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 5 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:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – Closed Session Pursuant to Government Code 54957

PUBLIC EMPLOYEE APPOINTMENT – Executive Vice President and Chief Instructional Officer – Closed Session Pursuant to Government Code Section 54957

CONFERENCE WITH REAL PROPERTY NEGOTIATORS – Closed Session Pursuant to Government Code Section 54956.8
Property: 555 Bailey Avenue, San Jose, CA 95141
Agency Negotiator: Dr. Steven M. Kinsella
Negotiating Parties: IBM
Under Negotiation: Terms of payment, conditions

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. Consent Agenda
   (a) Regular Board Meeting Minutes October 8, 2013, Community Education Ad Hoc Committee, October 8, 2013, Special Meeting of the Board of Trustees, Board Self Evaluation, October 22, 2013
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Ratification of Agreements
   (e) EOPS/CalWORKs/CARE Advisory Committee
(f) Career Technical Education Advisory Boards
(g) Quarterly Financial Status Report, CCFS 311Q at September 30, 2013
(h) Budget Adjustments
(i) Measure E Bond Quarterly Financial Status Report at September 30, 2013
(j) Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2013 and September 30, 2013
(k) Monthly Financial Report

6. Approval of Agenda
7. Comments from the Public - This is a time for the public to address the Board.
8. Officers' Reports (A maximum of 5 minutes will be allotted to each speaker.)
   (a) Vice Presidents
   (b) College President
   (c) Academic Senate
   (d) Professional Support Staff
   (e) Student Representative
   (f) Board Member Comments
   (g) Board President
9. Board Committee Reports
10. Information/Staff Reports
    (a) Recognition of the Employee of the Month
    (b) Hydration Stations
    (c) Welcome Center
    (d) Mission Statement

III. ACTION ITEM
1. New Business
   (a) Curriculum
   * (b) Approval to Certify the Appointment of Representatives to Joint Powers Authority for Retiree Health Benefit Program; Resolution No. 965
   (c) Citizens Oversight Committee Renewal of Term
   (d) Signing Authority
   (e) Employee Agreement Authorization – Executive Vice President and Chief Instructional Officer
   (f) Disposal of Surplus Property
   (g) Authorization of Allocation of Remaining Measure E Funds
   (h) BFGC-IBI Group Architecture and Planning Assignment Amendment (PAA)
   (i) Memorandum of Understanding Between Gavilan College and Gilroy Unified for the Joint Use of South Valley Middle School
   (j) County Committee Election – 2013
   (k) Development of Gavilan College Facilities
   (l) Ratification of Agreement for a Settlement of Claim

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is December 10, 2013, Gilroy Campus, North/South Lounge.
2. Adjournment

* Roll Call Vote
GAVILAN COLLEGE MISSION

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

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

A maximum of 5 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 Angie Oropeza 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
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5 (a) Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Regular Board Meeting Minutes, October 8, 2013, Community Education Ad Hoc Committee, October 8, 2013, Special Meeting of the Board of Trustees, Board Self Evaluation, October 22, 2013

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board approve the regular Board meeting minutes from October 8, 2013, the Community Education Ad Hoc Committee Minutes, October 8, 2013, and the Special Meeting of the Board of Trustees, Board Self Evaluation, October 22, 2013.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Angie Oropeza, Executive Assistant

Agenda Approval:

Dr. Steven M. Kinsella, Superintendent/ President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, October 8, 2013
Gavilan College
5055 Santa Teresa Blvd., Gilroy, CA 95020
Student Center, North/South Lounges
CLOSED SESSION – 6:00 p.m.  OPEN SESSION – 7:00 p.m.

MINTUES

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

1. Roll Call
   Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz

2. Comments from the Public
   None

3. Recess to Closed Session
   The Board recessed to closed session at 6:01 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   The meeting was called to order by Kent Child at 7:07 p.m.

2. Roll Call
   Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, Anél Tovar

   Dr. Steven M. Kinsella, Superintendent/President
   Dr. Kathleen Rose, Executive Vice President, Instructional Services
   Terry Newman, Interim Senior Director of Administrative Services
   Bea Lawn, Academic Senate
   Angie Oropeza, Recorder

   Others in attendance: Eric Ramones, Esther Castaneda, Eduardo Cervantes, Fran Lozano, Ron Hannon, Nancy Bailey, Pilar Conaway (Please note: second sign-in sheet not located; if you were in attendance and don’t see your name listed, inform the Assistant to the Supt/Pres)

3. Pledge of Allegiance
   The pledge of allegiance was led by Mark Dover.

4. Report of Any Action Taken in Closed Session
   Kent Child reported that in closed session the Board of Trustees voted unanimously to ratify an agreement whereby it accepted a faculty member’s resignation in lieu of termination with no assignment of fault to either party.

5. Consent Agenda
   (a) Regular Board Meeting Minutes, September 10, 2013, and the Proposed Ad-Hoc Committee on School District Collaboration Minutes, September 10, 2013
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Ratification of Agreements
   MSC (L.Perry/T.Ruiz) 7 ayes, 0 nays, student Trustee, aye to approve
6. Approval of Agenda
MSC (T.Breen/L.Perry) 7 ayes, 0 nays, student Trustee, aye to approve with the revision to the Personnel Actions as presented

7. Comments from the Public
Diane Stone, Educational Foundation, reminded everyone about the Casino Night on October 19. Tickets are $50 to employees and $60 to the general public.
Leah Halper, GCFA, reported that they are currently discussing the full-time/part-time mix of union officers. They are being encouraged by their state organization to allow anyone in the union to run for president, not to designate part-time and full-time vice presidents, to give the representative council more power and to decide what role the general membership plays. She will contact Trustees to schedule meetings with faculty and classified staff. In response to Trustee questions, Leah Halper stated that there is a clear understanding that academic matters are Senate lead and matters that have to do with faculty working conditions are union lead. Sometimes there are matters in the middle where both have some say. Part-time seniority rehires were voted into place last year, which would help with continuity if part-timers are voted into office. They are discussing whether terms of office should start in calendar or school year.

8. Recognition
Brandy Garcia, Field Representative for Assembly Member Luis Alejo, presented a resolution sponsored by Assembly Members Luis Alejo, and William Monning, honoring Gavilan College on the occasion of the 50th anniversary of becoming a college district. Kent Child noted that Assembly Member Alejo is a former Gavilan student. Dr. Steve Kinsella noted that Gavilan is the fifth oldest community college in the state when considering our start as San Benito Junior College in 1919.

9. Officers’ Reports
(a) Vice Presidents
Terry Newman reported that the business office is preparing for auditors next week, she and Susan Cheu attended a CBO meeting on Friday, she worked in the Gavilan booth at the San Benito County fair on Saturday.
Dr. Kathleen Rose reported that the 20th annual health fair in honor of John Pruitt and the “A Legacy of Hope” play about different degrees of mental health and substance abuse were both well attended last week. She thanked everyone who worked on the two events. She acknowledged the ASB for their increased membership and participation in shared governance. We are discussing how we will implement the policies of SB 1456.

(b) College President
Dr. Steve Kinsella thanked Leah Halper for her service as GCFA President. There are two issues that are emerging across the state that affect us. He reported that he wrote the State Chancellor regarding the exodus of colleges not offering public safety training. In 1992 it got to the point that the community colleges were directed to provide that training; that is how we ended up with the South Bay Public Safety Training Consortium. Several colleges have pulled out of the consortium because enrollment is not a concern. However, there is a huge demand for the training. This is the only northern California regional training consortium. If the state doesn’t step in and recognize the trend, we won’t be able to provide trained law enforcement personnel and fire fighters. The second issue is bachelor degrees being offered at community colleges. The only people in that representative group for the state are large multiple college districts where there are multiple opportunities for community members to receive bachelor degrees from several different universities. He reminded the Chancellor that they need to consider colleges like ours and others where there isn’t a resident university, that’s why those things are successful and the demand exists. He also reported that we can expect less revenue than we have in the past, thought we are past the worst.
(c) Academic Senate
Bea Lawn, Academic Senate, reported that they are engaging faculty, cleaning up processes, and reporting on issues as they emerge, within a flexible, structured process. It is difficult to get people to engage and to get input. The Senate is discussing the administrative reorganization proposal, they hope to send a faculty recommendation on grants to the Board this semester, they are discussing whether to form a committee on accelerated learning, and working on ways to improve communication with committees. They look forward to working with the faculty assigned to work on student learning outcomes, program learning outcomes, mentoring, and professional development.

(d) Professional Support Staff
No report

(e) Student Representative
Anél Tovar, ASB, reported that they are working on team building, improving communication, and helping each other. They will have a Halloween event and they are continuing to work on getting water filtration stations on campus. She will present scholarship workshops for students next month.

(f) Board Member Comments
Jonathan Brouso reported that the Subcommittee on School District Collaboration will meet on October 21, at 6:00 p.m. It is the first official joint meeting with feeder school districts. One of the first issues they will work on is the remediation levels. Walt Glines thanked the organizers of the John Pruitt memorial, including ASB, who hosted the reception. He reported that Gavilan Security is tweeting up-to-date security information. He is working on the gala committee; the event is scheduled on April 25, 2014. Thomas Mann, Gavilan instructor, won the logo contest. He reported that he attended the Gilroy Chamber of Commerce’s Annual Business Spotlight; several Gavilan staff attended. He is serving on the Gilroy general plan revision committee. Tony Ruiz reported that he was invited to attend a meeting about transportation issues. He voiced concern about access for students and lack of public transportation to the south. There are 6 routes, one of them may be eliminated due to funding. There is a demand for a late afternoon line and there is no line for night classes. He would like the college to make contact with the providers to explore possibilities. He asked Ms. Garcia to convey to Assembly Member Alejo the need for the colleges to receive allocations in a timely manner so the colleges are not forced to borrow funds. Tom Breen reported that he attended the health fair, he worked in Gavilan’s booth at the San Benito County Fair, and attended the September 24 ROP quarterly meeting. He acknowledged former trustee, AJ Rodriguez, who sang at John Pruitt’s memorial. Laura Perry thanked the organizers of the memorial for John Pruitt, she attended the Morgan Hill Chamber of Commerce breakfast for the Gavilan Community Spirit awards.

(g) Board President
Kent Child thanked the organizers of the John Pruitt memorial. He reported that he attended the Morgan Hill Chamber of Commerce breakfast, and worked in Gavilan’s booth at the San Benito County Fair. He thanked Ms. Garcia and asked her to convey the college’s appreciation for the state recognition.

10. Board Committee Reports
Kent Child thanked Trustees for doing the Trustee evaluation survey and reminded them about the special Board meeting for self evaluation and goals on October 22, 6:00 p.m.
11. Information/Staff Reports

(a) Recognition of the Employees of the Month
Candice Whitney introduced Esther Castaneda as the August employee of the month. Esther earned her Gavilan AA degree and several certificates. She has worked in several college offices. She is a loyal, hard worker. Her calm demeanor helps students feel at ease. She is bilingual which is very helpful. She works closely with MIS on the online admissions and records functions.
Candice Whitney introduced Stacey Porteur, co-September employee of the month.
Stacey started her Gavilan career at HOPE before coming to assessment. She is flexible, adjusts her schedule to accommodate students, and provides excellent customer service. She is a great Gavilan college ambassador.
Dr. Kathleen Rose introduced Pilar Conaway, co-September employee of the month.
Pilar has been at Gavilan for 14 years. She has handled the office of instruction with ease. She is an assistant who anticipates requests, and beyond that, she coordinated the activities for the accreditation team. Pilar thanked everyone, particularly Jan Charging and Kyle Billups for their work on accreditation.

(b) 2012-2013 Institutional Effectiveness Committee (IEC) Report
Dr. Kathleen Rose reported that under the leadership of Erin Crook, the process has been refined to keep it meaningful and to provide feedback to programs. In response to Trustee questions, she stated that the difficulty of some departments getting their reports in on time was partly due to the internal side, and adjustments have been made. Part of the IEC work is to collect themes to see what can be done to institutionally address concerns. The degree of faculty involvement participation has increased. Faculty need to be at forefront of program review.

(c) Fall 2013 Student Success and Student Profile Reports
Dr. Steve Kinsella reported that these are standard semester reports.

(d) Monthly Financial Report
Dr. Steve Kinsella reported that this is a standard monthly report.

(e) Contract and Community Education 2012-13 Annual Report
Terry Newman stated that that the total registration on the report should be listed as 487 and classes held should be 47.

(f) Academic Senate Resolution on Distance Education Policy
Bea Lawn reported that Senate sent this item to inform the Board that faculty has been discussing distance education issues such as what courses are offered on line, how they are offered, how many students can be adequately served, how many classes instructors should take, how they are evaluated, etc. The Distance Ed Committee wanted the college to have a platform on distance ed. After discussion, the Senate was not prepared to write a sweeping resolution, until the committee completes their information gathering process. This is a basic platform passed with four documents the committee compiled which will evolve. Walt Glines thanked the Senate for forwarding the information. There may be discussion and mandates from the state on what should be best practice. He expressed concern about the statement on getting faculty input on some issues. In response to Trustee questions, Bea Lawn, Dr. Steve Kinsella, and Dr. Kathleen Rose stated that the accreditation recommendation on faculty involvement will be a good push to engage faculty. Dr. Randy Brown is developing surveys to facilitate faculty feedback. In respect to distance ed, the district and faculty working together need to define how much we want to grow, where we want to grow, what the limits are, etc. The conversation needs to happen and some of those areas need to be defined. A
Chancellor's Office advisory committee warehouses distance ed information, research, webinars, etc. We also offer hybrid classes. The conversation at Senate was more with online instruction. The student success report in the Board packet indicates that there has been an increase of online classes. We are experimenting with a mix to see what works best in terms of retention, persistence, and success. The challenge we face is the accreditation standard that requires that we offer the same support services to online students. Many colleges have backed away from distance ed because student success is lower than regular classes. Fully online classes have more withdrawals than hybrid.

(g) Measure E Bond Quarterly Financial Status Report at June 30, 2013
Dr. Steve Kinsella reported that he anticipates bringing a proposal to the Board regarding the appropriate use of the balance of Measure E funds. We have two years left to spend the balance. We have lost funding for the library because of state delays. We resubmitted that project for 100% state funding. We will make the window for the physical education building by spending our funds first and then the state funds.

(h) Financial Aid Update
Veronica Martinez reported that the FY 2010 default rate went down 7% and we are now under the 30% threshold. We are clear of the threat of sanctions. The financial department has made great strides in identifying default trends. In response to Trustee questions, Veronica Martinez stated that any post secondary institution that has a default rate over 30% for three consecutive years loses eligibility to provide financial aid. We were one of the few colleges that brought their rate down. Dr. Steve Kinsella and Trustees acknowledged the financial aid staff for doing an outstanding job. Bea Lawn encouraged the financial aid department to continue building partnerships with faculty so faculty can help students stay on track and identify red flags.

III. ACTION ITEM
1. New Business
   (a) Curriculum
      MSC (W.Glines/J.Brusco) 7 ayes, 0 nays, student trustee, aye to approve

   (b) Agreement with Gavilan College Faculty Association
      Dr. Kathleen Rose reported that major changes are the part-time faculty rehire language and the faculty liaison positions. Contract language was cleaned up to include part-time faculty throughout. Dr. Steve Kinsella reported that faculty cost increases works out to about $225,000. Walt Glines would like a report on the impact of the three liaison positions. Kent Child thank everyone for their work.
      MSC (T.Ruiz/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve

   (c) GCFA ("Sunshine") – Academic and District Calendar
      Dr. Kathleen Rose stated that with approval, they will continue to work on the 14/15 calendar to address concerns that came up during the latter part of negotiations.
      MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve

   (d) Agreement with Classified School Employees Association
      MSC (L.Perry/T.Ruiz) 7 ayes, 0 nays, student trustee, aye, to approve

   (e) Compensation for Unrepresented Employees
      MSC (W.Glines/J.Brusco) 7 ayes, 0 nays, student trustee, aye, to approve

   (f) Quarterly Financial Status Report, CCFS 311Q at June 30, 2013
      Dr. Steve Kinsella reported that this closes out the quarter.
      MSC (L.Perry/W.Glines) 7 ayes, 0 nays, student trustee, aye, to approve
(g) Annual Financial and Budget Report, CCFS-311
Susan Cheu reported that the last line on page 33, should read that funds go to the CDC unrestricted fund. In response to Trustee questions, Susan Cheu and Dr. Steve Kinsella stated most of the funds end up zeroing out by the end of the year. Measure E is the only one that has funds that carry over. We had a projected deficit last year. We made reductions coming in this year. The budget approved this year is a balanced budget. We are moving expenses that qualify as Measure E.
MSC (W.Glines/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve

(h) Child Development Center Parent Handbook
MSC (L.Perry/W.Glines) 7 ayes, 0 nays, student trustee, aye, to approve

(i) Approval for the Purchase of Welland Mitigation Credits for the Parking Lot C Project
MSC (W.Glines/T.Ruiz) 7 ayes, 0 nays, student trustee, aye, to approve

(j) Gavilan College Educational Foundation Bylaws Revision
Dr. Steve Kinsella reported that the revision allows a professional support staff to be on the board. The current agreement includes the President as a permanent member and a faculty member. We need to expand for broader participation. If we are in a position where there are three college employees, the President’s participation would be changed to ex officio.
MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve

(k) Agreement Between CA Early Childhood Mentor Program and Gavilan College
Sherrean Carr reported that this is an annual MOU update that provides training for students in a mentorship working in agencies that have master teachers in child care.
MSC (W.Glines/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve

(l) Agreement Between the Child Development Training Consortium and Gavilan College
Sherrean Carr reported that this provides reimbursement for students based on units taken if they working on obtaining or renewing their licenses.
MSC (W.Glines/T.Breen) 7 ayes, 0 nays, student trustee, aye, to approve

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is November 12, 2013, Gilroy Campus, North/South Lounge.

2. Adjournment
The meeting was adjourned by consensus at 8:46 p.m.
I. OPEN SESSION 5:30 p.m.
1. Call to Order
   The meeting was called to order by Laura Perry at 5:30 p.m.

2. Roll Call
   Trustees Present: Laura Perry, Mark Dover, Tom Breen
   Student Trustee Absent: Anél Tovar

3. Approve Minutes, December 11, 2012
   MSC (T.Breen/ M.Dover) 3 ayes, 0 nays (Anél Tovar absent) to approve

4. Comments from the Public:
   None

II. INFORMATION ITEM
1. Contract and Community Education Annual Report
   Terry Newman reviewed report highlights and answered questions as follows:
   • Total registration should be listed on report as 487 and classes held should be 47.
   • The emphasis continues to be career training programs, including reinstating the water
classes after the credit water program got started.
   • Partnerships continue to be a mainstay.
   • The business and career category is up 80% in offerings.
   • The brochure is the most successful marketing tool. Approximately 60% of enrollment
   was due to the brochure, water classes are mostly through word of mouth. Other
   marketing done includes Facebook, email, press releases, etc.
   • Contract Education got a contract with Work2future in July, 2012. They used to award
   most of their contracts to San Jose City College.
   • The motorcycle program is flat, but because it is outsourced, there is very little expense
   and brings in income. It also serves a local and regional need.
   • There has been a lot of change through the Chancellor's Office in the way they address
   training. Staff will be participating in more consortiums.
   • Only small price increases have been made. They will be doing some price comparison
   and try to keep up with inflation.
   • The credit water program is doing well. The Chancellor's Office is loosely related to ag,
   water, and natural resources.
   • We are constrained in the growth issue right now. It will probably three years before we
   get back to where we were in 2010.

III. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned by consensus at 5:44 p.m.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
BOARD SELF EVALUATION
October 22, 6:00 p.m.
5055 Santa Teresa Blvd., Gilroy, CA 95020
Student Center, North/South Lounge

MINUTES

I. CALL TO ORDER 6:00 p.m.
   1. Roll Call
      Trustees Present: Tom Breen, Jonathan Brusco, Kent Child, Walt Glines, Laura Perry, Tony Ruiz
      Trustees Absent: Mark Dover, Anel Tovar

      Dr. Kathleen Rose, Executive Vice President, Instructional Services
      Terry Newman, Interim Senior Director, Administrative Services
      Angie Oropeza, Recorder

   2. Approval of Minutes, January 15, 2013
      MSC (L.Perry/J.Brusco) 3 ayes, 0 nays to approve (M.Dover, A.Tovar, absent)

   3. Comments from the Public
      None

II. DISCUSSION ITEMS
   1. Board Self Evaluation and Goals
      Trustees discussed the self evaluation as follows:

      PART I
      • The mission should be examined and evaluated yearly to make sure there are no
        misalignments. The previous goals stated that the mission would be read quarterly; it will be
        done at the next meeting.
      • The Board does not initiate policy thought they could seek out ideas if something needs to
        change. If there is a need for policy it will pop up either from the state or from other sources.
      • Trustees who need more discussion on agenda items are welcome to make the request during
        meetings and will be recognized. There are a number of comments stating it would be nice if
        the agenda would move faster. The flip side is concerns of not taking enough time to
discourse. Some trustees contact the president prior to the meetings to get more information
before voting which may cut down on the discussion. It was suggested that Kent Child as
Board President meet with the Student Trustee to orient her about the resources she can call
upon to explain and provide her with as much as information and support as she needs for
understanding and addressing Board agenda topics.
      • It is important to publicly thank and recognize employees such as Employee of the Month at
        Board meetings, or from top management.
      • Closed session meetings need to be sped up. Items could be timed or prioritized.
      • The Outreach Committee is not a policy decision, it is a work committee. We may be at a point
        where this needs to be done between college and district administrations. At the last meeting,
        trustees were asked to initiate a board goal. The trustees who attended from Gilroy and
        Morgan Hill are aware of the problem and are receptive about working on it. We are trying to
make it official and a priority for administrations.
      • We interact with the Latino community through the students. One trustee attends LULAC
functions. There is room for improvement in this area. We need to make the connections.
Trustees need to have positive talking points about the college when interacting with the
community. One reason Gavilan has been able to get the federal grants we have is because of
our diverse population. We have been successful in providing specific targeted services for our
Latino students, first generation, foster youth, veterans, etc. Hispanic serving colleges like ours have to keep that at the forefront.

- Standing Board committee membership rotation should be considered to give trustees a broader understanding.
- The budget is complex but the Board understands the process. Trustees agreed that a Board budget workshop should be scheduled.
- Trustees agreed that a strategic planning workshop should be scheduled.
- The Board does not solicit funding; it is done through the Educational Foundation. It was suggested that the Board should meet with the Educational Foundation to review objectives so trustees can assist through their community involvement.
- Regular legislation updates on the Board agenda would be helpful though they are available online through the Community College League webpage. Staff brings highlights forward that are impacting us in their Board reports.
- The facilities and grounds are beautiful now because of the staff. Students choose a university #1 by affordability and #2 by appearance.
- It would be difficult to orient a new board member now because of the current lack of administrative staff.

PART II
A. We have an excellent President and administrative staff.

B. When students are needed for committee representation we go through ASB. It wouldn't be the practice of faculty to talk to students in the classroom about participating on committees. Faculty density has shifted to more part-time. Dr. Rose will follow up regarding the number of times faculty are required to meet face to face with hybrid classes.

- Concern about the 5% reserve and sustainability of our current medical plan long term.
- Another vice president needs to be hired.
- Concern about the state funding process.

C & D. Concerns about off site expansions

PART III
Visiting other college campuses and career technical education programs is invaluable, needs improvement.

PART IV
Goals:
- Address remediation levels, college preparedness, and adult ed through collaboration with local districts. Dr. Rose will follow up regarding Gavilan students' university success rates.
- Investigate procedures and implement drills regarding an active shooter in addition to West Coast table-top training. Review safety consultant services.

2013 Board Goals Review
Goal 1: Revise to address accreditation team recommendations.

MSC (L.Perry/T.Breen) 6 ayes 0 nays, (M.Dover, A. Tovar, absent) to schedule another special meeting at a time Dr. Steven Kinsella, Dr. Rose, and Terry Newman are available to join the Board to set Board goals for 2014.

III. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned by consensus at 7:53 p.m.
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5.(b) Human Resources
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Personnel Actions

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve personnel actions the District is entering into during the period of October 8, 2013 thru November 12, 2013.

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

Budgetary Implications:
Funds to pay for salaries and benefits of the assignments are included in the final budget for FY 2013-2014.

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: [Signature]
Eric Ramones, Human Resources Director

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
A. Classified and Unclassified Personnel Actions – November 12, 2013

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

Gilbert Horta  
Instructional Program Specialist  
Disability Resource Center  
Increase in hours from 20 to 24 per week  
Effective Date: October 1, 2013

Jessica Fromm  
Instructional Program Specialist  
Disability Resource Center  
Increase in hours from 20 to 24 per week  
Effective Date: October 1, 2013

Jillian Wilson  
Senior Library Technician  
Liberal Arts and Sciences  
Date of Hire: November 18, 2013

Louis Seelie  
Campus Security Officer  
Security and Support Services  
Date of Hire: November 13, 2013

Melvin Rauss  
Campus Security Officer  
Security and Support Services  
Date of Hire: November 13, 2013

Nancy Villarreal  
Mobility Aide  
Disability Resource Center  
Effective Date: November 18, 2013

Pamela Chatten  
Campus Security Officer  
Security and Support Services  
Date of Hire: November 16, 2013

Lawrence Lin  
Mobility Aide  
Disability Resource Center  
Effective Date: November 18, 2013

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS
Christian Honerlah  
Theatre Set Load-in Assistant  
Liberal Arts and Sciences  
October 16, 2013 to November 8, 2013

Dana Scribner  
Theatre Set Load-in Assistant  
Liberal Arts and Sciences  
October 16, 2013 to November 8, 2013

Domingo Payne  
Contract Education Instructor  
Community and Contract Education  
July 1, 2013 to June 30, 2014

Jacob Sanchez  
Theatre Set Load-in Assistant  
Liberal Arts and Sciences  
October 16, 2013 to November 8, 2013

Lance Torres  
Football Videographer  
Kinesiology and Athletics  
July 1, 2013 to November 30, 2013

Michelle Myers  
Intern Program Coordinator  
Student Services  
October 1, 2013 to December 31, 2013

Vania Parakati  
Transfer Day Planning Coordinator  
Student Services  
September 30, 2013 to November 8, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

David Alvarez  
Reprographics Operator  
Security and Support Services  
October 21, 2013 to June 30, 2014

Maria Ocaranza  
Assistant Teacher  
Child Development Center  
September 1, 2013 to June 30, 2014

Rosalina Curiel  
Program Services Specialist  
Student Services  
October 22, 2013 to January 30, 2014

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE
VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
NONE

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
NONE

X. ADDITIONAL DUTY/STIPEND
NONE

XI. VOLUNTEERS

Cynthia Banales  Volunteer Worker
Child Development Center
July 1, 2013 to June 30, 2014

Kristen Jones  Volunteer Worker
Child Development Center
July 1, 2013 to June 30, 2014

Mauricia Lopez  Volunteer Worker
Child Development Center
July 1, 2013 to June 30, 2014

Melissa Llanes  Volunteer Worker
Kinesiology and Athletics
October 4, 2013 to February 24, 2014

XII. RESIGNATIONS AND RETIREMENTS

Marco Lugo  Campus Security Officer
Security and Support Services
Date of Hire: May 14, 2011
Resignation Effective: September 17, 2013

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
### B. Faculty Personnel Actions – November 12, 2013

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

#### I. APPOINTMENTS

**NONE**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Responsibilities</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Salvin</td>
<td>Information Competency FIG</td>
<td>October 1, 2013 to December 20, 2013</td>
</tr>
<tr>
<td>Enrique Luna</td>
<td>Reading Apprenticeship Workshop</td>
<td>July 29, 2013 to July 30, 2013</td>
</tr>
<tr>
<td>Erin Crook</td>
<td>Institutional Effectiveness Committee Chair</td>
<td>August 26, 2013 to May 1, 2014</td>
</tr>
<tr>
<td>Karen Bedell</td>
<td>Director, Nursing Grant</td>
<td>July 1, 2013 to June 30, 2014</td>
</tr>
<tr>
<td>Karen Warren</td>
<td>Information Competency FIG</td>
<td>October 1, 2013 to December 20, 2013</td>
</tr>
<tr>
<td>Jennifer Nari</td>
<td>Boot Camp Instructor</td>
<td>August 12, 2013 to August 16, 2013</td>
</tr>
<tr>
<td>Johanna Stewart</td>
<td>ASB Advisor</td>
<td>September 1, 2013 to June 1, 2014</td>
</tr>
<tr>
<td>Kevin Kramer</td>
<td>Department Co-Chair</td>
<td>January 1, 2014 to May 31, 2014</td>
</tr>
<tr>
<td>Leah Halper</td>
<td>Reading Apprenticeship Workshop</td>
<td>July 29, 2013 to July 30, 2013</td>
</tr>
</tbody>
</table>
Nicole Cisneros  Digital Literacy Grant Project Manager  
Liberal Arts and Sciences  
August 26, 2013 to November 1, 2013

Nicole Cisneros  Reading Apprenticeship Workshop  
Liberal Arts and Sciences  
July 29, 2013 to July 30, 2013

Nikki Dequin  Department Co-Chair  
Kinesiology and Athletics  
August 26, 2013 to December 31, 2013

Rosa Rivera-Sharboneau  Counseling Department Chair  
Student Services  
September 1, 2013 to June 1, 2014

Sabrina Lawrence  Technology Tools Workshop Presenter  
Title V  
September 16, 2013 to September 28, 2013

Scott Sandler  Information Competency FIG  
Title V  
October 1, 2013 to December 20, 2013

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

Dave Ellis  Adaptive Physical Education Instructor  
Disability Resource Center  
September 23, 2013 to May 23, 2014

David Holland  Water Resource Instructor  
Career Technical Education  
October 14, 2013 to June 30, 2014

Don Kim  Boot Camp Assistant  
STEM  
August 12, 2013 to August 16, 2013

Glenn Reynolds  Wastewater Management Instructor  
Career Technical Education  
August 26, 2013 to June 30, 2014

Jennifer McMillen  Reading Apprenticeship Workshop  
Liberal Arts and Sciences  
July 29, 2013 to July 30, 2013
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Gatewood</td>
<td>Workshop Facilitator/Planner</td>
<td>Liberal Arts and Sciences</td>
<td>July 1, 2013 to July 30, 2013</td>
</tr>
<tr>
<td>Jordan Fong</td>
<td>Computer Science Information Systems Instructor</td>
<td>Career Technical Education</td>
<td>August 26, 2013 to December 21, 2013</td>
</tr>
<tr>
<td>Kyle Hull</td>
<td>Workshop Facilitator/Planner</td>
<td>Liberal Arts and Sciences</td>
<td>July 1, 2013 to July 30, 2013</td>
</tr>
<tr>
<td>Marilyn Chap</td>
<td>Reading Apprenticeship Workshop</td>
<td>Liberal Arts and Sciences</td>
<td>July 29, 2013 to July 30, 2013</td>
</tr>
<tr>
<td>Megan Wong</td>
<td>Reading Apprenticeship Workshop</td>
<td>Liberal Arts and Sciences</td>
<td>July 29, 2013 to July 30, 2013</td>
</tr>
<tr>
<td>Peter Howell</td>
<td>Technology Tools Workshop Presenter</td>
<td>Title V</td>
<td>September 16, 2013 to September 28, 2013</td>
</tr>
<tr>
<td>Peter Howell</td>
<td>Moodle Upgrade</td>
<td>Title V</td>
<td>May 1, 2013 to August 30, 2013</td>
</tr>
<tr>
<td>Raquel Rodriguez</td>
<td>Digital Literacy Workshop Presenter</td>
<td>Liberal Arts and Sciences</td>
<td>September 16, 2013 to September 27, 2013</td>
</tr>
<tr>
<td>Sera Hirasuna</td>
<td>Information Competency FIG</td>
<td>Title V</td>
<td>October 1, 2013 to December 20, 2013</td>
</tr>
<tr>
<td>Shilpa Arora</td>
<td>Reading Apprenticeship Workshop</td>
<td>Liberal Arts and Sciences</td>
<td>July 29, 2013 to July 30, 2013</td>
</tr>
</tbody>
</table>

### IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henrietta Castro</td>
<td>Cosmetology Instructor</td>
<td>Career Technical Education</td>
<td>August 1, 2013 to June 30, 2014</td>
</tr>
</tbody>
</table>
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/Confidential Personel Actions – November 12, 2013

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

   NONE

II. ADDITIONAL DUTY/STIPEND

   NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

   NONE

IV. REQUEST FOR LEAVE

   NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

   NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

   NONE

VII. RESIGNATIONS AND RETIREMENTS

   NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – November 12, 2013

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS
   NONE

II. ADDITIONAL DUTY/STIPENDS
    NONE

III. BOARD MEMBER APPROVED ABSENCE
     NONE

IV. BOARD MEMBER RESIGNATION
    NONE

V. RESIGNATIONS AND RETIREMENTS
   NONE

RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.
Gavilan Joint Community College District  
Governing Board Agenda  
November 12, 2013

Consent Agenda Item No. 5.(c)  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  

SUBJECT: Warrants and electronic transfers drawn on District Funds

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:

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

Warrants:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/13-10/31/13</td>
<td>17076187-17078475</td>
<td>$2,513,660.39</td>
</tr>
</tbody>
</table>

Electronic Transfers:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

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

Budgetary Implications:
Expenditures are included in the Budget for FY 2013-2014.

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: Susan Cheu, Chief Financial Officer

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

C:/Board/Forms/Monthly WarrantsCvrSheet-Summary Version
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5. (d) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Ratification of Agreements

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

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

Background:
Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to $83,400 subject to ratification by the Board within 60 days of issuance of agreement.

Budgetary Implications:
The contracts are funded by appropriations included in the Budget for FY 2013-2014.

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: [Signature]
Susan Cheu, Chief Financial Officer

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

C:/Board/Forms/Monthly PurchasingCvrSheet
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT9840</td>
<td>$17,580.00</td>
<td>Thermal Mechanical</td>
<td>Programmed Maintenance of Cawilan's Heating Hot Water Boilers &amp; Pumps Period of Service: 7/1/13 - 6/30/14</td>
</tr>
<tr>
<td>CONT9841</td>
<td>$60,288.00</td>
<td>Angus-Hamer Inc</td>
<td>Network Consulting &amp; Administration Period of Service: 7/1/13 - 6/30/14</td>
</tr>
<tr>
<td>CONT9842</td>
<td>$59,200.00</td>
<td>Crowe-Horwath</td>
<td>Audit Services for District, Foundation, &amp; Measure E Bond funds for FY ending 6/30/13 Period of Service: 7/1/13 - Completion</td>
</tr>
<tr>
<td>ME000936</td>
<td>$9,200.00</td>
<td>Triad/Holmes Associates</td>
<td>Engineering &amp; Surveying Services Coyote Campus Period of Service: 9/20/13 - Completion</td>
</tr>
<tr>
<td>ME000937</td>
<td>$25,000.00</td>
<td>Dale Scott &amp; Company</td>
<td>5 Year Agreement Advising &amp; assisting the District to comply with secondary market disclosure for Measure E Bonds. Period of Service: 11/12/13 - 11/12/18</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5.(e) Extended Opportunity Programs and Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: EOPS/CalWORKs/CARE Advisory Committee

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

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

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

Budgetary Implications:
none

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

Recommended By: Kathleen Rose, Executive Vice President

Prepared By: Anne J. Ratto
Anne J Ratto, Associate Dean, EOPS/CalWORKs

Agenda Approval:
Dr. Steven M. Kinsella, Superintendent/President
EOPS/CalWORKs/CARE ADVISORY COMMITTEE
Gavilan Community College
2013/2014

Lupita Andrade, Cal-SOAP/AVID Counselor
Gilroy High School/Christopher High
750 West 10th St.
Gilroy, CA 95020
Office: (408) 846-7549
lupita.andrade@cusd.k12.ca.us

Martine Armstrong, EOP Admissions and Retention Advisor
CSUMB
100 Campus Center, Bldg. 47
Seaside, CA 93955-8001
Office: (831) 582-4153
marmstrong@csumb.edu

Tracey Belton, Social Work Supervisor
San Benito County Health & Human Services Agency
1111 San Felipe Road
Hollister, CA 95023
Office: (831) 630-5146
beltot@cws.state.ca.us

Ryan Brusco, EOP Academic Advisor
San Jose State University
One Washington Square
San Jose, CA 95192-0196
Office: (408) 924-5984
Ryan.Brusco@sjsu.edu

Eduardo Cervantes, Interim Director of TRIO and MESA
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020
Office: (408) 848-4887
eccervantes@gavilan.edu

Rocio DeReza, Financial Aid Loan Officer, Senior Program Specialist
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020
Office: (408) 852-2810
rdereza@gavilan.edu

Julio Flores, Independent Living Case Manager
Family and Children Services
Gilroy Family Resource Center
379 Tompkins Court
Gilroy, CA 95020
Office: (408) 841-4138
julioflores@fcservices.org
Virginia Garcia-Snoe, Student  
834 A. West Street  
Hollister, CA 95023

Robert Overson, Learning Disability Specialist  
Gavilan College  
5055 Santa Teresa Blvd.  
Gilroy, CA 95020

Keith Pederson, Employment Program Supervisor  
CalWORKS Employment Services Program  
379 Tomkins Court  
Gilroy, CA 95020

Diana Rubio, EOP Academic Advisor  
San Jose State University  
One Washington Square  
San Jose, CA 95192-0196

Carmina Salgado, Cal-SOAP Counselor  
San Benito High School/Mt. Madonna  
1220 Monterey Street  
Hollister, CA 95023

Katrina Slater, Opportunity Youth Partnership  
Project Manager  
Kids in Common  
1605 The Alameda  
San Jose, CA 95126

Arron Thomas, Cal-SOAP Counselor  
Live Oak High School  
1505 East Main Avenue  
Morgan Hill, CA 95037

Phone: (831) 664-8539  
v.garcia-pa@gmail.com

Office: (408) 848-4832  
roverson@gavilan.edu

Office: (408) 758-3337  
keith.pedersen@ssa.sccgov.org

Office: 408-924-2558  
diana.rubio@sjsu.edu

Office: (831) 637-5831 x184  
csalgado@swhsd.k12.ca.us

Office: (408) 795-3768  
kslater@kidsincommon.org

Office: (408) 201-6216  
artron.thomas@gusd.k12.ca.us

Please see next page for EOPS/CARE and CalWORKs Staff contact information
EOPS/CARE and CalWORKs Staff
Office: (408) 848-4740
Fax: (408) 846-4934

Anne Ratto, Associate Dean
EOPS/CalWORKs
(408) 848-4772
aratto@gavilan.edu

Susan Sweeney
CalWORKs Director
(408) 848-4813
ssweeney@gavilan.edu

Gloria Mancera
CARE Coordinator
(408) 848-4790
gluna@gavilan.edu

Blanca Arteaga, CalWORKs Counselor
(408) 848-4747
barteaga@gavilan.edu

Mari Garcia, EOPS Counselor
(408) 848-4853
mgarcia@gavilan.edu

Annette Gutierrez, Program Specialist
(408) 848-4798
agutierrez@gavilan.edu

Lucy Olivares, Sr. Program Specialist
(408) 846-4904
lolivares@gavilan.edu

Adriana Servin, Office Assistant
(408) 846-4905
amartinez@gavilan.edu
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5.(f) Career Technical Education
Information/Staff Reports No.
Discussion item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Career Technical Education Advisory Boards

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

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

Background:
See Attached
Budgetary Implications:
None
Follow Up/Outcome
None

Recommended By:

Prepared By: Sherrean Carr, Dean of Career Technical Education

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Advisory Committee 2013-2014

Gavilan Community College
Administration of Justice

Officer Brett Hatzenbuhler
San Jose Police Department
(Gavilan Alumni)

Chief John Weiss
Scotts Valley Police Dept.
Scotts Valley, CA 95067
(831) 438-2326

Jeff Rosell
Santa Cruz County District
Attorney's Office
Santa Cruz, CA 95004
(831) 454-2626

Captain Scott Smithee
Gilroy Police Department
(408) 846-0300

Gavilan College Staff Resource
Sherrean Carr - Dean of Career Technical Education, (408) 848-4757
Steve Smith - Administration of Justice Instructor, (408) 848-4879
Advisory Committee 2013-2014
Gavilan Community College

Allied Health

Lois Owens, RN, MSN, MBA
V/P Patient Services
Hazel Hawkins Hospital
911 Sunset Drive
Hollister, CA 95023
(831) 637-5711

Gloria Torres, RN
Director M/S/OB
Hazel Hawkins Hospital
911 Sunset Drive
Hollister, CA 95023
(831) 637-5711

Lori Katterhagen, RN, BSN
Saint Louise Regional Hospital
1070 Ortega Circle
Gilroy, CA 95020
(408) 848-4916

Sherri Hu, RN
Director of Nursing
William and Inez Mable Skilled Nursing Facility
911 Sunset, #A
Hollister, CA 95023
(831) 635-1110

TBA
Director, Clinical Services
Kaiser Gilroy Medical Offices
7520 Arroyo Circle
Gilroy, CA 95020
(408) 848-4627

TBA
Nursing Student
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020

Lisa Corpuz, RN
Director of Nursing
Mable Northside Skilled Nursing Facility
900 Sunset Drive
Hollister, CA 95022
(831) 635-1106

Vicki McNamara, RN
Director, Staff Development
Saint Louise Regional Hospital
9400 No Name Uno
Gilroy, CA 95020
(408) 848-2000

Karen Musa
Bakri Musa, MD
Private Office
700 W. Sixth St., Ste. S
Gilroy, CA 95020
(408) 842-1511

TBA
Pacific Hills Manor
370 Noble Ct
Morgan Hill, CA 95037
(408) 779-7346

TBA
Coordinator, Special Projects
South County ROP
700 W. 6th Street, Ste. L
Gilroy, CA 95020
(408) 842-0351
Gavilan College Staff Resource

Sherrean Carr — Dean, Career Technical Education, (408) 848-4757
Kaye Bedell — Director of Allied Health, (408) 848-4866
Michelle Lopez — ROP Specialist, (408) 848-4816
Denise Hildenberger — ROP Instructor, (408) 848-4756
Maria Machado — ROP Instructor, (408) 848-4867
Diane Reid — ROP Instructor, (408) 848-4867
Doris Knapp — ROP Instructor, (408) 842-5190
Advisory Committee 2013-2014

Gavilan Community College
Aviation

Tom Breen
1450 Cembellin Drive
Hollister, CA 95023
(831) 637-4870

Magnum Aviation
13025 Murphy Ave
San Martin, CA 95046
408-683-4102

Jerry and Beverly Fisher
480 Mary Dr
Hollister, CA 95023
831-636-9409

Ocean Air Flight Services,
170 Aviation Way
Watsonville, CA 95076
831-763-0290

Paul Marshall
South County Airport
Pilot’s Assoc.
P.O. Box 1440
San Martin, Ca 95046
Cell 408-776-6560
pgmarsh@garlic.com

Ruth Erickson
1430 Albright Drive
Hollister, CA 95023
(831) 637-0987

Wings of History
12777 Murphy Ave
San Martin, CA 95046
408-683-2290

Gavilan College Staff Resource
Sherrean Carr – Dean, Career Technical Education, (408) 848-4757
Travis Flippen – Aviation Faculty, (408) 852-2861
Herb Spenner – Lead Aviation Faculty, (408) 852-2861
Debbie Santos – Departmental Assistant (408) 852-2861
Advisory Committee 2013-2014
Gavilan Community College
Business, Computer Science, Digital Media & Computer Graphics

Bob Snow
Designer
Design Factory Graphics
15 Harding Avenue
San Martin, CA 95046
François Envent
TechMentors
16987 Sara Jane Lane
Morgan Hill, CA 95037
408-710-3160
Roger Jue
Industrial Designer/Engineer
4183 Dake Ave.
Palo Alto, CA 94306
650-843-1331
rtjue@sbcglobal.net

Jerry Foshee
11 Joes Ln.
Hollister, CA 95023
831-801-9926
Mark Carrick
Technology Instructor
Christopher High School
850 Day Road
Gilroy, California 95020
Bill Row
Live Oak High School
1505 East Main Street
Morgan Hill, CA 95037

Ted Thoeny
Civil Engineer
2981 Hollister Road
San Juan Bautista, CA 95045
Matt Reynolds
Graphics Instructor
Sobrato High School
401 Burnett Avenue
Morgan Hill, CA 95037
Marilyn Ayala
Assistant Superintendent, Educational Services
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020
(408) 848-7167
marilyn.ayala@gusd.k12.ca.us

Arminta Jensen
Civil Engineer
RJA
8055 Camino Arroyo
Gilroy, CA 95020
408-848-0300
ajensen@rja-gps.com

Gavilan College Staff Resource
Sherrean Carr – Dean of Career Technical Education, (408) 848-4757
Ellen Venable – Department Chair, (408) 848-4965
Julian Kearns – Economics Instructor, (408) 852-2868
Jason Wolowitz – Accounting Instructor, (408) 848-4781
Bob Beede – Digital Media Instructor, (831)247-2427
Colette Marie McLaughlin – Computer Graphics Instructor, (831) 703-4098
Michelle Lopez – ROP (408) 848-4816
Advisory Committee 2013-2014

Gavilan Community College
Cosmetology

Lupe R. Flores
Lumar 4 Hair
91 San Tomas Way
Watsonville, CA 95076
(631) 724-4510
(631) 724-4510
(631) 334-2448
Lumar4hr@yahoo.com

Steve Padilla
Hair Junction
125 Main St
Morgan Hill, CA 95037
(408) 779-0511
Steve-padilla@hotmail.com

Cherisse White
Cherisse's Hair Salon
10 E. 1st St
Morgan Hill, CA 95037
(408) 778-6662
(408) 981-4647
cherisse@cherisseshairstylist.com

Julie Wheeler
Naturals Spa & Salon
13295 Monterey Rd.
San Martin, CA 95046
(408) 683-2200
(408) 847-5870
Jwheeler1026@hotmail.com

Sheila Taylor
Renee Mercer
Vanity Salon
Morgan Hill, CA 95037
(408) 607-7232

Sheena Pemberton
Sheena Rachelle
The Salon
1295 E. Dunne Ave #150
Morgan Hill, CA 95037
(408) 778-7744
(408) 710-5941

Dana Padilla
Michelle Bianucci
Top Knot Salon
Morgan Hill, CA 95037
(408) 710-3144
(408) 710-6665
michellebianucci@gmail.com
danap_95037@hotmail.com

Kristen Soseman
Hello Gorgeous Salon
8060 Santa Teresa Blvd.
Gilroy, CA 95020
(408) 846-0000
hellogorgeousgilroy@hotmail.com

Dora Fortino
Kutz and Colors
7450 Monterey St.
Gilroy, CA 95020
(408) 779-8064
Bella140@aol.com

Ray Sanchez
Hair We Are
East San Martin Ave
P.O. Box 123
San Martin, CA 95046
(408) 683-4131
hairweare@charter.net

Barbara Martinez
Salon Centric/Matrix
(408) 426-1920
garlicchili@yahoo.com
Gavilan College Staff Resource

Sherrean Carr – Dean, Career Technical Education, (408) 848-4757
Gilbert Ramirez – Department Supervisor/Cosmetology Instructor, (408) 846-4961
Maree Andre – Cosmetology Adjunct Instructor, (408) 848-4778
Neena Khanna – Cosmetology Adjunct Instructor, (408) 848-4778
Alicia Juarez – Cosmetology Adjunct Instructor, (408) 422-3917
Nicolette Boyd -- Cosmetology Adjunct Instructor, (408) 781-4688
Advisory Committee 2013-2014
Gavilan Community College

Water/Wastewater Resources Technology

Arturo Felix
Water Resources
City of Greenfield

Kimberly Linser,
Management Analyst
Santa Clara valley Water
District

Ed Waggoner
Water Resources Manager
City of Soledad
Faculty, Gavilan College

John Blumensen
Program Administrator
Santa Clara Valley Water
District

Mike Maggetto
Operations Supervisor
Cal Am Water
Instructor, Community
Education

Jeff Hartley
Wastewater Operator
Faculty Gavilan College

Steve Hernandez
Water Operations Supervisor
City of Watsonville

Sara Singleton
Manager
San Benito County Water
District

Stephanie Orosco
Human Resources Manager
San Jose Water

Chris Donnelly
Assistant Director
work2future
Silicon Valley WIB

Brent Haddad
Coordinator
U.C. Santa Cruz

Jackie Mccloud
Water Quality Chemistry
City of Watsonville
Instructor, Gavilan College

Donald Jones
Program Director and
Faculty, Cuyamaca College

Ingrid Bella
Senior Management
Expressway

Gavilan College Staff Resource

Sherrean Carr, Dean, Career Technical Education, (408) 848-4757
Rachel Perez, Interim Dean of Student Learning and Engagement (408) 852-2804
Rosie Armstrong, Senior Program Specialist Community Education (408) 852-2802
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5.(g) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Quarterly Financial Status Report, CCFS 311Q at September 30, 2013

☐ 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 September 30, 2013.

Background:
The Quarterly Financial Status Report, CCFS 311Q for the quarter ending September 30, 2013 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: Susan Cheu, Chief Financial Officer

Prepared By: ________________________________
Susan Cheu, Chief Financial Officer

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

C:/Board/Forms/Quarterly311QCwrSheet
Certify Quarterly Data - CCFS-311Q (Quarterly Financial Status Report)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR’S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Terry Newman
CBO Phone: 408-848-4715
CBO Signature: [Signature]
Date Signed: 11/4/13

Chief Executive Officer Name: Steven M. Kinsella
CEO Signature: [Signature]
Date Signed: 11/4/13

Electronic Cert Date: 11/04/2013

[Accounting Information]

District Contact Person
Name: Susan Cheu
Title: Chief Financial Officer
Telephone: 408-848-4739
Fax: 408-848-4789
E-Mail: scheu@gavilan.edu

California Community Colleges, Chancellor’s Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
© 2007 State of California. All Rights Reserved.

http://misweb.cccco.edu/cc311Q/certify.aspx

11/4/2013
# Quarterly Financial Status Report, CCFS-311Q

## District: (440) GAVILAN

### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

#### A. Revenues:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>29,309,148</td>
<td>29,345,423</td>
<td>29,444,496</td>
<td>28,497,548</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>618,000</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>29,309,148</td>
<td>29,345,423</td>
<td>29,444,496</td>
<td>20,115,548</td>
</tr>
</tbody>
</table>

#### B. Expenditures:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>26,756,947</td>
<td>28,085,511</td>
<td>27,827,104</td>
<td>27,367,974</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,821,492</td>
<td>2,043,948</td>
<td>1,811,056</td>
<td>1,747,574</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>28,578,439</td>
<td>30,129,459</td>
<td>29,638,160</td>
<td>29,115,548</td>
</tr>
</tbody>
</table>

#### C. Revenues Over(Under) Expenditures (A.3 - B.3)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>660,709</td>
<td>-784,036</td>
<td>-193,664</td>
<td>0</td>
</tr>
</tbody>
</table>

#### D. Fund Balance, Beginning

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>3,224,910</td>
<td>3,915,619</td>
<td>3,131,583</td>
<td>2,937,914</td>
</tr>
<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>3,224,910</td>
<td>3,915,619</td>
<td>3,131,583</td>
<td>2,937,914</td>
</tr>
</tbody>
</table>

#### E. Fund Balance, Ending (C. + D.2)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>3,815,619</td>
<td>3,131,583</td>
<td>2,937,919</td>
<td>2,937,914</td>
</tr>
</tbody>
</table>

#### F.1 Percentage of GF Fund Balance to GF Expenditures (E. / B.3)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>13.7%</td>
<td>10.4%</td>
<td>9.9%</td>
<td>10.1%</td>
</tr>
</tbody>
</table>

### II. Annualized Attendance FTES:

#### G.1 Annualized FTES (excluding apprentice and non-resident)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.1</td>
<td>Annualized FTES (excluding apprentice and non-resident)</td>
<td>5,553</td>
<td>5,061</td>
<td>5,146</td>
<td>5,146</td>
</tr>
</tbody>
</table>

### III. Total General Fund Cash Balance (Unrestricted and Restricted)

Cash, excluding borrowed funds

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Actual 2010-11</th>
<th>Actual 2011-12</th>
<th>Actual 2012-13</th>
<th>Projected 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of the specified quarter ended for each fiscal year</td>
<td>102,509</td>
<td>-3,333,858</td>
<td>2,269,451</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>28,497,548</td>
<td>28,497,548</td>
<td>3,375,477</td>
<td>11.8%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>618,000</td>
<td>618,000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>29,115,548</td>
<td>29,115,548</td>
<td>3,375,477</td>
<td>11.6%</td>
</tr>
<tr>
<td>J.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>27,367,974</td>
<td>27,367,974</td>
<td>5,547,589</td>
<td>20.3%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,747,574</td>
<td>1,747,574</td>
<td>420,718</td>
<td>24.1%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>29,115,548</td>
<td>29,115,548</td>
<td>5,968,307</td>
<td>20.5%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>0</td>
<td>0</td>
<td>-2,592,830</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Adjusted Fund Balance, Beginning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>2,937,914</td>
<td>2,937,914</td>
<td>2,937,914</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify) YYYY-YY</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
<td>% *</td>
<td>Total Cost Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1: FY13/14</td>
<td>57,600</td>
<td>2%</td>
<td>159,600</td>
<td>2%</td>
<td>90,600</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
b. BENEFITS:

| 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. The salary increases will be funded from current revenue sources.

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.)?  

YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

Annual TRANs issued for cash flow purposes.

VII. Does the district have significant fiscal problems that must be addressed?  

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

November 12, 2013

Consent Agenda Item No. 5 (h) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Budget Adjustments

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve the attached budget adjustments for FY 2013-14.

Background:
During the fiscal year various budget adjustments are needed to align revenues and expenditures. California Code of Regulations Title V 58307 requires the Board of Trustees approve all changes in the budget.

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

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: ____________________________
Susan Cheu, Chief Financial Officer

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

C:/Board/Forms/Montyly BudgetAdjustmentsCvrSheet
| Fund 10 |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| **DECREASE** | **Account Code** | **Program #** | **Amount** | **INCREASE** | **Organization #** | **Account Code** | **Program #** | **Amount** |
| **Organization #** | **Amount** | | | **Organization #** | **Amount** | | | |
| 600510 | 6400 | (1,000.00) | | 600510 | 4510 | 1,000.00 | | |
| 600510 | 6400 | (750.00) | | 130510 | 5250 | 750.00 | | |
| 600110 | 5300 | (1,000.00) | | 660110 | 5823 | 1,000.00 | | |
| 660210 | 5220 | (450.00) | | 660210 | 6400 | 450.00 | | |
| 940110 | 4510 | (1,182.00) | | 940110 | 4310 | 1,182.00 | | |
| 940110 | 6400 | (1,127.00) | | 940110 | 4310 | 1,127.00 | | |
| 942010 | 5610 | (2,776.00) | | 942010 | 5613 | 2,776.00 | | |
| 190510 | 6400 | (285.00) | | 190510 | 4310 | 285.00 | | |
| 943010 | 4310 | (285.00) | | 940110 | 4310 | 285.00 | | |
| 942010 | 5610 | (660.00) | | 190510 | 5630 | 660.00 | | |
| 942010 | 5610 | (540.00) | | 190510 | 5630 | 540.00 | | |
| 960210 | 5150 | (2,000.00) | | 190510 | 4310 | 2,000.00 | | |
| 960210 | 5150 | (2,000.00) | | 200010 | 4310 | 2,000.00 | | |
| 960210 | 5150 | (500.00) | | 100710 | 4310 | 500.00 | | |
| 996010 | 6400 | (100.00) | | 995010 | 4550 | 100.00 | | |
| 995110 | 6400 | (1,360.00) | | 995110 | 4310 | 1,360.00 | | |
| 995110 | 6400 | (350.00) | | 995110 | 4550 | 350.00 | | |
| 995110 | 6400 | (350.00) | | 995110 | 5831 | 350.00 | | |
| 995110 | 6400 | (200.00) | | 995110 | 4310 | 200.00 | | |
| 995410 | 6400 | (600.00) | | 995410 | 4510 | 600.00 | | |
| 995410 | 6400 | (214.00) | | 995410 | 5300 | 214.00 | | |
| 995410 | 4570 | (236.00) | | 995410 | 5300 | 236.00 | | |
| 995410 | 4570 | (230.00) | | 995410 | 5630 | 230.00 | | |
| 995410 | 6400 | (35.00) | | 995410 | 5630 | 35.00 | | |
| 671010 | 5636 | (3,600.00) | | 671010 | 5823 | 3,600.00 | | |
| 984410 | 4310 | (1,510.00) | | 984410 | 4711 | 1,510.00 | | |
| 984410 | 4310 | (195.00) | | 984410 | 4510 | 195.00 | | |
| 984410 | 5612 | (625.00) | | 984410 | 5130 | 625.00 | | |
| 984410 | 5612 | (945.00) | | 984410 | 5300 | 945.00 | | |
| 983610 | 5831 | (33.00) | | 984410 | 4711 | 33.00 | | |
| 995110 | 4310 | (111.00) | | 995110 | 5250 | 111.00 | | |
| 610410 | 4510 | (176.00) | | 610410 | 4310 | 176.00 | | |
| 999910 | 7391 | (235,454.00) | | 999910 | 7390 | 235,454.00 | | |
| 983610 | 1240 | 83500 | (128,631.00) | | 983610 | 1240 | 83500 | 128,631.00 | |
| 983610 | 1310 | 83500 | (81,600.00) | | 983610 | 1310 | 83500 | 81,600.00 | |
| 983610 | 2210 | 83500 | (27,370.00) | | 983610 | 2210 | 83500 | 27,370.00 | |
| 983610 | 2211 | 83500 | (2,500.00) | | 983610 | 2211 | 83500 | 2,500.00 | |
| 983610 | 2212 | 83500 | (2,700.00) | | 983610 | 2212 | 83500 | 2,700.00 | |
| 983610 | 3100 | 83500 | (52,801.00) | | 983610 | 3100 | 83500 | 52,801.00 | |
| 983610 | 3400 | 83500 | (25,090.00) | | 983610 | 3400 | 83500 | 25,090.00 | |
| 983610 | 4510 | 83500 | (7,500.00) | | 983610 | 4610 | 83500 | 7,500.00 | |
| 983610 | 4550 | 83500 | (9,000.00) | | 983610 | 4550 | 83500 | 9,000.00 | |
| 983610 | 4570 | 83500 | (200.00) | | 983610 | 4570 | 83500 | 200.00 | |
| 983610 | 4711 | 83500 | (2,000.00) | | 983610 | 4711 | 83500 | 2,000.00 | |
| 983610 | 5210 | 83500 | (1,200.00) | | 983610 | 5210 | 83500 | 1,200.00 | |
| 983610 | 5230 | 83500 | (2,000.00) | | 983610 | 5230 | 83500 | 2,000.00 | |
| 983610 | 5250 | 83500 | (500.00) | | 983610 | 5250 | 83500 | 500.00 | |
| 983610 | 5300 | 83500 | (6,800.00) | | 983610 | 5300 | 83500 | 6,800.00 | |

*Budget changes within the same fund to accommodate expenditure & revenue needs of various departments.*
Final (Adopted) Estimated Beginning Fund Balance at 7/1/13

Change to Actual Fund Balance at 7/1/13 $494,865.00

Actual Beginning Balance at 7/1/13 $2,443,049.00

Final (Adopted) Budget Net Change in Fund Balance

Budget adjustments from current year's previous months to increase (decrease)

net change to fund balance $0.00

Current decrease in budgeted expenditures increases Fund Balance $653,711.00

Current increase in budgeted expenditures decreases Fund Balance $(653,711.00)

Revised Net Change in Ending Fund Balance $0.00

Estimated Ending Fund Balance 6/30/14 for General Fund 10 $2,437,914.00

---

**Fund 27**

**INCOME - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Account</th>
<th>Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Literacy Workshop Grant</td>
<td>493927</td>
<td>8895</td>
<td>$2,303.00</td>
</tr>
<tr>
<td></td>
<td>493927</td>
<td>1310</td>
<td>$1,990.00</td>
</tr>
<tr>
<td></td>
<td>493927</td>
<td>3100</td>
<td>$313.00</td>
</tr>
<tr>
<td>TRIO Carryover</td>
<td>501627</td>
<td>8189</td>
<td>$36,192.00</td>
</tr>
<tr>
<td></td>
<td>501627</td>
<td>2220</td>
<td>$12,721.00</td>
</tr>
<tr>
<td></td>
<td>501627</td>
<td>3100</td>
<td>$5,978.00</td>
</tr>
<tr>
<td></td>
<td>501627</td>
<td>3400</td>
<td>$5,352.00</td>
</tr>
<tr>
<td></td>
<td>501627</td>
<td>4310</td>
<td>$1,324.00</td>
</tr>
<tr>
<td></td>
<td>501627</td>
<td>7510</td>
<td>$10,817.00</td>
</tr>
<tr>
<td>EOPS</td>
<td>640727</td>
<td>8638</td>
<td>$83,438.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>1180</td>
<td>$(3,033.00)</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>1270</td>
<td>$3,738.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>1310</td>
<td>$6,946.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>2210</td>
<td>$3,722.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>3100</td>
<td>$9,871.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>3400</td>
<td>$(4,939.00)</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>3419</td>
<td>$761.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>3429</td>
<td>$1,365.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>4210</td>
<td>$30,000.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>4510</td>
<td>$(500.00)</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>4570</td>
<td>$800.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>4711</td>
<td>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5140</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5210</td>
<td>$(200.00)</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5230</td>
<td>$700.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5240</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5250</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5630</td>
<td>$(80.00)</td>
</tr>
<tr>
<td></td>
<td>640727</td>
<td>5823</td>
<td>$2,125.00</td>
</tr>
</tbody>
</table>

---

October 2013 Meeting - Budget Adj (To Board).xlsx
11/1/2013
<table>
<thead>
<tr>
<th>Title V CTE Carryover</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>749127 8190</td>
<td>$447,658.00</td>
<td>640727</td>
<td>7520</td>
</tr>
<tr>
<td></td>
<td>1110</td>
<td>$39,875.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1240</td>
<td>$2,368.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1270</td>
<td>$45,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1310</td>
<td>$18,707.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2210</td>
<td>$12,261.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2310</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2317</td>
<td>$9,925.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3400</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4310</td>
<td>$91,774.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4510</td>
<td>$4,977.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5100</td>
<td>$156,253.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5140</td>
<td>$4,732.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5230</td>
<td>$1,251.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5250</td>
<td>$5,537.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA-Admin</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>746727 8110</td>
<td>($3,033.00)</td>
<td>746727</td>
<td>1310</td>
</tr>
<tr>
<td></td>
<td>2210</td>
<td>($3,196.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>$935.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5230</td>
<td>$296.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5260</td>
<td>($500.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5300</td>
<td>($1,500.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5710</td>
<td>$26.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5823</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5831</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5841</td>
<td>$1,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6400</td>
<td>($7,393.00)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA-Aviation</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>748127 8110</td>
<td>$422.00</td>
<td>748127</td>
<td>4510</td>
</tr>
<tr>
<td></td>
<td>5823</td>
<td>$496.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6400</td>
<td>$432.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA Health Occupations</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>747027 8110</td>
<td>$422.00</td>
<td>747027</td>
<td>1310</td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>($33.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4310</td>
<td>$1,290.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA Cosmetology</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>746927 8110</td>
<td>$422.00</td>
<td>746927</td>
<td>1310</td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>$340.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4310</td>
<td>$1,253.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6405</td>
<td>($3,331.00)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA Child Devel.</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>746227 8110</td>
<td>$422.00</td>
<td>746227</td>
<td>1310</td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>$470.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4310</td>
<td>$510.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5210</td>
<td>$86.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5831</td>
<td>($3,644.00)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VTEA Computer Science</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>746127 8110</td>
<td>$422.00</td>
<td>746127</td>
<td>4200</td>
</tr>
<tr>
<td></td>
<td>4310</td>
<td>($7,527.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6400</td>
<td>$10,232.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6412</td>
<td>($6,483.00)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RN Enrollment Growth 13/14</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>507527 8690</td>
<td>$107,000.00</td>
<td>507527</td>
<td>1112</td>
</tr>
<tr>
<td></td>
<td>1310</td>
<td>$56,483.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2211</td>
<td>$5,229.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3100</td>
<td>$12,896.00</td>
<td></td>
</tr>
<tr>
<td>E transcript Mini Grant</td>
<td>621127</td>
<td>8690</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------</td>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFAP</td>
<td>642827</td>
<td>8623</td>
<td>$622.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTEA Administration</td>
<td>746727</td>
<td>3100</td>
<td>$2,348.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTEA Cosmetology</td>
<td>746927</td>
<td>1310</td>
<td>$340.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community/Contract Education</td>
<td>681227</td>
<td>8882</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>8940</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>8882</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>8940</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4200</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4510</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4570</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5140</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5150</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5155</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5250</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5260</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5300</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5630</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5846</td>
<td>682000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>2210</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>2310</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>3100</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>3400</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4200</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4510</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4570</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5140</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5150</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5155</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5250</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5260</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5300</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5630</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5846</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>2210</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>2310</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>3100</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>3400</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4200</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4510</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>4570</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5140</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5150</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5155</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5250</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5260</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5300</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5630</td>
<td>681000</td>
</tr>
<tr>
<td></td>
<td>681227</td>
<td>5846</td>
<td>681000</td>
</tr>
<tr>
<td>Contract Ed</td>
<td>681327 8885 70100</td>
<td>$77,000.00</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>681327 8885 68200</td>
<td>($77,000.00)</td>
<td></td>
</tr>
<tr>
<td>Bach to Blues</td>
<td>671327 8821</td>
<td>$18,686.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>671327 6405</td>
<td>$6,892.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>671327 5831</td>
<td>$233.00</td>
<td></td>
</tr>
<tr>
<td>Pian Competition</td>
<td>671227 8895</td>
<td>$233.00</td>
<td></td>
</tr>
<tr>
<td>Basic Skills 12/13</td>
<td>494027 8608</td>
<td>$107,818.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 1310</td>
<td>$74,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 2315</td>
<td>$8,088.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 3100</td>
<td>$13,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 4310</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 4570</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 5110</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 5210</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>494027 5250</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Title V Gaviian Year 3</td>
<td>703027 8195</td>
<td>$182,398.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 1110</td>
<td>$86,648.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 1310</td>
<td>$2,763.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 1312</td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 2210</td>
<td>$14,741.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 2315</td>
<td>$5,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 3100</td>
<td>$1,168.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 3400</td>
<td>$4,340.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 4330</td>
<td>$3,151.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 4510</td>
<td>$1,651.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 5140</td>
<td>$16,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 5210</td>
<td>$6,873.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 5230</td>
<td>$1,380.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 6400</td>
<td>$15,813.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>703027 6405</td>
<td>$14,142.00</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship/Carpenters</td>
<td>995727 8690</td>
<td>($2,930.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>995727 1310</td>
<td>($3,180.00)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Fund 27:** $997,396.00

Final (Adopted) Estimated Beginning Fund Balance at 7/1/13 $997,396.00
Change to Actual Fund Balance at 7/1/13 $0.00

October 2013 Meeting - Budget Adj (To Board).xlsx
11/1/2013
Page 5 of 7
Actual Beginning Balance at 7/1/13 $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

Current decrease in budgeted expenditures increases Fund Balance $997,396.00
Current increase in budgeted expenditures decreases Fund Balance ($997,395.00)
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/14 for Restricted General Fund 27 $0.00

Fund 47

<table>
<thead>
<tr>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Organization #   Code Program # Amount</td>
<td>Account Organization #   Code Program # Amount Budget Entry</td>
</tr>
<tr>
<td>930447   5831</td>
<td>$3,877.00</td>
</tr>
<tr>
<td>930547   5831</td>
<td>$1,940.00</td>
</tr>
<tr>
<td>930647   5831</td>
<td>$6,327.00</td>
</tr>
<tr>
<td>930747   5831</td>
<td>$10.00</td>
</tr>
<tr>
<td>931047   5831</td>
<td>$352.00</td>
</tr>
<tr>
<td>931447   5831</td>
<td>$5,512.00</td>
</tr>
<tr>
<td>931547   5831</td>
<td>$290.00</td>
</tr>
<tr>
<td>931647   5831</td>
<td>$2,595.00</td>
</tr>
<tr>
<td>931747   5831</td>
<td>$1,982.00</td>
</tr>
<tr>
<td>931947   5831</td>
<td>$11,938.00</td>
</tr>
<tr>
<td>930347   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>931147   5831</td>
<td>$227.00</td>
</tr>
<tr>
<td>931247   5831</td>
<td>$400.00</td>
</tr>
<tr>
<td>931847   5831</td>
<td>$6,113.00</td>
</tr>
<tr>
<td>932247   5831</td>
<td>$1,716.00</td>
</tr>
<tr>
<td>932347   5831</td>
<td>$610.00</td>
</tr>
<tr>
<td>932447   5831</td>
<td>$194.00</td>
</tr>
<tr>
<td>932547   5831</td>
<td>$987.00</td>
</tr>
<tr>
<td>932647   5831</td>
<td>$2,816.00</td>
</tr>
<tr>
<td>932747   5831</td>
<td>$154.00</td>
</tr>
<tr>
<td>932847   5831</td>
<td>$11,107.00</td>
</tr>
<tr>
<td>933047   5831</td>
<td>$4,132.00</td>
</tr>
<tr>
<td>933147   5831</td>
<td>$588.00</td>
</tr>
<tr>
<td>933247   5831</td>
<td>$168.00</td>
</tr>
<tr>
<td>933347   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>933447   5831</td>
<td>($28.00)</td>
</tr>
<tr>
<td>933647   5831</td>
<td>$1,284.00</td>
</tr>
<tr>
<td>933747   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>933847   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>933947   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>934247   5831</td>
<td>$1,142.00</td>
</tr>
<tr>
<td>934347   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>934447   5831</td>
<td>$238.00</td>
</tr>
<tr>
<td>934547   5831</td>
<td>$265.00</td>
</tr>
<tr>
<td>935047   5831</td>
<td>$300.00</td>
</tr>
<tr>
<td>934747   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>934847   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>936147   5831</td>
<td>$200.00</td>
</tr>
<tr>
<td>940647   5831</td>
<td>$16,248.00</td>
</tr>
<tr>
<td>951647   5831</td>
<td>$295.00</td>
</tr>
</tbody>
</table>

Budget changes within the same fund to accommodate expenditure & revenue needs of various departments

October 2013 Meeting - Budget Adj (To Board).xlsx
11/1/2013
Final (Adopted) Estimated Beginning Fund Balance at 7/1/13 $272,785.00
Change to Actual Fund Balance at 7/1/13 $149,497.00
Actual Beginning Balance at 7/1/13 $422,282.00

Final (Adopted) Budget Net Change in Fund Balance

<table>
<thead>
<tr>
<th>Budget adjustments from current year's previous months to increase (decrease)</th>
<th>net change to fund balance</th>
<th>Current decrease in budgeted expenditures increases Fund Balance</th>
<th>Current increase in budgeted expenditures decreases Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$(100,408.00)</td>
</tr>
</tbody>
</table>

Revised Net Change in Ending Fund Balance $(100,408.00)
Estimated Ending Fund Balance 6/30/14 for Restricted General Fund 47 $321,874.00

---

**Fund 72**

<table>
<thead>
<tr>
<th>INCOME - Increase/(Decrease)</th>
<th>EXPENSE - Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Program #</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</td>
<td>690572</td>
</tr>
<tr>
<td></td>
<td>690572</td>
</tr>
<tr>
<td></td>
<td>690572</td>
</tr>
<tr>
<td>Total Fund 72:</td>
<td></td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda
November 12, 2013

Consent Agenda Item No. 5.(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 September 30, 2013

☐ 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 Preliminary Financial Status Report for the period July 1, 2013 to September 30, 2013. The column titled "Budget" is based on the Board approved Measure E Master Budget as of September 10, 2013. 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: Susan Cheu, Chief Financial Officer

Prepared By: [Signature]
Susan Cheu, Chief Financial Officer

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Revenue</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from Bond Sales</td>
<td></td>
<td>$108,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Issuance</td>
<td></td>
<td>$(255,000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Proceeds from Bond Sales</td>
<td></td>
<td>$107,745,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Implementation Costs</td>
<td></td>
<td></td>
<td>$(188,623)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursement of Bond Expenses</td>
<td></td>
<td></td>
<td>$164,456</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Adjustment</td>
<td></td>
<td></td>
<td>$(13,175)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Lease</td>
<td></td>
<td></td>
<td>$4,613</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond Interest</td>
<td>Fiscal Year 2003-04</td>
<td></td>
<td>$9,966</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2004-05</td>
<td></td>
<td>$526,862</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2005-06</td>
<td></td>
<td>$1,045,177</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2006-07</td>
<td></td>
<td>$970,676</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2007-08</td>
<td></td>
<td>$1,291,665</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2008-09</td>
<td></td>
<td>$736,130</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2009-10</td>
<td></td>
<td>$100,247</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2010-11</td>
<td></td>
<td>$92,460</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2011-12</td>
<td></td>
<td>$204,720</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year 2012-13</td>
<td></td>
<td>$158,143</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal Bond Interest</td>
<td></td>
<td></td>
<td>$5,136,768</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Fund Contribution Fiscal Year 2007-08</td>
<td></td>
<td></td>
<td>$250,600</td>
<td>Non Measure &quot;E&quot; Fund</td>
<td></td>
</tr>
<tr>
<td>Scheduled Maintenance Contributing Fiscal Year 2006-2009</td>
<td></td>
<td></td>
<td>$217,138</td>
<td>Non Measure &quot;E&quot; Fund</td>
<td></td>
</tr>
</tbody>
</table>

**Total Revenue**

| | | $113,316,178 |

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 660380 - Planning - District</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$300,000</td>
</tr>
<tr>
<td>5831 - Contracted Services</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$86,562</td>
</tr>
<tr>
<td>660560 - Planning - Main Campus</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$4,949,666</td>
</tr>
<tr>
<td>5831 - Contracted Services</td>
<td></td>
</tr>
<tr>
<td>6406 - Fixed Assets over $5,000</td>
<td></td>
</tr>
<tr>
<td>6413 - Software over $5,000</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$4,591,062</td>
</tr>
<tr>
<td>662250 - Coyote Valley Ed Center</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$50,000</td>
</tr>
<tr>
<td>No Invoices this Period</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$10,865</td>
</tr>
<tr>
<td>663200 - Hollister Ed Center</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$50,000</td>
</tr>
<tr>
<td>5831 - Contracted Services</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$8,225</td>
</tr>
<tr>
<td>Subtotal Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$5,349,066</td>
</tr>
<tr>
<td>68000 - Program Contingency</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$5,798,211</td>
</tr>
<tr>
<td>No Invoices this Period</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$-</td>
</tr>
<tr>
<td>2 Land Acquisition</td>
<td></td>
</tr>
<tr>
<td>662000 - Land Acquisition - Coyote Valley</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 6/30/2013</td>
<td>$21,324,060</td>
</tr>
<tr>
<td>6810 - Legal Services</td>
<td></td>
</tr>
<tr>
<td>5831 - Contracted Services</td>
<td></td>
</tr>
<tr>
<td>Total Costs through 9/30/2013</td>
<td>$20,950,517</td>
</tr>
<tr>
<td>Project/Vendor</td>
<td>Description of Services</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>663060/663180 - Land Acquisition - San Benito</td>
<td>Total Costs through 6/30/2013 $ 9,036,755</td>
</tr>
<tr>
<td></td>
<td>5810 - Legal Services</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>664080 - Land Acquisition - Residual</td>
<td>$ 2,883,885</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>665080 - Local Funds Off-Site Development</td>
<td>$ 5,216,514</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>3 Subtotal Land Acquisition</td>
<td>$ 39,243,214</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4 HVAC Control Replacement</td>
<td>$ 606,000</td>
</tr>
<tr>
<td>670280-1 - HVAC Control Replacement</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5930 - Repairs &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Electrical Service Loop</td>
<td>$ 150,000</td>
</tr>
<tr>
<td>670380-1 - Electrical Service Loop</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5930 - Repairs &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Physical Education/ Swinming Pools</td>
<td>$ 7,539,164</td>
</tr>
<tr>
<td>670580 - Physical Education/Swimming Pools/CJ600</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Student Center/Administration</td>
<td>$ -</td>
</tr>
<tr>
<td>670760 - Student Svcs/Admin Ctr (New Building)</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Library/TV Studio</td>
<td>$ -</td>
</tr>
<tr>
<td>670960 - Library/Media Remodel</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Student Center (C)</td>
<td>$ 186,000</td>
</tr>
<tr>
<td>671260 - Student Center (Existing)</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5930 - Repairs &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
</tr>
<tr>
<td>Portable Demolition</td>
<td></td>
</tr>
<tr>
<td>Project/Vendor</td>
<td>Description of Services</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>671360-1 Demo CJ500, Old Acad. PB Rebuild</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
</tr>
<tr>
<td>10 San Martin Airport Development</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5810 - Legal Services</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td>11 GECA Relocation</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5810 - Legal Services</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
<tr>
<td>12 District Share Water System Replacement</td>
<td>Total Costs through 6/30/2013</td>
</tr>
<tr>
<td></td>
<td>5810 - Legal Services</td>
</tr>
<tr>
<td></td>
<td>5831 - Contracted Services</td>
</tr>
</tbody>
</table>

**CLOSED PROJECTS**

C2 Campus Infrastructure - Account Closed

| 670050/671460 - Campus Infrastructure/Tech | Total Costs through 6/30/2013 | $8,036,484 | $8,036,484 | $ - | - |
|                                           | No Invoices this Period | $ - | $ - | $ - | $ - |
|                                           | Total Costs through 9/30/2013 | $8,036,484 | $ - | $ - | - |

C3 670160 - Tennis Court Renovations - Account Closed

| 670160 - Tennis Court Renovations | Total Costs through 6/30/2013 | $111,859 | $111,859 | $ - | - |
|                                    | No Invoices this Period | $ - | $ - | $ - | $ - |
|                                    | Total Costs through 9/30/2013 | $111,859 | $ - | $ - | - |

C1 Interim Housing/Swing Space

| 670260 - Interim Housing/Swing Space | Total Costs through 6/30/2013 | $4,416,466 | $4,416,466 | $ - | - |
|                                      | No Invoices this Period | $ - | $ - | $ - | $ - |
|                                      | Total Costs through 9/30/2013 | $4,416,466 | $ - | $ - | - |

C4 Physical Science/Chemistry/Life Science - Account Closed

| 670360 - MIE Science Bldg | Total Costs through 6/30/2013 | $8,081,010 | $8,081,010 | $ - | - |
|                          | No Invoices this Period | $ - | $ - | $ - | $ - |
|                          | Total Costs through 9/30/2013 | $8,081,010 | $ - | $ - | - |

C5 Occupational ED (OE) - Account Closed

| 670460 - Occupational ED (OE) | Total Costs through 6/30/2013 | $4,706,936 | $4,706,937 | $ - | - |
|                               | No Invoices this Period | $ - | $ - | $ - | $ - |
|                               | Total Costs through 9/30/2013 | $4,706,937 | $ - | $ - | - |

C6 Humanities/Art/Music Hall - Account Closed

Page 3 of 5
<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>C7 Cosmetology/Business - Account Closed</td>
<td></td>
<td>$4,398,348</td>
<td>$4,398,348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>670860 - Cosmetology/Business</td>
<td>Total Costs through 6/30/2013</td>
<td>$3,903,843</td>
<td>$3,903,843</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$3,903,843</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C8 Social Sciences - Account Closed</td>
<td></td>
<td>$3,917,858</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>671060 - Social Sciences</td>
<td>Total Costs through 6/30/2013</td>
<td>$3,917,858</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5630 - Repairs &amp; Maintenance</td>
<td></td>
<td></td>
<td>$69</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$3,917,789</td>
<td></td>
<td>(59)</td>
</tr>
<tr>
<td>C9 Security/Maintenance Building - Account Closed</td>
<td></td>
<td>$1,432,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>671160 - Security/Maintenance Building</td>
<td>Total Costs through 6/30/2013</td>
<td>$1,432,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$1,432,750</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C10 Cafeteria Renovations - Account Closed</td>
<td></td>
<td>$217,419</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>671260 - Cafeteria Renovations</td>
<td>Total Costs through 6/30/2013</td>
<td>$217,419</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$217,419</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C11 Parking Lot Improvements/Campus Lighting - Account Closed</td>
<td></td>
<td>$4,437,518</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>671360 - MIE Parking Lot/Campus Light</td>
<td>Total Costs through 6/30/2013</td>
<td>$4,437,518</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$4,437,518</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>C12 Technology / ERP - Account Closed</td>
<td></td>
<td>$3,511,130</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>680160 - ERP System</td>
<td>Total Costs through 6/30/2013</td>
<td>$3,511,130</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$3,511,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C13 Computer Replacement - Account Closed</td>
<td></td>
<td>$1,111,076</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>680360 - Computer Replacement</td>
<td>Total Costs through 6/30/2013</td>
<td>$1,111,076</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$1,111,076</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>C14 Current Well Replacement - Account Closed</td>
<td></td>
<td>$70,947</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>680460 - Current Well Replacement</td>
<td>Total Costs through 6/30/2013</td>
<td>$70,947</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5831 - Contracted Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$70,947</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>C15 Debt Payment - Account Closed</td>
<td></td>
<td>$3,025,798</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5031 - Debt Payment</td>
<td>Total Costs through 6/30/2013</td>
<td>$3,025,798</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 9/30/2013</td>
<td></td>
<td>$3,025,798</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project/Vendor</td>
<td>Description of Services</td>
<td>Budget</td>
<td>Expanded</td>
<td>Balance</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>Total Previous Expended (Through 6/30/2013)</td>
<td></td>
<td>$85,787,505</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Invoices this Period (7/1/2013 through 9/30/2013)</td>
<td></td>
<td>$213,834</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expended to Date (Through 9/30/2013)</td>
<td></td>
<td>$88,001,339</td>
<td></td>
<td>$27,344,976</td>
<td></td>
</tr>
<tr>
<td>Total Construction Budget</td>
<td></td>
<td>$113,346,315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue to Date</td>
<td></td>
<td>$113,316,178</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Balance</td>
<td></td>
<td></td>
<td></td>
<td>$27,314,839</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Occ Ed project budget contains funding for Science and Gym roof repairs
Consent Agenda Item No. 5. (j) Administrative Services

SUBJECT: Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2013 and September 30, 2013

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 the US Bank of California, trustee of this irrevocable trust. Attached are their reports for the months of April, May, June, July, August and September 2013.

As of September 30, 2013, the portfolio market value is $4,695,262.02. The total liability for the retired pool of employees currently receiving benefits is now projected to be $5.3 million. This liability fluctuates as the composition of the retired employees receiving benefits changes.

Budgetary Implications:
For information purposes only.

Follow Up/Outcome:
None needed.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: Susan Cheu, Director, Chief Financial Officer

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Account Number: 6746018006
RETIREE HEALTH BENEFITS FUNDING
PROGRAM JOINT POWERS AGENCY
GAVILAN CCD-BALANCED

This statement is for the period from July 1, 2013 to September 30, 2013

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: 503-275-4401
E-mail: sarah.viele@usbank.com

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

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market And Cost Reconciliation</td>
<td>3</td>
</tr>
<tr>
<td>Cash Reconciliation</td>
<td>4</td>
</tr>
<tr>
<td>Asset Summary</td>
<td>5</td>
</tr>
<tr>
<td>Asset Detail</td>
<td>6</td>
</tr>
<tr>
<td>Income Accrual Detail</td>
<td>8</td>
</tr>
<tr>
<td>Investment Activity</td>
<td>9</td>
</tr>
<tr>
<td>Plan Expenses</td>
<td>14</td>
</tr>
<tr>
<td>Receipts And Deliveries In Kind</td>
<td>15</td>
</tr>
<tr>
<td>Purchases</td>
<td>16</td>
</tr>
<tr>
<td>Sales And Maturities</td>
<td>19</td>
</tr>
</tbody>
</table>
## MARKET AND COST RECONCILIATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Market</th>
<th>Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Market And Cost</strong></td>
<td>4,519,320.96</td>
<td>4,519,320.96</td>
</tr>
<tr>
<td><strong>Investment Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realized Gain/Loss</td>
<td>19,568.46</td>
<td>19,568.46</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>90,699.19</td>
<td>90,699.19</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Total Investment Activity</strong></td>
<td>176,066.06</td>
<td>176,066.06</td>
</tr>
<tr>
<td><strong>Plan Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>-125.00</strong></td>
<td><strong>-125.00</strong></td>
</tr>
<tr>
<td><strong>Total Plan Expenses</strong></td>
<td><strong>-125.00</strong></td>
<td><strong>-125.00</strong></td>
</tr>
<tr>
<td><strong>Other Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Free Deliveries</td>
<td><strong>51.15</strong></td>
<td><strong>51.15</strong></td>
</tr>
<tr>
<td></td>
<td><strong>-51.15</strong></td>
<td><strong>-51.15</strong></td>
</tr>
<tr>
<td><strong>Total Other Activity</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
<tr>
<td><strong>Net Change In Market And Cost</strong></td>
<td>175,941.06</td>
<td>175,941.06</td>
</tr>
<tr>
<td><strong>Ending Market And Cost</strong></td>
<td>4,695,262.02</td>
<td>4,695,262.02</td>
</tr>
</tbody>
</table>
## CASH RECONCILIATION

### Beginning Cash

<table>
<thead>
<tr>
<th>Investment Activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>19,568.46</td>
</tr>
<tr>
<td>Cash Equivalent Purchases</td>
<td>- 51.15</td>
</tr>
<tr>
<td>Other Purchases</td>
<td>- 262,651.76</td>
</tr>
<tr>
<td>Cash Equivalent Sales</td>
<td>51.15</td>
</tr>
<tr>
<td>Other Sales</td>
<td>177,409.89</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>65,798.41</td>
</tr>
</tbody>
</table>

**Total Investment Activity**

- **125.00**

### Plan Expenses

<table>
<thead>
<tr>
<th>Plan Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trust Fees</td>
<td>- 125.00</td>
</tr>
</tbody>
</table>

**Total Plan Expenses**

- **- 125.00**

### Net Change In Cash

<table>
<thead>
<tr>
<th>Net Change In Cash</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.00</td>
</tr>
</tbody>
</table>

### Ending Cash

<table>
<thead>
<tr>
<th>Ending Cash</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.00</td>
</tr>
</tbody>
</table>
Account Number: 6746018006
RETIREE HEALTH BENEFITS FUNDING
PROGRAM JOINT POWERS AGENCY
GAVILAN CCD-BALANCED

This statement is for the period from April 1, 2013 to June 30, 2013

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: 503-275-4401
E-mail: sarah.viele@usbank.com
## MARKET AND COST RECONCILIATION

<table>
<thead>
<tr>
<th></th>
<th>MARKET</th>
<th>BOOK VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Market And Cost</strong></td>
<td>5,151,400.84</td>
<td>5,151,400.84</td>
</tr>
<tr>
<td><strong>Investment Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>0.08</td>
<td>0.08</td>
</tr>
<tr>
<td>Income</td>
<td>22,880.33</td>
<td>22,880.33</td>
</tr>
<tr>
<td>Realized Gain/Loss</td>
<td>21,156.33</td>
<td>21,156.33</td>
</tr>
<tr>
<td>Net Accrued Income (Current-Prior)</td>
<td>-0.08</td>
<td>-0.08</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>-46,776.16</td>
<td>-46,776.16</td>
</tr>
<tr>
<td><strong>Total Investment Activity</strong></td>
<td>-2,739.50</td>
<td>-2,739.50</td>
</tr>
<tr>
<td><strong>Plan Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust Fees</td>
<td>-125.00</td>
<td>-125.00</td>
</tr>
<tr>
<td><strong>Total Plan Expenses</strong></td>
<td>-125.00</td>
<td>-125.00</td>
</tr>
<tr>
<td><strong>Other Activity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>621,026.45</td>
<td>621,026.45</td>
</tr>
<tr>
<td>Miscellaneous Receipts</td>
<td>6,277.45</td>
<td>6,277.45</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>-1,221,930.49</td>
<td>-1,221,930.49</td>
</tr>
<tr>
<td>Miscellaneous Disbursements</td>
<td>-34,588.79</td>
<td>-34,588.79</td>
</tr>
<tr>
<td><strong>Total Other Activity</strong></td>
<td>-629,215.38</td>
<td>-629,215.38</td>
</tr>
<tr>
<td><strong>Net Change In Market And Cost</strong></td>
<td>-632,079.88</td>
<td>-632,079.88</td>
</tr>
<tr>
<td><strong>Ending Market And Cost</strong></td>
<td>4,519,320.96</td>
<td>4,519,320.96</td>
</tr>
</tbody>
</table>
# Cash Reconciliation

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash</td>
<td>.00</td>
</tr>
<tr>
<td><strong>Investment Activity</strong></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>.08</td>
</tr>
<tr>
<td>Income</td>
<td>22,880.33</td>
</tr>
<tr>
<td>Cash Equivalent Purchases</td>
<td>- .08</td>
</tr>
<tr>
<td>Other Purchases</td>
<td>- 126,741.56</td>
</tr>
<tr>
<td>Other Sales</td>
<td>779,977.77</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>- 46,776.16</td>
</tr>
<tr>
<td><strong>Total Investment Activity</strong></td>
<td>629,340.38</td>
</tr>
<tr>
<td><strong>Plan Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Trust Fees</td>
<td>- 125.00</td>
</tr>
<tr>
<td><strong>Total Plan Expenses</strong></td>
<td>- 125.00</td>
</tr>
<tr>
<td><strong>Other Activity</strong></td>
<td></td>
</tr>
<tr>
<td>Transfers In</td>
<td>621,026.45</td>
</tr>
<tr>
<td>Miscellaneous Receipts</td>
<td>6,277.45</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>- 1,221,930.49</td>
</tr>
<tr>
<td>Miscellaneous Disbursements</td>
<td>- 34,588.79</td>
</tr>
<tr>
<td><strong>Total Other Activity</strong></td>
<td>- 629,215.38</td>
</tr>
<tr>
<td><strong>Net Change in Cash</strong></td>
<td>.00</td>
</tr>
<tr>
<td><strong>Ending Cash</strong></td>
<td>.90</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 5. (k) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Monthly Financial Report

☐ Resolution: BE IT RESOLVED,
☒ Information Only
☐ Action Item

Proposal:
That the Board of Trustees consider the FY 2013/14 Monthly Financial Report.

Background:

Follow Up/Outcome:
The Administration will continue to review the FY 2013/14 budget and will submit budget adjustments for consideration by the Board.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: Susan Cheu, Chief Financial Officer

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2013</th>
<th>Revised Budgets Revenue</th>
<th>Revised Budgets Expense</th>
<th>Ending Fund Balance 6/30/2014</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expense</th>
<th>Encumbrance Revenue</th>
<th>Encumbrance Expense</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General -Unrestricted</td>
<td>$2,937,914</td>
<td>$29,115,548</td>
<td></td>
<td>$2,937,914</td>
<td>$2,106,436</td>
<td>$0</td>
<td>13.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 - Certificated Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 - Classified Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3000 - Burdens &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4000 - Books &amp; Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5000 - Other Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6000 - Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7000 - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$12,499</td>
<td>$109,000</td>
<td>$12,499</td>
<td>$30,717</td>
<td>$0</td>
<td>$24,000</td>
<td>28.2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Parking</td>
<td>$0</td>
<td>$179,620</td>
<td>$0</td>
<td>$34,483</td>
<td>$39,075</td>
<td>$10,979</td>
<td>19.2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>General - Restricted</td>
<td>$0</td>
<td>$9,085,407</td>
<td>$0</td>
<td>$1,983,183</td>
<td>$1,972,480</td>
<td>$16,003</td>
<td>21.5%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total General-Unrestricted</td>
<td>$2,937,914</td>
<td>$29,115,548</td>
<td>$2,937,914</td>
<td>$4,012,736</td>
<td>$6,723,739</td>
<td>$2,256,308</td>
<td>13.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,306,295</td>
<td>$6,216,269</td>
<td>$3,306,295</td>
<td>$185,577</td>
<td>$3,404,013</td>
<td>$0</td>
<td>3.6%</td>
<td>65.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Capital Project</td>
<td>$54,930</td>
<td>$609,000</td>
<td>$54,930</td>
<td>$30,720</td>
<td>$0</td>
<td>$24,824</td>
<td>5.0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Measure E</td>
<td>$27,528,671</td>
<td>$0</td>
<td>$2,687,203</td>
<td>$24,841,468</td>
<td>$0</td>
<td>$327,650</td>
<td>$617,313</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Child Development</td>
<td>$0</td>
<td>$338,537</td>
<td>$0</td>
<td>$116,976</td>
<td>$74,823</td>
<td>$17,607</td>
<td>34.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Long Term Debt</td>
<td>$4,673,273</td>
<td>$800,000</td>
<td>$4,654,273</td>
<td>$34,570</td>
<td>$0</td>
<td>$0</td>
<td>4.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total General Fund</td>
<td>$2,950,414</td>
<td>$38,469,575</td>
<td>$2,950,414</td>
<td>$6,061,120</td>
<td>$6,735,286</td>
<td>$2,507,261</td>
<td>15.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Associated Student Body</td>
<td>$422,262</td>
<td>$61,980</td>
<td>$162,378</td>
<td>$321,864</td>
<td>$52,614</td>
<td>$71,303</td>
<td>84.9%</td>
<td>54.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Financial Aid</td>
<td>$0</td>
<td>$7,373,927</td>
<td>$0</td>
<td>$2,832,916</td>
<td>$2,948,083</td>
<td>$0</td>
<td>38.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Student Center Fund</td>
<td>$0</td>
<td>$128,782</td>
<td>$0</td>
<td>$21,677</td>
<td>$31,970</td>
<td>$9,550</td>
<td>16.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Fiduciary Funds</td>
<td>$422,262</td>
<td>$7,564,689</td>
<td>$321,864</td>
<td>$2,907,207</td>
<td>$3,051,356</td>
<td>$295,855</td>
<td>38.4%</td>
<td>40.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td>$38,085,865</td>
<td>$53,018,379</td>
<td>$36,379,254</td>
<td>$9,336,169</td>
<td>$15,993,137</td>
<td>$3,417,312</td>
<td>17.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
INFORMATION/STAFF REPORTS
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 10 (a) Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Recognition of the Employee of the Month

☐ Resolution: BE IT RESOLVED,
☒ Information Only
☐ Action Item

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

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

Employee of the Month, October 2013 – Marta Gonzalez
Marta was faced with a difficult situation when her position of Assistant Teacher at the Child Development Center ended. She chose to join the Human Resources department as an Office Assistant and has integrated wonderfully into our team. She started at one of our busiest times and had to hit the ground running, learning along the way. Although she has only been with HR for a few months, she has learned our processes very quickly and is comfortable helping employees and answering questions. Recently she has been in charge of organizing the recruitment processes and has done an outstanding job of making sure all the logistics are taken care of. She is always eager to learn and offers her assistance any chance she can. Her friendly, outgoing personality makes her a pleasure to work with. In such a short period of time she’s already proven to us that she can take on any challenges and she does it with a smile.

Budgetary Implications:
None

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

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

Prepared By: ______________________
Eric Ramones, Human Resources Director

Agenda Approval: ______________________
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 10 (b) ASB
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Hydration Stations

☐ Resolution: BE IT RESOLVED,
☒ Information Only
☐ Action Item

Proposal:
Installation of water hydration station in the Student Center.

Background:
ASB is in support of the students, and this project will motivate students for a healthier lifestyle. Installing the hydration station will reduce the plastic bottle waste on campus, it will reduce the exposure to harmful chemicals found in the water bottles and saves students money from buying plastic water bottles.

Budgetary Implications:
ASB will be providing the funds for the unit, installation, maintenance and repairs, throughout the life of the unit.

Follow Up/Outcome:
There will be a water station available for the students and staff and Gavilan College would become a sustainable campus.

Recommended By: ASB

Prepared By: ASB

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/ President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. Information/Staff Reports No. 10.(c) Department: Student Services

Discussion Item No. Old Business Agenda Item No. New Business Agenda Item No.

SUBJECT: Welcome Center

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal: A five minute presentation to provide information regarding the history and current status of the college Welcome Center.

Background: The Welcome Center grew out of an initiative that began in 2008 to train Gavilan students in assisting other students in the registration process during peak registration periods. This became especially necessary with the implementation of Self Service Banner. These projects were funded by Joint Title V “mini grants.”

As part of the Title V Student Success grant, a focus on the college’s “entry systems” determined that a center supporting all aspects of the college’s matriculation systems would assist in a more coordinated, streamlined, and friendly entry into the college. The Welcome Center primarily supports Admissions and Records, Financial Aid, and the Counseling Departments and has been a collaborative effort among these departments.

The students working in the Center have become experts in all areas of the Financial Aid process, the use of Self-Service Banner and myDegreeWorks, and the college application process. They are also knowledgeable of and make referrals to all areas of support services on campus. Between September 2012 and August 2013, more than 9300 student contacts and referrals were made.
Budgetary Implications: Students working in the Welcome Center are funded through the college work study program and Basic Skills. There has also been some support funding offered through the current Title V Student Success grant.

Follow Up/Outcome: N/A

Recommended By: Leslie Tenney, Counseling Department

Prepared By: Leslie Tenney and Ryan Shook

Agenda Approval: __________________________
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 10. (d)
Information/Staff Reports No. 10. (d)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Mission Statement

☐ Resolution: BE IT RESOLVED,
☒ Information Only
☐ Action Item

Proposal:
That the Board President read the Gavilan College Mission Statement aloud, per the January 15, 2013 Special Meeting of the Board of Trustees Strategic Planning Session Board Self Evaluation meeting.

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.

Background:

Budgetary Implications:
None

Follow Up/Outcome:
As appropriate should the Board seek adjustments to the Mission Statement.

Recommended By: Kent Child, Board President

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
ACTION ITEMS
NEW BUSINESS
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

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 Chief Instructional Officer

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

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

Inactivate courses:
AFT 134
IT 115, 116, 117
ESL 547, 567

NEW COURSE PROPOSAL - SECOND READING

JFT 36 Command and Control of the RIC Deployment .5 Units, .22 Lec, .72 Lab
This course will provide students with information on Rapid Intervention Crew (RIC) terminology and the tools necessary to conduct a fire fighter rescue operation. It provides the student with command awareness and the control techniques required to effectively manage a fire fighter emergency event should the situation occur. Students will conduct an analysis of fire fighter line-of-duty injuries and fatalities case studies, taking into account both risk and critical fireground factors, in order to learn from and prevent a fire fighter emergency situation.

JFT 104 Fire Safety Officer S-404 .5 Units, .45 Lec, .88 - 1.37
Provides students specific focus on operations within an Incident Command System as a Safety Officer. Topics include safety officer effectiveness, analysis techniques, safety messages, briefings and reports, and high hazard operations.

JFT 120 Dozer Boss S-232 .5 Units, .22 Lec, .72 Lab
This course is designed to meet the training needs of a Dozer Boss on an incident as outlined in the Wildland Fire Qualification System Guide. This course meets the minimum training, skills, knowledge, and experience for the participating agencies of the National Wildfire Coordinating Group.

JFT 134 Firing Operations Fire Methods .5 - 2 Units, .45 Lec, 1.35 - 4.1 Lab
The course will provide knowledge and skills needed to develop and implement defensive firing operations. The course will cover advanced defensive firing techniques and provide awareness of offensive firing techniques and planning. Students completing this course with substantial firing experience will be able to implement offensive firing plans. (38-86 hours)

KIN 88A Social Dance - Beginning .5 - 1 Unit, 0 Lec, 1.5-3 Lab
Designed to teach the basic skills and partnering techniques of social dance through participation in selected dances such as the merengue, tango, swing, waltz, salsa, cha cha and rumba. This course has the option of a letter grade or pass/no pass.

KIN 88B Social Dance - Intermediate .5 - 1 Unit, 0 Lec, 1.5-3 Lab
This course is designed to develop the students' artistry and technique of social dance at an intermediate level. Students will learn intermediate steps, rhythms and partnering techniques across a wide range of social dances. This course has the option of a letter grade or pass/no pass.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 12</td>
<td>Criminal Procedures</td>
<td>3</td>
<td>Update content and align with C-ID descriptor.</td>
</tr>
<tr>
<td>AJ 16</td>
<td>Introduction to Evidence</td>
<td>3</td>
<td>Modified to comply with C-ID requirements. Update content, textbook and student learning outcomes. Change description:</td>
</tr>
<tr>
<td>AJ 18</td>
<td>Community Policing</td>
<td>3</td>
<td>Modified to comply with C-ID requirements. Update content, textbook and student learning outcomes. Change description:</td>
</tr>
<tr>
<td>AJ 19</td>
<td>Introduction to Investigation</td>
<td>3</td>
<td>Update content and align with C-ID descriptor.</td>
</tr>
<tr>
<td>ATH 35</td>
<td>Intercollegiate Basketball</td>
<td>1-2</td>
<td>Change units and hours: FROM: 1-3 Units, 3-10 Lab TO: 1-2 Units, 5-10 Lab Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Basketball after the last day to add.</td>
</tr>
<tr>
<td>ATH 38</td>
<td>Intercollegiate Baseball</td>
<td>1-2</td>
<td>Change units and hours: FROM: 2 Units, 10 Lab TO: 1-2 Units, 5-10 Lab Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Baseball after the last day to add.</td>
</tr>
<tr>
<td>ATH 42</td>
<td>Intercollegiate Football</td>
<td>1-2</td>
<td>Change units and hours: FROM: 2 Units, 10 Lab TO: 1-2 Units, 5-10 Lab Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Football after the last day to add.</td>
</tr>
<tr>
<td>ATH 45</td>
<td>Intercollegiate Softball</td>
<td>1-2</td>
<td>Change units and hours: FROM: 2 Units, 10 Lab TO: 1-2 Units, 5-10 Lab Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Softball after the last day to add.</td>
</tr>
</tbody>
</table>
ATH 46  Intercollegiate Volleyball  1-2 Units, 5-10 Lab
Change units and hours:
FROM:  2 Units, 10 Lab
TO:  1-2 Units, 5-10 Lab
Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Volleyball after the last day to add.

ATH 47  Intercollegiate Soccer  1-2 Units, 5-10 Lab
Change units and hours:
FROM:  2 Units, 10 Lab
TO:  1-2 Units, 5-10 Lab
Adding a 1 unit late start class will allow students who have not been identified as intercollegiate athletes to participate in Intercollegiate Soccer after the last day to add.

CGD 4  2D/3D Technical Computer Graphics II  3 Units, 2 Lec, 3 Lab
Change description
Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Applies technical design, drafting standards, and graphic communications to develop, present, analyze, test, manufacture, and market consumer products. Produces 2D and 3D technical drawings to graphically communicate feasibility of proposed products to be manufactured in terms of usability, material selection, and design intent. Project based assignments demonstrate technical design and problem solving skills required for success in and array of technical design career(s).
Update textbook and student learning outcomes.

CGD 30  Environmental Design  3 Units, 2 Lec, 3 Lab
Change course title
FROM:  Environmental Design I
TO:  Environmental Design
Change description:
Design and develop conceptual plans using freehand sketches and building information modeling (BIM) to produce rendered interior and exterior pictorials. Refine resultant 3D BIM models to address complexity of architectural design by meeting user’s needs with an environmentally sound, cost effective, aesthetically pleasing design solution that complies with planning requirements and building code regulations. Generate plans and schedules to produce portions of construction documents required for obtaining building permits and providing bidding documents. Prepares students with technical design skills required for entering environmental design fields such as interior, landscape and general architecture, environmental planning and construction management.
Update textbook and student learning outcomes.

GUID 561  Introduction to Writing Skills  1 Unit, .5 Lec, 1.5 Lab
Change title:
FROM:  Basic Writing Skills
TO:  Introduction to Writing Skills
Reinstate and modify course to provide support to students who have demonstrated difficulty mastering written language and who are eligible for learning disabilities services.
Change description:
This introductory course is designed to teach basic grammar and writing skills to students who have demonstrated difficulty mastering written language and who are eligible to receive learning disability services. Material is presented in a concrete, multi-sensory manner. The class includes opportunity for immediate practice, repetition, and review. This course has the option of a letter
grade or pass/no pass. ADVISORY: Completion of Guidance 557 or demonstrated deficit in
written language achievement. Recommended for students with a verified learning disability.

Update student learning outcomes and content.

**JFT 1A Fire Command 1A**

**1 Unit, .45, 1.78 Lab**

**Change Hours:**
FROM: 1 Unit, .8 Lec, 1.48 Lab
TO: 1 Unit, .45 Lec, 1.78 Lab

**Update course description:**
This course provides students an introduction to human resource management and an overview of
the organizational structure used within the fire service. Students will size-up emergency
situations and identify the strategies, tactics and methods necessary to manage given scenarios.
Common causes of fire fighter deaths and injuries, appropriate safety measures to protect
personnel will also be reviewed.

Update student learning outcomes.

**JFT 1B Fire Command 1B**

**1 Unit, .45 Lec, 1.77 Lab**

**Change Hours:**
FROM: 1 Unit, .8 Lec, 1.48 Lab
TO: 1 Unit, .45 Lec, 1.77 Lab

**Change course description:**
This course provides instruction in tactics, strategies, and scene management principles involving
hazardous materials. The course includes areas of discussion on identification and hazard
mitigation, decontamination, protective clothing, environmental concerns, and legal issues.

Update student learning outcomes.

**JFT 17 Emergency Medical Technician**

**3-5 Units, 4.7 Lec, 2.2-6.4 Lab**

**Change Hours:**
FROM: 3-5 Units, 4.7-8 Lec, 2.64-3.42 Lab
TO: 3-5 Units, 4.7 Lec, 2.2-6.4 Lab

**Change course description:**
This 125-200 hour course is designed to prepare students to render pre-hospital basic life support
services, including cardiopulmonary resuscitation, with emphasis on field application, practices,
and techniques vital to the interaction of EMT-I personnel with all levels of emergency medical
personnel. This course is a variable course so we may accommodate multiple agency
requirements for course hours.

Update student learning outcomes.

**JFT 33 EMT Refresher**

**.5-1 Units, .45 Lec, .88-1.77 Lab**

**Change Prerequisite:** Must possess current National EMS Certification, EMT Card.

Update student learning outcomes.

**JFT 202 I-300 Intermediate Incident Command System**

**.5 Units, .46 Lec, 1.09 Lab**

**Change course description:**
This course consists of five modules developed by the National Wildfire Coordinating Group to
train students to manage complex emergency incidents. This course provides more descriptions
and details of the organization and operations of the ICS, covers management of resources,
describes the duties of all positions including the Air Operations organization, and provides
eamples of how essential principles are used in incident planning.

Update student learning outcomes.

Replace existing prerequisite:
Prerequisite: Fire Fighter I or Equivalent
Advisory: I-200 Basic ICS or equivalent

**JLE 110**  
CIT Academy  
1 Unit, .8 Lec, 1.48 Lab

Change title:  
FROM: Crisis Intervention  
TO: CIT Academy

Update content and student learning outcomes.

**JLE 111**  
Background Investigation  
.5 Units, .45 Lec, 1.45 Lab

Change course description:  
This course is designed to give students the skills necessary to become an accomplished Background Investigator. This course applies the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication. This course is certified by POST. Add prerequisite: POST Certificate or Equivalent Valid California Driver’s License

Update student learning outcomes.

**JLE 118**  
Field Training Officer  
1 Unit, 12 Lec, 28 Lab

Change lecture/lab hours:  
FROM: 1 Unit, 28 Lec, 12 Lab  
TO: 1 Unit, 12 Lec, 28 Lab

Change description:  
This course will develop student proficiency in adult learning theory, evaluation and documentation, leadership, remedial training and other skills necessary to become a qualified Field Training Officer. This course meets minimum California Commission on Peace Officer Standards and Training requirements for Field Training Officers and follows the guidelines and standards under 832.3 of the Penal Code. (POST Certified)

Replace Advisory with Prerequisite: POST Basic Certificate or Equivalent

Update student learning outcomes.

**JLE 119**  
Field Training Officer Update  
.5 Unit, .66 Lec, .66 Lab

Change description:  
This course provides students with updated information to include role and responsibly of the Field Training Officer, legislative and training updates, principles of learning, and standards of documentation and remediation. The course examines state-mandated update training required by the Commission on Peace Officer Standards and Training (POST). This course satisfies the State requirement for triennial certification of the FTO according to POST.

Replace Advisory with Prerequisite: Basic Certificate or Equivalent JLE 118 or Equivalent

Update student learning outcomes.

**JLE 121**  
Advanced Officer Training  
.5 - 2 Units, .34 - .57 Lec, 1.6 - 2.97 Lab

Change units and hours:  
FROM: .5 - 1 Unit, 20 - 40 Lec  
TO: .5 - 2 Units, .34 - .57 Lec 1.6 - 2.97 Lab

Change description:  
This course is designed to provide a mechanism whereby students may insure that the necessary new skills and those previously learned skills are maintained and reinforced. This course satisfies Advanced Officer Training requirements from the Commission on Peace Officers Standards and Training (POST).

Replace Advisory with Prerequisite:  
1) POST Basic Certificate or Equivalent.
2) Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.

3) Valid California Drivers License.

Update content student learning outcomes.

JLE 122 Drug Investigations - 11550 H & S .5 Units, .18 -.45 Lec, .28 -.90 Lab
Change hours:
FROM: .5 Units, .45-.137 Lec
TO: .5 Units, .18-.45 Lec, .28-.90 Lab
Change Description:
This course familiarizes the student with the most commonly abused controlled substances, their methods of abuse, and articulation of the signs and symptoms of persons under the influence of these substances. Emphasis on the California Health and Safety code.

Replace Advisory with Prerequisite:
1) POST Basic Certificate or Equivalent
2) Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.

Update student learning outcomes.

JLE 126 Advanced Latent Print 1 Unit, .45 Lec, 1.77 Lab
Change course description:
This course prepares students to properly compare and identify partial latent palm and fingerprinting impressions recovered from evidence. The students will also learn how to present expert testimony in a court of law.

Replace Advisory with Prerequisite: Basic POST Certificate or Equivalent
Update student learning outcomes.

JLE 131 PC 832 Firearms .5 Units, .45 Lec, .88 Lab
Change course description:
Course covers the legal requirements for carrying and using firearms. Participants are instructed in the safe handling of firearms and techniques of shooting. This course is certified by the Commission on Peace Officers Standards and Training (POST).

Add prerequisite: PC 832 Laws of Arrest or Equiv.

JLE 150 Traffic Investigations 1 Unit, .45 Lec, 1.77 Lab
Change hours:
FROM: 1 Unit, 1.75 Lec, .57 Lab
TO: 1 Unit, .45 Lec, 1.77 Lab
Change description:
This course is designed to provide students with necessary investigative skills that will enable them to properly conduct thorough preliminary and follow-up investigations of vehicular
collisions. The course is structured to augment training in vehicle accident investigation which students have already received, and to provide specialized, advanced training in more sophisticated concepts and techniques of vehicle collision investigation which are applicable to follow-up investigations.

Replace Advisory with Prerequisite:
1) POST Basic Certificate or Equivalent
2) Valid California Driver’s License

Update student learning outcomes.

**JLE 164 Crime Scene Investigation**

1 Unit, .45 Lec, 1.77 Lab

Change course description:
This course is designed for students who desire an introduction to the basic tasks and responsibilities of an Evidence Technician. Students will be provided with the basic knowledge and skills needed to identify, process, collect and preserve various types of physical evidence.

Replace Advisory with Prerequisite:
POST Certificate or Equivalent
Update student learning outcomes.

**JLE 185 Field Training Program**

1-12 Units, .45-13.33 Lec, 4.1-40 Lab

FROM: 1-12 Units, .0 Lec, 40 Lab
TO: 1-12 Units, .45-13.33 Lec, 4.1-40 Lab

Change course description:
The Field Training Program is designed to provide a training continuum which integrates the acquired knowledge and skill from the Regular Basic Police Academy with the practical application of law enforcement services. This 80-960 hour variable course is certified by Peace Officers Standards and Training (POST).

Change Advisory to Prerequisite:
1) POST Basic Certificate or Equivalent
2) Penal Code Section 13511.5 requires that each applicant for admission to a basic course of training certified by the Commission (including the P.C. 832 course) that includes the carrying and use of firearms, and who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice that the applicant has no criminal history background which would disqualify him or her, from owning, possessing, or having under his or her control a firearm.
3) Valid California Drivers License.
Update student learning outcomes.

**MUS 2 History of Jazz and Rock**

3 Units, 3 Lec, 0 Lab

Reactivate course.
We are now able to offer the course because of the right staffing. Additionally, we are updating the text, SLOs and Content to better reflect the requirements for the course.

**PHIL/AJ 3A Ethics**

3 Units, 3 Lec, 0 Lab

This course was approved at the September 23rd Curriculum Committee meeting.
Cross list with AJ 3A.
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

SUBJECT: Approval to Certify the Appointment of Representatives to Joint Powers Authority for Retiree Health Benefit Program; Resolution No. 965

X Resolution: BE IT RESOLVED, Resolution No. 965 is approved.

Information Only

X Action Item

Proposal:
The Board of Trustees approve Resolution No. 965 to certify Terry Newman, Interim Senior Director of Administrative Services, as the representative of the District and Steven Kinsella, Superintendent/President, as the alternate representative.

Background:
The District belongs to the Retiree Health Benefit JPA. The JPA requires that a resolution be approved appointing both a representative and an alternate of the District. The Administration would like to certify Terry Newman, Interim Senior Director of Administrative Services, as the representative of the District and Steven Kinsella, Superintendent/President, as the alternate representative.

Resolution No. 965 is attached for your review and approval.

Budgetary Implications:
None.

Follow Up/Outcome:
Forward the Resolution to the Retiree Health Benefit JPA.

Recommended By: Terry Newman, Interim Senior Director of Administrative Services
Prepared By: Terry Newman, Interim Senior Director of Administrative Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
GILROY, CALIFORNIA  

RESOLUTION NO. 965  

APPROVAL TO CERTIFY THE APPOINTMENT OF REPRESENTATIVES TO  
JOINT POWERS AUTHORITY FOR RETIREE HEALTH BENEFIT PROGRAM  

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

WHEREAS, the Gavilan Joint Community College District is a participating member of a retiree health benefit program joint powers agency; and  

WHEREAS, from time to time there is a need to certify the appointment of representatives from the Gavilan Joint Community College District to the Retiree Health Benefit Program JPA.  

NOW, THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College District hereby appoints Terry Newman, the District’s Interim Senior Director of Administrative Services, to be the representative of the District to the Retiree Health Benefit Program JPA.  

FURTHER RESOLVED, that the Gavilan Joint Community College District appoints Steven M. Kinsella, the District’s Superintendent/President to be the alternate representative of the District to the Retiree Health Benefit Program JPA.  

PASSED AND ADOPTED this 12th day of November, 2013 by the Governing Board of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of California.  

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

I, Jonathan Brusco, Clerk of the Governing Board of the Gavilan Joint Community College District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on November 12, 2013, which action is contained in the minutes of the meeting of said Board.  

Clerk: __________________________________  

Date: __________________________________
Gavilan Joint Community College District
Governing Board Agenda
November 12, 2013

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

SUBJECT: Citizens’ Oversight Committee Renewal of Term

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve renewal of term for Citizens’ Oversight Committee Chair, Tim Day effective November 2013 through November 2015.

Background:
An independent Citizens’ Oversight committee (COC) is required by Education Code section 15278 in connection with issuance of bonds under the Gavilan Joint Community College District’s Measure E. Resolution No. 815 Established a COC on April 13, 2004 and members were appointed.

The bylaws of the committee, Section 5.4, Membership, states: Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the committee. No member may serve more than two (2) consecutive terms. At the Committee’s first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

Budgetary Implications:
None

Follow Up/Outcome:
None

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

SUBJECT: Signing Authority

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve the following updated signing authority lists for Pinnacle Bank and Chase Bank:

**Pinnacle Bank Signing Authority**
Dr. Steven Kinsella
Dr. Kathleen Rose
Terry Newman

**Remove from Pinnacle Bank Signing Authority**
John Pruitt
Joe Keeier

**Chase Bank Signing Authority**
Dr. Steven Kinsella
Dr. Kathleen Rose
Terry Newman

**Remove from Chase Bank Signing Authority**
Glenn Mayle

Background:

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Steven M. Kinsella

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

Agenda Approval: ________________________________
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

SUBJECT: Employee Agreement Authorization - Executive Vice President and Chief Instructional Officer

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve an employment agreement with Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer, from October 1, 2013 through June 30, 2015 with compensation as follows:

Contract Year 1 – Effective October 1, 2013, base compensation of $175,000 (plus the most recent 2% increase) with all other existing terms and conditions remaining unchanged.

Contract Year 2 – For the period July 1, 2014 through June 30, 2015, an increase of 5% in base compensation plus any nominal cost of living allowance provided to California Community Colleges.

Contract Year 3 – For the period July 1, 2015 through June 30, 2016, an increase of 5% in base compensation plus any nominal cost of living allowance provided to California Community Colleges.

All other provisions of the administrator employment agreement remain the same.

Background:
Dr. Rose has accepted additional responsibilities as a result of the death of the Vice President, Student Services. Dr. Rose has established a trend of exemplary performance as the Executive Vice President and Chief Instructional Officer and deserves to be recognized for her performance and dedication to Gavilan College. The
college benefits from the retention of key administrative personnel. Additionally, because of its size, Gavilan has historically had difficulty finding the right person for key administrative positions. The proposed changes are a way to allow step increases to Dr. Rose for a total of the next three years in addition to any state cost-of-living allowance, if there is an allocation.

**Budgetary Implications:**
The cost for FY 13/14 is $7,500 plus payroll burdens.

**Follow-Up/Outcome:**
If approved by the Board of Trustees, the College President will prepare the appropriate employment agreement for Dr. Rose's services, subject to the terms and conditions approved by the Board.

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

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

**Agenda Approval:** Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

SUBJECT: Disposal of Surplus Property

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve identified personal property as surplus property and find that the property be disposed of.

Background:

The District has been accumulating and storing personal property for a period of time. The personal property consists of the following items:

(1) 10 pallets of surplus computer equipment.

(2) 1 Minolta Copier (inoperable).

It has been determined by District staff that the property is surplus and no longer of any value to the District. Further, the District believes that the property does not exceed the value of $5,000 and that the value of the property is insufficient to defray the costs of arranging a public auction and sale.

California Education Code 81450.5 states in part that a community college district may exchange for value, sell for cash, or donate any personal property if all of the following criteria are met:

“(a) The District determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had
An opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable districtwide or schoolsite technology plan of the recipient district.

In addition, California Education Code 81452(a) states that:

“If the governing board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.”

Budgetary Implications:
Deposit any proceeds to the Districts General Fund.

Follow Up/Outcome:
With Board approval, the District staff plans to dispose of the equipment in compliance with state law.

Recommended By: Terry Newman, Sr. Director of Administrative Services

Prepared By: Ana Garcia, Director of Security & Support Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Subject: Authorization of Allocation of Remaining Measure E Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approve the allocation of $1.4 million of remaining Measure E funds totaling $2.4 million for one-time costs the college is incurring in order to meet state matching funds for the Instructional Equipment and Scheduled Maintenance Fund programs. The proposed distribution of funds is requested to meet matching fund requirements that stipulate colleges match instructional equipment funds on a 3:1 ratio, with the college putting in $3 for every $1 of state funds. That same ratio for scheduled maintenance funds is 1:1. The breakdown of the required matching funds is as follows:

1st FY 13/14 Scheduled Maintenance Fund Match $109,000
1st FY 13/14 Instructional Equipment Fund Match $327,000
Current Known Matching Fund Requirement $436,000

Add New Allocations and Expected Allocations for FY 14/15
2nd FY 13/14 Scheduled Maintenance Fund Match $150,000
2nd FY 13/14 Instructional Equipment Fund Match $350,000
Projected Additional Matching Fund Requirement $500,000

FY 14/15 Scheduled Maintenance Fund Match $150,000
FY 14/15 Instructional Equipment Fund Match $350,000
Projected Match for FY 14/15 $500,000

Total allocation requested to meet matching fund requirements for FY 13/14 and FY 14/15 is $1.4 million (rounded).
Background:
At the beginning of the budget year the state allocated funds for Scheduled Maintenance and Instructional Equipment Funds for the first time in at least five years. A second allocation of these same restricted fund allocations was approved by the Governor in September. The actual allocation by college is still unknown at this time but is expected to be around the same amount as the first allocation.

Historically, the state distributes revenue in excess of projected revenues and expenditures in a prior or a high revenue current year through the Scheduled Maintenance and Instructional Equipment, Technology, and Library Supplies programs. These two programs require matching the state allocations using any of its available sources of funds. In past years the college budgeted separately for matching funds. As available resources shrunk, the state stopped funding the programs and the matching funds from the general fund were no longer needed for that purpose.

Now as funds begin to return, the college will need to once again establish allocations to meet these matching fund requirements. In order to allow two fiscal years to adjust to allocating money from the general fund to meet the matching fund requirements, it is recommended by staff that the Board allow use of Measure E funds.

Fiscal Impact:
Use of Measure E funds allows the college to meet the state matching fund requirement without reducing allocations to existing departments and programs that are funded by the unrestricted general fund. The cost avoidance to the unrestricted general fund is for the current fiscal year and the next year.

Follow Up:
The funds will be allocated using the normal process for budget transfers. This authorization allows staff the ability to plan for use of the remaining Measure E funds in a manner that benefits the college as a whole while allowing Measure E to pay for costs specifically approved by voters under the 2004 bond measure.

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

Prepared By:  

Agenda Approval:  

SUBJECT: BFGC-IBI Group Architecture and Planning Project Assignment Amendment (PAA)

☐ Resolution: BE IT RESOLVED,

☐ Information Only

X Action Item

Proposal:
That the Board of Trustees approve BFGC-IBI Group Architecture and Planning (BFGC) Project Assignment Amendment (PAA) to update the Final Project Proposal (FPP) for the Physical Education project.

Background:
On July 12, 2011, the Board ratified an On-Going Architectural Services Agreement with BFGC-IBI Group Architecture and Planning. The Architectural Services Agreement stipulates that for each individual district project, a separate Project Assignment Amendment (PAA) will be entered into.

Project Assignment Amendment to update the FPP for the Physical Education project:
- Basic services to provide architectural services for pre-design and updating the FPP and all other documents for the Chancellor’s Office Fusion system incorporating the new State requirements.
- Basic service fees not to exceed $5,000.

Budgetary Implications:
The efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:
Process the agreement.

Recommended By: Terry Newman, Interim Senior Director of Administrative Services

Prepared By: __________________________

Terry Newman, Interim Senior Director of Administrative Services

Agenda Approval: _______________________

Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No.  
Community Development, Noncredit
Information/Staff Reports No. 
Discussion Item No. 
Old Business Agenda Item No. 
New Business Agenda Item No. 1 (1)

SUBJECT: Memorandum of Understanding Between Gavilan College and Gilroy Unified for the Joint Use of South Valley Middle School

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
Board of Trustees approval is recommended for the renewal of the Memorandum of Understanding between the Gavilan Joint Community College and Gilroy Unified School District for the joint use of South Valley Middle School classrooms also known as the HISAC (Hispanic Serving Institution Assisting Community) Computer Technology Center and Adult Ed classrooms to deliver Noncredit/Adult Education services.

Background:
The MOU between Gavilan College and GUSD has been an on-going partnership established by a Hispanic Serving Institution Assisting Community grant in 2003 to provide adult basic literacy classes, job readiness skills training, computer proficiency, English language acquisition and other community interest classes to area residents of the Neighborhood Revitalization Strategy Area. These classes will be offered at the facility beginning fall 2013 and continuing through spring 2014. These classes will provide an opportunity for Adult Education students in the greater community to have access in continuing their education.

Budgetary Implications:
Gavilan College will pay $1 per year for the use of the facility and $250 per month compensation for utilities.

Follow Up/Outcome:
No further action is required.

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

Prepared By: Rachel I. Perez, Interim Dean, Student Learning and Engagement

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Memorandum of Understanding
Between
Gilroy Unified School District
And
Gavilan Joint Community College
For Use of South Valley Middle School Adult Education Classrooms

This document will constitute a Memorandum of Understanding ("the Agreement") between Gilroy Unified School District, (the "DISTRICT") and Gavilan Joint Community College ("GAVILAN"), collectively the "parties," to facilitate the use of South Valley Middle School and Adult Education facilities ("SVMS" and Adult Education) to promote the coordination of services to support the Neighborhood Revitalization Strategy Area (the "Area") residents in English-As-A-Second Language ("ESL"), Vocational English-as-a-Second Language ("VESL"), Computer proficiency, General Education Development, Citizenship, Noncredit Matriculation Services and community Interest workshops (the "Program"). The Agreement describes both the use of facilities, the content of the program, and the funding of operational resources.

The DISTRICT and GAVILAN have agreed to the following terms for the working relationship:

Term: the renewal term shall begin July 1, 2013 to June 30, 2014 and shall be renewable for succeeding one year terms by written notice and mutual agreement of the Parties at least 30 days prior to expiration of the then expiring term and at the end of each school year in anticipation of the upcoming school year.

The Memorandum of Understanding is as follows:

1) Facilities and Capacity: DISTRICT agrees that five classrooms and one computer facility at SVMS and Adult Education to house up to 180 students will be made available for use by GAVILAN for the Program at an annual cost of $1.00 due upon execution of this Agreement.

2) Hours of Use: Hours for all users outlined in "Attachment A, Hours of Use."

3) Equipment and Supplies: All existing classroom furniture, equipment, supplies, and instructional materials will remain for Gavilan's use. Gavilan College may provide additional equipment and supplies at its own discretion.

4) Custodial Services: The DISTRICT will provide custodial services for the joint use buildings, Computer Lab, Conference Rooms, Bathrooms, and Adult Education classrooms at the current level utilized by the GUSD Adult Ed Program. (Part-time evening custodian - $12,000 annually.) Custodial requirements over and beyond these services will be provided by and paid for by GAVILAN.

5) Telephone Service: A telephone will be provided by GUSD.

6) Utilities: The DISTRICT will provide utilities including gas, electric, sewer, water and waste disposal. GAVILAN will pay District the sum of $250.00 per month as compensation for Utilities.

7) Payment: GAVILAN will reimburse the DISTRICT quarterly within 30 days of billing.

8) Programs Included in this Agreement are: GAVILAN noncredit and credit ESL, VESL, GED, Citizenship, Computer Literacy and will provide noncredit Matriculation Services in the areas of college orientation, assessment, counseling/guidance, and admissions.

9) Technology: The DISTRICT will continue to provide IT support and Internet access. Gavilan will retain access to existing applications and licenses. (The current E-CASAS Software License will expire June 30, 2013 and will NOT be renewed by GUSD. GAVILAN is responsible for obtaining web based E-
CASAS License for any future use.) GAVILAN will work with the DISTRICT in matters of new equipment or software.

10) **Termination:** Either of the parties may terminate the Agreement for any reason upon 30 days written notice to the other Party. If, however, the District terminates the agreement, GAVILAN will have the right to complete the classes then being offered.

11) **Liability:** GAVILAN shall defend and indemnify District, its officers, agents and employees against all claims, regardless of form, and lawsuits for damages for death or injury to persons or property arising from or connected with any services rendered by and/or acts attributable to GAVILAN, its officers, and agents, employees of GAVILAN and GAVILAN staff and students, including child care. Indemnification shall include all costs and expenses including attorney fees.

District shall defend and indemnify GAVILAN, its officers, agents, employees and GAVILAN staff and students against all claims, regardless of form and lawsuits for damages or death or injury to persons or property arising from or connected with services rendered by and/or acts attributable to the District, its officers, agents, or employees. Indemnification shall include all costs and expenses including attorney fees.

12) **Insurance:** Prior to commencement of the Program GAVILAN will provide to District evidence of insurance with respect to general liability, workers’ compensation and professional liability. Coverage shall be maintained with minimum limits of $10,000,000 excess of $5,000,000 per claim/occurrence, naming the District as an additional insured and shall provide the district with certified policy endorsements specifying that the District will be notified at least 30 days prior to cancellation, non-renewal, or material change of policy.

13) **Integration/Entire Agreement of Parties:** This agreement constitutes the entire agreement between the parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both parties.
1.) Notices:

(a) A copy of notices to the DISTRICT shall be addressed to:

Dr. Deborah A. Flores, Superintendent
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020
Phone: (408) 848-7162
Fax: (408) 847-4717

(b) A copy of notices to GAVILAN shall be addressed to:

Dr. Steve Kinsella, President
Gavilan Joint Community College
5055 Santa Teresa Blvd.
Gilroy, CA 95020-0065
Phone: (408) 848-4847
Fax: (408) 848-4745

Rachel Perez, Associate Dean of Community Development and Grants Management
Gavilan Joint Community College
5055 Santa Teresa Blvd.
Gilroy, CA 95020-0065
Phone: (408) 848-4847
Fax: (408) 848-4745

The signatures below indicate approval by both parties to the terms presented in this Agreement.

[Signature]
Dr. Deborah A. Flores
Date: 6/21/13
Superintendent, Gilroy Unified School District

[Signature]
Dr. Steve Kinsella
Date: 10/21/13
President, Gavilan Joint Community College
### Gavilan College Non-Credit Courses and CBET

<table>
<thead>
<tr>
<th>Class</th>
<th>Days</th>
<th>Time</th>
<th>Teacher</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK. Place Com. (VESL)</td>
<td>Monday – Friday</td>
<td>9:00 – 11:00 AM</td>
<td>Gavilan Staff</td>
<td>Room 1-1</td>
</tr>
<tr>
<td>WK. Place Com (VESL)</td>
<td>Tues., Wed., Thurs.</td>
<td>7:00 – 9:00 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-1</td>
</tr>
<tr>
<td>ESL Life Skills 3</td>
<td>Mon., Wed., Fri.</td>
<td>9:00 – 12:00 AM</td>
<td>Gavilan Staff</td>
<td>Room 1-3</td>
</tr>
<tr>
<td>ESL Life Skills 3</td>
<td>Mon., Wed., Fri.</td>
<td>6:00 – 9:00 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-3</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Monday – Friday</td>
<td>9:00 – 12:00 AM</td>
<td>Gavilan Staff</td>
<td>Room 1-2</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>Mon., Wed., Fri.</td>
<td>7:00 – 9:00 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-2</td>
</tr>
<tr>
<td>ESL Credit</td>
<td>TBD</td>
<td></td>
<td>Gavilan Staff</td>
<td>Building N-1(Ad. Ed.)</td>
</tr>
<tr>
<td>ESL Life Skills 5</td>
<td>Mon., Wed., Fri.</td>
<td>9:00 – 12:00 AM</td>
<td>Gavilan Staff</td>
<td>Room 1-1</td>
</tr>
<tr>
<td>ESL Life Skills 5</td>
<td>Mon., Wed., Fri.</td>
<td>7:00 – 9:00 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-1</td>
</tr>
<tr>
<td>ESL Life Skills 1</td>
<td>Mon., Wed., Fri.</td>
<td>9:00 – 12:00 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-3</td>
</tr>
<tr>
<td>ESL Life Skills 1</td>
<td>Mon., Wed., Fri.</td>
<td>7:00 – 8:30 PM</td>
<td>Gavilan Staff</td>
<td>Room 1-3</td>
</tr>
<tr>
<td>Citizenship</td>
<td>TBD</td>
<td></td>
<td>Gavilan Staff</td>
<td>Building N-1(Ad. Ed.)</td>
</tr>
<tr>
<td>GED Prep (English)</td>
<td>TBD</td>
<td></td>
<td>Gavilan Staff</td>
<td>Building M-1(Ad. Ed.)</td>
</tr>
</tbody>
</table>

* Days and times are subject to change based on student need, student attendance, and program resources.
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

Consent Agenda Item No. 1.
Information/Staff Reports No. 2.
Discussion Item No. 3.
Old Business Agenda Item No. 4.
New Business Agenda Item No. 5.

SUBJECT: County Committee Election - 2013

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees review and vote as appropriate.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
October 31, 2013

TO: District Governing Board Members

FROM: Suzanne Carrig, Administrative Program and Evaluation Specialist
       Office of the Superintendent

SUBJECT: County Committee Election – 2013

The second page of this memorandum contains a ballot which you will use to elect a member of the Santa Clara County Committee on School District Organization for the District 1 and 5 seats. District 1 has two candidates, incumbent Eleanor Yick and a new candidate, Kathleen Sullivan. Josephine Lucey is running unopposed in District 5; District 3 does not have any candidates running. Enclosed is an election packet containing letters from and resumes of each of the candidates.

Please write the name of your school or community college district, sign your name, vote for one candidate in each District, and mail, e-mail, or fax the ballot to:

Office of the Superintendent/County Committee Election – MC 243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131

Email: suzanne_carrig@sccoe.org                                            Fax Number – (408) 453-6525

Mailed ballots must be postmarked by November 26, 2013 and faxed or emailed ballots must be received by November 26, 2013.

Votes will not be counted if not postmarked, emailed, or faxed by November 26, 2013. If you have any questions please contact me at (408) 453-6869 or at the email address above.

Thank you.
Gavilan Joint Community College District

School/Community College District

Signature (required for validation)

This ballot is to be used by the board member designated by each school or community college district board of education to elect members to the Santa Clara County Committee on School District Organization (see attached list for your district’s representative).

Please vote for one candidate in each district - District 1 and 5 (there are no candidates for District 3) - by placing a check (√) in the box next to your choice.

District 1:

☐ Kathleen Sullivan
☐ Eleanor Yick

District 5:

☐ Josephine Lucey
District 1:

Kathleen Sullivan

Eleanor Yick
Kathleen Sullivan
I served eight years as a school board member at Morgan Hill Unified School District. For two of the eight years, I served as vice-president. I was elected and served seven years as a delegate to the California School Board Association. I was also served as vice-president and later president of the Santa Clara County School Board Association.

I have been a registered nurse for forty years and presently work full time for Public Health Licensing and Certification as a Health Facilities Evaluator Supervisor. What may also be of interest is that I ran a parent support group for Special Education students for five years.

I was asked by my former board members to apply for a seat on the Santa Clara County Committee on School District Organization. I believe they want to ensure their Supervisory District is represented by a candidate they know and trust. I am sure they will be well represented by whatever candidate wins the election.

I thank you for considering my application

Kathy Sullivan
Oct. 16, 2013

Santa Clara County Committee on School District Organization
Center for Educational Planning
Suzanne Carrig- MC#243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131

Dear Ms. Carrig:

I would like to officially re-apply for one of the vacant positions on the County Committee on School District Reorganization. I enjoyed serving on the committee this past year and feel that I am just now reaching a level of comfort and competence in the decision making process required for effective participation. I would like to continue to build on my newly gained knowledge and continue to apply the knowledge I have gained from my many years of service in public education.

Since my retirement in 2005, I have focused my volunteer efforts and service on non-profit organizations/committees that empower citizens to shape better communities at the local, county, Bay Area, state, and national levels.... as well as worldwide. Currently, I am serving my third term as the President of the League of Women Voters of Southwest Santa Clara Valley that represents Los Gatos, Saratoga, Campbell and Monte Sereno.

My twenty-four (24) years of residence in Los Gatos qualifies me to represent Area One. My two children graduated from the Los Gatos Elementary School District and the Los Gatos-Saratoga High School District.

My forty-two (42) plus years in education, from the classroom to the superintendent level, have well prepared me to serve on this committee. My attached resume confirms that I have the experience and skill set to effectively, efficiently and compassionately contribute to the decision making process regarding petitions to potentially reorganize school district boundaries and/or requests for territory transfers.

My experiences in public education, which ranged from the inner city of New York City to the Saratoga Elementary and Mountain View Whisman School Districts in California, have sensitized me to community issues that prompt petitions to change boundaries or transfer territory but have also alerted me to the legal constraints that must be addressed in granting such petitions.

Thank you for considering my application. I look forward to hearing from you in the near future.

Yours truly,

Eleanor G. Yick
ELEANOR G. YICK  
105 Stacia Street  
Los Gatos, CA 95030  
H: (408) 354-7473  
C: (408) 348-1484  
egyick@icloud.com

PROFESSIONAL OBJECTIVE

Since retirement in 2005: To volunteer service on non-profit boards/committees that 
empower citizens to shape better communities at the local, county, Bay Area, state, and 
National levels.... as well as worldwide.

EDUCATION

Clear Administrative Credential  
San Jose State University  
Educational Administration-Second Tier

MA: Educational Administration  
United States International University  
San Diego, CA

Preliminary Administration Credential

Completion of 25 units toward  
University of California Santa Cruz

MA Program: Spec Ed/LH Credential

BA: English/Philosophy/Elementary  
Marymount Manhattan College  
BA Major: English Literature

Education Standard Teaching Credential  
Minor: Philosophy/Elementary Education

New York, New York 10021

RELEVANT PROFESSIONAL DEVELOPMENT

ACSA Strategic Planning Parts I and II
ACSA Superintendent’s Academy
ACSA/Harvard’s Principals’ Symposium at UCLA
ACSA Curriculum and Instruction Academy (participated twice; co-facilitated once)
Cognitive Coaching
Program Quality Review Training

PROFESSIONAL EXPERIENCE

8/04 - 6/05  Superintendent: Mountain View Whisman School District
7/02- 8/04  Associate Superintendent: Mountain View Whisman School District
11/01 - 6/02  Superintendent: Mountain View Whisman School District
7/01 - 11/01  Assoc Supt: newly merged Mountain View Whisman School District
7/00 - 6/01  Superintendent: Whisman School District
7/98 - 6/00  Assistant Superintendent: Curriculum and Student Support Services  
Whisman School District
11/91 - 6/98  Principal: Whisman Elementary School, Mountain View, Ca
COMMITTEE MEMBER/HONORARY POSITIONS

President, (3rd term) League of Women Voters, Southwest Santa Clara Valley
(covering Los Gatos, Saratoga, Monte Sereno, Campbell)
AAUW, Member, Los Gatos/Saratoga Branch
Member, Santa Clara County Committee on School District Organization
Member Fiscal Oversight Committee, Mountain View Whisman School District
Strategic Planning Facilitator, Mountain View Whisman School District
Strategic Planning Participant, Mountain View Library

REFERENCES:

• Craig Goldman, (650-526-3500) Supt: Mountain View Whisman School District
  (cgoldman@mvwsd.org)
• Dale S. Hill, (408-356-7679) Member LWV Southwest Santa Clara Valley, Los
  Gatos community resident
• Terri Raynaud, (408-356-0075) Member AAUW of Los Gatos/Saratoga, Los Gatos
  community resident
• Ellen Wheeler, (650-965-7454) President of School Board: Mountain View
  Whisman School District, professional colleague, personal friend
• Wendy Hendry, (408-358-2287) Los Gatos community member, professional
  colleague, personal friend
• Sharon Jones, (408-268-0135) professional colleague, personal friend
District 5:

Josephine Lucey
September 20, 2013

Dr. Xavier De La Torre
Santa Clara County Office of Education
1290 Ridder Park Dr.
San Jose, CA 95131-2398

Re: County Committee on School District Organization - 2013 Election

Dear Dr. De La Torre,

This letter is to inform you that I am seeking re-election to the Santa Clara County Committee on School District Organization.

As a strong supporter of public education, I have been an active member of the educational community supporting various public education activities within my district, within Santa Clara County, and in the state and national arena as well. I was elected to the Board of Education for the Cupertino Union School District in 2001 and I am proud of the cohesive and collaborative manner in which our board governs and the outstanding educational opportunities available to the students of our community.

I have been an active member of the Santa Clara County School Boards Association having served as President of the organization as well as Hoffmann Awards Chair. I have also been very active in the California School Boards Association as a Delegate and Regional Director and currently serve as a member of the executive committee. In January of 2014, I will assume the role of President of CSBA.

As a current member of the County Committee, and as a past chair, I believe that I have a strong understanding of the complex and nuanced issues that come before the committee. I have the ability to thoughtfully listen to the petitions that come before the committee and to judiciously consider the inputs of the petitioners, the affected districts and communities. I hope to continue serving as a member of the committee.

Sincerely,

Josephine Lucey
Josephine (Jo) Lucey  
Cupertino Union School District  
School Board Member

**EXPERIENCE OVERVIEW**

**California School Boards Association Activities**
- President (2014), President-Elect (2013), Vice – President (2012)
- Regional Director (2009 to 2012)
- Delegate Assembly Member (2004 – 2009)
- Superintendents Council (2012, 2013)
- Cities, Counties, & Schools (2012, 2013)
- Board Development Committee (2011)
- Legislative Committee (2012, 2013)
- Policy Platform Committee (2012, 2013)
- Board Finance Committee (2012)
- Diversity Committee (2010 - 2011)
- Nominating Committee: Chair (2007) & Member (2006)
- FIC - Member of CSBA Washington DC Lobby Effort (2010)
- Leg Action (2006-present)
- Conference Presenter (2003 & 2009)
- Conference Attendee (2001 to present)
- Masters in Governance (2007)

**Local School District Activities - Cupertino Union School District**
- Cupertino Union School District Board of Education: President, Vice-President, & Clerk
- CUSD Parcel Treasurer and Fundraising Chair: Measure ‘C’ Parcel Tax 2011
- CUSD Parcel Treasurer and Fundraising Chair: Measure ‘B’ Parcel Tax 2009
- CUSD Parcel Tax Campaign Co-Chair and Fundraising Chair: Measure ‘O’ 2004
- CUSD Bond Campaign Quadrant Co-Chair: Measure ‘C’ Bond Campaign 2001
- CUSD Board Member: Lobbying Legislators on CUSD issues - equalization & local control
- CUSD Board Rep: Five Year Strategic Plan to capture the community’s vision for schools
- CUSD Representative: Special Ed Board (SELP)
- CUSD Representative: District Advisory Committee
- CUSD Key Advisory Committee Member: Budget, Math, Funding Equity
- CEEF (District Foundation) Member: Major Gifts Campaign Fundraising Committee
- Community-building activities: regular participant in Cupertino Unity Parade, Moon Festival, Fall Festival, Diwali Festival of Lights, Chinese New Year banquet, Org. of Special Needs Families, West Valley Comm. Services
- WV Elementary School: Site Council Chair & Foundation President
- WV Elementary School: Walk-a-thon Food Chair & Exploration (Career) Day Presenter
- WV Elementary School: Volunteer - PTA, Classroom, & Library
Community Education Activities
- Santa Clara County School Boards Assoc (SCCSBA): President & Vice-President
- Santa Clara County School Boards Assoc: Hoffman Award Chair
- Santa Clara County School Boards Assoc: Potential SB Candidate Workshop Panelist
- Santa Clara County Ed Coalition: Member -- served with CTA, CSEA, SEIU, PTA, & COE
- County Committee on School District Organization: Chair (2007) & Member (2006-present)
- Fremont Union HS District: Endorsement Chair for 2008 High School Bond
- Fremont Union HHS District: Endorsement Chair for 2009 Parcel Tax & 2010 Parcel Tax
- Sunnyvale Citizens Advisory Committee: Recommended reuse options for the Onizuka Air Force Station

Community Volunteer Activities
- JumVision – Julian Steet Inn: Sunday breakfast preparation at homeless shelter
- Cupertino Rotary Judge: High School Speech Competition
- Little League: team mom, snack shack, banners, league sponsor
- Girls Softball: Team Manager, Picture Day Coordinator, & Chaperone
- Sunday School Teacher – ages 3-5
- Neighborhood SNAP Captain (City Disaster Preparation Organization)
- Notre Dame Alumni Association: San Jose Chapter President

7/87 to 9/00 – Scitor Corporation, Sunnyvale Ca
Regional Director. Scitor is a national aerospace company specializing in program management, systems engineering, and software engineering. Responsibilities included new business acquisition in the western region and management of ongoing contracts. Executive experience included strategic planning, new business development, customer interface, contract negotiation, employee relations, salary planning, staffing, hiring, and recruiting.

10/83 to 7/87 – Aerospace Corporation, Sunnyvale, Ca
Systems Engineering support for satellite control ground system.

8/80 to 10/83 – COMSAT Corporation, Palo Alto, Ca
Key support for system level thermal vacuum testing of INTELSAT spacecraft.

AWARDS
‘Silver Snoopy Award’ for Personal Achievement from the crew of Space Shuttle Flight 54.
CAP – Boeing Aerospace, Personal Achievement Award (Peer nomination)
PTA Honorary Service Award

EDUCATION:
BS Mechanical Engineering, University of Notre Dame, 1980
MS Mechanical Engineering, Stanford University, 1983

PERSONAL: Married with two children
Gavilan Joint Community College District  
Governing Board Agenda  
November 12, 2013

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

SUBJECT: Development of Gavilan College Facilities

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve the following action items related to development of Gavilan College facilities for use by South Bay Public Safety Training, Joint Powers Authority (South Bay or JPA) to provide instructional services for Gavilan College and other members of the JPA:

1. Allow use of Measure E funds to establish facilities suitable for conducting public safety training on a site owned by Gavilan College.
2. Complete discussions with appropriate South Bay personnel for the purpose of entering into a long-term facility lease agreement that allows South Bay no-cost or low-cost rent for the first five years of occupancy with nominal rates charged as available funding allows.
3. Authorize staff to develop construction plans based on previously approved plans for a 25,000 square foot site to be used as the initial footprint that will generate sufficient full time equivalent students for a selected location to qualify as an educational center under current regulations issued by the State Chancellor's Office.

(This requested authorization does not authorize any agreement or contract for services. Separate Board of Trustee approval is required for any contracts that result in the expenditure of funds.)

Background:
Gavilan College was one of two colleges that joined with other nearby colleges to create the South Bay Public Safety Consortium in 1994. The other college that served as a lead college for South Bay was Evergreen College. As time passed, the instructional program needs of Evergreen College have changed and it no longer intends to provide
public safety training. Additionally, the San Jose-Evergreen Community College District decided that the property currently occupied by its district office and South Bay can, and should, be developed to generate non-state funding. As a result of these two decisions, after 20 years of operations, South Bay must relocate.

Gavilan College earns 500 full time equivalent students through South Bay. The college generates 5,150 FTES annually with South Bay, generating a little less than 10% of the college’s total enrollment. The value of this enrollment is $2.4 million in apportionment income. Because of the magnitude of this program, not to mention the historical context that created the JPA, the college is dependent on the success and continued operations of South Bay. With no other member college of the JPA being in a position to provide facilities for use by South Bay, Gavilan College needs to accept the responsibility to ensure the continuation of this critical program. As a result, it is recommended to the Board of Trustees that available Measure E funds be used to assist in establishing South Bay on a site and in facilities owned by Gavilan College. If approved, this action will allow Gavilan College to continue to serve in a lead position in preserving on-going permanent support for public safety training required by every law enforcement and fire fighting agency in the state.

**Budget Impact:**
Measure E funds are available to assist in paying the costs of the relocation of South Bay and Gavilan’s program for public safety training.

**Follow Up:**
Any contracts for services necessary to complete any actions approved by the Board will be submitted to the Board for approval as required by existing regulations.

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

Prepared By:  

Agenda Approval:  

Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

November 12, 2013

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

SUBJECT: Ratification of Agreement for a Settlement of Claim

☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees ratify an agreement for a settlement of claim between the District and a classified employee.

Background:
The claim amount is due to an administrative error by the District with no fault to the employee in which Social Security deductions were not processed. Attached is a statement of the amount owed to the District for your reference.

Budgetary Implications:
Funds are included in the Budget for FY 2013-2014 to support the amount of approximately $6,000

Follow Up/Outcome:
The employee will be notified of the board action.

Recommended By: Terry Newman, Senior Director of Administrative Services

Prepared By: ____________
Terry Newman, Senior Director of Administrative Services

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

C:/Board/Forms/Ratification of Agreement Settlement of Claim 11 12 13.docx
### OASDI correction

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross</th>
<th>OASDI %</th>
<th>amount</th>
<th>OASDI %</th>
<th>amount</th>
<th>EE/ER Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$42,060.00</td>
<td>6.20%</td>
<td>$2,607.72</td>
<td>6.20%</td>
<td>$2,607.72</td>
<td>$5,215.44</td>
</tr>
<tr>
<td>2011</td>
<td>$42,940.78</td>
<td>4.20%</td>
<td>$1,803.51</td>
<td>6.20%</td>
<td>$2,662.38</td>
<td>$4,465.84</td>
</tr>
<tr>
<td>2012</td>
<td>$36,323.50</td>
<td>4.20%</td>
<td>$1,525.59</td>
<td>6.20%</td>
<td>$2,252.06</td>
<td>$3,777.64</td>
</tr>
</tbody>
</table>

**Total**: $5,936.82  
**Employer**: $7,522.11  
**Total**: $13,458.93

**Note**: 2012 is January through October. Correction made for November and December pay. SCCOE has informed us that IRS will only go back three years. There will need to be an W2-C for years 2010 and 2011.

Original hire date (sub/student): 9/8/2003  
Permanent hire date: 1/21/2005

Employee re-payment plan:

I agree to repay the OASDI amount of $5,936.82 beginning March payroll at $50.00 per month. It will be a total of 118 payments at $50.00 and one final payment of $36.82 on 01/31/2023.

---

**Signature**:  
**Date**

| Total amount due: | $5,936.82  
| Amount:           | $5,900.00  
| # of months (payments): | 118  
| $50.00  
| Final payment:    | $36.82  
| $5,936.82 |

Prepared by: Carol McGowan Suarez 2/28/2013 9:04 AM

\[\text{GIL-O75-02}\text{groups}\text{Business_Office}\text{PAYROLL} (cm)\text{Payroll 2012-2013}\text{MISC}\]