AGENDA

I. CALL TO ORDER 6:30 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 6:30 P.M.
Notice is hereby given that a closed session of the Board will be held under provisions listed as follows:

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

II. CALL TO ORDER OPEN SESSION 7:00 p.m.
   1. Call to Order
   2. Roll Call
   3. Pledge of Allegiance
   4. Organizational Meeting
      (a) Election of Officers (President, Vice President, Clerk)
      (b) Set Meeting Dates/Location
      (c) Board Committee Membership
   5. Report of any Action Taken in Closed Session
   6. Consent Agenda
      (a) Regular Board Meeting Minutes, November 12, 2013, Proposed Ad Hoc Committee on School District Collaboration, October 21, 2013, and Special Meeting of the Board, Board Self Evaluation, November 26, 2013
      (b) Personnel Actions
      (c) Warrants and Electronic Transfers Drawn on District Funds
      (d) Budget Adjustments
      (e) Disability Resource Center Advisory Committee
      (f) Disability Resource Center Workability III Advisory Committee
      (g) PUENTE Advisory Committee
      (h) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2013
      (i) Monthly Financial Report
   7. Approval of Agenda
   8. Comments from the Public - This is a time for the public to address the Board.
      (A maximum of 5 minutes will be allotted to each speaker.)
9. Officers' Reports
   (a) Vice Presidents
   (b) College President
   (c) Academic Senate
   (d) Professional Support Staff
   (e) Student Representative
   (f) Board Member Comments
   (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
   (a) Recognition of the Employee of the Month
   (b) Administrative Procedures and Board Policies
   (c) Directors and Confidential Council
   (d) Academic Senate Resolution on the Administrative Reorganization Proposal
   (e) Proposed Administrative Reorganization Plan
   (f) 2014 Board Goals
   (g) Accreditation Report

III. ACTION ITEMS
1. New Business
   (a) Curriculum
   (b) Compensation for Unrepresented Employees
   (c) Child Development Contract # CCTR1319, Program Type: General Child Care and Development
       Programs, Project Number: 43-6947-00-1 and Resolution # 966
   (d) Healthy Community Dashboard
   (e) Realignment of Classified Administrators to Academic Administrators
   (f) Lease-Purchase Agreement Between Gilroy Unified School District and Gavilan Joint
       Community College District

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is January 14, 2014 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
II. 4. Organizational Meeting
   (a) Election of Officers (President, Vice President, Clerk)
   (b) Set Meeting Dates/Location
   (c) Board Committee Membership
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<td>JANUARY 14</td>
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<td>AUGUST 12</td>
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<td>DECEMBER 9</td>
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*Off Site*
BOARD OF TRUSTEES  
COMMITTEES OF THE BOARD  
2014

+ATHLETIC  
Mark Dover  
Tom Breen  
Walt Glines

The Athletic sub-committee is a three board member committee charged with ensuring the athletic department is Title IX compliant, recruiting district athletes, and planning for future athletic facilities and programs. The committee is responsible for maintaining athletic opportunities for the district. The committee meets as needed with the Dean of Athletics, President-Superintendent and

*BOARD POLICY  
Kent Child  
Laura Perry  
Tony Ruiz

Board Policy subcommittee consists of three board members, the President-Superintendent of the college, and the vice-President of Instruction. The subcommittee meets as necessary to review current policy and update policy in accordance with recommendations from board members, students, faculty, and/or staff, as well as recommendations from the Community College League of California, to ensure Gavilan’s policies reflect its current needs while complying with state law.

*BUDGET  
Kent Child  
Mark Dover  
Jonathan Brusco

The Board Budget subcommittee meets as needed with the President-Superintendent, and the Vice President of Business Services to discuss and review current budget items.

+COMMUNITY EDUCATION  
Mark Dover  
Tom Breen  
Laura Perry  
Student Trustee

Once a year, or as needed, the Board Subcommittee for Community Education meets with the Director of Community Education and Contract Education, the President-Superintendent, and the Vice President of Student Services to discuss not-for-credit educational offerings for the communities served within the district, as well as educational/vocational training opportunities for our local businesses.

*FACILITIES DEVELOPMENT AND UTILIZATION  
Tom Breen  
Mark Dover  
Walt Glines  
Student Trustee

Three board members represent the board on the facilities development and utilization subcommittee. The subcommittee meets with the president-superintendent, Vice President of Business Services and other representatives to review, comment, and make recommendations to the full Board on those issues affecting District facilities that are consistent with current and new strategies as outlined in the Districts Strategic Plan.
Subcommittee meets as needed. Over the past few years, the committee has met on an average of four to six times per year to discuss: 1) status, timelines, and budgets of Measure E Facility, landscaping, and other site improvements; 2) status, timelines, and budgets of Measure E land acquisition agreements and environmental impact reports; 3) status, timelines, and budgets of State funded facility projects, load capacity ratios, and documentation; and 4) facility lease agreements for the main campus and off-site instructional facilities.

+EVALUATION OF COLLEGE PRESIDENT
Kent Child
Mark Dover
Laura Perry

The subcommittee meets to discuss, review, and develop the evaluation to be used on campus. All board members actively participate in interviewing assigned Gavilan employees who have completed the evaluation form. The subcommittee reviews and comments on the President’s goals and objectives, the College Strategic Plan, and Education Master Plan and using the evaluation tool that was approved by the Board several years ago, an evaluation is completed utilizing the Board’s evaluation comments and Gavilan employees’ comments. A separate meeting is held with the President to review the evaluation, and the Board’s recommendations and comments are submitted.

+STRATEGIC PLANNING STEERING
Jonathan Brusco
Tony Ruiz
Laura Perry

The subcommittee meets as needed to review the Strategic Plan and to prepare for full board workshops involving the Strategic Plan Review.

+BOARD SELF EVALUATION COMMITTEE
Kent Child
Jonathan Brusco
Walt Glines

Utilizing the evaluation instrument and this year’s Annual Board Goals, all board members review goals, reflect on issues, concerns, efforts and actions in filling out the evaluation form.

The Board Self-Evaluation Sub Committee reviews the composite evaluation and the current Board Goals, and prepares a draft of potential goals for the next cycle. This information is shared with the full board at a special scheduled meeting each year.

OFF SITE EDUCATIONAL CENTERS+
Kent Child
Tom Breen
Tony Ruiz

(vacant)

The Off Site Educational Centers Ad Hoc Committee to the Board of Trustees is set up to review constituent concerns, desires, and recommendations regarding new educational centers in the Hollister/San Benito County and Morgan Hill areas. This committee is set up with four Trustees, not the usual three, to allow the three San Benito County Trustees to be present, as well as one Trustee from a different area.

RETIREMENT BOARD
_______(Clerk of the Board)
Steven Kinsella
_______(VP of Administrative Services)
PROPOSED AD HOC COMMITTEE ON SCHOOL DISTRICT COLLABORATION
Jonathan Brusco
Tom Breen
Mark Dover

*Standing Committees
+Ad hoc Committees
CONSENT
Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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


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

Proposal:
That the Board approve the Regular Board Meeting Minutes, November 12, 2013, Proposed Ad Hoc Committee on School District Collaboration, October 21, 2013, and Special Meeting of the Board, Self Evaluation, November 26, 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
CALL TO ORDER 6:00 p.m.
The meeting was called to order by Kent Child at 6:07 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 6:08 p.m.

OPEN SESSION 7:00 p.m.

1. Call to Order
   The meeting was called to order by Kent Child at 7:00 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
   Dina Hampton, Professional Support Staff

   Others in attendance: Eric Ramones, Anne Ratto, Fran Lopez, Susan Sweeney, Ryan Shock, Leslie Tenney, Rachel I. Perez, Diane Stone, Jan Chargin Susan Cheu, Fran Lozano, Shawn Mulcare, Eduardo Cervantes

3. Pledge of Allegiance
   The pledge of allegiance was led by Anél Tovar.

4. Report of any Action Taken in Closed Session
   No action was 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
MSC (L.Perry/W.Gilnes) 7 ayes, 0 nays, student trustee, aye, to approve

6. Approval of Agenda
MSC (T.Breen/J.Brusco) 7 ayes, 0 nays, student trustee, aye, to approve

7. Comments from the Public - This is a time for the public to address the Board.
Diane Stone – Gavilan Educational Foundation, read a thank you letter and presented a casino night poster to the Board of Trustees on behalf of the Foundation and the athletics department for their donation of items for the "Sharks" gift basket. Ticket sales for the basket were $1,120. The employee challenge to sponsor a table raised $1,100. A total of $8,814.83 was raised to benefit the athletics department.
Leah Halper – GCFA, acknowledged the loss of Pablo Balancio. She reported that GCFA is holding elections. Among the items discussed at the meetings with Trustees has been the work overload at every level. She reported that faculty has suggested that when the budget improves, a group be set up to review and talk about priorities for the whole college.

8. Officers' Reports
(a) Vice Presidents
Terry Newman reported that she recently attended the Association of Chief Business Officers conference, she acknowledged the facilities department for their work.
Dr. Kathleen Rose reported that transfer day was held last week. Many favorable comments regarding our students were received from the representatives of the 33 colleges and universities who were here. She looks forward to reviewing and discussing the program plans that were due on November 1. Work on implementing college hour is continuing with ASB and others on how to display an interactive calendar on our webpage. Deans are working on faculty evaluations.

(b) College President
Dr. Steve Kinsella reported that Gavilan’s College Council has been selected for an award from the Chancellor’s Office. It started with our participation in the California Leadership Alliance for Student Success (CLASS) and before the student success initiative. The council is a grass roots effort through Academic Senate that includes representation from all groups. The council was also recognized by the accreditation team. The accreditation follow-up visit is coming up. Everyone has been working on the two recommendations that must be implemented. He also reported that we spend funds through an established process including the budget committee and the resource request list that comes out of the program planning process. We'll continue to use the same process and change what doesn't work. At the heart of accreditation is the evaluation of existing processes, not creating new ones when funds are received. The challenge will be for the state to allocate funds into existing spending categories, not new ones, which require new workforce requirements.

(c) Academic Senate
Bea Lawn reported that Academic Senate formed an acceleration committee for faculty to share strategies, resources, results, and expand and involve more faculty. Most of this work has been funded through grants and when they are no longer available, they want to have these efforts institutionalized. Curriculum is currently discussing a rubric for faculty to use to assess PLOs and SLOs. A Senate goal this year was to assess the impact of grants on instruction and college wide planning. They have created guidelines for Senate committee communications. Senate will discuss the mentoring, professional development, and
SLO/PLO assessment positions. The Senate will draft a resolution on the administrative reorganization proposal that with input that includes reactions, questions, concerns and suggestions. It will be sent to President’s Council and the Board of Trustees.

(d) Professional Support Staff
Dina Hampton reported that CSEA will hold elections and they are doing a poinsettia sale fundraiser.

(e) Student Representative
Anél Tovar reported that ASB students attended the Student Senate for California Community Colleges General Assembly. She is proud of Gavilan in comparison with student experiences at other schools. She shared at the general assembly how our welcome center assists students and received a lot of interest and questions. She is interested in working on increasing Gavilan’s transfer degrees. The ASB has been working with a TRIO group of students who are working on a petition in support of getting their own director, space, etc. They are continuing to work on the sustainability project which will be presented later on this agenda.

(f) Board Member Comments
Tom Breen reported that he attended the October 20 Community Spirit Awards in Hollister, and the October 11 LULAC 20th anniversary breakfast honoring service people.
Jonathan Breen reported that the Board subcommittee on school district collaboration met last month. Progress was made on efforts to tackle remediation rates. Another meeting will be scheduled in December. He attended the casino night and thanked those who worked on the event.
Tony Ruiz reported that he visited the welcome center and is very impressed with the students’ commitment, confidence, and training.
Mark Dover acknowledged the loss of Pablo Balancio. He is glad the foundation is active, and appreciated everyone’s work on the events. He appreciated Dr. Kathleen Rose’s involvement in the Board’s subcommittee on school district collaboration.
Walt Glines acknowledged the loss of Pablo Balancio. He appreciated everyone who worked on the memorial. He participated in the faculty and professional support staff meetings with Trustees and supports its continuance. He attended the casino night and is glad the foundation is active. He looks forward to the gala in on April 25.

(g) Board President
Kent Child acknowledged the loss of Pablo Balancio and thanked those who worked on the heartfelt memorial. He reminded Trustees about the special Board meeting on November 26.

9. Board Committee Reports
Jonathan Brusco reported that the Board subcommittee on school district collaboration met last month. The objective was to discuss remediation rates and find ways to get high school students tested earlier and better prepared so they enter with better placement and take fewer remediation classes. Those who attended were open about including collaboration toward remediation in their board goals. Also discussed was the consortium on adult education.

10. Information/Staff Reports
(a) Recognition of the Employee of the Month
Eric Ramones introduced Marta Gonzalez, October employee of the month. Marta transferred to human resources when her position as assistant teacher was eliminated due to the budget. She transitioned smoothly and hit the ground running. She provides excellent customer service, and learns quickly. She is eager to learn and can take on any challenge. Marta thanked everyone for their support.
(b) Hydration Stations
Valeria Acosta, ASB Vice President, reported that the hydration stations are needed because there is no consistent recycling on campus and students are reluctant to drink from the water fountains. The stations will reduce plastic bottle waste, reduce the carbon footprint, reduce exposure from plastic chemicals, save money, and encourage healthy living. The stations have chilled water, are sanitary, and have a good presentation. The ASB will fully fund the stations. They estimate the first station will be installed by November 22 in the student center. In response to questions, Valeria Acosta and Anél Tovar stated that the stations will be hooked up to an existing water line in place of an existing water fountain. The ASB is planning on an inauguration when the station is installed. Trustees thanked the ASB for the excellent presentation.

(c) Welcome Center
Students introduced themselves and reviewed the history, funding, hours of operation, and development of the welcome center. They are fully staffed by students and assist students with financial aid, admissions, myDegree Works, Banner, and general information. For the 2012-13 academic year, they have made 9,300 contacts. Many favorable comments have been received from faculty, staff, and students about the importance of peer to peer contact, customer service, making a difference, and helping students step-by-step. In response to questions, the peer mentors stated that services are not available at the off-sites but managers refer students. Work is being done to develop assistance through a web page and by phone. Trustees thanked the peer mentors and urged them to draft other students to replace them as the transfer. Bea Lawn congratulated the students and their advisors for doing a great job and for the impressive way they present themselves. Ryan Shook introduced counselors/advisors, Johanna Stewart, and Leslie Tenney.

(d) Mission Statement
Kent Child reported that at last year’s Board goals meeting, it was decided that the mission statement should be read aloud periodically at a Board meeting. He read:

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.

III. ACTION ITEM
1. New Business
   (a) Curriculum
      MSC (L.Perry/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve

   (b) Approval to Certify the Appointment of Representatives to Joint Powers Authority for Retiree Health Benefit Program; Resolution No. 965
      MSC (T.Ruiz/L.Perry) roll call vote: 7 ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, 0 nays, student trustee, Anél Tovar, aye, to approve

   (c) Citizens Oversight Committee Renewal of Term
      MSC (T.Breen/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve
(d) Signing Authority
MSC (T.Breen/T.Ruiz) 7 ayes, 0 nays, student trustee, aye, to approve the signing authority lists for Pinnacle Bank and Chase Bank

Pinnacle Bank Signing Authority
Dr. Steven Kinsella, Superintendent/President
Dr. Kathleen Rose, Exec. Vice President, Instruction
Terry Newman, Interim Sr. Director, Admin. Services

Remove from Pinnacle Bank Signing Authority
John Pruitt, former Vice President, Student Services
Joe Keeler, former Vice President, Admin. Services

Chase Bank Signing Authority
Dr. Steven Kinsella, Superintendent/President
Dr. Kathleen Rose, Exec. Vice President, Instruction
Terry Newman, Interim Sr. Director, Admin. Services

Remove from Chase Bank Signing Authority
Glenn Mayle, former Superintendent/President

(e) Employee Agreement Authorization – Executive Vice President and Chief Instructional Officer
MSC (M.Dover/J.Breen) 7 ayes, 0 nays, student trustee, aye, to approve

(f) Disposal of Surplus Property
MSC (T.Breen/J.Brusco) 7 ayes, 0 nays, student trustee, aye, to approve

(g) Authorization of Allocation of Remaining Measure E Funds
Dr. Steve Kinsella reported that the state has started to allocate instructional equipment with a 3:1 match requirement and scheduled maintenance with a 1:1 match requirement. We are able to use Measure E funds.
MSC (W.Glines/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve

(h) BFGC-JBI Group Architecture and Planning Assignment Amendment (PAA)
MSC (T.Breen/L.Perry) 7 ayes, 0 nays, student trustee, aye, to approve

(i) Memorandum of Understanding Between Gavilan College and Gilroy Unified for the Joint Use of South Valley Middle School
Dr. Kathleen Rose thanked Rachel Perez for her work with GUSD.
MSC (L.Perry/J.Brusco) 7 ayes, 0 nays, student trustee, aye to approve

(j) County Committee Election – 2013
MSC (W.Glines/L.Perry) 7 ayes, 0 nays, student trustee, aye to vote for Kathleen Sullivan, District 1
MSC (L.Perry/J.Brusco) 7 ayes, 0 nays, student trustee, aye to vote for Josephine Lucey, District 5

(l) Development of Gavilan College Facilities
MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve

(l) Ratification of Agreement for a Settlement of Claim
MSC (L.Perry/W.Glines) 7 ayes, 0 nays, student trustee, aye, to approve

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

2. Adjournment
The meeting was adjourned by consensus at 8:16 p.m.
CALL TO ORDER 6:00 p.m.
The meeting was called to order by Jonathan Brusco at 6:00 p.m.

1. Roll Call
   Committee Members: Jonathan Brusco, Tom Breen, Mark Dover

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

   Others in Attendance: James Pace, Dom Payne, Rick Badillo, Bob Benevento

2. Approval of Minutes
   MSC (T. Breen/M. Dover) 3 ayes, 0 nays to approve

3. Comments from the Public
   None

II. DISCUSSION ITEMS
1. Development of Prep Course to Increase College Assessment Scores of High School Students
   Jonathan Brusco reported that this committee was established to work with local district boards on mutual challenges. The first meetings of the committee served to identify remediation rates as a primary goal. As a result of high remediation rates, students spend extra time in low level courses, completion rates are low, and course sections are taken up by remediation courses that could be used to offer other courses.

   Jonathan Brusco stated that some of the actions the committee could suggest is to initiate a board goal asking superintendents to address remedial rates and college preparedness with the local community colleges. Other things the committee discussed is developing a prep course prior to the college assessment and having students assessed at the high schools before they leave for the summer. The summer break may place students down on the test into remedial and add semesters of additional coursework. Dr. Kathleen Rose stated that students can take the assessment a semester prior to admission and can take it multiple times. It is a required multiple-choice test for admission. She will inquire if students are allowed to take the assessment in their junior year and if there is a fee for high school students. Gavilan provides assessment services routinely at the high schools. We could review the dates and times they are offered. We use Accuplacer, which is standard at all community colleges. Accuplacer provides some online prep questions, though no data on the effectiveness is available. Mark Dover reported that his high school counselors encourage all students to take Accuplacer as a backup plan and as an indicator of their test levels so they can take steps to improve, if necessary.
Dr. Rose reported that the K16 Bridge Program may be an option. It provides computerized career exploratory programs. The objective by the time students get to senior year, is for them to have taken the test to be admitted to community college at minimum. There is a price tag and we would have to enter into an MOU with the Lewis Center for Educational Research.

Jonathan Brusco stated that incentives for taking the assessment earlier could be offered. Dr. Rose reported that approximately 58% of incoming students need remediation work. Gavilan has a "High Step" program what offers college credit career exploration courses at the high schools as well as concurrent enrollment with high schools.

Bob Benevento reported that he met with Dean Carr and Hope Jukl recently. Among the topics discussed were texts, pedagogy, and career technical Education. He would like to explore how to articulate the relationship between the schools and continue and expand that type of dialogue and go from words to action. Dr. Rose stated that Hope Jukl is the Activity Director for STEM. She developed a Math Teachers Circle for math teachers from our districts and Gavilan to talk about gaps, best practices, curriculum, etc. It ended with the first grant, but we may be able to consider hosting a symposium for faculty to discuss the remediation level of course work. Jonathan Brusco stated that the goal of this committee is to realize our role as board members and one of the most effective things we can do to get those conversations going is to make it one of our goals. We are addressing assessment because it could be a simple way to make a dent in the problem.

2. Adult Education Consortium Including K-12 and Community Colleges
Jonathan Brusco reported that another issue that could fall under this committee is the state's funding change concerning adult education. The state will be increasing the amount of funds for adult ed but will require consortia be created between K-12 and community colleges. Dr. Rose stated that AB 86 is the bill that concerns planning funding through the Chancellor’s Office to provide an opportunity to revamp how adult ed was offered in the past. We are working with GUSD to develop an MOU to position ourselves as a consortium and be competitive to apply for the funding. It is under the umbrella of the Student Success Initiative which has ten recommendations community colleges will be working on. We will be reviewing many of our process in student services, instruction, and adult education. We want to be able to partner with our K-12 districts in order to review our reform effort. The key is to develop a consortium between the community colleges and the K-12s in our area, and if we receive the planning grant, be able to chart our course going forward. Due to this legislation ROP will not be funded in the future. The overarching idea is degree/certificate completion, creating seamless pathways, easy access points, and multiple opportunities to gain instructional content to reach a goal quicker. There has been some confusion at the state level regarding the extent of adult ed offerings. Legislation was introduced to reform adult ed. We are doing some older adult courses through Contract and Community Education. The legislation is clear that the consortium and the planning grants are to identify gaps in trainable, transferable, adult education programs. The Chancellor’s Office webpage has the link to the Student Success Initiatives; aligning the curriculum is an important component of what we will be doing.

Jonathan Brusco encouraged trustees to include in their board goals an item that encourages this sort of collaboration regarding remediation rates and college preparedness.

III. CLOSING ITEMS
1. Adjournments
   It was agreed that the next meeting will be in December.
   MSC (M.Dover/T.Breen) 3 ayes, 0 nays, to adjourn at 6:52 p.m.
I. CALL TO ORDER 6:00 p.m.
The meeting was called to order by Kent Child at 6:01 p.m.

1. Roll Call
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, Anel Tovar
   Dr. Steven M. Kinsella, Superintendent/President
   Angie Oropesa, Recorder

2. Approval of Minutes, October 22, 2013
   MSC (L.Perry/T.Breen) 7 ayes, 0 nays, Student Trustee, aye, to approve

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

II. DISCUSSION ITEMS
1. Board Self Evaluation and Goals
   Kent Child stated that he drafted a composite of Trustees' suggestions of goals.

   The Board recessed at 6:07 p.m. to access the dinner table
   The Board reconvened at 6:12 p.m.

   After reviewing each draft goal, Trustees developed the following draft 2014 goals and agreed to forward it for information at the December Board meeting and action at the January Board meeting:

   GOAL 1: Finalize administrative reorganization plan, addressing vice president vacancies, long-term stability and effectiveness potential, financial impact and hiring sequence and timing.

   GOAL 2: a. Finalize and initiate Coyote Valley Educational Center/Public Safety Consortium Site development and implementation plan.
          b. Clarify Educational Center options for San Benito locale.
          c. Review enhancement options for services provided at our off-site locations.

   GOAL 3: Create pathways between high schools and Gavilan with a focus of bringing more college-ready students into the college.

   GOAL 4: Develop policy on staffing plans for faculty, professional support staff, and administrative positions.

   GOAL 5: Review Title IX Status Report and provide administrative and professional support staff adjustments if appropriate, to ensure college has data necessary to adequately review information and conclusions in the report.
GOAL 6: Analyze district security policy.

GOAL 7: Develop professional development plan for members of the Board to increase awareness of, but not limited to, the following areas:
   a. Accreditation planning, practices, and actions taken to ensure continuous compliance with ACCJC Accreditation Standards.
   b. What members of the Board need to know about California Community College District Budgets.
   c. Information sessions on results of program reviews and evaluations of college processes.
   d. Executives training on SEMS (Incident Command Center and Emergency Response Plan).
   e. Analyze information ways and means of communication to community and future students.

GOAL 8: Review Board self-evaluation and goal setting policy.

III. CLOSING ITEMS
   1. Adjournment
      The meeting was adjourned by consensus at 7:35 p.m.
Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

Consent Agenda Item No. 6.(b)  
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 November 12, 2013 thru December 10, 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:  
Eric Ramones, Human Resources Director

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

C:\WorkGroups\HR/BoardAgenda/12-10-13
I. APPOINTMENTS/PROMOTIONS/TRANSFERS/PERMANENT SCHEDULE CHANGES/WORKING OUT-OF-CLASS

Janet Krulee  Division Assistant
Disability Resource Center
Effective Date: October 9, 2013

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Laura Montes  Accounting Assistant
Business Office
November 1, 2013 to January 1, 2014

Luis Candelaria  Campus Security Officer
Security and Support Services
October 25, 2013 to June 30, 2013

III. PROFESSIONAL EXPERTS

Eddie Arias  Football Field Painting
Kinesiology and Athletics
August 15, 2013 to November 30, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Erin Jacksich  Vocational Instructional Specialist
Disability Resource Center
November 19, 2013 to January 19, 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

   Guadalupe Cerda          Volunteer Worker
                        Child Development Center
                        July 1, 2013 to June 30, 2014

XII. RESIGNATIONS AND RETIREMENTS

   NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

   NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – December 10, 2013

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

I. **APPOINTMENTS**

   NONE

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

   Karen Warren  
   Director Tech Prep/CTE Transitions  
   Career Technical Education  
   August 1, 2013 to May 30, 2014

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

   Caroline Gane  
   Technology Tools Workshop Attendance  
   Title V  
   September 28, 2013 to October 31, 2013

   Devon Carlson  
   Counselor  
   Career Technical Education  
   November 6, 2013 to June 30, 2014

   Felicia Fierro  
   Counselor  
   Disability Resource Center  
   October 10, 2013 to June 30, 2014

   John Howell  
   Technology Tools Workshop Attendance  
   Title V  
   September 28, 2013 to October 31, 2013

   Justin Johnson  
   Soccer Field Line Painting  
   Kinesiology and Athletics  
   August 15, 2013 to November 30, 2013

   Patricia Hulin  
   Student Learning Outcomes Assessment  
   Liberal Arts and Sciences  
   September 1, 2013 to October 1, 2013

   Raquel Rodriguez  
   Technology Tools Workshop Attendance  
   Title V  
   September 28, 2013 to October 31, 2013

   Robert Atlas  
   South Bay Regional Public Safety Consortium  
   Volunteer Instructor  
   December 10, 2013
Roger Novales  Television Production Instructor  
Liberal Arts and Sciences  
October 1, 2013 to January 26, 2014

Steve Newman  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
December 10, 2013

Susan Dodd  Curriculum Development  
Career Technical Education  
October 1, 2013 to November 1, 2013

Tammy Attaway  Counselor  
TRIO/CalWORKS  
November 14, 2013 to December 31, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

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 Personnel Actions – December 10, 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 – December 10, 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
December 10, 2013

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

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

Proposal:

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

Warrants:

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Electronic Transfers:

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<th>Description</th>
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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  

December 10, 2013  

Consent Agenda Item No. 6.(d)  
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:  

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

C:/Board/Forms/Montly BudgetAdjustmentsCvrSheet
### Fund 10

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**Total:** ($89,408)

#### INCREASE

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/13:** $2,443,049.00

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

**Actual Beginning Balance at 7/1/13:** $2,937,914.00

**Final (Adopted) Budget Net Change in Fund Balance:** $0.00

**Current decrease in budgeted expenditures increases Fund Balance:** $89,408.00

**Current increase in budgeted expenditures decreases Fund Balance:** ($89,408.00)

**Revised Net Change in Ending Fund Balance:** $0.00

**Estimated Ending Fund Balance 6/30/14 for General Fund 10:** $2,937,914.00

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### Fund 10

#### INCOME - Increase/(Decrease)

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**Total Fund 10:** $41,219.00

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November 2013 Meeting - Budget Adj (To Board).xlsx
11/26/2013
Page 1 of 3
Final (Adopted) Estimated Beginning Fund Balance at 7/1/12
Change to Actual Fund Balance at 7/1/12
Actual Beginning Balance at 7/1/12
Final (Adopted) Budget Net Change in Fund Balance
Budget adjustments from current year's previous months to increase (decrease)
net change to fund balance
Current decrease in budgeted expenditures increases Fund Balance
Current increase in budgeted expenditures decreases Fund Balance
Revised Net Change in Ending Fund Balance
Estimated Ending Fund Balance 6/30/13 or General Fund 10

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**INCOME - Increase/(Decrease)**

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**EXPENSE - Increase/(Decrease)**

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**Total Fund 27:** $167,180.00

**TITLE V CTE Gavilan Hartnell**

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/13
Change to Actual Fund Balance at 7/1/13
Actual Beginning Balance at 7/1/13
Final (Adopted) Budget Net Change in Fund Balance
Budget adjustments from current year's previous months to increase (decrease)
net change to fund balance
Current decrease in budgeted expenditures increases Fund Balance
Current increase in budgeted expenditures decreases Fund Balance

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11/26/2013  Page 2 of 3
### Revised Net Change in Ending Fund Balance

Estimated Ending Fund Balance 6/30/14 for Restricted General Fund 27

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**Total Fund 47**

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/13

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<td>Actual Beginning Balance at 7/1/13</td>
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<td>Final (Adopted) Budget Net Change in Fund Balance</td>
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<td>Budget adjustments from current year's previous months to increase (decrease) net change to fund balance</td>
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<td>Current decrease in budgeted expenditures decreases Fund Balance</td>
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<td>Current increase in budgeted expenditures decreases Fund Balance</td>
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<td>Revised Net Change in Ending Fund Balance</td>
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<td>Estimated Ending Fund Balance 6/30/14 for Restricted General Fund 47</td>
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Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT: Disability Resource Center Advisory Committee

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

Proposal:
The attached Disability Resource Center Advisory Committee is presented for approval by the Board of Trustees.

Background:
The Disability Resource Center Advisory Committee includes representation from the local area high schools, community agencies, colleges and universities that provide services for individuals with disabilities. Representation includes DRC students as recommended by our regulations. The purpose of the committee is to advise and assist the college in providing students with disabilities accommodations and services that enable them to access higher education.

Budgetary Implications:
None

Follow Up/Outcome:
The Advisory committee shall meet a minimum of once during each academic year.

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

Prepared By: ____________________________
Fran Lopez, Associate Dean, Disability Resource Center

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

C:/Board/Forms/newcvrsheet sb
2013-2014
Disability Resource Center
Advisory Board Members

Alarid, Kristi
HOPE- South Valley District:
Hollister & Morgan Hill
8855 Murray Ave.
7800 Arroyo Circle #A
Gilroy, Ca 95020
(408) 846-1140
kristialarid@hopeservices.org

Bradford, Duane
Sr. Vocational Rehabilitation
Counselor/QRP
California Department of
Rehabilitation
8060 Santa Teresa Blvd. Suite 200
Gilroy, Ca 95020
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duane.bradford@dor.ca.gov

Britton, Felicia
MHUSD Job Developer
WorkAbility Program & ROC/P
Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037
(408) 201-6100
BrittonF@mhUSD.org

Cervantes, Eddie
Gavilan College
MESA, TRIO Director
5055 Santa Teresa Blvd.
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eecervantes@gavilan.edu

DuMond, Rose
MHUSD Director of Student Services
Morgan Hill Unified School District
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dumondr@mhUSD.org

Garcia, Mari
Counselor, EOP&S
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, Ca 95020
(408) 846-4853
mgarcia@gavilan.edu

Marota, Cindy
Director, Accessible Education Center
San Jose State University
One Washington Square
Administration Building, RM 110
San Jose, CA 95192-0168
408-924-6000
cindy.marota@sjtu.edu

Olson, Eric
TPP Job Coach
Gilroy Unified School District
Gilroy High School
750 W. 10th Street
Gilroy, Ca 95020
Eric.Olson@gusd.k12.ca.us

Rivera, Annette
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5055 Santa Teresa Blvd.
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(408) 848-4798
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Stanford University
Disability Advisor
Office of Accessible Education
563 Salvatierra Walk
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Slino, Linda
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Services
30 Las Colinas Lane
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Sweeney, Susan
VP, City of Gilroy Physically
Challenged Board of Appeals
CalWORKS-Gavilan College
5055 Santa Teresa Blvd.
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Yinger, Jim
Program Coordinator, WorkAbility
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Gavilan College Students:

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Joel Manriquez Hannon
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Disability Resource Center
Faculty & Staff:

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Associate Dean
(408) 848-4871
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Department Chair,
Alternate Media Instructor
(408) 848-4722
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Cheryl Brown
Career Prep Instructor
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Tamara Merrill
Career Prep Instructor
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Karen Sato
Adaptive PE and Career Prep
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Janet Krulee
Division Assistant
(408) 848-4865
jkrulee@gavilan.edu
Gavilan Joint Community College District
Governing Board Agenda

Date: December 10, 2013

Consent Agenda Item No. 6. (£) Disability Resource Center
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Disability Resource Center Workability III Advisory Committee

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

Proposal:
The attached Disability Resource Center Workability III Advisory Committee is presented for approval by the Board of Trustees.

Background:
The Disability Resource Center Workability III Advisory Committee includes representation from the local area high schools, community agencies and the business sector. The purpose of the committee is to advise and assist the college in providing students enrolled in the Workability III program with accommodations and services that assist students in achieving their educational and employment goals.

Budgetary Implications:
None

Follow Up/Outcome:
The Advisory committee shall meet a minimum of once during each academic year.

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

Prepared By:  
Fran Lopez, Associate Dean, Disability Resource Center

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

C:/Board/Forms/newcvsheet sb
<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Position</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arias, Alex</td>
<td>Manpower</td>
<td>8401 Church St. Ste. B</td>
<td>(408) 846-1144, (831) 636-0550</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilroy, Ca 95020</td>
<td></td>
</tr>
<tr>
<td>Borelli, John</td>
<td>Work2Future</td>
<td>South County One Stop</td>
<td>(408) 369-3636</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7800 Arroyo Circle</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilroy, CA 95020</td>
<td><a href="mailto:john.borelli@edd.ca.gov">john.borelli@edd.ca.gov</a></td>
</tr>
<tr>
<td>Williamson, Ruby</td>
<td>Lowe’s HiW Inc</td>
<td>Human Resources Manager</td>
<td>(408) 413-6004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7151 Camino Arroyo</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilroy, CA 95020</td>
<td><a href="mailto:heidi.bush@store.lowes.com">heidi.bush@store.lowes.com</a></td>
</tr>
<tr>
<td>DiTullio, Marysue</td>
<td>Silicon Valley Independent Living Center</td>
<td>Satellite Services Coordinator</td>
<td>(408) 842-6457</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7800 Arroyo Circle #A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilroy, Ca 95020</td>
<td><a href="mailto:marysued@svilc.org">marysued@svilc.org</a></td>
</tr>
<tr>
<td>Geraci, Rose</td>
<td>Santa Clara County Parks and Recreation Dept.</td>
<td>298 Garden Hills Dr.</td>
<td>(408) 355-2228 Cell: 408) 438-8883</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Los Gatos, Ca 95032-7669</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct line:</td>
<td><a href="mailto:rose.geraci@prk.sccgov.org">rose.geraci@prk.sccgov.org</a></td>
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<tr>
<td></td>
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<td>Cell: 408) 438-8883</td>
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<tr>
<td>Lee, Dana</td>
<td>KOHL’S</td>
<td>6765 Camino Arroyo</td>
<td>408-848-2032</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gilroy, CA 95020</td>
<td><a href="mailto:Dana.lee@kohls.com">Dana.lee@kohls.com</a></td>
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</tbody>
</table>
Eznaurnzar, Leticia: TJ MAXX
Manager
401 Vineyard Town Center
Morgan Hill, CA 95037
408-782-1905

Lopez, Fran: Gavilan College (DRC)
Associate Dean
5055 Santa Teresa Blvd.
Gilroy, Ca 95020
(408) 848-4871
flopez@gavilan.edu

Naranjo, Jessica: BEST BUY
7011 Camino Arroyo St.
Gilroy, CA 95020
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Richburg, Jacquelyn: Gavilan College (DRC)
Job Developer
5055 Santa Teresa Blvd.
Gilroy, Ca 95020
(408) 848-4857
jrichburg@gavilan.edu

Trenberth, Eva: Bonfante Gardens
Human Resources Operations Manager
3050 Hecker Pass Hwy.
Gilroy, CA. 95020
(408) 840-7140 or (408) 840-7110
Fax: (408) 847-2049
eva.trenberth@bonfantegardens.com

Velasco, Lisa: City of Morgan Hill
Human Resources Coordinator
17555 Peak Ave.
Morgan Hill, Ca 95037
Gavilan Joint Community College District
Governing Board Agenda

December 5, 2013

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

SUBJECT: PUENTE Advisory Committee

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

Proposal: Puente Advisory Committee be approved by the Board of Trustees

Background: The Puente Advisory Committee includes representation from the college personnel, and community, public, non-profit, or business sectors. The purpose of the Advisory Board is to assist the Puente Program with maintaining the program, recruiting and training mentors, and to develop student/mentor sponsored activities.

Budgetary Implications: none

Follow Up/Outcome: The Puente Advisory Committee shall meet once a month for the academic year.

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

Prepared By: Celia S. Marquez, Puente Co-Director/Counselor

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Office/Email</th>
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<tr>
<td>Raul Escalante</td>
<td></td>
<td>Office: (831) 801-3444</td>
</tr>
<tr>
<td>2785 Hay Loft Way</td>
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</tr>
<tr>
<td>Morgan Hill, CA 95037</td>
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<tr>
<td>Emanuel Melgarejo, Counselor</td>
<td></td>
<td>Office: (650) 558-2352</td>
</tr>
<tr>
<td>1734 Valonia Way</td>
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<tr>
<td>Hollister, CA 95023</td>
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<tr>
<td>Fabian Morales, Counselor</td>
<td></td>
<td>Office: (408) 842-8054</td>
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<tr>
<td>San Mateo Union High School District</td>
<td></td>
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<tr>
<td>506 N. Delware St.</td>
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<td>San Mateo, CA 94401</td>
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<tr>
<td>Jennifer Ortiz, Case Manager/Housing Counselor</td>
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<td>Project Sentinel</td>
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<td>Gilroy, CA 95020</td>
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<tr>
<td>Leticia Palacios, TRIO Counselor</td>
<td></td>
<td>Office: (408) 848-4707</td>
</tr>
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<td>Gavilan College</td>
<td></td>
<td><a href="mailto:lpalacios@gavilan.edu">lpalacios@gavilan.edu</a></td>
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<tr>
<td>5055 Santa Teresa Blvd.</td>
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<td>Gilroy, CA 95020</td>
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<tr>
<td>Rebecca Perez, Insurance Agent</td>
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<td>Office: (408) 557-1128</td>
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<td>781 Memorial Dr.</td>
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<td>Hollister, CA 95023</td>
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Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT: Santa Clara County Treasury Investment Portfolio Status as of September 30, 2013.

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

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

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

Budgetary Implications:
For information purposes only.

Follow Up/Outcome:
None needed.

Recommended By: Steven M. Kinsella, Superintendent/President

Prepared By: Susan Cheu, Chief Financial Officer

Agenda Approval: Steven M. Kinsella, Superintendent/President

C:/Board/Forms/QuarterlyInvestmentPortfolio
DATE: November 26, 2013
TO: Board of Supervisors
FROM: Emily Harrison, Deputy County Executive
SUBJECT: County of Santa Clara Investment Report for the quarter ending September 30, 2013

RECOMMENDED ACTION
Accept and authorize filing of Detailed Investment Portfolio Listing for period ending September 30, 2013.

REASONS FOR RECOMMENDATION
The Santa Clara County Treasury Investment Portfolio Report as of September 30, 2013, is submitted for your review and acceptance in compliance with the State of California Government Codes 783 and 784, Statutes of 1995, and in compliance with County policy.

CHILD IMPACT
The recommended action will have no/neutral impact on children and youth.

SENIOR IMPACT
The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS
The recommended action will have no/neutral sustainability implications.

BACKGROUND
Each quarter, an investment report is submitted to the Board of Supervisors that provides a management summary with a clear status of the current investment portfolio, quarterly transactions, investment philosophy, and market actions and trends. Preparation of the report is required by both the Board's Policy Manual and the County's investment policy. All investment activities during the reporting period were conducted under the guidance of the investment policy. The Board reviewed and approved the proposed changes to the policy at its April 10, 2012, meeting.

Securities Lending Disclosure

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitjian
County Executive: Jeffrev V. Smith
Securities lending is a transaction in which the County Treasury lends securities it owns to a counterparty/borrower (a financial institution) in exchange for a pledge of cash collateral. The cash collateral is held by our custodial bank and invested in money market funds to earn incremental income to offset custody banking and investment research fees. The County Treasury retains all ownership rights to coupon interest earned by securities while out on loan to the counterparty/borrower. The borrower is obliged to return the securities, either on demand from the County or at the end of any agreed upon term. As of September 30, 2013, there were no outstanding securities on loan.

ATTACHMENTS:

- County of Santa Clara Investment Report for the quarter ending September 30, 2013 (PDF)
Quarterly Investment Report

September 30, 2013
Quarterly Investment Review Table of Contents

Quarterly Investment Report
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Commingled Pool: Distribution by Maturity 7
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Holdings Report: West Valley Mission-CCD Building Fund 31
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# Santa Clara County Commingled Pool and Segregated Investments

**September 30, 2013**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cost Value***</th>
<th>Market Value</th>
<th>Variance</th>
<th>% Variance</th>
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<td>$3,975,676,957</td>
<td>$3,982,516,392</td>
<td>$6,839,435</td>
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<td>Retiree Health Fixed Income*</td>
<td>$25,548,916</td>
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<tr>
<td>Retiree Health Equity*</td>
<td>$7,049,548</td>
<td>$10,434,222</td>
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<td>48.01%</td>
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<tr>
<td>Mountain View-Los Altos</td>
<td>$2,012,913</td>
<td>$2,013,642</td>
<td>$729</td>
<td>0.04%</td>
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<tr>
<td>Palo Alto Unified</td>
<td>$2,174,986</td>
<td>$2,176,283</td>
<td>$1,297</td>
<td>0.06%</td>
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<tr>
<td>Park Charter Fund</td>
<td>$11,498,135</td>
<td>$11,456,591</td>
<td>-$41,544</td>
<td>-0.36%</td>
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<tr>
<td>San Jose-Evergreen</td>
<td>$19,731,803</td>
<td>$19,744,886</td>
<td>$13,083</td>
<td>0.07%</td>
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<tr>
<td>West Valley Mission CCD - Building Fund</td>
<td>$26,744,007</td>
<td>$26,759,428</td>
<td>$15,422</td>
<td>0.06%</td>
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<td>Medical Malpractice Insurance Fund (1)</td>
<td>$14,074,921</td>
<td>$14,118,918</td>
<td>$43,997</td>
<td>0.31%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$4,084,512,186</strong></td>
<td><strong>$4,094,596,476</strong></td>
<td><strong>$10,084,290</strong></td>
<td>0.25%</td>
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(1) Managed by Chandler Asset Management, Inc.

## Summary of Yields** for Select Santa Clara County Investment Funds

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<tr>
<th>Fund</th>
<th>Jul 31</th>
<th>Aug 31</th>
<th>Sep 30</th>
<th>Sep 30</th>
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<tr>
<td>Commingled Investment Pool</td>
<td>0.52%</td>
<td>0.52%</td>
<td>0.54%</td>
<td>0.76%</td>
</tr>
<tr>
<td>Retiree Health Fixed Income</td>
<td>2.70%</td>
<td>3.39%</td>
<td>3.33%</td>
<td>3.32%</td>
</tr>
<tr>
<td><strong>Weighted Yield</strong></td>
<td>0.56%</td>
<td>0.54%</td>
<td>0.56%</td>
<td>0.84%</td>
</tr>
</tbody>
</table>

*These accounts reflect two components of the Retiree Health Fund. The third component is included in the Commingled Pool.*

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

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

***Cost Value is the amortized book value of the securities as of the date of this report.
Santa Clara County Commingled Pool and Segregated Investments

Portfolio Strategy, Compliance, Review and Monitoring

September 30, 2013

Portfolio Strategy
The economy continues to show slow growth and a lack of any real strength in the employment picture. Labor participation rates are at the lowest level in many years, and the latest new employment numbers indicate a slowing in the hiring of new employees. The effects of the U.S. federal government temporary shut down and the uncertainties of the Affordable Health Care Act will not be known for some time to come, but based on forward looking financial numbers the feeling is that the first raise in the Fed Funds level may not come until well into 2015. The expectation earlier in the year that the Feds might slow the purchase of securities resulted in the yield on the 10 year Treasury hitting 3%, the highest number in some time; however, with the continued weakness in economic reports this rate has gone back to about 2.5%. Janet Yellen is expected to be appointed to be the head of the Federal Reserve. Based on her past comments, it is generally felt that she will not change from the current level of support by the Fed’s in maintaining overnight rates between 0% and .25%. Maintaining these low rates, while supporting some parts of the economy, has also produced the adverse effect of removing considerable earnings power of those on fixed income, pension funds and money generated to support corporate treasuries and local governments.

The focus of the Investment Program will be to find agency and corporate securities that offer value in the two to three year range to enhance yield, while maintaining most of the funds in shorter maturities that match the cash flow needs of the pool. With the current 2 year Treasury yield barely above .30%, increasing the current yield of the pool is a challenge faced by the County as well as all fixed income portfolios.

Yield and Weighted Average Maturity
The yield of the Commingled Pool is 0.54% and the weighted average life is 437 days.

Compliance
Investment transactions were executed in accordance with the California State Government Code and the County’s Investment Policy, as indicated in the attached report from the County Internal Audit Division. The County Treasurer believes the Commingled Pool contains sufficient cash flow liquidity to meet the next six months of expected expenditures.

Review and Monitoring
FTN Financial Main Street Advisors, the County’s investment advisor, currently monitors the Treasury Department’s investment activities.

Additional Information
Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations. The market values of securities were taken from pricing services provided by the Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.
### Santa Clara County Commingled Pool

#### Allocation by Security Types

**September 30, 2013**

<table>
<thead>
<tr>
<th>Sector</th>
<th>9/30/2013</th>
<th>6/30/2013</th>
<th>% Chng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agencies</td>
<td>74.13%</td>
<td>66.29%</td>
<td>7.8%</td>
</tr>
<tr>
<td>Corporate Bonds</td>
<td>4.44%</td>
<td>4.88%</td>
<td>-0.4%</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>3.77%</td>
<td>0.00%</td>
<td>3.8%</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>2.52%</td>
<td>3.12%</td>
<td>-0.6%</td>
</tr>
<tr>
<td>Asset-Backed Securities</td>
<td>3.43%</td>
<td>3.05%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Municipal Securities</td>
<td>1.12%</td>
<td>1.80%</td>
<td>-0.7%</td>
</tr>
<tr>
<td>U.S. Treasuries</td>
<td>1.63%</td>
<td>5.37%</td>
<td>-3.7%</td>
</tr>
<tr>
<td>Negotiable CDs</td>
<td>6.04%</td>
<td>6.50%</td>
<td>-0.5%</td>
</tr>
<tr>
<td>LAIF</td>
<td>1.01%</td>
<td>1.00%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>1.79%</td>
<td>7.86%</td>
<td>-6.1%</td>
</tr>
<tr>
<td>NCUA Corporate Bonds**</td>
<td>0.13%</td>
<td>0.12%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Mortgage-Backed Securities</td>
<td>0.00%</td>
<td>0.01%</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.00%</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sector</th>
<th>9/30/2013</th>
<th>6/30/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Agencies</td>
<td>2,947,166,233</td>
<td>2,652,615,096</td>
</tr>
<tr>
<td>Corporate Bonds</td>
<td>176,456,927</td>
<td>195,468,261</td>
</tr>
<tr>
<td>Repurchase Agreements</td>
<td>150,000,000</td>
<td>-</td>
</tr>
<tr>
<td>Commercial Paper</td>
<td>99,996,407</td>
<td>124,989,197</td>
</tr>
<tr>
<td>Asset-Backed Securities</td>
<td>136,222,620</td>
<td>121,868,572</td>
</tr>
<tr>
<td>Municipal Securities</td>
<td>44,499,795</td>
<td>71,978,066</td>
</tr>
<tr>
<td>U.S. Treasuries</td>
<td>64,999,643</td>
<td>214,960,073</td>
</tr>
<tr>
<td>Negotiable CDs</td>
<td>240,000,000</td>
<td>260,000,000</td>
</tr>
<tr>
<td>LAIF</td>
<td>40,000,000</td>
<td>40,000,000</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>71,338,289</td>
<td>314,390,717</td>
</tr>
<tr>
<td>NCUA Corporate Bonds**</td>
<td>4,997,043</td>
<td>4,996,607</td>
</tr>
<tr>
<td>Mortgage-Backed Securities</td>
<td>-</td>
<td>554,564</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,975,676,957</td>
<td>4,001,821,154</td>
</tr>
</tbody>
</table>

* Amounts are in base upon book value

**Bonds are guaranteed by the NCUA (National Credit Union Association)
### Santa Clara County Commingled Pool

#### Allocation by Ratings

**September 30, 2013**

<table>
<thead>
<tr>
<th>Moody's Rating</th>
<th>Portfolio $</th>
<th>Portfolio %</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-1</td>
<td>289,999,180</td>
<td>7.3%</td>
</tr>
<tr>
<td>Aaa</td>
<td>3,228,736,567</td>
<td>81.2%</td>
</tr>
<tr>
<td>Aa1</td>
<td>5,000,000</td>
<td>0.1%</td>
</tr>
<tr>
<td>Aa2</td>
<td>36,992,100</td>
<td>0.9%</td>
</tr>
<tr>
<td>Aa3</td>
<td>144,453,801</td>
<td>3.6%</td>
</tr>
<tr>
<td>A1</td>
<td>43,355,675</td>
<td>1.1%</td>
</tr>
<tr>
<td>A2</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>A3</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>LAIF***</td>
<td>40,000,000</td>
<td>1.0%</td>
</tr>
<tr>
<td>Repo**</td>
<td>150,000,000</td>
<td>3.8%</td>
</tr>
<tr>
<td>Not Rated*</td>
<td>37,139,633</td>
<td>0.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,975,676,957</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

*Not Rated securities are issued by Farmer Mac, a U.S. Federal Agency

**Repurchase Agreements are not rated, but are collateralized by U.S. Treasury securities

***LAIF is not rated, but is comprised of State Code allowable securities

Amounts are based on book values
Santa Clara County Commingled Pool

Holdings by Issuer - Percent of Commingled Pool

September 30, 2013

Amounts are based upon book values
Santa Clara County Commingled Pool

Historical Month End Book Values

September 30, 2013

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2014</td>
<td>$4.133</td>
<td>$4.052</td>
<td>$3.975</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amounts in billions
Santa Clara County Commingled Pool

Distribution by Maturity

September 30, 2013

### Distribution By Maturity Dollars

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight</td>
<td>261,338,289</td>
</tr>
<tr>
<td>1-30 Days</td>
<td>440,597,796</td>
</tr>
<tr>
<td>31-90 Days</td>
<td>117,875,718</td>
</tr>
<tr>
<td>91-365 Days</td>
<td>1,238,521,264</td>
</tr>
<tr>
<td>1Yr-2Yr</td>
<td>1,073,012,774</td>
</tr>
<tr>
<td>2Yr-3Yr</td>
<td>648,241,004</td>
</tr>
<tr>
<td>3Yr-4Yr</td>
<td>185,856,453</td>
</tr>
<tr>
<td>4Yr-5Yr</td>
<td>10,233,660</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,975,676,957</td>
</tr>
</tbody>
</table>

### Distribution By Maturity Percentages

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight</td>
<td>6.57%</td>
</tr>
<tr>
<td>1-30 Days</td>
<td>11.08%</td>
</tr>
<tr>
<td>31-90 Days</td>
<td>2.96%</td>
</tr>
<tr>
<td>91-365 Days</td>
<td>31.15%</td>
</tr>
<tr>
<td>1Yr-2Yr</td>
<td>26.99%</td>
</tr>
<tr>
<td>2Yr-3Yr</td>
<td>16.31%</td>
</tr>
<tr>
<td>3Yr-4Yr</td>
<td>4.67%</td>
</tr>
<tr>
<td>4Yr-5Yr</td>
<td>0.26%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

*Amounts are based on book value
Santa Clara County Commingled Pool

Yield to Maturity and Weighted Average Maturity

September 30, 2013

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC YTM</td>
<td>0.77%</td>
<td>0.71%</td>
<td>0.58%</td>
<td>0.62%</td>
<td>0.59%</td>
<td>0.49%</td>
<td>0.47%</td>
<td>0.44%</td>
<td>0.47%</td>
<td>0.52%</td>
<td>0.52%</td>
<td>0.54%</td>
</tr>
<tr>
<td>LAIF YTM</td>
<td>0.34%</td>
<td>0.32%</td>
<td>0.33%</td>
<td>0.30%</td>
<td>0.29%</td>
<td>0.29%</td>
<td>0.26%</td>
<td>0.25%</td>
<td>0.24%</td>
<td>0.27%</td>
<td>0.27%</td>
<td>0.25%</td>
</tr>
<tr>
<td>6 Mon T-Bill</td>
<td>0.15%</td>
<td>0.13%</td>
<td>0.11%</td>
<td>0.11%</td>
<td>0.12%</td>
<td>0.10%</td>
<td>0.08%</td>
<td>0.06%</td>
<td>0.09%</td>
<td>0.07%</td>
<td>0.05%</td>
<td>0.03%</td>
</tr>
<tr>
<td>2Yr T-Note</td>
<td>0.28%</td>
<td>0.25%</td>
<td>0.25%</td>
<td>0.26%</td>
<td>0.24%</td>
<td>0.24%</td>
<td>0.21%</td>
<td>0.30%</td>
<td>0.36%</td>
<td>0.31%</td>
<td>0.40%</td>
<td>0.32%</td>
</tr>
<tr>
<td>SCC WAM</td>
<td>468</td>
<td>456</td>
<td>478</td>
<td>475</td>
<td>421</td>
<td>349</td>
<td>304</td>
<td>329</td>
<td>374</td>
<td>413</td>
<td>405</td>
<td>437</td>
</tr>
<tr>
<td>LAIF WAM</td>
<td>229</td>
<td>228</td>
<td>208</td>
<td>226</td>
<td>217</td>
<td>213</td>
<td>214</td>
<td>234</td>
<td>278</td>
<td>265</td>
<td>270</td>
<td>239</td>
</tr>
</tbody>
</table>
# Santa Clara County Retiree Health Fund

## Month End Cost and Market Values

*September 30, 2013*

<table>
<thead>
<tr>
<th>Segment</th>
<th>Cost Value</th>
<th>Market Value</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Income</td>
<td>25,548,916</td>
<td>25,376,115</td>
<td>(172,801)</td>
</tr>
<tr>
<td>Equity</td>
<td>7,049,548</td>
<td>10,434,222</td>
<td>3,384,674</td>
</tr>
<tr>
<td>Commingled Pool</td>
<td>101,964,579</td>
<td>102,139,958</td>
<td>175,379</td>
</tr>
<tr>
<td><strong>Total Fund</strong></td>
<td>134,563,043</td>
<td>137,950,295</td>
<td>3,387,252</td>
</tr>
</tbody>
</table>

---

### Cost Value vs Market Value

- **Fixed Income**
- **Equity**
- **Commingled Pool**

*Graph showing cost value and market value for each segment.*

*Graph y-axis: Millions*
Santa Clara County Retiree Health Fund

Historical Quarter End Market Values

September 30, 2013

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$Millions</td>
<td>156.707</td>
<td>162.824</td>
<td>162.824</td>
<td>173.310</td>
<td>174.911</td>
<td>171.882</td>
<td>161.938</td>
<td>175.019</td>
<td>174.139</td>
<td>173.338</td>
<td>142.404</td>
<td>137.950</td>
</tr>
</tbody>
</table>
# Santa Clara County Retiree Health Fund

## Portfolio Component (Securities) and Benchmark Returns

*September 30, 2013*

<table>
<thead>
<tr>
<th></th>
<th>% of Fixed Inc</th>
<th>% of Portfolio</th>
<th>QTR Return</th>
<th>1 Year Return (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Income (1)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retiree Health Fund (2)</td>
<td>20.0%</td>
<td>19.0%</td>
<td>0.49%</td>
<td>-0.91%</td>
</tr>
<tr>
<td>BofA/ML US Domestic Master, A rated and above (3)</td>
<td></td>
<td></td>
<td>0.49%</td>
<td>-1.90%</td>
</tr>
<tr>
<td>Commingled (2) Benchmark (4)</td>
<td>80.0%</td>
<td>75.8%</td>
<td>0.19%</td>
<td>0.35%</td>
</tr>
<tr>
<td>Blended Fixed Income Return</td>
<td></td>
<td></td>
<td>0.31%</td>
<td>0.25%</td>
</tr>
<tr>
<td>Blended Benchmark</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity (5)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanguard S&amp;P 500 Index Institutional</td>
<td>100.0%</td>
<td>5.2%</td>
<td>5.23%</td>
<td>19.31%</td>
</tr>
<tr>
<td>S&amp;P 500 Index</td>
<td></td>
<td></td>
<td>4.67%</td>
<td>19.01%</td>
</tr>
<tr>
<td><strong>Total Retiree Health Fund (5)</strong></td>
<td></td>
<td>100.0%</td>
<td>0.51%</td>
<td>1.10%</td>
</tr>
<tr>
<td>Blended Benchmark</td>
<td></td>
<td></td>
<td>0.57%</td>
<td>0.83%</td>
</tr>
<tr>
<td><strong>Total Retiree Health vs Blended Benchmark Variance</strong></td>
<td></td>
<td></td>
<td>-0.06%</td>
<td>0.71%</td>
</tr>
</tbody>
</table>

1. Treasury contracted the Bank of New York Mellon (BNYM) to provide custodial banking services including performance measurement starting on February 1, 2008. Return calculations are available after this date. The fixed income returns provided by BONY are GIPS (Global Investment Performance Standards) compliant and are consistent with industry standards. Given the difference in computation methodology, prior returns will not be combined with current returns.

2. Retiree Health & Commingled yields, respectively: 3.33% 0.54%

3. The selection of this benchmark is intended to reflect a target mix of a portfolio emulating longer duration liabilities.

4. Bank of America Merrill US Treasury Bills, 0-3 Mo = 30%, Bank of America Merrill Govt/Corp 1-3 yr AA rated & above = 70%

5. The individual fund total returns for the equity portfolio are calculated by BNYM. They are time weighted returns that appropriately weight deposits and withdrawals. Returns are GIPS compliant and are consistent with industry standards. Index returns assume that there are no new investments or withdrawals.

6. The current equity holdings represent the residual left after other holdings were liquidated and the proceeds transferred to the California Employer's Retiree Benefit Trust, an investment trust managed by CalPERS. The trust was established to contain employer contributions to fund future health and other post-employment benefit costs for retirees.
Board of Supervisors
County of Santa Clara
A Report by the Internal Audit Division
Cash and Investments
As of: September 30, 2013

We have performed the procedures enumerated below on the cash and investments in the County's commingled fund as of September 30, 2013. When applicable, we also performed these procedures on the investments in the Retiree Health Fund (Fund 0309). The procedures were to determine whether the cash and investments are accurately stated and in compliance with the County's policies and the State law. Based upon the work performed, we found no exceptions except as listed below.

In our July 29, 2013 report, we mentioned that our efforts to verify the depository bank's State collateral requirements were inconclusive. After the report's issuance, the State confirmed the depository bank met the June 30, 2013 collateral requirements. As referenced in procedure step "l," we will be reporting the September 30, 2013 verification in the December 31, 2013 report.

The procedures applied follow:

a. Reconcile the cash and investments balances stated in the Treasurer's system to the amount in the general ledger.

b. Compare the issuers' credit ratings to the legal minimum rating requirements for investments purchased during the quarter.

c. Compute the investment limitations for each security type and compare actual securities by type and issuer to the limitations permitted by law and policy.

d. Compute the portfolio's weighted average days to maturity and compared it to the maximum permitted by policy.

e. Verify that the Retiree Health Fund investment's book value did not exceed 67% of the Retiree Health Fund total cash and investment's balance.

f. Compare the cash and securities held by the depository and custodial banks to
these banks' equity balances and verify the deposit/equity or securities book value/equity ratios were within the legal requirements.

g. Determine the existence of securities held in safekeeping by comparing the securities listed in the custodial bank's records with the securities listed in the County's records.

h. From the schedule of investments, select two securities with maturity dates exceeding one year. Calculate the amount of interest due and compare the calculated amount to the amount recorded as received in the general ledger.

i. Verify any securities purchased through repurchase agreements held at the quarter-end meet the State's minimum collateral requirements.

j. Review the quarter end reconciliation of the County's depository bank account balance to the general ledger. Identify reconciling transactions which are older than 30 days.

k. Compare the amount invested in the State's Local Agency Investment Fund recorded in the Treasurer's system to the amount per the State.

l. Verify the County's depository bank has sufficient collateral as required by State law. Because the State has results available two months after the quarter-end, this verification's results will be reported in the following quarter's report.

(signature on file)

Manju Beher
Supervising Internal Auditor

Brian Mark
Auditor-in-charge
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:
The attached "Monthly Financial Report" compares the FY 2013/14 Revised Budget as of November 15, 2013 to actual revenue and expenditures as of November 15, 2013.

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
## GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

### Monthly Financial Report

#### Summary of All Funds

**Fiscal Year 2013-2014**

**As of November 15, 2013**

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2013</th>
<th>Revised Budget Revenue</th>
<th>Revised Budget Expense</th>
<th>Ending Fund Balance 6/30/2014</th>
<th>Revenue Year to Date Actual</th>
<th>Actual to Budget Encumbrance</th>
<th>% Actual to Budget Revenue 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></td>
<td>$5,289,647</td>
<td>$3,251,980</td>
<td>$0</td>
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<tr>
<td>1000</td>
<td>Certified Salaries</td>
<td></td>
<td>$10,174,049</td>
<td></td>
<td></td>
<td>$3,251,980</td>
<td>$28.9%</td>
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<td>3000</td>
<td>Burdens &amp; Benefits</td>
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<td>$5,991,099</td>
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<td>$1,730,282</td>
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<tr>
<td>4000</td>
<td>Books &amp; Supplies</td>
<td></td>
<td>$426,882</td>
<td></td>
<td></td>
<td>$166,700</td>
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<tr>
<td>5000</td>
<td>Other Operating Expenses</td>
<td></td>
<td>$5,001,522</td>
<td></td>
<td></td>
<td>$1,826,549</td>
<td>$71.8%</td>
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<tr>
<td>6000</td>
<td>Capital Outlay</td>
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<td>$321,237</td>
<td></td>
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<td>$74,879</td>
<td>$26.345</td>
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<tr>
<td>7000</td>
<td>Other</td>
<td></td>
<td>$1,747,574</td>
<td></td>
<td></td>
<td>$421,174</td>
<td>$0</td>
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<td>Total General-Unrestricted</td>
<td>$2,937,914</td>
<td>$29,115,548</td>
<td>$29,115,548</td>
<td>$2,937,914</td>
<td>$5,289,647</td>
<td>$9,227,487</td>
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<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$12,499</td>
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<td>$109,000</td>
<td>$12,499</td>
<td>$41,688</td>
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<td>26</td>
<td>Parking</td>
<td>$0</td>
<td>$179,620</td>
<td>$179,620</td>
<td>$0</td>
<td>$59,846</td>
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<td>27</td>
<td>General - Restricted</td>
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<td>$9,252,587</td>
<td>$9,252,587</td>
<td>$0</td>
<td>$2,667,948</td>
<td>$2,644,040</td>
<td>29.1%</td>
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<tr>
<td></td>
<td>Total General Fund</td>
<td>$2,950,414</td>
<td>$38,656,755</td>
<td>$38,656,755</td>
<td>$2,950,414</td>
<td>$8,079,130</td>
<td>$11,952,827</td>
<td>$2,181,361</td>
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<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,356,295</td>
<td>$5,216,569</td>
<td>$5,216,569</td>
<td>$3,356,295</td>
<td>$179,199</td>
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<td>34</td>
<td>Capital Project</td>
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<td>$609,000</td>
<td>$54,950</td>
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<td>Long Term Debt</td>
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<td>$619,000</td>
<td>$4,854,273</td>
<td>($230,865)</td>
<td>$250</td>
<td>$0</td>
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<tr>
<td></td>
<td>Total Fiduciary Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Associated Student Body</td>
<td>$422,282</td>
<td>$103,199</td>
<td>$206,812</td>
<td>$318,669</td>
<td>$74,674</td>
<td>$77,280</td>
<td>$20,341</td>
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<td>48</td>
<td>Financial Aid</td>
<td>$0</td>
<td>$7,378,297</td>
<td>$7,378,297</td>
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<td>$3,036,710</td>
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<td>66</td>
<td>Student Center Fund</td>
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<td>$0</td>
<td>$42,269</td>
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<tr>
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<td>Total Fiduciary Funds</td>
<td>$422,282</td>
<td>$7,665,906</td>
<td>$7,709,521</td>
<td>$318,669</td>
<td>$3,153,643</td>
<td>$3,188,301</td>
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<tr>
<td></td>
<td>Totals</td>
<td>$38,985,385</td>
<td>$53,226,769</td>
<td>$55,636,565</td>
<td>$36,370,049</td>
<td>$11,385,787</td>
<td>$18,983,726</td>
<td>$3,119,416</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.

Funds 54 Capital Project = State Funded Projects

Prepared by: [Signatory Name]

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, November 2013 – Jane Edborg
Jane Edborg has been with Gavilan College since 1998. She is a full-time instructor in the Fine Arts Department, where she teaches Design, Art Appreciation, Photography, Creativity, and Portfolio. She is a longtime advocate of students, and she makes real connections in the classroom. She also maintains her own artistic and creative life to inspire students and recharge herself. She just finished building a brand new studio in her backyard and has been working with small metals and making ceramics and paintings and has three shows coming up in Santa Cruz and Monterey.

When she was eight years old, her grandmother gave her a Kodak Instamatic camera, which set her on her way. Today, Jane uses both analog and digital cameras to produce her artworks. Jane is interested in all aspects of the artistic process, and this passion for the artistic mystery is imbued in her teaching at every level. Jane also uses her love for art and the artistic process to help her community and others in need. In 2006, she volunteered at the Morgan Hill Police Department, transforming a sterile interview room for abused children into a psychologically safe room through a surround mural.

As an artist, Jane is busy at home, in the community, and in the classroom. At Gavilan,
she has taken advantage of many opportunities to advance her professional development, including through a sabbatical leave. Jane does not shy away from participation in shared governance; she is currently serving as a representative of her department in the Academic Senate. In short, Jane does a wonderful job teaching art and shows her students how to think and work like artists. The faculty is honored to nominate Jane Edberg for Employee of the Month.

**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:**

**Agenda Approval:**

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

December 10, 2013

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

SUBJECT: Administrative Procedures and Board Policies

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

Proposal:
That the Board review and comment as appropriate regarding the proposed changes to the administrative procedures and Board policies as attached.

Background:
The policies and procedures have gone through the shared governance process.

Budgetary Implications:

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

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

Prepared By: 

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

Agenda Approval: 

[Signature]
Dr. Steven M. Kinsella, Superintendent/President
BP 2716 Political Activity

Reference:

Education Code Sections 7054, 7054.1 7056;
Government Code Section 8314

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

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

Amended by the Board of Trustees: April 9, 2013
Approved by the Board of Trustees: October 11, 2005
BP 2725  Board Member Compensation

Reference:
*Education Code Section, 1090, 35120, 72024*

Members of the Board who attend all board meetings shall receive $252.00 per month and the student member, $252.00 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

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

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

Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: June 12, 2001
BP 3410  Non-discrimination

Reference:

Education Code Sections 66250, et seq, 72010, et seq., and 87100 et seq.;
Title 5, Sections 53000, et seq., and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 129261.1, and 12940, et seq.
Accreditation Standard II.B.2.c

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President of the College shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because of his or her association with a person or group with one or more of these actual perceived characteristics.

See Administrative Procedure #3410

Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: February 8, 2005
Approved by the Board of Trustees: December 11, 2001
AP 3410 Nondiscrimination

Nondiscrimination References for Education Programs:

- Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
- Penal Code Sections 422.55 et seq.;
- Title 5 Sections 59300 et seq.;
- Accreditation Standard 1.6II.B.2.c

Education Programs

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

No person shall be subject to discrimination on any basis that is contained in the prohibition of hate crimes set forth in the California Penal Code Section 422.6, which include the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because he or she is perceived to have one or more of these characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:

- Education Code Section 87100 et seq.;
- Title 5; Section 53000 et seq.;
- Government Code Sections 11135 et seq. and 12940 et seq.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.
All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.

Amended by the Board of Trustees: August 14, 2012
Amended by the Board of Trustees: December 12, 2006
Amended by the Board of Trustees: November 14, 2006
Approved by the Board of Trustees: December 11, 2001
AP 3500 Campus Safety

Reference:

Education Code Section 212, 67380, 87014;
Penal Code Section 245;
20 U.S. Code Sections 1232g, 1292(f);
34 Code of Federal Regulations 668.46;
34 Code of Federal Regulations 99.31(a)(13), (14);
Campus Security Act of 1990

A campus safety plan shall be developed, and is provided to students via the District’s Internet homepage or as a handbook upon request.

The Director, Security and Support Services, prepares and annually updates a report of all occurrences reported to campus security personnel of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of non criminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of non criminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Note: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.” Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a) (1) (A)) and of “non-criminal acts of hate violence” (Education Code Section 67380(a) (1) (B)).

For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence, and stalking

Amended by the Board of Trustees: August 14, 2012
Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: December 11, 2001
AP 3810 Claims for Damages Against the District

Reference:

*Education Code Section 72502; Government Code Sections 900 et seq. and 910 et seq.*

- Claim forms can be obtained from the Office of the Vice President, Administrative Services.
- Claim forms are to be returned to the Office of President of the College.
- The period within which the above-described claims must be presented to the Board, as a condition to suit thereon, shall be as follows:
- Claims for money or damages relating to a cause of action for death or for injury to person or to personal property shall be presented to the Board of Trustees not later than six months after the accrual of the cause of action.
- Claims for money or damages relating to any other cause of action shall be presented to the Board of Trustees not later than one year after the accrual of the cause of action, unless a shorter time period is provided by law.

Approved by the Board of Trustees: December 11, 2001
BP 5030  Fees

Reference:
Education Code Section 70902(b)(9), 76300.5, 66205.3;
Title 5, Section 51012
California Community College Chancellor’s Office (CCCCO) Student Fee Handbook

The Board authorizes the following fees. The President of the College shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are enrolled and accounted for properly. Fee amounts shall be published in the college catalog.

- **Enrollment Fee** (*Education Code Section 76300*):
  Each student shall be charged a fee for enrolling in credit courses as required by law.

- **Health Fee** (*Education Code Section 76355*):
  As of November 2012, The District shall charge each student a fee of $19 for fall and spring, and $16 for summer for health supervision and services.
  The President of the College shall present to the board for approval a fee to be charged to each full time student for student health services.

- **Parking Fee** (*Education Code 76360*):
  The President of the College shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.
  Parking fees may be established in accordance with these Board policies. (See Board Policy 5030) (See Administrative Policy BP 6750)

- **Instructional Materials** (*Education Code Section 76365; Title 5, Sections 59400, et seq.*):
  Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

- **Physical Education Facilities** (*Education Code 76395*):
  Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student’s calculated share of the additional expenses incurred by the district.

- **Student Representation Fee** (*Education Code 76060.5*):
  Students will be charged a $1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
• **Transcript Fees** (*Education Code 76223*): The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The President of the College is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

• **International Students Application Processing Fee** (*Education Code Section 76142*): The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. The President of the College may establish this processing fee and regulations for determining economic hardship. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

• **Out-of-State Tuition**
  Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available from the Vice President of Student Services. Tuition will be charged for the maximum number of possible units registered for by the student. In the case of flexible unit classes, the student may not carry "paid up" units from one term to the next.

  As of January 2013, the Non-resident tuition fee is $192.

• **Deferment of Fees for Out-of-State Financial Aid Students**
  Students who have been approved for financial aid who are out-of-state who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

See Administrative Procedures #5030

Approved by the Board of Trustees: August 13, 2002
AP 5410  Associated Student Body (ASB) Elections

Reference:
   Education Code Section 76061

The Associate Students shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Student Body (ASB) shall meet the requirements in BP 5410.

The Associated Student Body shall conduct annual elections to elect officers.

Any student elected as an officer in the Associated Student Body shall meet the requirements established by the Board approved ASB Constitution and By-laws.

Elections and Appointments

Section 1:  Elections shall be held in accordance with specific provision of the by-laws or this constitution.

Section 2:  Appointments shall be filled in accordance with the specific provisions of the by-laws.

Approved by the general student body election, April 1995

Elections

1.  An election committee shall be chaired by the ASB Vice President of Coordinated Student Services or his/her designee with senate approval.

2.  Elections shall be held during the last two (2) academic weeks of April, except special elections.

3.  Elections shall be made available to both day and evening students.

4.  Petitions for office, excluding the student trustee, must be signed by one hundred fifty (150) currently registered students and candidate's qualifications (five nine [5] 9 units minimum and 2.0 GPA) must be certified by the registrar's office.

5.  The candidates for student trustee must obtain ten (10) percent of the total fall enrollment of the most recent fall semester in accordance with the California Education Code which does not allow write in candidates for this position.

6.  All petitions for office must be received at least ten (10) business days prior to first day of balloting.

7.  Members of the election committee, the senate, employees of Gavilan College and members of the Board of Trustees shall refrain from endorsing any candidate or campaigning in student elections.

8.  No campaigning, posters, advertising, or speeches will be allowed within one two hundred (100) 200 feet of the polling place during elections or in the ASB office at anytime.

9.  An election forum or other means of announcing candidates and their views may be held at least five (5) election days prior to the election to allow each candidate to express his/her views and opinions to the college community.
10. All student voters will identify themselves to a representative of the election committee in order to vote.

11. Voting location is to be determined by the election committee.

12. The ballots shall not be removed from the ballot box until the elections are completed.

13. No candidate may serve as an election official or be present when ballots are counted.

14. All defaced ballots will be voided.

15. Each candidate may designate an aide to monitor the ballot counting. This aide may not be a member of the election committee or help operate the elections.

16. Candidates must receive a majority of the votes cast in order to win. If no candidate receives a majority, the two students receiving the highest number of votes shall run in a run-off election.

17. An election may be protested by any student if a violation of the election procedures occurs. Protests are to be submitted to the senate within five (5) in-session school days business-days of the alleged violation. The senate will determine the outcome.

18. Write-in candidates will only be considered official candidates for a run off election if they receive at least 25% of the total votes cast in the election.

19. All candidates who have followed established procedure for elections per these by-laws may place a fact sheet and photo at voting location.

Article 6, Elections, By-laws of the Associated Student Body of Gavilan College, Revised and Approved May 1997.

Approved by the Board of Trustees: August 13, 2002
SUBJECT: Directors and Confidential Council

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

Proposal:
That the Board of Trustees review and comment as appropriate on the proposed Directors and Confidential Council, by-laws and update to Shared Governance Handbook.

Background:
The Shared Governance Handbook lists the following operational committees: Department Chairs, Deans Council, Administrative Council, Event and Publication Committees, and Student Services Council. Absent from operational committees listed on Shared Governance Model are directors and confideitals.

During the fall 2013 semester, directors and confidential conferred and discussed formalizing our group, strengthening communication and participation in shared governance model. The idea of Directors and Confidential Council (or DCC) emerged, and by-laws were created. The objectives of DCC are to become a stronger “gear” in the college process, share information, discuss college initiatives, and provide input through shared governance process.

Budgetary Implications:
None.

Follow Up/Outcome:
The proposal to approve Directors and Confidential Council will be presented to the Board for a second reading and action at future Board meeting, pending approval from Academic Senate.
Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT:  Academic Senate Resolution on the Administrative Reorganization Proposal

☐ Resolution:  BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That the Board of Trustees be informed on reactions and suggestions from the faculty to the Administrative Reorganization Proposal of July 2013. Faculty is concerned about the manner of implementation of the proposal, the lack of open hiring, the lack of justification for the creation of a new administrative position and the filling of responsibilities almost as it was being developed, and the lack of consultation with affected faculty, students, and programs that creates disarray. Participatory governance requires staff consultation and involvement even if the purpose of changes is deficit reduction.

Background:
On November 19, 2013, the Academic Senate approved a resolution with its recommendations for the Administrative Reorganization Proposal. President Kinsella sent it to Senate in July and asked that a recommendation be given by early December. The Senate considered it, clarified, gathered information, and received faculty feedback. Because there were diverse reactions, the Senate opted to list persistent concerns separately from concrete suggestions.

Budgetary Implications:
None

Follow Up/Outcome:
That The Board of Trustees hear directly from the faculty via the Academic Senate on this matter and its reactions / suggestions be considered.

Recommended By: Bea Lawn, Academic Senate President

Prepared By: Bea Lawn, Academic Senate President

Agenda Approval:  

Dr. Steven M. Kinsella, Superintendent/ President
GAVILAN COLLEGE ACADEMIC SENATE RESOLUTION

SUBJECT: Academic Senate Recommendation on Administrative Reorganization Proposal

First Reading: November 5, 2013

Second Reading: November 19, 2013

Whereas, President Kinsella proposed an administrative reorganization on July 9, asking the Academic Senate to consider it and give its feedback by early December 2013.

Whereas, The Academic Senate discussed the issue from September to November, gathered information, and sought feedback from faculty.

Whereas, A few departments agree that the President can make decisions that he deems necessary, especially those with a cost-savings purpose, most departments raised a variety of persistent concerns. Therefore, reactions and suggestions to the proposal are listed separately.

Resolved, The Academic Senate recommends that President Kinsella note the following reactions:

1. The criteria used to determine promotion in administrative reorganization including seniority, rank, and qualifications should be made available to staff.

2. All internal qualified staff members should be considered in this kind of reorganization.

3. One set of minimum qualifications should not qualify a staff member for any administrative position.

4. The large number of classified staff under Administrative Services should have a say in their supervisor and cannot do so if the President is the sole decider.

5. There should be careful consultation on the need for new positions to explain reasons and hear concerns.

6. There should be a process to remedy concerns and conflicts that arise from an administrative reorganization when consultation with staff has not occurred.

7. The district leadership should be commended for steering Gavilan College through this time of budgetary uncertainty. However, in view of the input received, the Academic Senate urges that faculty concerns and suggestions noted in this resolution be given serious consideration.

Resolved, The Academic Senate recommends that President Kinsella note the following suggestions:

1. Exclude from this proposal the position of Vice President of Student Services and do open hiring for that position before hiring for any other position and as soon as possible.

2. Use open hiring to choose the most qualified candidate for the three positions in the proposal and any other administrative position so that all can share in the governance of the institution.
3. Use open hiring for the position of Vice President of Administrative Services, maintaining the interim assignment; this position has great overall impact on all areas of college governance.

4. Continue the interim status of the Vice President of Administrative Services position until all of its reporting units can appropriately evaluate the performance of the interim staff member.

5. Evaluate the appropriateness of combining the MESA/TRIO positions and of creating a Dean of Student Learning and Engagement position until evaluation is done to assess the impact on student services and input from all affected constituencies is received; faculty shares the concerns of ASB about the appropriateness of combining the MESA/TRIO programs.

6. Consider moving the Trio/Mesa merged position under the Vice President of Student Services for more coherence with similar reporting units.

7. Do not create a Dean of Student Learning and Engagement position at this time due to the lack of clear justification of the position, its undefined goals and responsibilities, and the lack of definition of its ideal candidate qualifications.

8. If created in the future, distinguish the Dean of Student Learning and Engagement position from others of equal rank, ensuring that its responsibilities do not duplicate those of existing positions, particularly for the Vice President of Student Services.

9. Keep the position of Associate Dean of Community Education, assigning it new responsibilities if existing ones have diminished, and after consulting with any units that would report to it to ensure a smooth transition.

10. Do not move a department from one administrative division to another without first consulting with the Senate and the faculty of that department.

11. Recognize the reluctance of part-time faculty to comment openly on this proposal due to concerns for their continued employment and/or potential retaliation as a result of any concerns expressed.

12. Consider faculty concerns about the discrepancy between high administrative salaries, low part-time faculty wages, and decreased full-time hiring, all of which erodes equity and instructional balance.

13. Consider that the manner in which this proposal was implemented created the perception that the outcome was already set regardless of staff input, which creates staff indifference and distrust for administrative proposals.

14. Consider faculty views that supporting this proposal sets a bad precedent of presidential power, undermines participatory governance, and leaves staff vulnerable to future similar actions regardless of the justification.

15. Weigh the feedback of CSEA, ASB, and all other college constituencies, taking into account that low employee and student morale has great impact on the organization.

16. Keep staff informed of discussions regarding new administrative positions and supervisory needs, involving everyone at the early stages to avoid proposals that are not known, understood, or shared.

Final Draft Nov. 19, 2013
SUBJECT: Proposed Administrative Reorganization Plan

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board consider the update of the proposed administrative reorganization plan presented in July, 2013.

Background:
In July, the Board received a proposed administrative reorganization plan from the Superintendent/President. The plan proposals have been the topic of discussion for all of the fall 2013 semester. Based on the input and information received so far, it is apparent that additional work needs to be completed on some parts of the proposed reorganization. Input from the Academic Senate is included as a separate agenda item. Input from the Associated Student Body is attached as they represent a concern that is best articulated by the students themselves.

Based on the input received there is no longer a concern about the Vice President of Student Services. That position will proceed to hire unless the Board wants to review it further. The position is in the budget and requires only that it be filled.

The second position that I am prepared to proceed with is an open and competitive hire for the Vice President of Administrative Services. The position is especially problematic given the shortage of qualified applicants applying for positions at other colleges. Nevertheless, there is concern about not proceeding with an open process and it is recommended that the process for hiring a Vice President of Administrative Services also proceed at this point. This position is not in the budget but with hiring occurring in the later part of FY 13/14, it will not be a financial strain on FY 13/14. As the budget is developed for FY 14/15, there will be a need to fund this position as well as the Vice President of Student Services. Any employee of the college who meets minimum qualifications is encouraged to apply.
The remaining items on the reorganization proposal need to be reviewed in more detail because of the questions that have been raised. The remaining portions of the reorganization include promotion of two administrators caused by the consolidation of two departments. The students have raised a concern about consolidating TRIO and MESA under one department. Before finalizing a recommendation on that, it is important to first co-locate these programs to determine how different the needs of each student group are for the educational experience of newer students. With some history of the departments together, it may be possible to at least eliminate the concern that access to certain physical assets is a reason to keep the departments separated. Given the financial constraints, this may still return as a recommendation to the Board for action. During the spring semester additional information and data will be collected to determine whether this consolidation should continue.

The remaining open item and the second department consolidation is the Dean of Student Learning. This position proposed consolidation of certain programs on campus and it changes the reporting relationship of programs/departments currently listed as student support service programs under the area of responsibility for the Vice President of Student Services. This item will also be halted to allow gathering of additional information to better support the reasons why a change remains necessary.

Other adjustments to the proposal may be made as the information from various campus personnel becomes known. As of the writing of this Board agenda item, there are no other formal comments. Additional comments will be solicited once information about the need for the consolidations is provided to constituency groups.

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By:  

Agenda Approval:  

Dr. Steven M. Kinsella, Superintendent/President
Fall 2013 TRIO Resolution
Gavilan Community College Associated Student Body

Whereas, the research of TRIO, Student Support Services is a federally funded program through the United States Department of Education designed to assist 160 first-generation, low-income, and/or disabled Gavilan Community College students as they prepare to obtain a two-year degree and/or transfer to a four-year university. Please refer to: http://gavilan.edu/trio

Whereas, TRIO, Student Support Services program's mission statement provides first-generation, low-income and disabled college students with a “sense of place” while on campus, and offers academic and support services in a caring environment that seeks to ensure their successful completion of an associate degree and/or transfer to a four-year university from Gavilan College. Please refer to: http://gavilan.edu/trio/about.html

Whereas, the recognized TRIO, Student Support Services include:
• Academic & Career Counseling
• Access to the TRIO Lounge (FREE Printing & Copying Available)
• Personal Support
• Financial Aid Assistance
• TRIO Supplemental Grants (Must be Pell Grant eligible to apply)
• Visits to four-year universities
• Informational Workshops
• Cultural & Campus Activities
• Summer Bridge Program
• Foster Youth/Guardian Scholars Services access to the TRIO

Please refer to: http://gavilan.edu/trio

Whereas, the merge of TRIO and MESA concludes that it has impacted the TRIO, Student Support Services significantly by reducing numerous resources they once had before under a full time TRIO director.

Resolved, that the Gavilan Community College Associated Student Body endorses TRIO, Student Support Services to have their own full time TRIO director to fulfill the program's mission statement, core values, and services TRIO previously had in the presence of a full time director.

Resolved, that the TRIO, Student Support Services request that the petition signed by the students be honored in plea to get back their own full time director to provide the TRIO students with counseling guidance and encouragement to ensure that the 160 TRIO students successfully complete an associate degree and/or transfer to a four-year university from Gavilan College as it is TRIO's mission statement.

Author: Gabriela Wetzel
ASB VP Finance

Created on: November 20, 2013
Gaviñan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT: 2014 Board Goals

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

Proposal:
That the Board of Trustees review and comment as appropriate regarding the 2014 Board goals developed through their self-evaluation and November 26, 2013 Special Board Meeting.

Background:

Budgetary Implications:

Follow Up/Outcome:
This item will be brought back for a second reading and action at the January Board meeting.

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 COLLEGE BOARD OF TRUSTEES

2014 Gavilan College Board Goals

GOAL 1: Finalize administrative reorganization plan, addressing vice president vacancies, long-term stability and effectiveness potential, financial impact and hiring sequence and timing.

GOAL 2: a. Finalize and initiate Coyote Valley Educational Center/Public Safety Consortium site development
   b. Clarify Educational Center options for San Benito locale.
   c. Review enhancement options for services provided at our off-site locations.

GOAL 3: Create pathways between high schools and Gavilan with a focus of bringing more college-ready students into the college.

GOAL 4: Develop policy on staffing plans for faculty, professional support staff, and administrative positions.

GOAL 5: Review Title IX Status Report and provide administrative and professional support staff adjustments if appropriate, to ensure college has data necessary to adequately review information and conclusions in the report.

GOAL 6: Analyze district security policy.

GOAL 7: Develop professional development plan for members of the Board to increase awareness of, but not limited to, the following areas:
   a. Accreditation planning, practices, and actions taken to ensure continuous compliance with ACCJC Accreditation Standards.
   b. What members of the Board need to know about California Community College District Budgets.
   c. Information sessions on results of program reviews and evaluations of college processes.
   d. Executives training on SEMS (Incident Command Center and Emergency Response Plan).
   e. Analyze information ways and means of communication to community and future students.

GOAL 8: Review Board self-evaluation and goal setting policy.
Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT: Accreditation Report

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

Proposal:
A brief oral update will be provided regarding the status of the follow-up report required by the Accrediting Commission for Community and Junior Colleges in March 2014.

Background: As a result of the Institutional Self Evaluation Report and the Report of the External Evaluation Team that visited Gavilan College March 4-7, 2010, the Commission took action to reaffirm accreditation with a requirement that the College complete a follow-up report addressing two recommendations.

Budgetary Implications:
None

Follow Up/Outcome:
The first draft of the follow-up report will be presented to the Board at the January 2014 meeting. At that time the college community will also have the opportunity to review and comment on the report. The final report will be presented to the Board for approval in February 2014.

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

Prepared By: Dr. Kathleen Rose, Executive Vice President, Instructional Services

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

December 10, 2013

Consent Agenda Item No. 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
MODIFICATIONS TO FORMS

FORM C - Modification to course
Add checkbox to the Student Learning Outcomes section asking if SLO has been compared to the Rubric. Add "Required" to Textbook section and Student Learning Outcomes section.

FORM D - Distance Education
Add question:
Will the addition of this course increase the programs course offerings via distance education delivery to over 50%?

Proposed addition:
LIBRARY AND OTHER LEARNING RESOURCES:
A. Describe how students will be provided access to library materials such as course reserves, videos, content-specific databases, and other materials that support your curriculum.
B. Describe what support students will be provided to help them locate and use these materials (e.g., links to library tutorials, creation of new tutorials, statement in syllabus directing students to online help, live or taped online workshops with librarian, etc.)

NEW COURSE PROPOSAL - SECOND READING

ANTH 11  Physical Anthropology Lab  1 Unit, 0 Lec, 3 Lab
This laboratory course is offered as a supplement to Introduction to Physical Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and hands-on exploration of topics in physical anthropology; genetics; human osteology; comparative and functional skeletal anatomy; primate behavior; human fossil record; modern human variation; and other resources to investigate processes related to human evolution.

Materials Requisition 1
Materials Requisition 2

MODIFICATIONS TO EXISTING COURSES - FORM C

ACCT 21  Managerial Accounting  4 units, 4 Lec, 0 Lab
Change Description:
This course will study how managers use accounting information for decision making, planning, directing and controlling. Topics will include managerial control methods, cost terms, cost concepts, cost behaviors, cost accounting, cost-volume-profit analysis, variable costing, budgeting, decision making concepts and other related topics.

Add Prerequisite: ACCT 20, Financial Accounting
Update content, textbook and student learning outcomes.
AE 603  Vocational Training IV  0 units, 0 Lec, 3 Lab
Update SLOs and content.

AE 605  Vocational Training VI  0 units, .5 Lec, 1.0 Lab
Change description:
This course is designed for students with disabilities. The purpose of this course is to improve the student's ability to participate in the community, by increasing independence through acquisition of survival vocabulary, and practice in functional reading. Students will read stories written or revised for adults with limited reading skills. Students are required to register with a DRC Counselor for this course.
Update assessment dates.

AE 613  Independence Training IV  0 units, .5 Lec, 1.0 Lab
Add Advisory: Students are required to register with a DRC Counselor for this course.
Update SLOs, content and assessment dates.

AJ 10  Introduction to the Administration of Justice  3 Units, 3 Lec, 0 Lab
Update content, textbook, cultural diversity and student learning outcomes.
Added additional content and revised SLO's to match C-ID descriptor. This also allows the course to meet Gavilan's cultural diversity requirement.

AJ 14  Criminal Law  3 Units, 3 Lec, 0 Lab
Update content, textbook and student learning outcomes.
Added additional content and revised SLO's to match C-ID descriptor.

AJ 20  Juvenile Law and Procedure  3 Units, 3 Lec, 0 Lab
Update content, textbook and student learning outcomes.
Added additional content and revised SLO's to match C-ID descriptor.

AMT 100  General Aircraft Technology  7.5 Units, 7.5 Lec, 5 Lab
FROM: AMT 100  General Aircraft Technology
TO: AMT 100  General Aircraft Technology
Change description:
This course is a FAA Part 147 course designed to prepare the student for their FAA Airframe & Powerplant (A&P) certificate. The course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices; basic physics and math; aircraft materials, processes and hardware, procedures for clean and corrosion control; weight and balance techniques; and human factors. Both theory and practical application to aircraft systems are taught. ADVISORY: Mathematics 430, Co-requisite: AMT 110
Add Corequisite: AMT 110
Change Advisory: Math 430.
Reason for modification: Addendum to course description to reflect program learning outcomes. Changes also reflect changes to F.A.A. requirements and material. Update description, co-requisite, textbooks, PLO's, SLO's and required tools. Change lecture/lab hour ratio to reflect FAA requirements.

AMT 101  General Aircraft Technology  7.5 Units, 7.5 Lec, 5 Lab
FROM: AMT 101  General Aircraft Technology
TO: AMT 101  General Aircraft Technology
Change description:
This course is a FAA Part 147 course designed to prepare the student for their FAA Airframe & Powerplant (A&P) certificate. This course will provide the student with a thorough understanding of the use of maintenance publications, maintenance forms and records with emphasis on A & P mechanic privileges and limitations. Basic electricity for aircraft from Ohm's Law through transistor theory will be taught as well as ground operation and servicing of aircraft. Both theory and practical application to aircraft systems are taught. ADVISORY: Mathematics 430, Co-requisite: AMT 111.

Add Corequisite: AMT 111
Add Advisory: Math 430

Reason for modification:
Addendum to course description to reflect program learning outcomes. Changes also reflect changes to F.A.A. requirements and material. Update description, co-requisite, textbooks, PLO's, SLO's and required tools. Change lecture/lab hour ratio to reflect FAA requirements.

**AMT 110   Airframe Maintenance Technology**  
13.5 Units, 9 Lec, 13.5 Lab

Change description:
This course is a FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of aircraft structures; metal structural repair; aircraft welding; aircraft instruments; communications and navigation systems; fuel systems; and cabin environment systems. Both theory and practical application to aircraft systems is taught. Corequisite: AMT 100, Advisory: Math 430.

Add Co-requisite: AMT 100
Change Advisory: Mathematics 430

Reason for modification:
Addendum to course description to reflect program learning outcomes. Changes also reflect changes to F.A.A. requirements and material. Update description, co-requisite, textbooks, PLO's, SLO's and required tools.

**AMT 111   Airframe Structures**  
13.5 Units, 9 Lec, 13.5 Lab

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

Add Co-requisite: AMT 101
Add Advisory: Mathematics 430

Reason for modification:
Addendum to course description to reflect program learning outcomes. Changes also reflect changes to F.A.A. requirements and material. Update description, co-requisite, textbooks, PLO's, SLO's and required tools.

**CMUN 5   Fundamentals of Communication Studies**  
3 Units, 3 Lec, 0 Lab

Update content, textbook and student learning outcomes.
Course has been compared to C-ID descriptor COMM 180.

**CMUN 10   Small Group Communication**  
3 Units, 3 Lec, 0 Lab

Update content, textbook and student learning outcomes.
Course has been compared to C-ID descriptor COMM 140.
CSIS 570  
Computer Access Evaluation  
.Update student learning outcomes.  
.5 Units, 0 Lec, 1.5 Lab

CSIS 572  
Adaptive Computer Basics  
Update textbook, student learning outcomes and content.  
1 Unit, 0 Lec, 3 Lab

GUID 530  
Job Readiness  
Update student learning outcomes.  
3 Units, 3 Lec, 0 Lab

KIN 74A  
Hiking - Level 1  
Change number and course title:  
FROM: KIN 74  Hiking  
TO:   KIN 74A  Hiking - Level 1  
Change description:  
Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun hikes which average 4-6 miles on easy to moderate terrain. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.  
Reason for modification:  
Chancellor's office requirement of the new repeatability rule, allowing a "family" of courses be developed for each activity class.  
.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

KIN 74B  
Hiking - Level 2  
Change number and course title:  
FROM: KIN 74  Hiking  
TO:   KIN 74B  Hiking - Level 2  
Change description:  
Introduces the Santa Clara and San Benito County parks, trails, and surrounding areas. Includes fun, challenging hikes which average 6-8 miles on moderate to steep terrain. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.  
Reason for modification:  
Chancellor's office requirement of the new repeatability rule, allowing a "family" of courses be developed for each activity class.  
.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

KIN 81A  
Kickboxing for Fitness - Level 1  
Change number and course title:  
FROM: KIN 81  Kickboxing for Fitness  
TO:   KIN 81A  Kickboxing for Fitness - Level 1  
Change description:  
This course utilizes basic kickboxing techniques and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.  
Reason for modification:  
Chancellor's office requirement of the new repeatability rule, allowing a "family" of courses be developed for each activity class.  
.5 - 1 Units, 0 Lec, 1.5 - 3 Lab

KIN 81B  
Kickboxing for Fitness - Level 2  
Change number and course title:  
FROM: KIN 81  Kickboxing for Fitness  
TO:   KIN 81B  Kickboxing for Fitness - Level 2  
.5 - 1 Units, 0 Lec, 1.5 - 3 Lab
TO: KIN 81B  Kickboxing for Fitness - Level 2

Change description:
This course utilizes intermediate level kickboxing techniques and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.

Reason for modification: Chancellor's office requirement of the new repeatability rule, allowing a "family" of courses be developed for each activity class.

KIN 81C  Kickboxing for Fitness - Level 3 .5 - 1 Units, 0 Lec, 1.5 - 3 Lab

Change number and course title:
FROM: KIN 81  Kickboxing for Fitness .5 - 1 Units, 0 Lec, 1.5 - 3 Lab
TO: KIN 81C  Kickboxing for Fitness - Level 3

Change description:
This course utilizes punches and kicks in a combination kickboxing routine and physical conditioning in a cardio exercise program. Emphasis will be on student's exercising at a high (60% - 80% THR) intensity level. This course has the option of a letter grade or pass/no pass.

Reason for modification: Chancellor's office requirement of the new repeatability rule, allowing a "family" of courses be developed for each activity class. Courses should be taken in sequential order to qualify for transfer credit.

MODIFICATION TO EXISTING PROGRAM

Digital Media - Audio/Video Option
Update Program Learning Outcomes.
SUBJECT: Compensation for Unrepresented Employees

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

Proposal:
That the Board of Trustees review change to the personal leave days for District unrepresented employees (Administrators/Directors/Confidentials).

Background:
The change to the following personal leave days for District unrepresented employees will allow the campus to close during the holidays between Christmas Day and New Year’s Day:

- Administrators/Directors/Confidentials will receive one (1) additional personal business leave day to be used during the holiday closure. Administrators/Managers/Confidential will use two (2) vacation days (or applicable personal leave) during this period.

Budgetary Implications:
Funds are included in the Budget for FY13-14.

Follow Up/Outcome:
Upon approval, the changes will be implemented.

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

Prepared By: Eric Ramones, Director of Human Resources

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

C/Board /Open Unrepresented nb
Gavilan Joint Community College District
Governing Board Agenda

December 10, 2013

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

SUBJECT: Child Development Contract # CCTR1319, Program Type: General Child Care and Development Programs, Project Number: 43-6947-00-1 and Resolution # 966

☑ Resolution: BE IT RESOLVED, that Resolution No. 966, be approved.
☐ Information Only
☑ Action Item

Proposal:
That the Board of Trustees approve the Child Development Contract # CSPP-3539 Amendment 01, Program Type: California State Preschool Program, Project Number: 43-6947-00-3 and Resolution # 966

Background:
This is our state contract for children ages 3-5 years old that are not 3 by October 1st of the current year. The contract was for $147,421 and is now $149,516 with a daily rate of $34.38 per child for full time services. Our minimum child days of enrollment (CDE) was 4,288 and has been changed to 4,349.0. Our minimum days of operation (MDO) are 188. We serve approximately 26 full time children under this contract.

Budgetary Implications:
Fund increase of $2,095 to operate a program for 3-5 year olds. Days of enrollment has also increased.

Follow Up/Outcome:
State reports submitted to the Child Development Division on a quarterly basis.

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

Prepared By: Susan E. Alonzo

Agenda Approval: Steven M. Kinsella

Susan E. Alonzo, Director, Child Development Center

Dr. Steven M. Kinsella, Superintendent/President
RESOLUTION #966

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2013–14.

RESOLUTION

BE IT RESOLVED that the Governing Board of ________________

Gavilan Joint Community College District

authorizes entering into local agreement number/s CSPP-3539 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven M. Kinsella</td>
<td>President</td>
</tr>
<tr>
<td>Sherrean Carr</td>
<td>Dean Career Technical Education</td>
</tr>
<tr>
<td>Susan E. Alonzo</td>
<td>Director, CDC</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 10th day of December 2013–14, by the Governing Board of Gavilan Joint Community College District

of Santa Clara County, California.

I, Jonathan Brusco, Clerk of the Governing Board of Gavilan Joint Community College District, of Santa Clara County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature) December 10, 2013 (Date)
Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Increase (AB110)

CONTRACTOR'S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2013 designated as number CSPP-3539, shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $147,421.00 and inserting $149,516.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be $34.38. (No change)

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 4,288.0 and inserting 4,349.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 188. (No change)

EXCEPT AS AMENDED HEREFIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING
Margie Burke, Manager

TITLE Contracts, Purchasing & Conference Services

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 2,095
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 147,421
TOTAL AMOUNT ENCUMBERED TO DATE $ 149,516

CONTRACTOR

PRINTED NAME AND TITLE OF PERSON SIGNING
Steven M. Kinsella, President

ADDRESS 5055 Santa Teresa Blvd., Gilroy, CA 95020

FUND TITLE Child Development Programs

Department of General Services use only

OBJECT OF EXPENDITURE (CODE AND TITLE)
702

OPTIONAL USE
See Attached

ITEM
See Attached

CHAPTER

STATUTE

FISCAL YEAR

T.B.A. NO. R.A. NO.

DATE

Thereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER
See Attached
## Amendment 01

### Program Category: Child Development Programs

#### Fund Title: Federal

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I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

Signature of Accounting Officer: [Signature]

T.B.A. No.: [T.B.A. No.]

B.R. No.: [B.R. No.]

Date: [Date]
SUBJECT: Healthy Community Dashboard

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board approve a Memorandum of Understanding with Community Foundation of San Benito County whereby Gavilan College would pay $10,000 a year for two years (total of $20,000) to assist in the development of a Healthy Community Dashboard on BenitoLink.com that will provide health service information to Gavilan students and others within San Benito County.

Background:
The Community Foundation of San Benito County is seeking assistance and financial support in development of a Healthy Community Dashboard to provide information to Gavilan students and other members of the San Benito Community. The Dashboard will provide regularly updated socio-economic, demographic and economic data on San Benito County’s population. This information serves two important purposes for Gavilan. First, the college will have current information on the composition and demographic background on the residents of San Benito County. This is important for strategic and tactical decision making. The second purpose is for the college’s visibility in the community as a major employer and interested party that is active and involved in the development of educational services and other data sources that can be used by all governmental and non-governmental agencies that use demographic information to determine the expected needs for community members.

Another important reason for participating in this MOU is the direct benefit this Dashboard can have on Gavilan College students that reside in San Benito County. The Dashboard project as described is initially focused on providing information about the resident population of the community. This information supports all planning activity that may occur in the establishment of an Education Center in San Benito County while also
supporting the newly established BenitoLink.com that is being used by many as a source of information about activities occurring within San Benito County. While marketing the college is not a major objective or reason to enter into the MOU it is an important factor in reminding the community of Gavilan’s investment in the future of San Benito County.

**Budgetary Implications:**
The funds for this project will come from unrestricted general funds currently budgeted for contract services.

**Follow Up/Outcome:**
Upon approval by the Board, staff will sign the MOU and process appropriate payment for FY 13/14 and FY 14/15.

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

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Realignment of Classified Administrators to Academic Administrators

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

Proposal:
That the following Classified Administrator positions be changed from Classified Administrators to Academic Administrators effective January 1, 2014:
- Director, CalWorks Program
- Director, MESA Program
- Director, TRIO Program

Background:
When preparing the administrative reorganization proposal it was realized that certain classified administrators were doing the work required for an academic administrator. Each person currently in the Director positions of CalWorks and MESA have the education and experience necessary to meet the minimum qualifications for an academic administrator. These positions have historically been classified positions and were validated as classified administrators during the 2001 reclassification study. However, an important distinction has evolved since those positions were established as classified administrators. The distinction is that these directors supervise faculty members and work directly with students in a student support service capacity whereby the directors provide some services to students based on their professional competencies. In order to more clearly align academic administrators along the lines of the professional service required of these positions, it is recommended that the positions be changed from classified managers to academic managers.

Education Code Section 87002 entitled: Administrator; educational administrator; classified administrator defines these positions as follows:
(a) "Administrator" means any person employed by the governing board of a community college district in a supervisory or management position as
defined in Article 5 of Chapter 10.7 of Division 4 of Title 1 of the Government Code
(b) "Educational Administrator" means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.
(c) "Classified Administrator" means an administrator who is not employed as an educational administrator.

Using the descriptions listed in the most recent version of the Education Code, it appears that the most appropriate designation for those administrative employees who supervise the operations of a student support program like those offered by CalWorks, MESA and TRIO programs are most like academic administrator positions and should be designated as academic employees.

**Budgetary Implications:**
There would be a slight increase in cost for any classified manager who moves to a higher pay level when a change is made to place the newly designated academic administrators onto the pay schedule for academic administrators. Current policy and practice is to move employees who are promoted to a new position to place that employee on a step that is at least equal to 5% increase over the prior position held. There is no cost to the college general fund unless a program requires general fund matching money.

**Follow Up/Outcome:**
Should the Board approve this proposal, the affected employees would be designated as academic employees and placed on the appropriate step for a Track I academic administrator. The titles would be changed from Director to Coordinator with the program name after the title of Coordinator.

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

Prepared By: 

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

Agenda Approval: 

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

December 10, 2013

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

Administrative Services

SUBJECT: Lease-Purchase Agreement between Gilroy Unified School District and Gavilan Joint Community College District

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

Proposal:
That the Board of Trustees approve entering into a Lease-Purchase Agreement between Gilroy Unified School District and Gavilan Joint Community College District for the lease and sale of modular structures.

Background:
On February 14, 2006 the Board approved a document titled “Master Plan, February 14, 2006”. The two-volume Facilities Master Plan and subsequent Status Update is the plan for the facilities portion of the Measure E Bond Program. Included in this Master Plan are a number of renovation projects. In 2006, the District purchased relocatable structures in order to provide adequate space during the construction period of the various renovation projects and for an early college high school to be developed in partnership with Gilroy Unified School District (GUSD).

The Gilroy Early College Academy (GECA) was established on the north end of Parking Lot C. An expansion to and reconfiguration of the current GECA facilities is being planned and GUSD wishes to purchase the relocatables that they have been using at that site since the inception of the program. The Lease-Purchase Agreement allows for repayment of the unamortized costs over 25 years. A copy of the agreement is included.

Budgetary Implications:
The college will receive payment of $22,524.80 per year for a total of $563,120 over 25 years. The payment will go back into Measure E projects.

Follow Up/Outcome:
If approved, the college will 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

C:/Board agenda 12/2/2013 nb
LEASE-PURCHASE AGREEMENT

This Lease-Purchase Agreement ("Agreement") is entered into this 15th day of November, 2013 by and between Gavilan Joint Community College District, a California community college district ("Lessor"), and Gilroy Unified School District, a California public school district ("Lessee"). This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

WHEREAS, Lessor is the fee owner of certain personal property generally described as ten (10) modular structures (hereinafter collectively referred to as "the Property" and individually as a "Modular") which are more particularly described and identified in Exhibit A (Property Schedule) attached hereto and incorporated herein by this reference.

WHEREAS, by a written Memorandum of Understanding dated December 14, 2006 ("MOU") the Lessor has afforded Lessee the right to use and the Property and certain real property ("GECA Site") situated on the Lessor’s Gavilan College campus for purposes of conducting the Lessee’s Gilroy Early College Academy at Gavilan College ("GECA"); the location of the GECA Site on the Gavilan College campus and the arrangement of the Property on the GECA Site are more particularly described in Exhibit B (GECA Site Map) attached hereto and incorporated herein by this reference.

WHEREAS, the Lessee desires to lease and purchase the Property from the Lessor and Lessor desires to lease and sell the Property to Lessee in accordance with the terms and condition of this Agreement.

WHEREAS, Lessor is authorized, pursuant to Education Code §81450.5, to sell the Property without providing the notice required by Education Code §81450, provided that the Property to be sold by the Lessor is no longer required for the Lessor’s school purposes and the Property is sold to a California school district that has been afforded an opportunity to examine the Property to be sold.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is acknowledged by the Lessee and Lessor, the Lessee and Lessor agree as follows:

1. **Lease and Purchase of Property.** The Lessor leases and sells to Lessee, and the Lessee leases and purchases from the Lessor, the Property described in Exhibit A hereto upon the terms and conditions set forth in this Agreement.

   1.1. **Title to Property.** Provided that Lessee is not in default under this Agreement, during the Term of this Agreement, subject to Lessor’s Security Interest, title to the Property and each Modular forming a part of the Property, along with all repairs, replacements or modifications thereto and proceeds thereof, shall be vest in Lessee.

1.2. **Security Interest.**

   1.2.1. **Lessor Grant of Security Interest.** To secure performance of Lessee’s obligations under this Agreement, Lessee grants to Lessor a Security Interest in and to the Property and each Modular forming a part of the Property, including repairs, replacements or modifications thereto and proceeds thereof. Prior to the Effective Date of this Agreement, Lessee shall execute and deliver to Lessor all necessary documents and instruments to evidence and perfect such Security Interest, including without limitation the UCC-1 Financing Statement in the form and content attached hereto as Exhibit D, amendments thereto and certificates of title evidencing Lessor’s Security Interest thereon.

   1.2.2. **Termination of Security Interest.** The Security Interest of Lessor to any Modular shall terminate as of the date of Lessee’s full payment of the Purchase Price allocated to a Modular, whether such full payment for a Modular occurs as a result of Lessee’s payment of the Annual Rent or Lessee’s accelerated payment for a Modular pursuant to Paragraph
3.7 of this Agreement.

1.2.3. **Mutual Cooperation.** Lessee and Lessor shall cooperate with the other to establish and perfect Lessor's Security Interest rights and termination of Lessor's Security Interest in a Modular upon Lessee's full payment of the Purchase Price for a Modular, including without limitation: (i) timely execution and delivery of instruments evidencing the Security Interest rights of Lessor or termination thereof; and (ii) taking such actions as reasonably necessary to perfect Lessor's Security Interests or termination of Lessor's Security Interests.

1.3. **Property as Personal Property.** All Property subject to this Agreement is and shall remain personal property and shall not be deemed to be affixed or attached to real property.

2. **Lessee's Acceptance of Property.**

2.1. **Lessee Acknowledgments.** Lessee acknowledges that: (i) Lessor has afforded Lessee the opportunity to examine the Property; (ii) Lessee and Lessee's consultants, contractors or others requested by Lessee to assist the Lessee in connection with the Lessee's lease and purchase of the Property have conducted such examinations of the Property as they deem prudent, necessary or appropriate; and (iii) Lessee accepts the Property in the "AS IS" condition with all faults and defects whether known, unknown, latent or patent as may exist as of the Effective Date; and (iv) Lessee accepts the Property in their "WHERE IS" location.

2.2. **Lessor Representations.** Lessor has not made and is not making, and Lessee, in executing and delivering this Agreement, is not relying upon, any warranties, representations, promises or statements of the Lessor relating to the Property, except as expressly set forth in this Agreement. Lessor's representations relating to the Property are limited to the following: (i) fee title to the Property is held by Lessor free and clear of claims, liens or encumbrances; and (ii) subject to ratification of this Agreement by the Governing Board of Lessor, Lessor has the full right, power and authority to enter into this Agreement and to sell the Property to the Lessee upon the terms and conditions set forth herein. Except as expressly set forth above, there are not other warranties or representations of Lessor to Lessee relating to the Property or Lessee's purchase thereof.

3. **Annual Rent and Lessee's Purchase of the Property.**

3.1. **Annual Rent.** The Rent due from Lessee for each year of the Term of this Agreement is the sum of Twenty Two Thousand Five Hundred Twenty Four Dollars and Eighty Cents ($22,524.80) ("Annual Rent") which is allocated and applied to the Annual Rent due from Lessee for each Modular as set forth below. The aggregate Annual Rent due from Lessee over the Term of this Agreement is Five Hundred Sixty Three Thousand, One Hundred Twenty Dollars ($563,120). Lessor and Lessee agree that the Annual Rent payments and other amounts payable from Lessee under this Agreement are not in excess of the total fair rental value of the Property. In making such determination, consideration has been given to the cost of acquiring and financing the Property, the uses and purposes served by the Property and the benefits therefrom that will accrue to the Parties by reason of this Agreement and to the general public by reason of Lessee's lease, use and occupancy of the Property.

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3.2. Interest and Late Charges. If Lessee fails to deliver to Lessor each Annual Rent Payment, when due, Lessee shall be subject to interest and late charges as set forth herein. Each late payment of an Annual Rent Payment shall be subject to a lump sum late charge in the amount of Two Thousand Five Hundred Dollars ($2,500). In addition to the foregoing late charge, if an Annual Rent Payment is not delivered in full to the Lessor within thirty (30) days of the date such Annual Rent Payment is due, the unpaid amount of each Annual Rent Payment shall bear interest at the rate of ten percent (10%) per annum, from the date due until payment in full is made.

3.3. Payment of Annual Rent.

3.3.1. Due Date of Annual Rent Payment. Each Annual Rent payment shall be paid by Lessee to Lessor in advance on or before the anniversary of the Effective Date of this Agreement. The first (1st) Annual Rent Payment is due from Lessee to Lessor the first day of the calendar month after the Effective Date of this Agreement; each subsequent Annual Rent Payment shall be due on the anniversary of Effective Date of this Agreement. Each Annual Rent payment shall be in consideration for Lessee’s use, occupancy and possession of the Property for the ensuing twelve (12) months (the “Lease Year”).

3.3.2. Application of Annual Rent Payments. Each Annual Rent Payment will be credited first to any accrued late charges or interest on late Annual Rent Payments and then proportionately to the Annual Rent due for each Modular, as set forth above.

3.3.3. Lessee Delivery of Annual Rent Payments. Annual Rent and other payments due from Lessee under this Agreement shall be made when due without demand, offset or deduction in lawful money of the United States to the Lessor at: Gavilan College, 5055 Santa Teresa Boulevard, Gilroy, California 95020 or such other place as Lessor may designate from time-to-time.

3.4. Lessee Conditional Obligations. Lessee’s obligation to make payments of the Annual Rent and any additional amount payable by Lessee under this Agreement constitutes a then current obligation of Lessee payable exclusively from legally available funds and shall not be construed to be an indebtedness within the meaning of any applicable constitutional or statutory limitation or requirement. Nothing contained herein constitutes a pledge of the general tax revenues or general funds of Lessee or an obligation for which Lessee is obligated to levy or pledge any form of taxation or for which Lessee has levied or pledged any form of taxation.

3.5. Lessee Covenant to Budget and Appropriate For Annual Rent. Lessee covenants to take such action as may be necessary to include all Annual Rent due under this Agreement in each of its budgets during the Term of this Agreement and to make the necessary annual appropriations for all Annual Rent payments. During the Term of this Agreement, Lessee will furnish to the Lessor, if so requested by Lessor, copies of each proposed budget of Lessee within three (3) days after it is placed on an agenda for consideration and adoption by Lessee’s Governing Board. During the Term of this Agreement, Lessee shall deliver to Lessor a copy of the final budget adopted by the Lessee’s Governing Board within three (3) days of such action by Lessee’s Governing Board.

3.6. Lessee Purchase of Property. Upon Lessee’s payment of the Annual Rent due during the Term of this Agreement and performance of other obligations of Lessee under this Agreement,
Lessee shall have fully paid the Purchase Price for the Property. At such time, Lessor shall release its Security Interest in the Property and take such other actions reasonably requested by Lessee to effectuate and perfect Lessee's ownership rights to the Property.

3.7. Lessee Option to Accelerate Property Purchase. At the option of Lessee, upon no less than thirty (30) days advance written notice to Lessor ("Acceleration Notice"), and provided that no Event of Lessee Default has occurred as of the date of Lessee's Acceleration Notice, Lessee may purchase all the Property or specific Modulars, as described in the Acceleration Notice. Within thirty (30) days of the date of the Acceleration Notice, Lessee shall make payment in full to Lessor of the balance of the Purchase Price of the Property subject to an Acceleration Notice. The amount due for Lessee's purchase of any Modular shall be the difference between the Annual Rent previously made by Lessee and allocated to the Modular subject to an Acceleration Notice and the Purchase Price due for such Modular, as set forth below. If Lessee exercises the option to accelerate payment of the Purchase Price for any Modular, upon payment in full of the then remaining balance of the Purchase Price due for a Modular, this Agreement and the related Security Interest shall terminate as to such Modular(s), but shall remain in full force and effect, without modification as to the balance of the Property.

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4. Term. The Term of this Agreement is twenty five (25) years, commencing as of the Effective Date, unless earlier terminated pursuant to the terms hereof or Lessee's accelerated payment in full of the Purchase Price for the Property or a Modular forming a part of the Property. If Lessee exercises its right hereunder to accelerate payment in full for a Modular, this Agreement shall terminate as to such Modular as of the date of Lessee's full payment of the Purchase Price allocated to a Modular, but the Agreement and the rights and obligations of Lessee and Lessor hereunder shall survive and continue with respect to all other Property.

5. Lessee's Use and Occupancy of Property. During the Term of this Agreement, Lessee's use and occupancy of the Property shall be subject to all of the following:

5.1. GECA. The Property shall be used solely and exclusively for the Lessee's GECA program conducted on the GECA Site.

5.2. Prohibition on Removal of Property from GECA Site. Lessee shall not, and shall not permit, the Property or any Modular forming a part of the Property to be removed from the GECA Site.
without the prior written consent of Lessor, which may be granted, conditioned or denied in the sole and exclusive discretion of the Lessor. Lessee’s request for the Lessor’s consent to remove the Property or a Modular shall be in writing and shall include at least the following: (i) verification that the Property or Modular proposed to be removed from the GECA Site is not necessary for operation and functioning of the GECA Program on the GECA Site; (ii) whether the Property or Modular proposed for removal from the GECA Site will be used by the Lessee or will be sold, leased, rented, used or occupied by a third party; and (iii) confirmation that Lessee will make payment in full of the remaining balance of the Purchase Price allocated to the Property or Modular to be removed from the GECA Site within ten (10) days of the Lessor’s consent if after the removal from the GECA Site, the Property or Modular will not be used by the Lessee. If removal of the Property or any Modular from the GECA Site is for the purpose of Lessee’s sale, rental, lease or other agreement by the Lessee permitting a third party to use or occupy all or any portion of such Property or Modular, an express condition precedent to Lessor’s consent to remove such Property or Modular from the GECA Site is the Lessee’s written confirmation that payment in full of the remaining balance of the Purchase Price allocated to such Property or Modular will be made to the Lessor within ten (10) days of the Lessor’s consent.

5.3 Relocation of Property Within GECA Site. Lessee shall not relocate or modify configuration of the Modulars within the GECA Site existing as of the Effective Date of this Agreement without the prior consent of Lessor. Consent of Lessor shall be in the sole discretion of Lessor and shall be subject to: (i) Lessee’s compliance with requirements of this Agreement relating to Alterations to the Property; (ii) Lessee’s compliance with all legal, administrative and regulatory requirements relating to Lessee’s proposed relocation of Property within the GECA Site; and (iii) Lessee’s establishment to the reasonable satisfaction of Lessor that relocation of Property within the GECA Site supports or enhances the GECA Program conducted by Lessee on the GECA Site.

5.4 Maintenance. As of the date of this Agreement and until the Purchase Price is paid in full, the Lessee shall be solely and exclusively responsible for maintaining, repairing and otherwise keeping in good order and operational the Property and each Modular forming a part of the Property. The foregoing shall include without limitation, scheduled maintenance in accordance with manufacturer recommendations and repairs of: (i) structural systems or components, including windows, roofs, walls and floors; and (ii) building systems, including electrical power, HVAC, water, and telecommunications/data.

5.5 Alterations.

5.5.1 Lessor Consent. Lessee shall make no alterations, additions or improvements (collectively “Alterations”) to the Property or any Modular forming a part of the Property without prior consent and approval of Lessor, which may be granted, conditioned or denied in the sole discretion of Lessor. Prior to Lessee making any Alterations to any of the Property, Lessee shall submit a written request to Lessor setting forth a detailed description of the proposed Alterations (“Alteration Notice”). If required by the nature or scope of the proposed Alterations, the Alteration Notice shall include design documents prepared by a California licensed architect or a California registered engineer which sets forth the scope and requirements of the proposed alteration, addition or improvement. Any Alterations to any of the Property completed without prior notice to the Lessor and consent of the Lessor shall be subject to removal from the GECA Site upon direction of the Lessor to Lessee. All costs, fees and expenses relating to removal of any unauthorized Alterations shall be borne solely by the Lessee.

5.5.2 Permits and Approvals. Notwithstanding consent of the Lessor to any proposed Alterations, the Lessee shall obtain all permits, authorizations or other approvals issued by public authorities with jurisdiction over any portion of the proposed Alterations. All Alterations completed by Lessee shall be in compliance with all legal, administrative and
regulatory requirements relating thereto, including without limitation approvals, permits or authorizations of DSA to proposed Alterations.

5.5.3. **Lessee Indemnity of Lessor.** If Lessor consents to any Alterations, the Lessee shall defend, hold harmless and indemnify the Lessor and the Lessor’s employees, officers, Board of Trustees, members of the Board of Trustees, agents and representatives ("Indemnified Parties") from and against any claim, demand, damage, liability, obligation, action, cause of action, proceeding, costs or fees arising out of or related in any manner to Alterations.

5.6. **Compliance With Laws.** Lessee’s use and occupancy of the Property shall at all times be in compliance with all applicable laws, ordinances, rules or regulations. The foregoing includes without limitation, completion of Change of Registered Ownership of the Property with the California Department of Housing and Community Development.

6. **Ratification and Effectiveness of Agreement.**

6.1. **Governing Boards Ratification or Approval.** Lessor and Lessee shall each cause an agenda item to be placed on the first regularly scheduled public meeting of their respective Governing Boards after the date of this Agreement for their Governing Boards to consider and take action ratifying or approving this Agreement and authorizing their respective employees take actions necessary to implement this Agreement.

6.2. **Effective Date.** The Effective Date of this Agreement shall be the first day of the calendar month after both Governing Boards of Lessee and Lessor have ratified or approved this Agreement.

7. **Lessee Insurance.** Until Purchase Price is paid in full to Lessor, Lessee shall obtain and maintain property casualty insurance covering the risk of loss by fire, theft and physical damage to the Property which incorporate the following terms: (i) full replacement value coverage of the Property and each Modular forming a part of the Property; (ii) the policy will not be cancelled or materially modified without at least thirty (30) days advance written notice to Lessor; (iii) the policy will not be allowed to expire without at least thirty (30) days advance written notice to Lessor; and (iv) Lessor is a loss payee. Lessee shall deliver to Lessor Certificates of Insurance evidencing such insurance coverage. Lessee may obtain required insurance from commercial insurers or a through a self-insurance Joint Powers Authority to which Lessee is a member.

8. **Lessee Release of Lessor.** Except for the Lessor’s obligations arising under this Agreement, Lessee releases the Lessor and the Lessor’s employees, officers, Board of Trustees, individual members of Lessor’s Board of Trustees, agents and representatives from all liabilities, actions, causes of action, proceedings, demands, damages, costs and fees (including attorneys fees) which the Lessee had, now has or may have, arising out of or related in any manner to the Property or Lessee’s lease and purchase of the Property. Lessee acknowledges that Civil Code §1542 provides:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

In connection with the foregoing release of Lessor, Lessee waives all rights under Civil Code §1542 and amendments thereto after the date of this Agreement.

9. **Lessee Right To Terminate.**

9.1. **Termination for Non-Appropriation of Annual Rent.** Notwithstanding any provision of this Agreement to the contrary, Lessee shall have the right to terminate this Agreement, Lessee’s
right to use, occupy and posses the Property and Lessee’s obligation to make payments of the Annual Rent by written notice to Lessor if the Governing Board of Lessee fails or refuses to appropriate funds in any annual budget of Lessee to make payment of the next installment of Annual Rent due from Lessee (“Lessee Termination Notice”). The Lessee Termination Notice shall be accompanied by written materials evidencing the failure or refusal of Lessee’s Governing Board to appropriate funds in the annual budget of Lessee to pay the next installment of Annual Rent due from Lessee. Except as set forth herein, there is no other right of Lessee to terminate this Agreement or Lessee’s obligation to make payments of the Annual Rent.

9.2. Termination of Agreement. If Lessee exercises the right to terminate this Agreement pursuant to the foregoing, this Agreement shall be deemed terminated as of the expiration of the remaining balance, if any, of the then current Lease Year. If there is no remaining balance of the then current Lease Year as of the date of Lessee’s issuance of the Lessee Termination Notice, this Agreement shall be deemed terminated ten (10) days after the date of the Lessee Termination Notice.

9.3. Lessee Obligations Upon Issuance of Lessee Termination Notice. Upon issuance of a Lessee Termination Notice, Lessee shall be responsible, at its sole cost and expense to: (i) remove all furniture, fixtures, equipment and other items of personal property not owned by Lessor from the Property; (ii) return the Property to the condition existing as of the commencement of this Agreement, reasonable wear and tear excepted; (iii) dismantle and deliver the Property to a location within a one hundred (100) mile radius of the GECA Site, as directed by Lessor; and (iv) cooperate with Lessor and take such actions necessary to effectuate change of ownership in the Property from Lessee to Lessor.

10. Lessee Default; Lessor Remedies. The following are events of Lessee default: (i) failure to make Annual Payment when due; (ii) failure to make payment of the Annual Rent or other payments when due; (iii) failure to fully, faithfully and timely complete other obligations of the Lessee under this Agreement; or (iv) Lessee seeks relief under any bankruptcy or insolvency laws. Upon occurrence of a Lessee Default, in addition to all other rights and remedies of the Lessor arising by operation of law, the Lessor may: (i) take immediate possession of the Property and to enter the premises on which the Property is located for purpose of taking possession of the Property; (ii) give Lessee reasonable notice of the time and place of any public sale of the Property or the time after which any private disposition of the Property is to be made; (iii) dispose of the Property in accordance with the notice provided to Lessee; (iv) apply the proceeds of Property disposition first to the reasonable expenses of re-taking, holding and preparing the Property for disposition and attorneys fees, second to satisfaction of the obligations secured by the Security Interest, third to any subordinate security interest or lien in the Property and fourth any remaining surplus to the Lessee. Notwithstanding any other right or remedy of Lessor arising out of a Lessee Default established by operation of law, the foregoing are the sole and exclusive rights and remedies of Lessor in the event of Lessee Default.

11. Modification of MOU. The MOU is modified and amended by this Agreement by deleting all references and provisions in the MOU relating to Lessee's use and occupancy of the Property. Except as set forth above, no other term, condition or covenant of MOU is modified or amended by this Agreement.

12. Miscellaneous.

12.1. Governing Law; Interpretation. This Agreement shall be governed by and interpreted pursuant to California law. This Agreement shall be construed as a whole and not strictly for or against either Lessor or Lessee.

12.2. Enforcement of Agreement. This Agreement shall be binding and enforceable against
Lessee or Lessor only if ratified by the Governing Boards of both Lessee and Lessor.

12.3. **Time of Essence.** Time is of the essence to performance and completing performance of obligations hereunder.

12.4. **Authority.** Each individual executing this Agreement on behalf of Lessee or Lessor warrants and represents that she/he is duly authorized to execute this Agreement on behalf of Lessee or Lessor and to commit Lessee or Lessor to the terms hereof.

12.5. **Notices.** Notices of Lessee and Lessor to the other shall be delivered by: (i) personal delivery; (ii) overnight other courier service requiring a signature upon receipt; or (iii) registered or certified United States Mail, return receipt requested, with postage fully prepaid. Notices delivered by personal deliver or courier service shall be effective upon delivery and receipt. Notices delivered by United States mail shall be effective the third (3rd) working day after deposit in the United States mail, as evidenced by the postmark. Notices shall be addressed as follows:

**If to Lessor**
President/Superintendent  
Gavilan Joint Community College District  
5055 Santa Teresa Boulevard  
Gilroy, California 95020

**If to Lessee**
Superintendent  
Gilroy Unified School District  
7810 Arroyo Circle  
Gilroy, California 95020

12.6. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed a duplicate original, but all of which taken together constitute the same instrument.

12.7. **Entire Agreement.** This Agreement and the following constitute all of the documents forming a part of this Agreement and reflect the entire understanding of Lessee and Lessor relating to the subject matter hereof, superseding and replacing all prior agreements, the MOU or understandings relating to the subject matter hereof. This Agreement shall not be amended except by: (i) written instrument duly executed by authorized employees of Lessee and Lessor; and (ii) ratification of such written amendments by the Governing Boards of Lessee and Lessor. The following documents form a part of this Agreement:

- Exhibit A: Property Description
- Exhibit B: GECA Site Map
- Exhibit C: Property Valuation
- Exhibit D: UCC 1 Financing Statement

IN WITNESS WHEREOF, Lessee and Lessor have executed this Agreement as of the date set forth above.

**Lessor**  
Gavilan Joint Community College District

**Lessee**  
Gilroy Unified School District

By:  
Title:

By:  
Title:
## EXHIBIT A
### PROPERTY DESCRIPTION

<table>
<thead>
<tr>
<th>Modular Id Nos.</th>
<th>DSA No.</th>
<th>Manufacturer</th>
<th>Manufacturer Serial Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>PB9</td>
<td>DSA-02-108644</td>
<td>Enviro Plex, Inc.</td>
<td>8461-63</td>
</tr>
<tr>
<td>PB10</td>
<td>DSA-02-108644</td>
<td>Enviro Plex, Inc.</td>
<td>8464</td>
</tr>
<tr>
<td>PB11</td>
<td>DSA-02-108644</td>
<td>Enviro Plex, Inc.</td>
<td>8454, 8465-68</td>
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<tr>
<td>PB12</td>
<td>DSA-01-103799</td>
<td>American Modular Systems</td>
<td>01-555-007A, 01-555-007B</td>
</tr>
<tr>
<td>PB13</td>
<td>DSA-01-103799</td>
<td>American Modular Systems</td>
<td>01-555-18A, 01-555-18B</td>
</tr>
<tr>
<td>PB14</td>
<td>DSA-A61641</td>
<td>Modtech Inc.</td>
<td>15138-39</td>
</tr>
<tr>
<td>PB15</td>
<td>DSA-02-108644</td>
<td>Enviro Plex, Inc.</td>
<td>8471-72</td>
</tr>
<tr>
<td>PB16</td>
<td>DSA-A61641</td>
<td>ModTech Inc.</td>
<td>15136-37</td>
</tr>
<tr>
<td>PB17</td>
<td>DSA-02-108644</td>
<td>Enviro Plex, Inc.</td>
<td>8469-70</td>
</tr>
<tr>
<td>PB18</td>
<td>DSA-A61641</td>
<td>ModTech Inc.</td>
<td>15144-45</td>
</tr>
</tbody>
</table>
EXHIBIT B
GECA SITE MAP

The GECA Site Map is only for the purpose of generally identifying the existing locations of the Modulars (and the relocation of Modular PB 11). The buildings identified as "Multi-Purpose" and "RR" adjacent to the "drop-off" zone are not part of the Modulars subject to the Agreement; these buildings are to be acquired by Lessee from sources other than Lessor. Improvements depicted in the GECA Site Map are not existing and not the responsibility of Lessor to complete or install.
## EXHIBIT C
### PROPERTY VALUATION

<table>
<thead>
<tr>
<th>Modular ID Nos.</th>
<th>Manufacturer</th>
<th>Serial Number</th>
<th>DSA No.</th>
<th>Purchase Price</th>
<th>% of Total Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$154,286.40</td>
<td>27.4%</td>
</tr>
<tr>
<td>PB10</td>
<td>Enviro Plex, Inc.</td>
<td>8464</td>
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<td>$61,034.40</td>
<td>10.8%</td>
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<tr>
<td>PB11</td>
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<td>28.1%</td>
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<td>3%</td>
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<td>PB13</td>
<td>American Modular Systems</td>
<td>01-555-18A, 01-555-18B</td>
<td>DSA-01-103799</td>
<td>$16,968.00</td>
<td>3%</td>
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<td>PB14</td>
<td>Modtech Inc.</td>
<td>15138-39</td>
<td>DSA-A61641</td>
<td>$16,968.00</td>
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<td>PB15</td>
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<td>$563,120.00</td>
<td>100%</td>
</tr>
</tbody>
</table>
# EXHIBIT D
## UCC 1 FINANCING STATEMENT

### UCC FINANCING STATEMENT

**FOLLOW INSTRUCTIONS Item and Box CAREFULLY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DEBTOR'S EXACT FULL LEGAL NAME - Must exactly match name as filed in debtor's records and name as filed in current records of current register.</td>
<td>Gilroy Unified School District 7810 Arroyo Circle, Gilroy, CA 95020</td>
</tr>
<tr>
<td>2. ADDITIONAL DEBTOR'S EXACT FULL LEGAL NAME - Insert only one (1) additional debtor. Each additional debtor must have an address or principal place of business.</td>
<td>Gavilan Joint Community College District 5055 Santa Teresa Boulevard, Gilroy, CA 95020</td>
</tr>
<tr>
<td>3. SECURED PARTY NAME (or name of total assignee or assignor SP) - Identifies the party securing the proceeds.</td>
<td>Gavilan Joint Community College District 5055 Santa Teresa Boulevard, Gilroy, CA 95020</td>
</tr>
</tbody>
</table>

**ID Nos.**

<table>
<thead>
<tr>
<th>ID Nos.</th>
<th>DSA No.</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>P38</td>
<td>8461-63</td>
<td>DSA-02-108644</td>
</tr>
<tr>
<td>P10</td>
<td>8466</td>
<td>DSA-02-108644</td>
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<tr>
<td>P11</td>
<td>8454, 8465-68</td>
<td>DSA-02-108644</td>
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<td>P12</td>
<td>01-555-007A, 01-555-007B</td>
<td>DSA-01-103799</td>
</tr>
<tr>
<td>P13</td>
<td>01-555-16A, 01-555-18B</td>
<td>DSA-01-103799</td>
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</tr>
<tr>
<td>P18</td>
<td>15144-45</td>
<td>DSA-A61641</td>
</tr>
</tbody>
</table>

**NOTICE:** This financing statement covers the following goods:

- Gavilan Portable ID Nos.

**ALTERNATIVE DESIGNATION:** [ ] Lessor/Lessee [ ] Collateral [ ] Sublessee [ ] Collateral [ ] Sublessee [ ] Lien [ ] Home-Use [ ] Other [ ]

**FILING OFFICE COPY - NATIONAL UCC FINANCING STATEMENT (FORM UCC-1) - CALIFORNIA (REV. 11/1/10)**

---

Gavilan College/Gilroy Unified School District
GECA Modulars Purchase Agreement
Exhibit D—UCC 1 Financing Statement
11.15.2013
# UCC FINANCING STATEMENT ADDENDUM

**FOLLOW INSTRUCTIONS (front and back) CAREFULLY**

## 9. NAME OF FIRST DEBTOR (1a or 1b) ON RELATED FINANCING STATEMENT

### 9a. ORGANIZATION NAME

Gilroy Unified School District

### 9b. INDIVIDUAL'S LAST NAME

First Name

Middle Name

Suffix

Street Name

City

State

Zip Code

Country

## 10. MISCELLANEOUS:

**THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY**

## 11. ADDITIONAL DEBTOR'S EXACT FULL NAME - parts of legal name (11a or 11b) - do not abbreviate or combine names

<table>
<thead>
<tr>
<th>Part</th>
<th>Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
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</thead>
<tbody>
<tr>
<td>11a</td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

## 12. ADDITIONAL SECURED PARTY'S OR ASSIGNOR/BP'S NAME - meet only one name (12a or 12b)

### 12a. ORGANIZATION NAME

<table>
<thead>
<tr>
<th>Part</th>
<th>Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 13. This FINANCING STATEMENT covers: [ ] interest in collateral [ ] as inventory [ ] other thing

### Description of the collateral:

## 14. Name and address of a RECORD OWNER of above-described collateral

[If debtor does not have a record owner]

## 15. No. of CONSUMER RECEIPT or document[s] on which collateral is evidenced

## 16. Additional collateral description:

## 17. Check one if applicable and check box(es) below

- [ ] Debtor is a [ ] Trustee [ ] trustee acting with respect to property to which it is subject or [ ] in which it has an interest or [ ] other

## 18. Check one if applicable and check box(es) below

- [ ] Debtor is a [ ] TRANSPORTATION ENTITY [ ] Tfr in connection with a Filled Warehouse Transaction - effective 30 years [ ] Tfr in connection with a Furred Warehouse Transaction - effective 10 years

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**FILING OFFICE COPY – NATIONAL UCC FINANCING STATEMENT ADDENDUM (FORM UCC1A) – CALIFORNIA (REV. 06/01/03)**