

5055 Santa Teresa Blvd., Gilroy, CA 95020

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(408) 848-4800

Steven M. Kinsella, DBA, CPA, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES

Tuesday, May 10, 2016

375 Fifth Street, Hollister, California

City Council Chambers

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/DISMISSAL/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(s): Dr. Steven Kinsella/Ron Hannon
Employee Organization: GCFA
3. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiator(s): Dr. Steven Kinsella/Eric Ramones
Employee Organization: CSEA
4. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiator(s): Dr. Steven Kinsella
Employee Organization: Unrepresented
5. PUBLIC EMPLOYEE APPOINTMENT – Executive Vice President and Chief Instruction Officer - Closed Session Pursuant to Government Code Section 54957
6. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Administrative Services - Closed Session Pursuant to Government Code Section 54957



Board of Trustees: Tom Breen
Laura A. Perry

Kent Child
Lois Locci

Jonathan Brusco
Walt Glines

Mark Dover
Adrian Lopez, Student Trustee

7. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Student Services - Closed Session Pursuant to Government Code Section 54957
8. PUBLIC EMPLOYEE APPOINTMENT – Superintendent/President - 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 Minutes, April 12, 2016 and Board Policy Committee Minutes, April 12, 2016
 - (b) Personnel Actions
 - (c) Warrants and electronic Transfers Drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Ratification of Agreements
 - (f) Ratification of two new Bank Accounts
 - (g) Monthly Financial Report
 - (h) Budget Adjustment
 - (i) Measure E. Bond Quarterly Financial Status Report at March 31, 2016
 - (j) Retiree Health Benefit Trust Investment Portfolio Status as of March 31, 2016
7. Comments from the Public - This is a time for the public to address the Board. (A maximum of 5 minutes will be allotted to each speaker)
8. Recognition
 - (a) Student Trustee Adrian Lopez
 - (b) All Community College Public Relations Organizations (CCPRO) 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) Sabbatical Leave Report
 - (b) Gavilan College Student Equity 2015-16 Carry-over Authority and 2015-16 Mid-year Expenditures Report
 - (c) Update on the TRIO Student Support Services Program and Mathematics Engineering Science Achievement Program (MESA)
 - (d) Board Policies and Administrative Procedures

III. ACTION ITEMS

1. Old Business
 - ** (a) Resolution No.1004 Approving Minor Modifications to Trustee Areas Requested by the Santa Clara County Registrar of Voters
 - (b) Issue a Request for Bids for Sworn Police Officer Services

2. New Business

- ** (a) Approval to Certify the Appointment of a Representative to Joint Powers Authority for Liability and Property Protection, Resolution No. 1005
- ** (b) Order of Election, Specifications of the Election Order and Consolidation Request, Resolution No. 1006
- (c) Instructional Material Fees
- (d) Student Trustee Rights and Responsibilities
- (e) Quarterly Financial Status Report, CCFS 311Q at March 31, 2016
- (f) Accept Bid for the Coyote Valley Off-Site Improvements Package
- (g) Gilbane Building Company Project Assignment Amendment for the STEM Meadow Restoration Project
- (h) Curriculum

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is June 14, 2016 Gavilan College, Social Science room 206.
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.

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.
<http://www.gavilan.edu>

CONSENT

Dr. Steven M. Kinsella, DBA, CPA, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES

Tuesday, April 12, 2016

Gavilan College

5055 Santa Teresa Boulevard, Gilroy, CA 95020

Student Center North/South Lounges

CLOSED SESSION – 6:30 p.m. OPEN SESSION – 7:00 p.m.

MINUTES

I. CLOSED SESSION

No Closed Session items to discuss.

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 Adrian Lopez (student trustee)

Dr. Kathleen Rose, Executive Vice President, Instructional Services

Kathleen Moberg, Vice President, Student Services

Frederick E. Harris, Vice President, Administrative Services

Arturo Rosette, Academic Senate

Lucy Olivares, Professional Staff

Nancy Bailey, Recorder

Others in Attendance: Sherrean Carr, Wade Ellis, Fran Lopez, Fran Lozano, Jan Bernstein-Chargin, Ron Hannon, Eric Ramones, Denise Apuzzo, Keith Snow, David DiDenti, Francisco Orozco, Rick Santos, Jennifer Penkethman, John Lawton Haehl, Ray Lompa, Diane Stone, Rosie Armstrong, Lauren Collins, Connie Campos, Alex Zamora, Joan Benevento, Eddie Vasquez, Pam Chatten, Angie Machado, Mayra Cortz, Tricia Stracner, Michele Cortes, Jeff Gopp, Randy Brown

3. Pledge of Allegiance

The Pledge of Allegiance was led by Tom Breen.

4. Report of any Action Taken in Closed Session

No reportable action taken in closed session.

5. Approval of Agenda

MSC (T. Breen/W. Glines) to approve the agenda with the deletion of Old Business Action item III.1(a) Resolution No. 1004 Approving Minor Modifications to Trustee Areas Requested by the Santa Clara County Registrar of Voters :

Vote:

Board of Trustees:

Tom Breen

Laura A. Perry, Esq.

Kent Child

Walt Glines

Jonathan Brusco

Lois Locci, Ed.D.

Mark Dover

Adrian Lopez, Student Trustee



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

6. Consent Agenda

- (a) Regular Board Meeting Minutes, March 8, 2016
- (b) Personnel Actions
- (c) Warrants and electronic Transfers Drawn on District Funds
- (d) Payroll Warrants drawn on District Funds
- (e) Ratification of Agreements
- (f) Monthly Financial Report
- (g) Budget Adjustments

MSC (T. Breen/K. Child) to approve the consent agenda

Vote:

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

7. Comments from the Public

Keith Snow, Hollister resident, spoke about the need to focus on kids and adults in education as they are the future. He said the schools and cities in this tri-county area can and should do more to make improvements and interact with the people and businesses. He said he is attending school board and council meetings to talk about this. Keith Snow said he will be a candidate for mayor in the City of Hollister.

David DiDenti announced that Jennifer Nari won Outstanding Advisor at the Rho Alpha Mu state conference. He also spoke about the purpose of the student trustee advisory vote and requested that it be called for first in the voting process as it reflects what students are thinking and where they stand on action items.

Dr. John Lawton Haehl announced the Theaters Arts production of "Twelfth Night" with performances on May 6, 7, 13, 14. He also announced that the Summer Bridge program will offer two classes.

8. Officers' Reports

(a) Vice Presidents

Kathleen Rose – reported on the American Association of Community Colleges National Conference she attended. She said there is national attention on what colleges are doing to increase their student completion and transfer rates. She said she is excited about what is being done nationally and what is and can be done locally. Kathleen Rose said Dr. Rob Johnstone, a national figure on implementing guided pathways and student success, will be coming to Gavilan this fall.

Kathleen Moberg – recognized Gavilan's Career Transfer Center for hosting Career Day in April with 50 different employers and busloads of students from high schools in attendance. She said several counselors and students attended the Latino Leadership Network Conference. Kathleen Moberg said Eddie Cervantes and Veronica Martinez are participating in the yearlong ACCCA Mentoring program. She announced April 26th as national "Signing Day" which recognizes students that are transferring. April 28 is "Preview Day" hosted by the categorical programs. Local high school students will learn about enrollment in categorical programs. Kathleen Moberg recognized Lucy Olivares for her work on this event.

Fred Harris – attended a rotary presentation by the Superintendent of Gilroy Unified School District on the district's \$170 million bond proposal up for election on the June 2016 ballot. He said the winning Student Center retrofit bid should be coming before the board for approval in July. This project will require relocating some services. Fred Harris said the geotechnical report indicated no structural damage to the hillside around the pool due to the water leak. He said the pool renovation project cost is estimated at \$1.5 million with construction projected to start in September and completion in January, 2017. He reported that four staff members will be attending a two day FEMA Cost Recovery training. Fred Harris provided the draft timeline on the Fields project.

- (b) College President
No report.

- (c) Academic Senate
Arturo Rosette attended the April Regional Academic Senate meeting. He said several statewide resolutions are being discussed related to curriculum and noncredit. He said locally they have completed a resolution supporting college hour and in conjunction with the instruction office will present it to the Board of Trustees in May. Arturo Rosette reported that great collaboration took place in reviewing and developing modifications to the board policy and administrative procedure related to grants. He said Senate continues to review their structure in hopes of improving the faculty voice and presence on committees. Arturo Rosette announced the faculty of the year awards:

Full time Faculty of the Year – Enrique Luna
Part time Faculty of the Year – Leticia Palacios

- (d) Professional Support Staff
Lucy Olivares reported that classified and other staff were offered training during spring break on CPR and emergency procedures. A discussion took place regarding the MOU for a sheriff on campus.

- (e) Student Representative
Adrian Lopez reported that ASGC had an effective retreat in April focusing on branding and marketing. He said ASGC helped with Career Day and are working in partnership with the Food Pantry. He reported that regionally they voted on a resolution for AB798, Textbook Affordability Act. He said they are watching the progress of senate bills related to Cal Grants and BOG waiver requirements and acknowledged David DiDenti for his work in this area. Adrian Lopez announced that he was the recipient of the Carl S. Pister Scholarship and he thanked everyone who helped and encouraged him.

- (f) Board Member Comments
Each board member congratulated student trustee Adrian Lopez on his scholarship award.
Walt Glines – said he thoroughly enjoyed the Bach to Blues concert and noted the large number of community members present.
Tom Breen – no report.
Lois Locci – no report.
Mark Dover – recognized the contributions made by Anne Ratto, Fran Lopez and Lucy Olivares whom have announced their retirement.
Jonathan Brusco – attended a Computer Using Educators Conference.
Kent Child – acknowledged the upcoming retirees and all that they have done for Gavilan students. He attended the Bach to Blues concert with family members and said everyone enjoyed the performances. He said the faculty did a superlative job.

(g) Board President

Laura Perry – thanked Adrian Lopez for being on the board and doing a great job for ASGC. She congratulated the retirees.

9. Board Committee Reports

Presidential Search Ad Hoc Subcommittee – Kent Child reported that the screening committee has begun screening applications. He said the committee will meet on April 15 to select interview candidates. Kent Child reviewed the timeline for board interviews which will take place on Monday, May 16 and/or Tuesday, May 17. He noted that public forums will also take place on those same dates. He thanked everyone for their participation and input in the process.

10. Information/Staff Reports

(a) Recognition of the Employees of the Month

Fred Harris recognized Senior Computer Hardware/Software Technician Saul Salinas who is a 10 year employee in the MIS department. He said Saul Salinas is responsible for Gavilan's network being available 99.7% of the time for 364 days of the year; 1 day is dedicated to maintenance. Fred Harris noted that Saul Salinas is a creative problem solver and has played a leadership role on many Gavilan projects.

(b) Update on Board Goals for 2016

Steve Kinsella stated that the document provides a status update on the board's 2016 goals.

(c) Update on San Benito County Education Center Development Timeline

Fred Harris provided an overview of "next steps" for Phase I of the San Benito Educational Center. He reviewed that the District has purchased land at Fairview Corners, which it has spent time, effort, and resources to secure. He said, with Dividend Home as partners, we are within months of getting the required permits from the state and federal governments to begin development of the site. After receiving the permits, Fred Harris said a mitigation management plan would need to be completed. He said based on state guidelines, Gavilan's experience at Coyote Valley, and other input, estimated costs and a tentative timeline have been drafted. He summarized that after regulatory requirements are in place and future funding is secured it would take 3 years to complete Phase I.

Fred Harris responded to questions from trustees. In response, he said the proposed project would support the state's requirement of 500 FTES. Financing for the project development and construction could come from both short- and long-term borrowing, and would necessitate a new district general obligation bond election.

Fred Harris said discussions about program offerings at the site could begin soon. Arturo said this would be good information to share with the community and that Academic Senate and the Curriculum Committee would welcome discussions on appropriate career tech programs and others for the site. Kent Child said future discussion should include the impact the new centers may have on FTES at the Gilroy campus and how it may change where various programs are taught.

Public Comment, Roy Lompa – suggested that a steel building design be used for school buildings instead of spending a lot of money on architects and buildings. He said that because of future housing development, the City of Hollister would be moving out to the Gavilan site within 10 years. Roy Lompa wanted to see college development in Hollister where the Junior College began.

Keith Snow – supported keeping the Briggs building open in Hollister and also building another college. He said he will fight for the future of kids and that should be the focus when making decisions.

- (d) Proposed agreement with County of Santa Clara to assign a Sheriff's Deputy to the Gilroy Campus of Gavilan College
Fred Harris said discussions have taken place with the County of Santa Clara Sheriff's Department regarding a law enforcement presence on campus. He said this agreement would address both prevention of possible threats and also reduce response time. The draft MOU is not yet available but discussions are for a full-time deputy with a work shift from 7:30 a.m. – 3:30 p.m. for the academic year or 10.8 months. This would begin August 1st.

Fred Harris answered questions from board members. The approximate savings of \$180,000 is a net figure which includes the increases proposed in the business services reorganization. The annualized cost of \$248,726 is actual costs with no County overhead added. A breakdown of the proposed cost will be provided to trustees. The MOU is for a two-year commitment for service only at the Gilroy campus. Gavilan security staff would work the evening and weekend shifts. The full time security officer would move from the day shift to the evening shift. The law enforcement officer would not do administrative functions.

Adrian Lopez said that students have mixed emotions about having an armed officer on campus and have expressed concern about the cost. He said clarification on the cost would be helpful. Laura Perry requested a comparison of salary, benefits, and burden with a Gavilan employee.

Arturo Rosette said this topic along with the business services reorganization have come to the Senate for discussion. He said the elimination of the director of security in the reorganization proposal necessitates the Sheriff's MOU. Any discussion involving the Sheriff when presented at the Senate did not include details and future conversations were indicated. Arturo Rosette said the information provided in the board agenda has not been discussed at Senate and the timeline won't allow for their recommendations and/or alternatives.

Kent Child requested a breakout of the 2 FTE security positions to evaluate the pros and cons including coverage and other administrative assignments.

Public Comment, Denise Apuzzo – spoke about CSEA concerns on this agenda item. She said the campus has had a vacant full time security position open for 7 months. CSEA has been in discussions with HR Director Eric Ramones for 7 months about the vacancy. She said both the Board and CSEA want a secure campus but have left the position open to be filled by untrained people. A pool of trained substitutes does not exist. Denise Apuzzo said there has been a lack of input from the college community. She asked what the plan is for getting the classified work done that the law enforcement officer won't be doing. She said CSEA takes the position that the MOU should be delayed so that campus wide discussions can take place in the spirit of shared governance.

Jennifer Penkethman – part time faculty member, shared her strong support and appreciation for the security staff that assisted her with a student stalking/harassment incident on campus. Security played a huge role in alleviating the threat and making her

feel secure on campus. She had concerns that having only 1 officer on campus may not allow for this type of security coverage and support.

Steve Kinsella said the topic had been presented at the Health, Safety, Facilities, and Grounds Committee meeting, Academic Senate and President's Council. No comments were received. He said he was glad everyone showed up and it was good to hear the comments but reacting at this point is obstructing the process. He suggested that the involvement begin at the campus institutional committees.

Jonathan Brusco asked for prioritization of the urgency of vacant and inadequate security and taking time to work out an MOU with the Sheriff's Department.

Lauren Collins, CSEA Labor Relations Representative – said this has been a labor relations issue for many months with countless meetings with both Wade Ellis and Eric Ramones. She asked why the full time position has been vacant for so long if campus safety is a priority. She said the delay has resulted in staff working 16 hour shifts, no substitute pool, and staff working outside of the classification. She said this conversation has been ongoing for CSEA and they have received push back and diversions. Lauren Collins said they have using the processes in place and have been negotiating in good faith. She asked the Board to consider all the implications including changing shifts and classified duties not covered by the MOU.

Rosie Armstrong – said the topic was brought up at a Health, Safety, Facilities and Grounds Committee meeting with the note that details were still being negotiated. She encouraged holding forums so that concerns could be highlighted and solutions brought to the table.

(e) Administrative Services Reorganization

Fred Harris said the retirement of both a Security Officer and the Director of Security has provided an opportunity to consolidate business services bringing security and support services under the umbrella of business services. Three classified staff would have increased responsibilities resulting in upgrades to the accounting assistant, payroll officer, and senior accountant. Two of those classified positions would become supervisory; Supervisor of Budget and Accounting and Supervisor of Payroll. The increased responsibility of supervision for the Director of Business Services would result in a new position, Associate Vice President, Business Services. Fred Harris said these changes prepare the department for running district payroll in house. The two Multi-Media Technicians would report to the Director of Information Systems.

Arturo Rosette recommended convening a small task force of constituents' experts to provide meaningful input. Walt Glines asked if this could be a subject for College Hour. Kent Child endorsed the idea of a task force.

Mark Dover requested a list of the daily duties of the Director of Security to compare with what the Sheriff's office would be providing.

Jonathan Brusco asked if an Associate Vice President position would be justified if the Sheriff's MOU is not agreed upon. Fred Harris said it would be warranted due to the in house payroll implementation.

III. ACTION ITEMS

1. Old Business

- ~~** (a) Resolution No. 1004 Approving Minor Modifications to Trustee Areas Requested by the Santa Clara County Registrar of Voters
Removed from agenda. See agenda item II.5.~~

2. New Business

(a) Curriculum

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 Adrian Lopez, advisory vote of aye, to approve
0 Noes

(b) California Community College Trustees (CCCT) Board Elections, 2016

MSC (W. Glines/T. Breen) to vote for Loren Steck, Sally W. Biggin, and Shaun Giese

Vote:

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

(c) Confer Honorary Degree

MSC (W. Glines/K. Child) to approve Larry Barr for honorary degree.

Vote:

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

(d) Child Development Student Teaching Practicum Memorandum of Understanding (MOU)

MSC (W. Glines/A. Lopez)

Vote:

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

(e) Land Lease Agreement between County of Santa Clara, State of California, by and between Gavilan College Lessor and the Gilroy Garlic Festival Association, Inc. Lessee
MSC (K. Child/W. Glines)

Vote:

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

(f) Child Development Center Interior Renovations Project, Change Order #1

MS (W. Glines/ K. Child)

Discussion: Trustees requested a tour of the area before their June 14 board meeting.

Vote:

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

(g) Notice of Completion for the Child Development Center Interior Renovations Project

MSC (K. Child/J. Brusco)

Vote:

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

- (h) IBI Group Architecture and Planning Project Assignment Amendment
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 Adrian Lopez, advisory vote of aye, to approve
0 Noes

- (i) Special Inspector of Record Agreement with Consolidated Engineering Laboratories
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 Adrian Lopez, advisory vote of aye, to approve
0 Noes

- (j) Geotechnical Service Agreement with Cornerstone Earth Group
MSC (W. Glines/A. Lopez)

Vote:

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

- (k) Project Inspector Service Agreement with Irick Inspection Services
MSC (T. Breen/K. Child)

Vote:

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

- (l) Consider and Accept Bid for the Coyote Valley Low Voltage Package
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 Adrian Lopez, advisory vote of aye, to approve
0 Noes

- (m) Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1
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 Adrian Lopez, advisory vote of aye, to approve
0 Noes

- (n) Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project
MSC (K. Child/W. Glines)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve

0 Noes

- (o) Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport
MSC (T. Breen/W. Glines)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve

0 Noes

- (p) Notice of Completion for the Water Storage Tank, Distribution and Well Improvements Project

MSC (W. Glines/ K. Child)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve

0 Noes

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is May 10, 2016 at the City Hall in Hollister.
2. Adjournment

The meeting was adjourned by consensus at 8:52 p.m.

GAVILAN COLLEGE

5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Steven M. Kinsella, DBA, CPA, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT BOARD POLICY COMMITTEE

Tuesday, April 12, 2016, 5:30 p.m.
Gavilan Gilroy Campus, North Lounge
5055 Santa Teresa Boulevard, Gilroy, CA 95020
(Board Policy Committee Members: Kent Child, Lois Locci, Laura Perry)

MINUTES

I. CALL TO ORDER 5:34 p.m.

Kent Child called the meeting to order at 5:34 p.m.

1. Roll Call

Lois Locci, Laura Perry, Kent Child

Steven M. Kinsella, Superintendent/President

Nancy Bailey, Recorder

Kathleen Rose, Kathleen Moberg, Fred Harris, Walt Glines, Tom Breen, Adrian Lopez

2. Approve Minutes, November 10, 2015

MSC (L. Perry/ L. Locci) 3 ayes, 0 nays to approve

3. Comments from the Public

None

II. DISCUSSION ITEM

1. Board Policies and Administrative Procedures Changes recommended by President's Council

a. Chapter 2, The Board of Trustees, Administrative Procedures

AP 2105 Election of Student Members

AP 2110 Vacancies on the Board

AP 2320 Special and Emergency Meetings

AP 2340 Agendas

AP 2365 Recording

AP 2610 Presentation of Initial Collective Bargaining Proposals

AP 2710 Conflict of Interest Reference

AP 2712 Conflict of Interest Code

AP 2714 Distribution of Tickets or Passes

b. Chapter 1, The District, and Chapter 2, The Board of Trustees, Board Policies

BP 1100 The Gavilan Joint Community College District

BP 2015 Student Member

BP 2105 Election of Student Member

BP 2110 Vacancies on the Board

BP 2210 Officers



Board of Trustees: Tom Breen
Walt Glines

Kent Child
Lois Locci

Mark Dover
Laura A. Perry, Esq.

Jonathan Brusco
Adrian Lopez, Student Trustee

- BP 2220 Committees of the Board
- BP 2305 Annual Organizational Meeting
- BP 2310 Regular Meetings of the Board
- BP 2315 Closed Sessions
- BP 2320 Special and Emergency Meetings
- BP 2330 Quorum and Votes
- BP 2340 Agendas
- BP 2345 Public Participation at Board Meetings
- BP 2350 Speakers
- BP 2355 Decorum
- BP 2360 Minutes
- BP 2365 Recording
- BP 2431 CEO Selection
- BP 2510 Participation in Local Decision-making: Faculty
- BP 2610 Presentation of Initial Collective Bargaining Proposals
- BP 2710 Conflict of Interest
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Political Activity
- BP 2717 Personal Use of Public Resources
- BP 2720 Communications Among Board Members
- BP 2725 Board Member Compensation
- BP 2730 Board Member Health Benefits
- BP 2735 Board Member Travel
- BP 2750 Board Member Absence from the State

c. Chapter 3, The General Institution, Part I Administrative Procedures

- AP 3225 Institutional Effectiveness
- AP 3300 Public Records
- AP 3310 Records Retention and Destruction
- AP 3420 Equal Employment Opportunity
- ~~AP 3435 Discrimination and Harassment Complaints and Investigations~~
- AP 3440 Service Animals

d. Chapter 3, The General Institution, Part I Board Policies

- BP 3100 Organizational Structure
- BP 3225 Institutional Effectiveness
- BP 3300 Public Records
- BP 3310 Records Retention and Destruction
- BP 3420 Equal Employment Opportunity
- BP 3430 Prohibition of Harassment
- BP 3440 Service Animals

Steve Kinsella said that the proposed changes were mostly regulatory changes received from the Community California College League's (CCLC) policy update service. A lot of the changes are noted in the "References" section as a result of accreditation standard consolidation. All of the policies and procedures provided for the committee have gone through shared governance. AP 3435, Discrimination and Harassment Complaints and Investigations, was pulled from the agenda as additional revision recommendations have been received from CCLC. This AP requires additional review.

After discussions, minor revisions were made to BP1100, The Gavilan Joint Community College District, and BP2220, Committees of the Board. The revised board policies and administrative procedures will move forward as information on the May 10 regular Board of Trustees meeting agenda.

2. Review BP 3720 Computer and Network Use

Steve Kinsella noted that this board policy and administrative procedure has been changed to include "trustees" and addresses the use of private email accounts for district communication. Lois Locci recommended the procedure be changed to require trustees to use public email accounts. After discussion, a consensus was not reached. BP/AP 3720 will move forward with the original revisions.

3. Minute taking during Closed Session

A draft form for recording notes and reporting out from closed session was reviewed.

4. Other topics – none.

III. CLOSING ITEMS

1. Adjournment

The meeting was adjourned by consensus at 5:55 p.m.

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.
<http://www.gavilan.edu>

A. Classified and Unclassified Personnel Actions – May 10, 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

Claudia Traver Program Services Specialist
Student Services
June 6, 2016

Dina Hampton Program Services Specialist
Student Services
June 6, 2016

Dora Luz Mendoza Office Assistant
Community Development and Grants Management
May 11, 2016

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Pat Hyland Student Leadership Consultant
Student Services
March 20, 2016 to August 31, 2016

Wenliang He Research Analyst
Office of the President
July 1, 2016 to June 30, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REQUESTS FOR LEAVE

Arnold Guttirez Family Medical Leave of Absence
Custodian
Facilities Services
March 14, 2016 to May 2, 2016

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Isela Graff COMM 6 – Listening
 COMM 2 – Group Discussion

Jillian Wilson 5440 - Storytelling

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Jillian Wilson 5000 – Info and Knowledge Professions
 5600 – Info Access and Knowledge Inquiry
 5200 – Info Organization
 5814 – Web Content Development and Maintenance
 5420 – Literature for Youth

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Aleah Kropholler Volunteer Worker
 Library
 June 6, 2016 to August 12, 2016

Patrick McQueen Volunteer Worker
 Kinesiology and Athletics
 April 12, 2016 to August 15, 2016

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – May 10, 2016

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

I. APPOINTMENTS

Claire Boss Child Development Instructor
Career Technical Education
August 27, 2016

Erik Medina Mathematics Instructor
Liberal Arts and Sciences
August 27, 2016

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Robert Overson Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
April 1, 2016 to June 30, 2016

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

Barbara Malaspina Form C Curriculum Revision
Career Technical Education
February 1, 2016 to March 31, 2016

Celise Elkassed Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
March 28, 2016 to June 30, 2016

Denise Hildenberger Curriculum Development – Allied Health
Career Technical Education
December 1, 2015 to December 31, 2015

Frank Mendez Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
March 28, 2016 to June 30, 2016

Kyle Hull Curriculum Development
Community Development and Grants Management
March 28, 2016 to June 30, 2016

Leticia Palacios Kickstart Counselor
Student Services
January 1, 2016 to June 1, 2016

Lynn Bowles-Hasbany	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management March 15, 2016 to June 30, 2016
Martin Juarez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management March 15, 2016 to June 30, 2016
Susan Alonzo	Student Workshop Training Career Technical Education March 1, 2016 to May 27, 2016
Susan Dodd	Curriculum and Program Development – Water Program Career Technical Education January 1, 2016 to March 31, 2016
Susan Dodd	Curriculum and Program Development – Digital Media Career Technical Education February 1, 2016 to March 31, 2016
Susan Dodd	Curriculum and Program Development – OSHA Career Technical Education February 1, 2016 to March 31, 2016
Susan Dodd	Curriculum and Program Development – Real Estate Career Technical Education March 1, 2016 to March 31, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Anita Reyes	Fine Arts Instructor Liberal Arts and Sciences March 14, 2016 to June 1, 2016
Cathy Boettcher	Child Development Instructor Career Technical Education March 1, 2016 to May 27, 2016
David Kaplansky	Kinesiology Instructor Kinesiology and Athletics April 1, 2016 to June 30, 2016
Rowen Tupuivao	Kinesiology Instructor Kinesiology and Athletics January 1, 2016 to June 30, 2016

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

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

C. Management/Confidentials Personnel Actions – May 10, 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

Susan Peterson Family Medical Leave of Absence
Executive Assistant to Vice President of Admin Services
Administrative Services
February 4, 2016 to April 29, 2016

Susan Peterson Extended Leave of Absence
Executive Assistant to Vice President of Admin Services
Administrative Services
May 4, 2016 to July 3, 2016

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 – May 10, 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.

Meeting Date: May 10, 2016

Agreement Number	Amount	Vendor	Description
CON10001	\$35,200.00	First 5 San Benito	Early Childhood Care - Adult Ed Classes Hollister Site Period of Service: 7/1/16 - 6/30/17
CON10002	\$21,000.00	Public Safety Training Institute	Develop an Emergency Operations Plan and College Safety Manual Period of Service: 4/20/16 - 12/31/16
CON10003	\$11,845.00	Seward L. Schreder Construction Inc	Install 2,100' x 4' High Snow Fence Around the Pond Overlook Meadow Period of Service: 4/26/16 - 4/27/17
CON10004	\$270,000.00	Foundation for California Community Colleges	Provide Funding, Fiscal Management, and Accountability for the CalFresh Employment and Training Pilot Project "Fresh Success" Operated by Gavilan College Period of Service: 4/15/16 - 9/30/17
CON10005	\$18,000.00	Signal Campus LLC	Install, Operate and Maintain Six Custom Made Kiosks for Recycling Glass, Cans and Plastic Period of Service: 5/11/17 - 6/30/22

Gavilan Joint Community College District Governing Board Agenda

May 10, 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 two new Bank Accounts

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees ratify two new payroll bank accounts be opened.

Background:

The Board of Trustees to delegate authority to open two new Wells Fargo bank accounts in preparation of the District payroll to be produced in house with the Banner software already owned and licensed with Ellucian and leaving the county payroll processing system on December 31, 2016.

Budgetary Implications:

The contracts with Ellucian have already been approved by the Board and budgeted accordingly in the budget year 2015-16. The banking fees will be paid out of the General Fund.

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: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Monthly Financial Report
Summary of All Funds
Fiscal Year 2015-16
April 27, 2016

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	\$34,244,351			\$23,436,621				68.4%
1000 - Certificated Salaries			\$12,200,445			\$8,932,962	\$0		73.2%
2000 - Classified Salaries			\$5,608,951			\$4,235,488	\$0		75.5%
3000 - Burdens & Benefits			\$6,458,064			\$4,608,169	\$0		71.4%
4000 - Books & Supplies			\$557,965			\$332,436	\$126,100		82.2%
5000 - Other Operating Expenses			\$6,089,889			\$4,629,515	\$755,754		88.4%
6000 - Capital Outlay			\$555,233			\$223,086	\$267,394		88.3%
7000 - Other			\$1,625,988			\$743,645	\$0		45.7%
Total General-Unrestricted	\$2,833,708	\$34,244,351	\$33,096,535	\$3,981,524	\$23,436,621	\$23,705,302	\$1,149,249	68.4%	75.1%
24 Instructional Equipment	\$67	\$155,600	\$155,600	\$67	\$155,600	\$57,087		100.0%	36.7%
26 Parking	\$0	\$140,396	\$140,396	\$0	\$156,447	\$119,776	\$9,540	111.4%	92.1%
27 General - Restricted	\$0	\$13,937,108	\$13,937,108	\$0	\$7,696,828	\$7,491,796	\$904,886	55.2%	60.2%
Total General Fund	\$2,833,775	\$48,477,455	\$47,329,639	\$3,981,591	\$31,445,496	\$31,373,961	\$2,063,675	64.9%	70.6%
21 Measure E - Debt Service	\$3,935,864	\$6,072,004	\$6,072,004	\$3,935,864	\$3,362,146			55.4%	0.0%
34 Capital Project	\$55,891	\$2,240,391	\$2,240,391	\$55,891	\$1,699,957	\$1,158,262	\$603,420	75.9%	78.6%
60 Measure E	\$23,010,578	\$100,000	\$22,767,546	\$343,032	\$282,647	\$5,820,808	\$13,392,645	282.6%	84.4%
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	(\$295,130)	\$250	\$0	-93.7%	50.0%
Fiduciary Funds									
47 Associated Student Body	\$463,814	\$108,814	\$264,958	\$307,670	\$127,769	\$113,054	\$18,725	117.4%	49.7%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$5,937,509	\$5,972,647		91.4%	92.0%
66 Student Center Fund	\$0	\$128,808	\$128,808	\$0	\$65,061	\$61,533	\$950	50.5%	48.5%
Total Fiduciary Funds	\$463,814	\$6,731,832	\$6,887,976	\$307,670	\$6,130,338	\$6,147,234	\$19,675	91.1%	89.5%
Totals	\$35,747,098	\$63,936,682	\$85,298,056	\$14,385,724	\$42,625,454	\$44,500,515	\$16,079,416	66.7%	71.0%

Instructors salaries are paid August through May (10 months)
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Fund 34 Capital Project = State Funded Projects

Fund 100

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
671710	2310		(88)	671710	2310		88
671710	2311		(206)	671710	2311		206
671710	2312		(188)	671710	2312		188
671710	3100		(67)	671710	3100		67
671710	4510		(732)	671710	4510		732
671710	4710		(205)	671710	4710		205
671710	5150		(5,963)	671710	5150		5,963
671710	5610		(4,003)	671710	5610		4,003
671710	5831		(4,097)	671710	5831		4,097
220610	4310		(200)	220510	4310		200
671010	5150		(6,000)	671010	5636		6,000
995110	6400		(1,159)	995110	4310		1,159
984310	5613		(1,025)	984110	5613		1,025
984210	5613		(1,439)	984110	5613		1,439
983610	4510		(4)	983610	4310		4
983610	4510		(50)	983610	5425		50
983610	4510		(231)	983610	5630		231
983610	4510		(400)	983610	5823		400
983610	4510		(800)	983610	5843		800
983610	4570		(45)	983610	5250		45
983610	5230		(500)	983610	4711		500
983610	6400		(500)	983610	5613		500
984010	5831		(141)	984010	5613		115
				984010	5430		26
984310	5130		(490)	984310	5264		490
984310	5240		(16)	984310	4510		16
984310	5240		(109)	984310	5264		109
630010	1110		(4,350)	630010	6411		5,050
630010	3100		(700)				
100210	4310		(49)	100910	4310		49
100210	4310		(1)	100610	6400		1
984810	5831		(1,427)	984010	5430		27
983510	5630		(655)	984010	6400		1,400
984110	5613		(6)	983510	5831		655
984210	4310		(250)	984110	4711		6
984310	5130		(31)	984210	5613		200
983610	4711		(2,500)	984210	5300		50
983610	5230		(500)	984310	4310		25
983610	6400		(500)	984310	4711		6
984810	5240		(551)	984410	5613		2,266
984910	5240		(400)	984410	5630		1,234
985110	5630		(103)	984810	4310		300
985110	5130		(1,475)	984810	5210		203
120310	4310		(1,000)	984810	5425		43
600810	4310		(500)	984810	5300		5

630010	5250	(1,000)	984910	4711	400	
			985110	5831	103	
			985110	5264	1,475	
			120110	4510	1,500	
			630010	4510	1,000	BU1648
		<u>(44,656)</u>			<u>44,656</u>	
Final (Adopted) Estimated Beginning Fund Balance at 7/1/15					2,674,711	
Change to Actual Fund Balance at 7/1/15				158,997		
Actual Beginning Balance at 7/1/15					2,833,708	
Final (Adopted) Budget Net Change in Fund Balance					97,945	
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance				1,049,871		
Current decrease in budgeted expenditures increases Fund Balance				44,656		
Current increase in budgeted expenditures decreases Fund Balance				<u>(44,656)</u>		
Revised Net Change in Ending Fund Balance					<u>1,049,871</u>	
Estimated Ending Fund Balance 6/30/16 for General Fund 100					<u>3,981,524</u>	

Fund 270

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>							
642827	2110		(6,306)	642827	2311		900
642827	3100		(1,451)	642827	3100		100
				642827	4510		60
				642827	5150		2,708
				642827	5823		3,586
				642827	5831		403
746927	1190		(1,430)	746927	4310		1,500
746927	3100		(70)	643627	5250		100
643627	7520		(20,567)	643627	5823		9,230
643627	6400		(452)	643627	6407		10,150
125127	5841		(905)	643627	7510		1,539
				125127	1490		783
				125127	3100		122
							BU1646
							BU1648
Total Fund 270:			<u>(31,181)</u>				<u>31,181</u>

Final (Adopted) Estimated Beginning Fund Balance at 7/1/15					\$0.00
Change to Actual Fund Balance at 7/1/15				\$0.00	
Actual Beginning Balance at 7/1/15					\$0.00
Final (Adopted) Budget Net Change in Fund Balance					
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance					
Current decrease in budgeted expenditures increases Fund Balance				\$31,181.00	
Current increase in budgeted expenditures decreases Fund Balance				<u>(\$31,181.00)</u>	
Revised Net Change in Ending Fund Balance					<u>\$0.00</u>
Estimated Ending Fund Balance 6/30/16 for General Fund 270					<u>\$0.00</u>

Fund 270

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)			Budget Entry		
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
985227	8840		2,553	985227	4711		2,553	
985227	8894		244	985227	4710		244	
985227	8894		856	985227	4711		856	
985227	8895		196	985227	4711		196	
985227	8626		1,873	985227	4711		1,873	BU1644
780527	8193		(476,812)	780527	1310		10,000	
				780527	1490		7,500	
				780527	2110		31,000	
				780527	4710		1,000	
				780527	4711		100	
				780527	5140		37,975	
				780527	5230		2,000	
				780527	5240		10,000	
				780527	5250		500	
				780527	1110		(89,543)	
				780527	1312		(10,000)	
				780527	2190		(5,000)	
				780527	2210		(31,000)	
				780527	2310		(10,000)	
				780527	2315		(45,000)	
				780527	3400		(80,000)	
				780527	4310		(10,000)	
				780527	4570		(2,000)	
				780527	5210		(10,000)	
				780527	5425		(5,000)	
				780527	5831		(121,114)	
				780527	6400		(79,090)	
				780527	6405		(80,640)	BU1648
				780527	5300		1,500	BU1649
Total Fund 270			<u>(471,090.00)</u>				<u>(471,090.00)</u>	
Final (Adopted) Estimated Beginning Fund Balance at 7/1/14							\$0.00	
Change to Actual Fund Balance at 7/1/14							\$0.00	
Actual Beginning Balance at 7/1/14							\$0.00	
Final (Adopted) Budget Net Change in Fund Balance							\$0.00	
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance							\$0.00	
Current increase in budgeted revenue increases Fund Balance							\$471,090.00	
Current increase in budgeted expenditures decreases Fund Balance							(\$471,090.00)	
Revised Net Change in Ending Fund Balance							\$0.00	
Estimated Ending Fund Balance 6/30/15 for Restricted General Fund 470							\$0.00	

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>								
999947	8886		19,221					
999947	8848		6,807					
999947	8824		(19,221)					
999947	8836		(6,807)					
931447	8895		3,166	931447	4711		3,166	
931447	8894		4,582	931447	4711		4,582	
930547	8895		150	930547	5831		150	
930447	8895		10	930447	5831		10	
930647	8894		75	930647	4711		75	
931647	8894		2,679	931647	5831		2,679	BU1644
930247	8894		200	930247	4711		200	
931647	8894		45	930647	4711		50	
				931647	4510		45	
				930647	5831		(50)	BU1648
Total Fund 470			<u>10,907</u>				<u>10,907</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 increase in budgeted revenue increases Fund Balance	\$10,907	
Current increase in budgeted expenditures decreases Fund Balance	(\$10,907)	
Revised Net Change in Ending Fund Balance		(\$156,144)
Estimated Ending Fund Balance 6/30/16 for General Fund 470		<u>\$307,670</u>

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

May 10, 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: Measure E Bond Quarterly Financial Status Report at March 31, 2016

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

Proposal:

That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:

Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period January 1, 2016 to March 31, 2016. The column titled "Budget" is based on the Board approved Measure E Master Budget as of December 30, 2015. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

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: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>	GUSD Lease portables over 25 years		\$ 67,574		
	GUSD Purchase of Modular Bldgs for GECA		\$ 40,392		
<u>Donation Agreement</u>	Coyote Valley Property		\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,536		
<u>Bond Interest</u>	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 36,408		
	Subtotal Bond Interest		\$ 5,401,040		
	<u>Parking Fund Contribution</u> Fiscal Year 2007-08		\$ 250,000		Non Measure "E" Fund
	<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009		\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 113,832,456		
Expenditures					
1 Program					
660060 - Program Contingency		\$ 25,000			
	Total Costs through 12/31/2015		\$ 5,045		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 5,045	\$ 19,955	
660360 - Planning - District		\$ 155,320			
	Total Costs through 12/31/2015		\$ 128,752		
	5831 - Contracted Services				
	Total Costs through 3/31/2016		\$ 128,752	\$ 26,568	
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 12/31/2015		\$ 4,582,646		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 4,582,646	\$ (0)	2
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 12/31/2015		\$ 1,296,108		
	5810 - Legal Services		\$ 7,967		
	5825-Administrative Fee		\$ 235,943		
	5831 - Contracted Services		\$ 1,262,844		
	6160 - Land		\$ 420,000		
	Total Costs through 3/31/2016		\$ 3,222,862	\$ 9,916,831	
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 12/31/2015		\$ 9,625		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 9,625	\$ (0)	
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 12/31/2015		\$ 21,280,536		
	5425 - License/Permits/Fees		\$ 12,768		
	Total Costs through 3/31/2016		\$ 21,293,304	\$ (55,232)	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
663160 (663080)663160	663080/663160 - San Benito Prop (Property/Develop)	\$ 9,838,755			
	Total Costs through 12/31/2015		\$ 9,383,291		
	5810 - Legal Services		\$ 11,477		
	5831 - Contracted Services		\$ 385		
	Total Costs through 3/31/2016		\$ 9,395,153	\$ 443,602	
664060	664060 - Land Residual	\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
665060	665060 - Local Funds Off-Site Development	\$ 69,998			
	Total Costs through 12/31/2015		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 69,998	\$ (0)	
3 Current Projects					
670560	670560 - Physical Education Building	\$ 6,539,165			
	Total Costs through 12/31/2015		\$ 202,170		
	5831 - Contracted Services		\$ 58,556		
	Total Costs through 3/31/2016		\$ 260,726	\$ 6,278,439	
671360-1	671360-1 Demo CJ500, Old Acad. PB Rebuild	\$ 40,000			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ 40,000	
671460	671460 - South County Airport Development	\$ 3,000,000			
	Total Costs through 12/31/2015		\$ 457,189		
	5425 - License/Permits/Fees		\$ 8,331		
	5810 - Legal Services		\$ 690		
	5812 - Audit Accounting Svcs		\$ 29,402		
	5831 - Contracted Services		\$ 370,703		
	6230 - Inspection Fees		\$ 37,423		
	Total Costs through 3/31/2016		\$ 903,737	\$ 2,096,263	
671560	671560 - GECA Relocation Parking Lot C	\$ 1,247,017			
	Total Costs through 12/31/2015		\$ 1,223,487		
	5831 - Contracted Services		\$ -		
	Total Costs through 3/31/2016		\$ 1,223,487	\$ 23,530	
671660	671660 - Furniture and Equipment Upgrade	\$ 175,000			
	Total Costs through 12/31/2015		\$ 189,280		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 189,280	\$ (14,280)	
672360	672360 - Scheduled Maintenance (Match for FY 13/14)	\$ 109,000			
	Total Costs through 12/31/2015		\$ 96,840		
	5831 - Contracted Services		\$ 33,254		
	Total Costs through 3/31/2016		\$ 130,094	\$ (21,094)	
672460	672460 - Instructional Equipment (Match for FY 13/14)	\$ 786,320			
	Total Costs through 12/31/2015		\$ 786,320		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 786,320	\$ 0	
672560	672560 - Scheduled Maintenance (Match for FY 14/15)	\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
672660	672660 - Instructional Equipment (Match for FY 14/15)	\$ -			
	Total Costs through 12/31/2015		\$ (0)		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ (0)	\$ 0	
673060	673060 - Multi-Purpose Building Upgrades	\$ 24,486			
	Total Costs through 12/31/2015		\$ 24,486		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 24,486	\$ (0)	
673160	673160 - CDC Reconfiguration & Upgrade	\$ 500,000			
	Total Costs through 12/31/2015		\$ 203,580		

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	5831 - Contracted Services		\$ 237,791		
	Total Costs through 3/31/2016		\$ 441,370	\$ 58,630	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 12/31/2015		\$ 26,253		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 26,253	\$ (78)	
680260 - Eprocurement		\$ -			
	Total Costs through 12/31/2015		\$ 13,851		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 13,851	\$ (13,851)	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 12/31/2015		\$ 313,389		
	5831 - Contracted Services		\$ 16,596		
	Total Costs through 3/31/2016		\$ 329,985	\$ 6,649	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 12/31/2015		\$ 440,605		
	5260 - Travel Conf Classified		\$ 699		
	5831 - Contracted Services		\$ 165,399		
	Total Costs through 3/31/2016		\$ 606,702	\$ 293,298	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 12/31/2015		\$ 122,195		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 122,195	\$ 0	
INACTIVE PROJECTS					
670760 - Student Center/Administration		\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
670960 - Library/Media		\$ -			
	Total Costs through 12/31/2015		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ -	\$ -	
CLOSED PROJECTS					
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 12/31/2015		\$ 8,036,484		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 12/31/2015		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 3/31/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 12/31/2015		\$ 4,416,466		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 12/31/2015		\$ 446,255		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 12/31/2015		\$ 162,295		
	No Invoices this Period				
	Total Costs through 12/31/2015		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 12/31/2015		\$ 6,081,010		
	No Invoices this Period				
	Total Costs through 3/31/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 3 Fiscal Year 2015-2016 (1/01/2016 through 3/31/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	Total Costs through 12/31/2015		\$ 4,706,937		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 12/31/2015		\$ 4,398,348		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 12/31/2015		\$ 3,903,843		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 12/31/2015		\$ 3,918,035		
	5810 - Legal Services				
	Total Costs through 3/31/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 12/31/2015		\$ 1,432,750		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 12/31/2015		\$ 217,419		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 12/31/2015		\$ 185,481		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 12/31/2015		\$ 4,437,518		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 4,437,518	\$ 0	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 12/31/2015		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 3,511,130	\$ -	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 12/31/2015		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 12/31/2015		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 3/31/2016		\$ 70,947	\$ 0	
- Debt Payment		\$ 3,625,796			
	Total Costs through 12/31/2015		\$ 3,625,796		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 3/31/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 12/31/2015)			\$ 91,629,594		
Total Invoices this Period (1/01/2016 through 3/31/2016)			\$ 2,910,227		
Total Expended to Date (Through 3/31/2016)			\$ 94,539,820		
Total Construction Budget		\$ 113,639,049		\$ 19,099,229	
Total Revenue to Date			\$ 113,832,456		
Cash Balance				\$ 19,292,635	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

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

May 10, 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 March 31, 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 January 1 through March 31, 2016. The full report is available for inspection in the President's Office.

As of March 31, 2016, the portfolio market value is \$6,030,710.65. 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: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

00002402
40-0-03-D-61 -102-02
300 -99-01391-02

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

This statement is for the period from January 1, 2016 to March 31, 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

RECEIVED

APR 22 2016

Director of
Business Services



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

00002402
40-0-03-D-61 -102-02
300 -99-01391-02



RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Purchases	13
Sales And Maturities	15

Accounting
2016
3/31/16

00002402
40-0-03-D-61 -102-02
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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

Page 3 of 16
Period from January 1, 2016 to March 31, 2016

	MARKET	BOOK VALUE
MARKET AND COST RECONCILIATION		
Beginning Market And Cost	5,883,047.73	5,883,047.73
Contribution Activity		
Employer Contributions	55,967.05	55,967.05
Total Contribution Activity	55,967.05	55,967.05
Investment Activity		
Interest Income	.03	.03
Realized Gain/Loss	26,975.05	26,975.05
Net Accrued Income (Current-Prior)	343.27	343.27
Other Earnings	- .02	- .02
Other Earnings	64,502.54	64,502.54
Total Investment Activity	91,820.87	91,820.87
Plan Expenses		
Trust Fees	- 125.00	- 125.00
Total Plan Expenses	- 125.00	- 125.00
Net Change In Market And Cost	147,662.92	147,662.92
Total Ending Market And Cost	6,030,710.65	6,030,710.65

RECOGNITION

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

May 10, 2016

II. 8(a) Recognitions – Student Trustee Adrian Lopez

Presenter: Laura Perry, Board of Trustees Chair

Background:

Adrian Lopez will be recognized for his leadership and commitment to the Board of Trustees as Student Trustee for the academic year, 2015 – 2016.

Gavilan Joint Community College District Governing Board Agenda

May 10, 2016

II. 8(b) Recognitions – All Community College Public Relations Organizations (CCPRO) Award

Presenter: Steve Kinsella, Superintendent/President

Background:

Gavilan College Director of Public Information Jan Bernstein Chargin was awarded the 2016 All PRO Award from the California Community College Public Relations Organization (CCPRO). She received the award at the Awards Banquet during CCPRO'S annual conference, held in Santa Rosa in April.

CCPRO "presents this award annually to the individual in our ranks who stands out as among the best in our business," wrote Laura Gropen, chair of the All PRO selection committee. "Nominations for the All PRO Award are solicited from college presidents, district superintendents, chancellors and public relations professionals. It is my distinct honor to present this year's 2016 CCPRO All PRO to someone who is greatly respected and admired by her peers."

Selection is based upon career accomplishments, leadership accomplishments, noteworthy public/media relations projects, noteworthy community relations activities, and participation in the Community College Public Relations Organization.

INFORMATION

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

May 10, 2016

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

Instruction Office

SUBJECT: Sabbatical Leave Report

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the sabbatical report submitted by Arturo Rosette.

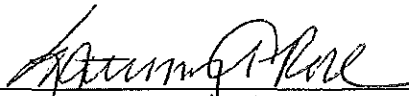
Background:

Arturo Rosette was on sabbatical for the fall 2015 semester. An oral report will be presented at the Board meeting.

Follow Up/Outcome:

The focus of the sabbatical was to improve the Art 3A course, Introductory to Drawing, by 1) improving the student success and 2) utilizing this as an innovative model for similar Studio Art Courses considering hybrid online curricular options.

Recommended By: Dr. Kathleen Rose, Executive Vice President
and Chief Instructional Officer

Prepared By: 
Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/President

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

Date: March 8, 2016

Consent Agenda Item No

Office: Student Services

Information/Staff Reports No. 11(b)

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

SUBJECT: Gavilan College Student Equity 2015-16 Carry-over Authority and 2015-16 Mid-year Expenditures Report

Resolution

Information Only

Action Item

Proposal:

That the Board of Trustees review and comment as appropriate on the Student Equity 2015-2016 16 Carry-over Authority, and 2015-16 Mid-year Expenditures Report

Background:

The Student Equity Mid-year Expenditures Report was submitted to the Chancellor's Office on Friday, April 29, 2016 quantifying the allocation of funds for the Student Equity plan.

Budgetary Implications:

Gavilan College has \$0.00 of unused 2015-16 Student Equity funds

Follow Up/Outcome:

No follow up of the 2015-16 Mid-year Student Equity Expenditures Report is required or Carry-over Authority is required.

Recommended By: Kathleen Moberg

Vice President, Student Services

Prepared By: *Grace Cardinali*
Grace Cardinali, Executive Assistant, Student Services

Agenda Approval: *Eduardo Cervantes*
Eduardo Cervantes, Ed.D. Coordinator of TRIO/MESA

Agenda Approval: *Steven M. Kinsella*
Steven Kinsella, President/Superintendent

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



March 4, 2016

TO: Chief Student Services Officers
Chief Instructional Officers
Chief Business Officers
Student Services Deans
Student Equity Directors/Coordinators

FROM: Pamela D. Walker
Vice Chancellor, Educational Services

SUBJECT: 2015-16 Carry-over Authority and 2015-16 Mid-Year Expenditure Report for Student Equity Funds (*Declaration of Unused Funds and Request for Reallocated Funds*)

SYNOPSIS: Student Equity funds allocated to colleges for a specific fiscal year are normally required to be spent during that fiscal year. After review of the increased budget this fiscal year and requests from the colleges, the Chancellor's Office has decided to provide a six-month extension of spending authority for 2015-16 Student Equity funds through December 31, 2016 to ensure that colleges expend Student Equity funds effectively. Any college with unspent Student Equity funds after that date must return the funds to the State.

Student Equity funds are to be expended on activities which focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students and that ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. Allowable and Unallowable Expenditures can be found at:

http://extranet.cccco.edu/Portals/1/SSSP/StudentEquity/Student_Equity_Expenditure_Guidelines_2015-16_Final.pdf

Please carefully review your budgets and expenditure planning to determine if you will be able to spend your entire Student Equity allocations for 2015-16 by December 31, 2016. If you determine that you will not be able to spend all of your funds by that date, it is important that you release those funds for re-allocation to other colleges. Any funds released through this process will be reallocated to colleges that have requested additional resources and will not affect your future allocations.

Likewise, this is an opportunity to request additional Student Equity funds to be spent before December 31, 2016. More than likely there will be significant funds available for reallocation this year. These are one-time only funds and cannot be expected in future allocations.

Attached you will find the 2015-16 Mid-Year Expenditure Report for Student Equity funds (*Declaration of Unused Funds and Request for Reallocated Funds*).

All colleges need to complete and return the Student Equity 2015-16 Mid-Year Expenditure Report. If you are neither returning or requesting funds, place a zero (-0-) in the appropriate space(s). It is important that the system demonstrate that all Student Equity funds are being spent for their intended purpose. Colleges that will be unable to fully expend these funds should not hesitate to report unspent funds now, when they can be reallocated and spent by another college. There is no issue or penalty associated with a timely release of funds. However, any college returning in excess of five percent of its allocation on its Year-End Expenditures Report may be penalized in a future allocation.

ACTION/DATE REQUESTED: Please complete and return the Student Equity 2015-16 Mid-Year Expenditure Report by **March 18, 2016**. Failure to comply with this requirement may affect your eligibility to receive additional funds should they become available.

CONTACT: Please contact Barbara McIsaac Kwoka at bkwoka@cccco.edu or (916) 323-0799 or Debra Sheldon at dsheldon@cccco.edu or (916) 322-2818 with questions related to this document.

Attachment

STUDENT EQUITY REALLOCATION OF FUNDS POLICY
(2015-16 year)

Policy

Funds returned to the Chancellor's Office prior to the end of the fiscal year will be reallocated to those colleges requesting reallocated funds, based on the established priorities for the year. The reallocated funds will be disbursed as evenly and equally as possible based on the amount of funds available and the college's request. This policy will be implemented as follows:

1. Colleges will be requested to report any anticipated unspent funds for the fiscal year to the Chancellor's Office by March 18, 2016. This information will be reported on the "Mid-Year Report" which therefore will reduce the college's current year allocation. Colleges have until December 31, 2016 to report any additional anticipated unspent funds. Changes in budgets should be reported through December 31, 2016.
2. As part of the Mid-Year Expenditure Report, colleges will also be asked to submit requests for reallocated funds. To be considered, the requests must include a breakdown of the activities to be funded with a description and corresponding dollar amount needed. There is no set limit on the amount of funds a college may request, however all requests for reallocated funds must meet the guidelines for allowable expenditures. **These are one-time only funds and cannot be expected in future allocations.**
3. Colleges returning in excess of five percent of their allocation on their Year-End Expenditures Report may be penalized in a future allocation.
4. Colleges that return in excess of five percent of their allocation on their Year-End Expenditures Report will not be eligible to receive reallocated funds in the following year.
5. The Chancellor's Office will review the requests for reallocated funds and recommend funding for projects addressing activities which focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students and that ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. If the total requests for reallocated funds exceed the amount of unused funds available, funding will be distributed equitably among the approved requests. Colleges may be contacted for verification of need prior to receiving notice of the reallocation. Late requests will not be accepted unless available funds exceed requests.
6. Colleges receiving reallocated funds must expend the funds by December 31, 2016. If the college determines it cannot expend the funds by that date, the funds are to be returned to the Chancellor's Office. Colleges must spend the reallocated funds for activities per their request; if not, the college will be required to return those funds and will not be eligible during the next fiscal year for reallocated funds.
 - a. **NOTE:** Carry-over of funds is allowed for 2015-16. Colleges have until December 31, 2016 to spend all Student Equity 2015-16 funds.

**STUDENT EQUITY PROGRAM
2015-16 MID-YEAR EXPENDITURE REPORT**

SECTION A: DECLARATION OF UNUSED 2015-16 STUDENT EQUITY FUNDS

DISTRICT: Gavilan Joint Community College District COLLEGE: Gavilan College

This certifies that the above named college has \$ 0 of unused 2015-16 Student Equity funds and hereby requests that our current year allocation be reduced by this amount.

SECTION B: REQUEST FOR ADDITIONAL 2015-16 STUDENT EQUITY FUNDS

This certifies that the above named college requests reallocated Student Equity funds. These funds are needed to support the program and services for the 2015-16 fiscal year (*use additional pages, if necessary*). If funds are available, they will be reallocated to colleges that have demonstrated a need for additional resources; however, the college's entire request is not guaranteed to be funded. All funds allocated must be spent by December 31, 2016.

AMOUNT REQUESTED: \$0
PURPOSE:
Which disproportionally impacted student groups to be address? <i>No additional funds are requested</i>
Which specific Student Equity indicators to be supported?
What outcomes are you predicting and how this activity will address those groups?
How will you evaluate the activity to see if it supports increased outcomes?

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

SECTION C: DISTRICT AND COLLEGE CERTIFICATION

Dr. Eduardo Cervantes

Eduardo Cervantes

4/22/16

Student Equity Coordinator (Typed Name/Signature)

Date

Contact Phone number 408 848-4887

Email Address: ecervantes@gavilan.edu

Kathleen Moberg

Kathleen Moberg

4-25-16

Chief Student Services Officer (Typed Name/Signature)

Date

Contact Phone number: 408 848 4732

Email Address: kmoberg@gavilan.edu

Dr. Kathleen Rose

Kathleen Rose

4/25/16

Chief instructional Officer (Typed Name/Signature)

Date

Contact Phone number: (408) 848-4760

Email Address: krose@gavilan.edu

Frederick E. Harris

Frederick E. Harris

4/22/16

Chief Business Officer (Typed Name/Signature)

Date

Dr. Steven Kinsella

Steven Kinsella

4/25/16

President/Superintendent (Typed Name/Signature)

Date

Return form postmarked with original signatures by March 18, 2016 to:
Patty Falero, California Community Colleges Chancellor's Office,
1102 Q Street, Suite 4400, Sacramento, CA 95811-6539

Return form postmarked with original signatures by March 18, 2016 to:
Patty Falero, California Community Colleges Chancellor's Office,
1102 Q Street, Suite 4400, Sacramento, CA 95811-6539

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

May 10, 2016

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

SUBJECT: Update on the TRIO Student Support Services Program and Mathematics Engineering Science Achievement Program (MESA)

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the TRIO Student Support Service Program and MESA Program provide a 2015/2016 update to the Board.

Background:

MESA

The Mathematics, Engineering, Science Achievement (MESA) Community College Program provides science, technology, engineering and math (STEM) academic development to educationally disadvantaged undergraduate community college students so they will excel academically and transfer to four-year institutions in calculus-based majors.

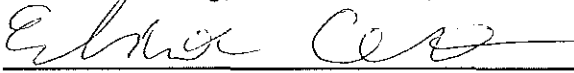
TRIO Student Support Services

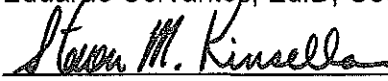
TRIO Student Support Services is a federally funded program designed to empower first generation, low-income, and/or disabled Gavilan College students as they prepare to obtain a two-year degree and/or transfer to a four-year university.

Budgetary Implications: None

Follow Up/Outcome: None

Recommended By: Kathleen Moberg, Vice President, Student Services

Prepared By: 
Eduardo Cervantes, Ed.D, Coordinator, TRIO SSS and MESA

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/ President

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

May 10, 2016

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

Office of the President

SUBJECT: Board Policies and Administrative Procedures

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board review and comment as appropriate regarding the proposed changes to Board Policies and the Administrative Procedures as attached.

Background:

The policies and procedures have gone through the shared governance process and have been reviewed by the Board Policy Subcommittee.


Budgetary Implications:

Follow Up/Outcome:

The procedures will be posted online and implemented. The policies will be presented to the Board of Trustees for a second reading and action at the next Board meeting.


Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By:



Nancy Bailey, Executive Assistant

Agenda Approval:



Dr. Steven M. Kinsella, Superintendent/ President

Administrative Procedure Revisions

Note: All procedures were reviewed. Those requiring edits are noted with additions underscored and deletions struck out.

Administrative Procedures:

Chapter 2, The Board of Trustees

AP 2105	Election of Student Members
AP 2110	Vacancies on the Board
AP 2320	Special and Emergency Meetings
AP 2340	Agendas
AP 2365	Recording
AP 2610	Presentation of Initial Collective Bargaining Proposals
AP 2710	Conflict of Interest Reference
AP 2712	Conflict of Interest Code
AP 2714	Distribution of Tickets or Passes

Chapter 3, Part I, The General Institution

AP 3225	Institutional Effectiveness
AP 3300	Public Records
AP 3310	Records Retention and Destruction
AP 3420	Equal Employment Opportunity
AP 3440	Service Animals

Edits recommended

AP 2105 Election of Student Members

Reference:

Education Code Section 72023.5

The student member shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

The Student Member may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the President of the College of a petition signed by at least 20% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for student member.

The office shall become vacant if the student member ~~becomes ineligible for the office, resigns, is disqualified or for any other viable reasons, is recalled, or dies.~~ Upon notice to the President of the College that a vacancy has occurred, the President of the College or designee shall may arrange for a special election that provides for:

- notice communicated to the student body of the result of the recall election, if the vacancy has occurred as the result of a recall election, and arrangements for a special election;
- an application period for students to submit an application to become a candidate for the open position that will be open for at least 5 days on which classes are regularly held;
- following such application period, a period of time no less than 5 days upon which classes are regularly held for campaigning, and;
- voting for the special election to be concluded within 30 days following the date upon which the position became vacant.

No special election will be called if the vacancy occurs within 30 days of a regularly scheduled election for student member.

Reviewed with no recommended changes.

AP 2110 Vacancies on the Board

Reference:

Education Code Section 5090 et seq.; Government Code Section 1770, 6061

When the Board determines to fill the vacancy by appointment, the President of the College shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. *(Note: This publication, which is required by Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Persons applying for appointment to the Board shall receive a letter from the President of the College containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. *(Note: This publication, which is required by Section 6061 of the Government Code, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)*

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment. A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder

of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

AP 2320 Special and Emergency Meetings

Reference:

Government Code Sections 54956; 54956.5 Education Code Sections 72023.5; 72129

Whenever a special meeting of the governing board is called, the CEO shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The CEO shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the governing board, including any student trustee(s).

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the governing board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the governing board is called, the CEO shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the CEO shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Edits recommended

AP 2340 Agendas

Reference:

Education Code Section 72121

The Superintendent/President, or designee, shall be responsible for administering these regulations.

- Agenda development takes place through the process identified in BP 2340.
- Agenda items submitted for consideration by the Superintendent/President or at the request of the Superintendent/President shall follow the established timelines and protocol.
 - A board agenda cover sheet shall be prepared on the district's template. Attachments and background information shall be attached.
 - Board agenda cover sheets shall include required signatures.
 - Identify type of agenda item such as "Discussion", "Information", or "Action".
 - Digital files with signatures are acceptable.
 - All documents shall be submitted to the Office of the President 10 working days prior to the meeting time for regular meetings. Exceptions shall be made as determined by the Superintendent/President.

Board packets shall be provided to Board members, cabinet members, and employee group representatives 72 hours prior to the meeting time for regular meetings.

- Public access to agendas is available at Gavilan College, Administration Building, Morgan Hill Satellite Center, and Hollister Satellite Center. Copies are distributed to the media. A hard copy is available to the public upon request by contacting the Office of the President. The full Board agenda packet will be made available on the District's website under the Board of Trustees heading.
- ~~Fees to the public for such access (no fee for copies of the board agenda; requests for back up documents are available @ \$.10 a page~~

Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

AP 2365 Recording

Reference:

Government Code Section 54953.5

Board minutes will be maintained for thirty (30) days following the District's taping or recording of the Board meetings.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

AP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees (CSEA/GCFA), or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.

The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.

After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a responsible opportunity to respond to the proposed amendment at a public meeting.

If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within twenty-four (24) hours after their presentation in negotiations.

When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:

The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.

The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

AP 2710 Conflict of Interest

Reference:

Government Code Sections: 87105, 87200-872210; Title 2, Section 18700 et seq.; and as listed below.

Incompatible Activities (Government Code Section 1126, 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Section 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a board meeting and noted in the official board minutes. The affected board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code 72103 (b))

An employee of the District may not be sworn in as an elected or appointed member of the governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is at the time of election to the board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Section 87100 et seq.)

If a board member or employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;

- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium" does not include:

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
2. Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code 87406.3)

Elected officials and the CEO shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Reviewed and Approved by the Board of Trustees: _____
 Amended: August 9, 2011
 Amended: November 14, 2006
 Approved by the Board of Trustees: June 12, 2001

Edits recommended.

AP 2712 Conflict of Interest Code

References:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730;

Note: *This procedure is strongly legally advised. This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The number system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in Section 13 to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated

employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Section 13 specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Section 13. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5. Statements of Economic Interests

Time of Filing

- (A) **Initial Statements.** All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) **Assuming Office Statements.** All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) **Annual Statements.** All designated employees shall file statements no later than April 1.
- (D) **Leaving Office Statements.** All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

1. File a written resignation with the appointing power; and
2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).
- (B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:
1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ . Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8. Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of \$440460

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$440 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer

has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his/her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

- (B) This section shall not apply to the following types of loans:
- (C) A loan made to the campaign committee of an elected officer or a candidate for elective office.
 - 1. A loan that would otherwise not be a gift as defined in this title.
 - 2. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
 - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 - 4. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (D) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$440~~460 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Section 13. Designated Positions and Disclosure Requirements

1. The persons occupying following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Sections 87200 et seq.:

- Governing Board Members
- Chief Executive Officer
- Chief Business Officer

2. **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he/she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

Accountant	Categories 4,5
Assistant Deans	Category 6
Assistant Directors	Category 6
Chief Human Resources Officer	Category 6
Chief Instructional Officer	Categories 5,6
Chief Student Services Officer	Categories 5,6
Deans	Category 6
Director of Bookstore	Category 6
Director of Budget	Categories 4,5
Director of Food Services	Category 6
Director of Purchasing	Categories 1,4,5
Director of Facilities	Categories 1,2,3,4
Director of Maintenance & Operations	Category 2,3,6
General Counsel	Categories 1,2
Personnel Director (Merit Systems)	Category 6
Personnel Commission Members	Categories 1,2
Police Chief	Categories 5,6
Consultant	Categories 1,2,3,4,5,6

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The *[CEO or designee]* may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. The superintendent/president's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Reviewed and Approved by the Board of Trustees: _____

Amended by the Board of Trustees: October 14, 2014

Amended by the Board of Trustees: March 12, 2013

Approved by the Board of Trustees: July 10, 2012

Reviewed with no recommended changes.

AP 2714 Distribution of Tickets or Passes

Reference:

Title 2 Section 18944.1

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of Administrative Procedure 2710, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

Reviewed and Approved by the Board of Trustees: _____
Board Approved: August 9, 2011

New policy and procedure

AP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq. and 84754.6;

ACCJC Accreditation Standards I.B.5 – 9

NOTE: *This procedure is legally advised for the districts that receive funds under the Seymour-Campbell Student Success Act of 2012, Education Code Section 78210, et seq.*

The District shall develop, adopt, and publicly post goals that address all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

Reviewed with no recommended changes.

AP 3300 Public Records

Reference:

Government Code Section 6250 et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Public Information Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Public Information Office may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the Public Information Office will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Section 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and

construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h).

- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District when necessary, to an employee organization, or to an agency or employee of a health benefit plan. (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: August 9, 2011
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: September 12, 2006
Approved by the Board of Trustees December 11, 2001

Reviewed with no recommended changes.

AP 3310 Records Retention and Destruction

Reference:

Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedures, Rules 16, 26, 33, 34, 37, 45

"Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer, and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure .

The Vice President of Administrative Services shall supervise the classification and destruction of all Administrative Services records and ESI, the Vice President of Student Services shall supervise the classification and destruction of all student records and ESI, and the Vice President of Instruction shall supervise the classification and destruction of all instructional records and ESI. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, pulping.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: October 9, 2007
Approved by the Board of Trustees: December 11, 2001

This would be a new policy and procedure for the District.

AP 3420 Equal Employment Opportunity

References:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

ACCJC Accreditation Standard III.A.12

NOTE: *This procedure is legally required. Local practice may be inserted here that conforms to the 2002 revisions of Title 5 Sections 53000 et seq. or reference the current District Equal Employment Opportunity (EEO) Plan.*

Due to the dynamic and untested nature of this area of law, this procedure identifies points in the hiring process where consultation with legal counsel may be prudent.

The EEO Plan will be a District-wide, written plan that implements the District's EEO Program, includes the definitions contained in Title 5 Section 53001 and addresses the following:

- Submission of plans and revisions to the State Chancellor's Office for review as required.
- The designation of the District employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this Procedure;
- The procedure for filing complaints and the person with whom such complaints are to be filed;
- A process for notifying all District employees of the provisions of the plan and the policy statement required;
- A process for ensuring that District employees who participate on screening or selection committees receive, prior to their participation, training on the requirements of the applicable Title 5 regulations and of state and federal nondiscrimination laws, the educational benefits of workforce diversity, the elimination of bias in hiring decisions, and best practices in serving on a screening or selection committee;
- A process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from such organizations in identifying qualified applicants for openings within the District;
- A process for gathering information and periodic, longitudinal analysis of the district's employees and applicants, broken down by number of persons from "monitored groups", as defined by Title 5 Section 53001(i), who are employed in the District's work force and those who have applied for employment in each of the job categories listed below.
- To the extent data regarding potential job applicants is provided by the State Chancellor, an analysis of the degree to which monitored groups are underrepresented in comparison to their representation in the field or job category in

numbers of persons from such groups whom the State Chancellor's Office determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant;

- The steps the District will take to promote diversity in its work force;
- Methods for addressing any discrimination that is detected in the District's hiring practices, and;
- The Plan shall be a public record.

The District shall make a continuous good faith effort to comply with the requirements of the Plan.

Annual Evaluation

- The District shall annually collect the demographic data of its employees and applicants for employment in order to evaluate progress in implementing the EEO Plan and to provide data needed for required analyses.
- An annual report to the State Chancellor's Office of this demographic data. The report shall identify each employee as belonging to one of the following seven job categories:
 - executive/administrative/managerial
 - faculty and other instructional staff
 - professional non-faculty
 - secretarial/clerical
 - technical and paraprofessional
 - skilled crafts; and
 - service and maintenance.
- The opportunity for each employee to identify his/her gender, ethnicity and, if applicable, disability. This opportunity must allow for a person to designate multiple ethnic groups with which he/she identifies. However, the person may only be counted in one group for reporting purposes.
- Districts shall review the annually collected demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention, and promotion. The information to be reviewed shall include, but need not be limited to:
- longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool; and analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group.

EEO Advisory Committee

- That the District shall establish an EEO Advisory Committee; and
- That the advisory committee shall include a diverse membership whenever possible.
- The advisory committee shall receive training in all of the following: applicable Title 5 regulations and of state and federal nondiscrimination laws; the educational benefits of workforce diversity, the identification and elimination of bias in hiring decisions; and the role of the advisory committee in carrying out of the District's EEO Plan.

The responsibilities of the Committee shall include but not be limited to the following:

- review and advise on recruitment efforts; job announcements, interview protocols, retention efforts and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff;
- advise on implementing the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- promote communication with community groups and organizations for people with disabilities;
- promote hiring of faculty who have, themselves, graduated from a community college;
- develop communications among departments to foster understandings of the Plan;
- to advise the Superintendent/President regarding special training or staff development needs;
- review the Plan and monitor its progress;
- recommend changes needed in the Plan; and
- review and approve the annual written report to the Superintendent/President, the Board of Trustees, and the State Chancellor's Office.

Employment Procedures

Job Analysis and Validation: The Director, Human Resources shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment: Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Director, Human Resources or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Director, Human Resources or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District *[may or shall]* immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity.

NOTE: *Procedures to be used must address or include that:*

- Hiring procedures will be provided to the State Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.

- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The EEO designated representative assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;
- If significant underrepresentation persists:
- review each locally-established job qualification to determine if it is job related and
- consistent with business necessity;
- discontinue the use of any non-job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

NOTE: Insert local practice regarding the delegation of authority for implementing the District's EEO Plan, which must comply with Title 5 Section 53020, as amended. These procedures must include or address:

Delegation of Authority

- The designation of a single person as the "EEO Officer" charged with overseeing the day-to-day implementation of the EEO Plan and programs.
- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

NOTE: Insert local practice regarding internal complaints of discrimination. The following elements are required by Title 5 Section 59320.

Complaint Procedure

The District must identify to the public and to the State Chancellor's Office an individual described in Title 5 as the "responsible District officer," responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education.
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the State Chancellor's Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the State Chancellor's Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the State Chancellor's Office with a copy of the investigative report within 90 days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within 90 days from the date the District received the complaint. The State Chancellor's Office and the complainant must also be provided with a written notice setting forth the determination of the Director, Human Resources as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Governing Board and the State Chancellor's Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Director, Human Resources as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing (DFEH).

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within 15 days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within 45 days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the State Chancellor's Office. The complainant must be notified of his/her right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of his/her right to file a complaint with the DFEH.

Where the Board does not act within 45 days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the State Chancellor's Office, that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of his/her right to appeal the District's decision to the State Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of his/her right to file a complaint with the DFEH.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the State Chancellor's Office within 30 days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the State Chancellor's Office may require.

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No

person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised and submitted to the State Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the State Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the State Chancellor's Office may require the District to modify its policies.

Accountability and Corrective Action

The District shall certify annually to the State Chancellor that they have timely:

- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division.

Reviewed with no recommended changes.

AP 3440 Service Animals

References:

Civil Code Sections 54 et seq.;
Penal Code Section 365.5;
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

~~*Note: This procedure is legally required.*~~

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for

damage caused by pets, an individual with a disability may be charged for damage caused by his or her service animal.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: July 10, 2012

Board Policy Revisions

Note: All policies were reviewed. Those requiring edits are noted with additions underscored and deletions struck out.

Board Policies:

Chapter 1, The District

BP 1100 The Gavilan Joint Community College District

Chapter 2, The Board of Trustees

BP 2015 Student Member
BP 2105 Election of Student Member
BP 2110 Vacancies on the Board
BP 2210 Officers
BP 2220 Committees of the Board
BP 2305 Annual Organizational Meeting
BP 2310 Regular Meetings of the Board
BP 2315 Closed Sessions
BP 2320 Special and Emergency Meetings
BP 2330 Quorum and Votes
BP 2340 Agendas
BP 2345 Public Participation at Board Meetings
BP 2350 Speakers
BP 2355 Decorum
BP 2360 Minutes
BP 2365 Recording
BP 2510 Participation in Local Decision-making: Faculty
BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 2710 Conflict of Interest
BP 2715 Code of Ethics/Standards of Practice
BP 2716 Political Activity
BP 2717 Personal Use of Public Resources
BP 2720 Communications Among Board Members
BP 2725 Board Member Compensation
BP 2730 Board Member Health Benefits
BP 2735 Board Member Travel
BP 2750 Board Member Absence from the State

Chapter 3, Part I, The General Institution

BP 3100	Organizational Structure
BP 3225	Institutional Effectiveness
BP 3300	Public Records
BP 3310	Records Retention and Destruction
BP 3420	Equal Employment Opportunity
BP 3430	Prohibition of Harassment
BP 3440	Service Animals

Edits recommended.

BP 1100 The Gavilan Joint Community College District

Reference:

Education Code Section 72000(b); ~~Elections Code Section 18304~~

The District has been named the Gavilan Joint Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s) and/or education center(s) and/or site(s):

Gavilan College

Coyote Valley Educational Center

San Benito Educational Center

Gavilan College, Hollister Satellite Center~~Briggs Site~~

Gavilan College, Morgan Hill Satellite Center~~Site~~

Reviewed and adopted by the Board of Trustees: _____
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001

No Edits recommended

BP 2015 Student Member(s)

Reference:

Education Code Section 72023.5

The Board shall include one (1) non-voting student member. The term of office shall be one year. A student trustee is limited to two one-year terms as trustee commencing June 1.

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student is not required to give up employment with the District. The student shall maintain a 2.0 grade point average.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any or all of the following privileges:

The privilege to make and second motions;

The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;

The privilege to receive compensation for meeting attendance at a level of \$264.60 (excluding health benefits). See BP 2725 titled Board Member Compensation;

The privilege to serve a term commencing on June 1;

The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: March 11, 2014
Amended by the Board of Trustees: November 13, 2012
Amended by the Board of Trustees: January 13, 2009
Amended by the Board of Trustees: November 14, 2006
Approved by the Board of Trustees: June 12, 2001

Edits recommended

BP 2105 Election of Student Members

Reference:

Educational Code Sections 72023.5, 72103

A Gavilan college student elected by the ~~Associated Study Body of Gavilan College~~ Associated Students of Gavilan College shall serve as a member of the Gavilan Joint Community College Governing Board in accordance with California Education Code Section 72023.5.

The student member shall be elected by all the student body in a general election held in the spring semester in order to fill the office by June 1 of a given year. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

Special elections may be held ~~if the office becomes vacant due by reason of the~~ resignation, recall, or disqualification of an elected student member, or by any other viable reasons, ~~a special election will be held to fill that vacancy. This special election will be held in~~ A special election, when called, will occur within thirty (30 days) after notice of the vacancy comes to the attention of the President of the College.

Candidates for the vacancy may nominate themselves or be nominated by others by the filing of an application certifying that the candidate's eligibility for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the President of the College.

See Administrative Procedures #2105

Amended by the Board of Trustees: _____
Amended by the Board of Trustees: November 13, 2012
Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2110 Vacancies on the Board

Reference:

Education Code Sections 5090, et seq.

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code 5090.

Within 30 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date no less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The President of the College shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

See Administrative Procedures #2110

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: February 8, 2005

Reviewed with no recommended changes.

BP 2210 Officers

Reference:

Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members the President of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the President of the College on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Appoint all board subcommittee members
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and President's evaluation;
- Represent the Board at official events or ensure board representation.

The duties of the Vice President of the Board are:

- Shall perform duties of the President of the Board in the absence of the President
- Shall perform other functions as designated by the Board

The duties of the Clerk of the Board are:

- Shall attest to certain reports and documents as prescribed by law

The President of the College shall serve as Secretary to the Board.

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post board meeting agendas;
- Have prepared for adoption minutes of board meetings;
- Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.
- Keep record of all meetings.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Edits recommended.

BP 2220 Committees of the Board

Reference:

Government Code Section 54952

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

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

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

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

- * Policy
- * Budget
- * Facilities Development and Utilization
- + Evaluation of the President of the College
- * Strategic Planning Steering
- +_*Athletic
- +_* Community Education
- +_* Board Self Evaluation
- + Off Site Educational Centers
- + School District Collaboration
- * Retirement Board

- * Standing Committee
- + Ad Hoc Committee

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

Reviewed with no recommended changes.

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

The annual organizational meeting of the Board will be held between the first and fifteenth of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December. The purpose of the annual organizational meeting is to elect a president, vice president and clerk and conduct any other business as required by law or determined by the Board.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2310 Regular Meetings of the Board

Reference:

Government Code Section 54954;54952.2, 54953 et seq.;54961

Education Code Section 72000(d)

Regular meetings of the Board shall be held on the second Tuesday of each month. Regular meetings of the Board shall normally be held at Gavilan College, 5055 Santa Teresa Boulevard, Gilroy, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

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

Reviewed with no recommended changes.

BP 2315 Closed Sessions

Reference:

***Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4
Education Code Section 72122***

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the President of the College. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reviewed and Approved by the Board of Trustees: _____

Amended by the Board of Trustees: November 10, 2014

Amended by the Board of Trustees: October 11, 2005

Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2320 Special and Emergency Meetings

Reference:

***Government Code Sections 54956, 54956.5, 54957;
Education Code Section 72129***

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The President of the College shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure #2320

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

Reviewed with no recommended changes.

BP 2330 Quorum and Voting

Reference:

***Education Code Section 72000(d)(3, 81310 et seq., 81365, 81511,81432;
Government Code Section 53094, 54950, et seq.;***
Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of four members. However, in all meetings the affirmative vote of at least four Board members shall be necessary in order to pass any action, unless otherwise provided for by law, since this number constitutes a majority of the Board.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: November 10, 2014
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2340 Agendas

Reference:

Government Code Sections 54950, et seq., 6250 et seq.;
Education Code Sections 72121, 72121.5

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The President of the College shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the President of the College in consultation with the President of the Board.

Agenda items submitted by members of the public must be received by the Office of the President two weeks prior to the regularly scheduled board meeting to assure compliance with the Brown Act.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the President of the College. The initiator must sign the written summary. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

See Administrative Procedure #2340

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

Reviewed with no recommended changes.

BP 2345 Public Participation at Board Meetings

Reference:

*Government Code Section 54954.3 and 54957.5;
Education Code 72121.5*

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the College/President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

- Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the President of the College at least two weeks prior to the board meeting to assure compliance with the Brown Act. The initiator must sign the summary; contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President no later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

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

Reviewed with no recommended changes.

BP 2350 Speakers

Reference:

Government Code Sections 54950, et seq.;
Education Code Section 72121.5

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of five minutes per topic. Twenty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.
- The Board will designate "Public Comments" on the agenda before any action is taken.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2355 Decorum

Reference:

***Education Code Section 72121.5;
Government Code Section 54954.3 (b)***

The presiding officer will rule out of order:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2360 Minutes

Reference:

Education Code Section 72121(a); Government Code Section 54957.5

The President of the College shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be a public record and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record:

- Names of board members and the Secretary to the Board
- All motions, names of those making and seconding motions
- Votes, and names to reflect who voted how specifically on each item when there is an abstention, split vote, or roll call vote
- Major discussion points

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: September 13, 2011
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2365 Recording

Reference:

Government Code Sections 54953.5, 54953.6;

Education Code Section 72121(a);

Any audio or video recording of an open and public meeting made by or at the direction of the Board, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, *et seq.* The President of the College is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Board minutes will be maintained for thirty (30) days following the District's taping or recording of the Board meetings.

See Administrative Procedure #2365

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: April 9, 2013
Approved by the Board of Trustees: June 12, 2001

BP 2510 Participation in Local Decision Making: Faculty

Reference:

Education Code Section 70902(b)(7);

Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), 51023.7 (Students)

ACCJC Accreditation Standards IV.A and IV.D.7

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

Faculty-Academic Senate(s) (Title 5, Sections 53200-53206.)

The Board or its designees will consult collegially with the Faculty-Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Faculty Academic Senate.

Staff (Title 5, Section 51023.5.)

Professional Support Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Professional Support Staff will be given every reasonable consideration.

Students (Title 5, Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

See Administrative Procedure #2510

Amended by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

The President of the College is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

Timelines in the District's collective bargaining agreements shall be followed.

See Administrative Procedure #2610

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Edit recommended.

BP 2710 Conflict of Interest

Reference:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.;
Title 2, Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, Board or in any contract they make in their capacity as board ~~members~~ body or board of which they are members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district. A board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving the board, former members shall not, for a period of one year act as an attorney, agent or otherwise represent for compensation others appearing before the board.

In compliance with law and regulation, the President of the College shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedures #2710

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2715 Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.B.1.a, e. & h

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

The Gavilan Joint Community College District Governing Board, in recognition of its responsibility to the community it serves, and to the students and staff of the college for whom it must provide wise governance, affirms its commitment to the following statements of ethical conduct. These statements enlarge upon, or are in addition to, many of the Board's legal obligations, which are outlined in the board Policies Handbook.

Members of the Governing Board will:

1. understand that the Board's function is to provide leadership to the District through its review and evaluation of programs, planning, the development of policy, and maintaining the fiscal integrity of the District;
2. work together in a spirit of harmony and cooperation;
3. base their Governing board decisions upon all available facts;
4. use their position as a Board member solely for the benefit of the college district;
5. comply fully with the provisions of the Ralph M. Brown Act. Maintain confidentiality of closed sessions;
6. maintain the confidentiality of privileged and closed session information;
7. in an honest and forthright manner, communicate to the college the needs of the community;
8. responsibly represent the educational needs of the District to all citizens;
9. ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations;
10. prevent conflicts of interest and the perception of conflicts of interest;
11. exercise authority only as a board;
12. use appropriate channels of communication;
13. respect others; acting with civility; and,
14. devote adequate time to board work.

Ethical Conduct of the Governing Board

Act as a Unit:

The Board is a corporate body. It governs as a unit, with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct College employees or operations.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team, toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently. Boards should have agendas that are clear and informative and Board meetings should be run in an appropriate manner.

The power of governance is expressed through one voice. As individuals, Trustees make no commitments on behalf of the Board to constituents, nor do they criticize or work against Board decisions.

To be effective, Trustees and Boards must:

- Integrate multiple perspectives into Board decision-making
- Establish and abide by rules for conducting Board business
- Speak with one voice; support the decision of the Board once it is made
- Recognize that power rests with the Board, not individual Trustees

Equity in Attitude:

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expression of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship:

- I will be accountable to the public by representing the College policies, program priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in College activities and by communicating priorities and concerns.
- I will work to ensure prudent and accountable use of College resources.
- I will make no personal promise or take private action that may compromise performance of my responsibilities.

Honor in Conduct:

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect and uphold the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or pulse of the group.

Integrity of Character:

- I will refuse to surrender judgment to any individual or group at the expense of the College as a whole.
- I will consistently uphold all applicable laws, rules, policies and governmental procedures.
- I will keep confidential information that is privileged by law, closed session, and/or that which will cause harm to the College if disclosed.

Commitment to Service:

- I will focus my attention on fulfilling the College's responsibilities of goal setting, policymaking, and evaluation.

- I will diligently prepare for and attend College Trustee meetings.
- I will avoid personal involvement in activities delegated to the Office of the President.
- I will seek continuing education that will enhance my ability to fulfill my responsibilities effectively.

Procedures for Sanctioning Members Who Commit Ethical Violations

As with any set of rules a group chooses to impose upon itself, there must be a consequence for actions that violate the established ethic of the group. Making the Board Chair or the President aware of a violation or ethical misconduct should be seen as good *stewardship* rather than as *whistle blowing*. The first order of business should be the determination of whether, in fact, a rule has been violated. The Board Chair, College President, or member should immediately consult with one another when either is made aware of a possible violation. In the event the Chair may have performed the violation, the Vice-Chair will then substitute. Any violation of law should be immediately reported to the appropriate authority.

There are a number of factors that should be considered in the event that disciplinary action is deemed necessary. First and foremost, there needs to be a determination that a violation has occurred and a determination of the gravity of said infraction. Was there intent, is it a pattern of violation, is it a violation of rule or law, has there been a violation of the Brown Act, can the damage, if any, be mitigated? The answer to these questions, as Reviewed and Adopted by the Board Chair, College President and/or member, would then lead to the imposition of discipline. The Trustee being investigated and potentially disciplined will have the right to have full knowledge of the extent of the violations being suggested, and the right to fully defend themselves.

BOARD DISCIPLINARY ACTIONS FOR VIOLATIONS:

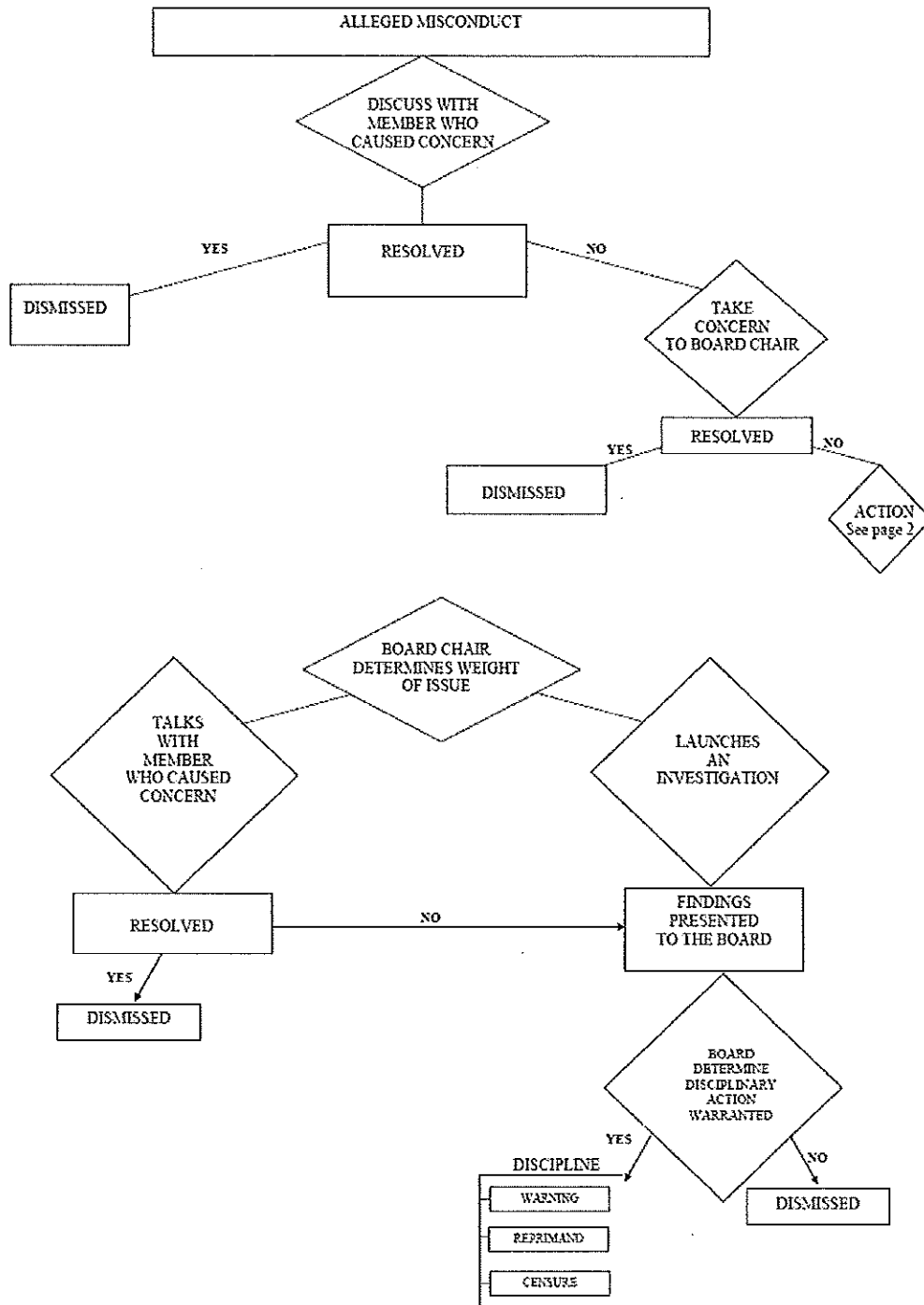
Based upon the findings of the investigation, the Board may take any and/or all of the following actions:

- No Violation. Determine that the alleged misconduct did not occur or was not a violation of the code of ethics and that no further action should be taken.
- Corrective Action Unnecessary. Determine that a violation occurred, but that the violating Trustee is unlikely to repeat the offense and therefore no corrective action is needed unless and until a future violation occurs.
- Warning. Find that a violation occurred and officially warn the Trustee specifically identifying the misconduct. The warning may direct the Trustee to take specified corrective action. Failure of the violating Trustee to take such corrective action may result in Reprimand.
- Reprimand. Find that a violation occurred and officially reprimand the Trustee, specifically identifying and condemning the misconduct. The Reprimand may include direction to the violating Trustee to undertake ethical training, perform restitution, or otherwise take specified corrective action. Failure of the violating Trustee to take such corrective action may result in Censure.
- Censure. Find that a violation occurred and censure the Trustee. Censure not only expresses the Board's disapproval of the misconduct, but expresses the Board's disapproval of the Trustee based upon the Trustee's likelihood of continuing with ethical misconduct as a Trustee. The Censure shall be made publicly and may:
 - Expressly warn the College community and public that the violating Trustee has no authority to speak or act for the Board or the College, but instead is acting on his or her own.
 - Publicly disavow the misconduct and reaffirm that the Board finds such misconduct unethical and unacceptable, and does not condone or tolerate such misconduct.

- To the extent the misconduct involves violation of public meeting laws, including the confidentiality of closed session meetings, take action to protect the lawfulness of Board meetings, which may include initiating appropriate legal action against the Trustee to ensure compliance with public meeting laws through the exclusion of the Trustee from closed session meetings.
- To the extent the misconduct involves a Trustee's conflict of interest, the Trustee may be excluded from such meetings where the Trustee's presence would be a violation of conflict of interest laws.

PROCESSES FOR ENSURING ETHICAL CONDUCT

(Stewardship vs Whistle Blowing)



Reviewed and Approved by the Board of Trustees: _____
 Amended by the Board of Trustees: December 11, 2012
 Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2716 Political Activity

Reference:

**Education Code Sections 7054, 7051.1 7056;
Government Code Section 8314**

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of district bond issues or other ballot measures.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: January 14, 2014
Amended by the Board of Trustees: April 9, 2013
Approved by the Board of Trustees: October 11, 2005

Reviewed with no recommended changes.

BP 2717 Personal Use of Public Resources

Reference:

Government Code Section 8314; Penal Code Section 424

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: October 11, 2005

Reviewed with no recommended changes.

BP 2720 Communications Among Board Members

Reference:

Government Code Section 54952.2

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2725 Board Member Compensation

Reference:

Education Code Section, 72024

Members of the Board who attend all board meetings shall receive \$264.60 per month and the student member, \$264.60 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the district.

Reviewed and Approved by the Board of Trustees: _____
Amended by the Board of Trustees: March 11, 2014
Amended by the Board of Trustees: January 14, 2014
Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: June 12, 2001

Edits recommended.

BP 2730 Board Member Health Benefits

Reference:

Government Code Sections 53201 and 53208.5

Members of the Board shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of nonsafety employee of the District.

The Board of Trustees may participate in medical, dental and vision insurance programs only. The District shall pay the insurance premiums up to an amount to be set each year by the Board of Trustees.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former board members may continue to participate in the District's health benefits programs on a self-pay basis.

Reviewed and Approved by the Board of Trustees: _____

Amended by the Board of Trustees: October 9, 2012

Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

See Administrative Procedure #2735

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: June 12, 2001

Reviewed with no recommended changes.

BP 2750 Board Member Absence from the State

Reference:

Government Code Section 1064

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.
- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: October 9, 2012

Edits recommended.

BP 3100 Organizational Structure

Reference:

Education Code 72400

The President of the College shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

Organizational charts are to be updated no less than annually and will be included in the College's Final Budget each year.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees December 11, 2001

New policy and procedure

BP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq., and 84754.6;
ACCJC Accreditation Standard I.B.5 - 9

Note: *This policy is legally advised for those districts that receive funds under the Seymour-Campbell Student Success Act of 2012, Education Code Sections 78210 et seq.*

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

Reviewed with no recommended changes.

BP 3300 Public Records

Reference:

Government Code Sections 6250, et seq.

The President of the College shall establish procedures for records management, including access by the public that complies with the requirements of the California Public Records Act.

See Administrative Procedures #3300

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees December 11, 2001

Reviewed with no recommended changes.

BP 3310 Records Retention and Destruction

Reference:

Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The President of the College shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

See Administrative Procedure #3310

Reviewed and Approved by the Board of Trustees: _____

Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees: December 11, 2001

This would be a new policy and procedure for the District.

BP 3420 Equal Employment Opportunity

References:

Education Code Sections 87100, et seq.;

Title 5 Sections 53000 et seq.;

ACCJC Accreditation Standard III.A.12

NOTE: *This policy is **legally required**. BP 3420 and the corresponding procedure comply with Title 5 Section 53000 and Education Code Sections 87100 et seq., as amended in 2002. Because this remains a highly dynamic area of law, consultation with legal counsel in implementing this policy and procedure is advised.*

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

CCLC Revised 2/03, 4/15

Edits recommended

BP 3430 Prohibition of Harassment

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;

Government Code Sections 12940 and 12950.1;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, ~~and students, unpaid interns and volunteers~~ feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, ~~or employee, unpaid intern, or volunteer~~ who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, ~~and~~ students, unpaid interns and, volunteers particularly when they are new to the institution. They shall be available for students, ~~and~~ employees, unpaid interns, and volunteers in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedures #3430 and #3435

Amended by the Board of Trustees: November 10, 2014
Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: October 10, 2006
Amended by the Board of Trustees: November 11, 2003
Approved by the Board of Trustees: December 11, 2001

Reviewed with no recommended changes.

BP 3440 Service Animals

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

See Administrative Procedure #3440.

Reviewed and Approved by the Board of Trustees: _____
Approved by the Board of Trustees: August 14, 2012

ACTION ITEMS

OLD BUSINESS

Gavilan Joint Community College District Governing Board Agenda

May 10, 2016

Consent Agenda Item No.

Office of the President

Information/Staff Reports No.

Discussion Item No.

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

New Business Agenda Item No.

SUBJECT: Resolution No.1004 Approving Minor Modifications to Trustee Areas
Requested by the Santa Clara County Registrar of Voters

Resolution: BE IT RESOLVED, Resolution No. 1004 be approved

Information Only

Action Item

Proposal:

That the Board of Trustees approve Resolution No. 1004, Approving Minor Modifications to the Trustee Area Map Plans Approved by this Board at its November 10, 2015 Meeting, as Requested by the Office of the Santa Clara County Registrar of Voters.

Background:

The Board of Trustees, at its April 14, 2015 meeting, took action to amend Board Policy 2100, Board Elections, and to state its intention to transition to a system of by- trustee area elections in time for the Governing Board's November 2016 election. In the by- trustee area process Gavilan trustees will be elected by voters in each of seven single-member trustee areas (TAs).

At its meeting of November 10, 2015, this Board adopted, pursuant to Resolution No. 1000, Map Plan IV for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election which will occur on November 8, 2016.

Each trustee area in Map Plan IV contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036. As part of the process of converting its election methodology from an at-large process to the by-trustee area methodology it was necessary to submit Trustee Area Map Plan IV to the County Registrars of Voters for Santa Clara and San Benito Counties.

Pursuant to the Resolution No. 1000, on November 24, 2015, the District's demographer, Jeanne Gobalet, Ph.D., submitted shapefiles for the adopted trustee areas to each of the Registrars of Voters. The shapefiles are based on census block information which reflects total population, as opposed to being based on individual real estate parcels which the County of Santa Clara uses to create election precincts.

Mr. Robert Nguyen, Geographic Information System Manager (GIS) for the Santa Clara County Registrar of Voters office, asked the District for clarification of some Trustee Area boundaries. The inconsistencies are based on the different mapping data used for purposes of drawing

population based trustee areas, as opposed to real estate parcel based election precincts. The map projection used by the Santa Clara County Registrar of Voters is, therefore, different, and more accurate than that used by the U.S. Census Bureau. Dr. Gobalet met with Mr. Nguyen on February 4, 2016 to discuss minor adjustments that needed to be made in the Trustee Area boundaries adopted by the Board on November 10, 2015, in order to facilitate the plan's implementation in time for the various filing deadlines associated with the November 2016 election. Mr. Nguyen and Dr. Gobalet were able to reach agreement on the minor but necessary changes in the Trustee Area maps.

Dr. Gobalet has estimated the number of people involved in each boundary adjustment. See Table 1, attached as Exhibit 1 to this Resolution. The adjustments would improve Map Plan IV slightly by reducing the population deviation from 6.3 percent to 5.8 percent. In Dr. Gobalet's opinion, these changes are insignificant and do not change the adopted plan in any meaningful way. Maps 1-6 show the adjustments in detail (Exhibit 2 to this Resolution), and the Appendix (Exhibit 3) contains Mr. Nguyen's precinct maps with the adjustments.

The Santa Clara County Registrar of Voters' office requires that these minor modifications be authorized by formal action of this Board. The Trustee Area boundaries in San Benito County are not affected. The San Benito County Registrar of Voters has stated that there is no need for any clarifications or modifications to trustee areas in that County.

Budgetary Implications:

None.

Follow Up/Outcome:

Dr. Gobalet will submit this Resolution and its Exhibits to the Santa Clara County Registrar of Voters.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By:

Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval:

Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

RESOLUTION NO. 1004

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT APPROVING MINOR
MODIFICATIONS TO THE TRUSTEE AREA MAP PLANS APPROVED BY THIS
BOARD AT ITS NOVEMBER 10, 2015 MEETING, AS REQUESTED BY THE OFFICE
OF THE SANTA CLARA COUNTY REGISTRAR OF VOTERS.**

WHEREAS, the Board of Trustees, at its April 14, 2015 meeting, took action to amend Board Policy 2100, Board Elections, and to state its intention to transition to a system of by-trustee area elections in time for the Governing Board's November 2016 election; and

WHEREAS, in a by-trustee area election process, candidates for the District's Governing Board of Trustees (the "Board") must reside in, and be registered to vote, within a specific geographic subarea of the District called a "trustee area" and candidates are elected only by the voters of that trustee area; and

WHEREAS, District staff and consultants prepared proposed trustee area plans and recommendations (the "Plans") that the Board and public considered; and

WHEREAS, Education Code section 72036 allows community college districts to transition from an at-large election methodology to a by-trustee area election methodology upon the adoption of a resolution by the district's board in support of transitioning to a by-trustee area election process, and upon the approval of the Board of Governors of the California Community Colleges; and

WHEREAS, Education Code section 72036 allows the Board of Governors to waive the Education Code's requirement of an election in advance of a change to the by-trustee area election methodology; and

WHEREAS, at its meeting of November 10, 2015, this Board adopted, pursuant to Resolution No. 1000, Map Plan IV for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election occurring in November of 2016; and

WHEREAS, at its meeting of November 10, 2015, this Board also authorized the Superintendent/President to take all actions necessary to obtain the approval of this change, as well as a waiver of the election requirement from the Board of Governors of the California Community Colleges. The Superintendent/President submitted the District's Waiver Request form to the Board of Governors on or about November 12, 2015; and

WHEREAS, the Board of Governors unanimously approved the District's request that the election requirement be waived at its January 19, 2016 meeting; and

WHEREAS, each trustee area in Map Plan IV contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and

WHEREAS, the trustee areas from which governing board members will be elected in November, 2016, are Areas 2, 4 and 6; and

WHEREAS, the trustee areas from which governing board members will be elected in the following governing board member election occurring in November, 2018, are Areas 1, 3, 5, 7; and

WHEREAS, the Gavilan Joint Community College District is currently in the process of implementing its conversion of its election methodology to an at-large process of electing its governing board members; and

WHEREAS, as part of the process of converting its elections methodology from an at-large process of electing its governing board members to a by-trustee are methodology it was necessary to submit Trustee Area Map Plan IV to the County Registrars of Voters for Santa Clara and San Benito Counties; and

WHEREAS, pursuant to the Board's direction, on November 24, 2015, the District's demographer, Jeanne Gobalet, Ph.D., submitted shapefiles for the adopted trustee areas to each of the Registrars of Voters. The shapefiles are based on census block boundaries for which the Census Bureau provides population data, as opposed to being based on individual real estate parcels which the County of Santa Clara uses to create election precincts (but for which no population data are available). The Santa Clara County Registrar of Voters requested and received a parcel-based description of the Trustee Areas in that county; and

WHEREAS, Mr. Robert Nguyen, Geographic Information System Manager (GIS) for the Santa Clara County Registrar of Voters office, asked the District for clarification of some Trustee Area boundaries. There were inconsistencies resulting from the different geographical units used for purposes of drawing population-based trustee areas, as opposed to real estate parcel-based election precincts. The base map used by the Santa Clara County Registrar of Voters is different, and more accurate than that used by the U.S. Census Bureau. Dr. Gobalet met with Mr. Nguyen on February 4, 2016, to discuss minor adjustments that needed to be made in the Trustee Area boundaries adopted by the Board on November 10, 2015, in order to facilitate the plan's implementation in time for the filing deadline for the November 2016 election. Mr. Nguyen and Dr. Gobalet were able to reach agreement on the minor but necessary changes in the Trustee Area maps; and

WHEREAS, Dr. Gobalet has estimated the number of people involved in each boundary adjustment. See Table 1, attached as Exhibit 1 to this Resolution. The adjustments would improve Map Plan IV slightly by reducing the population deviation from 6.3 percent to 5.8 percent. This change occurs because the population of Trustee Area 3 is slightly reduced because of the minor boundary changes; and

WHEREAS, in Dr. Gobalet's opinion, these changes are very minor and do not change the adopted plan in any meaningful way. Maps 1-6 show the adjustments in detail (Exhibit 2 to this Resolution), and the Appendix (Exhibit 3) contains Mr. Nguyen's precinct maps with the adjustments; and

WHEREAS, the Santa Clara County Registrar of Voters office requires that these minor modifications be authorized by formal action of this Board; and

WHEREAS, the Trustee Area boundaries in San Benito County are not affected. The San Benito County Registrar of Voters has stated that there is no need for any clarifications or modifications to trustee area boundaries in that county; and

NOW THEREFORE, be it resolved by the Governing Board of Trustees of the Gavilan Joint Community College District as follows:

1. That the above recitals are true and correct.
2. That the Board hereby authorizes the revisions to Trustee Areas as set forth in Exhibits 1, 2, and 3 to this Resolution
3. That the Superintendent/President and/or his/her designee take all actions necessary and proper to accomplish the purposes of this Resolution

ADOPTED, SIGNED AND APPROVED this ___ day of _____, 2016.

Laura Perry, President of the
Governing Board of the
Gavilan Joint Community College District

I, Lois Locci, Clerk of the Governing Board of the Gavilan Joint Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the ___ day of _____, 2016, and that it was so adopted by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

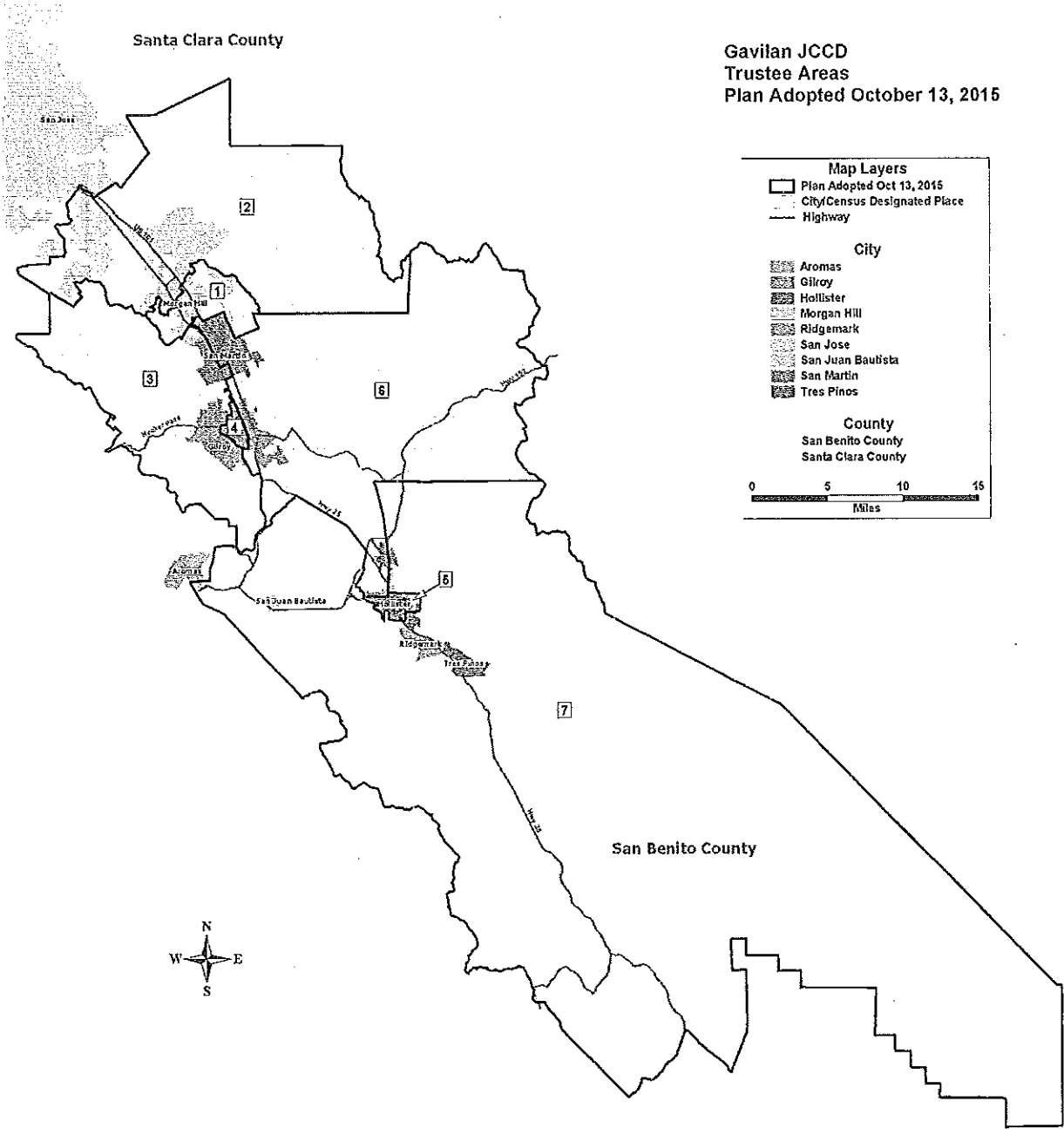
Lois Locci, Clerk of the
Governing Board of the
Gavilan Joint Community College District

EXHIBIT "1"**TABLE I**

Gavilan Joint Community College District Trustee Areas Adopted 11/10/15 Adjustments suggested by the Santa Clara Registrar of Voters February 2016						
Trustee Area	Original Population	ROV		Adjusted Population Deviation	Adjusted Percent Deviation	Original Percent Deviation
		Adjustment Feb 2016	Adjusted Population			
1	24,949	+5	24,954	411	1.7%	1.7%
2	24,303	-43	24,260	-283	-1.2%	-1.0%
3	25,327	-125	25,202	659	2.7%	3.2%
4	24,203	+161	24,364	-179	-0.7%	-1.4%
5	24,769			226	0.9%	0.9%
6	24,475	+2	24,477	-66	-0.3%	-0.3%
7	23,778			-765	-3.1%	-3.1%
Total	171,804	0	171,804	1,549	5.8%	6.3%

EXHIBIT "2"

MAP OVERVIEW OF PLAN ADOPTED NOVEMBER 10, 2015



Gavilan JCCD
Trustee Areas
Plan Adopted October 13, 2015

Map Layers

- Plan Adopted Oct 13, 2015
- City/Census Designated Place
- Highway

City

- Aromas
- Gilroy
- Hollister
- Morgan Hill
- Ridgemark
- San Jose
- San Juan Bautista
- San Martin
- Tres Pinos

County

- San Benito County
- Santa Clara County

0 5 10 15
Miles

EXHIBIT "2"

TRUSTEE AREA MAPS

Map 1: TA 1 to TA 2 (est. four people)

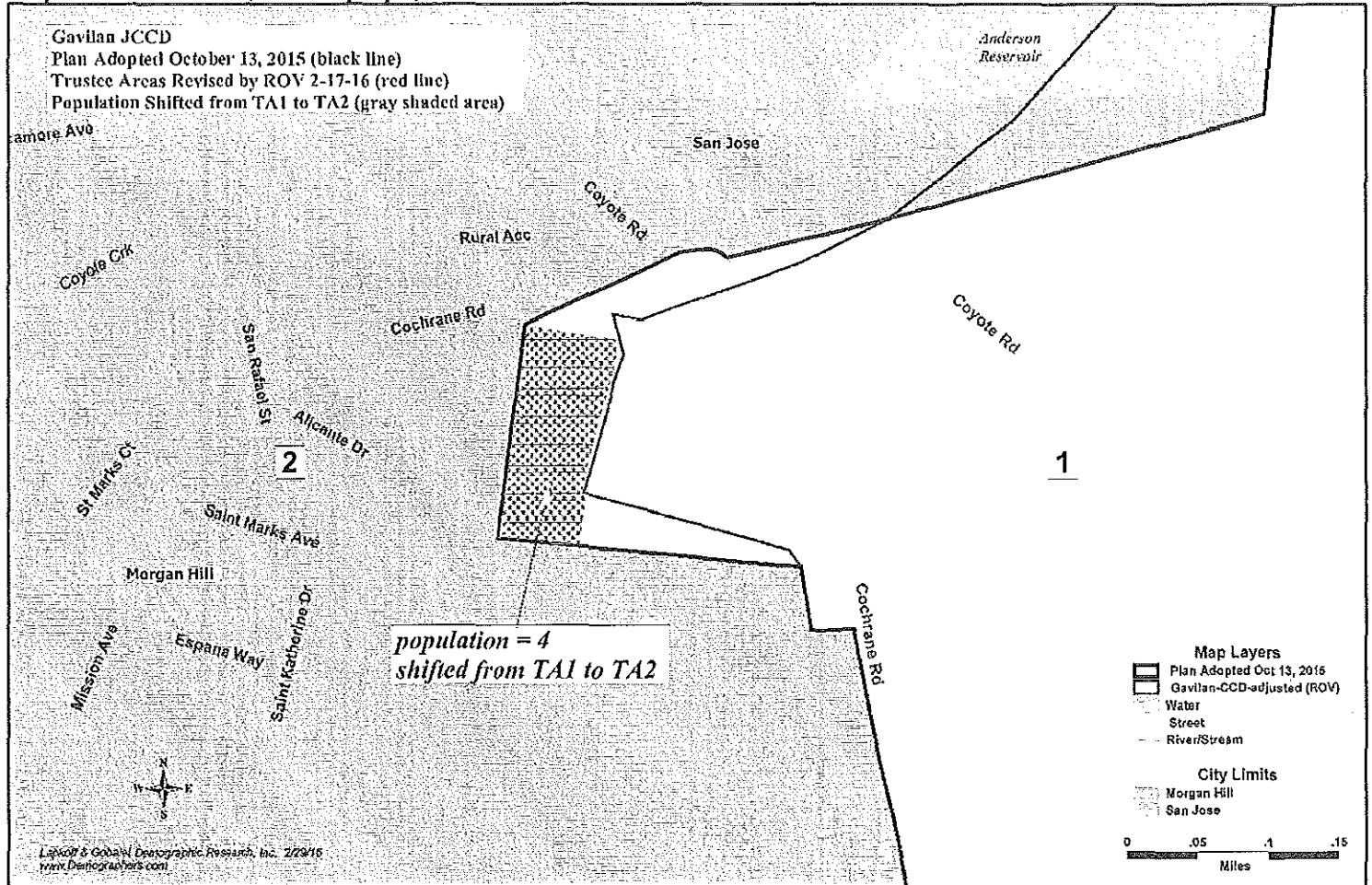


EXHIBIT "2" (continued)

TRUSTEE AREA MAPS (2 of 6)

Map 2: TA 2 to TA 1 (est. three people)

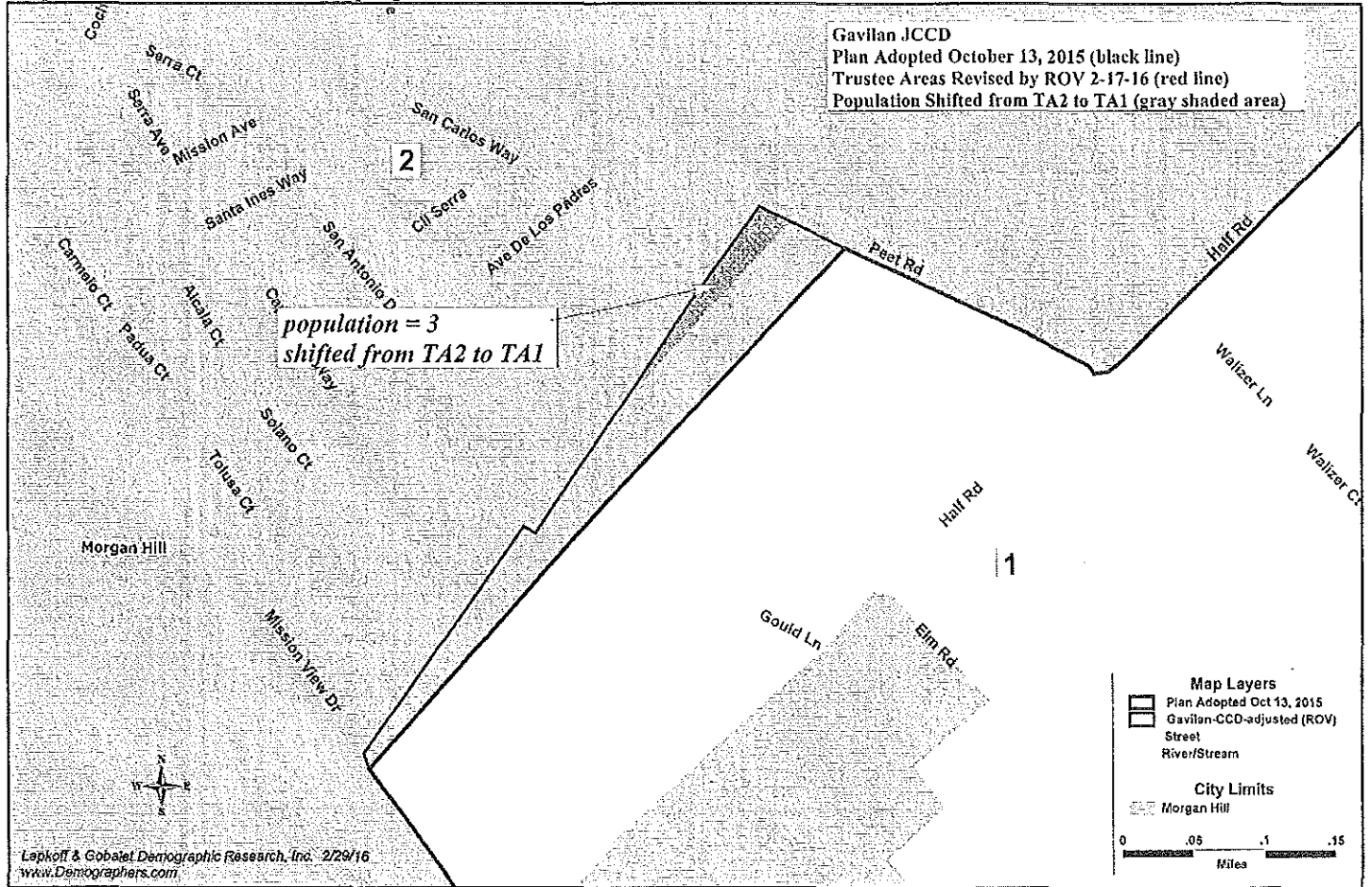


EXHIBIT "2" (continued)

TRUSTEE AREA MAPS (3 of 6)

Map 3: TA 2 to TA 1 (est. six people)

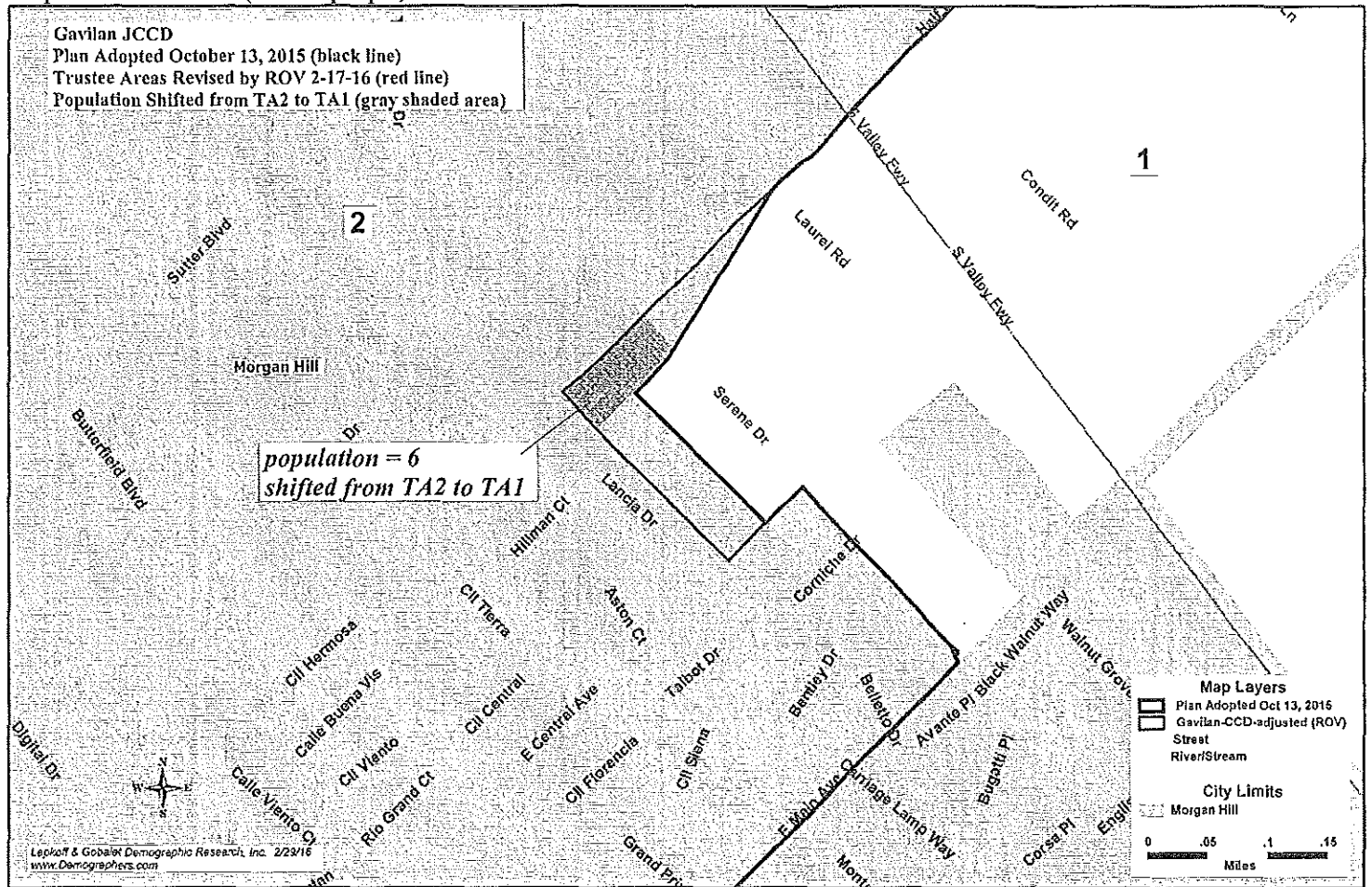


EXHIBIT "2" (continued)

TRUSTEE AREA MAPS (4 of 6)

Map 4: TA 2 to TA 3 (est. 38 people)

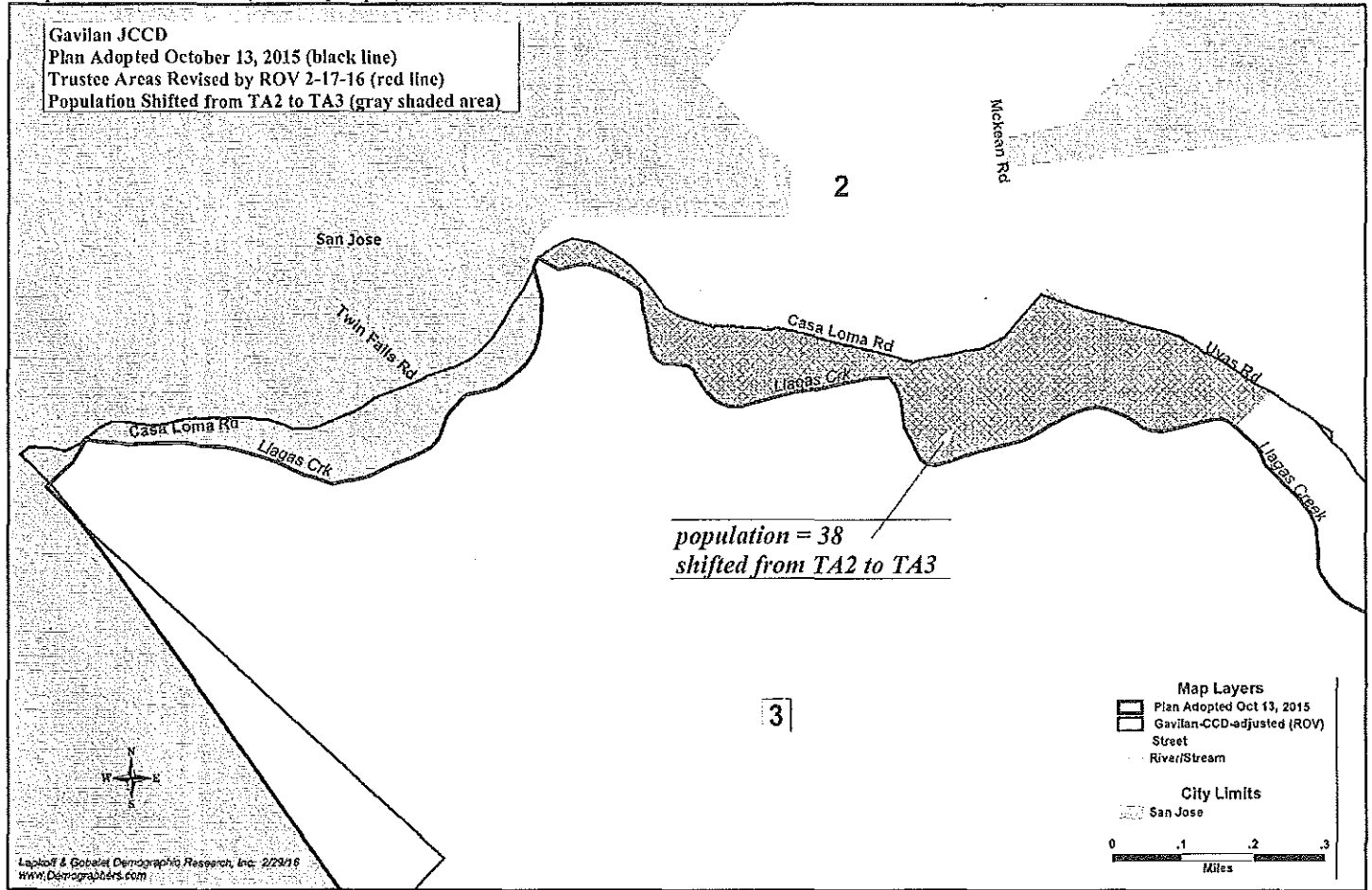


EXHIBIT "2" (continued)

TRUSTEE AREA MAPS (5 of 6)

Map 5: TA 3 to TA 4 (est. 161 people)

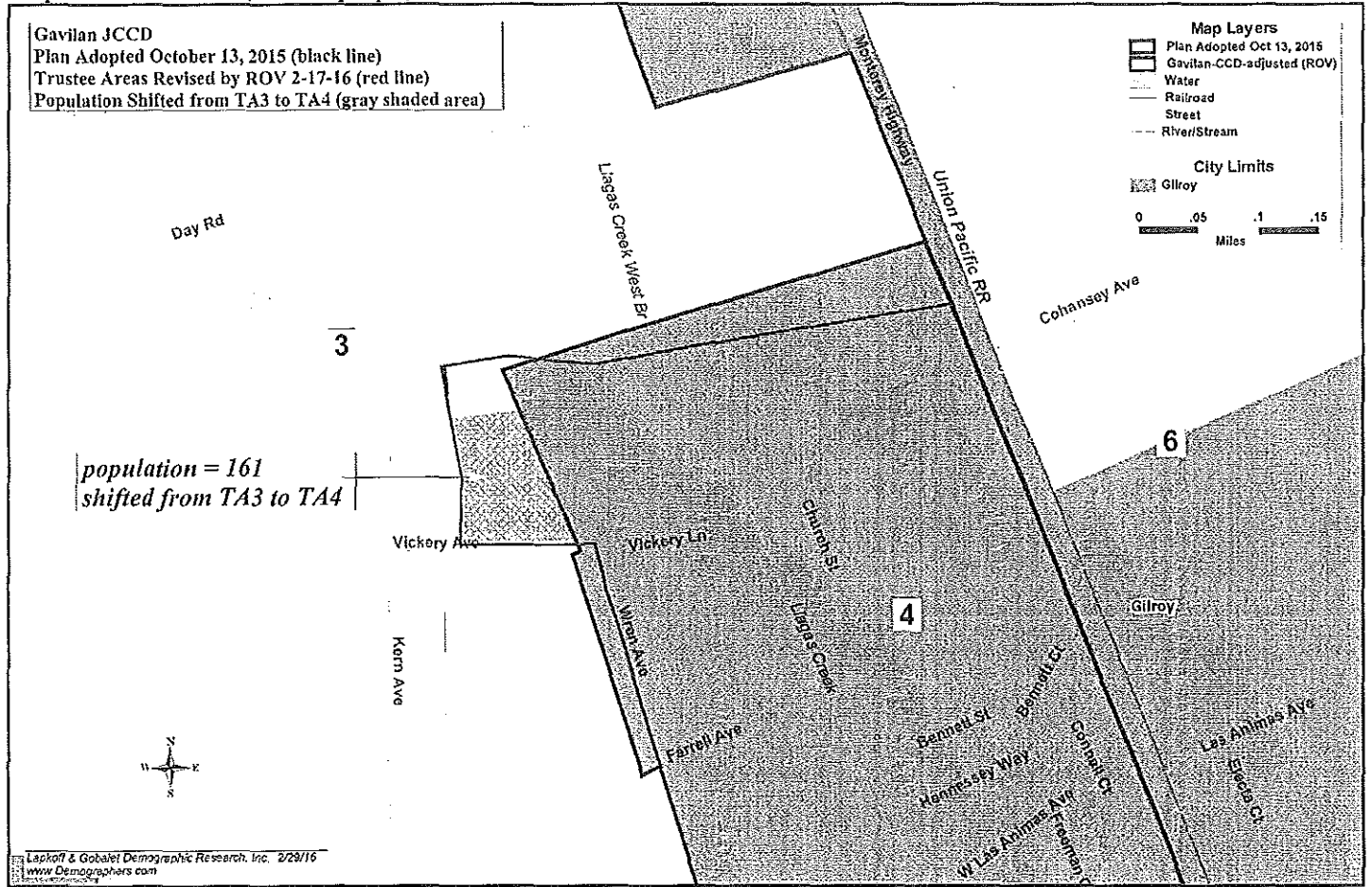


EXHIBIT "2" (continued)

TRUSTEE AREA MAPS (6 of 6)

Map 6: TA 3 to TA 4 (est. two people)

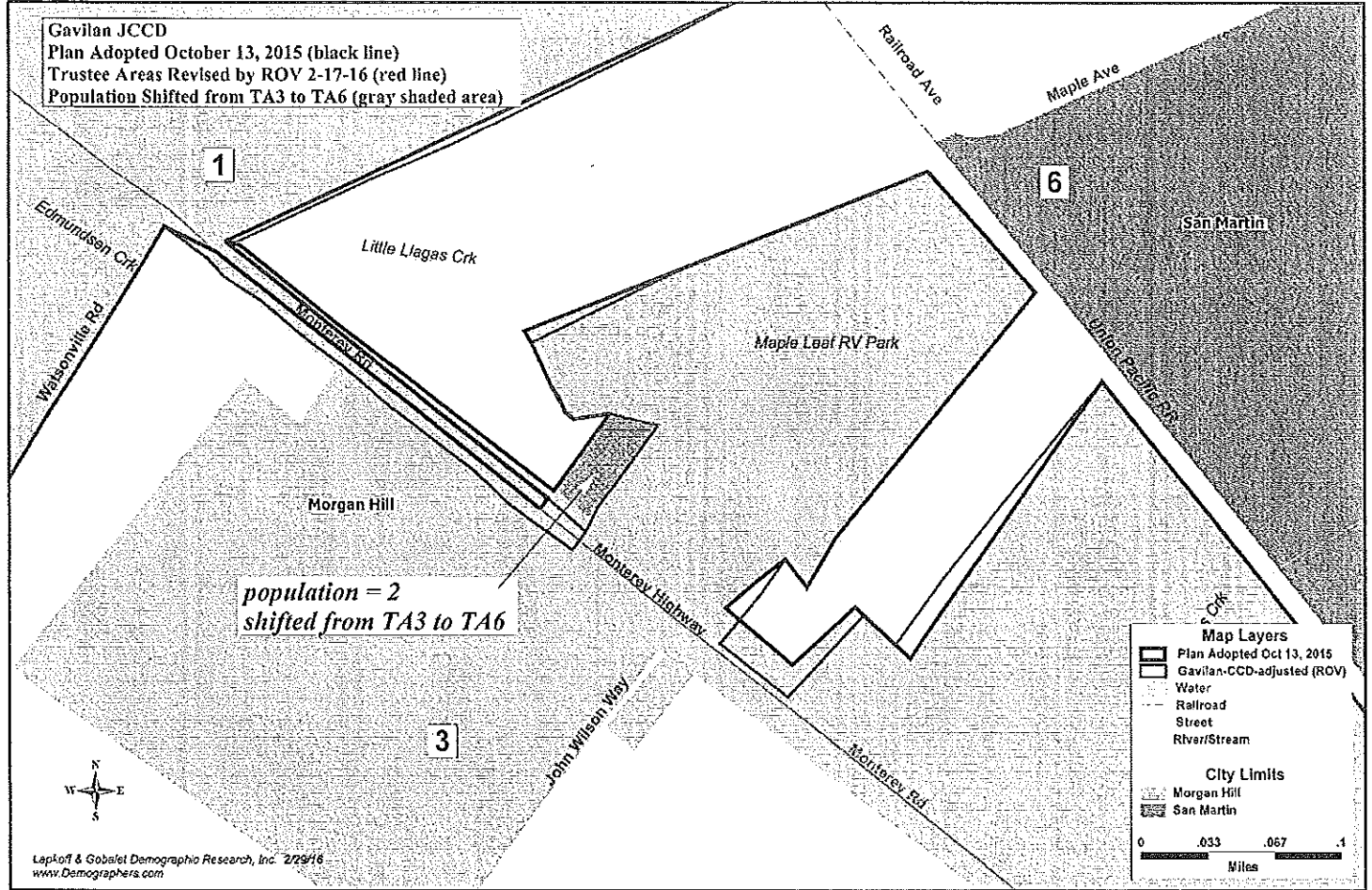


EXHIBIT "3"

ADJUSTED PRECINCT MAPS FROM SANTA CLARA COUNTY REGISTRAR OF VOTERS

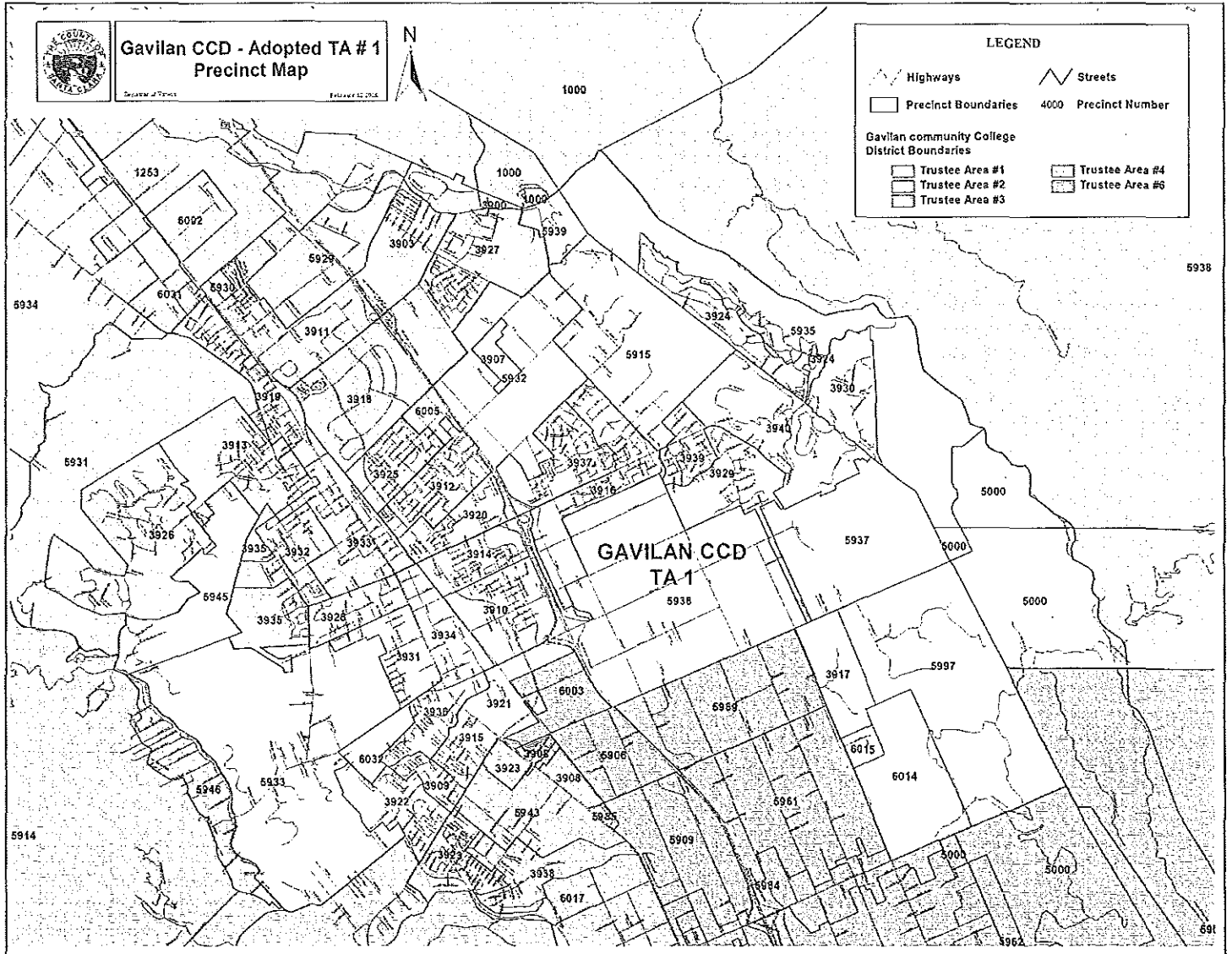


EXHIBIT "3"
(continued)

**ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS**

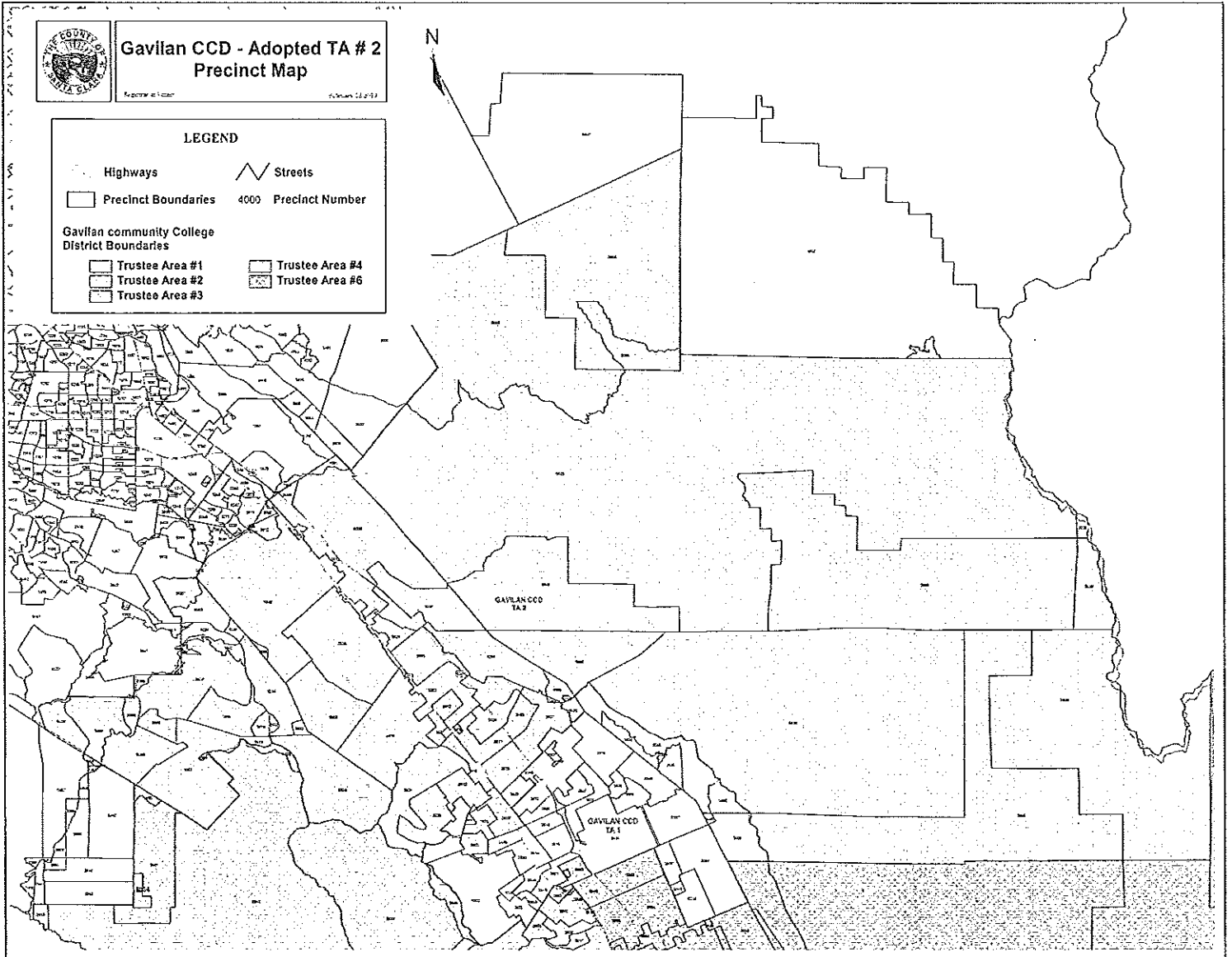


EXHIBIT "3"
(continued)

**ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS**

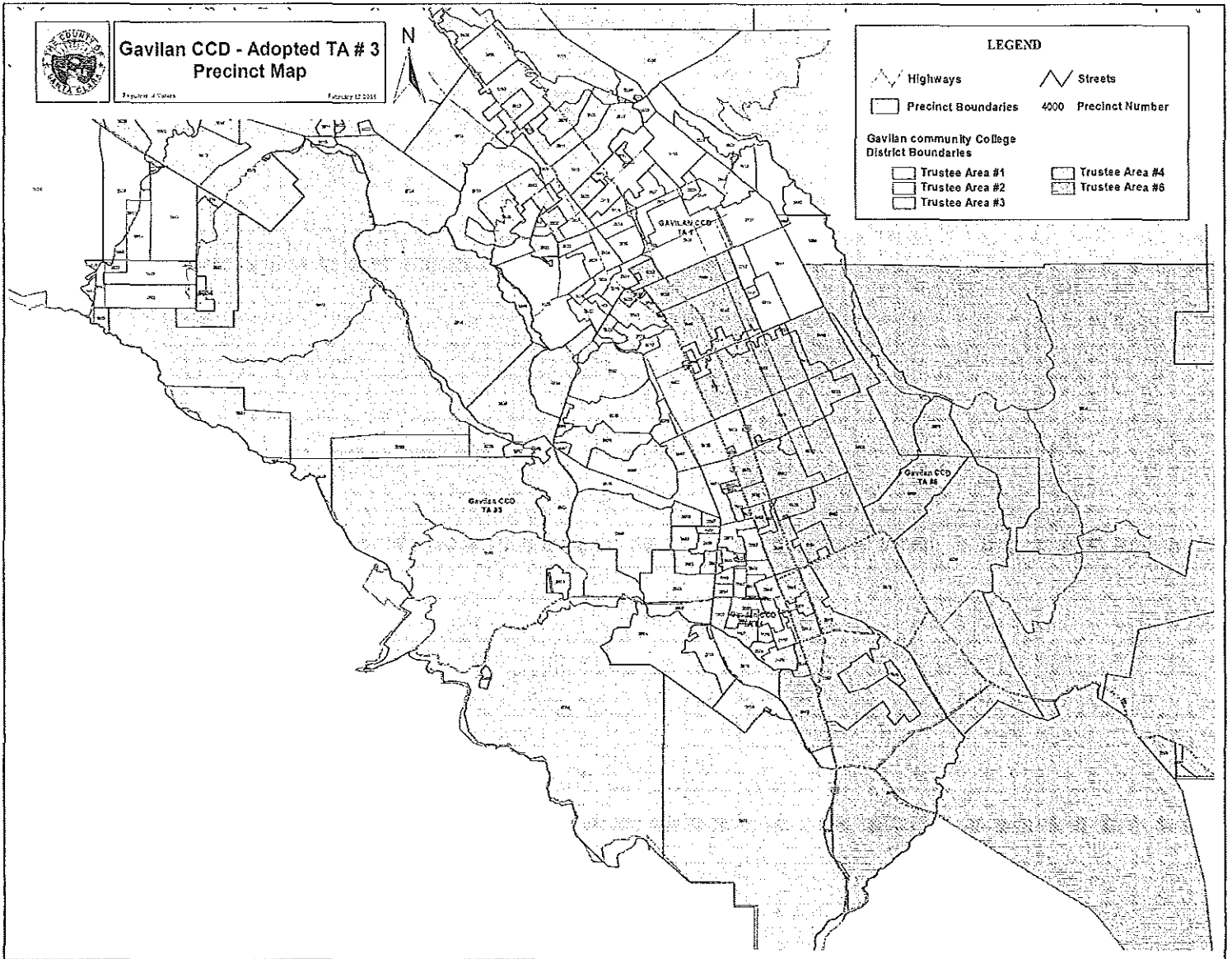


EXHIBIT "3"
(continued)

ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS

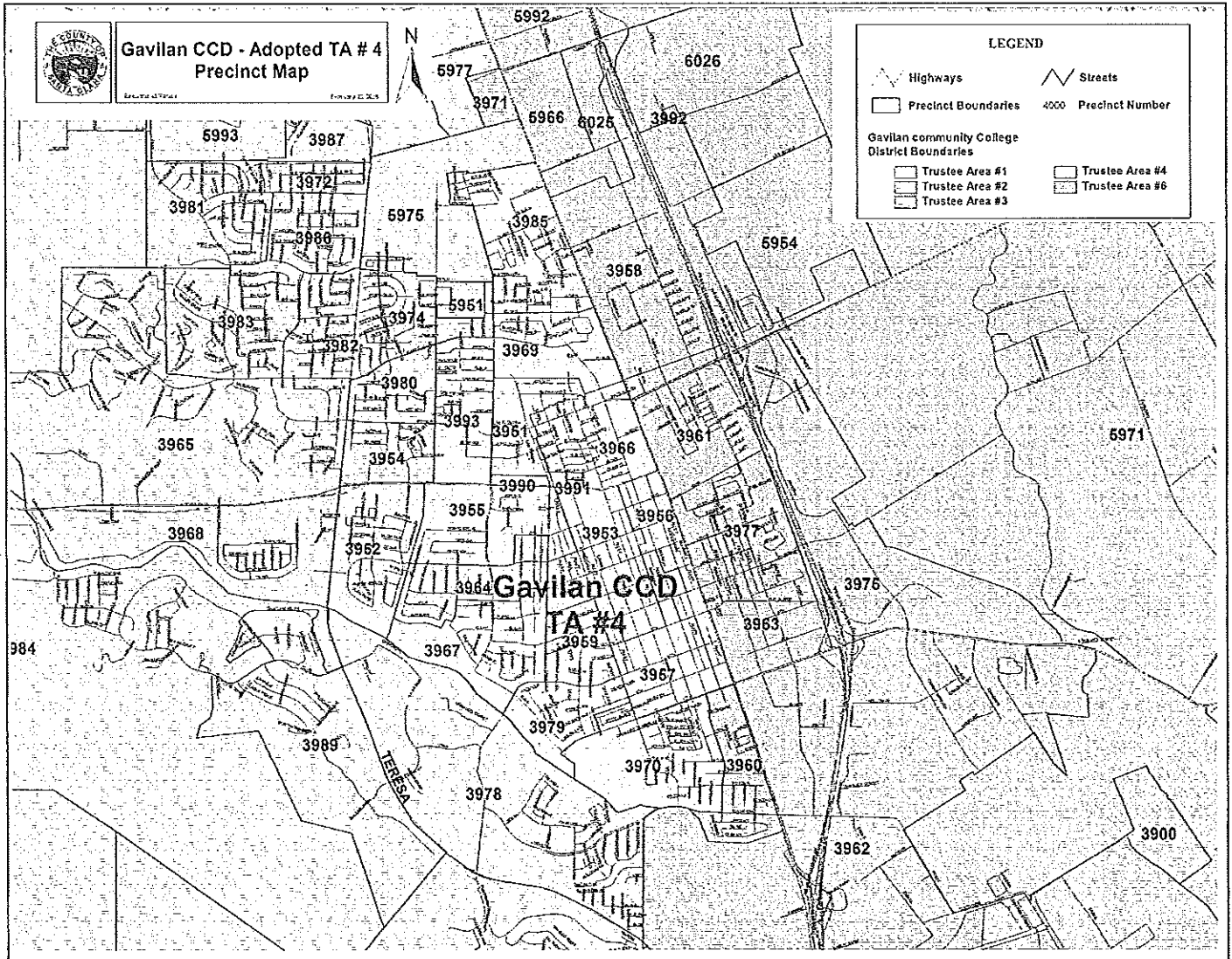
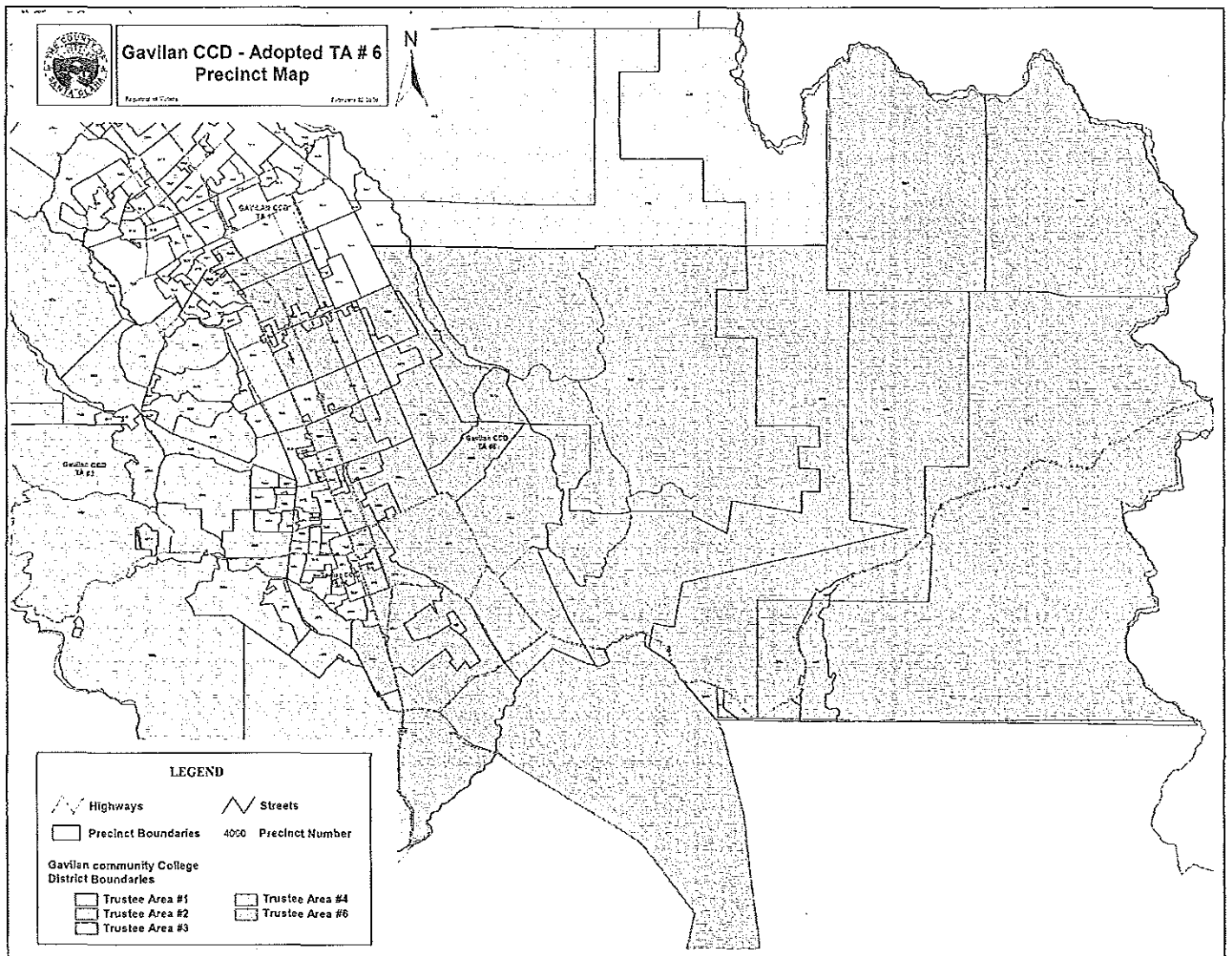


EXHIBIT "3"
(continued)

ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS



Gavilan Joint Community College District Governing Board Agenda

May 10, 2016

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

Office of the President

SUBJECT: Issue a Request for Bids for Sworn Police Officer Services

Resolution: BE IT RESOLVED, Resolution

Information Only

Action Item

Proposal:

That the Board of Trustees authorize staff to issue a Request for Bids (RFB) to law enforcement agencies to obtain the services of a law enforcement officer to provide services to the campus for the period from approximately August 1, 2016 through July 31, 2018.

Background:

The college seeks the services of a sworn peace officer in Gilroy for a shift from 7:30 AM to 3:00 PM, Monday through Friday for the academic school year. Job descriptions of a Deputy Sheriff and a Campus Security Officer are attached. Attachment 1 is a summary of the job descriptions from the County of Santa Clara and Gavilan College. Attachments 1.a and 1.b are the complete job descriptions.

Using the services of a police officer would allow the college to leave the security officer position vacant with the impacts being negotiated with the appropriate unions.

Justification:

1. Increasing security is a Strategic Plan priority. Strategy # 4, Goal #5 of the 2015/16 to 2019/20 Strategic Plan states the college intends to continue its efforts to promote a safe and healthy work environment. This service promotes a strategic priority of the college. Additionally, as information, the college enhanced security at the request of faculty at the sites in Morgan Hill and Hollister by adding two .50 full time equivalent personnel at each location in FY 14/15. Those two positions are staffed in the evenings during the academic year. The cost of existing personnel assigned to work security is listed below. There is one vacant full time position funded for FY 16/17. Those funds would in part be used to pay for the increased service level requested through the RFB:

FTE	Salary	Payroll	Health	Total
	Wages	Burdens	Benefits	Cost
Full Time	\$56,488	\$12,283	\$21,031	\$89,803
Full Time	\$51,394	\$11,669	\$24,758	\$87,820
.50 FTE	\$16,480	\$ 1,056	\$ -	\$17,536
.50 FTE	\$40,056	\$ 8,540	\$ -	\$48,596
.50 FTE	\$15,980	\$ 3,592	\$ -	\$19,572
.50 FTE	\$13,513	\$ 655	\$ -	\$14,168

2. Since 2007, the College has completed annual emergency operations training, has conducted various table top operations and has continued to develop training to address current-day threats to the security of students and college personnel. Members of the Board of Trustees and staff have received training on emergency operations and the college actions during various emergency scenarios. Previous training and emergency response training had focused on our response to natural disasters like earthquakes, fires and floods. Today the threat is violence and specifically active shooters at school sites. Attachment 2 is a list of school violence reported in the United States in 2015. The risk the college is least prepared to address is an active shooter scenario.
3. Gavilan College has entered an era that is different than what our current personnel are hired to do. There is still work for campus security officers but there is a much greater need to augment the campus security officers with a law enforcement officer who can serve as the core element in security and protection on campus. This agreement would provide the skills of a sworn peace officer caliber of service to the college where the remaining security personnel can augment services provided by the police officer.
4. The population surrounding the college continues to increase. Student volume continues to rise and there is a high school located on the Gilroy campus. In spite of the increasing population of Gilroy, Gavilan remains in the County of Santa Clara and depends on Santa Clara County for law enforcement and protection. At the southernmost tip of Santa Clara County the College is distant with the impact being longer response times.
5. The standard used by nearby colleges shows the majority use armed law enforcement officers to provide on campus security services. See the chart below for the type of security and protection services used by community colleges in the Bay Area.

Bay Area Colleges	Agency	Armed
Foothill-De Anza	Police	Yes
West Valley-Mission	Police	Yes
San Jose-Evergreen	Police	Yes
Cabrillo	Sheriff	Yes
Hartnell	Security	No
Monterey	Security	No
Gavilan	Security	No
Merced	Sheriff	Yes
Contra Costa	Police	Yes
Marin	Police	Yes
Peralta	Sheriff	Yes
San Francisco	Police	No
San Mateo	Public Safety Officers	No
Chabot-Las Positas	Security	No

The services being requested are not the same as the service CSEA employees perform. Negotiations with CSEA will be conducted at the appropriate time should the board decide to proceed with an agreement for police officer services. Contracting for law enforcement from a police agency is very common in California.

- As the president of the college I cannot offer a reasonable level of security with the current configuration of job descriptions and staff positions at Gavilan College. These services are to provide the college with higher skills than what employees have with the overall objective being to protect life and property and to be a deterrent against crime.

College Conversation

Mostly the college constituency group leaders have uniformly denounced the idea of bringing an armed police officer on campus. The Academic Senate and CSEA have comments to offer to the board and were encouraged to present their concerns directly to the board. Money and guns on campus are two objections that were stated. Students voiced some objections as well. The Academic Senate Resolution is Attachment 3. Additional comments are expected at the board meeting.

Follow Up:

Negotiations with appropriate labor unions will be conducted to negotiate any impacts of changes that may result from any agreement that may ultimately result from the RFB. An anticipated start date is no earlier than August 1 leaving ample time to negotiate the impact of changes that may result.

Fiscal Impact:

Funding from vacant positions will be used to offset the cost of this agreement. The cost of existing staff is not expected to change.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By: 
Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/ President

Deputy Sheriff Services:**Definition:**

Under supervision, to perform active law enforcement duties in the protection of life and property, the investigation of crimes and apprehension of law violators, provide security to the county courts, the service of civil process issued by the court, and to perform a variety of technical law enforcement tasks.

Typical Tasks

Patrols county areas and contract cities in a radio equipped patrol car to preserve law and order and to prevent and discover the commission of crime,

Responds to a variety of calls, including felony and misdemeanor complaints and vehicular accidents

Conducts criminal investigation by interviewing witnesses, protecting crime scene and gathering and preserving evidence.

Minimum Qualifications:

Graduation from high school or a GED and 60 units of college semester units at time of appointment

Must be 21 years of age

Have never been convicted of a felony pass a thorough medical and psychological evaluation
Must successfully demonstrate and maintain physical fitness in order to perform the full scope and functions of the job.

Knowledge of

State and local laws and ordinances

Modern police practices

Modern sociological concepts and communication skills in dealing with a diverse and ethnic population

First aid and cardiopulmonary resuscitation

Gavilan Campus Security Officer**Definition:**

Under general supervision, to patrol campus buildings, facilities and grounds: to observe report and investigate incidents and suspicious activities, ensuring the security and safety of property and persons; and to perform related duties as assigned.

Essential Duties

Patrols by vehicle, bicycle and on foot covering campus grounds, buildings and facilities during as assigned shift; ensures the security and safety of property and persons

Identifies intruders, recognizes safety violations and controls access to the campus

Ensures that doors and gates are locked after the close of the day's activities; arms and disarms burglar alarms; locks and unlocks buildings and facilities, identifies malfunction locks and calls locksmith

Investigates and reports unusual, suspicious or dangerous circumstances; and removes safety hazards; looks for and reports to appropriate supervisor for action

Minimum Qualifications

Completion of high school and two years of security patrol experience. Coursework in law enforcement, Administration of Justice or criminology may be substituted for experience.

Knowledge of

Basic law enforcement and security patrol principles and practices

Interpretations of federal, state, local laws and ordinances as applied to campus environment.
Traffic and parking rules and regulations

Performing basic first aid and CPR prior to probation

CAMPUS SECURITY OFFICER**DEFINITION:**

Under general supervision, to patrol campus buildings, facilities and grounds, ensuring the security and safety of property and persons; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Responsibilities of this class include individual patrol of the campus to ensure the security of all facilities, buildings, grounds, staff, students and the public during an assigned shift. The Incumbents are not sworn peace officers and do not carry a firearm, but are empowered to make arrests under Section 830.7(b) of the Penal Code.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Patrols the campus grounds, buildings and facilities during an assigned shift, following an established route; ensures the security and safety of property and persons; patrols on foot as well as by vehicle;
- Identifies intruders, recognizes safety violations and controls access to the campus;
- Ensures that doors and gates are locked after the close of the day's activities; arms and disarms burglar alarms; locks and unlocks buildings and facilities; identifies malfunctioning locks and calls locksmith;
- Investigates and reports unusual, suspicious or dangerous circumstances; and removes safety hazards; looks for and reports to appropriate supervisor any unsafe conditions;
- Enforces campus traffic and parking regulations as well as federal, state and local laws pertaining to the campus environment;
- Issues citations and may make arrests in specific situations; evaluates situations and decides when to contact outside law enforcement, arrest an individual or involve other Campus authority;
- Takes complaints from faculty, administrative staff, students and the public; investigates complaint, reports outcome, and communicates information to parties involved;
- Communicates and cooperates with representatives of local law enforcement and fire agencies;
- Assists in traffic and crowd control for campus events and activities;
- Assists with campus emergency situations, such as bomb threats, alarms or accidents; administers first aid or CPR as required;
- Responds to the intrusion of wild or stray animals on campus; writes and posts bulletins; and contacts authorities;
- May testify in court regarding an incident or emergency;
- Maintains logs and records, and prepares incident reports;
- Maintains motor vehicle in a clean and orderly condition; reports the need for repair;
- Maintains and repairs parking meters including transferring coins to business office.

MINIMUM QUALIFICATIONS:

Knowledge of:

Basic law enforcement and security patrol principles and practices.
Interpretations of federal, state, local laws and ordinances as applied to campus environment.
Traffic and parking rules and regulations.
Basic record keeping and report writing practices.

Skill in:

Independently patrolling campus grounds and facilities.
Recognizing unusual, dangerous or emergency situations and taking appropriate action.
Handling unpredictable or tense situations which may involve aggressive, angry or mentally ill individuals.
Understanding, interpreting and applying various rules, ordinances and laws.
Exercising sound independent judgment within established guidelines.
Maintaining accurate records and preparing basic reports of a quality that can be presented in court.
Establishing and maintaining effective working relationships with those contacted in the course of the work including individuals from various ethnic and socioeconomic groups.
Handling the physical demands of an active, outdoor job.
Performing basic first aid and CPR.
Performing multiple tasks and conflicting demands.

Other Requirements:

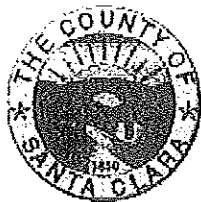
Must possess a valid California driver's license and have a satisfactory driving record; must have certificates for any special equipment carried, such as baton, handcuffs or pepper spray; must be willing to work weekends, holidays and off-hour shifts and be willing to work out of doors in all weather conditions; must obtain first aid and CPR certificates prior to completion of probation.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school, and two years of security patrol experience. College coursework in law enforcement, administration of justice or criminology may be substituted for the experience on a year for year basis.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Strength and agility to perform foot patrol and law enforcement duties; sight and color vision to patrol, observe and describe; hearing for perceiving alarms and accidents; speech and hearing for communicating, instructing and reporting; smell to detect fumes and hazards; mobility and agility to patrol in a variety of settings and respond quickly and effectively to situations; manual dexterity for writing, typing and using hand tools; lifting up to 40 pounds to move barricades and equipment. This work is performed outdoors in a variety of weather conditions.



Deputy Sheriff

Class Code:
U64

Bargaining Unit: Deputy Sheriffs' Association

COUNTY OF SANTA CLARA
Established Date: May 2, 1955
Revision Date: Sep 10, 1996

SALARY RANGE

\$42.28 - \$51.40 Hourly
\$3,382.40 - \$4,111.84 Biweekly
\$7,328.53 - \$8,908.99 Monthly
\$87,942.40 - \$106,907.84 Annually

DEFINITION:

Under supervision, to perform active law enforcement duties in the protection of life and property, the investigation of crimes and apprehension of law violators, provide security to the county courts, the service of civil process issued by court, and to perform a variety of technical law enforcement tasks.

TYPICAL TASKS:

- Patrols county areas and contract cities in a radio equipped patrol car to preserve law and order and to prevent and discover the commission of crime;
- Responds to a variety of calls, including felony and misdemeanor complaints and vehicular accidents;
- Conducts initial criminal investigation by interviewing witnesses, protecting the crime scene and gathering and preserving physical evidence;
- Appears in court to testify;
- Prepares reports on facts obtained, makes on-view and warrant arrests and transports prisoners to jail;
- Serves as a detective or as a member of a detective division team;
- Serves legal processes such as summons, garnishments, writs of execution and attachments;
- Signs affidavit that service has been made or notifies attorney that service cannot be made;
- Prepares notice of sale, conducts sales and prepares transfer of title documents;
- Attends sessions of the court to which assigned representing the Sheriff and supervising the security of the court;
- Keeps order in the courtroom and serves any processes or makes any arrests necessary;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Graduation from high school or possession of a General Education Development (G.E.D.) Certificate and the completion of 60 college semester units (90 quarter units) at the time of appointment. When the G.E.D. is used, a minimum overall score of not less than 45 and a standard score of not less than 35 on any section of the test shall be attained.

Special Requirements

1. Applicants who have passed their 20th birthday may submit an application but cannot be appointed until they have reached their 21st birthday.
2. Possession of a valid California Driver's License prior to appointment and an acceptable driving record, which will qualify for a County driving permit.
3. Have never been convicted of a felony. Any felony conviction and/or a conviction outside of California that would be considered a felony in this state is disqualifying.
4. Must be able to take and pass a thorough medical examination. May be disqualified on the basis of established medical standards (current P.O.S.T. or Departmental orders).
5. Must successfully pass a psychological evaluation.
6. Must successfully demonstrate and maintain physical fitness in order to perform the full scope and functions of the job.
7. Must pass a complete background investigation including fingerprints and a search of local, state, and national files for criminal history.
8. Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

Knowledge of:

- State and local laws and ordinances;
- Modern police practices and procedures;
- Investigation and interrogation techniques and the identification and preservation of evidence;
- Modern sociological concepts and communication skills in dealing with a diverse and ethnic population;
- Self defense tactics;
- First aid and cardiopulmonary resuscitation (C.P.R.);
- Geography of local area.

Ability to:

- Acquire, retain and apply police knowledge, procedures and department policies;
- Express oneself clearly and concisely in writing and orally and be able to prepare

accurate and grammatically correct written reports;

- Develop and maintain effective working relationships with private citizens, fellow officers and supervisors;
- Communicate and effectively interact with a diverse community;
- Make decisions and act calmly during emergencies;
- Exercise sound judgment, especially under stress conditions;
- Project authority;
- De-escalate hostile and aggressive behaviors;
- Observe accurately;
- Perform a wide variety of physical tasks requiring strength, coordination, endurance and agility;
- Use and care of specialized equipment, including firearms, radar equipment, and hand held radios.

School Shootings
2015 & Partial 2016

January 15, 2015	<u>Milwaukee, Wisconsin</u>	0	3	A 15-year-old boy, a student's father, and a teacher were each injured in the school parking lot at <u>Wisconsin Lutheran High School</u> . The student had unspecified injuries that were treated. The father was shot in the knee and the teacher was grazed in the toe. A 36-year-old man was charged in the shooting. ^[472]
January 16, 2015	<u>Ocala, Florida</u>	0	2	Two were injured in gunfire that occurred after a Friday night basketball game. One was injured directly by a bullet, the other by ricocheting glass. ^[473]
February 4, 2015	<u>Frederick, Maryland</u>	0	2	Two students were shot near the gymnasium of <u>Frederick High School</u> during a junior varsity (JV) boy's basketball game. Approximately two hundred students, staff, and faculty were placed on lockdown for several hours after the shooting while police searched for the suspects. No suspects have been apprehended, although witnesses report seeing four black males dressed all in black who are considered by police to be suspects in this shooting. ^[474]
February 14, 2015	<u>Merced, California</u>	1	0	A teenager was found killed in the parking lot of Tenaya Middle School. The shooting was reported to have occurred after school hours. ^[475]
February 23, 2015	<u>Daytona Beach, Florida</u>	0	3	Two students argued outside the music building at <u>Bethune-Cookman University</u> when one pulled out a gun. Both had guns and it is not disclosed who did the shooting, injuring three students. A reward was offered to help solve this case. ^[476]
March 30, 2015	<u>University City, Missouri</u>	0	1	Police said one person has been arrested for a shooting at <u>Pershing Elementary School</u> . The shooting occurred in the parking lot, with a 34-year-old-man being shot in the buttocks. ^[477]
April 13, 2015	<u>Goldsboro, North Carolina</u>	1	0	A faculty member was killed with a rifle in the school library of <u>Wayne Community College</u> . The suspected 20-year-old gunman, Kenneth Stancil, was arrested in Florida the next day, and is charged with first-degree murder. ^[478]
April 16, 2015	<u>Paradis, Louisiana</u>	0	1	A police officer was shot outside a school in a school zone while he was directing school buses into J.B. Martin Middle School, and the suspect was apprehended at the scene. ^[479]
April 27, 2015	<u>Lacey, Washington</u>	0	0	A 15-year-old student at <u>North Thurston High School</u> walked into the commons area and fired two shots into the ceiling from a .357 magnum pistol. Brady Olson, a teacher at the school, was able to tackle the student before they could turn the gun on other students. No one was injured or killed. The student is facing charges of firing and possessing a gun on school property. ^[480]
May 12, 2015	<u>Jacksonville, Florida</u>	0	2	Police report that a 16-year-old shot five bullets into a school bus and injured two students. Apparently, there was an argument that touched on previous events. ^[481]
May 24,	<u>Flint,</u>	0	7	In the early morning hours of Memorial Day weekend, a group

2015	<u>Michigan</u>			of people were at Southwestern Classical Academy in the parking lot. Shots rang out and seven were injured, with two men being apprehended and charged. ^[482]
August 27, 2015	<u>Savannah, Georgia</u>	1	0	22-year-old student Christopher Starks was fatally shot in a student union building at <u>Savannah State University</u> . The shooter has not been identified. ^[483]
September 3, 2015	<u>Sacramento, California</u>	1	2	A man was arguing with at least one other person escalated into a physical fight on the parking lot of <u>Sacramento City College</u> . A man opened fire, killing a 25-year-old student and wounding two others. The shooting suspect has not been arrested. ^[484]
September 30, 2015	<u>Harrisburg, South Dakota</u>	0	1	A principal was shot in the arm and wounded at <u>Harrisburg High School</u> after an argument with a student. The suspect, a 16-year-old student at the school, was taken into custody and is charged with first-degree attempted murder. ^[485]
October 1, 2015	<u>Roseburg, Oregon</u>	10	9	<u>Umpqua Community College</u> shooting: At around 10:40 a.m. PDT, a gunman, identified as 26-year-old student Christopher Harper-Mercer, opened fire in a hall on the <u>Umpqua Community College</u> campus, killing eight students and one teacher, and injuring nine others. Mercer then committed suicide after engaging responding police officers in a brief gunfight. ^[486]
October 9, 2015	<u>Flagstaff, Arizona</u>	1	3	One student died and three others were wounded in a shooting at <u>Northern Arizona University</u> . It is unclear what sparked the shooting, which took place near Mountain View Hall, a dormitory that houses most of the campus' students involved in Greek organizations. An 18-year-old student was arrested and charged with murder and aggravated assault. ^[487]
October 9, 2015	<u>Houston, Texas</u>	1	1	One person died and another person was injured after someone opened fire outside a <u>Texas Southern University</u> dorm. ^[488]
October 22, 2015	<u>Nashville, Tennessee</u>	1	3	One person was killed and three others were wounded in a shooting at an outdoor courtyard at <u>Tennessee State University</u> . The shooting may have stemmed from an argument over a dice game. A suspect has not been identified or arrested. ^[489]
November 1, 2015	<u>Winston-Salem, North Carolina</u>	1	1	One person died and another person was injured after someone opened fire on the campus of <u>Winston-Salem State University</u> . A 21-year-old non-student suspect is sought. ^[490]
November 20, 2015	<u>North Las Vegas, Nevada</u>	1	0	A 16-year-old student was fatally shot during a fight after school hours that involved multiple people on the campus of <u>Mojave High School</u> . ^[491]
January 22, 2016	<u>Indianapolis, Indiana</u>	0	1	A 15-year-old male was shot in the leg and injured during a night-time basketball game at <u>Lawrence Central High School</u> . ^[492]
January 29, 2016	<u>Philadelphia, Pennsylvania</u>	0	0	A gunshot was fired during a fight in a stairwell at <u>Franklin High School</u> , and no injuries were reported. Three people were detained. ^[493]
February 9,	<u>Muskegon</u>	0	4	Four people, including two students, were injured during a

2016	<u>Heights, Michigan</u>			basketball game event in the parking lot of <u>Muskegon Heights High School</u> . ^[494]
February 12, 2016	<u>Glendale, Arizona</u>	2	0	Two 15-year-old girls died in an apparent <u>Murder-Suicide</u> at <u>Independence High School</u> . ^[495] 15-year-old Cameron Smith, and 14-year-old Cooper Caffrey, were shot when 14-year-old James Austin Hancock, opened fire in the <u>Madison High School</u> cafeteria with a .380 caliber handgun. 15-year-old Brant Murray, and 14-year-old Katherine Douchette, also suffered shrapnel injuries. ^[496] Hancock was apprehended in a nearby wooded field. ^[497]
February 29, 2016	<u>Middletown, Ohio</u>	0	4	Two students at a prom at <u>Antigo High School</u> were shot and injured by 18-year-old former student Jakob Wagner. Wagner later exchanged fire with a school resource officer in the school's parking lot, and was captured after being shot and wounded by police. He died hours later in a hospital.
April 23, 2016	<u>Antigo, Wisconsin</u>	1	2	

Source: Wikipedia, accessed May 3, 2016

https://en.wikipedia.org/wiki/List_of_school_shootings_in_the_United_States#2010s

Gavilan College Academic Senate Resolution

RE: Business Services Reorganization Proposal
May 3, 2016: APPROVED

Whereas, the Gavilan College administration brought forward to the Academic Senate the Business Services Reorganization (BSR) proposal as an information item on March 1, 2016 with limited information, data, and details and submitted the same for approval to President's Council on March 24th.

Whereas, and as the BSR proposal was presented to the Board of Trustees on April 12th with new, yet still limited, information not made available to the Academic Senate and other shared governance groups;

Whereas, constituencies most impacted, the faculty through the Academic Senate, the students, through ASGC, and the classified staff through CSEA, have not had adequate time to provide input on the proposal regarding the effect on Gavilan's current security program;

Whereas, the BSR proposal appears to undermine Gavilan's current security program and exacerbates existing security vulnerabilities on campus;

Resolved, the Academic Senate supports the BSR proposal and recommends that it move forward as needed to address the business services and payroll changes that have been appropriately explained and justified, but it requests that any changes to the existing security program be postponed pending further college-wide discussion and evaluation of security concerns;

Resolved, the Academic Senate asks that the Director of Security and Support Services be filled immediately with either an interim or a permanent employee and that the vacant Security Officer position also be filled immediately in the same manner in order to continue providing the security that the campus community depends on;

Resolved, the Academic Senate strongly recommends that a Security and Emergency Response Task Force, one that includes broad college representation, be created by the Gavilan administration to: a) conduct a full analysis, grounded on data (Gavilan, regional, and national) to evaluate Gavilan's state of security, take inventory of the resources that are currently available, research resources that may be available and can be applied or leveraged for, and make recommendations as to the immediate, short-term and long-term security needs of Gavilan College; b) explore and discuss multiple options related to campus security, including the idea of a possible sheriff deputy presence, and evaluate the options according to need, efficiency, and cost effectiveness;

Resolved, the Academic Senate asks that the Security and Emergency Response task force be given until December 15th, 2016 to report back to the Board of Trustees with its recommendations;

Resolved, the Academic Senate urges the college administration to continue refining the manner in which it participates in shared governance by ensuring that proposals include adequate data and information, are afforded ample time for thorough discussion and consideration by all shared governance constituencies, and integrate the input and recommendations that result from the shared governance process into their final proposals.

Gavilan College Academic Senate Resolution

RE: Deputy Sheriff Proposal
DATE: May 3, 2016: APPROVED

Whereas, the Gavilan College administration brought forward to the Academic Senate the Business Services Reorganization (BSR) proposal that included a separate Deputy Sheriff Deputy (DS) proposal as an information item on March 1, 2016, and the proposal included limited information, data, and details, and that proposal was submitted to President's Council for approval on March 24th.

Whereas, the BSR proposal was presented to the Board of Trustees on April 12th as a new item, yet still had limited information that had not been made available to the Academic Senate and other shared governance groups;

Whereas, the faculty, students, and classified staff, who are the most impacted by the BSR, have not had adequate time to provide input on the full and detailed Deputy Sheriff proposal and its effect on Gavilan's current security program;

Whereas, students have expressed concerns that armed police will make them feel targeted and unsafe;

Whereas, the administration has presented no data supporting the contention that the Deputy Sheriff proposal will make Gavilan College a more secure campus;

Whereas, in the event of an active shooter on campus or any security emergency, all constituencies have expressed the need to explore and implement preventative and effective emergency security measures such as lockable doors, a public announcement system, training, and mental health counseling;

Whereas, the number of resources needed to implement the Deputy Sheriff proposal will place an undue burden on the existing security program and prevent existing security efforts from being addressed;

Whereas, the administration has provided a Gavilan College wish list for services that the deputy sheriff would ideally provide; however, very little information has been provided regarding the actual services agreed to by the Santa Clara Sheriff Office itself;

Whereas, the Santa Clara County Sheriff Department is currently under serious investigation for incompetence according to the following Mercury news stories:

Sheriff's Deputies sent vile racial slurs (via text) which vilified blacks and, to a lesser degree, Latinos, Vietnamese and Jews. In some cases the text messages applauded violence against minorities. (Series of articles 2015/2016)

Three Sheriffs deputies are charged with beating Michael Tyree, a mentally ill inmate, to death. (August 26, 2015)

Mercury News Editorial Calls for Sheriff to retire: "Sheriff Laurie Smith should not run again." 4/15/2016

Whereas, "local control" is a guiding principle of California Community Colleges that has 70 separate elected governing boards each fashioning their security operations with the intention of providing unique community policing models sensitive to the needs of their respective students and taxpayers;

Whereas, the delegation of campus safety and security, one of the most important functions on campus, to an outside law enforcement agency that lies outside of the college chain of command, particularly one that is embroiled in allegations of racism and insensitivity to ethnic minorities, is contrary to our college mission and core values;

Resolved, the Academic Senate urges the Board of Trustees not to approve the Deputy Sheriff Deputy proposal as presented.

Resolved, the Academic Senate strongly recommends that a Security and Emergency Response Task Force, one that includes broad college representation, be created by the Gavilan administration to: a) conduct a full analysis, grounded on data (Gavilan, regional, and national) to evaluate Gavilan's state of security, take inventory of the resources that are currently available, research resources that may be available and can be applied or leveraged for, and make recommendations as to the immediate, short-term and long-term security needs of Gavilan College; b) explore and discuss multiple options related to campus security, including the idea of a possible sheriff deputy presence, and evaluate the options according to need, efficiency, and cost effectiveness;

Resolved, the Academic Senate urges the college administration to continue refining the manner in which it participates in shared governance by ensuring that proposals include adequate data and information, are afforded ample time for thorough discussion and consideration by all shared governance constituencies, and integrate the input and recommendations that result from the shared governance process into their final proposals.

NEW BUSINESS

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

May 10, 2016

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

Administrative Services

SUBJECT: Approval to Certify the Appointment of a Representative to Joint Powers Authority for Liability and Property Protection. Resolution No. 1005

- Resolution: BE IT RESOLVED, Resolution No. 1005 be approved.
- Information Only
- Action Item

Proposal:

That the Board of Trustees approve Resolution No. 1005 to certify Wade W. Ellis, Director, Business Services, as the district representative.

Background:

The District belongs to the Bay Area Community College Districts JPA which is a joint program for liability and property protection. The District appoints Wade W. Ellis, Director, Business Services, to be the District representative. Frederick E. Harris, Vice President of Administrative Services will continue as the alternate representative. A resolution is required to appoint a new representative of the District. Resolution No. 1005 is attached.

Budgetary Implications:

None.

Follow Up/Outcome:

Forward the Resolution to the Bay Area Community Colleges District JPA.

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

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

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

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

May 10, 2016

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

Office of the President

SUBJECT: Order of Election, Specifications of the Election Order and Consolidation Request, Resolution No. 1006

- Resolution: BE IT RESOLVED, that Resolution No. 1006 be approved.
- Information Only
- Action Item

Proposal:

That the Board of Trustees approve the Order of Election, Specifications of the Election Order and Consolidation Request, Resolution No. 1006.

Background:

In preparation for the November 8, 2016, Board Election, the County of Santa Clara Registrar of Voters Office has requested that the following items be prepared:

1. Governing Board Election Resolution – Request for and Consent to Consolidation of Election with Specifications of the Election Order
2. Information Sheet

The Registrar of Voters Office requires the completed resolution, specifications of the election order, and the information sheet by June 27, 2016.

After July 11, 2016, candidate packets consisting of forms and information required for filing, including estimated costs of candidate statements will be available in the President's Office. The candidate filing period is July 18, 2016 through August 12, 2016. A Notice of Election will be prepared by the Registrar of Voters' office to be published in the San Jose Post Record.

Budgetary Implications:

Follow Up/Outcome:

All documents will be completed as appropriate and returned to the Office of the Registrar of Voters prior to June 27, 2016.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

RESOLUTION NO. 1006

ORDER OF ELECTION, SPECIFICATIONS OF THE ELECTION ORDER AND CONSOLIDATION REQUEST

WHEREAS, a Biennial District General Election has been order to be held on Tuesday, November 8, 2016, in the Gavilan Joint Community College District of Santa Clara County for the purpose of electing 3 members of the Governing Board of the District; and

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California and Section 5342 of the Education Code of the State of California, such election may be either completely or partially consolidated;

WHEREAS, pursuant to Section 5322 of the Education Code of the State of California this Board must adopt a resolution constituting a "Specifications of the Election Order";

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That pursuant to Section 5342 of the Education Code Section 10400, the Board of Trustees of the Gavilan Joint Community College District calls for an election to be held on November 8, 2016 and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Trustees of the Gavilan Joint Community College District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be selected at large/by division;

Section 4. That the divisions, if any, from which said trustees are to be elected, and the number of offices to be filled from each, are:

<u>Trustee Area 2</u>	<u>1 office</u>
<u>Trustee Area 4</u>	<u>1 office</u>
<u>Trustee Area 6</u>	<u>1 office</u>
(Division)	(Number of Offices)

Section 5. That pursuant to Section 10514 of the Elections Code of the State of California, the qualifications for election to said offices, as prescribed by the principal act, are:

Over 18 years old, registered voter, and resident in the Gavilan Joint Community College District

Section 6. That pursuant to the provision of Section 5420 of the Education Code of the State of California, each district involved in a general district election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the general district election for that district.

Section 7. That the candidates' statements of qualifications shall be limited to 200 / 400 words; that the cost of printing, translating and distributing said statements shall be borne by the district / candidates who file such statements, and that each candidate who files such a statement shall / shall not be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 8. That pursuant to Section 10522 of the Elections Code of the State of California, a current map showing the boundaries of the district and the boundaries of the divisions of the district is herewith submitted.

Section 9. That the method of determining the winner or winners in the event of a tie vote shall be by: lot / special runoff.

Section 10. That the names of all current Board Members & date each term ends are: (Please indicate all members and for those who are appointed incumbents, note the name of the elected incumbent who was replaced and the date elected incumbent's term would have ended if term had been fulfilled.)

Laura Perry, 2018	Kent Child, 2018
Jonathan Brusco, 2016	Tom Breen, 2016
Walt Glines, 2018	Lois Locci, 2018
Mark Dover, 2016	

PASSED AND ADOPTED this 10th day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Signature of Officer/Clerk of the Board authorized by law

of Gavilan Joint Community College District

INFORMATION SHEET

(To be returned with Resolution)

NAME OF DISTRICT

Gavilan Joint Community College District

DISTRICT CONTACT

Name/Title Dr. Steven M. Kinsella, Superintendent/President

Address 5055 Santa Teresa Boulevard
Gilroy, CA 95020

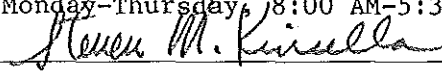
Phone # 408-848-4712

Fax # 408-847-5102

Email skinsella@gavilan

DISTRICT OFFICE DATES AND HOURS OF OPERATION

Monday - Friday, 8:00 AM - 5:00 PM Summer Hours (June 6-August 19, 2016) are
Monday-Thursday, 8:00 AM-5:30 PM, Friday 8-noon

Date May 5, 2016 Signed 

Print Name Steven M. Kinsella

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

May 10, 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)

Instruction Office

SUBJECT: Instructional Material Fees

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

The attached list is being brought forward for review in accordance with Board Policy 4023 (BP4023) Instructional Materials.

Background:

The Instructional Material Fees list is brought forward for approval, as part of the annual review process.

Follow Up/Outcome:

The Instructional Material Fees list will be brought forward as necessary for Board approval, in advance of the upcoming academic year.

Recommended By: Dr. Kathleen A. Rose, Executive Vice President and CIO

Prepared By: 
Dr. Kathleen Rose, Executive Vice President and Chief Instruction Officer

Agenda Approval: 
Dr. Steven M. Kinsella, 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	\$650.00 \$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.

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

May 10, 2016

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

Office of the President

SUBJECT: Student Trustee Rights and Privileges

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board reaffirm the student trustee rights and privileges.

Background:

California Education Code 72023.5, Student Members, requires the Board approve the student trustee rights and privileges by May of each year. Currently these rights and privileges are:

- Right to make and second motions
- Receive compensation of \$264.60 per month

Budgetary Implications:

Follow Up/Outcome:

No additional action.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President

Prepared By: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President

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

May 10, 2016

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

SUBJECT: Quarterly Financial Status Report, CCFS 311Q at March 31, 2016

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

Proposal:

That the Board of Trustees approve the Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges for the quarterly period ended March 31, 2016.

Background:

The Quarterly Financial Status Report, CCFS 311Q for the quarter ending March 31, 2016 has been prepared for submission to the Chancellor's Office, California Community Colleges.

Budgetary Implications:

This report satisfies State reporting requirements.

Follow Up/Outcome:

The Quarterly Financial Status Report, CCFS 311Q will be forwarded to the Chancellor's Office.

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

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

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 
Fiscal Year: 2015-2016

District: (440) GAVILAN


Quarter Ended: (Q3) Mar 31, 2016

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Frederick E. Harris

CBO Phone: 408-848-4715

CBO Signature: 
Date Signed: 7/26/16

Chief Executive Officer Name: Dr. Steven M. Kinsella

CEO Signature: 
Date Signed: 4/20/16

Electronic Cert Date: 04/26/2016

District Contact Person

Name: Wade W. Ellis, CPA

Title: Director, Business Services

Telephone: 408-848-4739

Fax: 408-848-4789

E-Mail: wellis@gavilan.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 atalig@cccoco.edu or Tracy Britten (916)324-9794 tbritten@cccoco.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2015-2016

Quarter Ended: (Q3) Mar 31, 2016

District: (440) GAVILAN

As of June 30 for the fiscal year specified

Line	Description	Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	29,444,496	28,756,014	30,175,048	34,244,351
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	29,444,496	28,756,014	30,175,048	34,244,351
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,827,104	27,240,214	28,234,919	31,470,547
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,811,056	1,747,859	1,812,274	1,625,988
B.3	Total Unrestricted Expenditures (B.1 + B.2)	29,638,160	28,988,073	30,047,193	33,096,535
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-193,664	-232,059	127,855	1,147,816
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	3,131,583	2,937,919	2,705,860	2,674,711
E.	Fund Balance, Ending (C. + D.2)	2,937,919	2,705,860	2,833,715	3,822,527
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.9%	9.3%	9.4%	11.5%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	5,146	5,224	5,321	5,440

As of the specified quarter ended for each fiscal year

III. Total General Fund Cash Balance (Unrestricted and Restricted)

2012-13	2013-14	2014-15	2015-2016
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H.1	Cash, excluding borrowed funds		474,317	24,057	4,303,488
H.2	Cash, borrowed funds only		2,000,000	1,000,000	0
H.3	Total Cash (H.1+ H.2)	2,499,604	2,474,317	1,024,057	4,303,488

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	33,848,385	34,244,351	24,006,003	70.1%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	33,848,385	34,244,351	24,006,003	70.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,053,169	31,470,547	22,522,590	71.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,697,271	1,625,988	743,645	45.7%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	33,750,440	33,096,535	23,266,235	70.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	97,945	1,147,816	739,768	
L	Adjusted Fund Balance, Beginning	2,674,711	2,674,711	2,674,711	
L.1	Fund Balance, Ending (C. + L.2)	2,772,656	3,822,527	3,414,479	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.2%	11.5%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:			Permanent		Temporary	
	Year 1: 2015-16	44,724 2%	103,296 2%	54,691 2%	68,029 2%	
Year 2:						

b. BENEFITS:	Year 3:				
	Year 1:				
	Year 2:				
	Year 3:				

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code. Salary increases and related burden will be funded out of general fund revenues and out of related categorical funds revenues.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

May 10, 2016

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

Administrative Services

SUBJECT: Accept Bid for the Coyote Valley Off-Site Improvements Package

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the bid from Pacific Underground Construction, Inc. for the Coyote Valley Off-Site Improvements Package valued at \$1,370,938.

Background

The bid for this project closed on April 26, 2016. A total of one (1) contractor participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Pacific Underground Construction, Inc. for a construction contract in the amount of \$1,370,938.

Unfortunately, this contract is not large enough to attract more bidders during the Summer when contractors are already booked and are too busy. The original cost estimate for this work was budgeted at \$1,500,000, so this bid response is at a fair price. If we delay this project to get more bids, we will jeopardize the start of school.

Attached is a letter providing a bid analysis and tabulation form from Gilbane, the construction managers, dated April 29, 2016.

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

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

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

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

Agenda Approval: Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/ President



April 27, 2016

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

**Re: Bid Analysis
Coyote Valley Off-Site Improvements Package
Gavilan Joint Community College District**

Dear Frederick:

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

Gilbane reviewed the apparent low bidder's, Pacific Underground Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Pacific Underground Construction, Inc. confirmed their base bid amount of \$1,370,938 and stated they would honor it.

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

Bid Analysis

The following items were considered in our bid analysis:

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

1. Comparative Pricing (See attached Bid Tabulation Form)

A.	Budget	\$1,500,000
B.	Low Responsive Bid	\$1,370,938
C.	Average Bid	\$1,370,938
D.	High Bid	\$1,370,938
E.	Number of Contractors Contacted	22
F.	Number of Plan Holders	22
G.	Number of Potential Bidders	5
H.	Number of Bidders	1

2. Bond Review

A. Contractor's Bid Bond

Pacific Underground Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Ohio Casualty Insurance Company. Their address is 71 Stevenson St. Suite 600, San Francisco, California, 94105. The contact number is (415) 537-2513.

B. Contractor's License Bond

All California contractors are required to file a bond with the State in the amount of \$15,000. The bond number is 6416259 and the effective date is 1/1/16 with First National Insurance Company of America. Their address is 175 Berkeley St., Boston, Massachusetts, 02116.

3. Company History & Experience

Pacific Underground Construction, Inc. has been in business since 1982. Pacific Underground Construction, Inc. is familiar with the local city jurisdictions and municipalities. Pacific Underground Construction, Inc. has worked with numerous cities throughout the bay area. To name a few are City of San Jose, City of Morgan Hill, and City of Mountain View.

4. Bid Form Review

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

5. Reference Check

A. Cambrian School District – The Contracts Manager, Colleen Altendorf, at Cambrian School District stated Pacific Underground Construction, Inc. has performed a couple of projects successfully for them. These projects varied in size. Colleen mentioned that they were cooperative; team oriented and had minimal problems with budget or schedule. Colleen said Pacific Underground Construction, Inc.'s work quality was great. Colleen mentioned her experience with Pacific Underground Construction was excellent.

B. Jose Campos Inspector for the City of San Jose has worked on multiple projects with Pacific Underground Construction, Inc. Jose said Pacific Underground Construction, Inc. is really cooperative and team orientated. Pacific Underground Construction, Inc. kept to the schedule and there quality of work was great. Jose recommends Pacific Underground Construction, Inc. for the Coyote Valley Off-Site Improvements Project.

6. **Contractor License Check**
- | | | |
|----|--------------------------|---|
| A. | License Number: | 423419 |
| B. | License Status: | Current and Active |
| C. | License Issued to: | Pacific Underground
Construction, Inc.
Corporation |
| D. | Expiration Date: | 5/31/18 |
| E. | County of Incorporation: | Santa Clara |
| F. | Claims Against License: | No citations or cases on record |
| G. | Type of License(s): | A – General Engineering
C-16 – Fire Protection Contractors |

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

Sincerely,

Edgar S. Esquivel

Edgar S. Esquivel
Project Engineer

Enclosures: Bid Tabulation Form

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



PRELIMINARY RESULTS:

Bid Recording Sheet		Project: Gavilan Joint Community College District				4/26/2016	
ITEM: Coyote Valley Off-Site Improvements							
Bid Amount		Pacific Underground Construction, Inc.					
Bid Proposal		X					
Bid Security		X					
Subcontractors List		X					
Statement of Qualifications		X					
Non Collusion Affidavit.		X					
DIR Registration		X					
Contractor License		X					
Addendum Acknowledgement		X					
Bid Total		\$1,370,938.00					

Notes:

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

May 10, 2016 .

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

SUBJECT: Gilbane Building Company Project Assignment Amendment for the STEM Meadow Restoration Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves Gilbane Building Company Project Assignment Amendment (PAA) for the STEM Meadow Restoration project.

Background

On July 1, 2011, the board ratified an On-Going Construction Management Services Agreement with Gilbane Building Company. The Constructing Management Service Agreement stipulates that for each individual district project, a separate PAA will be established.

PAA for STEM Meadow Restoration Project

- Basic services to provide Construction Management Services for bidding, construction, and post constructing phases.
- Basic service fee \$15,913 from STEM funds.

Budgetary Implications:

The efficient use of STEM grant Funds

Follow Up/Outcome:

Upon Board approval, process the agreements

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

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

Agenda Approval: *Steven M. Kinsella*
Dr. Steven M. Kinsella, Superintendent/ President

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

May 10, 2016

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

Instruction Office

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

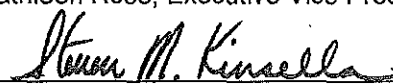
None.

Follow Up/Outcome:

Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Kathleen Rose, Executive Vice President and CIO

Prepared By: 
Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/President

**GAVILAN BOARD OF TRUSTEES MEETING
MAY 10, 2016
CURRICULUM SUMMARY**

NEW COURSE PROPOSAL – SECOND READING

WTRM 235 **Pollution Prevention**

3 Units, 3 Lec, 0 Lab

Study of the raw materials and chemicals used in industry and the changes that occur as they move through the industrial process. Topics include: regulations, the material balance concept of inventory, the importance of waste minimization/pollution prevention, and residential waste generation/reduction/ prevention.

WTRM 236 **OSHA Construction Industry Safety Course **1 Units, 1 Lec, 0 Lab****

This course covers OSHA standards and requirements as they apply to the construction industry and teaches safety awareness which helps in recognizing and reducing the risk of job site hazards. Emphasis will be on hazard identification, avoidance, control and prevention. Students who successfully complete this course will receive their 10-hour Construction safety course completion certificate/card.

MODIFICATION TO EXISTING COURSES – FORM C

BIO 12 **Human Biology**

4 Units, 3 Lec, 3 Lab

Change description:

This course will provide an introduction to human biology for non-science majors to meet general education laboratory science requirements. It will cover the biologic principles of basic body structure and function including all systems of the body, genetic diseases and current biotechnological advances as well as encompass the relationship between humans their environment and ecosystems. This course satisfies the same general education life science requirements as Biology 10 and Ecology I.

Update textbook and student learning outcomes.

BIO 13 **Marine Biology**

4 Units, 3 Lec, 3 Lab

BIO 13 Advisory

Add advisory: Eligible for English 250, English 260 and Mathematics 430.

Update textbook and student learning outcomes.

CD 11C **Adult Supervision and Mentoring in Early Childhood Program**

2 Units, 2 Lec, 0 Lab

Alignment with the CAP expansion course for Adult Supervision and Mentoring.

Change title:

From: Supervision of Adults: The Mentor Teacher

To: Adult Supervision and Mentoring in Early Childhood Program

Change description:

A study of the methods and principles of supervising student teachers, volunteers, staff and other adults in early childhood programs. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. This course meets the requirement for the State Child Development Permit matrix: "2 unit adult supervision class" and the Mentor Teacher Program.

Lectures, discussions, in class and out of class activities, role play simulations, readings, individual and group assignments as well as video and guest presenters will be used.

Update textbook, student learning outcomes, content and methods of evaluation.

CD 13 Infant and Toddler Development and Care 3 Units, 3 Lec, 0 Lab

Change description

Students will apply current theory and research to the care and education of infants and toddlers in group settings. Through studying the developmental stages of growth specific to infants and toddlers students will learn how to foster positive techniques for nurturing infants and toddlers in group settings. Students will examine essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

This course has the option of a letter grade or pass/no pass.

ADVISORY: Eligible for English 250 and English 260. Child Development 2

Update textbook, student learning outcomes, content and methods of evaluation.

CSIS 10 Introduction to Programming using BASIC 3 Units, 3 Lec, 0 Lab

Change course description:

This course is an introduction to programming using BASIC.

This course has the option of a letter grade or pass/no pass.

Update textbook and student learning outcomes.

CSIS 42 Python Programming 4 Units, 4 Lec, 0 Lab

Revise course description to make course sequence clear. Course sequence follows the sequence of C-ID courses with which our courses are aligned.

This course is for those new to programming and is the recommended first course to take before taking other programming classes. No previous programming background is assumed. The course introduces students to the fundamental concepts of computer programming using Python. Students will learn procedural and object-oriented programming design methodology. Topics covered include: output, input, variables, selection, repetition, functions, recursion, lists, strings, file manipulation, internet scripting, regular expressions, data mining and GUI.

Update textbook and student learning outcomes.

CSIS 45 Advisory C++ Programming I 3 Units, 2 Lec, 3 Lab

Add advisory: CSIS 42, Python Programming

CSIS 52 Linux/UNIX System Administration 3 units, 3 Lec, 0 Lab

Reactivate course.

Change units, hours:

From: 4 units, 3 Lec, 3 Lab

To: 3 units, 3 Lec, 0 Lab

Change description:

This course introduces students to the fundamentals of Linux/UNIX system administration: the setup, configuration and maintenance of Linux/UNIX servers. Topics include managing file systems, devices and user accounts, maintaining system backups and system logs, and basic system security. Students will configure a web-server, install programs, configure networking, and implement basic system security protocols.

Update textbook, student learning outcomes and content.

CSIS 132 Prerequisite Intermediate Word Processing - MS Word 2 Units, 2 Lec, 0 Lab

Add prerequisite: CSIS 126, Word Processing - MS Word

CSIS 134 Prerequisite Intermediate Excel 2 Units, 2 Lec, 0 Lab

Add prerequisite: ACCT/CSIS 121, Spreadsheet – MS Excel

DISTANCE EDUCATION – FORM D

CSIS 52 **Linux/UNIX System Administration**
Add online and hybrid.

3 units, 3 Lec, 0 Lab

GEOL 1 **Introduction to Geology**
Add hybrid.

4 Units, 3 Lec, 3 Lab

NEW CERTIFICATE OF PROFICIENCY – FORM J

Real Estate – Certificate of Proficiency

Course #	Required Courses	Unit Value
RE 160	Real Estate Principles	3
RE 162	Real Estate Practice	3
	Required Courses	Total Required: 6 units
	Choose one or more:	
RE 163	Real Estate Finance	3
RE 164	Real Estate Appraisal	3
RE 165	Legal Aspects of Real Estate	3
RE 167	Real Estate Economics	3
RE 168	Real Estate Escrow	3
BUS 80	Business Law	3
ACCT 20	Financial Accounting	4
	Select One Elective	Total Elective: 3 - 4 units
	Total units required for Certificate	9 – 10 Units

MODIFICATION TO EXISTING AA- T DEGREE

Kinesiology Associate Degree for Transfer (AA-T)

Briefly describe change to program:

The department is revising their A.A.-T Degree to include more options under the Movement Based Courses, both in the number of areas listed (adding Dance) and the courses available under those areas. Students have been limited by the options available, especially after some activity courses were required to be moved from the KIN area to ATH.

Course ID	Course Title	Units	CSU-GE	IGETC Area
Required Core: (14 units, including Movement Based Courses)				
KIN 2	Introduction to Kinesiology	3		
BIO 7	Human Anatomy	4		
BIO 9	Human Physiology	4		
	<p>Movement Based Courses - Select a maximum of one (1) course, for a total of one (1) unit, from any three (3) of the following areas for a maximum of three (3) units:</p> <p>Aquatics (1 unit): KIN 16A-B Swimming or KIN 61A Swim for Fitness</p> <p>Combatives (1 unit): KIN 39 Fencing, KIN 71A Self Defense, or KIN 83 Karate</p> <p>Dance (1 unit): KIN 88A-B Social Dance</p> <p>Fitness (1 unit): KIN 24A Individualized Weight Training, KIN 44A-C Aerobics, KIN 62 Yoga, KIN 70A Pilates, KIN 74 Hiking, or KIN 82A Circuit Training</p> <p>Individual Sports (1 unit): KIN 17A-B Golf, KIN 18A-C Tennis, KIN 19A Badminton, KIN 20A Bowling, or KIN 31A Archery</p> <p>Team Sports (1 unit): KIN 80A Ultimate Frisbee, KIN 121A-C Volleyball, KIN 125A Soccer, KIN 127A-C Basketball, or KIN 137A Softball</p>	3		
Restricted Electives/LIST A: (Select 6 units from the following - these courses may also count				

toward GE requirements:)			
MATH 5	Introduction to Statistics	3	
BIO 12	Introduction to Human Biology	4	
CHEM 1A or CHEM 1B	General Chemistry	5	
CHEM 12A or CHEM 12B	Organic Chemistry	5	
PHYS 2A or PHYS 2B	General Physics I and II	4	
AH 30 or AH 32	Standard First Aid and Cardiopulmonary Resuscitation or Basic Cardiac Life Support	2 or 1	
Total Units for the Major:		20 - 24	
Total Units that may be double-counted <i>(Ensure that the total for each Area does not exceed the limit for the specific Area)</i>			sum
General Education (CSU GE or IGETC) Units			39
Electives (as needed to reach 60 units)			sum
Total Degree Units (minimum)			60

MODIFICATION TO EXISTING AA DEGREE AND CERTIFICATE OF ACHIEVEMENT

Digital Media AA Degree

Course ID	Course Title	Units	Gavilan GE
Required Core: (12 units)			
DM/CSIS 75	Photoshop I	3	GAV_GE C1
DM/CSIS 76	Digital Illustration	3	GAV_GE C1
DM/CSIS 77	Introduction to Digital Media	3	GAV_GE C1
DM/CSIS 107	Digital Media Design	3	no
Restricted Electives/LIST A: (6 units - Option in Digital Design and Imaging: choose 2 courses from List A)			
DM/CSIS 85	Web Design	3	GAV_GE C
DM/CSIS 74	Advanced Photoshop	3	GAV_GE C1
DM/CSIS 80	Digital Photography	3	GAV_GE C1
LIST B: (6 units - Option in Digital Video and Animation: choose 2 courses from List B)			
DM 60	Introduction to Animation	3	no
DM 61	3D Animation	3	no
DM/CSIS 113	Digital Video	3	GAV_GE C1
DM/CSIS 117	Visual Effects/Motion Graphics	3	no
LIST C: (6-7 units - Option in Interactive Media: choose 6 to 7 units from List C)			
DM/CSIS 6	Web Page Authoring	3	GAV_GE E2
CSIS 42	Python Programming	4	no

CSIS 45	C++ Programming I	3	GAV_GE E2
CSIS 84	JavaScript Programming	2	no
DM/CSIS 160	Game Design	3	no
Total Units for the Major:			18-19
Total Units that may be double-counted (<i>Ensure that the total for each Area does not exceed the limit for the specific Area</i>)			sum
Gavilan General Education Units			35
Electives (as needed to reach 60 units)			sum
Total Degree Units (minimum)			60

Digital Design and Imaging Certificate of Achievement

Course ID	Course Title	Units
Required Core: (12 units)		
DM/CSIS 75	Photoshop I	3
DM/CSIS 76	Digital Illustration	3
DM/CSIS 77	Introduction to Digital Media	3
DM/CSIS 107	Digital Media Design	3
	Sum of Core Units	12 units
Electives: (6 units - choose 2 courses)		
DM/CSIS 85	Web Design	3
DM/CSIS 74	Advanced Photoshop	3
DM/CSIS 80	Digital Photography	3
	Sum of Electives	6 units
Total Units for the Certificate:		18 units

Interactive Media Certificate of Achievement

Course ID	Course Title	Units
Required Core: (12 units)		
DM/CSIS 75	Photoshop I	3
DM/CSIS 76	Digital Illustration	3
DM/CSIS 77	Introduction to Digital Media	3
DM/CSIS 107	Digital Media Design	3
	Sum of Core Units	12 units
Electives: (6 - 7 units)		
DM/CSIS 6	Web Page Authoring	3
CSIS 42	Python Programming	4
CSIS 45	C++ Programming I	3
CSIS 84	Javascript Programming I	2
DM/CSIS 160	Game Design	3
	Sum of Electives	6 - 7 units
Total Units for the Certificate:		18 - 19 units

Digital Video and Animation Certificate of Achievement

Course ID	Course Title	Units
Required Core: (12 units)		
DM/CSIS 75	Photoshop I	3
DM/CSIS 76	Digital Illustration	3
DM/CSIS 77	Introduction to Digital Media	3
DM/CSIS 107	Digital Media Design	3
	Sum of Core Units	12 units
Electives: (6 units - choose 2 courses)		
DM 60	Introduction to Animation	3
DM 61	3D Animation	3
DM/CSIS 113	Digital Video	3
DM/CSIS 117	Visual Effects/Motion Graphics	3
	Sum of Electives	6 units
Total Units for the Certificate:		18 units

NEW AA DEGREE AND CERTIFICATE OF ACHIEVEMENT

Wastewater Collection Technology Education AA Degree

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 107	Beginning Wastewater Treatment Operations	3
WTRM 113	Beginning Wastewater Collection	3
WTRM 116	Advanced Wastewater Collections	3
Restricted Electives/LIST A: (3 units - Select one of the following:)		
WTRM 105	Water Distribution 1	3
WTRM 106	Beginning Water Treatment Plant Operation	3
WTRM 109	Advanced Water Treatment Plant Operation	3
WTRM 110	Advanced Water/Wastewater/Distribution Math	3
WTRM 111	Advanced Wastewater Treatment Plant Operation	3
WTRM 112	Applied Hydraulics	3
WTRM 114	Laboratory Analysis for Water/Wastewater	3
WTRM 115	Supervision	3
LIST B: (4 - 8 units - Select two of the following:)		
WTRM 118	Introduction to Occupational Health and Safety	3
WTRM 121	Mechanical Maintenance	3
WTRM 132	Advanced Water Distribution	3

WTRM 133	Water Conservation	3
WTRM 134	Industrial Wastewater and Stormwater Management	4
WTRM 235	Pollution Prevention	3
WTRM 190	Occupational Work Experience/ Water/Wastewater Technology	1 - 4
	Total Units for the Major:	28 - 32
	Total Units that may be double-counted	0
	General Education Units	35
	Electives as needed to reach 60 Units	0
	TOTAL DEGREE UNITS	63 - 67

Wastewater Technology Education AA Degree

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 107	Beginning Wastewater Treatment Operations	3
WTRM 111	Advanced Wastewater Treatment Plant Operation	3
WTRM 113	Beginning Wastewater Collection	3
Restricted Electives/LIST A: (3 units - Select one of the following:)		
WTRM 109	Advanced Water Treatment Plant Operation	3
WTRM 110	Advanced Water/Wastewater/Distribution Math	3
WTRM 112	Applied Hydraulics	3
WTRM 114	Laboratory Analysis for Water/Wastewater	3
WTRM 115	Supervision	3
WTRM 132	Advanced Water Distribution	3
LIST B: (4 - 8 units - Select two of the following:)		
WTRM 116	Advanced Wastewater Collections	3
WTRM 118	Introduction to Occupational Health and Safety	3
WTRM 121	Mechanical Maintenance	3
WTRM 133	Water Conservation	3
WTRM 134	Industrial Wastewater and Stormwater Management	4
WTRM 235	Pollution Prevention	3
WTRM 190	Occupational Work Experience/ Water/Wastewater Technology	1 - 4

Total Units for the Major:	28 - 32
Total Units that may be double-counted	0
General Education Units	35
Electives (as needed to reach 60 units)	0
Total Degree Units	63 - 67

Water Distribution Technology Education AA Degree

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 105	Water Distribution 1	3
WTRM 106	Beginning Water Treatment Plant Operation	3
WTRM 132	Advanced Water Distribution	3
Restricted Electives/LIST A: (3 units - Select one of the following:)		
WTRM 107	Beginning Wastewater Treatment Operations	3
WTRM 109	Advanced Water Treatment Plant Operation	3
WTRM 110	Advanced Water/Wastewater/Distribution Math	3
WTRM 111	Advanced Wastewater Treatment Plant Operation	3
WTRM 112	Applied Hydraulics	3
WTRM 113	Beginning Wastewater Collection	3
WTRM 114	Laboratory Analysis for Water/Wastewater	3
WTRM 115	Supervision	3
LIST B: (4 - 8 units - Select two of the following:)		
WTRM 116	Advanced Wastewater Collections	3
WTRM 118	Introduction to Occupational Health and Safety	3
WTRM 121	Mechanical Maintenance	3
WTRM 133	Water Conservation	3
WTRM 134	Industrial Wastewater and Stormwater Management	4
WTRM 235	Pollution Prevention	3
WTRM 190	Occupational Work Experience/ Water/Wastewater Technology	1 - 4
Total Units for the Major:		
		28 - 32
Total Units that may be double-counted		
		0
General Education Units		
		35
Electives (as needed to reach 60 units)		
		0
Total Degree Units		
		63 - 67

Water Technology Education AA Degree

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 105	Water Distribution 1	3
WTRM 106	Beginning Water Treatment Plant Operation	3
WTRM 109	Advanced Water Treatment Plant Operation	3
Restricted Electives/LIST A: (3 units - Select one of the following:)		
WTRM 107	Beginning Wastewater Treatment Operations	3
WTRM 110	Advanced Water/Wastewater/Distribution Math	3
WTRM 111	Advanced Wastewater Treatment Plant Operation	3
WTRM 112	Applied Hydraulics	3
WTRM 113	Beginning Wastewater Collection	3
WTRM 114	Laboratory Analysis for Water/Wastewater	3
WTRM 115	Supervision	3
WTRM 132	Advanced Water Distribution	3
LIST B: (4 - 8 units - Select two of the following:)		
WTRM 116	Advanced Wastewater Collections	3
WTRM 118	Introduction to Occupational Health and Safety	3
WTRM 121	Mechanical Maintenance	3
WTRM 133	Water Conservation	3
WTRM 134	Industrial Wastewater and Stormwater Management	4
WTRM 235	Pollution Prevention	3
WTRM 190	Occupational Work Experience/ Water/Wastewater Technology	1 - 4
Total Units for the Major:		28 - 32
Total Units that may be double-counted		0
General Education Units		35
Electives (as needed to reach 60 units)		0
Total Degree Units		63 - 67

Wastewater Collection Technology Education Certificate of Achievement

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 107	Beginning Wastewater Treatment Operations	3

WTRM 113	Beginning Wastewater Collection	3
WTRM 116	Advanced Wastewater Collections	3
Total Units for the Certificate:		21

Wastewater Technology Education Certificate of Achievement

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 107	Beginning Wastewater Treatment Operations	3
WTRM 111	Advanced Wastewater Treatment Plant Operation	3
WTRM 113	Beginning Wastewater Collection	3
Total Units for the Certificate:		21

Water Distribution Technology Education Certificate of Achievement

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 105	Water Distribution 1	3
WTRM 106	Beginning Water Treatment Plant Operation	3
WTRM 132	Advanced Water Distribution	3
Total Units for the Certificate:		21

Water Technology Education Certificate of Achievement

Course ID	Course Title	Units
Required Core: (21 units)		
WTRM 101	Introduction to Water/Wastewater Technology	3
WTRM 102	Beginning Water/Wastewater/Distribution Math	3
WTRM 103	Introduction to Electrical and Instrumentation Processes	3
WTRM 104	Motors and Pumps/Operation and Maintenance	3
WTRM 105	Water Distribution 1	3
WTRM 106	Beginning Water Treatment Plant Operation	3
WTRM 109	Advanced Water Treatment Plant Operation	3
Total Units for the Certificate:		21