



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, April 11, 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, Initial Proposals - Closed Session Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dr. Kathleen Rose, Dr. Eric Ramones, Kathleen Moberg, and Wade Ellis  
Employee Organization: CSEA
- 3) CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dr. Kathleen Rose  
Employee Organization: Unrepresented
- 4) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – Closed Session Pursuant to Government Code §54957
- 5) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Closed Session Pursuant to Government Code 54957  
Superintendent/President

II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call



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

Kent Child  
Lois Locci, Ed.D.

Mark Dover  
Rachel Perez

Walt Glines  
Iris Cueto

3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
  - (a) Regular Meeting of the Board of Trustees minutes, March 14, 2017, and Facilities Development and Utilization Committee minutes, March 22, 2017
  - (b) Personnel Actions
  - (c) Warrants and electronic transfers drawn on District Funds
  - (d) Payroll Warrants drawn on District Funds
  - (e) Purchase Order Ratification
  - (f) Ratification of Agreements
  - (g) Budget Adjustments
  - (h) Monthly Financial Report
7. Comments from the Public - This is a time for the public to address the Board  
(a max. of 3 minutes allotted to each speaker)
8. Recognitions
  - (a) Recognition of the Employees of the Month
9. Officers' Reports
  - (a) Vice Presidents
  - (b) College President
  - (c) Academic Senate
  - (d) Professional Support Staff
  - (e) Student Representative
  - (f) Board Member Comments
  - (g) Board President
11. Board Committee Reports
12. Information/Staff Reports
  - (a) Update on the Educational and proposed Facilities Master Plans
  - (b) ASGC Student Center Remodel Surveys
  - (c) Academic Senate Reorganization Update
  - (d) Gavilan Project Updates and Project Schedule

### III. ACTION ITEMS

1. Old Business
  - (a) 2017 Board Goals
2. New Business
  - (a) Honorary Degree
  - (b) California Community College Trustees (CCCT) Board Elections, 2017
  - (c) Curriculum
  - (d) Notice of Completion for the Coyote Valley Educational Center, Increment #2
  - (e) Gavilan Gym Roof Replacement, Change Order #3
  - (f) Student Center Seismic Upgrade, Change Order #2
  - (g) Consider and Accept Bid for the Gym Bleachers and Flooring Project
  - (h) CSEA/District Contract Proposal ("Sunshine")

### IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is May 9, 2017, Hollister City Hall, Hollister, CA.
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>

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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

April 11, 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, March 14, 2017, and  
Facilities Development and Utilization Committee minutes, March 22,  
2017

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, March 14, 2017, and Facilities Development and Utilization Committee minutes, March 22, 2017.

**Background:**

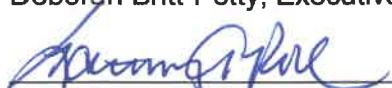
**Budgetary Implications:**

**Follow Up/Outcome:**

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

Prepared By: Nancy Bailey, Executive Assistant  
Deborah Britt-Petty, Executive Assistant

Agenda Approval:

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



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING, BOARD OF TRUSTEES  
Tuesday, March 14, 2017

CLOSED SESSION – 6:00 p.m. OPEN SESSION  
5055 Santa Teresa Boulevard  
Coyote Valley Site, Building E, Room 108

MINUTES

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

Trustee Laura Perry called the meeting to order at 6:00 p.m.

1. Roll Call

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

Trustee Absent: Lois Locci

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

2. Comments from the Public

No comments.

3. Recess to Closed Session

The Board recessed to closed session at 6:02 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:04 p.m.

2. Roll Call

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

Trustee Absent: Lois Locci

Dr. Kathleen Rose, Superintendent/President  
Kathleen Moberg, Vice President, Student Services  
Dr. Michele Bresso, Vice President of Academic Affairs  
Nancy Bailey, Executive Assistant to the President (Recorder)  
Others in Attendance: Dr. Blanca Arteaga, Annette Gutierrez, Susan Sweeney, Virginia Diaz

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

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Iris Cueto



Lazaro, Albert Marques, Carina, Cisneros, Tarianna Perez, Omar Lopez, Eric Ramon, Wade Ellis, Jan Bernstein-Chargin, Adam Lopez, Leah Halper, Maria Amirkhanian

3. Pledge of Allegiance

The Pledge of Allegiance was led by Rachel Perez.

4. Report of any Action Taken in Closed Session

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

5. Approval of Agenda

Wade Ellis requested that the agenda be revised to accommodate guests by moving **New Business Items III.2(a)-FY 2015-2016 Annual District Audit Report, III.2(b)-FY 2015-2016 Measure E General Obligation Bond Audit Reports, and III.2(c)-FY 2015-2016 Foundation Audit Report** after Item II.8(a).

MSC (J. Brusco/I. Cueto) to revise the agenda.

Vote:

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

0 Noes

1 Absent: Lois Locci,

6. Consent Agenda

Trustee Walt Glines requested that the February 14, 2017 minutes reflect: **The change in the size of the pool will be conducive to women's water polo.**

(a) Regular Meeting of the Board of Trustees minutes, February 14, 2017

(b) Personnel Actions

(c) Warrants and electronic transfers drawn on District Funds

(d) Payroll Warrants drawn on District Funds

(e) Purchase Order Ratification

(f) Ratification of Agreements

(g) Budget Adjustments

(h) Monthly Financial Report

(i) Mid Year Financial Report

(j) Disposal of Surplus Personal Property

MSC (K. Child/M. Dover) to approve with the revision to the January 10, 2017 minutes.

Vote:

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

0 Noes

1 Absent: Lois Locci,

7. Comments from the Public

Ken Wagman – introduced faculty members who shared “What they do in a day at Gavilan College.” Leah Halper teaches women’s history courses in addition to a variety of activities including mentoring, collaborating, and providing students with information. Albert Marques teaches 3 classes and coaches soccer. He also provided information on the upcoming Bach to Blues concert, study abroad program to Spain and recent changes in the music department. Maria Amirkhanian spoke about the music department’s involvement in the community, the annual Marian Filice Piano Competition which has grown beyond the tri-county area. She

teaches all levels of piano at Gavilan and privately in the community. She said the music department will showcase their students at a recital in May.

## 8. Recognitions

### (a) Recognition of the Employee of the Month

January 2017 – Analisa Zanella

Wade Ellis introduced Analisa Zanella the office assistant in the Business Office. Although a Gavilan employee for a short time, Analisa Zanella has impressed everyone with her welcoming smile and excellent customer service skills. Wade Ellis said he is very happy to have her as part of the team.

## **New Business, Item III.2 (a) FY 2015-2016 Annual District Audit Report (item moved forward on agenda)**

Wade Ellis introduced Peggy Vande-Vooren, CPA from Gilbert Associates, Inc. who reviewed the audit opinions on the Annual District Audit Report for FY 2015-16. She stated that they issued clean opinions on the foundation, district, and bond construction fund. She said findings on the district audit have already been addressed by the district and that none affected the ending fund balance. Peggy Vande-Vooren noted that the Gavilan College Educational Foundation Audit report and the Measure E bond Audit Reports had no findings. She added that the audit testing completed on the Measure E Bond Performance Audit indicated that expenditures were in accordance with the approved bond language documents.

## 9. Officers' Reports

### (a) Vice Presidents

Fred Harris – introduced the Executive Assistant for Administrative Services, Deborah Britt-Petty. He also reported that 36 individuals attended the Emergency Response Management training held in February. The Request for Proposal documents for the Solar Project was released in February. Fred Harris said the selected vendor will be presented to the board for approval in May. He reported that a conceptual plan will be needed for Phase I of the Fairview site. Fred Harris said that cabinet members will be meeting with the Educational Master Plan consultants to review completed work. He said the next step in moving forward in planning is an updated Facility Master Plan.

Michele Bresso – reported on a faculty driven team that is excited about improving and updating Gavilan's institutional learning outcomes. Addressing the institutional outcomes ensures that the results of instruction are focused in areas that allow students to gain key skills to become productive, engaged citizens who think critically, communicate effectively and understand the social and cultural implications of being an educated person in our society. Michele Bresso also reported that a team from Jessup University visited the campus to learn more about Gavilan. They felt that Gavilan would be a good match for a partnership. She said types of partnerships are being investigated that would add value to our students' educational programs.

Kathleen Moberg – reported on her recent visit to Marin College as an accreditation team member. She said it was a good experience and will be sharing information with her colleagues at Gavilan. Kathleen Moberg reported on current Student Services activities including a sleep hygiene discussion, 15<sup>th</sup> annual smoking cessation, career day, and the Vets "Walk A Mile in their Shoes" event.

### (b) College President

Kathleen Rose reported that she was asked to do a filmed interview by the Community College League of California for a promotional film on the Fresh Start program. Gavilan



College, under the direction of Susan Sweeney and Annette Gutierrez, successfully piloted this program which started with 11 students and grew to 88 students served within a semester. She said this program is supportive of student educational success. Kathleen Rose expressed best wishes to board trustee Dr. Lois Locci. She said she attended the Silicon Valley Competiveness and Innovation Project at Microsoft. She said Gavilan College will become a part of the Silicon Valley Leadership group. Kathleen Rose and Michele Bresso visited Gavilan's Digital Media Lab and reported on the great program, equipment and enthusiastic staff.

(c) Academic Senate

Academic Senate - Blanca Arteaga reported on Academic Senate activity. They continue to work on their constitution and bylaws and have completed an initial draft. She said once Academic Senate approves the documents, they will share them with others. Blanca Arteaga said recruitment and election of new officers and members will take place by the end of the semester. She said Academic Senate worked collaboratively with CSEA, ASGC, the GCFA Executive Board, and GECA student representation to prepare a resolution in support of undocumented students. The resolution, "In support of Undocumented Students and Affirming the Privacy of Student Records, #S2017-01" was read by: Ken Wagman (GCFA President), Omar Lopez (ASGC President), Gina Diaz (GECA student/GUSD Student Representative), Blanca Arteaga (Counselor/ASGC Advisor/VP of Academic Senate), and Jessica Fromm (CSEA).

(d) Professional Support Staff

Jessica Fromm is a CSEA representative to both President's Council and the Board of Trustees. She announced that the unit will be voting on the Area C Director this week. They are also in the process of appointing members for the upcoming CSEA conference. Jessica Fromm said the unit is looking forward to the completion of the classification study.

(e) Student Representative

Iris Cueto announced a spring donation drive for hygiene products through May 8. She said the student center remodel survey is complete and a comprehensive report will be shared with shared governance committees. She said ASGC is amending the constitution and bylaws with the final revisions presented to the students in April. Iris Cueto said the bylaws will include an article that will allow for greater involvement of students by being non-voting members called commissioners. She announced upcoming events including the Career Fair, Women in Leadership speaker panel, and Women's history month symposium. Iris Cueto spoke about challenges she has experienced with wheelchair accessibility. She attended a self-care workshop that she found helpful and wants to share the information with others. Iris Cueto thanked everyone who worked on the resolutions and supportive events for undocumented students.

(f) Board Member Comments

Rachel Perez – thanked the constituent groups who worked on the resolution supporting undocumented students. She thanked Dr. Peter Wruck, Dr. Kathleen Rose, Dr. Eddie Cervantes and Carina Cisneros who are working with her to jump start the Latino Advisory Committee. She identified key points for the advisory committee to focus on which includes improving access to quality postsecondary education opportunities to Latino students, identify strategies to increase amounts and types of engagement, propose leadership training initiatives, and enhance diversity. Rachel Perez requested names of people interested in forming the framework for this committee.

Walt Glines – attended the president’s forum held at Gavilan’s outdoor classroom. He talked with students who spoke highly about Grad Guru. He thanked Jonathan Brusco for attending the Morgan Hill City Council meeting where a proposed housing complex near the Gavilan site was discussed. Walt Glines talked about a proposal from state assembly democrats for debt-free college. He acknowledged the women’s basketball team for reaching the playoffs and the recent hire of Dallas Jensen as the men’s basketball coach.

Mark Dover – congratulated the constituent representatives for speaking as one voice in their resolution, “In support of Undocumented Students and Affirming the Privacy of Student Records”.

Kent Child – spoke about the passing of a Gavilan founding faculty member Jerry Flook.

Jonathan Brusco – thanked the constituent groups for bringing forward their resolution. He said he attended the Morgan Hill City Council meeting to voice his opinion regarding the proposed housing project and was happy that the project was tabled for further review. The overflow parking for the project may affect parking at Gavilan’s Morgan Hill site. He attended a SXSWestedu educational conference which he felt was worthwhile.

(g) Board President

Laura Perry thanked everyone for their work on the resolutions related to support of undocumented students. She said she has good memories of Jerry Flook. She added that the board is united in their opposition of high density housing project in Morgan Hill.

10. Board Committee Reports

No report.

11. Information/Staff Reports

(a) Draft 2017 Board Goals

Laura Perry reported that she and Dr. Rose reviewed the list of suggested goals and combined several to produce the current list for board comment and review. The draft goals will be brought forward in April for approval.

(b) Gavilan College Student Success and Support Program Credit 2015-16 Year-end Expenditures Report

Kathleen Moberg provided the year end expenditures report as information to the board on how the money was spent.

(c) Gavilan College Student Equity 2015-16 Year-end Expenditures Report

Kathleen Moberg provided the year end expenditures report as information to the board on how the money was spent. She said the money provided direct support to students.

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

Susan Sweeney said that the CalWORKs program is in its 20<sup>th</sup> year and that they partner with Santa Clara and San Benito counties. Susan Sweeney provided information on a new program, Fresh Success, which serves nontraditional students and is 50% reimbursable. Annette Gutierrez spoke about the student lead Food Pantry which has served over 5,000 individuals. She said contracts with Santa Clara and San Benito counties along with state funding allow funds to be leveraged for work study subsidized employment. Annette Gutierrez said this often leads to unsubsidized employment and self-sufficiency.

(e) Gavilan Project Updates and Project Schedule

Fred Harris said landscaping and fencing are still needed to complete the Coyote Valley project. The gym roof is near completion. He said the sport field projects are under DSA review. He said four contractors attended the job walk for the bleacher project. Fred Harris reported that the pool demolition/reconstruction began this week. Walt Glines requested that the funding sources be included in the project report.

### III. ACTION ITEMS

#### 1. Old Business

- \*(a) Resolution No. 1019: Resolution of the Board of Trustees Gavilan Joint Community College District in Support of Undocumented Students and Affirming the Privacy of Student Records  
MSC (J. Brusco/K. Child)

Roll Call Vote:

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

0 Noes

1 Absent: Lois Locci,

- (b) Sabbatical Leave Requests

MSC (M. Dover/W. Glines)

Discussion: Walt Glines and Rachel Perez commented on the implementation of the technology by all counselors. Kathleen Moberg confirmed that the implementation will be offered to all. Several trustees also commented the quality of the proposals.

Vote:

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

0 Noes

1 Absent: Lois Locci,

#### 2. New Business

- (a) FY 2015 - 2016 Annual District Audit Report

MSC (W. Glines/K. Child)

Vote:

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

0 Noes

1 Absent: Lois Locci,

- (b) FY 2015 – 2016 Measure E General Obligation Bond Audit Reports

MSC (W. Glines/M. Dover)

Vote:

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

0 Noes

1 Absent: Lois Locci,

- (c) FY 2015 – 2016 Foundation Audit Report

MSC (M. Dover/J. Brusco)

Vote:

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

0 Noes

1 Absent: Lois Locci,

- (d) Curriculum

MSC (K. Child/R. Perez)

Vote:

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

0 Noes

- 1 Absent: Lois Locci,
- (e) Approve new Title and Classified Appointment of the Associate Vice President, Human Resources and Labor Relations  
MSC (I. Cueto/J. Brusco)  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,
- (f) Approve new Title and Classified Appointment of the Associate Vice President, Business and Security Services  
MSC (I. Cueto/J. Brusco)  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,
- (g) Notice of Completion for the San Martin Aviation Project  
MSC (W. Glines/K. Child)  
Discussion: Gavilan signage will be put up at the San Martin airport.  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,
- (h) IBI Group Architecture and Planning Project Assignment Amendments Augmentations  
MSC (K. Child/W. Glines)  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,
- (i) Coyote Valley Center Increment #2, Change Order #7  
MSC (W. Glines/ K. Child)  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,
- (j) GCFA/District Contract Proposal ("Sunshine")  
MSC (K. Child/J. Brusco)  
Vote:  
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve.  
0 Noes  
1 Absent: Lois Locci,

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is April 11, 2017, Gavilan College, GECA, Multi-Purpose Building.
2. Adjournment – The meeting was adjourned at 8:41 p.m.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
FACILITIES DEVELOPMENT AND UTILIZATION COMMITTEE  
COMMITTEE TO THE BOARD OF TRUSTEES**

Wednesday, March 22, 2017

5:30 p.m. – 7:00 p.m.

Room: HU 105

**Minutes**

Committee Members: Mark Dover (Chair), Jonathan Brusco, and Walt Glines. ABSENT: Iris Cueto

Resources: Kathleen Rose and Fred Harris

Other Attendees: Michele Bresso, Wade Ellis, Jeff Gopp, Ron Hannon, Mike Dovenberg, Steve Sowa, Shari Gratke, and Donna Martin

1. Call Meeting to Order at 3:35 p.m.: The meeting was called to order by Mark Dover at 5:35 p.m.
2. Approve Minutes: Minutes from the November 21, 2016 meeting were approved.
3. Comments from the Public: No comments.
4. Status on Current Projects: Fred Harris provided an overview on the status projects including:
  - Coyote Valley Center Project (Measure E and Lease Revenue bond funds): The South Bay Regional Public Safety Training Consortium and Gavilan classes are open and running. Work is winding down. All that is left is landscaping and fencing which will be finished in April.
  - San Martin Aviation Program (Measure E bond funds): The Notice of Completion will be filed this month (March).
  - Student Center Seismic Upgrade (Scheduled Maintenance and Lease Revenue bond funds): Project is scheduled to be finished by the beginning of May. The goal is to move the executive team and staff back before graduation, and A&R, Counseling, etc. after graduation due to workload needs. Kathleen Rose stated that the ASGC has been involved in the process. They came to the President's Council and provided survey results of their members' input regarding furniture, food, flooring, etc. ASGC would like to outfit the Student Center. Mark Dover said it would be nice if they could bring their ideas and present them to the Board. Kathleen Rose would like to open the Student Center for graduation so that the community can see the project. There may be folding chairs and tables, but it will still look very nice. She wants this to be a welcoming point of the campus.

- Gymnasium and Sports Fields Projects/Gym & Locker Room Roofing Replacement/Elec. Service Upgrade (Measure E and Lease Revenue bond Funds): Fred Harris introduced Steve Sowa from IBI Architects to discuss these projects. Steve provided and referred to the drawing handouts.

Gymnasium: Seating capacity will be increased with the new bleachers, and it will be more ADA accessible now. The committee discussed colors and specs for the gym bleachers, floors, and walls. Mark Dover stated that he would like alumni to say "WOW!" when they come to visit.

Gym Roof: Jeff Gopp updated the committee stating that the contractors are adding more rock and downspouts early this week. The main roof and tarring is complete. We should see substantial completion of this project by the end of March.

Sports Fields: Steve Sowa reported that there will be an accessible ramp that goes down to the track and field, as well as all new walks around the sports fields that will be accessible as well. The track and field will be made out of synthetic materials. There will be a new scorekeeper's booth at the baseball and softball fields, a smart classroom, as well as new toilet and changing rooms. There will also be ADA parking available.

Track: Jonathan Brusco asked if the word "College" will be the only word on one end. He feels that is very generic and would like a mock-up of different ideas and costs (i.e., saying Gavilan College on both ends). Mike Dovenberg had a concern about the synthetic turf becoming extremely hot. Ron Hannon said there will be potable water that can be used to cool the fields. All projects are currently scheduled to be completed during the Summer of 2018, although some projects may finish sooner than others. Kathleen Rose emphasized having solid deadlines and dates for these projects because it impacts instruction. She would like an update of timelines within the next two weeks.

Pool Renovation: Donna Martin reported that there is major demolition going on right now. Much of the existing mechanical equipment, which was relatively new under Prop 39, will be reused. The pool will be set up for Water Polo. Substantial completion should be the end of June and commissioning will continue through the summer. The pool should be available for student use by August 28<sup>th</sup>.
- Solar: Fred Harris updated the committee on the parking lots solar project. The RFP is out on the street now with a deadline in April, and the target is for the winning bid award to go the Board in May. He shared initial discussions with PG&E regarding bundling several energy efficiency projects on the Gilroy campus, which could save a lot of electricity by upgrading boilers, lights, controls, metering, etc. He also suggested consideration to do the sports fields lighting (approximate cost \$1 million) as part of this proposed energy efficiency work. Mark Dover was concerned that this will delay the project if it is a bid alternate to the Athletic Fields project, and that it was approved by the Board as a part of that project. Kathleen Rose explained that the project would proceed as planned, and that this is just a creative way to pay for any possible project cost increases.

Fairview Corners: Fred Harris reported now that we have received the Incidental Take Permit, a conceptual site plan is being prepared for the initial Gavilan campus.

5. Planning for the Next General Obligation Bond: The consultants preparing the Educational Master Plan will share initial findings at the April Board meeting, and it will be on the May Board agenda for adoption. They will also introduce the Facilities Master Plan. From that plan, a prioritized list of projects can be used to survey district residents how best to proceed with a new general obligation bond. Jonathan Brusco suggested pursuing a separate bond for each county. Walt Glines expressed concern that we have waited too long to get started on a new bond.
6. Adjournment: The Committee was adjourned at 7:11 p.m.

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

April 11, 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 March 14, 2017 thru April 11, 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, Associate Vice President of Human Resources

Prepared By:   
Eric Ramones, Associate Vice President of Human Resources

Agenda Approval:   
Dr. Kathleen Rose, Superintendent/President



## **A. Classified and Unclassified Personnel Actions – April 11, 2017**

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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**

Choe Chao	Custodian Facilities Services April 12, 2017
Olga Rodriguez	Office Assistant Student Services Increase to 24 hours per week April 12, 2017
Priscilla De Anda	Instructional Program Specialist Disability Resource Center April 12, 2017
Victor De Reza	Student Assessment Specialist Community Development and Grants Management Increase to 24 hours per week March 13, 2017

### **II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS**

NONE

### **III. PROFESSIONAL EXPERTS**

Barbara Palmer	Coordinator for Gavilan College Educational Foundation and Alumni Relations Office of the President April 10, 2017 to April 30, 2018
Cherise Mantia	Recruitment and Retention for Summer Bridge Liberal Arts and Sciences March 1, 2017 to June 30, 2017
Christina Muirhead	Vocational Instructional Specialist Disability Resource Center January 3, 2017 to June 30, 2017
Edward Waggoner	Community Education Instructor Community Education March 22, 2017 to May 26, 2017

Elizabeth Falvey	Program Assistant Liberal Arts and Sciences March 1, 2017 to May 30, 2017
Michael McCloud	Community Education Instructor Community Education March 9, 2017 to May 26, 2017
Michael Wolf	Community Education Instructor Community Education March 10, 2017 to May 26, 2017
Ron Erskine	Community Education Instructor Community Education February 25, 2017 to May 26, 2017
Vered Stolarski	Community Education Instructor Community Education March 1, 2017 to May 26, 2017
Vicente Alfonseca	MESA Academic Excellence Workshop Facilitator Liberal Arts and Sciences March 3, 2017 to May 26, 2017

**IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

NONE

**V. REQUESTS FOR LEAVE**

Ana Rocha	Office Assistant Community Development and Grants Management February 4, 2017 to April 8, 2017
Angelic Macedo	Facilities Use Scheduler Business Services March 23, 2017 to March 29, 2017
Diana Hanks	Library Systems Technician Office of Instruction March 7, 2017 to April 17, 2017
Tricia Stracner	Campus Security Officer Business Services March 9, 2017 to April 22, 2017

**VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT**

NONE

**VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH**

Jennifer Tomasella	PSYCH 10 – Intro to Psychology
Kimberly Benjamin	CMUN 129 – Presentation Graphics
Olga Rodriguez	CSIS 121 – MS Excel
Rosalinda Mendoza	CMUN 129 – Presentation Graphics

**VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT**

NONE

**IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH**

NONE

**X. ADDITIONAL DUTY/STIPEND**

NONE

**XI. VOLUNTEERS**

Carrie Merrell	Volunteer Worker Community Development and Grants Management February 1, 2017 to May 31, 2017
Jennifer Hamilton	Volunteer Worker Community Development and Grants Management February 1, 2017 to May 31, 2017
John Gould	Volunteer Worker Aviation Maintenance January 1, 2017 to May 31, 2017
Kristian Smith	Volunteer Worker Art January 30, 2017 to May 25, 2017
Marcia Nelson	Volunteer Worker Community Development and Grants Management February 1, 2017 to May 31, 2017

**XII. RESIGNATIONS AND RETIREMENTS**

Salvador Perez	Custodian Facilities Services Date of Hire: August 22, 2000
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Date of Retirement: May 1, 2017

**XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS**

NONE

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

## **B. Faculty Personnel Actions – April 11, 2017**

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

### **I. APPOINTMENTS**

NONE

### **II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS**

Albert Marques	Spanish Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Alexandre Stoykov	Computer Science Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Alice Dufresne-Reyes	Allied Health Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Christina Salvin	English Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Claire Boss	Child Development Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Dale Clark	Chemistry Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
David Perez	Spanish Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Ellen Venable	Computer Science Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Gilbert Ramirez	Cosmetology Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017

Grant Richards	Theater Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Herb Spenner	Aviation Maintenance Technology Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Jason Wolowitz	Accounting Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Jennifer Nari	Mathematics Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Jennifer Nari	Supplemental Instructor and Tutor Coordinator Liberal Arts and Sciences January 26, 2017 to May 31, 2017
John Lango	Head Strength and Conditioning Coach Kinesiology and Athletics January 30, 2017 to May 30, 2017
John Lawton-Haehl	Theater Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Julian Kearns	Economics Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Marc Turetzky	Political Science Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Marla Butler	Mathematics Instructor Overload Liberal Arts and Sciences January 30, 2017 to May 26, 2017
Pat Henrickson	Child Development Instructor Overload Career Technical Education January 30, 2017 to May 26, 2017
Paul Agalotis	Aviation Maintenance Instructor Overload Career Technical Education January 12, 2017 to May 26, 2017

Rey Morales                      Biology Instructor Overload  
Liberal Arts and Sciences  
January 30, 2017 to May 26, 2017

Sabrina Lawrence                Digital Media Instructor Overload  
Career Technical Education  
January 30, 2017 to May 26, 2017

Scott Sandler                    English Instructor Overload  
Liberal Arts and Sciences  
January 30, 2017 to May 26, 2017

Susan Turner                    Allied Health Instructor Overload  
Career Technical Education  
January 30, 2017 to May 26, 2017

Susan Turner                    Faculty Liaison – Professional Development  
Career Technical Education  
January 30, 2017 to May 26, 2017

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

Adrian Gallegos                Non-Credit Instructor  
Community Development and Grants Management  
February 15, 2017 to June 30, 2017

Amy Van Gundy                Gavilan Regional Adult and Career Educational Services  
Consortium Work  
Community Development and Grants Management  
June 1, 2017 to June 30, 2017

Caroline Gane                 English as a Second Language Assessment  
Student Services  
January 25, 2017 to February 3, 2017

Celise Elkassed                English as a Second Language Assessment  
Student Services  
January 12, 2017 to January 23, 2017

Cuiying Rhodes                Gavilan Regional Adult and Career Educational Services  
Consortium Work  
Community Development and Grants Management  
June 1, 2017 to June 30, 2017

Dallas Jensen                 Kinesiology Instructor  
Kinesiology and Athletics  
June 19, 2017 to July 30, 2017

Dallas Jensen	Men's Basketball Recruiting Kinesiology and Athletics March 1, 2017 to June 30, 2017
Elsie Hartman	Aviation Maintenance Technology Program Updates Career Technical Education February 1, 2017 to March 31, 2017
Jamie Stoll De Pompeo	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
John Sabel	Public Safety Training Consortium Instructor South Bay Regional June 18, 2016
Karen Diehl	English as a Second Language Assessment Student Services January 11, 2017 to January 26, 2017
Kenneth Van Meter	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management March 13, 2017 to June 30, 2017
Marlene Bumgarner	Educational Pathways and Professional Learning Community Development and Grants Management February 21, 2017 to May 26, 2017
Melanie Kunoa	Public Safety Training Consortium Instructor South Bay Regional June 18, 2016
Pierre Delaye	Public Safety Training Consortium Instructor South Bay Regional June 18, 2016
Susan Dodd	Curriculum Update/Revision – Water Management Career Technical Education February 1, 2017 to February 28, 2017
Susan Dodd	Faculty Liaison Student Learning Outcomes Office of Instruction January 30, 2017 to May 26, 2017
Susan Dodd	Scorer's Table Official Kinesiology and Athletics November 1, 2016 to February 17, 2017



**IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

Russell Lee                      Physics Instructor  
   Liberal Arts and Sciences  
   March 3, 2017 to June 30, 2017

**V. REASSIGNMENTS**

NONE

**VI. RESIGNATIONS AND RETIREMENTS**

NONE

**VII. REQUEST FOR LEAVE**

Jessica Gatewood              English Instructor  
   Liberal Arts and Sciences  
   October 26, 2017 to May 26, 2017

**VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS**

NONE

**IX. NEW FSA ASSIGNMENT**

NONE

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

## **C. Management/Confidentials Personnel Actions – April 11, 2017**

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

### **I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS**

Lucy Alvarez                      Human Resources Analyst  
   Office of the President  
   April 1, 2017

### **II. ADDITIONAL DUTY/STIPEND**

NONE

### **III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

NONE

### **IV. REQUEST FOR LEAVE**

Grace Cardinalli                      Executive Assistant to Vice President  
   Student Services  
   January 26, 2017 to April 25, 2017

### **V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH**

NONE

### **VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH**

NONE

### **VII. RESIGNATIONS AND RETIREMENTS**

NONE

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

## **D. Administration Personnel Actions – April 11, 2017**

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

### **I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS**

Eric Ramones	Associate Vice President of Human Resources and Labor Relations Office of the President April 1, 2017
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Wade Ellis	Associate Vice President of Business and Security Services Administrative Services April 1, 2017
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### **II. ADDITIONAL DUTY/STIPENDS**

NONE

### **III. BOARD MEMBER APPROVED ABSENCE**

NONE

### **IV. BOARD MEMBER RESIGNATION**

NONE

### **V. RESIGNATIONS AND RETIREMENTS**

NONE

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



## Gavilan Joint Community College District Governing Board Agenda

April 11, 2017

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

**SUBJECT:** Payroll Warrants drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

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

**Background:**

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

Payroll Period	Pay Date	Total Salaries/Wages
March Supplemental 1	March 10, 2017	\$ 245,541.82
March Regular (EOM)	March 31, 2017	\$ 2,078,578.43
<b>TOTAL</b>		<b>\$ 2,324,120.25</b>
<i>( 702 Pay Warrants Issued )</i>		

**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 – Associate Vice President, Business Services & Security

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

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

April 11, 2017

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

**SUBJECT:** Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve the attached March 2017 list of purchase orders for FY 2016-17.

**Background:**

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

**Budgetary Implications:**

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

**Follow Up/Outcome:**

No further action is required.

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

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

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

## March 2017 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
P0007173	3/1/2017	Xerox Corporation	\$ 7.81
P0007174	3/2/2017	Dell Marketing	\$ 23,716.33
OP17420	3/2/2017	Follett Higher Education Group	\$ 3,000.00
P0007175	3/2/2017	Hartnell College	\$ 38,963.90
P0007176	3/2/2017	Design Line & Granger Printing	\$ 379.75
P0007177	3/2/2017	Dell Marketing	\$ 2,371.63
OP17421	3/2/2017	Olympic Trophy	\$ 750.00
OP17422	3/2/2017	Palace Art & Office Supply	\$ 500.00
P0007178	3/2/2017	Power Systems PS LLC	\$ 206.71
P0007179	3/2/2017	CDW Government Inc	\$ 216.37
P0007180	3/2/2017	Palace Art & Office Supply	\$ 1,465.58
P0007181	3/2/2017	B & H Photo-Video	\$ 4,346.62
P0007182	3/2/2017	Computerland Of Silicon Valley	\$ 388.00
P0007183	3/2/2017	Richard McMahon	\$ 384.08
OP17423	3/2/2017	Palace Art & Office Supply	\$ 400.00
AOP17025	3/2/2017	X-Grain Sportswear	\$ 700.00
ASB17019	3/2/2017	Sport & Cycle	\$ 1,410.80
OP17424	3/2/2017	EBSCO Industries Inc	\$ 10,000.00
P0007184	3/2/2017	Crooks, Alleen	\$ 2,101.80
P0007185	3/2/2017	SVM LP	\$ 6,175.00
P0007186	3/2/2017	Dell Marketing	\$ 50.71
CON10061	3/6/2017	Gilbane Building Company	\$ 20,000.00
CON10062	3/6/2017	Brown, Keith	\$ 45,000.00
CON10069	3/6/2017	Public Safety Training Institute	\$ 9,800.00
CON10066	3/6/2017	Meltwater News US Inc	\$ 6,000.00
CON10067	3/6/2017	Higher Ed Profiles	\$ 7,000.00
CON10068	3/6/2017	Higher Ed Profiles	\$ 7,000.00
P0007187	3/7/2017	The Print Shop	\$ 195.76
P0007188	3/7/2017	Tams-Witmark Music Library Inc	\$ 4,646.00
P0007189	3/7/2017	Faronics Technologies USA Inc	\$ 342.56
P0007190	3/7/2017	PCMG Inc	\$ 76.13
P0007191	3/7/2017	Palace Art & Office Supply	\$ 5,233.58
P0007192	3/7/2017	Alpha Media LLC	\$ 3,258.07
P0007193	3/7/2017	Community College League Of CA	\$ 475.00
OP17425	3/7/2017	The Print Shop	\$ 200.00
P0007194	3/7/2017	Life Media Group LLC	\$ 1,422.00
P0007195	3/7/2017	B & H Photo-Video	\$ 2,415.65
P0007196	3/7/2017	Services, Immigrant Rights & Ed Network	\$ 500.00
P0007197	3/7/2017	Palace Art & Office Supply	\$ 129.65
P0007198	3/7/2017	Burkett, Brian	\$ 560.00
P0007199	3/7/2017	Dell Marketing	\$ 564.72
P0007200	3/7/2017	Dell Marketing	\$ 3,704.28
P0007201	3/7/2017	Casey Printing	\$ 4,243.35
P0007202	3/7/2017	Trophies Plaques and More	\$ 72.27
P0007204	3/7/2017	Monoprice Inc	\$ 351.97

## March 2017 Purchase Orders

P0007205	3/7/2017	Access Communications Inc	\$	115.99
P0007206	3/7/2017	Riso, Karen	\$	14.22
P0007207	3/7/2017	Santos, Aimee	\$	750.00
P0007208	3/7/2017	Piedmont Unified School District	\$	2,640.00
P0007211	3/7/2017	Evisions Inc	\$	4,106.00
P0007203	3/7/2017	Buonocore, Victoria	\$	600.00
ME001248	3/7/2017	American Supply Co	\$	1,245.14
P0007210	3/7/2017	Direct Digital Controls Inc	\$	4,002.83
P0007209	3/7/2017	Sehi Computer Products	\$	771.50
P0007172	3/13/2017	Amazon.Com Corporate Credit	\$	986.31
P0007212	3/14/2017	Casey Printing	\$	2,724.84
P0007213	3/15/2017	Amazon Business	\$	888.60
P0007214	3/15/2017	CDW Government Inc	\$	3,970.83
P0007215	3/15/2017	Amazon Business	\$	986.31
P0007217	3/17/2017	Johnson, Michael	\$	5,250.00
P0007218	3/17/2017	Ramos, David	\$	1,371.34
P0007219	3/17/2017	George Hills Company Inc	\$	99.04
P0007220	3/17/2017	San Jose State University	\$	15.94
P0007221	3/17/2017	Richard McMahan	\$	15,000.00
P0007222	3/17/2017	San Jose State University	\$	13.27
P0007237	3/17/2017	Riso, Karen	\$	23.45
P0007216	3/17/2017	Centurion Holdings I LLC	\$	720.00
P0007235	3/17/2017	Rexel Inc	\$	965.65
P0007223	3/17/2017	Cresco Equipment Rental	\$	875.00
P0007231	3/17/2017	Cold Craft Inc	\$	1,105.00
P0007234	3/17/2017	Konica Minolta Business Solutions USA Inc	\$	469.52
P0007236	3/17/2017	Houghton Mifflin Harcourt Publishing Co	\$	2,355.64
P0007238	3/21/2017	San Benito County Office Of Education	\$	84.00
P0007239	3/21/2017	JP Morgan Chase	\$	2,388.02
P0007240	3/21/2017	Riso, Karen	\$	23.45
P0007224	3/21/2017	Ernie's Plumbing & Repair Service Inc	\$	1,200.00
P0007225	3/21/2017	Cresco Equipment Rental	\$	967.23
ASB17020	3/21/2017	Agile Sports Technologies Inc	\$	199.00
P0007226	3/21/2017	Articulate Solutions Inc	\$	275.50
P0007228	3/21/2017	San Benito High School District	\$	460.00
P0007229	3/21/2017	Dell Marketing	\$	1,108.92
OP17426	3/21/2017	Richard McMahan	\$	100.00
P0007230	3/21/2017	Combat Brands LLC	\$	457.82
P0007232	3/21/2017	Nat'l Assn of Student Personnel Administrators	\$	242.00
P0007233	3/21/2017	Discovery	\$	1,250.00
OP17427	3/21/2017	Lu, Andrew	\$	1,200.00
P0007244	3/22/2017	WRD Consulting Group LLC	\$	23,687.28
P0007245	3/22/2017	Macias, Elena	\$	900.00
P0007246	3/22/2017	California Community Colleges CalWORKs Assn	\$	300.00
P0007247	3/22/2017	CASAS	\$	374.06
P0007241	3/22/2017	EnviroScience Inc	\$	1,235.00
P0007242	3/22/2017	EnviroScience Inc	\$	3,240.00



## March 2017 Purchase Orders

PO007243	3/22/2017	EnviroScience Inc	\$ 1,520.00
PO007248	3/22/2017	The Print Shop	\$ 123.51
PO007249	3/23/2017	Richard McMahon	\$ 24,712.50
PO007250	3/23/2017	Dell Marketing	\$ 6,844.36
OP17428	3/23/2017	Island Advertising	\$ 15,000.00
PO007251	3/23/2017	WRD Consulting Group LLC	\$ 12,000.07
PO007252	3/23/2017	Morgan Hill Unified School District	\$ 6,000.00
PO007256	3/23/2017	Sport & Cycle	\$ 1,037.08
PO007257	3/23/2017	Palace Art & Office Supply	\$ 157.28
PO007258	3/23/2017	Palace Art & Office Supply	\$ 246.92
PO007253	3/23/2017	San Benito High School District	\$ 460.00
PO007254	3/23/2017	Access Communications Inc	\$ 2,140.00
PO007255	3/23/2017	Dannis Woliver Kelley	\$ 508.02
PO007259	3/23/2017	Gawf, John	\$ 656.11
PO007260	3/23/2017	Direct Digital Controls Inc	\$ 775.00
PO007261	3/23/2017	Pacific Janitorial Supply Company	\$ 19.86
PO007262	3/23/2017	Pacific Janitorial Supply Company	\$ 27.13
PO007263	3/23/2017	The Print Shop	\$ 63.83
OP17429	3/28/2017	Christensen, Eric	\$ 500.00
PO007264	3/28/2017	Alpha Media LLC	\$ 129.03
ASB17021	3/28/2017	Gavilan College Educational Foundation	\$ 500.00
PO007266	3/28/2017	Hilton Garden Inn	\$ 5,294.40
PO007267	3/28/2017	San Jose State University	\$ 16.47
PO007268	3/28/2017	NAEYC	\$ 33.00
PO007271	3/28/2017	Palace Art & Office Supply	\$ 586.54
PO007273	3/28/2017	Moore Medical LLC	\$ 177.02
PO007274	3/28/2017	Costco Wholesale Corporation	\$ 3,480.00
PO007276	3/28/2017	Medical Shipment LLC	\$ 992.52
PO007277	3/28/2017	Palace Art & Office Supply	\$ 247.98
PO007279	3/28/2017	Palace Art & Office Supply	\$ 63.68
PO007265	3/28/2017	Arrow Electronics Inc	\$ 143.08
PO007269	3/28/2017	Pacific Monarch	\$ 725.00
PO007270	3/28/2017	Konica Minolta Business Solutions USA Inc	\$ 505.18
PO007272	3/28/2017	TData Corp	\$ 650.00
PO007275	3/28/2017	B & H Photo-Video	\$ 362.48
PO007278	3/28/2017	Morgan Hill Unified School District	\$ 247.50
<b>Total Purchase Orders</b>			<b>\$ 399,430.33</b>



Meeting Date: April 11, 2017

<b>Agreement Number</b>	<b>Amount</b>	<b>Vendor</b>	<b>Description</b>
ME001249	\$ 5,600.00	Triad/Holmes Associates	Engineering Services Fairview Corners - Phase 1 Period of Service: 3/21/17 - 6/30/17
CON10072	No Cost	San Benito County Library	Facilities Use Agreement for Non-Credit Instruction Period of Service: 1/30/17 - 6/1/18
CON10073	No Cost	Learning & Loving Education Center	Facilities Use Agreement for Non-Credit Instruction Period of Service: 1/30/17 - 5/26/17
CON10074	No Cost	Aromas-San Juan USD	Facilities Use Agreement for Non-Credit Instruction Period of Service: 1/30-17 - 6/30/17
CON10075	No Cost	San Benito High School	Facilities Use Agreement for Non-Credit Instruction Period of Service: 1/30/17 - 6/30/18
CON10076	No Cost	First Five San Benito	Facilities Use Agreement for Non-Credit Instruction Period of Service: 1/30/17 - 6/30/18
CON10077	No Cost	Morgan Hill USD	Facilities Use Agreement for Non-Credit Period of Service: 1/30/17 - 5/30/17
CON10081	No Cost	iHeartMedia	Annual Advertising Contract with KDON and La Preciosa Radio Stations Period of Service: 5/1/17 - 4/30/18
CON10082	No Cost	Alpha Media LLC	41 Advertising Spots on Radio Station KEZR for the Aviation Maintenance Technology Program Period of Service: 6/12/17 - 7/23/17
CON10083	\$200,000.00 NTE \$40,000.00 per year	The Research & Planning Group for California Community Colleges	External Evaluator Services for the District's HSI-STEM Grant Period of Service: 3/1/17 - 10/31/21



Fund 100

DECREASE			INCREASE					
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
120410	4510		(\$29)	120410	5150	\$	29	
660110	5220		(\$300)	660110	5843	\$	300	
650210	5831		(\$10,000)	650110	4530	\$	10,000	BU1752
600310	5260		(\$350)	100210	5100	\$	350	
630010	5150		(\$108)	630010	4510	\$	108	
630010	6400		(\$393)	630010	4510	\$	393	
493110	4200		(\$411)	493110	4317	\$	411	
640610	5825		(\$2,406)	640610	4510	\$	3,352	
	5831		(\$2,191)		5250	\$	171	
	2110		(\$4,505)		5425	\$	2,120	
					5630	\$	319	
					6409	\$	1,666	
					6410	\$	1,474	BU1756
600110	5100		(\$350)	100210	5831	\$	350	BU1759
120110	4510		(\$128)	120110	5150	\$	128	
120410	4510		(\$12)	120410	5150	\$	12	BU1760
984610	4710		(\$399)	984610	4711	\$	399	
984610	4710		(\$271)	984610	5130	\$	271	
984810	5240		(\$500)	984810	4711	\$	500	
984810	5240		(\$74)	984810	5264	\$	74	
995110	5250		(\$778)	995210	4310	\$	778	
995110	5155		(\$155)	995210	4310	\$	155	
995110	4550		(\$326)	995210	4310	\$	326	
995110	4310		(\$113)	995210	4310	\$	113	BU1761
			<u>(\$23,799)</u>			\$	<u>23,799</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	\$529,212	
Current decrease in budgeted expenditures increases Fund Balance	\$23,799.00	
Current increase in budgeted expenditures decreases Fund Balance	(\$23,799.00)	
Revised Net Change in Ending Fund Balance		<u>\$529,212</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 100		<u>\$4,267,180</u>

**Fund 100**

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Program	Budget	
Organization #	Account Code	Program #	Amount	Organization #	Account Code	#	Amount	Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
120110	8877		6,400	120110		4317	22,000	BU1756
			<u>6,400</u>				<u>22,000</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						529,212		
Current increase in budgeted revenue increases Fund Balance						6,400		
Current increase in budgeted expenditures decreases Fund Balance						(22,000)		
Revised Net Change in Ending Fund Balance							<u>(81,649)</u>	
Estimated Ending Fund Balance 6/30/17 for Fund 100							4,251,580	

**Fund 260**

DECREASE Account			INCREASE Account			Amount		
Program #	Code	Amount	Program #	Code	Amount	Amount		
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
670926	2110	677000	(8,455.00)	670926	2110	695000	8,455.00	
670926	3212	677000	(1,103.00)	670926	3212	695000	1,103.00	
670926	3312	677000	(524.00)	670926	3312	695000	524.00	
670926	3322	677000	(123.00)	670926	3322	695000	123.00	
670926	3412	677000	(4,393.00)	670926	3412	695000	4,393.00	
670926	3422	677000	(28.00)	670926	3422	695000	28.00	
670926	3432	677000	(65.00)	670926	3432	695000	65.00	
670926	3442	677000	(337.00)	670926	3442	695000	337.00	
670926	3492	677000	(127.00)	670926	3492	695000	127.00	
670926	3512	677000	(4.00)	670926	3512	695000	4.00	
670926	3612	677000	(4.00)	670926	3612	695000	4.00	
670926	3712	677000	(85.00)	670926	3712	695000	85.00	
670926	2110	695000	(8,455.00)	670926	2110	677000	8,455.00	
670926	3212	695000	(1,103.00)	670926	3212	677000	1,103.00	
670926	3312	695000	(524.00)	670926	3312	677000	524.00	
670926	3322	695000	(123.00)	670926	3322	677000	123.00	
670926	3412	695000	(4,393.00)	670926	3412	677000	4,393.00	
670926	3422	695000	(28.00)	670926	3422	677000	28.00	
670926	3432	695000	(65.00)	670926	3432	677000	65.00	
670926	3442	695000	(337.00)	670926	3442	677000	337.00	
670926	3492	695000	(127.00)	670926	3492	677000	127.00	
670926	3512	695000	(4.00)	670926	3512	677000	4.00	
670926	3612	695000	(4.00)	670926	3612	677000	4.00	
670926	3712	695000	(85.00)	670926	3712	677000	85.00	
<b>Total Fund 260:</b>						<u>(30,496)</u>	<u>30,496</u>	BU1752

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		0
Change to Actual Fund Balance at 7/1/16	0	0
Actual Beginning Balance at 7/1/16		0
Final (Adopted) Budget Net Change in Fund Balance		0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	0	0
Current decrease in budgeted expenditures increases Fund Balance	\$30,496.00	
Current increase in budgeted expenditures decreases Fund Balance	(\$30,496.00)	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for General Fund 260		\$0

**Fund 270**

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>							
641427	3612		(11)	641427	3614		11
747027	4310		(2,870)	747027	5834		2,870
630827	7520		(50,369)	630827	5831		50,369
630827	7520		(1,934)	630827	5240		1,934 BU1953
494427	4710		(50)	494427	5150		50 BU1756
681127	1110		(1,350)	681127	7520		21,135
681127	3110		(1,985)				
681127	4310		(6,000)				BU1757
681127	1110		(11,800)				BU1758
507527	4330		(500)	507527	5300		500
507527	4330		(243)	507527	5210		243
746727	6405		(220)	746727	2110		220
746227	4310		(1,435)	746227	1490		1,435
746227	4310		(3,000)	746227	5210		3,000
746127	6405		(7,205)	746127	4210		7,205 BU1760
507527	5425		(600)	507527	5300		600 BU1761
642027	4310		(20,000)				
642027	7510		(40,000)				BU1763
<b>Total Fund 270:</b>			<u>(149,572)</u>				<u>89,572</u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	\$0
Actual Beginning Balance at 7/1/16		\$0
Final (Adopted) Budget Net Change in Fund Balance		\$0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	(\$60,000)	\$0
Current decrease in budgeted expenditures increases Fund Balance	\$149,572	
Current increase in budgeted expenditures decreases Fund Balance	(\$89,572)	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for General Fund 270		\$0

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 &amp; revenue needs of various departments</i>							
631427	8690		(639,561)	631427	5831		(639,561)
631427	8697		279,000	631427	1110		70,000
				631427	2110		80,000
				631427	3210		8,806
				631427	3212		10,440
				631427	3312		9,300
				631427	3322		2,175
				631427	3412		11,908
				631427	3422		11,907
				631427	3432		11,907
				631427	3442		11,907
				631427	3512		75
				631427	3612		75
				631427	3712		1,500
				631427	5710		11,160
				631427	5831		37,840
631627	8697		10,000	631627	1110		5,000
				631627	3210		629
				631627	3312		310
				631627	3322		73
				631627	3412		983
				631627	3422		983
				631627	3432		983
				631627	3442		983
				631627	3512		3
				631627	3612		3
				631627	3712		50
631727	8697		320,561	631727	1110		25,000
				631727	3210		3,145
				631727	3312		1,550
				631727	3322		365
				631727	3412		2,416
				631727	3422		2,416
				631727	3432		2,416
				631727	3442		2,416
				631727	3512		13
				631727	3612		13
				631727	3712		250
				631727	4310		50,000
				631727	5710		12,822
				631727	5831		50,000
				631727	6400		167,739
631827	8697		20,000	631827	4310		8,000
				631827	5710		800
				631827	6400		11,200
631927	8697		10,000	631927	1110		5,000
				631927	3210		629
				631927	3312		310
				631927	3322		73
				631927	3412		983
				631927	3422		983
				631927	3432		983



			631927	3442	983	
			631927	3512	3	
			631927	3612	3	
			631927	3712	50	
780527	8193	(562,231)	630827	6412	(13,500)	
780527	8122	562,231	630827	6413	13,500	BU1752
640327	8876	186,986	640327	4310	177,128	
			640327	5410	9,858	BU1755
100827	8840	5,451	100827	2310	1,335	
			100827	3322	65	
			100827	5831	4,051	
642827	8623	(36,699)	642827	2110	(29,600)	
			642827	3412	(7,099)	BU1756
749427	8194	(10,729)	749427	5140	(10,729)	
749527	8194	10,729	749527	5140	10,729	BU1760
614127	8895	5,344	614127	5831	5,344	BU1761
641927	8626	6,844	641927	5831	6,844	
506627	8895	(30,736)	506627	1310	(31,035)	
			506627	3110	(4,017)	
			506627	3120	(450)	
			506627	3490	(466)	
			506627	3510	(16)	
			506627	3610	(16)	
			506627	4310	(3,600)	
			506627	5550	(400)	
			506627	7520	9,264	BU1762

**Total Fund 270**      137,190

137,190

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	
Actual Beginning Balance at 7/1/16		\$0
Final (Adopted) Budget Net Change in Fund Balance		\$0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0	
Current increase in budgeted revenue increases Fund Balance	(\$137,190)	
Current increase in budgeted expenditures decreases Fund Balance	\$137,190	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 470		\$0

**Fund 470**

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Budget Entry		
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
931447	8895		\$2,746	931447	4711		\$1,400	
	8894		\$400		5264		\$896	
					5630		\$50	BU1753
931447	8894		(\$400)					
931447	8895		(\$400)					
931447	8894		(\$400)					BU1754
931647	8895		\$460	931947	5831		(\$700)	
				931947	5831		(\$200)	
				931947	6402		(\$198)	
				931647	4711		\$460	
				931947	5210		\$700	
				931947	5613		\$200	
				931947	5300		\$198	BU1761
<b>Total Fund 470</b>			<u>2,406</u>				<u>2,806</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	\$2,406	
Current increase in budgeted expenditures decreases Fund Balance	(\$2,806)	
Revised Net Change in Ending Fund Balance		\$647
Estimated Ending Fund Balance 6/30/17 for General Fund 470		<u>\$181,449</u>

**Fund 600**

DECREASE Account			INCREASE Account			
Program #	Code	Amount	Program #	Code	Amount	
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>						
670560	5831	(950,000)	671460	5831	950,000	BU1752
<b>Total Fund 600</b>						<u>950,000</u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$10,564,384	
Actual Beginning Balance at 7/1/16		\$10,564,384
Final (Adopted) Budget Net Change in Fund Balance		(\$343,032)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	(\$9,825,914)	
Current decrease in budgeted expenditures increases Fund Balance	(\$395,438)	
Current increase in budgeted expenditures decreases Fund Balance	\$950,000	
Revised Net Change in Ending Fund Balance	(\$950,000)	(\$10,221,352)
Estimated Ending Fund Balance 6/30/17 for General Fund 600		<u>\$0</u>

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

April 11, 2017

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

**SUBJECT:** Monthly Financial Report

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees consider the FY 2016/17 Monthly Financial Report

**Background:**

The attached Monthly Financial Report compares the FY 2016/17 Revised Budget as of March 31, 2017 to actual revenue and expenditures as of March 31, 2017.

**Follow Up/Outcome:**

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

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

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

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

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

Fund / Fund Description	Beginning Fund	Revised Budgets		Ending Fund	Year to Date Actual			% Actual to Budget	
	Balance 7/1/2016	Revenue	Expense	Balance 6/30/2017	Revenue	Expense	Encumbrance	Revenue	Expense
<b>General Fund</b>									
<b>10 General -Unrestricted</b>	\$4,333,229	\$33,579,449			\$17,539,510			52.2%	
<b>1000 - Certificated Salaries</b>			\$11,147,142			\$8,415,644	\$0	75.5%	
<b>2000 - Classified Salaries</b>			\$5,866,742			\$3,861,488	\$0	65.8%	
<b>3000 - Burdens &amp; Benefits</b>			\$6,560,974			\$4,294,215	\$0	65.5%	
<b>4000 - Books &amp; Supplies</b>			\$536,360			\$328,620	\$120,747	83.8%	
<b>5000 - Other Operating Expenses</b>			\$6,858,758			\$4,269,537	\$796,114	73.9%	
<b>6000 - Capital Outlay</b>			\$1,217,214			\$151,174	\$250,394	33.0%	
<b>7000 - Other</b>			\$1,473,908			\$754,316	\$0	51.2%	
<b>Total General-Unrestricted</b>	<b>\$4,333,229</b>	<b>\$33,579,449</b>	<b>\$33,661,098</b>	<b>\$4,251,580</b>	<b>\$17,539,510</b>	<b>\$22,074,993</b>	<b>\$1,167,254</b>	<b>52.2%</b>	<b>69.0%</b>
<b>24 Instructional Equipment</b>	\$67	\$259,000	\$259,000	\$67	\$483,237	\$60,245	\$54,877	186.6%	44.4%
<b>26 Parking</b>	\$0	\$119,909	\$119,909	\$0	\$130,063	\$51,696	\$1,445	108.5%	44.3%
<b>27 General - Restricted</b>	\$0	\$16,975,260	\$16,975,260	\$0	\$9,472,012	\$8,442,666	\$1,208,206	55.8%	56.9%
<b>Total General Fund</b>	<b>\$4,333,296</b>	<b>\$50,933,618</b>	<b>\$51,015,267</b>	<b>\$4,251,647</b>	<b>\$27,624,821</b>	<b>\$30,629,600</b>	<b>\$2,431,783</b>	<b>54.2%</b>	<b>64.8%</b>
<b>21 Measure E - Debt Service</b>	\$4,275,476	\$6,230,637	\$6,060,769	\$4,445,344	\$224,288	\$4,068,877	\$0	3.6%	67.1%
<b>34 Capital Project</b>	\$75,833	\$8,011,934	\$8,067,824	\$19,943	\$1,269,130	\$1,284,500	\$892,262	15.8%	27.0%
<b>60 Measure E</b>	\$10,564,384	\$22,525	\$10,586,909	\$0	\$27,018	\$7,619,425	\$2,367,193	119.9%	94.3%
<b>61 Risk Management</b>	\$0	\$200,000		\$200,000	\$0	\$0	\$0	0.0%	--
<b>72 Child Development</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
<b>92 Long Term Debt</b>	\$5,447,176	\$315,000	\$500	\$5,761,676	\$798,345	\$250	\$0	253.4%	50.0%
<b>Fiduciary Funds</b>									
<b>47 Associated Student Body</b>	\$488,472	\$168,203	\$475,226	\$181,449	\$133,218	\$95,156	\$13,458	79.2%	22.9%
<b>48 Financial Aid</b>	\$0	\$6,494,210	\$6,494,210	\$0	\$5,334,281	\$5,377,882	\$0	82.1%	82.8%
<b>66 Student Center Fund</b>	\$0	\$90,674	\$90,674	\$0	\$83,349	\$34,828	\$4,230	91.9%	43.1%
<b>Total Fiduciary Funds</b>	<b>\$488,472</b>	<b>\$6,753,087</b>	<b>\$7,060,110</b>	<b>\$181,449</b>	<b>\$5,550,848</b>	<b>\$5,507,866</b>	<b>\$17,688</b>	<b>82.2%</b>	<b>78.3%</b>
<b>Totals</b>	<b>\$25,184,637</b>	<b>\$72,466,801</b>	<b>\$82,791,379</b>	<b>\$14,660,059</b>	<b>\$35,494,450</b>	<b>\$49,110,518</b>	<b>\$5,708,927</b>	<b>49.0%</b>	<b>66.2%</b>

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

**RECOGNITION**

# Gavilan Joint Community College District Governing Board Agenda

April 11, 2017

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

**Office of the President**

**SUBJECT:** Recognition of the Employees of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

**Background:**

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

**Employee of the Month, February 2017 – Nicole Cisneros**

Nicole has served the last three years as chair of the ESL Department, taking the helm and leading the group through difficult times. As the department has weathered shrinking enrollment and begun to work earnestly with the noncredit program, Nicole has been instrumental in building an environment where people have felt heard, valued and appreciated. She has collaborated extensively with not only the credit and noncredit ESL programs, but has also with Administration to facilitate creation of a bridge from noncredit to the credit ESL programs. She has helped schedule noncredit classes, coordinated norming sessions and participated in joint assessment for the two programs, and has rewritten and submitted many former credit ESL courses for Noncredit use. To further the work of the future merge, Nicole has served on the Noncredit committee, assisting in the understanding of the characteristics of both programs and helping establish crucial guidelines for fair load and equitable pay among faculty. She has mentored both adjunct credit and noncredit instructors. In the face of recent challenges, Nicole has maintained a professional and collegial attitude. In addition to acting as Department Chair and working to unify the credit and Noncredit programs, she has served a number of years on the Staff Development Committee, the Curriculum Committee, and has frequently attended and been involved in issues of the

Senate. Recently, she came forward to assist with the development of the Basic Skills Initiative grant application.

Nicole has been a key participant in several grants on this campus: In the Title V grant, she lead Contextualized Learning and Technology FIGS and delivered topical workshops to ESL instructors; in the Joint Title V, she worked on the Noncredit-Credit bridge.

In our local community, Nicole has, additionally, served on the Gavilan Regional ACES, the local consortium of adult learning program providers, which includes Gavilan College credit and noncredit ESL programs, Adult Schools, and Community Based Organizations. She has coordinated a number of groups of faculty representing all consortium programs to align and articulate classes, streamline enrollment and assessment practices, and write new, contextualized ESL curriculum. She also coordinated consortium-wide work groups sponsored by a mini-grant procured through ALLIES, an ESL Provider's Network serving Santa Clara and San Mateo counties. Finally, Nicole is a dedicated, motivated and talented teacher who delivers engaging lessons, often incorporating new methodologies and technology, and who, despite multiple leadership demands, manages to give extra time outside of class to her students.

Nicole is a much-loved instructor and an engaged and responsive contributor to projects within and outside our Gavilan Community.

**Employee of the Month, March 2017 – Annette Gutierrez**

Annette is the program specialist for CalWORKs and Fresh Success. She is our go-to person. She takes on all new challenges with passion and grace. Annette not only brings innovated ideas to our programs, she is also willing to roll up her sleeves and do the work. She is a model for student success. Annette is an advocate for underserved populations on the state, county and college level. She has earned the respect of her colleges, faculty, and administration. We are all grateful for her work and energy.

**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, Associate Vice President of Human Resources

Agenda Approval:   
Dr. Kathleen Rose, Superintendent/President



**INFORMATION**

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

April 11, 2017

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

Administrative Services

**SUBJECT:** Update on the Educational and proposed Facilities Master Plans

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Background:**

An Educational Master Plan (EMP) is a long-range, comprehensive document that will serve as the District's blueprint for the next decade, and is intended to guide institutional and program development. California Code of Regulations, title 5 Section 51008 requires districts to periodically do an Academic Master Plan and a long range master plan for facilities. ACCJC accreditation activities now look for these plans as part of integrated planning.

The priorities established in these plans will serve to guide district decisions about growth, development and resource allocation, and align with the following five strategic areas of focus: student access; learning and student success; value and support of employees; economic and community development; and fiscal and physical resources. These plans are the result of an extensive process involving a review of information sources to identify trends and issues.

The board approved on October 11, 2016 an agreement with Cambridge West Partnership LLC to prepare a district-wide Educational Master Plan. Work has been continuous on campus under the leadership of Dr. Peter Wruck and Dr. Randy Brown, co-chairs of the EMP Steering Committee. The consultants will now provide the board with a preliminary report on their findings.

**Follow Up/Outcome:**

The final Educational Master Plan and a proposal to prepare the Facilities Master Plan will be presented to the board for approval at its May 9, 2017 meeting.

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

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

April 11, 2017

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

**SUBJECT: ASGC Student Center Remodel Surveys**

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

The ASGC will report on the results of their Student Center Remodel Surveys.

**Background:**

The Associated Students of Gavilan College collected a total of 550 surveys from Gavilan students and employees before and after the Student Center was closed for retrofits. The survey had a total of 9 questions where respondents provided input on what they would like to see inside the Student Center once it re-opens.

**Budgetary Implications:**


None at this point.

**Follow Up/Outcome:**

ASGC will be visiting Hartnell College and meet with the college President and vendor representatives to get a first hand experience of possible furniture options and layouts. Additionally ASGC will present to the shared governance committees about this report.

Recommended By: Blanca E. Arteaga, Ed.D.

Prepared By:   
Omar Lopez, ASGC President

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



# **Student Center Remodel Survey Report**

**Compilation of 550 Surveys October 2016 – February 2017**

Prepared by David E. DiDenti, MBA, BSIT  
ASGC Region IV Representative

## **Current ASGC Contributors**

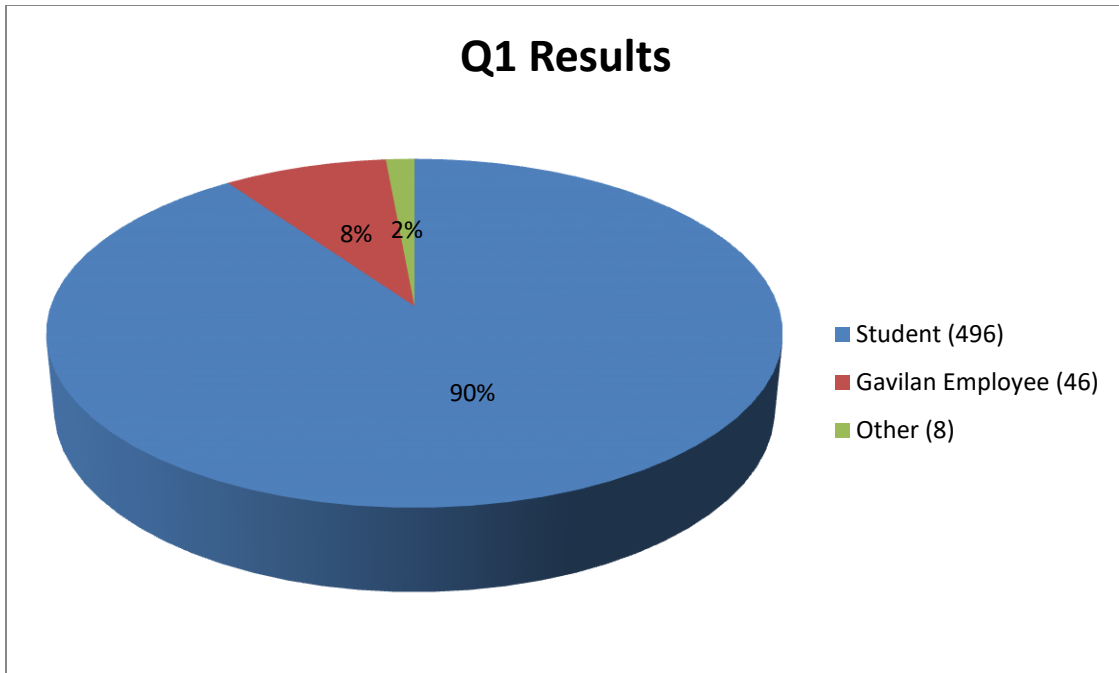
Dr. Blanca Arteaga – Advisor  
Iris Cueto – Student Trustee  
Omar Lopez – President  
Adam Lopez – Vice President of Marketing  
Rebecca Kinman – Vice President of Technology  
Daniel Chavez – Senator of Technology

## **Former ASGC Contributors**

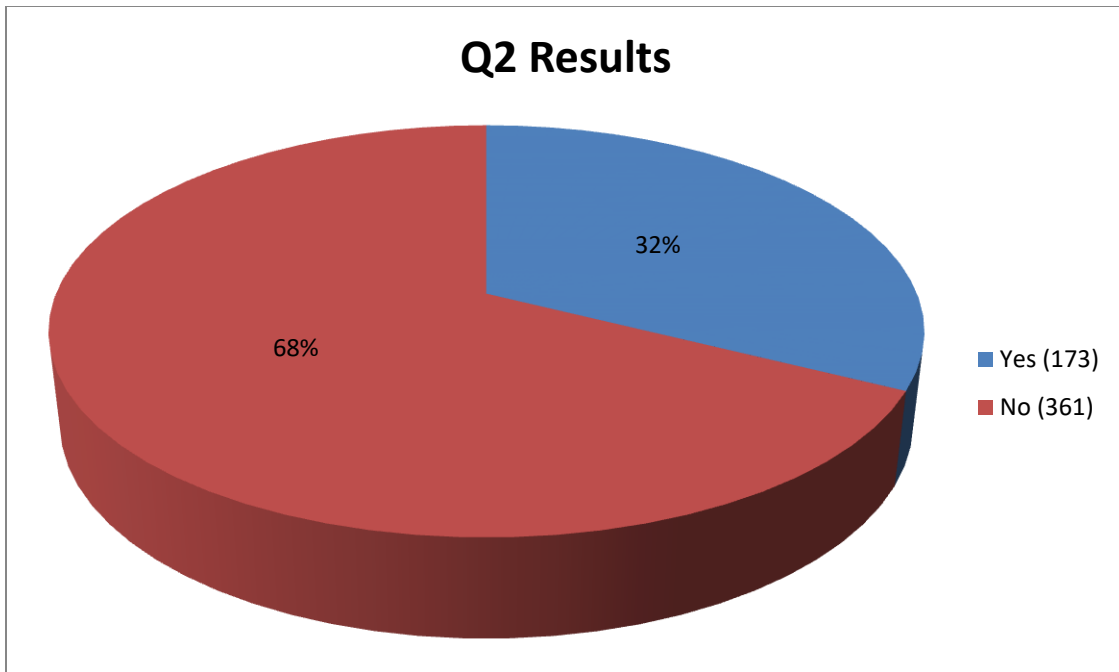
Priscilla Ahmed – President  
Briana Stauble – Vice President of Activities

# Student Center Remodel Survey Report

1. Are you a...
  - A. Student
  - B. Gavilan Employee
  - C. Other

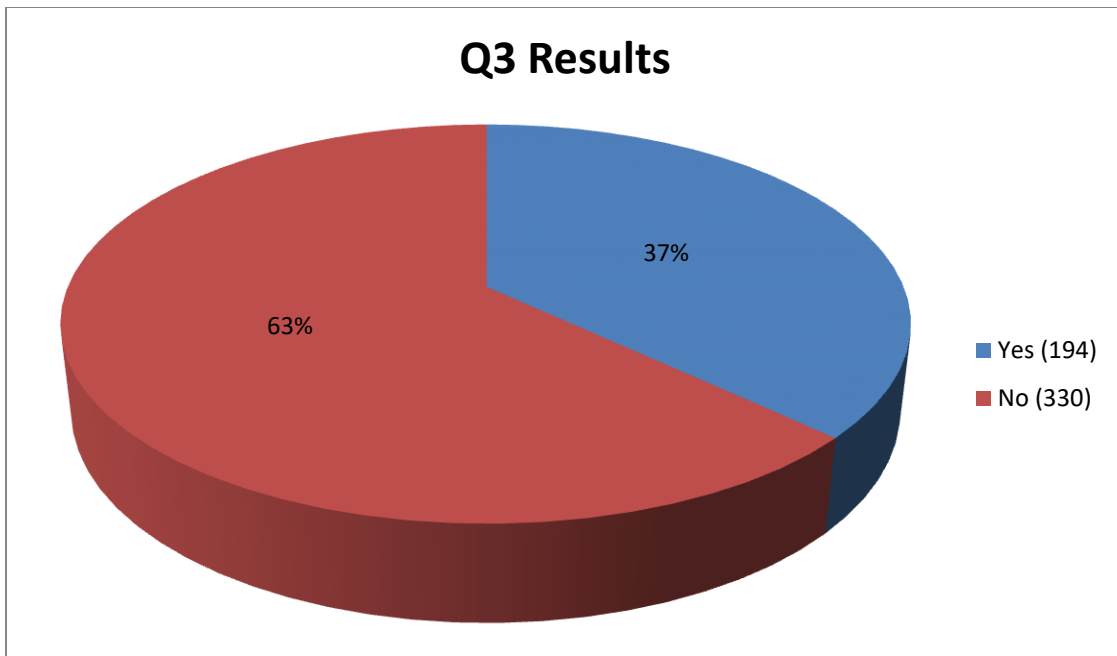


2. Are you satisfied with the current furniture in the student center?
  - A. Yes
  - B. No

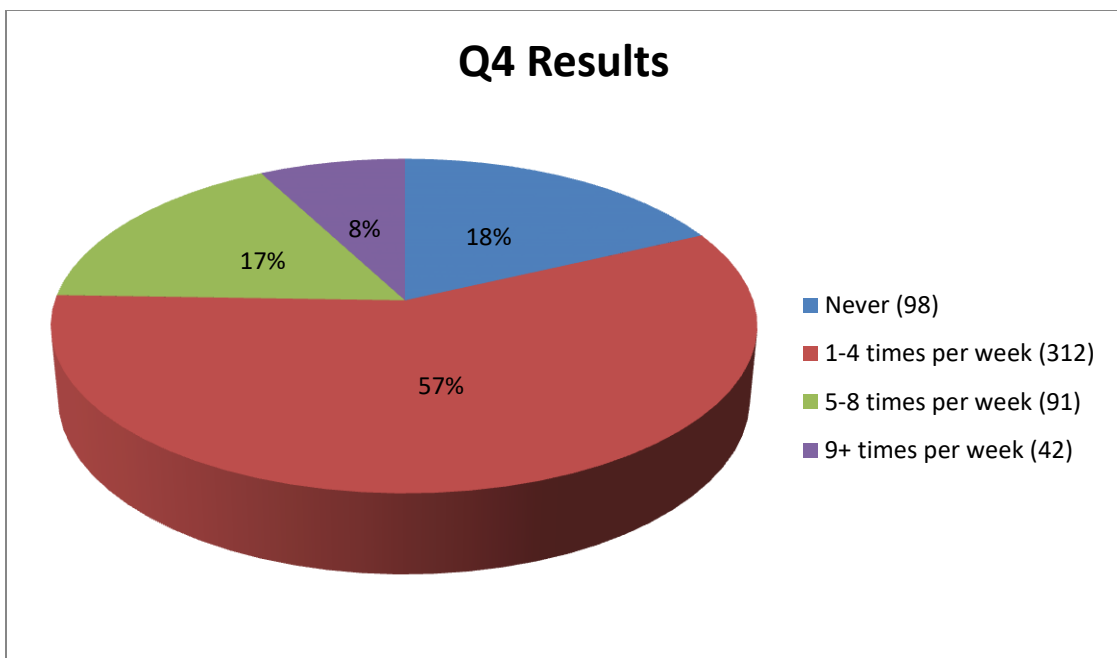


# Student Center Remodel Survey Report

3. Are you satisfied with the condition and layout of the furniture in the student center?  
A. Yes  
B. No

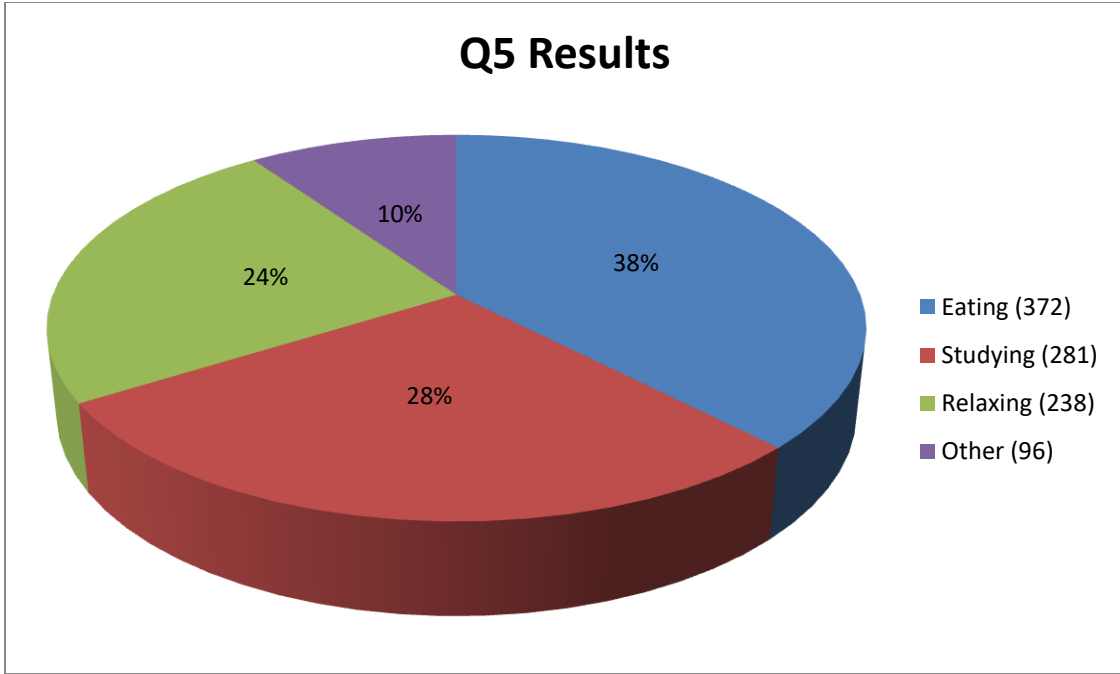


4. How often do you use the student center?  
A. Never  
B. 1-4 times per week  
C. 5-8 times per week  
D. 9+ times per week



# Student Center Remodel Survey Report

5. How do you spend your time in the student center? (circle as many as apply)
- A. Eating
  - B. Studying
  - C. Relaxing
  - D. Other \_\_\_\_\_



# Student Center Remodel Survey Report

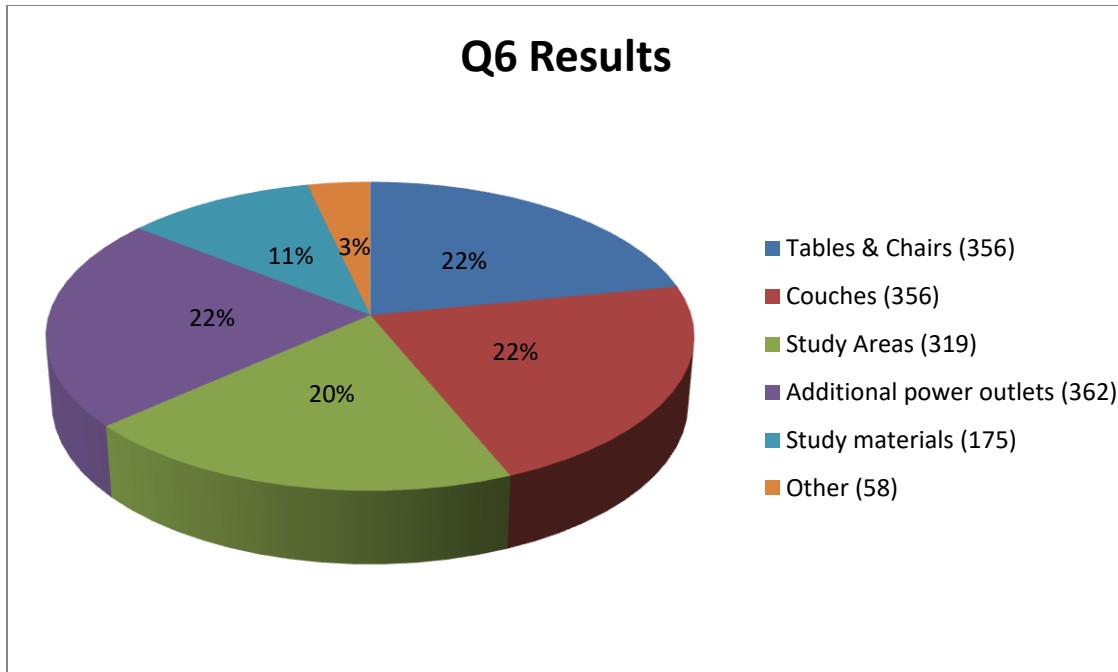
## Question 5 Other Responses

5a	Meeting up w/students/friends	5au	Group work/projects
5b	Needing help	5av	Talking to friends
5c	Doing homework	5aw	Homework
5d	Not applicable	5ax	Socialize
5e	Homework	5ay	Homework
5f	Writing papers	5az	Play games
5g	If I go its to relax and to read	5ba	ASGC Office
5h	Social/make new friends	5bb	Passing thru only
5i	Talking	5bc	Sleeping
5j	Never go	5bd	Hanging out w/friends
5k	Writing	5be	Hosting events
5l	Don't go	5bf	I don't, it smells
5m	Buying a drink	5bg	Talking/conversing w/teacher and peers
5n	Socializing	5bh	Networking
5o	Circled other but did not enter any information	5bi	Hanging out w/friends
5p	Never been in there	5bj	Writing for class/meet with friends
5q	Applying for other classes and enrollment	5bk	Socializing
5r	Walking through it	5bl	Play super smash Bro. Melee
5s	I don't go in the student center	5bm	Events, contact w/politics
5t	I don't visit often	5bn	Hanging out, studying
5u	I am visiting	5bo	Meet w/students
5v	Circled other but did not enter any information	5bp	Playing video games
5w	Meeting with students	5bq	Haven't taken advantage of the student center
5x	Working on paperwork	5br	For meetings
5y	Office hours	5bs	Playing piano
5z	Staff/faculty events	5bt	Do not go
5aa	Meetings	5bu	Socializing
5ab	Meeting with other staff	5bv	Never been there
5ac	Visiting, meeting with people	5bw	Ask questions
5ad	Walking through	5bx	Walking to buy food, talk, eat, make friends
5ae	Getting food to go	5by	Buying Food
5af	I have tried to meet with faculty or classified staff here	5bz	Socializing
5ag	Meetings with faculty and students	5ca	Hanging out
5ah	Going to cafeteria	5cb	Looking for assistance
5ai	Passing through	5cc	Haven't really had a chance to visit
5aj	Socializing	5cd	Nothing
5ak	Just vegging out	5ce	I don't
5al	All of the above + music	5cf	Student events
5am	All of the above	5cg	Don't go
5an	Playing cooperative e-sport games	5ch	I do not
5ao	Chillin and hang out with friends in the student center	5ci	All of the above
5ap	Work	5cj	Watching Netflix
5aq	Video games	5ck	Break dancing
5ar	Cancelling	5cl	Writing
5as	I've never been there	5cm	Visiting w/friends
5at	Socializing	5cn	Never been in
		5co	Meeting w/stu or other colleagues
		5cp	Getting or buying some food in cafeteria



# Student Center Remodel Survey Report

6. What would you like to see offered in the student center? (circle as many as apply)
- A. Tables & Chairs
  - B. Couches
  - C. Study Areas
  - D. Additional power outlets
  - E. Study materials (whiteboards, and dry erase markers)
  - F. Other \_\_\_\_\_

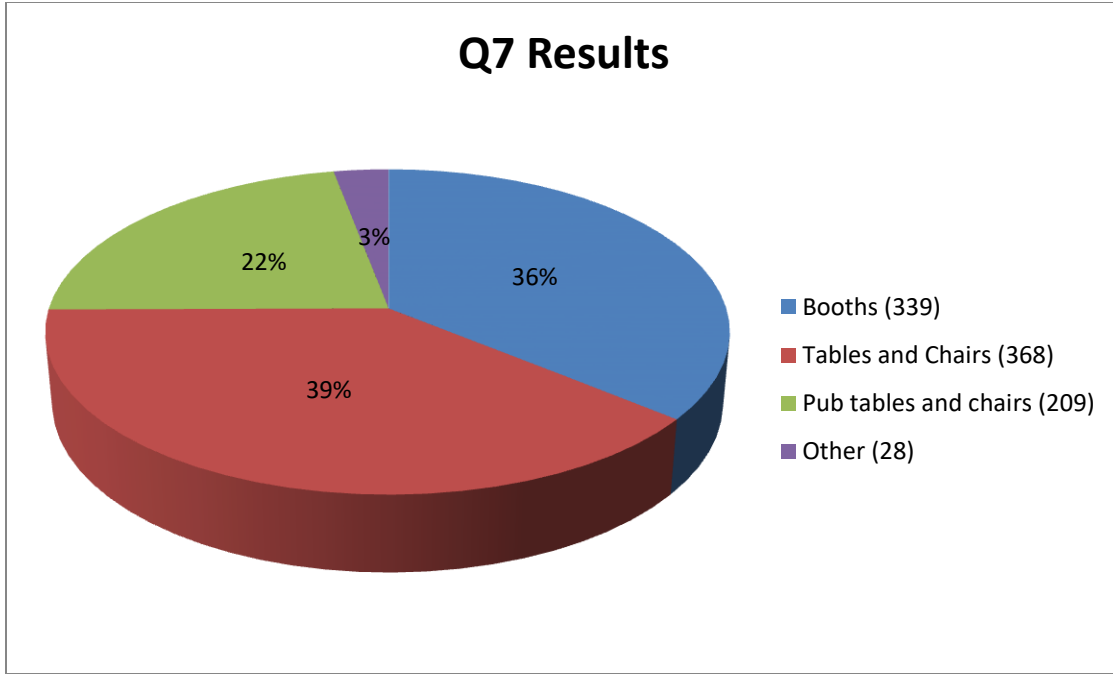


## Question 6 Other Responses

- |     |   |     |  |
|-----|---|-----|--|
| 6p  | CRT TV  | 6aj | Televisions with HDMI ports  |
| 6q  | CRT TV  | 6ak | Distilled water fountain, healthier/fresher food to purchase (fresh beans, salad, soup, smoothy drinks) fruits/veggies |
| 6r  | Another TV so we can play some video games              | 6al | Kids that play too much gotta go!  |
| 6s  | Booths  | 6am | Food   |
| 6t  | Computers and power strip to plug iPad/phones           | 6an | Bigger tables for large groups   |
| 6u  | Coffee cart   | 6ao | Recliners with little tables   |
| 6v  | Coffee shop   | 6ap | Open as late as night classes  |
| 6w  | More club information for the public                    | 6aq | Entertainment  |
| 6x  | Piano   | 6ar | Get couches like the library   |
| 6y  | T.V.  | 6as | Snacks   |
| 6z  | Communications board                                    | 6at | A ping pong table would be nice  |
| 6aa | Better wifi   | 6au | Quiet area   |
| 6ab | Lounge chairs make it cozy                              | 6av | Musical instruments  |
| 6ac | Large crt T.V.  | 6aw | Snacks   |
| 6ad | Televisions   | 6ax | Microwaves   |
| 6ae | Different food centers (Starbucks), play center (games) | 6ay | TV, bean bags  |
| 6af | Better wifi   | 6az | Bean bags, TV  |
| 6ag | CRT TV  | 6ba | Piano  |
| 6ah | Booth tables  | 6bb | Don't know   |
| 6ai | Leather or couches w/vinyl to avoid messes              | 6bc | All the above  |

# Student Center Remodel Survey Report

7. What type of seating would you like offered? (circle as many as apply)
- A. Booths
  - B. Tables and chairs
  - C. Pub tables and chairs
  - D. Other \_\_\_\_\_

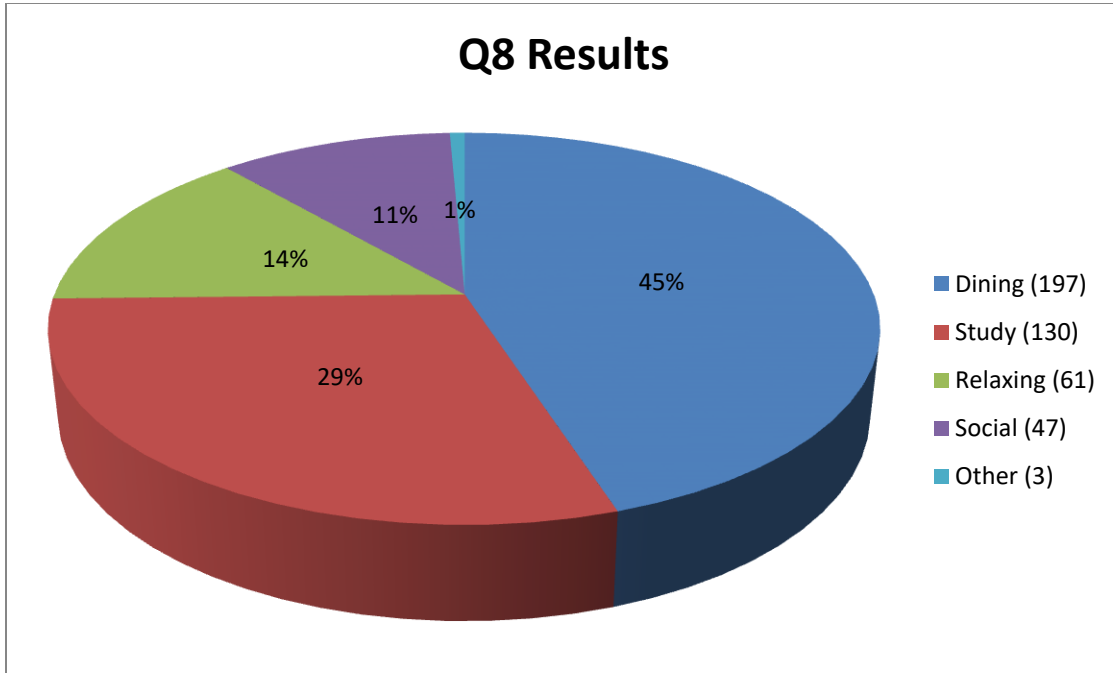


## Question 7 Other Responses

- |    |                                    |     |  |
|----|------------------------------------|-----|--|
| 7a | Couches                            | 7q  | Lounge chairs  |
| 7b | Mix it up at least 1 of everything | 7r  | Padded stools  |
| 7c | Bean bags                          | 7s  | Lounge area  |
| 7d | All are equally useful             | 7t  | Couches  |
| 7e | N/A                                | 7u  | Peets coffee/Starbucks similar layout of furniture and furniture |
| 7f | Couches, easy chairs               | 7v  | Anything comfortable   |
| 7g | No couches                         | 7w  | Recycle  |
| 7h | Couches                            | 7x  | Massage chairs   |
| 7i | Couches                            | 7y  | Bean bag chairs  |
| 7j | Couches                            | 7z  | Couches  |
| 7k | Couches                            | 7aa | Bean bags  |
| 7l | Couches                            | 7ab | Bean bags  |
| 7m | Couches around whiteboards         | 7ac | Comfortable lounge chairs  |
| 7n | Booths ok, but open both sides     | 7ad | Reclining leather massage chairs                                 |
| 7o | Couches                            |     |  |
| 7p | Bean bag chairs                    |     |  |

# Student Center Remodel Survey Report

8. Rate the following in order of preference:
- A. Dining \_\_\_\_\_
  - B. Study \_\_\_\_\_
  - C. Relaxing \_\_\_\_\_
  - D. Social \_\_\_\_\_
  - E. Other \_\_\_\_\_



### Question 8 Other Responses

- 8a
- 8b Meeting others
- 8c Sleeping
- 8d Meetings
- 8e e-sports games
- 8f 72" HDMI TV
- 8g Coffee
- 8h Melee
- 8i 2 - Hallway when bad weather

# Student Center Remodel Survey Report

9. Please provide any additional suggestions of how we can make the student center more accommodating to your needs:
- 
- 

328 Did not answer  
20 N/A answers  
New tables that don't roll! More outlets for plugs  
Make modern  
More variety of, food, some price changes in food  
Better priced food and more options  
More outlets  
You need a center that is on the cutting edge of education and where new students want spend time at the center and can't  
Separated areas for socializing and eating separated by a wall  
Please make section presentable. I would like to feel more comfortable in it  
Better food. Healthy food options. Vegetarian options  
Better food (cheaper too?), better/chill/positive vibe in the décor (set-up of things like coffee shops)  
Better food and coffee choices - more relaxing vibe similar to coffee shops  
You need something that lets the students feel like they belong  
Board games  
More food options please  
Make it more like MESA  
The library should be for studying, improve the food  
The food trucks were cool  
None  
More relaxing  
Cleaner and more power outlets  
Studying more accessible for laptops and studying  
It can be a lot cleaner  
Privacy  
Music  
Making it more bigger and roomy  
More power outlets, better wifi, and wifi transponders  
More seating and study accommodations  
Better food selection and affordable prices  
More couches would be beneficial  
Have you ever been to West Valley College  
Use space more efficiently. Add booths on perimeter of room and add outlets in the booths  
Fix or change the tables  
Studying areas  
More advertisement for social/academic clubs to help people stay involved  
None  
I would like better tables in the student center

Close it  
Better food, better prices  
More affordable prices  
Provide snacks and couches  
Better food  
Food less expensive  
Faster  
Better food options  
Emphasis the importance to keep it clean  
It gets very stuffy. Need better air flow especially when there is a lot of students  
The student center more accommodating to I need my time study area  
Open soon!  
I'm new here  
Have a comment or suggestion box so people can give input or suggestions. Maybe have a Starbucks or Peets in house @ cafeteria  
Improve the wifi signal in the student center. Wifi currently doesn't work here  
More power outlets for laptop use and extra seating needed  
Keep the pool tables, pub tables and couches would be nice  
We need more chairs and tables  
Some more seats outside as well  
Having it kept clean is a huge help in a study and social environment  
None I loved it  
More food options! A coffee cart  
Provide more tables and chairs for dining  
I have no idea, been in there a couple of times  
Starbucks, computers, more fruits, couches  
Provide workshops for students, coffee freshly brewed and water bottles would be ideal and promote student involvement  
Soothing surroundings for students  
Kick out the gamers  
More high top chairs and chairs that are cushioned  
I enjoyed the student center before it closed. I wish it was open so I could study with my computer in the center  
A microwave  
Provide a microwave  
Make the environment more relaxing and inviting  
Couches would be awesome  
Open it again soon  
Bring puppies and child care back we need it

# Student Center Remodel Survey Report

Small kitchen  
Cleaner furniture, taking advantage of space  
More color, more local art  
If there were areas where I can do my homework and study  
Need more power outlets having them at every table  
Different types of food  
None  
More time to study, feel comfortable in the student center  
Vending machines, quiet atmosphere, clean tables, comfy chairs, computers, tutors, hot beverage (helps to study) - tea  
Not sure where its located/never been but sounds useful and will check out  
Bring the CDC back please  
Inform the students about it  
I want that you add children books and different kind of light  
Seating should be a focus. Having a purpose to the layout  
Please make it more accessible for disabled students. I'm not sure if you have any "power" over this, but PLEASE make lunch more affordable. We are hungry and poor college students!  
The center should be sectioned or organized in a way that is affective for its use,  
More power outlets with chairs and tables. Have a quite area for studying and homework. Posted it  
Lower food prices, its way too expensive and keeps me from wanting to buy anything there  
Lower prices  
We need more seats and couches, study areas would be nice/also. We need our child development center back  
I really needed and would have appreciated the CDC lab school to be running with children. The fact that it was shut down was a big inconvenience in my education  
I use the CDC learning center so please don't take that away  
Add the child care center back  
I haven't been there  
Cheaper food  
It sort of smells, fix that  
Needs more couches, places to lounge  
Healthier food options, coffee cart  
The tables move too much  
Bring back the big TV  
More comfortable/different chairs  
To have more tables indoor  
Maybe put up banners so that students know where it is because some people don't know where it is

Don't know where it is. Have banners everywhere saying where to go  
TV, new flooring  
Nothing really, it's too loud for me to study in  
Make it a welcoming environment  
A lot of unused space, maybe more inviting and have area for each listed above  
Music days would be nice  
Make study friendly, currently towards socializing  
The food sold needs more improvement. As mentioned above many staff and students need healthier and fresher options to eat. Salad bar/soup is not appitising the way it is presented  
Have more room for everyone  
More space for space that way it's not to crowded  
More tables and chairs  
I don't know  
Bigger space for people to enjoy doing homework and relaxed  
Offer better food  
Arcade: marvel vs capcom, television  
Add in more color and comfortable seating. The TV's should be having Gavilan-related material showing only, not random sports stuff. Make the showcases more appealing  
Not too hot, not too cold. The student center is one of the few places we can avoid harsh weather  
It just too loud to study inside  
Maybe a cool area, because or days where it is like 90° out, the student center gets really stuffy  
I really like the natural lighting. Please don't change that.  
Upgraded air conditioning, improved asgc office with posted hours/services - electronic communication board, meetings, games. Sp. Announcements  
Better wifi for studying  
Announcement board  
Couches with tables to help our necks/backs/not always crouching. But if not couches then adjustable chairs to help us w/the tables. An announcement bulletin board for all meetings we can attend and what is being passed etc. Not just online.  
Maybe some more tables would be nice  
One thing I would suggest would be more announcements to let us know what is going on on campus. Also more food variety would be nice.  
I think the addition of study materials as well as updating the chairs would make a huge improvement  
More food options and more study materials for groups to study

# Student Center Remodel Survey Report

Better tables w/outlets built in  
Couches would be nice. More TVs turned to different channels  
They should about the computer lab, make it a guest area  
Any type of dining/food should be outside. Booths should consist of printers, t.v., computer, and couches  
Food should be outside, play station, ping pong table. Sections for different things.  
Please bring back college hour! Please consider lowering food cost (we are starving college student)!  
I would love it if you got another large CRT T.V. and put it where the old one was. I would appreciate it as would lot other people  
More relaxing and studying and hanging out  
Keep food service here, better chairs and tables  
Music  
More outlets  
Keep it clean, make the food cheaper, don't over crowd the table. Better communication with students  
Keeping it clean and food prices should be adjusted. Better communication w/students on whats going on  
The cafeteria is expensive and I would want to see more variety of food places or cheaper items. I think designating a game space would be awesome. Better wifi. More color in student center. Clean spider webs off walls.  
Better advertisement, better communication between the students and Gavilan College  
Better communication between students and college. Better vending machines that don't take my dollar fiddy,  
Bring college hour back. Lower food cost.  
Please get an A/C and heater in here, it is either too cold or too hot.  
More comfortable furniture, more activities to do while in between classes (football, table tennis), TV  
Make it modern and more tidy  
AC its warm in here sometimes  
Modern, updated, stronger wifi  
Add large screen TV  
I personally would like to see some better wi-fi and possibly more grills and friers for food prep time  
Please have a CRT T.V. for Melee. Thank you.  
Better wifi and plug in for laptops (intranet)  
More comforting  
Let's make the student center great again!  
Quiet study spaces with access to tutoring and places to eat, private spaces

Keep the carpeting it makes the student center feel more comfortable  
The old center seemed fine, always enough seating for food, but maybe a little more seating for studying would be alright. Other than that, just old and outdated, but still functional.  
Affordable dining  
I don't really go in there but I feel that these things would provide a good environment for everyone  
More food  
More food  
Modern, technology friendly, professional setting  
I wish everyone would keep everything nice and clean  
More chairs and table  
None at the moment  
No rolling or wobbling tables; weekly maintenance cleaning  
More fresh air, cuter cashiers with red caps  
Mainly more power outlets for students with laptops  
Better food, partitions between dining + study areas.  
Playable pool table. Darts. Game room  
More food options  
Food options, food prices, air condition, clean couches  
Put in a CRT TV like the huge one from last year  
CRT TV in order to have legless TV to play e-sport games  
Have some furniture and a TV so we can relax and play some video games and hang out with friends  
More microwaves, ice machine, bring in sodexa, daily soaps, coffee/hot chocolate coin operated machine  
Coffee, smoothies, hot chocolate, ice machine, microwave soups, new employees  
Starbucks or Peets coffee or Java or any good coffee company, better than the machines.  
This building honestly has not changed one bit. This remodel is very much needed.  
72" HDMI TV  
Game room, study area, social area  
Partition in some manner to lower noise  
What students want is WAY more important than my ideas. Please listen to their input FIRST!!!  
No pianos, no loud video games  
Sometimes, there is too much noise (e.g. piano) that interferes with socializing, relaxing, and studying. That has been less of an issue this semester.  
No sofas or TV (too loud), students making out (improper behavior), no gaming system (same students use to hang out day after day)

## Student Center Remodel Survey Report

Lots of noise, so it's not easy to meet with students or other faculty in that area. Furniture and design could use a more modern look, but I'm not sure what that would look like. Maybe different colors and designs, Needs a cleaner brighter look.

Student Center is gathering place

More dining/food options. More comfortable seating for studying and eating

More furniture less space

An upgrade would be nice and make the Gavilan Campus look nice

Couches are fresh a.k.a. sofas

Maybe just have a AC because it does get pretty hot and stuffy

Provide more food options

Provide snacks either as handout or for sales

I think making it more colorful and warming would help more

# Gavilan Joint Community College District Governing Board Agenda

April 11, 2017

Consent Agenda Item No.

Academic Senate

Information/Staff Reports No. II.12 (c)

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

**SUBJECT:** Academic Senate Reorganization Update

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

The Interim Academic Senate president will provide an update on the following: a) efforts underway in reorganizing the Academic Senate to best meet its duties; b) introduce a Senate approved update to its constitution; voting by all faculty is underway for ratification of the update; c) provide an overview and timeline for the Academic Senate's efforts for the remainder of the semester.

**Background:**

In Spring of 2016, the Academic Senate began looking closely at its institutional role and analyzing how its organizational structure was functioning in helping it effectively meet its charge. Since then much research, analysis and subsequent actions have ensued. Thus far what has resulted is the updating of some of its standing committee bylaws, realignment of some of its resources and the ongoing efforts to reorganize the Academic Senate. Currently underway: updating its constitution and bylaws; better aligning its committees with institutional committees; developing proposals for reallocation of and/or requesting additional resources for the Academic Senate.

**Budgetary Implications:**

**Follow Up/Outcome:**

An update as to the Academic Senate progress regarding these efforts will be provided at the May Board of Trustees meeting.

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

Prepared By: Dr. Arturo Rosette, Interim Academic Senate President

Agenda Approval:

  
Dr. Kathleen A. Rose, Superintendent/President



# **CONSTITUTION OF THE GAVILAN COLLEGE ACADEMIC SENATE**

## **ARTICLE I: NAME AND AUTHORITY**

This organization shall be known as the Gavilan College Academic Senate, and it functions by the authority of the Gavilan College Board of Trustees and the State of California statutes.

## **ARTICLE II: PURPOSE**

The purpose of this organization shall be to:

1. Represent the interests and concerns of the faculty in academic and related professional matters through recommendations to the administration and governing board of the college.
2. Promote excellence in teaching and learning.
3. Promote communication, collegiality, and mutual understanding within the institution and the community.
4. Provide representation to the Academic Senate of California Community Colleges.

## **ARTICLE III: MEMBERSHIP**

Section 1: "Faculty" shall be defined as full-time and part-time classroom/non-classroom personnel whose positions do not require an administrative or supervisory credential, and/or whose salaries are determined by the faculty salary schedule.

Section 2: Senators who are part-time must be under faculty contract during their tenure on the senate.

Section 3: Any member of the faculty is eligible to be elected to the Academic Senate.

Section 4: Academic Senate Representatives

4.1 The Academic Senate shall consist of a minimum of fourteen elected members. Additional members may be added in accordance with the bylaws.

4.2 The Academic Senate shall include at least one full-time at-large representative elected in accordance with the bylaws.

4.3 The Academic Senate shall include at least one part-time at-large representative elected in accordance with the bylaws.

Section 5: Other members

5.1 The Gavilan College Faculty Association (GCFA) President shall serve as a non-voting ex-officio member of the Academic Senate.

5.2: The Past President shall serve the Academic Senate in an ex-officio capacity for one semester subsequent to his/her term as President.

## **ARTICLE IV: OFFICERS**

Section 1: The officers shall be the President, Vice-President, Secretary, and such other officers as the Academic Senate deems necessary.

Section 2: The officers of the Academic Senate shall be compensated during their tenure in office in accordance with the GCFA contract and as set forth in the bylaws.

## **ARTICLE V: ELECTION AND TERMS OF OFFICE**

### Section 1: Senators

1.1 The election of senators shall be in accordance with Academic Senate bylaws. Each year one half of the senate membership will be elected in order to maintain staggered terms.

1.2 The terms for senators, including at-large senators, shall be two years with no term limits.

### Section 2: Officers

2.1: The election of officers shall be held in accordance with Academic Senate bylaws.

2.2: New officers shall assume their positions on July 1<sup>st</sup>.

2.3 The terms of office for officers shall be two years. An officer may not serve in the same position for more than two consecutive terms, after which s/he must skip a term before running for the same office again.

Section 3: Senate vacancies shall be filled in accordance with Academic Senate bylaws.

## **ARTICLE VI: MEETINGS**

Section 1: The President of the Senate shall hold as many regular meetings of the Academic Senate as are necessary to conduct the business of the senate.

### Section 2: Special Meetings

2.1 The President of the Senate may call special meetings of the senate as necessary.

2.2 The President of the Senate shall call a special meeting if requested by four or more senators.

2.3 The President of the Senate shall call a special meeting if petitioned-to do so by ten percent or more of the faculty.

Section 3: All Academic Senate meetings shall be open to the public in accordance with the Brown Act.

## **ARTICLE VII: COMMITTEES**

Section 1: Academic Senate committees shall be formed to conduct business that falls within the jurisdiction of the senate in accordance with its bylaws.

Section 2: Duties, responsibilities and organization shall be determined when committees are established.

Section 3: Faculty appointments to college committees, panels, councils or other body requiring faculty participation in shared governance, except in the area of negotiations, shall be made by the Academic Senate in accordance with its bylaws.

Section 4: All appointees shall bring matters of concern promptly to the Senate and report regularly.

## **ARTICLE VIII: ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURES**

Except for the stipulation of the GCFA President as a non-voting member, the most recent edition of Robert's Rules of Order, Newly Revised, shall be the authority on the order of business and parliamentary procedures in both regular and special meetings.

## **ARTICLE IX: RATIFICATION OF THE CONSTITUTION**

This constitution shall be ratified by a two-thirds majority of all faculty exercising their right to vote. Voting shall be by ballot with written or e-mailed proxies accepted. The Gavilan Joint Community College District Board of Trustees shall be notified at the earliest possible board meeting upon ratification of the constitution.

## **ARTICLE X: AMENDMENTS**

Amendments to this constitution may be proposed at any regular or special meeting of the faculty called by the Senate. The proposed amendments must be filed with the Senate Secretary and be distributed to the faculty no later than ten days before voting. Voting shall be by ballot with written or e-mailed proxies accepted. Amendments to the constitution shall be ratified by a two-thirds majority of all faculty exercising their right to vote. The Gavilan Joint Community College District Board of Trustees shall be notified at the earliest possible board meeting upon ratification of amendments.

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

April 11, 2017

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

Administrative Services

**SUBJECT:** Gavilan Project Updates and Project Schedule

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

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

**Background:**

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

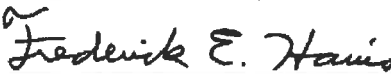
**Budgetary Implications:**

Items are for information only.

**Follow Up/Outcome:**

Gilbane Building Company will provide a new Project Update and Project Schedule each month.

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

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

Agenda Approval:   
Dr. Kathleen Rose, Superintendent/ President

## Project Updates

April 5, 2017

### 1. Coyote Valley Center Project (Measure E and Lease Revenue bond funds)

#### a. Coyote Valley Project Budget

- \$16,865,227 Total Project Budget

#### b. Increment I - Site Work & Underground Utilities

- Teichert started construction November 2, 2015
- Teichert is completing Punchlist
- Teichert continues landscape – anticipated completion May 31, 2017
- Substantial completion January 30, 2017

#### c. Increment II - Buildings & Canopies

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

#### d. Offsite Improvements

- Pacific Underground Construction, Inc. started construction May 23, 2016
- Pacific Underground Construction is completing Punchlist
- Substantial Completion January 13, 2017
- File NOC (Notice of Completion) on May 9, 2017 Board meeting

#### e. Low Voltage and Data Package

- Commercial Plumbing Building, Inc. started construction April 25, 2016
- Commercial Plumbing Building is completing Punchlist
- Substantial completion December 8, 2016
- File NOC (Notice of Completion) on May 9, 2017 Board meeting

### 2. San Martin Aviation Program (Measure E bond funds)

- Completing punch list items
- \$3,987,307 Current Total Project Budget
  - Filed NOC (Notice of Completion) Board approved March 14, 2017

### 3. Student Center Seismic Upgrade (Scheduled Maintenance and Lease Revenue bond funds)

- Calstate Construction, Inc. started construction December 5, 2016
- Anticipated Substantial Completion: May 17, 2017
  - District's request for additional improvements extended duration of project
- \$1,402,013 Current Total Project Budget

4. **Gymnasium/APE Fire Alarm (State Scheduled Maintenance Funds):**
- \$325,000 Current Total Project Budget
  - Filed NOC (Notice of Completion) Board approved February 14, 2017

5. **Gymnasium and Sports Fields Projects /Gym & Locker Room Roofing Replacement /Elec. Service Upgrade (Measure E and Lease Revenue bond funds)**

- \$10,588,002 Current Total Project Budget
- DSA Submittal: September 30, 2016
  - Flood Plan approved
- Anticipated DSA Approval: April 6, 2017
- Anticipate Bid Period: April/May 2017
- Anticipated Board Approval: June 13, 2017
- Anticipated Construction Start: June 19, 2017
- Anticipated Substantial Completion: May 25, 2018

**Gymnasium/Locker Room Roofing Replacement**

- Seward L. Schreder Construction, Inc. started construction October 2016
- Original Construction Schedule: October 24, 2016 – December 22, 2016
- Substantial Completion March 31, 2017
  - Inclement weather delayed schedule
- File NOC (Notice of Completion) May 9, 2017 Board meeting

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

- DSA Submittal: October 24, 2016
- Collected Bid: March 30, 2017
  - Successful low apparent General Contractor: Calstate Construction, Inc.
- Anticipate Board Approval: April 11, 2017
- Anticipate Deferred Bleacher Approval: May - June 2017
- Anticipate Construction: June 2017 – October 2017
- Anticipate Substantial Completion: October 2017

6. **Pool Renovation (Lease Revenue bond funds)**

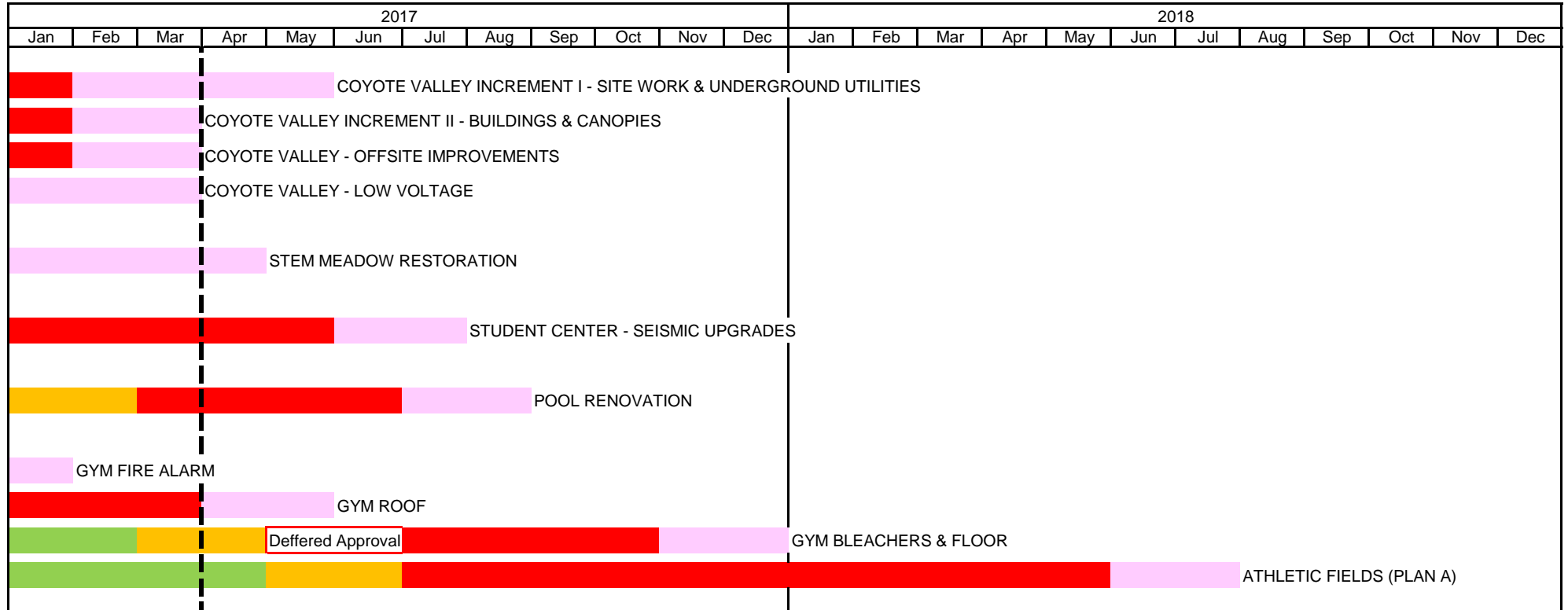
- Calstate Construction started construction February 27, 2017
- Anticipated Substantial Completion: June 30, 2017
- \$2,176,925 Project Budget – Bid accepted

7. **STEM Meadow Restoration (STEM Grant funds)**

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

**GAVILAN COLLEGE  
PROJECT SCHEDULE**

**03.31.17**



**LEGEND**

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





## **ACTION ITEMS**

**OLD BUSINESS**

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

April 11, 2017

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

Board of Trustees

**SUBJECT:** 2017 Board Goals

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

**Proposal:**

That the Board of Trustees approve the Gavilan College Board Goals for 2017.

**Background:**

**Budgetary Implications:**

**Follow Up/Outcome:**

The Board's approved goals will be incorporated in the strategic plan annual update and serve as a foundation for determining work efforts of the college staff for the upcoming year.

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

Prepared By:

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

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen A. Rose, Superintendent/President t

## 2017 Board of Trustee Goals

1. Maximize enrollment growth and development at all Gavilan College sites to meet strategic goals as outlined in the Educational Master Plan and exercise the fiscal stewardship needed to meet these goals.
2. Utilize the Facilities Master Plan to identify and develop the plan for Fairview Corners in San Benito County.
3. Support accreditation requirements of the college through ongoing planning and preparation in accordance with the accreditation cycle, including the completion of all substantive change requirements for San Martin and Coyote Valley.
4. Explore and develop a tentative timeline for a general obligation bond to support district expansion and facility construction.
5. Continue to support and assist the Superintendent/President in the achievement of her goals and her community outreach efforts.
6. Review the Board self-evaluation process and the evaluation process of the Superintendent/President and revise if necessary.
7. Support the growth of the Gavilan College Educational Foundation, and plan for Gavilan's Centennial Celebration. Increase community awareness of Gavilan's growth and development throughout the district.

**NEW BUSINESS**

# Gavilan Joint Community College District Governing Board Agenda

April 14, 2015

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

President's Office

**SUBJECT:** Confer Honorary Degree

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorize the award of an Honorary Associate of Arts degree to Cecelia Ponzini for her support of Gavilan College and the communities in the service area of Gavilan College.

**Background:**

Cecelia Ponzini is a long time resident of Morgan Hill and has been very active in giving back to the community. She is a member of the United Way Silicon Valley Board of Directors, is an active member of the El Toro Community Advisory Board known as Los Amigos del Toro, and is an alumna of Leadership Morgan Hill. Most notably, she co-founded the Edward "Boss" Prado Foundation with her husband in honor of her son, who tragically suffered heart failure at the age of 29. Prado left a legacy of generosity, sensitivity and service to others. When he was in grade school, even though he was on the free lunch program, when he was able to pack a lunch, he would take extra food for his friends. Cecelia's passion includes insuring that students have a lunch each day and the Prado Foundation seeks to provide that service. In addition, Ms. Ponzini has established Cecelia's Closet and Food Pantry, to provide interview clothing and prom gowns, as well as essential food items to families in need. In recognition of her efforts, Ms. Ponzini was named the Morgan Hill Woman of the Year in 2014.

Ms. Ponzini and her husband Gary are the owners of Ponzini's Community garage in Morgan Hill.

**Budgetary Implications:**

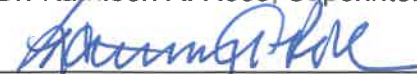
None.

**Follow Up/Outcome:**

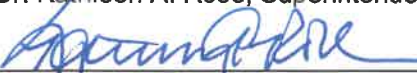
Ms. Ponzini will be present at the 2017 Gavilan College commencement ceremony and will be honored at that time.

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

Prepared By:

  
Dr. Kathleen A. Rose, Superintendent/President

Agenda Approval:

  
Dr. Kathleen A. Rose, Superintendent/President

# Gavilan Joint Community College District Governing Board Agenda

April 11, 2017

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

Office of the President

**SUBJECT:** California Community College Trustees (CCCT) Board Elections, 2017

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees consider the nominations for membership on the CCCT Board.

**Background:**

The election of members of the CCCT Board will take place between March 10 and April 25. There are nine (9) seats up for re-election on the Board.

Each member community college district Board of the League shall have one vote for each of the nine seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term.

The 15 trustees who have been nominated for election to the Board are listed on the attached sheet in the Secretary of State's random drawing order.

**Budgetary Implications:**

None

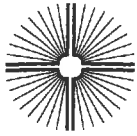
**Follow Up/Outcome:**

Official ballots must be signed and returned to the League office, postmarked no later than April 25.

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

Prepared By: Nancy Bailey  
Nancy Bailey, Executive Assistant

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



**COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA**

DATE: February 27, 2017

TO: California Community College Trustees  
California Community College District Chancellors/Superintendents

FROM: Agnes Lupa, Member Resources Associate

SUBJECT: CCCT BOARD ELECTION — 2017

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Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are nine (9) seats up for re-election on the board, with seven incumbents running and two vacancies due to changes at the district level.

Each community college district governing board shall have one vote for each of the nine seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term.

The 15 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of February 10, 2017. This mailing includes the one official ballot to which each community college district is entitled, candidate statements, and biographical sketches of each candidate. Candidates' statements and bios will also be available on the League's website ([www.ccleague.org](http://www.ccleague.org)).

Please remember that:

- 1) ballots must be signed by the board secretary and board president or vice-president and include the name of your district; and*
- 2) ballot return envelopes must have no identifying information or signatures.*

Although it is not required, **you may want to send your ballots via certified mail as we will not have the ability to confirm receipt.**

Official ballots must be signed and returned to the CCCT Elections Committee, League office, with a **postmark dated no later than April 25**. A self-addressed return envelope is enclosed for your convenience. Faxed or emailed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT board president with the results announced at the CCCT Annual Conference, May 4 -7 in Lake Tahoe.

If you have any questions on the CCCT board election, please contact Agnes Lupa at the League office at (916) 444-8641.

Attachments:

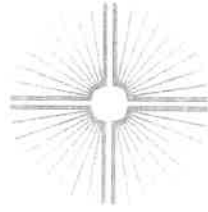
List of Candidates

CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements





**2017 CCCT BOARD ELECTION  
CANDIDATES LISTED IN SECRETARY OF STATE'S  
RANDOM DRAWING ORDER OF FEBRUARY 10, 2017**

1. Marisa Perez, Cerritos CCD
2. Greg Pensa, Allan Hancock CCD
3. Michele R. Jenkins, Santa Clarita CCD
4. John Leal, State Center CCD
5. \*Stephen Blum, Ventura County CCD
6. \*Laura Casas, Foothill-De Anza CCD
7. \*Stephan Castellanos, San Joaquin Delta CCD
8. Loren Steck, Monterey Peninsula CCD
9. \*Adrienne Grey, West Valley-Mission CCD
10. Shaun B. Giese, Lassen CCD
11. \*Andra Hoffman, Los Angeles CCD
12. \*Pam Haynes, Los Rios CCD
13. Richard Watters, Ohlone CCD
14. \*Jim Moreno, Coast CCD
15. William "Kyle" Iverson, Napa CCD

\* Incumbent

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

April 11, 2017

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

Office of Academic Affairs

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

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

**Background:**

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

**Budgetary Implications:**

None.

**Follow Up/Outcome:**


Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: \_\_\_\_\_

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

Agenda Approval: \_\_\_\_\_

  
Dr. Kathleen A. Rose, Superintendent/President

## GAVILAN BOARD OF TRUSTEES MEETING

April 11, 2017

### Curriculum Summary

#### Deactivate Courses

CSIS 20 COBOL Programming (Summer 2014) Units 4.00  
DM 111 Sound Design for Digital Media (Fall 2014) Units 3.00

#### Courses Placed on Hold

**POLS 9 Global Social Change** (Fall 2012) Units 3.00

Justification: Social Science Department is asking that this course, as well as its cross-listed partner Soc 9, be placed into "hold" status. The department will deliberate whether to update or deactivate these course in the near-future.

**SOC 9 Global Social Change** (Fall 2012) Units 3.00

Justification: Social Science Department is asking that this course, as well as its cross-listed partner Pols 9, be placed into "hold" status. The department will deliberate whether to update or deactivate these course in the near-future.

#### NEW COURSE - SECOND READING

**AMT 228 UAS Maintenance Technician** (Spring 2018) Units: 3.00, 2 Lec, 3 Lab

Description:

This course is designed to provide students with the skills to maintain and repair small unmanned aerial systems (UAS). Emphasis is on the various systems, including the fuel, electrical, flight control and power plant systems as well as digital central processor assembly and system support equipment. Also covers system performance criteria, operational safety, inspection techniques and diagnosis of the UAS.

**ESL 744 NC Culture Through Film** (Summer 2018) Units, 0.00

Description

This course is designed to practice listening and speaking skills through the use of selected films. The course highlights different intercultural issues and aspects of American culture, and students enhance their listening and speaking skills by means of authentic discourse. Because film provides a real sample of speech in a multi-dimensional experience, ESL learners can experience the language in a more complete manner while analyzing cultural issues.

Pre-requisite

ESL 738 NC Integrated Listening, Speaking II  
or ESL Assessment Recommendation.

**HTM 190 Occupational Work Experience/Hospitality and Tourism Management** (Fall 2017) Units  
1.00 - 4.00

Description:

Occupational work experience is for students that have a job related to their major. A training plan is developed cooperatively between the employer, college and student. Pass/no pass grading. 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work hours per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.0 GPA. REQUIRED: Declared vocational major.

**HTM 703 Social Media Marketing (Summer 2017) Units: 0.00, 6 Hours**

**Description:**

This course introduces the student to the different types of social media and how they can be used to market the Hospitality and Tourism industry.

**JLE 210 Active Shooter Response Training (Fall 2017) Units: 0.50, .44 Lec, .44 Lab**

**Description:**

This course will provide students with a background on active shooter situations along with policies and procedures for responding to various active shooter emergencies. This course is POST certified.

**Pre-requisite**

JLE 100 Basic Police Academy

1. Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

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

- Knowledge of officer safety
- Familiarity with department policy
- Familiarity with active shooter procedure
- Familiarity with officer down procedures

**KIN 33A Walk, Run For Fitness - Level 1 (Fall 2017) Units: 0.50 - 1.00, 1.5 – 3.0 Lab**

**Description:**

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

**KIN 33B Walk, Run For Fitness - Level 2 (Fall 2017) Units: 0.50 - 1.00, 1.5 – 3.0 Lab**

**Description:**

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

**KIN 33C Walk, Run For Fitness - Level 3 (Fall 2017) Units: 0.50 - 1.00, 1.5 – 3.0 Lab**

**Description:**

A program of walking and/or running designed to improve cardiovascular fitness and strengthen the muscles throughout the body. Emphasis will be on student's exercising at a high (60% - 80% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order.

## **MODIFICATION OF EXISTING COURSES**

### **ACCT 220/CSIS 220 Computerized Accounting – QuickBooks (Fall 2017) Units: 3**

#### **Description**

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 220. (C-ID: ACCT 120) ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience.

Justification: This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content and description, updated the textbook, and consolidated the SLO's. Also changed the course number from a 100 to a 200 number based on the research and recommendations done by the Articulation Officer.

### **AMT 100 General Aircraft Technology (Fall 2017) Units 9.00**

#### **Description**

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. The course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices; basic physics and math; aircraft materials, processes and hardware, procedures for clean and corrosion control; weight and balance techniques; and human factors. Both theory and practical application to aircraft systems are taught. Approval from a Gavilan College counselor must be obtained before registering for this class. COREQUISITE: AMT 110, Airframe Maintenance Technology. ADVISORY: Mathematics 430.

Justification: Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

### **AMT 101 General Aircraft Technology (Spring 2017) Units 9.00**

#### **Description**

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A and P mechanic privileges and limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. Both theory and practical application to aircraft are taught. Approval from a Gavilan College counselor must be obtained before registering for this class. COREQUISITE: AMT 111, Airframe Structures. ADVISORY: Mathematics 430.

#### **Justification:**

Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

**AMT 110 Airframe Maintenance Technology (Fall 2017) Units 13.50**

**Description**

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of airframe structures; metal structural repair; aircraft welding; aircraft instruments; communications and navigation systems; fuel systems; and cabin environmental systems. Both theory and practical application to aircraft systems is taught.

COREQUISITE: AMT 100, General Aircraft Technology. ADVISORY: Mathematics 430

**Justification:**

Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

**AMT 111 Airframe Structures (Spring 2018) Units 13.50**

**Description**

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of nonmetallic aircraft structures including wood, fabric, composite structures. Also the study of hydraulic and pneumatic power systems; landing gear systems; electrical systems; and assembly and rigging. Both theory and practical application to aircraft systems is taught. COREQUISITE: AMT 101, General Aircraft Technology. ADVISORY: Mathematics 430.

**Justification:**

Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

**AMT 120 Aviation Powerplant Technology (Fall 2017) Units 13.50**

**Description**

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA certificated aircraft powerplants. This Section covers the theory and practical application of operation, overhaul practices, inspection, installation, testing and troubleshooting techniques covering the subject areas of reciprocating and turbine engines, ignition, induction, supercharging, cooling and exhaust systems. PREREQUISITE: Successful completion of AMT 101 and AMT 111. Basic hand tools required. Details at the first class meeting.

**Justification:**

Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

**AMT 121 Aviation Powerplant Systems Technology (Spring 2017) Units 13.50**

**Description**

This course is part of the curriculum required by the Federal Aviation Administration to obtain certification as an aircraft powerplant maintenance technician. This certificate allows the rated technician to perform maintenance, preventive maintenance repairs and alterations to USA FAA certified aircraft powerplants. This section covers theory of operation, maintenance, repair, and troubleshooting procedures of powerplant systems and their relationship to the total powerplant installation package. To include lubrication, electrical systems, instrument systems, fuel metering, fire protection, starting systems, powerplant control systems, and the aerodynamics, theory and maintenance of propellers and their control systems. **PREREQUISITE:** Successful completion of AMT 100 and 101. Basic hand tools required. Details at the first class meeting.

**Justification:**

Clean up course for transition to CurricUNET. Consolidate and clarify SLOs. Gavilan transferred from to CurricUNET this year. The initial transfer was automated and left out SLOs. The modification was to enter the SLO's. In that process, it was suggested that the number of SLO's be reduced to a more manageable number. The SLO's were reduced and reflect the FAA (Federal Aviation Administration) requirements. The program is certified under Part 147 of the FAA. Now the SLO's and FAA standards more cleanly align.

**ANTH 5 Magic, Witchcraft, and Religion (Fall 2017) Units: 3.00**

**Description**

Explores and analyzes, from a cross-cultural and comparative perspective, religious traditions in diverse cultural contexts with particular focus on the effects of globalization on religious beliefs and practices. Cross-cultural analysis of the concepts of magic, witchcraft, and religion. Examination of connections among the concepts of race, nation, and religion. Exploration of the above through ethnographic readings, class discussions, films, short papers, and a final research paper based on original fieldwork in a local religious or spiritual community. **PREREQUISITE:** Eligible for English 1A.

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

**ART 21/HIST 21 Ancient Americas: A History through Art (Spring 2012) Units: 3.00**

**Description**

A critical survey of history through the arts of pre-Columbian natives of North, Central and South America. The course will cover major societies and events from the appearance of major civilizations through the initial colonization efforts of European nations. Due to the distinct history of the Americas, this course uses the arts - architecture, sculpture, ceramics and painting, among others - of ancient societies as a primary source material. This course has the option of a letter grade or pass/no pass. This course is also listed as HIST 21. (C-ID: ARTH 145) **ADVISORY:** Eligible for English 250.

**Justification:** Course updates: textbook, out of class assignments, content.

**ATH 10A Fundamentals of Softball (Fall 2017) Units 2.00**

**Description**

Basic theory, strategies, technique, practice and conditioning of softball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 10B Fundamentals of Softball (Fall 2017) Units 2.00**

**Description**

This course offers review and advanced instruction in the theory, strategies, and techniques of softball for the purposes of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: PE 10A or KIN 10A or ATH 10A.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 11A Fundamentals of Baseball (Fall 2017) Units 2.00**

**Description**

Theory, strategy, technique, practice and conditioning of baseball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 11B Fundamentals of Baseball (Fall 2017) Units 2.00**

**Description**

This course offers review and advanced instruction in the theory, strategies, and techniques of baseball for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: PE 11A or KIN 11A or ATH 11A.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 12A Fundamentals of Football (Fall 2017) Units 2.00**

**Description**

Basic organization and administration of a football program involving equipment, practice schedules, personnel, conditioning, scouting, weight training, and football specific drills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 12A and KIN 12A.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 12B Fundamentals of Football (Fall 2017) Units 2.00**

**Description**

The administration and organization of a football program involving practice schedules, personnel, equipment, scouting, conditioning, weight training, and football drills. May be repeated once for credit.



This course has the option of a letter grade or pass/no pass. Previously listed as PE 12B and KIN 12B.  
ADVISORY: PE 12A or KIN 12A or ATH 12A.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 13A Fundamentals of Volleyball (Spring 2018) Units 2.00**

**Description**

This course offers basic instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in the fundamental aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 13B Fundamentals of Volleyball (Spring 2018) Units 2.00**

**Description**

This course offers review and advanced instruction in the theory, strategies, and techniques of volleyball for the purpose of preparing the student in all aspects of playing and coaching the game. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. Previously listed as PE 13B and KIN 13B. ADVISORY: PE 13A or KIN 13A or ATH 13A.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 14A Fundamentals of Basketball (Fall 2017) Units 2.00**

**Description**

Basic theory, strategy, technique, practice, and conditioning involved in basketball to prepare the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 14B Fundamentals of Basketball (Fall 2017) Units 2.00**

**Description**

More in-depth and advanced instruction in the theory, strategy, practice and conditioning in basketball to better prepare the individual student in all aspects of playing and coaching the sport. Designed for the student who has already completed ATH 14A. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: PE 14B or KIN 14B or ATH 14B.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and SLO's.

**ATH 21 Volleyball (Summer 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

This is a sport specific course designed for our student-athletes. Fundamentals, strategy and rules of the game of volleyball are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

Justification: This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**ATH 25 Soccer (Summer 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

This is a sport specific sport designed for our student-athletes. Fundamentals, strategy and rules of the game of soccer are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

Justification: This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content and description and consolidated several SLO's.

**ATH 27 Basketball (Summer 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

Justification: This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and combined SLO's.

**ATH 37 Softball (Fall 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

This is a sport specific course designed for our student-athletes. Instruction is in the fundamentals of softball. Fundamentals, rules, strategy and game play are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

Justification: This course is on the 5 year review cycle for updating. Content review and SLO consolidation has been done.

**ATH 48 Agility and Strength Development (Spring 2018) Units 0.50 - 1.00**

**Description**

This conditioning class is designed to improve and increase agility and strength development of the student-athlete through various exercises and exercise programs. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**ATH 65 Baseball (Summer 2017) Units 0.50 - 1.00**

**Description**

This is a sport specific course designed for our student-athletes. Fundamentals, mechanics, strategy and rules of the game of baseball are included. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content and description and consolidated several SLO's.

**ATH 75 Sports Conditioning (Fall 2017) Units 0.50 - 1.00**

**Description**

This activity class is designed to improve the physical condition of our male and female student-athletes. It includes strength training, cardiovascular endurance, plyometric training, and sport specific techniques through an open lab format. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**ATH 77 Football (Summer 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

This is a sport specific course designed for our student-athletes. Instruction is in the fundamentals of football. Includes skills, rules and strategy with emphasis on the application of skills and strategies in game play. May be repeated three times for credit. This course has the option of a letter grade or pass/no pass.

**Justification:** This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**ATH 9A Fundamentals of Soccer (Spring 2018) Units 2.00**

**Description**

This course offers basic instruction in the theory, strategies, and techniques of soccer for the purpose of preparing the individual student in the fundamental aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**ATH 9B Fundamentals of Soccer (Spring 2018) Units 2.00**

**Description**

This course offers review and advanced instruction in the theories, strategies and techniques of soccer for the purpose of preparing the individual student in all aspects of playing and coaching the sport. May be repeated once for credit. This course has the option of a letter grade or pass/no pass.

**Justification:**

This course is on the spring semester update list, based on the 5 year curriculum review cycle. Reviewed content and consolidated several SLO's.

**CD 11B Leadership and Administration of Early Childhood Programs (Fall 2017) Units 3.00**

**Description**

This course is designed to meet the State Department of Education requirements for directors of publicly funded child development programs, and the Supervisory Child Development Permit. Topics covered include development of personnel policies that reflect the philosophy, goals and objectives of the program; effective strategies for personnel management and leadership; classroom management and record keeping; assessment and curriculum planning; and parent involvement/education. Financial record keeping will be discussed from the perspective of the granting agency. **ADVISORY:** Completion of 12 units in Child Development or working in an administrative capacity in a children's program.

**Justification:**

This course is on the spring semester 5 year cycle for updating. We are modifying the course to match the CAP Expansion curriculum Administration II: Personnel and Leadership in Early Childhood Education. Those modifications include: title change, slight change to description, additional content with more emphasis on personnel management and leadership and less emphasis on administration of publicly funded child care programs, textbook update, and consolidation of SLO's.

**CD 18 The Outdoor Classroom (Summer 2017) Units 3.00**

**Description**

In light of the evidence linking the lack of nature in children's lives to the rise in obesity, attention disorders, and depression, this course will teach participants how to create developmentally appropriate outdoor play and nature learning experiences for children from birth to age eight, ensure that outdoor environments are accessible and safe, and methodically observe and assess children's outdoor play. **ADVISORY:** Eligible for English 250 and 260.

**Justification:**

Updating course to remove from suspended list to be offered Summer 2017. Updating SLOs, textbook, and content.

**CD 19 Introduction to Careers with Children (Fall 2017) Units 2.00**

**Description**

An overview of Department of Social Services and Department of Education regulations regarding early childhood professionals in California. Self-assessment techniques with emphasis on building relationships with children, families and colleagues. National standards, Code of Ethics, Public Policy and CA Early Childhood Foundations will be discussed as essential ingredients for effective early childhood programs. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for English 250 and English 260.

**Justification:**

Update for 5 year review cycle> Update text, content and SLOs.

**CD 8A American Education in a Changing World (Fall 2018) Units 3.00**

**Description**

This course provides an overview of education in the United States. It examines the issues, problems, and solutions to teaching in a pluralistic society by viewing schools as social institutions that reflect the values and dynamics of a society. It focuses on the history, politics, theories and approaches to teaching culturally and linguistically diverse children and analyzes career opportunities and new directions in education. For students who wish to expand their knowledge of education in America, and those who wish to explore careers in teaching. This course includes a Service Learning component that will encourage students to explore and apply concepts from the class. This course has the option of a letter grade or pass/no pass.

**Justification:**

Course being updated for the 5 year review cycle. Updating SLOs, content and textbook.

**ENGL 1A Composition and Reading (Fall 2017)**

Note: Modifications to ENGL 1A, ENGL 250 and ENGL 260 are taken as a group.

**Change Units**

From: Units: 3.00, 3 Lec

To: Units: 4.00, 4 Lec

**Change Description:**

English 1A is a composition course which focuses on the development and application of the academic writing process. Students read and assess models of expository, analytical, and argumentative prose to learn techniques of effective writing. Students practice strategies for planning, drafting, sharing, and revising essays in a variety of rhetorical modes. Students apply critical reading skills to the evaluation of source material in the development of a thesis-driven, research-supported essay. To create the research essay, students apply techniques in organizing, developing, and crafting prose which supports their arguments and balances outside sources with their own voice as writers. To achieve this end, students write no fewer than six essays (a minimum of 6,000 words) and read at least five works, two of which are book length. (C-ID: ENGL 100). Completion of English 1A meets transfer level and baccalaureate/university level equivalent. PREREQUISITE: English 250 and English 260 or equivalent with grade of 'C' or better or satisfactory score on the English Placement examination.

**Justification:**

- With our proposal, students will be accelerating through our English sequence more quickly.
- Our current success rate at the English 1A level is only 55% and more students will access English 1A upon entering college. These conditions necessitate a more substantial delivery of curriculum.
- The added lecture unit addresses the need for more time-on-task, additional reading SLOs, and greater scaffolding of the research project.
- Given that we have decided not to institutionalize Library 200, we are in need of more in-class time to focus on research study skills.
- Statewide research supports opening access to English 1A using a formalized multiple measure of overall high school GPA. We will be implementing this multiple measure as we develop streamlined protocol.
- 4-unit English 1A courses are offered at campuses across the state, including Berkeley City, Fresno, Laney, Chaffey, Yuba, and Solano.

**ENGL 250 Practical Writing (Fall 2017) Units: 3.00**

Change grading: Option of a standard letter grade or Pass/No pass.

**Change Prerequisite:**

Pre-requisite

ENGL 440 Basic Writing

or

ESL 563 Advanced ESL Composition II

or

Test Code: CTW; Test Desc: CTEP Writing; Test Score: 05;

or

Test Code: AW01; Test Desc: Accuplacer English Writing; Test Score: 1150;

**Change Description:**

This course covers writing clear, correct, effective essays and learning preliminary research skills. Also listed as English 250P. PREREQUISITE: Eligibility for English 440

**Justification:**

- In the interest of ensuring student success, this proposal is contingent upon the approval of English 1A modifications. The English 1A modifications ensure that we will be able to support students as they move more quickly through the English course sequence.
- Accelerating students mitigates “Leaky Pipeline” issues.
- Gavilan and statewide data shows substantial increase in success for students who test into two or more levels below transfer but move straight into one level below transfer.

**ENGL 260 Preparation for College Reading (Fall 2017) Units: 3.00**

Change grading: Option of a standard letter grade or Pass/No pass.

Change Prerequisite:

Pre-requisite

ENGL 420 Reading Improvement

or

ESL 562 Advanced ESL Reading/Vocabulary II

or

Test Code: CTR; Test Desc: CTEP Reading; Test Score: 06;

or

Test Code: AR01; Test Desc: Accuplacer English Reading; Test Score: 3150;

Description:

This is a course presenting strategies in the technique and practice of college level critical reading and thinking skills. Also listed as English 260P. PREREQUISITE: Eligibility for English 420

Justification:

- In the interest of ensuring student success, this proposal is contingent upon the approval of English 1A modifications. The English 1A modifications ensure that we will be able to support students as they move more quickly through the English course sequence.
- Accelerating students mitigates “Leaky Pipeline” issues.
- Gavilan and statewide data shows substantial increase in success for students who test into two or more levels below transfer but move straight into one level below transfer.

**ESL 743 NC Intermediate ESL Grammar, Writing II (Fall 2017) Units: 0.00**

Description

This course reviews basic tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures. Students continue developing sentence and paragraph skills begun in previous courses.

Justification: Consolidating SLOs.

**ESL 747 NC Integrated Reading, Writing III (Fall 2016) Units: 0.00**

Description

This is the third course in a series of integrated skills courses designed to expand the development of reading, writing, and grammar skills of high-intermediate ESL students. The course focuses on vocabulary development through the application of different reading strategies to a variety of selections of topics of interest to academically-bound students. It also involves the further practice and refinement of sentence and paragraph skills, structure and punctuation. ADVISORY: ESL 737 or ESL Assessment Recommendation

Justification: Consolidating SLOs and updating content and textbook.

**GUID 6 Life Skills for Higher Education (Spring 2017) Units 2.00**

Description

Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics covered include creative and realistic goal setting, academic and life management, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. This class will address a multitude

of cultural learning styles, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics from developmental psychology, learning theory and personality theory.  
ADVISORY: Eligible for English 250 and English 260.

Justification:

5 year review; SLO and textbook updates

**HIST 7A History of Western Civilization (Fall 2013) Units 3.00**

Description

A study of major elements in Western heritage from the ancient world to the eighteenth century. Course will survey intellectual, political, social, economic and cultural development of the Western World. (C-ID: HIST 170) ADVISORY: Eligible for English 1A.

Justification:

Update SLOs and course textbook.

**HIST 7B History of Western Civilization (Spring 2013) Units 3.00**

Description

A study of major elements in western heritage from Renaissance Europe to the present. Emphasis is on ideas, attitudes and institutions basic to western civilization of enduring interest. (C-ID: HIST 180) ADVISORY: Eligible for English 1A.

Justification:

Update SLOs and course textbook.

**HTM 101 Introduction to Hospitality and Tourism Management (Fall 2017) Units: 3.00**

Description

An introduction to the careers in the field of hospitality and tourism management, including a survey of trends and developments in the industry. An overview of hospitality, tourism, lodging operations, foodservice establishments and management will be provided.

Justification: This course is being modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. A slight modification has been made to the content in the fourth section to make sure that information about local and regional events and tourism will be presented in the class. In addition, the Distance Education information is being added so that the course has the option of being offered face-to-face, hybrid or online.

**HTM 202 Sanitation Practices in the Hospitality Industry (Spring 2018) Units 3.00**

Description

This course covers the basic concepts of institutional sanitation practices. Topics include food safety procedures and food safety management systems.

Justification:

This course is being modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. The Distance Education information is being added so that the course has the option of being offered face-to-face, hybrid or online. The modification is filling out the Distance Education information. No other changes were made to the content. As the students who may enroll in this course could already be in the workforce it was suggested that the teaching the course online should be an option.

### **HTM 203 Restaurant and Banquet Operations (Spring 2018) Units 1.00**

#### **Description**

This course prepares individuals for entry-level positions in restaurant and hospitality banquet operations. It covers front of the house service for all types of foodservice operations and prepares the student to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification exams. This course has the option of a letter grade or pass/no pass.

#### **Justification:**

This course is being modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. The modification is to provide the option of teaching this class online, so the Distance Education information is being added so that the course has the option of being offered face-to-face, hybrid or online. It was felt that students who may enroll in this class might already be in the workforce and an online teaching option should be available. That is the only change.

### **HTM 204 Customer Service in a Multi-Cultural Workplace (Fall 2017) Units 3.00**

#### **Description**

This course provides the student with information about the concept of culture and cultural diversity and how it influences customer service within the global marketplace, including how to develop an organizational environment that supports and acknowledges a multitude of cultures. Emphasis will be placed on developing competent communication behaviors and strategies for providing excellent customer satisfaction in a multicultural environment.

#### **Justification:**

This course is being modified based on the feedback from the November 16, 2016 Hospitality Meeting which was a follow-up to the Hospitality Summit. The Distance Education information is being added so that the course has the option of being offered face-to-face, hybrid or online. The modification is adding the distance education information. No other changes were made to the content. It was felt that students who may take this course may already be out in the workforce and the option to teach the class online should be available.

### **JOUR 18A Print and Digital News I (Fall 2013) Units 3.00**

#### **Description**

Students research, fact check, interview, write, edit, photograph and do computer assisted design and graphics for the college newspaper, The Gavilan Press. In doing this, they provide the community with an important First Amendment forum, learn and educate about the First Amendment rights and responsibilities, and acquire journalistic skills, ethics and habits. (C-ID: JOUR 130). ADVISORY: Eligible for English 1A. Typing ability.

#### **Justification:**

Changed course description: Including research, fact checking and editing adds emphasis on adherence to accuracy. Changed text: Written by professors with the School of Journalism of Missouri-Columbia, the text offers fundamentals for concise writing in print, broadcast and online media and examples from journalists working various beats in the field.

### **JOUR 18B Print and Digital News II (Fall 2013) Units 3.00**

#### **Description**

Students will take leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility and objectivity. Students will research, fact check, interview, write, edit, photograph and produce computer-assisted design and graphics for the college newspaper and/or online Gavilan Press. In doing this, they provide the community with an important First Amendment



forum, learn and educate about First Amendment rights and responsibilities and acquire journalistic skills, ethics and habits. (C-ID: JOUR 131) PREREQUISITE: Journalism 18A.

Justification:

Changed course description: including research, fact checking and editing adds emphasis on adherence to accuracy. Updated text to 12th edition. Added 3 outside hours of out of class assignments.

**KIN 16A Swimming - Beginning (Fall 2017) Units 0.50 - 1.00**

Description

Co-educational activity designed for the beginning swimmer. Instruction on floating, rhythmic breathing, freestyle, elementary backstroke, and backstroke is included. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16. Courses should be taken in sequential order.

Justification:

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 16B Swimming - Intermediate (Fall 2017) Units 0.50 - 1.00**

Description

Coeducational activity designed for the intermediate swimmer. Instruction on the sidestroke and breaststroke is included as well as continued improvement on the freestyle, elementary backstroke and backstroke. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16. Courses should be taken in sequential order.

Justification:

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 16C Swimming - Advanced (Fall 2017) Units 0.50 - 1.00**

Description

Coeducational activity designed for the advanced swimmer. Continued improvement on all strokes. Variations of the sidestroke and the butterfly will be covered. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 16. Courses should be taken in sequential order.

Justification:

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 18A Tennis - Beginning (Fall 2017) Units 0.50 - 1.00**

Description

Coeducational activity stressing the basic tennis forehand, backhand, serve, and volley along with an introduction to the court markings. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18. Courses should be taken in sequential order.

Justification:

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 18B Tennis - Intermediate (Fall 2017) Units 0.50 - 1.00**

Description

Coeducational activity stressing various tennis stroke techniques, such as a topspin and slice forehand, backhand, and serve. The lob, overhead and rules of the game, including scoring and etiquette will be introduced. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18. Courses should be taken in sequential order.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 18C Tennis - Advanced (Fall 2017) Units 0.50 - 1.00**

**Description**

Coeducational activity which incorporates tennis skills into game play, utilizing singles and doubles strategies. Introduces the drop shot, half volley, a tiebreak, and no-ad scoring. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 18. Courses should be taken in sequential order.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 61A Swim for Fitness - Level 1 (Summer 2017) Units: 0.50 - 1.00, 1.5 – 3 Lab**

**Description**

Designed to develop endurance and improve swimming skills in order to work on one's cardiovascular fitness. Includes use of the dolphin kick and alternate breathing. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61. Courses should be taken in sequential order.

**Justification:** This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 61B Swim for Fitness - Level 2 (Summer 2017) Units 0.50 - 1.00**

**Description**

Designed to improve endurance in order to maintain one's cardiovascular fitness. Includes use of streamlining and flip turns. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61. Courses should be taken in sequential order.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 61C Swim for Fitness - Level 3 (Summer 2017) Units 0.50 - 1.00**

**Description**

Designed to provide the student with a lap swimming experience to maintain their physical fitness. Intermediate swimming ability is recommended. This course has the option of a letter grade or pass/no pass. Previously listed as KIN 61. Courses should be taken in sequential order.

**Justification:**

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content, description and SLO's.

**KIN 7 Theory of Sports Management (Fall 2018) Units 3.00**

**Description**

This course introduces the theory of organizing, planning, directing and controlling a sports program. Areas such as budgeting, fundraising, advertising, marketing, and studying contract law will also be included.

Justification:

This course is on the 5 year cycle for review. Course content has been reviewed, SLO's have been updated as well as the textbook.

**KIN 84 Assessment of Fitness Techniques (Spring 2018) Units 3.00**

Description

This course is designed to provide the student with a foundation of the principles and techniques of conducting assessments for each of the health related components of fitness. This includes health screening details, how to use them in the determination of program design, and medical referral prior to exercise participation testing. This course provides practical lab application of the material presented in lecture.

Justification:

This course is on the curriculum committee's 5 year review cycle. Reviewed the content, updated the textbook, and combined several SLOs.

**KIN 87 Indoor Soccer (Spring 2018) Units 0.50 - 1.00**

Description

Coeducational activity designed for all skill levels. Instruction will be provided in individual and team indoor soccer skills and strategies. This course has the option of a letter grade or pass/no pass.

Justification:

This course is on the 5 year curriculum review cycle for the spring semester. Reviewed the content and description and consolidated several SLO's.

**MCTV 19/THEA 19 Acting and Voice for TV/Film/Media (Spring 2014) Units: 3.00**

Description

Theory and practice of acting, performance and development of voice, articulation and pronunciation for TV, film, and media. Learning experiences include project in broadcasting, reporting, commercials, public service announcements (PSA), comedy and drama. This course has the option of a letter grade or pass/no pass. This course is also listed as THEA 19.

Justification: Updating SLO's, and text book

**MATH 1A Single-Variable Calculus and Analytic Geometry (Fall 2017) Units 4.00**

Description

A first course in differential and integral calculus of a single variable covering limits and continuity, analyzing the behavior and graphs of functions, derivatives, implicit differentiation, higher order derivatives, related rates and optimization problems, Newton's Method, Fundamental Theorem of Calculus, and definite and indefinite integrals. PREREQUISITE: Mathematics 8B with a grade of 'C' or better.

Justification:

Textbook and SLO assessment update.

**MATH 430 Algebra I (Fall 2017) Units 5.00**

Description

This is the first course of algebra. It will cover simplifying algebraic expressions, linear equations and inequalities, linear functions and their graphs, systems of equations, polynomials, factoring, rational expressions, and applications of all of the above.

Justification:

We would like to offer this course as a hybrid/online course.

**MATH 5 Introduction to Statistics (Spring 2017) Units 3.00**

Description

Descriptive analysis and presentation of either single-variable data or bivariate data, probability, probability distributions, normal probability distributions, sample variability, statistical inferences involving one and two populations, analysis of variance, linear correlation and regression analysis. Statistical computer software will be extensively integrated as a tool in the description and analysis of data. The instructor will be using and supporting a TI-83 Plus graphing calculator in all classroom demonstrations. PREREQUISITE: MATH 233, or MATH 240, or MATH 233A and MATH 233B, or MATH 242 with a grade of 'C' or better.

Justification:

This course is being modified to adhere to the C-ID descriptors for the course.

**MATH 7 Finite Mathematics (Spring 2017) Units 3.00**

Description

Systems of linear equations and matrices, introduction to linear programming, finance, counting techniques and probability, properties of probability and applications of probability. PREREQUISITE: Mathematics 233 with a grade of PREREQUISITE: Mathematics 235 OR Mathematics 240 OR equivalent with a grade of "C" or better.

Justification:

This course is being modified in Fall 2016 to adhere to the C-ID course descriptor.

**MUS 3A Harmony/Theory/Musicianship I (Spring 2013) Units 4.00**

Description

Fundamentals of music, beginning harmony. (C-ID: MUS 120) ADVISORY: Must be taken in sequence.

Justification:

Course Modification. Students are curious in understanding relevant pedagogical music theory practices. In order for this to be realized, the course needs an up-to-date text.

**MUS 3C Harmony/Theory/Musicianship III (Spring 2013) Units 4.00**

Description

Continuation of Music 3AB. Chromatic harmony, analysis and composition. (C-ID: MUS 140)  
ADVISORY: Music 3B

Justification:

Course Modification. Students are curious in understanding relevant pedagogical music theory practices. In order for this to be realized, the course needs an up-to-date text.

**MUS 3D Harmony/Theory/Musicianship IV (Spring 2013) Units 4.00**

Description

Continuation of Music 3C. Analysis and composition. (C-ID: MUS 150) ADVISORY: Music 3C

Justification:

Course Modification. Students are curious in understanding relevant pedagogical music theory practices. In order for this to be realized, the course needs an up-to-date text.

**MUS 21 Electronic Music/Sound Design (Fall 2013) Units 3.00**

Description

Fundamentals of electronic music synthesis using computers. Midi sequencing, digital sound processing, sampling, digital multi-track recording utilizing the college's state of the art midi studio. ADVISORY: Eligible for English 250, 260 and Mathematics 205.

Justification:

textbook update, SLOs reviewed, added Out of Class Assignments

**PHIL 12 Introduction to Political Thought (Fall 2013) Units 3.00**

Description

This course provides students with an introduction to and grounding in classical and modern political thought. Students will be introduced to theorists such as Plato, Aristotle, Machiavelli, and Marx. Students will also examine such timeless questions as: "What is justice?" "What is the good life?" and "What is power?" among others. This course is also listed as POLS 12.

Justification:

The course modifications allow students to better understand the interstices of political thought and ethical theory. Condensing the student learning outcomes allows for greater clarification of the course description, updating the course textbook allows the students to understand in greater detail what the close connection between the ethics of the individual and the ethics of the state, and clarifying the methods of evaluation (in conjunction with slightly modifying the course assignments) allows the student to better understand what is needed to be successful in the course.

**PHIL 15 Asian Philosophies (Spring 2013) Units 3.00**

Description

This course is designed to introduce the student to the major Asian philosophical traditions. This will consist of reviewing major East, South East, and South Asian philosophical traditions (e.g. Hinduism, Buddhism, Taoism, Confucianism) and the non-Western approach to epistemology, ethics, metaphysics, and logic. We shall attempt to evaluate, examine, and compare many important theoretical principles and the ways they have influenced each other as well as Asian and Asian-American cultures and societies. ADVISORY: Eligible for English 1A.

Justification:

This course was revised in order to update the course description, assignment list, consolidate and update the student learning outcomes, and to update the course textbook.

**PHIL 7A History of Philosophy: Ancient to Medieval Times (Spring 2017) Units 3.00**

Description

Philosophy 7A is a survey of the history of philosophy from the ancient to the medieval periods. It is a great class to take along with World History or a literature course. (C-ID: PHIL 130) ADVISORY: Eligible for English 1A.

Justification:

This course is being reviewed in conformity with the five-year cycle of course updates: the student learning outcomes, class assignments, and course text have all been updated.

**WTRM 215 Leadership and Supervision in the Water Industry (Fall 2017) Units: 3.00**

**Description**

Leadership and supervisory aspects of public agencies and investor-owned utilities, including organization, decision-making, coordination, communication and public relations. Personnel supervision, including coaching, training, evaluation, discipline, team building, morale and grievances. Safety programs, as well as encouragement of safe conditions, actions and attitudes is also covered.

ADVISORY: WTRM 201 Introduction to Water/Wastewater Technology.

**Justification:** The course title and description are being revised to include the term "Leadership". This change is based on feedback from the instructor: "I had mentioned to both of you that I thought that one of the reasons for the low enrollment numbers in the class was that I think the class is mislabeled. I think the class should be "Leadership and Supervision in the Water Industry." One of the reasons that students don't sign up may be that they don't currently see themselves in a supervisory position. However, everyone has the capability to play a leadership role. And a big part of the class is exposing the students to guest speakers who are leaders in the industry."

In addition the course number is being changed from a 100 level to a 200 level course based on the research and recommendation from the Articulation Officer. Several SLO's were also consolidated.

**WTRM 217 Water Use Efficiency Practitioner (Fall 2017) Units: 3.00**

**Description**

This course focuses upon the efficient use and conservation of water in the following contexts: overall supply and demand; utility operations and measures; residential uses and measures; commercial, institutional uses and measures; and landscape uses and measures.

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

**WTRM 218 Introduction to Occupational Health and Safety (Fall 2017) Units: 3.00**

**Description**

This course covers the fundamentals of the health and safety associated with water treatment, distribution and waste water treatment operations. Subjects covered include introduction to safety, confined space, lockout-tagout, respiratory protection, heat stress, fall protection and traffic control. Each section will satisfy existing Cal/OSHA and other water industry related training requirements.

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

**WTRM 219 Industrial Wastewater Management and Treatment (Fall 2017) Units: 3.00**

**Description**

Industrial Wastewater Management and Treatment reviews various industries and their associated wastewater. The course introduces the characteristics of wastewater such as pH, total suspended solids, total dissolved solids, etc., and then reviews basic treatment methods that are used to remove the particular characteristic from the water. By the end of the course, students will be able to design a wastewater treatment plant by developing block flow diagrams which utilize basic treatment methods to achieve the desired wastewater quality. ADVISORY: WTRM 201: Introduction to Water/Wastewater Technology, WTRM 207: Beginning Wastewater Treatment Plant Operation

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

**WTRM 220 Pollution Prevention and Storm Water Management (Fall 2017) Units: 3.00**

**Description**

Pollution Prevention and Storm Water Management reviews methods and regulations to prevent pollutants from reaching the waters of our rivers, streams and aquifers. It reviews methods of reducing pollutants in industrial wastewater, water reuse and water recycling. Additionally, it reviews the methods and regulations for storing hazardous wastes and materials. Lastly, it reviews the general storm water permits for municipalities, industry and construction. At the end of this course, the student will have a fundamental knowledge of how to reduce pollution in our wastewater through effective water and process management, as well as appropriate hazardous materials and waste storage. This course also covers the implementation of methods required by the State's general permits to prevent pollution from entering storm water runoff. ADVISORY: WTRM 201: Introduction to Water/Wastewater Technology; WTRM 207: Beginning Wastewater Treatment Plant Operation.

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

**WTRM 221 Mechanical Maintenance (Fall 2017) Units: 3.00**

**Description**

This course is designed to familiarize students with the basic principles of mechanical equipment design, installation, operation, maintenance, repair, overhaul and replacement. The course emphasizes understanding the value of preventative maintenance techniques such as equipment monitoring, lubrication analysis, machine alignment and scheduled overhaul. ADVISORY: WTRM 201: Introduction to Water/Wastewater Technology.

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

**MODIFICATIONS TO EXISTING PROGRAMS**

**Home Health Aide – Certificate of Proficiency**

Justification: Information for employer as proof of passing course.

**Description:**

Completion of the course below will qualify students for state certification as a Home Health Aide. Students receiving the certificate will have job entry skills for Home Health Aide.

Requirements: (11.5 Required)

AH180 Fundamentals of Nursing--Convalescent 8.5

AH182 Home Health Care 3

Total: 11.5

# Gavilan Joint Community College District Governing Board Agenda

April 11, 2017

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

Administrative Services

**SUBJECT:** Notice of Completion for the Coyote Valley Educational Center, Increment #2

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees accept the Coyote Valley Educational Center, Increment #2 as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

**Background:**

The Coyote Valley Educational Center, Increment #2 has been completed as of January 30, 2017. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

**Budgetary Implications:**

The Coyote Valley Educational Center, Increment #2 total project cost is approximately \$6,859,055.40.

**Follow Up/Outcome:**

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

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

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

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



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

April 11, 2017

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

Administrative Services

**SUBJECT:** Gavilan Gym Roof Replacement, Change Order #3

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the third project Change Order request for the Gavilan Gym Roof Replacement. Change Order #3 is \$19,389. Original Agreement to Seward L. Schreder Construction, Inc. was \$379,000. Total construction cost including change order #1, #2 and #3 is \$410,290.

**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 #3 for \$19,389. A detailed Change Order #3 table is attached for this project.

There is a total of 3 Change Orders for this project totaling \$31,290.

**Budgetary Implications:**

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

**Follow Up/Outcome:**

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

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

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

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

**Change Order for Gym Roof Replacement Project**

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

PCO #	Description	Amount	Additional Days (Calendar)
6	Additional insulation required in roof, per ASI #1	\$ 11,668.00	0
7	Weekend work for crane operations (due to safety & weather)	\$ 7,721.00	0
<b>TOTAL</b>		<b>\$ 19,389.00</b>	<b>0</b>

Contract Amount	\$ 379,000.00
Net Change By Previously Authorized Change Orders	\$ 11,901.00
Revised Contract Amount Prior to this Change Order	\$ 390,901.00
Change Order #03	\$ 19,389.00
<b>New Contract Amount Including this Change Order</b>	<b>\$ 410,290.00</b>

Available Construction Contingency	\$ 37,900.00
Change Order #01, #2 and #3	\$ 31,290.00
Remaining Construction Contingency	\$ 6,610.00

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
<b>New Contract Substantial Completion Date (Including this Change Order)</b>	<b>December 22, 2016</b>

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

April 11, 2017

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

Administrative Services

**SUBJECT:** Student Center Seismic Upgrade, Change Order #2

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the second change order on the Student Center Seismic Upgrade Project. Change Order #2 is \$27,715.71. Original Agreement to Calstate Construction was \$885,777. Total Construction Cost including Change Order #1 and #2 is \$805,355.71.

**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:

Student Center Seismic Upgrade Project

Calstate Construction, CO #2 is \$27,715.71. A detailed Change Order #2 table is attached for this project.

There are a total of 2 change orders for this project totaling a credit of \$80,421.29. The initial estimate for change order 2 totaled \$35,500 but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$7,784.29.

**Budgetary Implications:**

The efficient use of State Scheduled Maintenance and Lease Revenue Bond Funds.

**Follow Up/Outcome:**

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

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

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

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

## Change Order for Student Center Seismic Upgrade

### CHANGE ORDER #02 - Calstate Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
8	Cut back existing sanitary line and install new line per RFI #17	\$2,866.04	0
9	Relocate Fire sprinkler line & water line, per DSA	\$8,700.00	5
10	Add plywood behind cement board panels per ASI #2	\$2,070.35	0
14	Staple up acoustical tiles, prime and paint ceiling	\$14,079.32	0
	<b>TOTAL</b>	<b>\$27,715.71</b>	
	Contract Amount	\$885,777.00	
	Net Change By Previously Authorized Change Orders	-\$108,137.00	
	Revised Contract Amount Prior to this Change Order	\$777,640.00	
	Change Order #02	\$27,715.71	
	<b>New Contract Amount Including this Change Order</b>	<b>\$805,355.71</b>	
	Available Construction Contingency	\$88,577.00	
	Change Order #2	\$27,715.71	
	Remaining Construction Contingency	\$60,861.29	
	Contract Start Date		November 28, 2016
	Contract Substantial Completion Date		April 21, 2017
	New Contract Substantial Completion Date (By Previously Authorized Change Orders)		April 26, 2017
	<b>New Contract Substantial Completion Date</b> (Including this Change Order)		<b>April 21, 2017</b>

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

April 11, 2017

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

Administrative Services

**SUBJECT:** Consider and Accept Bid for the Gym Bleachers and Flooring Project

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

**Proposal:**

That the Board of Trustees considers and accepts the bid from Calstate Construction, Inc. for the Gym Bleachers and Flooring Project.

**Background**

The bid for this project closed on March 30, 2017. A total of four (4) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Calstate Construction, Inc. in the amount of \$735,777.

Attached is a letter providing a bid analysis from Gilbane, the Construction Manager, dated March 31, 2017. The letter includes a bid tabulation form.

**Budgetary Implications:**

The efficient use of Measure E and Lease Revenue bond funds

**Follow Up/Outcome:**

Upon Board approval, issue a Notice-to-Proceed.

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





March 31, 2017

Mr. Frederick E. Harris  
Vice President of Administrative Services  
Gavilan Joint Community College District  
5055 Santa Teresa Boulevard  
Gilroy, CA 95020

**Re: Bid Analysis  
Gym Bleachers & Flooring Project  
Gavilan Joint Community College District**

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder's, Calstate Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Calstate Construction, Inc. confirmed their base bid amount of \$735,777 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

**Bid Analysis**

The following items were considered in our bid analysis:

1. Comparative Pricing
2. Bond Review
3. Company History & Experience
4. Bid Form Review
5. Reference Check
6. Contractor License Check

**1. Comparative Pricing (See attached Bid Tabulation Form)**

A. Estimate	\$775,000
B. Low Responsive Bid	\$735,777
C. Average Bid	\$952,496
D. High Bid	\$1,088,579
E. Number of Contractors Contacted	8
F. Number of Plan Holders	5
G. Number of Potential Bidders	4
H. Number of Bidders	4

**2. Bond Review**

- A. Contractor's Bid Bond  
Calstate Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Guarantee Company of North America USA. Their address is 1800 Sutter St. Suite 880, Concord, CA 94520. The contact number is (925) 566-6040.
- B. Contractor's License Bond  
All California contractors are required to file a bond with the State in the amount of \$15,000. The bond number is 220408 and the effective date is 01/01/2016 with Suretec Indemnity Company. Their address is 1330 Post Oak Blvd., Suite 1100, Houston, Texas, 77056.

**3. Company History & Experience**

Calstate Construction, Inc. is familiar with the Division of State Architect (DSA). Cal State Construction, Inc. has performed worked at many community college's and K-12 schools throughout the bay area. To name a few are Foothill - De Anza Community College District, West Valley Mission Community College District and Cupertino Union School District. Calstate Construction was the General Contractor that renovated the CDC Building in 2016. They are currently working on the Student Center Seismic Upgrade and Pool Renovation. They meet schedule and project budget with success and a positive outcome to the project.

**4. Bid Form Review**

- |                                     |                    |
|-------------------------------------|--------------------|
| A. Contractor's Proposal Form       | No Exception Taken |
| B. Bid Pricing                      | No Exception Taken |
| C. Addenda Acknowledgement          | No Exception Taken |
| D. Contractor's License Information | No Exception Taken |
| E. Subcontractor's List             | No Exception Taken |
| F. Non-Collusion Affidavit          | No Exception Taken |
| G. Bid Security                     | No Exception Taken |
| H. DIR Registration                 | No Exception Taken |

**5. Reference Check**

- A. Art Heinrich from Foothill-De Anza Community College District worked with Calstate Construction, Inc. on a few renovations projects at Foothill College. All projects consisted of renovating existing buildings. Art mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Art said Calstate Construction, Inc. work quality was great. Art said he recommends Calstate Construction, Inc. for the Gym Floor & Bleacher Project.
- B. Mark Finney from Sugimura & Associates worked with Calstate Construction, Inc. on a few renovations projects. Calstate Construction,



Inc. quality of work was excellent. Mark stated they were very satisfied with Calstate Construction, Inc. work ethics and had a positive experience working with Calstate Construction, Inc.

**6. Contractor License Check**

A.	License Number:	856043
B.	License Status:	Current and Active
C.	License Issued to:	Calstate Construction, Inc. Corporation
D.	Expiration Date:	3/13/19
E.	County of Incorporation:	Alameda
F.	Claims Against License:	No citations or cases on record
G.	Type of License(s):	A – General Engineering Contractor B – General Building Contractor

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

*Donna Martin*

Donna Martin  
Project Manager

Enclosures: Bid Tabulation Form

cc: Steve Sowa, IBI Group  
Casey Michaelis, Gilbane Building Company

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

April 11, 2017

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

President's Office

**SUBJECT:** CSEA and District Negotiations Initial Proposals

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees accept the initial proposals submitted jointly by both parties for negotiations between the District and the California School Employees Association (CSEA).

**Background:**

Attached is a copy of the initial proposals for FY 2017-2018 negotiations.

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

**Budgetary Implications:**


N/A

**Follow Up/Outcome:**

Upon approval, staff will commence negotiations.

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

Prepared By:

  
\_\_\_\_\_  
Dr. Eric Ramones, Associate Vice President of Human Resources

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen Rose, Superintendent/President

**GAVILAN COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER# 270**

**PUBLIC PRESENTATION OF INITIAL PROPOSALS**

**April 11, 2017**

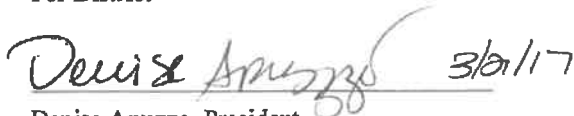
Whereas the Gavilan Community College District ("District") and the California School Employees Association, Chapter #270 ("CSEA") have committed to utilizing interest-based bargaining principles in the conduct of their labor negotiations, the parties have developed the following statements as their initial proposals for upcoming labor negotiations:

1. Both parties are interested in discussing Article 8 Compensation and Benefits. CSEA has an interest in a fair and equitable salary increase. The District is interested in discussing a salary package that provides satisfactory compensation for all employees, competitive salaries for recruitment/retention purposes, and supports a balanced budget.
2. Both parties are interested in discussing Article 12 Transfers and Reassignments
3. Both parties interested in discussing Article 10 Hours.
4. Both parties are interested in discussing Article 17 Position Classification.



3-21-17

Eric Ramones, Chief Labor Negotiator  
For District



Denise Apuzzo, President  
For CSEA Chapter #270