08
Remaining Construction Contingency	\$ 283,200.92

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

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

January 10, 2017

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

Administrative Services

SUBJECT: Coyote Valley Low Voltage Package, Change Order #2

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Coyote Valley Low Voltage Package. Change Order #2 is \$9,607.10. Original Agreement to Commercial Plumbing and Building, Inc. was \$337,800. Total construction cost including change orders #1 and #2 is \$369,424.10.

Background:

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

Coyote Valley Low Voltage Package Project

Commercial Plumbing and Building, Inc., CO #2 for \$9,607.10. A detailed Change Order #2 table is attached for this project.

There are a total of 2 change orders for this project totaling \$31,624.10. The initial estimate for this change order totaled \$11,500 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$1,892.90.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bonds.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

Change Order for Project

CHANGE ORDER #02 - Commercial Plumbing and Building, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
005	Install four (4) fire alarm monitoring modules	\$ 3,018.75	0
006	Pull string in (E) conduits for fire alarm and data in buildings (B, C, D, E)	\$ 5,945.50	0
007	Purchase and install 72 wire mold face plates	\$ 642.85	0
TOTAL		\$ 9,607.10	0

Contract Amount	\$ 337,800.00
Net Change By Previously Authorized Change Orders	\$ 22,017.00
Revised Contract Amount Prior to this Change Order	\$ 359,817.00
Change Order #02	\$ 9,607.10
New Contract Amount Including this Change Order	\$ 369,424.10
Available Construction Contingency	\$ 33,780.00
Change Order #01 & #2	\$ 31,624.10
Remaining Construction Contingency	\$ 2,155.90

Contract Start Date	April 25, 2016
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
New Contract Substantial Completion Date (Including this Change Order)	October 28, 2016

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

January 10, 2017

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

Administrative Services

SUBJECT: Ellucian Application Management Services

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve an agreement with Ellucian Company L.P. to provide Application Management Services for the district's Banner Enterprise Resource Planning computer system.

Background:

In June 2006 the district contracted with SunGard SCT to provide an integrated Enterprise Resource Planning (ERP) computer system known as Banner, which touches all aspects of district operations including web portal, human resources, student services, financial aid, and finance. SunGard has since been purchased by Ellucian Company L.P.

For several years the district has utilized a contracted database administrator (DBA) to help update and maintain the Banner ERP System. Due to the increasing complexities of the system and increasing costs of the DBA, the district has outgrown that arrangement.

The district has negotiated a new five-year agreement with Ellucian to provide "cloud-based" Application Management Services (AMS) that will manage all Banner applications, databases, operating systems, upgrades, performance tuning, and provide 24/7/365 application and database monitoring, troubleshooting, and support. With AMS, application management is backed by a team of application experts and a single point of contact for resolution of issues.

AMS will relieve district IT program staff from having to stop and manage ERP issues that arise. With the district assuming the responsibility to manage Payroll services from the County, the ERP system especially needs to operate optimally and will benefit from AMS.

Budgetary Implications:

The total annual cost of AMS over the term of the agreement is \$1,647,272 payable from the district's general fund. First year costs will be \$283,536, which will be offset by \$150,000 in current DBA costs. Also, during the next two years, various required upgrades to our Banner System will need to occur, at a consultant cost of \$111,000 that will also be offset by AMS.

Follow Up/Outcome:

Process agreement after Board approval.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

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

January 10, 2017

Consent Agenda Item No.
Information/Staff Reports No.

Administrative Services

Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.1 (h)

SUBJECT: 5 Year Lease to Upgrade and Consolidate District Copiers and Printers

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve a five year lease and maintenance agreement with Konica Minolta Business Solutions USA to consolidate, upgrade, provide supplies and maintain the staff and faculty copiers and printers.

Background:

Currently the district consumes over 4 million pages per year from an aging fleet of multi-function printers (i.e., copy, print, scan, fax) and numerous desktop printers most of which are not connected to the network. This situation is inefficient, expensive and impactful on the environment.

Over a year ago a Printer Consolidation Project was begun to address these issues, and after considerable research, shared governance discussion and review of at least 5 vendor quotes, the district has negotiated with Konica Minolta Business Solutions USA a five-year lease to consolidate and upgrade the district's copying and printing capabilities.

This upgrade will consolidate staff and faculty copying/printing to 33 strategically located color multi-function printers and 18 networked printers. After this consolidation is complete, the remaining student GoPrint printers will also be upgraded.

Benefits of this consolidation include:

- Lower per-page print cost from ~0.03 cents per page to 0.0049 cent per page (BW)
- Lower per-page print cost from ~0.36 cents per page to 0.039 cents per page (COLOR)
- Increase level of service as devices are warranted for minimum 5yrs vs 1yr (for desktop)
- Improve Section 508/Accessibility, allow unassisted printing
- Centralize student and staff/faculty print services (allows for web/mobile printing & print release anywhere on campus)
- Reduce cost of devices and number of devices to support on campus
- Reduce paper waste by duplexing by default
- Reduce wasteful volumes of printing
- One free move per year of each unit as needed (savings of \$400 per move)

Budgetary Implications:

60 month lease at a monthly cost of \$4,060.07 utilizing a Foundation for California Community Colleges pre-negotiated agreement. After 5 years, district will own the equipment for \$1.

Follow Up/Outcome:

Process agreement after Board approval.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

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

January 10, 2017

Consent Agenda Item No. _____ Office of the President
Information/Staff Reports No. _____
Discussion Item No. _____
Old Business Agenda Item No. _____
New Business Agenda Item No. III.1 (1)

SUBJECT: Board Representative for the County Committee Election

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

Follow Up/Outcome:

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

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Kathleen Rose, Superintendent/President

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President

From: Suzanne Carrig <Suzanne_Carrig@sccoe.org>
Sent: Thursday, December 08, 2016 1:42 PM
To: Annalee Wee; Marie Sanchez; Beca Dominguez; Carlena Grandey; Cory Sanfilippo; CupUSD Patty Bach (Bach_Patty@cusdk8.org); CUSD Mary Lou Danz (mldanz@campbellusd.org); Dora Joy; Joel Herrera; FMSD Lori Cichon; Gaylene Hinkle; HS-ESUHSD Mary Guillen (guillenm@esuhsd.org); HS-FUHSD Susan Davis (susan_davis@fuhsd.org); Jane Marashian; HS-MVLAUHSD Carole Isnard (Carole.Isnard@mvla.net); Jayne Giangreco; Johanna Villareal; Kim Gomez; Kristine McNatt; LASD Marcy Birnie (mbirnie@lasdschools.org); Laura Stricker; LBSD Dominga Ramirez (dramirez@lbsd.k12.ca.us); LBSD Lupe Ruiz (lruiz@lbsd.k12.ca.us); Rudy Avalos-Sanchez; Susan Ady; Eileen Bevans; Luis Gonzales; Michelle Alaimo; Michelle Strachan; Monica Sanchez Lopez; MPSD Alice Koide (akoide@mountpleasant.k12.ca.us); MSD Tanya De La Cruz (tdelacruz@moreland.org); MVWSD Kathi Lilga (klilga@mvwsd.org); Nancy Bailey; Paula Norsell; Peg Tushak; Rachele Uribe; SJE-Joy Pace; SUSD Amy Schaumburg (aschaumburg@saratogausd.org); Tracy Johnson; UN-GUSD Gina Coffman (Gina.Coffman@gusd.k12.ca.us); Charito Cabantac; UN-MUSD Marivel Valdez (mvaldez@musd.org); USD Marguerite Riggins (RigginsM@unionsd.org)
Subject: County Committee Naming Rep Form
Attachments: Naming_Rep_Form.docx

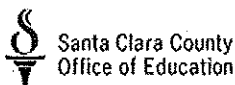
Good Afternoon,

I am sending this email and the attached form later than I usually do; most of you place this item on your annual Board meeting. I know that you may not be able to do that this year due to the lateness of my email; if you can that would be great, if not that's won't be a problem as I will not need them until February.

The purpose of the attached certificate is to name a board member to complete the County Committee Election ballot that comes to each district in November; the board member indicated on this form will vote in the 2017 County Committee election. ***The County Committee Board Representative is NOT required to attend County Committee meetings.*** Instructions for completing and returning the certificate are contained in the document. Forms can be emailed back to suzanne_carrig@sccoe.org or faxed to (408) 453-6869. Please return certificates by February 2017.

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

Thank you,
Suzanne



Suzanne Carrig
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San Jose, CA 95131-2304
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**SCHOOL DISTRICT
CERTIFICATE
NAMING THE BOARD REPRESENTATIVE
FOR THE COUNTY COMMITTEE ELECTION**

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

§ 35023. Election of representative for county committee

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

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

Name of School District Gavilan Joint Community College District

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

Date of the Board Meeting
at Which the Above Board
Member was Selected January 10, 2017

Signature of the
Secretary or Clerk
of the District _____

Please return this Certificate to:

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

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