

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES

Tuesday, August 9, 2016

Gavilan College Morgan Hill Site, Rooms 10 and 11

17060 Monterey Road

Morgan Hill, CA 95037

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

AGENDA

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

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

CLOSED SESSION 6:00 p.m.

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

1. PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE- Closed Session Pursuant to Government Code Section 54957
2. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiator: Dr. Kathleen Rose
Employee Organization: Unrepresented Employees
3. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Ron Hannon
Employee Organization: GCFA
4. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
Employee Organization: CSEA
5. CONFERENCE WITH LEGAL COUNSEL – Faculty Association Demand for Arbitration on Grievance # 15-16, 002
6. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Instruction - Closed Session Pursuant to Government Code Section 54957



II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
 - (a) Regular Board Meeting of the Board of Trustees Minutes, July 12, 2016 and Ad Hoc Educational Site Committee, July 21, 2016
 - (b) Personnel Actions
 - (c) Warrants and electronic transfers drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Purchase Order Ratification
 - (f) Ratification of Agreements
 - (g) Monthly Financial Report
 - (h) Budget Adjustments
 - (i) Santa Clara County Treasury Investment Portfolio Status as of March 31, 2016
 - (j) Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2016
7. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
8. Recognitions
 - (a) Gavilan College Student-Athlete of the Year Award
9. Officers' Reports
 - (a) Vice Presidents
 - (b) College President
 - (c) Academic Senate
 - (d) Professional Support Staff
 - (e) Student Representative
 - (f) Board Member Comments
 - (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
 - (a) Gavilan College Community Spirit Award Calendar

III. ACTION ITEMS

1. Old Business
 - (a) Assign a Santa Clara County Sheriff's Deputy to the Gavilan College Gilroy Campus
2. New Business
 - * (a) Approval to Certify the Appointment of Representatives to Joint Powers Authority for Establishing, Operating, and Maintaining Public Safety Training; Resolution No. 1012
 - * (b) Amendment to the Workability III Contract from FY 2013/2014, Resolution No. 1013
 - (c) Coyote Valley Low Voltage Package Change Order #1
 - (d) Cosmetology student kit fee increase Fall Semester 2016

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is September 13, 2016, Gavilan College, Student Center, North/South Lounge
2. Adjournment

*Roll Call Vote

GAVILAN COLLEGE MISSION

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

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

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

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

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

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

Members of the public may inspect agenda documents distributed to the Board of Trustees at the President's Office, SC130, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

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

CONSENT

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

July 12, 2016

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 Board Meeting of the Board of Trustees Minutes, July 12, 2016
and Ad Hoc Educational Site Committee, July 21, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, July 12, 2016 and Ad Hoc Educational Site Committee, July 21, 2016.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: *Nancy Bailey*
Nancy Bailey, Executive Assistant

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

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, July 12, 2016

5055 Santa Teresa Boulevard, Gilroy, California 95020
Social Science Room #206

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

MINUTES

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

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

(a) Roll Call

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

(b) Comments from the Public

No comments.

(c) 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

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

2. Roll Call

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

Dr. Kathleen Rose, Superintendent/President

Kathleen Moberg, Vice President, Student Services

Frederick E. Harris, Vice President, Administrative Services

Diane Seelie, Professional Staff

Nancy Bailey, Recorder

Others in Attendance: Danielle Davenport, Wade Ellis, Jan Bernstein-Chargin, Eric Ramones, David Didenti, Damaris Cueto, Ken Wagman, Priscilla Ahmed, Shawn Mulcare, Susan Sweeney, Carina Cisneros, Fran Lozano, Eduardo Cervantes, Franz Mayrhofer, Ryan Vollmer, and Dale Scott

3. Pledge of Allegiance

The Pledge of Allegiance was led by Kent Child.



4. Report of any Action Taken in Closed Session

Laura Perry reported action taken in closed session. She said the board voted in closed session to approve a resignation agreement with classified employee #013356.

Vote during closed session:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines to approve
0 Noes

5. Approval of Agenda

MSC (W. Glines/L. Locci)

Vote:

7 Ayes: Tom Breen, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Iris Cueto, advisory vote of aye, to approve.
0 Noes

1 Abstention: Jonathan Brusco

6. Consent Agenda

(a) Regular Board Meeting of the Board of Trustees Minutes, June 14, 2016

(b) Personnel Actions

(c) Warrants and electronic transfers drawn on District Funds

(d) Payroll Warrants drawn on District Funds

(e) Purchase Order Ratification

(f) Ratification of Agreements

(g) Monthly Financial Report

(h) Budget Adjustments

MSC (T. Breen/M. Dover)

Vote:

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

7. Comments from the Public

Danielle Davenport introduced herself and said she would be a candidate for Gavilan College's Board of Trustee Area #6. She said she has experience in the field of technology, is involved in the community and has taught at community colleges.

8. Officers' Reports

(a) Vice Presidents

Kathleen Moberg – said that TRIO is having a successful summer bridge program. She also acknowledged Admissions and Records, MIS, and Financial Aid for their team work in meeting the new fee waiver requirements which involved work within the Banner System.

Fred Harris – reported on options for having a police officer on campus. He said he had discussions with both the City of Gilroy and City of Morgan Hill police departments and also authorities at Foothill-De Anza CCD. None of the groups wanted to pursue a contractual agreement. Fred Harris said he will again meet with the Sheriff's department to conclude an agreement. In answering a question, Fred Harris said the GUSD school resource officer serves GECA but is not there all the time. He concluded his report by saying that the old policy academy portables and CJ500 will be demolished this summer.

(b) College President

Kathleen Rose reported on some of her activities over the past month. In June she visited Gavilan interns at Cañada de los Osos Ecological Reserve. Kathleen Rose said this program and other similar programs should be celebrated. She said she toured both Coyote Valley and San Martin construction sites. She noted the signage, beautiful portables, and said it will be a great place for staff to work, teach, and students to learn. She said concerns to be addressed include food services and transportation options. Kathleen Rose said the Coyote Valley Educational Center is close to being a reality and planning for its opening should begin now. She said the aviation site is waiting for FAA approval on the installation of a hangar door.

Kathleen Rose said Christine Salvin is heading up a committee to develop a research agenda with the assistance of interested faculty and Institutional Researcher Peter Wruck. She said that the Accrediting Commission for Community and Junior Colleges (ACCJC) sent a letter recognizing and accepting the college's midterm report. She thanked the college community for working on that report. It will be posted on the website. The next comprehensive visit is in 2019. Kathleen Rose announced that a Board Budget Workshop will be held Monday, August 15 starting at 5:30 p.m. with Wade Ellis presenting the information. Kathleen provided a draft public service announcement related to the trustee elections by district areas and thanked both Lois Locci and Jan Bernstein Chargin for working on it. The announcement will be posted on the website. The candidate nomination period is from July 18, 2016 – August 12, 2016.

(c) Academic Senate

No report.

(d) Professional Support Staff

Diane Seelie reported that CSEA met with the District to begin negotiation talks.

(e) Student Representative

No report.

(f) Board Member Comments

Kent Child – reported on a lunch he attended with other Gavilan retirees at the SunCoast Organic Bakery in Hollister. The family business is owned by Gavilan retiree Gary Miller.

Jonathan Brusco said the progress at the Coyote Valley site is visible. He congratulated student trustee, Iris Cueto, and Dr. Kathleen Rose. He said he is looking forward to the upcoming years.

Walt Glines – suggested that we encourage voter registration and host forums on campus. He said it is important to participate in the elections. Walt Glines reminded everyone that the STEM Intern presentations will be held on August 19.

Lois Locci – asked about updates to the website and Kathleen Rose said an updated version will be previewed on Professional Development Day.

Tom Breen – has been serving as a visiting judge throughout the state.

Mark Dover –thanked Danielle Davenport for her interest in a trustee seat. He congratulated everyone on the accreditation report. Mark Dover said the new facilities look great and thanked Fred Harris for his work.

(g) Board President

Laura Perry – congratulated Dr. Rose again and said she is hearing great things in the community. She thanked Danielle Davenport for attending the meeting and wished her well in the trustee elections.

9. Board Committee Reports
No report

10. Information/Staff Reports

(a) Community Coffee and Conversation Schedule

Kathleen Rose announced that she will be hosting coffee and conversation gatherings in Hollister, Gilroy, and Morgan Hill to give community members an opportunity to meet her and learn more about Gavilan. Members of administration and Public Information Officer Jan Bernstein Chargin will be joining her. Kathleen Rose will be at Mars Hills Coffee on July 23, GVA Café on August 13, and First Street Coffee on August 20. She said monthly community forums will begin in September. Kathleen Rose said a first day of school celebration is being planned to welcome students back to school.

III. ACTION ITEMS

1. Old Business

- ** (a) Resolution No. 1010: A Resolution Authorizing the Execution and Delivery of Legal Documents in Connection with a Lease-Purchasing Financing

Presentation:

Fred Harris said this action item seeks financing for \$6.9 million cash with authority to borrow up to \$7.5 million to cover all borrowing costs to complete current facility projects. He introduced Ryan Vollmer, Executive Director of Morgan Stanley (finance team) and Dale Scott of Dale Scott and Associates (finance advisor and fiduciary representative when interfacing with underwriters). Dale Scott said the short term strategy is to fund project completion with the long term strategy of a general obligation bond. This strategy would allow the district to pay off the revenue lease payments. He said if that is the board's plan, he would urge the board to approach the subject of a general obligation bond proposal now rather than later.

Ryan Vollmer has managed the Community College League of California's lease revenue program for multiple years. He presented information outlined in a booklet provided to board members. The topics covered included a Market Update and Implications of "Brexit", a Lease Revenue Bonds Overview, a Financing Summary for Gavilan, and a Disclaimer.

Based on trustees' questions, discussion took place on early call provisions, interest rates and payments, and effect of debt service on the general fund. A portion of the lease revenue bond will be paid by the South Bay Regional Public Safety Training Consortium (SBRPSTC) with the actual amount still being negotiated. Facility master planning was discussed including next steps in San Benito County (SBC). Discussion continued on the 2003 general obligation bond expenditures and projects and how that is perceived in SBC. A question came up about increasing the borrowed amount to include funds to match state funding. Fred Harris said typically the district must first establish the educational center site with local dollars, and then seek Educational Center status from the state before being eligible for state bond matching funds. He said within the year we will be able to work on site and encouraged a facility master plan with an outline of intentions for the site and SBC. A question was asked about adding funding for an interim step for progress in SBC.

MSC (T. Breen/M. Dover)

Discussion:

Kathleen Rose expressed caution about adding to the debt with additional funding outside of the original \$6.9 million needed to complete current projects that were approved last month. She said an updated comprehensive educational master plan and facilities master plan need to be completed with the involvement of all stakeholders. She said recent changes in education such as adult education and non-credit instruction have impacted San Benito County and that potential has not been communicated to the community. She encouraged completing the current projects.

Comments from Public:

Ken Wagman reminded everyone that the 2003 bond passed by a narrow margin. He expressed his personal concern the effect the \$450,000 will have on the budget and future salary increases.

MSC (T. Breen/M. Dover)

Vote:

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

2. New Business

- * (a) Resolution No. 1011: A Resolution approving the Football, Track, Sand Volleyball, Baseball and Softball Fields Renovations Including Upgrading Existing Lighting and Adding Additional Track & Field Lighting for the Gavilan College, Gilroy Campus, and authorizing CEQA Exemption
MSC (W.Glines /M. Dover)

Vote:

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

- (b) Consider and Accept Bids for the Gavilan College Gym Fire Alarm Replacement Project
MSC (W. Glines/J. Brusco)

Vote:

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

- (c) Project Inspector Service Agreement with Keith Brown Inspections
MSC (W. Glines/T. Breen)

Vote:

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

- (d) Gavilan College Aviation Maintenance Technology Project at the San Martin Airport, Change Order #2
MSC (W. Glines/M. Dover)

Vote:

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

- (e) Coyote Valley Educational Center Increment #2 Change Order #2
MSC (W. Glines/M. Dover)

Vote:

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

- (f) Proposal for Food Services Lease Agreement
MSC (K. Child/M. Dover)

Discussion:

There was discussion on the quality and price of the food provided. David Didenti, a member of the selection committee, said they discussed the pricing with the vendor and added that the vendor came prepared to help solve the food service issues during the student center retrofit project. Discussion included available food aid to students.

Vote:

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

- (g) Signing Authority
MSC (W. Glines/J. Brusco)

Vote:

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

- (h) Master Instructional Service Agreement (ISA) between Gavilan Joint Community College District and SCC Harold Holden Justice Training Center
MSC (W. Glines/T. Breen)

Vote:

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

- (i) Workforce Development Board (WDB) Memorandum of Understanding between the San Benito County WDB, Gavilan College and partners of the America's Job Center
MSC (W. Glines/M. Dover)

Vote:

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

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is August 9, 2016, Gavilan College, Morgan Hill site, Rooms 10 and 11.
2. Adjournment
The meeting was adjourned by consensus at 8:25 p.m.

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AD HOC EDUCATIONAL SITE COMMITTEE
TO THE BOARD OF TRUSTEES

Thursday, July 21, 2016

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Human Resources Conference Room 101

OPEN SESSION – 6:00 p.m.

MINUTES

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

The meeting was called to order at 6:00 p.m. by Kent Child

1. Roll Call

Trustees: Jonathan Brusco, Kent Child, Lois Locci

Others in attendance: Kathleen Rose, Wade Ellis, Walt Glines, Nancy Bailey

2. Comments from the Public

None

II. INFORMATION/DISCUSSION

1. Coyote Valley – Review of Project Status

A quick debrief among members brought forward questions related to planning for the Coyote Valley curriculum and coordination with current courses at other sites and the importance of a fair distribution of career choice opportunities among campus sites.

A tentative 5 year enrollment plan has been developed for Coyote Valley with the focus on public safety training. The goal is for increased FTES to achieve educational center status to be eligible for state funding for facility operations. Gavilan courses beginning spring 2017 will be high impact high, yield courses; transfer level, such as administration of justice. Marketing funds are limited to promote Coyote Valley classes. Conversations are taking place now about a class schedule formula that works best for Morgan Hill. Water management courses are being considered at Coyote Valley. A question arose on the cost of administrative and operational support and the ability to support both Coyote Valley and Morgan Hill sites. The challenge of attracting students from existing community colleges was discussed along with transportation and food services for the site.

Kathleen Rose provided enrollment management information and discussed the need to focus on growth. Scheduling options were discussed.

Discussion took place on financing needed to complete current projects and unexpected facility expenditures such as the beam replacement, pool, and seismic retrofit of the student center building. Parity among the district educational sites concerning project financing was discussed.

Board of Trustees:

Walt Glines, Tom Breen, Jonathan Brusco, Kent Child, Mark Dover,
Lois Locci, Ed.D., Laura A. Perry, Esq., Iris Cueto-Student Trustee



2. San Benito County – Review of Project Status and Exploration of Options for Possible Next Steps

The needs of San Benito County students were discussed along with the need for community collaboration. Data shows enrollment in Hollister dropping over the past 2 years but increases in the noncredit student enrollment. This may be a result of class scheduling. A question arose as to whether the community could support an educational center with FTES of 1000. A bond measure would be a challenge in the county without concrete steps moving toward the expansion of facilities.

Realistic options for expansion in the short term were discussed along with the need to educate board members on the possible solution of lease-leaseback, value of owned property, leasing out land as revenue source or leverage. The history of the district's due diligence on 16 different locations was reviewed. Delays due to regulatory agency requirements far exceeded expectations and timelines were discussed as related to potential project development.

The perception of Gavilan College among some San Benito County residents was discussed. Kathleen Rose shared her plans to get to know San Benito County residents, listen to their concerns, answer their questions, and provide them with information on how Gavilan is currently serving the community and their students.

Committee Summary:

- Discussed status of Coyote Valley.
- Discussed the need for exploration of options for facility expansion in San Benito County.
- Discussed various options for utilization of Fairview Corners.
- Need to collaborate with constituencies for better progress.
- The committee requested staff provide information on a lease-leaseback program and the fair market value of Fairview Corners.

III. CLOSING ITEMS

1. Adjournment

The meeting was adjourned by consensus at 7:36 p.m.

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

August 9, 2016

Consent Agenda Item No. 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 July 12, 2016 thru August 9, 2016.

Background:

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

Budgetary Implications:

Funds to pay for salaries and benefits of the assignments are included in the final budget for FY 2016-2017.

Follow Up/Outcome:

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: 
Eric Ramones, Human Resources Director

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – August 9, 2016

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

Bonnie Donovan Senior Program Services Specialist – Curriculum
Office of Instruction
July 1, 2016

Jennifer Tomasello Senior Program Services Specialist – EOP&S
Student Services
August 10, 2016

Rosita Anzualda Reprographics Operator Out of Class Pay
Business Services
July 20, 2016 to September 9, 2016

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Priscilla Ahmed Financial Aid Technician
Student Services
July 1, 2016 to September 30, 2016

III. PROFESSIONAL EXPERTS

Ann Ravenscroft Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
July 1, 2016 to June 30, 2017

Vanessa Casas Videographer
Student Services
May 27, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Jessica Gonzalez Admissions/Student Records Technician
Student Services
June 30, 2016 to August 5, 2016

Juan Carlos Hernandez Program Services Specialist – Financial Aid
Student Services
July 27, 2016 to March 31, 2017

Kelly Vanni Instructional Program Specialist
Career Technical Education
July 18, 2016 to November 1, 2016

Robert Sanchez Theater Technical Coordinator
Liberal Arts and Sciences
September 1, 2016 to September 1, 2017

V. REQUESTS FOR LEAVE

Alyssa Gonzales Instructional Program Specialist
Leave of Absence
Community Education and Grants Management
May 20, 2016 to June 19, 2016

Rebecca Northon Athletic Trainer
Leave of Absence
Kinesiology and Athletics
July 1, 2016 to December 31, 2016

Rosalinda Mendoza Admissions/Student Records Technician
Leave of Absence
Student Services
July 18, 2016 to September 30, 2016

Sofia Moreno Reprographics Operator
Leave of Absence
Business Services
July 11, 2016 to September 9, 2016

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Norma Najjar CSIS 112 – Keyboard Speed Building
ENGL 1A – Composition
BOT 191A – Workplace Skills

Pam Chatten GUID 558A – Intro to Learning Skills Lab
MATH 5 – Intro to Stats

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Connie Phillips ACCT 20, KIN 62A, MATH 430, MATH 402, CSIS 8 & ACCT 103

Juan Zamora CSIS 178, CSIS 179, CSIS 181 & CSIS 182

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Bart Nielsen Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Christopher Spence Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

David Moseley Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Javier Alejo Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

John Montante Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Johnnie Skinner Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Kevin Woodson Jr. Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Paige Miguel Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Rowen Tupuivao Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

Tomas Andrade Volunteer Worker
Kinesiology and Athletics
July 11, 2016 to August 15, 2016

Vince Bautista Jr. Volunteer Worker
Kinesiology and Athletics
July 1, 2016 to June 30, 2017

XII. RESIGNATIONS AND RETIREMENTS

Alyssa Gonzales Instructional Program Specialist
Community Development and Grants Management
Date of Hire: August 27, 2014
Date of Resignation: July 28, 2016

Janet Krulee Division Assistant
Disability Resource Center
Date of Hire: October 9, 2013
Date of Resignation: July 11, 2016

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – August 9, 2016

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

I. APPOINTMENTS

Oswaldo Zamora CalWORKs Counselor
Student Services
August 25, 2016

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Alice Dufresne College Health Nurse – Summer Overload
Student Services
June 20, 2016 to July 15, 2016

Bea Lawn Trained Faculty Evaluator
Office of Instruction
February 1, 2016 to May 27, 2016

Blanca Arteaga Trained Faculty Evaluator
Office of Instruction
February 1, 2016 to May 27, 2016

Dana Young Trained Faculty Evaluator
Office of Instruction
February 1, 2016 to May 27, 2016

Doug Achterman Title V Co-Director
Community Development and Grants Management
August 1, 2016 to September 30, 2016

Elena Dachkova Mathematics Acceleration Lead
Liberal Arts and Sciences
August 1, 2016 to September 30, 2016

Enrique Luna Title V Civic Engagement Co-Lead
Community Development and Grants Management
August 1, 2016 to September 30, 2016

Enrique Luna Trained Faculty Evaluator
Office of Instruction
February 1, 2016 to May 27, 2016

Jane Edberg Trained Faculty Evaluator
Office of Instruction
February 1, 2016 to May 27, 2016

Jessica Hooper	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
John Lawton-Haehl	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Karen Warren	Title V Co-Director Community Development and Grants Management August 1, 2016 to September 30, 2016
Karen Warren	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Leah Halper	Title V Civic Engagement Co-Lead Community Development and Grants Management August 1, 2016 to September 30, 2016
Leah Halper	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Marc Turetzky	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Mari Garcia	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Maria Amirkhanian	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Marla Dresch	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Rey Morales	STEM Meadow and Interns Liberal Arts and Sciences July 11, 2016 to August 28, 2016
Robert Overson	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management July 1, 2016 to June 30, 2017

Robert Overson	Learning Skills Specialist Disability Resource Center July 5, 2016 to August 15, 2016
Russell Lee	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Sabrina Lawrence	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016
Scott Sandler	Title V Civic Engagement Co-Lead Community Development and Grants Management August 1, 2016 to September 30, 2016
Scott Sandler	Trained Faculty Evaluator Office of Instruction February 1, 2016 to May 27, 2016

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

Adriana Garcia	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management July 1, 2016 to June 30, 2017
Cheryl Chaffin	English Retreat Community Education and Grants Management June 6, 2016
Diane Reid	Allied Health Instructor Career Technical Education July 1, 2016 to June 30, 2017
Frank Mendez	Non-Credit Instructor Community Development and Grants Management June 20, 2016 to June 30, 2017
Janis Stipins	Mathematics Instructor Liberal Arts and Sciences August 24, 2016 to December 16, 2016
Jennifer Donegan	Curriculum Development Community Development and Grants Management July 18, 2016 to August 25, 2016

Jerry Mermis	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2016 to June 30, 2017
Karie Tappmeyer	Communications Instructor Liberal Arts and Sciences August 29, 2016 to December 16, 2016
Kim Montague	Allied Health Instructor Career Technical Education July 1, 2016 to June 30, 2017
Megan Wong	English Retreat Community Education and Grants Management June 6, 2016
Meredith Hurley	English Retreat Community Education and Grants Management June 6, 2016
Monte Hammamoto	Water Management Instructor Career Technical Education August 26, 2016 to December 18, 2016
Patricia Claros	Non-Credit Instructor Community Development and Grants Management June 20, 2016 to June 30, 2017
Phillip Williams	Digital Media Instructor Career Technical Education June 20, 2016 to July 29, 2016
Phillip Williams	Instructor Supervising Team Career Technical Education July 8, 2016 to July 24, 2016
Sian Sloan	English Retreat Community Education and Grants Management June 6, 2016
Tiffany Palsgrove	English Retreat Community Education and Grants Management June 6, 2016
Valerie Hunt	English Retreat Community Education and Grants Management June 6, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

Maria Machado Allied Health Instructor
Career Technical Education
Date of Hire: August 17, 1992
Date of Retirement: June 2, 2016

Russell Lee Mathematics Instructor
Liberal Arts and Sciences
Date of Hire: August 19, 1996
Date of Retirement: July 22, 2016

VII. REQUEST FOR LEAVE

Robert Beede Computer Science Information Systems Instructor
Leave of Absence
Career Technical Education
January 28, 2016 to May 27, 2016

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 – August 9, 2016

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

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

D. Administration Personnel Actions – August 9, 2016

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

I. APPOINTMENTS

NONE

II. ADDITIONAL DUTY/STIPENDS

NONE

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

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

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Warrants:

Dates	Warrant Numbers	Amount
7/1/16 – 7/31/16	18036085 - 18036882	\$4,183,921.66

Electronic Transfers:

Dates	Description	Amount
None to report		

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

Budgetary Implications:

Expenditures are included in the budget for FY 2015-2016 and FY 2016-2017.

Follow Up/Outcome:

No further action is required.

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

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

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

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

August 9, 2016

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

Administrative Services

SUBJECT: Payroll Warrants drawn on District Funds

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

Proposal:

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

Background:

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

Payroll Period	Pay Date	Total Salaries/Wages
July Supplemental 1	July 8, 2016	\$ 414,970.24
July Supplemental 2	July 13, 2016	\$ 10,845.01
July Regular (EOM)	July 29, 2016	\$ 852,353.82
TOTAL	<i>(460 Pay Warrants Issued)</i>	\$ 1,278,169.07

Budgetary Implications:

Expenditures are included in the Budget for FY 2015-2016 and 2016-2017.

Follow Up/Outcome:

No further action is required.

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

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

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

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

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

Administrative Services

SUBJECT: Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

July 2016 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
CON10012	7/1/2016	Discovery Counseling Center	\$ 36,000.00
OP16434	7/1/2016	Follett Higher Education Group	\$ 7,000.00
OP16435	7/1/2016	Ramos, David	\$ 500.00
P0006635	7/1/2016	Palace Art & Office Supply	\$ 1,498.69
P0006636	7/1/2016	Rydin Decal	\$ 3,054.73
OP17003	7/5/2016	Palace Art & Office Supply	\$ 5,000.00
AOP17001	7/5/2016	Sport & Cycle	\$ 500.00
OP17004	7/5/2016	Medco Supply Inc	\$ 7,000.00
OP17005	7/5/2016	Medco Supply Inc	\$ 500.00
OP17006	7/5/2016	Sport & Cycle	\$ 500.00
OP17007	7/5/2016	Sport & Cycle	\$ 500.00
OP17008	7/5/2016	Sport & Cycle	\$ 500.00
OP17009	7/5/2016	Sport & Cycle	\$ 500.00
OP17010	7/5/2016	Sport & Cycle	\$ 500.00
OP17012	7/5/2016	Sport & Cycle	\$ 500.00
OP17013	7/5/2016	Sport & Cycle	\$ 500.00
OP17014	7/5/2016	Sport & Cycle	\$ 500.00
OP17015	7/5/2016	Sport & Cycle	\$ 500.00
OP17016	7/5/2016	Sport & Cycle	\$ 100.00
OP17017	7/5/2016	Sport & Cycle	\$ 500.00
OP17018	7/5/2016	Sport & Cycle	\$ 500.00
OP17019	7/5/2016	Sport & Cycle	\$ 500.00
OP17021	7/5/2016	Sport & Cycle	\$ 500.00
OP17022	7/5/2016	Sport & Cycle	\$ 500.00
OP17023	7/5/2016	Sport & Cycle	\$ 500.00
OP17024	7/5/2016	Design Factory Graphics	\$ 2,000.00
OP17011	7/5/2016	Sport & Cycle	\$ 3,100.00
OP17020	7/5/2016	Sport & Cycle	\$ 800.00
OP17001	7/5/2016	Follett Higher Education Group	\$ 7,000.00
OP17002	7/5/2016	Ramos, David	\$ 500.00
P0006638	7/7/2016	Moore Medical LLC	\$ 176.72
P0006639	7/7/2016	Moore Medical LLC	\$ 221.88
P0006642	7/7/2016	Altura Communications Solutions LLC	\$ 25,000.00
P0006648	7/7/2016	CCCSCA	\$ 75.00
P0006649	7/7/2016	iHeartMedia + Entertainment Inc	\$ 12,048.00
P0006650	7/7/2016	CCIE	\$ 450.00
P0006651	7/7/2016	Metro Publishing Inc	\$ 956.00
P0006653	7/7/2016	CCFCA	\$ 250.00
P0006637	7/7/2016	Keenan & Associates	\$ 172,440.00
P0006640	7/7/2016	Palace Art & Office Supply	\$ 381.82
P0006641	7/7/2016	Technical Instruments San Francisco	\$ 723.19
P0006643	7/7/2016	Ellucian Support Inc	\$ 254,982.00
P0006644	7/7/2016	EDUCAUSE	\$ 40.00
P0006645	7/7/2016	Centurion Holdings I LLC	\$ 3,349.56
P0006646	7/7/2016	Dell Marketing	\$ 194.76
P0006647	7/7/2016	Grainger Industrial Supply Co	\$ 24,997.95
P0006652	7/7/2016	Computerland Of Silicon Valley	\$ 16,074.00
P0006661	7/12/2016	Tryten Technologies Inc	\$ 134.08
AOP17002	7/12/2016	B & H Photo-Video	\$ 300.00
AOP17003	7/12/2016	Porta Phone	\$ 325.00
P0006654	7/12/2016	Quality Assurance Travel	\$ 1,150.00
OP17028	7/12/2016	Palace Art & Office Supply	\$ 1,000.00
OP17029	7/12/2016	Follett Higher Education Group	\$ 1,000.00

OP17030	7/12/2016	Palace Art & Office Supply	\$	1,000.00
OP17031	7/12/2016	Corodata Shredding Inc	\$	2,000.00
OP17032	7/12/2016	Richard McMahon	\$	1,500.00
OP17033	7/12/2016	Riso, Karen	\$	50.00
OP17035	7/12/2016	Santa Clara County Airports	\$	33,333.38
P0006655	7/12/2016	CCCCSSAA	\$	300.00
P0006656	7/12/2016	ACCT	\$	4,185.00
P0006657	7/12/2016	Accrediting Commission for Community & Junior Colleges WASC	\$	25,091.00
OP17036	7/12/2016	Aircraft Spruce & Specialty Co	\$	500.00
OP17037	7/12/2016	Home Depot	\$	400.00
OP17038	7/12/2016	Mouser Electronics	\$	200.00
OP17039	7/12/2016	Praxair Distribution Inc	\$	200.00
OP17040	7/12/2016	Tap Plastics Inc	\$	125.00
OP17041	7/12/2016	Palace Art & Office Supply	\$	500.00
P0006659	7/12/2016	South Bay Regional Public Safety	\$	1,598,047.00
P0006660	7/12/2016	Palace Art & Office Supply	\$	397.70
OP17025	7/12/2016	Morgan Hill Unified School District	\$	589,030.00
OP17026	7/12/2016	Gilroy Unified School District	\$	245,199.00
OP17027	7/12/2016	San Benito High School District	\$	30,633.00
OP17034	7/12/2016	Palace Art & Office Supply	\$	1,000.00
P0006658	7/12/2016	Design Factory Graphics	\$	43.50
P0006662	7/12/2016	Palace Art & Office Supply	\$	3,425.19
P0006663	7/12/2016	Compansol	\$	299.00
AOP17004	7/13/2016	Sport & Cycle	\$	100.00
AOP17005	7/13/2016	Sport & Cycle	\$	100.00
ASB17001	7/14/2016	Ferguson Enterprises Inc	\$	3,222.76
ME001202	7/14/2016	Dale Scott & Company	\$	18,000.00
ME001203	7/14/2016	Ferguson Enterprises Inc	\$	1,431.27
ME001204	7/14/2016	Cornerstone Earth Group Inc	\$	8,800.00
ME001206	7/14/2016	Cornerstone Earth Group Inc	\$	16,300.00
CON10001	7/14/2016	First 5 San Benito	\$	35,200.00
CON10018	7/14/2016	Cannon, Merle	\$	14,700.00
CON10019	7/14/2016	Gilroy Unified School District	\$	4,460.00
CON10020	7/14/2016	AAA Fence Company Inc	\$	7,300.00
CON10021	7/14/2016	Syllogize Inc	\$	50,000.00
OP17061	7/18/2016	D3 Sports Inc	\$	100.00
OP17042	7/18/2016	Enterprise Holdings LLC	\$	500.00
OP17043	7/18/2016	Enterprise Holdings LLC	\$	1,775.00
OP17044	7/18/2016	Enterprise Holdings LLC	\$	250.00
OP17045	7/18/2016	Enterprise Holdings LLC	\$	6,400.00
OP17046	7/18/2016	Enterprise Holdings LLC	\$	5,750.00
OP17047	7/18/2016	Enterprise Holdings LLC	\$	1,500.00
OP17048	7/18/2016	Enterprise Holdings LLC	\$	3,800.00
OP17049	7/18/2016	Enterprise Holdings LLC	\$	5,800.00
OP17050	7/18/2016	Enterprise Holdings LLC	\$	5,700.00
OP17051	7/18/2016	Enterprise Holdings LLC	\$	3,000.00
OP17052	7/18/2016	Palace Art & Office Supply	\$	4,000.00
OP17053	7/18/2016	Palace Art & Office Supply	\$	200.00
OP17054	7/18/2016	Voyager Fleet Systems Inc	\$	7,500.00
OP17055	7/18/2016	DMV	\$	100.00
OP17056	7/18/2016	A Festive Affair	\$	500.00
OP17057	7/18/2016	Flores, Jose	\$	350.00
OP17058	7/18/2016	Gilroy Unified School District	\$	5,000.00
AOP17006	7/18/2016	D3 Sports Inc	\$	100.00
OP17059	7/18/2016	D3 Sports Inc	\$	500.00
OP17060	7/18/2016	D3 Sports Inc	\$	500.00

OP17062	7/18/2016	Continental Athletic Supply	\$	6,000.00
OP17063	7/18/2016	Northern Calif Football Assn	\$	2,200.00
OP17064	7/18/2016	Abbott's Pro Power	\$	1,000.00
OP17066	7/18/2016	Home Depot	\$	750.00
OP17067	7/18/2016	California Community College Men's Basketball Coaches Assn	\$	350.00
OP17068	7/18/2016	Community College Football Officials Association	\$	5,700.00
OP17069	7/18/2016	Community College League Of CA	\$	6,300.00
OP17070	7/18/2016	Sport Supply Group Inc	\$	1,000.00
AOP17007	7/18/2016	Sport & Cycle	\$	100.00
OP17071	7/18/2016	Sport Supply Group Inc	\$	500.00
OP17073	7/18/2016	Pacific Monarch	\$	5,000.00
OP17074	7/18/2016	Design Factory Graphics	\$	200.00
AOP17008	7/18/2016	Ringor	\$	100.00
AOP17009	7/18/2016	Mizuno USA Inc	\$	100.00
AOP17010	7/18/2016	Gilroy Golf Course Inc	\$	100.00
OP17076	7/18/2016	Bozzo, David	\$	3,000.00
OP17077	7/18/2016	CCCADA	\$	100.00
OP17078	7/18/2016	TMT Enterprises Inc	\$	100.00
OP17079	7/18/2016	Assured Aggregates Company Inc	\$	100.00
OP17080	7/18/2016	Gilroy Unified School District	\$	5,000.00
OP17081	7/18/2016	Silver, Bryce	\$	500.00
OP17082	7/18/2016	3C4A	\$	125.00
AOP17011	7/18/2016	Banners in Vinyl Inc	\$	20.00
AOP17012	7/18/2016	Cresco Equipment Rental	\$	50.00
AOP17013	7/18/2016	Enterprise Holdings LLC	\$	100.00
OP17083	7/18/2016	Silicon Valley Ambulance Inc	\$	3,000.00
OP17084	7/18/2016	Patterson Medical Supply Inc	\$	300.00
AOP17014	7/18/2016	Sportdecals Inc	\$	250.00
AOP17015	7/18/2016	California Concessions Inc	\$	1,000.00
AOP17016	7/18/2016	American Promotional Events	\$	1,000.00
OP17085	7/18/2016	Aircraft Spruce & Specialty Co	\$	500.00
OP17086	7/18/2016	Harbor Freight Tools	\$	200.00
OP17087	7/18/2016	Magnum Aviation Inc	\$	100.00
OP17088	7/18/2016	Aircraft Spruce & Specialty Co	\$	500.00
OP17089	7/18/2016	Carquest Auto Parts	\$	100.00
OP17090	7/18/2016	Harbor Freight Tools	\$	100.00
OP17091	7/18/2016	Home Depot	\$	200.00
OP17092	7/18/2016	Magnum Aviation Inc	\$	100.00
OP17093	7/18/2016	Articulate Solutions Inc	\$	250.00
OP17094	7/18/2016	Garda CL West Inc	\$	10,000.00
OP17095	7/18/2016	GM Distributing	\$	250.00
OP17096	7/18/2016	Educational Computer Systems Inc	\$	24,000.00
OP17097	7/18/2016	National Document Solutions	\$	1,375.00
OP17098	7/18/2016	Tricolor America Inc	\$	7,000.00
OP17099	7/18/2016	Design Factory Graphics	\$	600.00
P0006664	7/18/2016	The Advisory Board Company	\$	173,250.00
OP17065	7/18/2016	National Fastpitch Coaches Association	\$	95.00
OP17072	7/18/2016	Pacific Sierra Board of Officials	\$	4,040.00
OP17075	7/18/2016	West Coast Intercollegiate Soccer	\$	3,663.00
OP17100	7/18/2016	Palace Art & Office Supply	\$	500.00
AOP17017	7/19/2016	D3 Sports Inc	\$	100.00
P0006665	7/25/2016	Design Factory Graphics	\$	43.50
OP17101	7/25/2016	S.D.E.S. Hall	\$	3,600.00
OP17102	7/25/2016	AT&T	\$	11,000.00
P0006667	7/25/2016	San Jose Surgical Supply Inc	\$	360.62
P0006669	7/25/2016	Moore Medical LLC	\$	1,301.74

P0006671	7/25/2016	Crooks, Alleen	\$	1,984.38
P0006672	7/25/2016	Eureka	\$	3,681.19
OP17104	7/25/2016	Cintas Corp #630	\$	5,850.00
OP17105	7/25/2016	American Supply Co	\$	60,000.00
OP17106	7/25/2016	Abbott's Pro Power	\$	3,000.00
OP17108	7/25/2016	Recology South Valley	\$	27,000.00
OP17110	7/25/2016	Recology South Valley	\$	5,000.00
OP17111	7/25/2016	Target Pest Control	\$	540.00
OP17112	7/25/2016	Frontier California Inc	\$	7,334.00
OP17114	7/25/2016	SiteOne Landscape Supply LLC	\$	2,500.00
P0006674	7/25/2016	CASAS	\$	3,375.00
P0006675	7/25/2016	Gawf, John	\$	116.12
OP17115	7/25/2016	Sport & Cycle	\$	500.00
OP17116	7/25/2016	Pitney Bowes Bank, Inc	\$	25,900.00
OP17117	7/25/2016	Coast Conference	\$	2,700.00
OP17103	7/25/2016	Palace Art & Office Supply	\$	22,000.00
P0006666	7/25/2016	Riso, Karen	\$	26.75
P0006668	7/25/2016	Centurion Holdings I LLC	\$	1,409.40
P0006670	7/25/2016	Intuit Inc	\$	1,200.60
OP17107	7/25/2016	Palace Art & Office Supply	\$	2,000.00
OP17109	7/25/2016	AT&T Mobility	\$	4,000.00
P0006673	7/25/2016	Foundation for California Community Colleges	\$	5,156.76
P0006676	7/25/2016	Dell Marketing	\$	208.80
P0006677	7/25/2016	Follett Higher Education Group	\$	17,376.08
OP17113	7/25/2016	First Alarm	\$	6,700.00
OP17118	7/26/2016	City Of Morgan Hill	\$	322.00
OP17119	7/26/2016	Micro Precision Calibration Inc	\$	350.00
OP17120	7/26/2016	Palace Art & Office Supply	\$	800.00
OP17121	7/26/2016	Carolina Biological Supply	\$	800.00
OP17122	7/26/2016	Ward's Natural Science	\$	200.00
OP17123	7/26/2016	Wine Country Balance	\$	1,190.00
OP17124	7/26/2016	Stellar Optical	\$	2,736.00
OP17125	7/26/2016	Fisher Scientific	\$	400.00
OP17126	7/26/2016	Hardy Diagnostics	\$	200.00
OP17127	7/26/2016	Cynmar Corporation	\$	800.00
OP17128	7/26/2016	Marketlab Inc	\$	200.00
OP17129	7/26/2016	Modern Biology Inc	\$	175.00
OP17130	7/26/2016	Sonoma Valley Worm Farm LLC	\$	132.00
OP17131	7/26/2016	Labworks Equipment Service Inc	\$	800.00
OP17132	7/26/2016	Professional Personnel Leasing Inc	\$	20,000.00
OP17134	7/26/2016	City Of Hollister	\$	109,772.00
OP17135	7/26/2016	Charter Communications Holding Co LLC	\$	1,380.00
OP17136	7/26/2016	Marianna Industries Inc	\$	33,000.00
OP17137	7/26/2016	PG&E	\$	1,015.00
OP17138	7/26/2016	City Of Morgan Hill	\$	1,044.00
OP17139	7/26/2016	Bay Alarm Company	\$	2,324.00
OP17140	7/26/2016	Palace Art & Office Supply	\$	5,000.00
OP17142	7/26/2016	Palace Art & Office Supply	\$	4,000.00
OP17143	7/26/2016	Amsterdam Printing & Litho	\$	200.00
OP17144	7/26/2016	Design Factory Graphics	\$	275.00
OP17145	7/26/2016	California Community Colleges Board of Governors	\$	3,900.00
OP17148	7/26/2016	Flinn Scientific Inc	\$	300.00
OP17149	7/26/2016	Fisher Scientific	\$	500.00
OP17150	7/26/2016	Evoqua Water Technologies LLC	\$	800.00
OP17151	7/26/2016	Commercial Service Company	\$	400.00
OP17152	7/26/2016	Carolina Biological Supply	\$	300.00

OP17153	7/26/2016	Ward's Natural Science	\$	200.00
OP17154	7/26/2016	Palace Art & Office Supply	\$	1,000.00
OP17155	7/26/2016	Palace Art & Office Supply	\$	1,000.00
OP17156	7/26/2016	Marianna Industries Inc	\$	4,500.00
OP17157	7/26/2016	Cosmoqprof	\$	4,400.00
OP17158	7/26/2016	Pivot Point International	\$	1,000.00
OP17159	7/26/2016	Dermalogica Inc	\$	1,500.00
OP17160	7/26/2016	Palace Art & Office Supply	\$	2,000.00
OP17161	7/26/2016	Burmax Company	\$	1,200.00
OP17146	7/26/2016	Pacific Coast Recycling Inc	\$	2,000.00
P0006680	7/26/2016	Dell Marketing	\$	19,756.98
P0006681	7/26/2016	Community College League Of CA	\$	3,000.00
P0006678	7/26/2016	The RP Group	\$	350.00
P0006679	7/26/2016	Gawf, John	\$	259.96
OP17147	7/26/2016	Gilroy Tire And Brake	\$	200.00
OP17133	7/26/2016	Palace Art & Office Supply	\$	1,000.00
P0006682	7/26/2016	Dell Marketing	\$	2,701.35
P0006683	7/26/2016	ITC Systems (USA) Inc	\$	8,952.30
OP17162	7/27/2016	City Of Morgan Hill	\$	192,946.28
P0006684	7/27/2016	Palace Art & Office Supply	\$	719.33
ME001208	7/27/2016	CDW Government Inc	\$	78,361.41
ME001209	7/27/2016	Dell Marketing	\$	26,223.44
ME001210	7/27/2016	Dell Marketing	\$	23,855.99
OP17163	7/28/2016	Palace Art & Office Supply	\$	500.00
OP17164	7/28/2016	Follett Higher Education Group	\$	4,000.00
OP17165	7/28/2016	Carolina Biological Supply	\$	800.00
OP17166	7/28/2016	Carolina Biological Supply	\$	800.00
OP17167	7/28/2016	Carolina Biological Supply	\$	500.00
OP17168	7/28/2016	Hardy Diagnostics	\$	100.00
OP17175	7/28/2016	Palace Art & Office Supply	\$	1,000.00
OP17176	7/28/2016	Palace Art & Office Supply	\$	2,000.00
OP17178	7/28/2016	University of California San Francisco	\$	2,968.94
P0006687	7/28/2016	YBP Library Services	\$	285.44
P0006688	7/28/2016	4 Imprint	\$	335.19
OP17169	7/28/2016	InfoPower Communications	\$	4,656.00
OP17170	7/28/2016	Home Depot	\$	2,000.00
OP17171	7/28/2016	Edges Electrical Group LLC	\$	5,000.00
OP17172	7/28/2016	Lowe's	\$	7,000.00
OP17173	7/28/2016	Wilco Supply Company	\$	1,800.00
P0006689	7/28/2016	Dell Marketing	\$	1,234.81
P0006690	7/28/2016	New SV Media Inc	\$	413.00
P0006692	7/28/2016	San Joaquin Delta College	\$	425.00
P0006693	7/28/2016	Pierce College	\$	500.00
P0006686	7/28/2016	GT Software Inc	\$	693.00
OP17174	7/28/2016	Palace Art & Office Supply	\$	2,000.00
P0006691	7/28/2016	Bay Area Air Quality Management District	\$	1,288.00
Total Purchase Orders				\$ 4,456,295.54

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

August 9, 2016

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

SUBJECT: Ratification of Agreements

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

Proposal:

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

Background:

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

Budgetary Implications:

The contracts are funded by appropriations included in the Budget for FY 2015-2016.

Follow Up/Outcome:

No further action is required.

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

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

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

Meeting Date: August 9, 2016

Agreement Number	Amount	Vendor	Description
CON10021	\$ 50,000.00	Syllogize	Consulting and Programming Services to Provide Annual & Term End State MIS Reporting Data to the Chancellor's Office Period of Service: 7/1/16 - 6/30/17
CON10022	\$ 6,500.00	Kurt Lambertz	Daily Webmaster Duties Period of Service: 7/6/16 - 9/30/16
CON10023	\$ 6,000.00	Killroy Pest Control Inc	Gopher & Ground Squirrel Control Main Campus & Athletic Fields Period of Service: 7/1/16 - 6/30/17
CON10024	\$ 0 District Cost	Instructure	Canvas Cloud Subscription Learning Management System Period of Service: 2/1/17 - 6/30/18
CON10025	\$ 0 District Cost	San Jose State University	Service Learning Internships Football Program - Coaching Interns Period of Service: 8/1/16 - 5/27/17
CON10026	\$ 3,000.00	Interact Communications	National Online Survey of Media, Web & Social Media Preferences Period of Service: 9/1/16 - 6/30/17
ME001205	\$ 12,942.56	Sunbelt Rentals	Rental of Solar Light Towers Coyote Valley Ed Center Period of Service: 6/17/16 - 10/28/16
ME0011207	\$ 21,500.00	Cornerstone Earth Group	Geotechnical Consultation & Part-Time Observation & Testing Coyote Valley Site Increment #2 Off-Site Improvements Project Period of Service: 6/15/16 - 10/31/16
ME001211	\$ 19,859.70	Consolidated Engineering Labs	Laboratory of Record Services Tests & Inspections of Construction Materials Coyote Vall Ed Center Increment #2 Project Period of Service: 4/12/16 - 2/1/17

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

August 9, 2016

Consent Agenda Item No. 6(g) 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 2015/16 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2015/16 Revised Budget as of June 30, 2016 to actual revenue and expenditures as of June 30, 2016.

Follow Up/Outcome:

The Administration will continue to review the FY 2015/16 budget and will submit budget adjustments as necessary for consideration by the Board.

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

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

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

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Monthly Financial Report
Summary of All Funds
Fiscal Year 2015-16
June 30, 2016 (Not Final)

Fund / Fund Description	Beginning Fund Balance 7/1/2015	Revised Budgets		Ending Fund Balance 6/30/2016	Year to Date Actual			% Actual to Budget	
		Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund									
10 General -Unrestricted	\$2,833,708	\$34,230,531			\$32,094,440				93.8%
1000 - Certificated Salaries			\$12,205,495			\$11,764,570	\$0		96.4%
2000 - Classified Salaries			\$5,608,951			\$5,626,426	\$0		100.3%
3000 - Burdens & Benefits			\$6,458,064			\$6,172,410	\$0		95.6%
4000 - Books & Supplies			\$556,670			\$463,434	\$0		83.3%
5000 - Other Operating Expenses			\$6,105,404			\$5,522,917	\$300,858		95.4%
6000 - Capital Outlay			\$549,783			\$500,200	\$833		91.1%
7000 - Other			\$1,625,988			\$1,552,548	\$0		95.5%
Total General-Unrestricted	\$2,833,708	\$34,230,531	\$33,110,355	\$3,953,884	\$32,094,440	\$31,602,505	\$301,691	93.8%	96.4%
24 Instructional Equipment	\$67	\$155,600	\$155,600	\$67	\$155,600	\$83,567		100.0%	53.7%
26 Parking	\$0	\$140,396	\$140,396	\$0	\$169,737	\$139,613		120.9%	99.4%
27 General - Restricted	\$0	\$13,878,869	\$13,878,869	\$0	\$11,393,183	\$10,842,531	\$178,078	82.1%	79.4%
Total General Fund	\$2,833,775	\$48,405,396	\$47,285,220	\$3,953,951	\$43,812,959	\$42,668,216	\$479,769	90.5%	91.3%
21 Measure E - Debt Service	\$3,935,864	\$6,072,004	\$6,072,004	\$3,935,864	\$3,501,788			57.7%	0.0%
34 Capital Project	\$55,891	\$2,240,391	\$2,240,391	\$55,891	\$1,755,582	\$1,364,784	\$547,871	78.4%	85.4%
60 Measure E	\$23,010,578	\$100,000	\$22,767,546	\$343,032	\$382,403	\$11,579,651	\$9,535,685	382.4%	92.7%
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	—	—
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	\$200,726	\$500	\$0	63.7%	100.0%
Fiduciary Funds									
47 Associated Student Body	\$463,814	\$108,814	\$264,958	\$307,670	\$172,513	\$141,435		158.5%	53.4%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$6,242,391	\$6,270,805		96.1%	96.6%
66 Student Center Fund	\$0	\$128,808	\$128,808	\$0	\$108,559	\$84,323	\$0	84.3%	65.5%
Total Fiduciary Funds	\$463,814	\$6,731,832	\$6,887,976	\$307,670	\$6,523,463	\$6,496,562	\$0	96.9%	94.3%
Totals	\$35,747,098	\$63,864,623	\$85,253,637	\$14,358,084	\$56,176,920	\$62,109,714	\$10,563,324	88.0%	85.2%

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

Gavilan Joint Community College District
Governing Board Agenda

August 9, 2016

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

SUBJECT: Budget Adjustments

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

Proposal:

That the Board of Trustees approve the attached budget adjustments for FY 2015-16.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

Fund 100

DECREASE				INCREASE				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
			<u>0</u>				<u>0</u>	
							2,674,711	
					158,997			
							2,833,708	
							97,945	
					1,049,871			
					(\$27,640)			
					0			
					0			
							<u>1,022,231</u>	
							<u>3,953,884</u>	
							Estimated Ending Fund Balance 6/30/16 for General Fund 100	

Fund 270

DECREASE				INCREASE				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
			<u>(25)</u>				<u>25</u>	BU1663
			<u>(25)</u>				<u>25</u>	
							\$0.00	
					\$0.00			
							\$0.00	
					\$25			
					(\$25)			
							<u>\$0.00</u>	
							<u>\$0.00</u>	
							Estimated Ending Fund Balance 6/30/16 for General Fund 270	

Fund 470

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
Total Fund 470			<u>0</u>				<u>0</u>	
Final (Adopted) Estimated Beginning Fund Balance at 7/1/15							\$404,026	
Change to Actual Fund Balance at 7/1/15				\$59,788				
Actual Beginning Balance at 7/1/15							\$463,814	
Final (Adopted) Budget Net Change in Fund Balance				(\$65,233)				
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance				(\$90,911)				
Current decrease in budgeted expenditures decreases Fund Balance				\$0				
Current increase in budgeted expenditures decreases Fund Balance				\$0				
Revised Net Change in Ending Fund Balance							<u>(\$156,144)</u>	
Estimated Ending Fund Balance 6/30/16 for General Fund 470							<u>\$307,670</u>	

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

August 9, 2016

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

SUBJECT: Santa Clara County Treasury Investment Portfolio Status as of
March 31, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

For information purposes only.

Follow Up/Outcome:

None needed.

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

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

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



Quarterly Investment Report

March 31, 2016

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Quarterly Investment Report

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

County Executive: Jeffrey V. Smith

Santa Clara County Commingled Pool and Segregated Investments



March 31, 2016

Fund	Cost Value**	Market Value	Variance	% Variance
Commingled Investment Pool	\$6,040,114,555	\$6,051,172,362	\$11,057,808	0.18%
Worker's Compensation	\$27,410,646	\$27,680,966	\$270,320	0.99%
Mountain View-Los Altos	\$2,021,435	\$2,021,454	\$19	0.00%
Palo Alto Unified	\$603,850	\$603,886	\$36	0.01%
Park Charter Fund	\$11,436,803	\$11,436,278	-\$524	0.00%
San Jose-Evergreen	\$19,912,077	\$20,011,796	\$99,719	0.50%
Medical Malpractice Insurance Fund (1)	\$12,893,360	\$13,033,790	\$140,430	1.09%
Total	\$6,114,392,726	\$6,125,960,533	\$11,567,807	0.19%

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

Fund	2016			2015
	Jan 31	Feb 29	Mar 31	Mar 31
Commingled Investment Pool	0.77%	0.82%	0.83%	0.54%
Worker's Compensation	1.21%	1.21%	1.21%	1.22%
Weighted Yield	0.78%	0.82%	0.83%	0.54%

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

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

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

Santa Clara County Commingled Pool and Segregated Investments



Portfolio Strategy

March 31, 2016

The U.S. economy as measured by gross domestic product (GDP) grew very slowly during the first calendar quarter of 2016. GDP expanded at an annualized rate of one half of one percent, barely positive. GDP is a primary indicator used to gauge the health of a country's economy and consists of the total dollar value of all goods and services produced. Despite weakness in growth, economists have not expressed strong concern for several reasons. Slow first quarters followed by improved and sometimes robust economic performance have become a common seasonal pattern in recent years. In 2010 through 2015, first-quarter GDP growth averaged just 0.8 percent compared with 3.1 percent for the second quarter, 2.2 percent in the third quarter and 2.4 percent for the fourth quarter. More importantly, economists generally expect the strength in U.S. labor markets, the rebound in domestic equity markets, steady consumer spending and an improving manufacturing sector will prevent the U.S. from slipping into recession.

The Dow Jones Industrial Average in mid-April closed above 18,000 for the first time since July 2015. This hefty 15 percent gain from the lows posted by the index in February 2016 found support from several sources. The Federal Reserve Bank's announced intent to move even more gradually with further rate hikes bolstered investor sentiment and calmed fears of higher rates hurting the economy. So far, the Federal Reserve Bank hasn't altered interest rates since December 2015, when it raised its benchmark rate for the first time in nearly a decade. Higher oil prices and expectations of lower excess crude oil inventories also has bolstered investor sentiment. Over the past twelve months, much of the weakness in aggregate corporate earnings as well as in business spending reflected in GDP has stemmed from the collapse in the energy sector. Crude oil, which continues to benefit from growing demand and, even with moderately higher prices, is expected to be less of a drag on GDP and business earnings in 2016.

The U.S. job market remained healthy throughout the first quarter 2016 with an average payroll gain per month of 200,000 jobs. Even though April's payroll report was mildly disappointing, the underlying positive trends found in prior months held steady. Rising employment translates into rising income. The latter fuels consumption. Another key element, consumer borrowing, also supports consumption. Household borrowing surged in March at the fastest pace since November 2001. Financing for automobiles and credit card debt posted sizable increases. With improving labor markets, consumers may be growing more comfortable carrying larger credit card balances. Overall household borrowing in the first quarter grew at a 6.4 percent annualized rate. This compares with a 6.2 percent rate which occurred in the final three months of 2015.

Our portfolio strategy continues to focus on the: (1) acquisition of high quality issuers; (2) identifying and selecting bonds with attractive valuations; (3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near term obligations; and (4) ensuring that monies targeted for longer term investments are deployed in vehicles with favorable risk adjusted yields. Broker-dealers have generally down-sized the amount of securities carried in inventories in response to risk-curbing rules crafted after the 2008 financial crisis, including Basel III and the 2010 Dodd-Frank Act. With more efficient software, we have been addressing this issue by scanning a larger scope of inventory listings to find attractive bonds. Our portfolio structuring does not engage in interest rate anticipation strategies.

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

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

SUBJECT: Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees review the Retiree Health Benefit Trust Investment Portfolio.

Background:

The District's contribution to the Retiree Health Benefit Program JPA is invested with US Bank of California, trustee of this irrevocable trust. Attached is a summary of their report for the period April 1 through June 30, 2016. The full report is available for inspection in the President's Office.

As of March 31, 2016, the portfolio market value is \$6,335,523.95. The total actuarial accrued liability is \$7.6 million. The actuarial accrued liability for the retired pool of employees currently receiving benefits is estimated to be \$4.1 million and for active employees it is estimated to be \$3.5 million. This liability fluctuates as the composition of the retired and active employees receiving benefits changes.

Budgetary Implications:

For information purposes only.

Follow Up/Outcome:

None needed.

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

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

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

00002702
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300 -99-01391-02

Account Number: 6746018006
RETIREE HEALTH BENEFITS FUNDING
PROGRAM JOINT POWERS AGENCY
GAVILAN CCD-BALANCED



RECEIVED

JUL 26 2016

Director of
Business Services

This statement is for the period from April 1, 2016 to June 30, 2016

Questions?

If you have any questions regarding your account or this statement, please contact your Account Manager.

Account Manager:
SARAH VIELE
555 SOUTHWEST OAK ST, PL-6
PORTLAND OR 97204
Phone: 503-464-3778
E-mail: sarah.viele@usbank.com



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GAVILAN COMMUNITY COLLEGE DISTRICT
STEVEN M. KINSELLA
5055 SANTA TERESA BLVD.
GILROY, CA 95020-9599

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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from April 1, 2016 to June 30, 2016

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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

Page 3 of 18
Period from April 1, 2016 to June 30, 2016

MARKET AND COST RECONCILIATION

	MARKET	BOOK VALUE
Beginning Market And Cost	6,030,710.65	6,030,710.65
Contribution Activity		
Employer Contributions	126,774.69	126,774.69
Total Contribution Activity	126,774.69	126,774.69
Investment Activity		
Interest	.27	.27
Income	25,582.54	25,582.54
Realized Gain/Loss	45.27	45.27
Net Accrued Income (Current-Prior)	.21	.21
Other Earnings	152,535.32	152,535.32
Total Investment Activity	178,163.61	178,163.61
Plan Expenses		
Trust Fees	- 125.00	- 125.00
Total Plan Expenses	- 125.00	- 125.00
Net Change In Market And Cost	304,813.30	304,813.30
Total Ending Market And Cost	6,335,523.95	6,335,523.95

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

Consent Agenda Item No. Department of Kinesiology & Athletics
Recognitions II.8 (a)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Gavilan College Student-Athlete of the Year Award

Resolution: BE IT RESOLVED,

Information Only

Action Item

The Department of Kinesiology & Athletics is proud to announce the 2015-16 Gavilan College Student-Athlete of the Year Award presented by Togo's Eatery on 1st Street in Gilroy. This year's recipient is Robbie Skinner of the men's basketball team.

Background:

Since 2008, the Rams Athletic Department has recognized and honored its student-athletes for their accomplishments on and off the field. In 2015, we were proud to team up with Togo's Eatery on 1st Street in Gilroy and Articulate Solutions to celebrate our students' successes.

As part of the selection process, special attention was paid specifically to four areas: academic achievement, leadership; athletic contributions; and involvement in the community. Over the course of the 2015-16 academic year, 27 individual student-athletes were recognized for their accomplishments as student-athletes of the month. As a result, each were honored with a certificate of recognition, compliments of Articulate Solutions and a complimentary lunch gift certificate from Togo's. Their names were also added to a perpetual plaque that will be proudly displayed in the foyer of the Bud & Jean Ottmar Memorial Gymnasium.

Recognition:

This year's recipient of the 2015-16 Student-Athlete of the Year Award goes to Robbie Skinner of the men's basketball team.

Robbie successfully completed 34 out of 34 attempted units which included taking courses in Chemistry, Calculus, and Physics during his season of competition. He also earned both Dean's and President List honors during the academic year, while posting a 3.66 cumulative grade point average for the year. He also walked the stage in May after earning his Associates degree in Liberal Arts with an emphasis in Natural Science.

During the 2015-16 season, Robbie was recognized as a team leader when he was awarded with Team Captain responsibilities. In his career at Gavilan, Robbie never missed a day of practice or class and started every game during his sophomore season. His commitment to working hard paid off this season when he finished the year ranked in the Top 15 of the Conference in seven statistical categories:

- 👂 Scoring (11.25 ppg-13th)
- 👂 3-point shooting % (43.9%-4th)
- 👂 Free throw made baskets (73/86-9th)
- 👂 Free throw shooting % (84.9%-1st)
- 👂 Rebounds per game (6.08 rpg-T5th)
- 👂 Defense rebounds per game (4.5 rbg-5th)
- 👂 Steals per game (1.08-13th)

As an active member in the community, Robbie has been instrumental in coaching young kids at basketball camps and clinics. On campus, he has been a positive leader to both his fellow peers within the Athletics Department and the general college at large. He has been an exemplary member of the Rams Family for the past two years.

As a result of his hard work and determination, Robbie will continue his education at his father's alma mater, San Jose State University, where he will focus his attention on pursuing his degree in Engineering.

On behalf of the Rams Athletic Department, we'd like to congratulate Robbie on his accomplishments and wish him the best of luck as he moves forward with his studies as a proud Spartan at San Jose State University.

Recommended By: Ron Hannon, Dean of Kinesiology & Athletics

Prepared By: 
Ron Hannon, Dean of Kinesiology & Athletics

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

INFORMATION

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

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

Office of the President

SUBJECT: Gavilan College Community Spirit Awards Calendar

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: Staff will conduct the 2016 Gavilan College Community Spirit Awards for Gilroy, Morgan Hill, and San Benito County.

Background:

Each year, Gavilan College recognizes individuals, organizations, and businesses that provide service and contribute in a positive way to the community. Three sets of awards are given: one for Morgan Hill, one for Gilroy, and one for San Benito County. Anyone may submit a nomination for a worthy candidate.

The calendar will be presented at the August board meeting. Nominees will be presented at the September meeting.

Budgetary Implications:

The cost of sponsoring the award receptions is approximately \$900 (plaques and food).

Follow Up/Outcome:

See calendar and nomination form, attached.

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

Prepared By: 
Jan Bernstein Chargin, Public Information Officer

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

GAVILAN COLLEGE

Community Spirit Awards
2016 Nomination Form Deadline: August 31, 2016

Nominee: _____ Date _____
Nominee's contact phone number/email: _____
Nominated by: _____
Nominator's contact phone number/email/address _____

Community: ____ Morgan Hill/South San Jose ____ Gilroy ____ San Benito County
Category: ____ Individual ____ Business ____ Non-profit organization

In one page or less (please attach), describe the community service or contribution for which you believe this nominee should be recognized. Include the duration of service or contribution, the value of the service or contribution, whether or not service was as a volunteer, and the nominee's impact on the community. Please indicate whether the nominee has been recognized for these activities by another organization.

Award winners and nominees will be asked to be present at an awards ceremony in October.

Public Information Office, Gavilan College 5055 Santa Teresa Blvd. Gilroy, CA 95020 www.gavilan.edu fax: (408) 846-4910 phone: (408) 848-4724 jbchargin@gavilan.edu



COMMUNITY SPIRIT AWARDS

Recipients

	Morgan Hill	Gilroy	San Benito County
2015	Dennis M. Kennedy Ron Woolfe Leadership Morgan Hill Chiala Farms	Cheryl Elleberg Daughters of Charity - St. Louise Hospital Pinnacle Bank	John Arballo San Benito County Cattlewomen Pizza Factory
2014 click for photos	Dan Sullivan Edward "Boss" Prado Foundation American Taekwon Do Center	Bill Faus STAR Arts Education First Street Coffee	Ruth Erickson Comstock Community Farm San Benito Bene
2013	Rich Firato Affordable Solar Roofs Community Solutions	Maria Skoczylas Manzanita Magic Leadership Gilroy	Dennis Osorio San Benito Stage Company Tonascia Farms
2012	Mike and Mary Cox Community Law Enforcement Organization Commonwealth Central Credit Union	Diana Dufur C.H.E.E.R. Dutchman's Pizza	Joan Sattler Friends of the San Benito County Library Off The Chain Bikes
2011	Recology Cricket Rubino Santa Clara County Animal Shelter	Greg Martinez, DVM Lisa Bruce Vision Literacy	California Mutual Insurance Gordon Machado San Benito Community Foundation
2010	Gina Six Kudo Rosy's At The beach Learning and Loving Education Center	Dina Campeau Christopher Ranch Gilroy Arts Alliance	Elaine Kovanda Tiffany Ford Women's Club of Hollister
2009	Safeway Marketplace Jona Denz Hamilton St. Catherine's Reach-Out	Arteaga's Supermarket Marlow Brinson & K.C. Adams The Garlic Festival Association	K&S Properties Jim West Hollister Downtown Association
2008	Michael Brookman Earl Liebich American Red Cross, SCVC Thomas Kinkade Company	Gayle Glines Lilieth Armenta Gilroy Neighborhood Health Clinic McDonalds, Jan and Steve Peat	Charles River Labs El Teatro Campesino Peggy Huffstutler
2007	Laura Brunton Anritsu Teachers' Aid Coalition	Sue Thurman and Peggy Ghysels Dr. Mike McKeever - Dentistry for Children WERC	Cilly Fisher Hollister Supermarket Hazel Hawkins Memorial Hospital

2006	Dr. Jon Hatakeyama Johnson Lumber The Morgan Hill Youth Advisory Committee	David Peoples Chevy's Restaurant South Valley Pregnancy Care Center	Jeana Arnold Damm Good Water SHARP
2005	Jennifer Tate Friends of the Library Associated Concrete	Arline Silva Eigleberry Neighborhood Association South Valley Disposal	Shannon Grissom United Way of SBC McKinnon Lumber
2004	Julian Mancias Morgan Hill Rotary Kings Martial Arts	Joe Peralta St. Josephs Family Center South Valley Disposal	Marley Holte Adult Literacy Program of SBC The UPS Store
2003	Karen Crane Leadership Morgan Hill Booksmart	Connie Rogers Community Solutions Wize Owl Bookstore	Ignacio Velasquez YMCA Dona Esther Restaurant
2002	Dr. John Quick Mt. Madonna YMCA Betsy's Restaurant	Susan Valenta MACSA Wild Rose House of Taste	Joe Navarro Community Pantry San Benito Bank
2001	Bob Hunt Hot Spot Printing	Eleanor Villareal Rosso's Furniture	Terry Marberg San Benito Land Title Corporation
2000	Bob Snow	Don Gage Rudy Melone	Geri Johnson

Main Campus (Gilroy) • Hollister • Morgan Hill • Aviation Maintenance Program
[[Employment](#)] [[Hours of Operation](#)] [[Maps & Directions](#)] [[Contact Us](#)] [[Title IX](#)] [[A-Z Index](#)]

ACTION ITEMS

OLD BUSINESS

Gavilan Joint Community College District Governing Board Agenda

August 9, 2016

Consent Agenda Item No.

Administrative Services

Information/Staff Reports No.

Discussion Item No.

Old Business Agenda Item No. III.1(a)

New Business Agenda Item No.

SUBJECT: Assign a Santa Clara County Sheriff's Deputy to the Gavilan College Gilroy Campus

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve a two-year agreement with the County of Santa Clara Sheriff to assign a deputy full-time for 10.8 month period at an "annualized" cost of \$214,261.15 in 2016-17 to provide law enforcement services to Gavilan College in Gilroy.

Background:

Due to a stark increase of armed violence, assault and other crimes on campuses nationwide that have quickly escalated to tragic proportions, the District has recently concluded negotiations with the Santa Clara County Sheriff to assign a full-time law enforcement presence at Gavilan College during the academic year. Staff sought alternatives for law enforcement services from the cities of Gilroy & Morgan Hill and from a neighboring community college district, but that did not transpire.

The Sheriff's Deputy will work with the students, faculty and staff to build an even stronger and safer college community through better crime control and improved prevention tactics. It is anticipated that the Deputy will start September 12, 2016, and will be on campus from 7:30 am – 3:30 pm during the annual Academic Calendar, Monday through Friday, normally beginning the first day of the Fall Semester classes through the last day of Summer Semester classes. District staff will provide security services at night and on the weekends at the Gilroy campus, and during the week at the offsite centers.

Budgetary Implications:

The \$214,261.15 in annualized costs in 2016-17 for the Sheriff's Deputy will be offset in part by approximately \$115,000 in savings by not filling the vacant Director of Security position.

Follow Up/Outcome:

Move the agreement forward for approval by the Santa Clara County Board of Supervisors.

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

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

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

AGREEMENT BETWEEN THE COUNTY OF SANTA CLARA AND GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This Agreement by and between the County of Santa Clara (County) and Gavilan Joint Community College District (Gavilan), describes Law Enforcement Services to be provided by the Santa Clara County Office of the Sheriff, to Gavilan and the financial support provided to the County by Gavilan for those services.

WHEREAS, Santa Clara County, through its Office of the Sheriff has the legal authority to provide law enforcement services and criminal justice administrative services throughout Santa Clara County and is equipped and willing to do so by utilizing the assigned Sheriff's Deputy as set forth in this Agreement; and

WHEREAS the County, and Gavilan would like to enter into an agreement wherein Gavilan will fund the costs of a full time Sheriff's Deputy position assigned to provide law enforcement services at the Gavilan College, Gilroy Main Campus located at 5055 Santa Teresa Blvd., Gilroy, CA 95020,

NOW, THEREFORE, the parties agree:

I. Service Definitions

1. Law Enforcement Services

The services described herein and funded by this Agreement shall be provided at the Gavilan College, Main Gilroy Campus located at 5055 Santa Teresa Blvd., Gilroy, CA 95020, and may include the following:

- a. Responding to disturbances on the Gavilan Gilroy Main campus, campus parking lots or other areas of the facility.
- b. Facilitating reporting in support of criminal investigations related to Gavilan law enforcement activities.
- c. Keeping order and peace throughout campus.
- d. Provide security and maintain order at meetings, hearings, rallies, sporting events, other gatherings, and supplemental coverage within shift or with the prior approval of the Assigned Deputy's Unit Commander.
- e. Observe and report public safety problems, safety, hazards, and other matters which require further attention by Gavilan.
- f. Participate in administrative hearings including but not limited to campus security staff, board and shared governance committee meetings as directed by Gavilan, with prior approval from the assigned Deputy's Unit Commander.

- g. Enforce parking regulations, issue citations.
- h. Impound vehicles.
- i. Provide crime statistics.
- j. Assist the Vice President of Administrative Services and Director of Business Services in the development of response plans for college disturbances and emergency situations.
- k. Provide input to the Vice President of Administrative Services and Director of Business Services in developing a formal campus crime prevention program.
- l. Assist the Vice President of Administrative Services and Director of Business Services in the development of programs and procedures for students and staff regarding safety and security issues.
- m. Critical incident and specific crime information shall be provided to Gavilan by the Sheriff's Public Information Officer.

2. Cooperation With Other Law Enforcement

- a. Where appropriate, coordinate with and assist other law enforcement agencies in connection with the duties described in I.1.a through I.1.f., above.

3. Assigned Deputy Unavailable

- a. If the assigned deputy is unable or fails to report to assigned duty at Gavilan (illness, vacation, training, etc.), the Sheriff will assign a Deputy Sheriff to "fill behind" the assigned Deputy Sheriff. Assignment to duty at Gavilan campus shall be at the discretion of the Sheriff. Costs for "fill behind" assigned deputies shall be equal to the costs for the normally assigned deputy and in accordance with the costs described in sections II.1.a.i and II.1.b.i, below.

4. Service Area

- a. For any Deputy supported by funding under this Agreement, the Deputy will provide the law enforcement services described in section I.1., above, on the Gilroy campus of Gavilan, except in an emergency, which may cause the assigned deputy to perform similar duties outside the assigned service area.

5. Hours of Coverage

- a. A Deputy Sheriff will be assigned to be present, in uniform, and in service on all days during which classes are in session at Gavilan according to the dates listed in Gavilan's annual Academic Calendar, Monday through Friday, beginning the first day of Fall Session classes in August, through the last day of Summer Session classes

in July, approximately 10.8 months of each calendar year. Subject to calendar date changes each year this equals approximately the first Monday of the last week of August through the last Friday of the last week of July each year.

b. Assigned Hours of Coverage:

The hours of coverage shall be 7:30AM until 3:30PM, Monday through Friday, on days that school is in session at Gavilan's Gilroy Campus. The Deputy shall be allowed a 30 minute paid lunch break during each assigned workday's hours of coverage, but will stay on campus and in uniform, and shall remain available for service in the event of an emergency. The Sheriff's Deputy will be in full uniform at all times while on duty at Gavilan.

c. After Hours Services:

Any services provided outside the hours described in Section 5.b. above, shall be charged and invoiced at the overtime rate described in section "II – Compensation", below.

6. Performance Standards

- a. The details of provision of services, the standards of performance, the discipline of Sheriff's Deputies, and other matters incident to the performance of such services shall be in the discretion of the Sheriff.
- b. In the event of a disagreement as to the performance or level of the services to be provided, the Sheriff or his/her designee shall meet with the Vice President of Administrative Services and Director of Business Services of Gavilan to review the manner of performance of such services.

II. COMPENSATION

1. Billable Cost, Invoices, and Payment Terms

a. Billable Costs

- i. Gavilan will be invoiced for the law enforcement services of a Deputy Sheriff based upon an annualized billable rate, for the months of the calendar year the Deputy Sheriff is present and in service at Gavilan. According to the "class-in-session" days described in Section 5 – Hours of Coverage, above, this equals a total of 10.8 months each year, or 89.6% of the annualized fully loaded total cost of a Sheriff's Deputy.
- ii. The annualized rate for Fiscal Year 2017 (July 1, 2016 through June 30, 2017) is \$222,831.60. Services in Year 1 of the Agreement begin on 9/12/2016, or 10 school session days following the beginning of Gavilan's Fall 2016 academic calendar.

- Therefore the year 1 billable amount is reduced by 10 days, or \$8,570.45, to a year 1 total of \$214,261.15.
 - iii. All billable costs pursuant to this Agreement shall be recalculated before the beginning of each County Fiscal Year period. Changes to the billable costs stated in this section shall be communicated to Gavilan in writing before July 31 each year of the Agreement and any subsequent amended term period.
 - iv. Any services provided outside the hours described in Section 5.b. above, shall be charged by the hour and invoiced at the overtime rate of \$117.13/hour.
 - v. All rates are inclusive of the cost of the salary and benefits of a Deputy Sheriff, a Sheriff's patrol vehicle, and County Communications support.
- b. Invoices
- i. The County shall invoice Gavilan annually, in July of each contract year, in advance.
- c. Payment Terms
- i. Payment terms are Net 45 days.

III. RESPONSIBILITIES

1. Status Meetings

- a. Gavilan and the Commander responsible for the assigned Sheriff's Deputy shall meet whenever requested by either party to:
 - i. Discuss issues of mutual interest and concern that may arise in connection with the services provided pursuant to this Agreement.
 - ii. To discuss and form proposed amendments to this Agreement whenever necessary to reflect new or revised statutes or regulations, policies, or local agency operation or organization as they may pertain to this Agreement.

IV. HOLD HARMLESS CLAUSE

1. County

- a. The County shall indemnify, defend, and hold harmless Gavilan, its staff, agents, Board, Board members, and employees from any loss, liability, claim, injury or damage arising out of, or in connection with, performance of the duties and obligations of the Sheriff and its employees set forth in this Agreement.

2. Gavilan

- a. Gavilan shall indemnify, defend, and hold harmless the Sheriff and Sheriff's deputies, agents, staff, and employees from any loss, liability, claim, injury or

damage arising out of, or in connection with, performance of the duties and obligations of the Sheriff's Office and its employees set forth in this Agreement.

3. Mutual Indemnification

- a. This mutual indemnification agreement is adopted pursuant to Government Code section 895.4 and in lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the parties pursuant to Government Code section 895.6.

V. INSURANCE AND LIABILITY

County, and Gavilan shall each maintain their own liability insurance coverage, through self-insurance or otherwise, against any claim of civil liability arising out of the performance of this Agreement.

VI. TERM AND TERMINATION

This agreement shall become effective on September 12, 2016. The Agreement may be terminated with or without cause with the provision of one-hundred and eighty (180) days written notice of such termination to the other party. Any moneys paid in advance and not expended per the termination shall be refunded to Gavilan. In the absence of such notice of termination, this agreement shall be effective through July 27, 2018, subject to any modifications made in accordance with the terms and conditions of this agreement.

VII. COUNTY REQUIREMENTS

1. Equal Opportunity/Nondiscrimination

No party contracting with the County will discriminate against any subcontractor, employee, or applicant for employment, because of age, race, color, national origin ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status. It is further the policy of the County that no party contracting with the County may discriminate in the provision of services under the contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

2. Beverage Nutritional Criteria

It is the policy of the Board that County funds that are being used to purchase food and beverages on behalf of the County must not be used to purchase beverages that do not meet the

County's nutritional beverage criteria. These criteria may be waived in the event of an emergency or in light of medical necessity. The criteria for waiver are set forth in the Administrative Guidelines for this section.

3. No Smoking

It is the policy of the County that all contractors and their employees, agents and subcontractors who will have any contact with County property pursuant to a contract with the County must comply with the County's No Smoking Policy set forth in Board Policy 3.47.

4. Wage Theft Prevention

It is the policy of the County that all parties contracting with the County must comply with all applicable federal, state, and local wage and hour laws, including, but not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and any Minimum Wage Ordinance enacted by the County or any city within the County of Santa Clara. A potential contractor that has submitted a formal or informal bid to provide goods and/or services to the County may be disqualified if the potential contractor has been found, by a court or by final administrative action of an investigatory government agency, to have violated applicable wage and hour laws in the five years prior to the submission of a bid to provide goods and/or services. A current contractor found by a court or by final administrative action of an investigatory government agency to have violated applicable wage and hour laws, in the five years prior to or during the term of the contract with the County, may be in material breach of its contract with the County if the violation is not fully disclosed and/or satisfied per County guidelines and contract requirements. Such breach may serve as a basis for contract termination and/or any other remedies available under law, including a stipulated remediation plan.

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VIII. NOTICES

Communications relating to this Agreement shall be in writing and shall be delivered personally, sent by United States mail, first class postage prepaid, or by private messenger or courier service:

To the Sheriff: Laurie Smith, Sheriff
Santa Clara County Office of the Sheriff
55 West Younger Avenue, 4th Floor
San Jose, CA 95110


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

IX. SIGNATURES


County of Santa Clara

Gavilan Joint Community College District

Approved as to Form and Legality

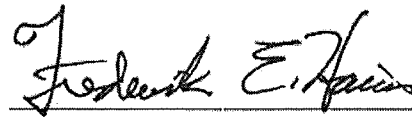


Michael J. LeonGuerrero Date
Deputy County Counsel



Dr. Kathleen Rose, Date
Superintendent /President
Gavilan Joint Community College District

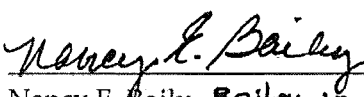
Dave Cortese, President Date
Santa Clara County Board of Supervisors



Frederick E. Harris, Date
Vice President of Administrative Services
Gavilan Joint Community College District

Attest:

Megan Doyle Date
Clerk of the Board of Supervisors



Nancy E. Bailey, Bailey Date
Executive Assistant to the President
Gavilan Joint Community College District

NEW BUSINESS

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

August 9, 2016

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

Administrative Services

III.2(a)

SUBJECT: Approval to Certify the Appointment of Representatives to Joint Powers Authority for Establishing, Operating, and Maintaining Public Safety Training; Resolution No. 1012

- Resolution: BE IT RESOLVED, that Resolution No. 1012 be approved.
- Information Only
- Action Item

Proposal:

That the Board of Trustees approve Resolution No. 1012 to certify Kathleen A. Rose, Superintendent/President, as the representative of the District and Frederick E. Harris, Vice President of Administrative Services, as the alternate representative.

Background:

The District belongs to the South Bay Regional Public Safety Training Consortium which is a joint program for establishing, operating, and maintaining public safety training. A resolution is required to appoint both a representative and an alternate of the District. Resolution No. 1012 is attached.

Budgetary Implications:

None.

Follow Up/Outcome:

Forward the Resolution to the South Bay Regional Public Safety Training Consortium.

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

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

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

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
GILROY, CALIFORNIA**

RESOLUTION NO. 1012

**APPROVAL TO CERTIFY THE APPOINTMENT OF REPRESENTATIVES TO
JOINT POWERS AUTHORITY FOR ESTABLISHING, OPERATING, AND
MAINTAINING PUBLIC SAFETY TRAINING**

On motion by Trustee _____, seconded by Trustee _____, the following resolution is adopted:

WHEREAS, the Gavilan Joint Community College District is a participating member of a joint program for establishing, operating, and maintaining public safety training; and

WHEREAS, from time to time there is a need to certify the appointment of representatives from the Gavilan Joint Community College District to the South Bay Regional Public Safety Training Consortium.

NOW, THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College District hereby appoints Kathleen A. Rose, Superintendent/President, to be the representative of the District to the South Bay Regional Public Safety Training Consortium JPA.

FURTHER RESOLVED, that the Gavilan Joint Community College District appoints Frederick E. Harris, the District’s Vice President of Administrative Services, to be the alternate representative of the District to the South Bay Regional Public Safety Training Consortium JPA.

PASSED AND ADOPTED this 9th day of August, 2016 by the Governing Board of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of California.

STATE OF CALIFORNIA)
) ss
COUNTIES OF SANTA CLARA AND)
SAN BENITO)

I, Lois Locci, Ed.D., Clerk of the Governing Board of the Gavilan Joint Community College District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on August 9, 2016, which action is contained in the minutes of the meeting of said Board.

Clerk: _____

Date: _____

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

August 9, 2016

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

SUBJECT: Amendment to the Workability III Contract from FY 2013/2014, Resolution No. 1013

- Resolution: BE IT RESOLVED, that Resolution No.1013 be approved
- Information Only
- Action Item:

Proposal:

Request that the Board of Trustees approve the renewal of a 3-year Workability III (WAIII) contract in the amount of \$230,950 for each of the academic years as follows: 2016-2017, 2017-2018 and 2018-2019. The contract is administered by the Disability Resource Center.

Background:

The California State Department of Rehabilitation (DOR) is an employment and independent living resource for people with disabilities. Workability III is a cooperative program for students with disabilities who are jointly served by Gavilan Community College and DOR in fulfilling their Individual Plan for Employment (IPE). The Workability III program provides vocational assessment, employment preparation (interview techniques, resume development, job search techniques, etc.) and job development services (job site consultation, work site analysis, etc).

Budgetary Implications:

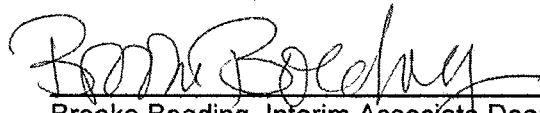
Funds from this grant are used to operate the Workability III program. No district match is required.

Follow Up/Outcome:

During the contract year 115 students will receive employment preparation services. Of those 115, 45 students will be placed in competitive employment and of those 45 it is anticipated that those 40 students will maintain suitable employment for 90 days or longer. The remaining 50/60 students will be carryover or new students who will receive education/employment services.

Recommended By: Kathleen Moberg, Vice President of Student Services

Prepared By:



Brooke Boeding, Interim Associate Dean, Disability Resource Center/Veterans Resource Center/Workability III Coordinator

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

BOARD RESOLUTION NO. 1013

DR 324 (Rev 9/2011)

FULL Name of Corporation or Public Agency

Gavilan Joint Community College District/Gavilan College

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Dr. Kathleen Rose, Superintendent/President

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of said Agreement and all amendments. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.


CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held

Morgan Hill site, 17060 Monterey St, Morgan Hill, CA

Date of Board Meeting	Signature of Recording Secretary	Date Signed
Aug 9, 2016		

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

August 9, 2016

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

III.2(c)

Administrative Services

SUBJECT: Coyote Valley Low Voltage Package Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the second project change order request for the Coyote Valley Low Voltage Package Change Order #1 is \$22,017. Original Agreement to Commercial Plumbing and Building, Inc. was \$337,800. Total construction cost including this change order #1 is \$359,817.

Background:

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

Coyote Valley Low Voltage Package Project

Commercial Plumbing and Building, Inc., CO #1 for \$22,017. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling \$22,017. The initial estimate for all these change orders totaled \$34,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by \$11,983.

This change order was a direct result of upgrading from CAT6 to CAT6A cabling; purchase and installation of two IDF cabinets in building D; removal of two IDF cabinets and replacing them with data racks inside a casework cabinet; and changing from a 6 strand fiber cable to 12 strand cable due to a 8 strand cable not being readily available by the contractor's supplier.

Budgetary Implications:

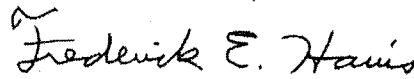
The efficient use of Measure E Funds.

Follow Up/Outcome:

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

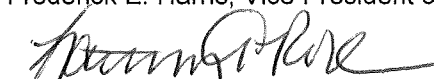
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

Change Order for Project

CHANGE ORDER #01 - Commercial Plumbing and Building, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
001	Upgrade from CAT6 cable to CAT6A.	\$ 2,921.00	0
002	Purchase and installation of IDF cabinet at building D	\$ 6,426.00	0
003	Remove IDF Cabinet and provide Data Rack at Casework Cabinet.	\$ 4,591.00	0
004	8 Strand Fiber not readably available by contractors supplier. Upgrade to readably available 12 strand fiber	\$ 8,079.00	0
TOTAL		\$ 22,017.00	0

Contract Amount	\$	337,800.00
Net Change By Previously Authorized Change Orders	\$	-
Revised Contract Amount Prior to this Change Order	\$	337,800.00
Change Order #01	\$	22,017.00
New Contract Amount Including this Change Order	\$	359,817.00

Available Construction Contingency	\$	33,780.00
Change Order #01	\$	22,017.00
Remaining Construction Contingency	\$	11,763.00

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

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

August 9, 2016

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

SUBJECT: Cosmetology student kit fee increase Fall Semester 2016

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

Proposal: Approve the proposed student kit fee increase from \$650 to \$675 for Fall Semester 2016.

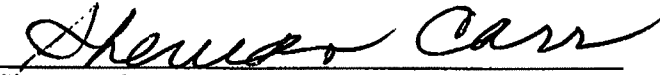
Background: The student Cosmetology kit cost for Spring Semester 2016 from Gavilan vendor, Marianna, was \$650. Gavilan charges only the cost of the kit to the student. The student kit is priced accordingly to cover the overall cost of the kit including tax.

Gavilan's distributor representative, Michael Wilkins of Marianna, has indicated that the increase for Fall Semester 2016 for student kits will be \$675(attached is the quote for the student kits (\$620.10 each) and tax (\$54.26 each). The total cost will be \$674.36.

Budgetary Implications: Increase in Cosmetology student kit fees \$25 up from \$650 to \$675 for Fall Semester 2016.

Follow Up/Outcome: Cost of Cosmetology student kit will reflect cost from vendor.

Recommended By: Sherrean Carr, Dean of Career Technical Education

Prepared By: 
Sherrean Carr, Dean of Career Technical Education

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

Gavilan College
Instructional Material Fees AY16-17

Department	Course	Fees	Description
Allied Health	AH 16 Intravenous Therapy/Blood Withdrawal	\$150.00 per course.	Materials fee.
Allied Health	AH 51, AH 52, AH 53, AH 54, AH 55, AH 56 Clinical courses in LVN and RN programs	Each course has a \$100 materials fee.	Students are given materials specific to the clinical skills for that course.
Allied Health	AH170 Basic Clinical Medical Assisting	\$50.00	Materials fee.
Allied Health	AH 171 Advanced Clinical Medical Assisting	\$50.00	Materials fee.
Allied Health	AH180 Fundamentals of Nursing- Convalescent	\$50.00	Materials fee.
Art	ART 12A Sculpture	\$45.00	*Instructional fees for specialty materials and bulk supplies.
Art	ART 12B Sculpture	\$55.00	*Instructional fees for specialty materials and bulk supplies.
Art	ART 13 Three-Dimensional Design	\$30.00	*Instructional fees for specialty materials and bulk supplies.
Child Development	CD 160 Child Care First Aid and CPR	\$15.00	CPR course materials.
Cosmetology	COS 200 Beg. Cosmetology	\$675.00 \$100.00	Kit fees (approximately). Additional supplies.
Cosmetology	COS 201 Int. Cosmetology	\$400.00	Additional supplies.
Cosmetology	COS 202/203 Adv. Cosmetology	\$400.00	Additional supplies.
Cosmetology	COS 207	\$50.00	Additional supplies.

Gavilan College
Instructional Material Fees AY16-17

Cosmetology	COS 220 Esthetics	\$670.00 \$75.00	(2) Kits fees. Additional supplies.
Cosmetology	COS 221 Esthetics	\$200.00	Additional supplies.
Counseling	GUID 1/PSYC5 Self-Assessment/ Career Development	\$12.00	Career assessment instruments.
Counseling	PSYC 52 Peer Mentoring	\$20.00	Materials fee for certification and workbook
Kinesiology/ Athletics	KIN 17 Golf	\$30.00 per semester	Fees go to the golf course for the use of the range, one bucket of balls per class, and one free round during the weekdays.
Kinesiology/ Athletics	KIN 20 Bowling	Facility Use Fee of \$1.50 per session	To pay for the use of the lanes, shoes and balls.
Kinesiology/ Athletics	KIN 3 Introduction to Athletic Training	\$35.00 per semester (Fee is determined by the purchase price of materials.)	To pay for student trainer t-shirt and Athletic Training Room materials students will use in the lab component of this course.
Kinesiology/ Athletics	KIN 4 A, B, C Athletic Training Practicum	\$35.00 per semester (Fee is determined by the purchase price of materials.)	To pay for student trainer t-shirt and Athletic Training Room materials students will use in this course.

*Instructional fees for specialty materials and bulk supplies: molding plaster, fine sand, 30 mesh sand, casting plaster, casting aluminum, copper sheets, carving wood and some steel.

UN DATE 7/28/2016

MARIANNA KIT REPORT

OMAHA, NE 68137
1 (800) 228-9060

REQUESTED BY MWILKINS

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FOR: 13583 GAVILAN COLLEGE
5055 SANTA TERESA BLVD
ATTN: ACCOUNTS PAYABLE
GILROY CA 95020

TELEPHONE: (408) 848-4800

KIT #: 211888 GAVILAN COLLEGE
GILROY, CA "COSMO" NEW

KIT PRICE : 620.10

ITEM #	ITEM DESCRIPTION	QTY PER	U/M
Cutlery & Electrical			
01112	SHEAR 5 1/2" ICE TMPRD W/REST	1	EACH
01302	HAIR SHAPER THE PUSHER EJECTOR	1	EACH
01303	HAIR SHAPER BLADES SS 5/BX-	1	BOX
03506	3/4" MARCEL, GOLD PLTD BARREL	1	EACH
01441	SHARK FIN STANDARD STUDENT KIT	1	EACH
02858	WAHL ALL STAR COMBO SET	1	UNIT
02336	DRYER 2000W PRO CERAMIX XTREME	1	EACH
03436	DIGITAL CERM NANO-SILVER TRMLN	1	EACH
Brushes & Combs			
04133	BRUSH RUBBER GRIP HANDLE VENT	2	EACH
04139	BRUSH SUPREME 9 ROW STYL A/S	1	EACH
04159	BRUSH 7-ROW NYLON BRISTLE	2	EACH
04175	BRUSH PADDLE CUSHION BALL TIP	1	EACH
04847	BRUSH 1.5" CERAMIC THERMAL RND	1	EACH
04848	BRUSH 2" CERAMIC THERMAL RND	1	EACH
04849	BRUSH 2.5" CERAMIC THERMAL RND	1	EACH
E1609	COMB 7.5" COMBO "BIG TEASE"	1	EACH
05145	COMB AND LIFT DELUXE W/DIPPED	1	EACH
05154	COMB CONFETTI SUPER METAL TAIL	2	EACH
05181	HAIR PIK 3" DIPPED TIPS RUBBER	1	EACH
05110	COMB 8 1/2" RAKE HANDLE	2	EACH
05219	COMB HERCULES 7" CUTTING	1	EACH
05248	7" STYLING COMB 6/BAG W/INCH	2	BAG
05249	8.5" RATTAIL COMB 6/BAG BLACK	1	BAG
Manicure & Pedicure			
07216	EMERY BOARDS 6 1/2" BAG = 10	1	BAG
07357	MANICURE & PEDICURE SET 6 PC	1	UNIT
07804	NAIL POLISH CLASSICS 4PC KIT	1	UNIT
07807	BASE COAT 1/2 OZ	1	EACH
07808	TOP COAT 1/2 OZ	1	EACH
070086	MANICURE STICKS HARDWOOD 12/PK	1	BAG
07362	NAIL BRUSH NYLON BRISTLE (AA)	1	EACH
07508	MANICURE BOWL BLACK	1	EACH

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KIT #: 211888 GAVILAN COLLEGE KIT PRICE : 620.10
GILROY, CA "COSMO" NEW

ITEM #	ITEM DESCRIPTION	QTY PER	U/M
Spa Sundries			
13100	WHITE TERRY HEADBAND W/VELCRO	1	EACH
13101	WHITE TERRY SALON WRAP	1	EACH
Wet Goods-Inhouse/Marianna			
55108	BLUE STYLING GEL EXTRA FIRM 2#	1	EACH
SPA			
070258	BH UNSCENTED MASSAGE LOTION	1	EACH
Stylist Supplies			
08155	CUTTING CAPE 45"X 54" CRINKLE	1	EACH
08191	NEUTRALIZING BIB W/REMOVABLE	1	EACH
08233	CHEMICAL CAPE IRIDESCENT BLUE	1	EACH
08235	CHEMICAL APRON IRIDESCENT BLUE	1	EACH
08306	MIRROR MED HAND 5 1/4" X 6"	1	EACH
08355	TERRY TOWELS ROYAL BL 14"X 26"	8	EACH
08513	TINT BOWL GRAY PLASTIC - BULK	1	EACH
08525	TINT BRUSH, CLEAR/BLK BRISTLS	3	EACH
08532	TINT BOWL BLACK PLASTIC - BULK	1	EACH
08533	TINT BOWL BLUE PLASTIC - BULK	1	EACH
08647	DIGITAL TIMER BLK W/LARGE	1	EACH
08837	8 OZ APPLICATOR BOTTLE W/OUNCE	2	EACH
08842	SPATULA 5" WHITE PLASTIC	1	BAG
08844	2 OZ CYLINDER BOTTLE W/DISC	4	EACH
08845	4 OZ CYLINDER BOTTLE W/DISC	4	EACH
08471	8 OZ BOTTLESSENCE TINT BTL &	1	EACH
08595	8 OZ SPRAY BOTTLE CLEAR W/	2	EACH
Rods, Rollers, & Clips			
10351	MAGNETIC ROLLER RACK 12DZ/RACK	1	UNIT
10401	CLIPS STEEL ALL PURPOSE CURL	1	BOX
10413	CLIPS 2" JAWS BUTTERFLY ASST	2	BAG
10431	CLIPS STEEL DUCKBILL 12/BX	2	BOX
10460	CLIPS STEEL SINGLE PRONG (AA)	2	BOX
10477	RUBBER BANDS, BLACK 250 CT/BG	1	BAG

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5055 SANTA TERESA BLVD
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GILROY CA 95020 TELEPHONE: (408) 848-4800

KIT #: 211888 GAVILAN COLLEGE KIT PRICE : 620.10
GILROY, CA "COSMO" NEW

ITEM #	ITEM DESCRIPTION	QTY PER	U/M
10505	BOB PINS, BLACK 60/CD-12CD/BX	2	CARD
10506	BOB PINS, BROWN 60/CD-12CD/BX	2	CARD
10120	PERM RODS, SHORT JUMBO ORCHID	2	DOZEN
10121	PERM RODS, SHORT GRAY	2	DOZEN
10123	PERM RODS, SHORT BLUE	1	DOZEN
10124	PERM RODS, SHORT YELLOW	1	DOZEN
10125	PERM RODS, SHORT WHITE	3	DOZEN
10130	PERM RODS, LONG WHITE	5	DOZEN
10131	PERM RODS, LONG GRAY	5	DOZEN
10132	PERM RODS, LONG PINK	5	DOZEN
10133	PERM RODS, LONG BLUE	5	DOZEN
10134	PERM RODS, LONG YELLOW	4	DOZEN
10142	PERM RODS, JUMBO ORCHID	5	DOZEN
Furniture/Luggage Prchd			
12531	MEDIUM NYLON DUFFLE BAG BLACK	1	EACH
Educational Material			
14112	MANIKIN NEW MS. AMERIKIN (A10)	3	EACH
14204	ADJ HEIGHT ALL METAL MANIKIN	1	EACH
Skin Care			
130270	CLEANSING CREAM 15OZ	1	EACH
13635	OFRA SMALL COSMETIC PORTFOLIO	1	EACH
13623	COSMETIC DLUX FOAM APPL 25/BG	1	BAG
13624	COSMETIC DLUX LIP BRSHS 25/BG	1	BAG
13625	COSMETIC DLUX MASCARA WNDS 25	1	BAG
Cotton/Paper Products			
16700	END WRAPS JUMBO 2 1/2" X 4"	4	BOX