AGENDA

I. CALL TO ORDER 6:00 p.m.
   1. Roll Call
   2. Comments from the Public – This is a time for the public to address the Board
   3. Recess to Closed Session  (a maximum of 5 minutes will be allotted to each speaker)

CLOSED SESSION 6:00 p.m.
Notice is hereby given that a closed session of the Board will be held under the general provisions listed as follows:

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

CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code
Section 54957.6
   Agency Negotiators: Sherrean Carr/Rachel Perez/Eric Ramones/Dr. Kathleen Rose
   Employee Organization: GCFA

CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code
Section 54957.6
   Agency Negotiators: Susan Cheu/Eric Ramones
   Employee Organization: CSEA

II. OPEN SESSION 7:00 p.m.
   1. Call to Order
   2. Oath of Office – Student Trustee
   3. Roll Call
   4. Pledge of Allegiance
   5. Report of Any Action Taken in Closed Session
   6. Consent Agenda
      (a) Regular Board Meeting Minutes, May 14, 2013, Retirement Board Minutes, May 14, 2013,
         Evaluation of College President Subcommittee, May 14, 2013, and Board Facilities
         Development and Utilization Subcommittee Minutes, May 20, 2013
      (b) Personnel Actions
      (c) Warrants and Electronic Transfers Drawn on District Funds
      (d) Ratification of Agreements

Board of Trustees:         Tom Breen
                           Laura A. Perry, Esq.         Kent Child
                           Walt Glines                   Mark Dover
                           Tony Ruiz                    Jonathan Brusco
                           AJ Rodriguez, Student Trustee
7. Approval of Agenda
8. Comments from the Public - This is a time for the public to address the Board
9. Officers' Reports (a maximum of 5 minutes will be allotted to each speaker)
   (a) Vice Presidents
   (b) College President
   (c) Academic Senate
   (d) Professional Support Staff
   (e) Student Representative
   (f) Board Member Comments
   (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
    (a) Recognition of the Employee of the Month
    (b) Monthly Financial Report
    (c) STAR (Summer Theatre Arts Repertory) Program Update
    (d) Community Education Summer 2013 Classes
    (e) Board Policies and Administrative Procedures
    (f) Commendation for Outgoing Curriculum Committee Chair, Susan Dodd

III. ACTION ITEMS
1. New Business
   (a) Naming of Tennis Court Facilities
   (b) Curriculum
   (c) Bid for Electrical Service Loop Project
   (d) Extension of Golf Course Management Agreement
   (e) FY 2013-14 Tentative Budget
   *(f) Appropriations Limit for FY 2013/14, Resolution No. 959
   (g) Budget Adjustments
   (h) Board Inter-District Subcommittee Appointment
   *(i) Five Year Capital Construction Plan and Final and Initial Project Proposals, Resolution Nos. 960 and 961
   (j) BFGC-IIB Group Architecture and Planning Project Assignment Amendments (PAAs) for Consulting Services Related to New Off-Site Campus Wells and Preparation of the Storm Water Pollution Prevention Plan Projects
   *(k) Approve Resolution No.962 Authorizing a Letter of Credit Transaction for Conditional Incidental Take Permit

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is July 9, 2013, Gavilan College, Social Science Room #206.
2. Adjournment

*Roll Call Vote

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.
PUBLIC COMMENTS – Individuals wishing to address the Board on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the Board on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 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
CONSENT
Gavilan Joint Community College District
Governing Board Agenda

June 11, 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.

SUBJECT: Regular Board Meeting Minutes, May 14, 2013, Retirement Board Minutes
May 14, 2013, Evaluation of the College President Subcommittee Minutes May 14,
2013, and Board Facilities Development and Utilization Subcommittee Minutes, May 20,
2013

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

Proposal:
That the Board approve the Regular Board Meeting Minutes, May 14, 2013, Retirement
Board Minutes May 14, 2013, Evaluation of the College President Subcommittee
Minutes May 14, 2013, and Board Facilities Development and Utilization Subcommittee
Minutes, May 20, 2013

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Angie Oropeza, Executive Assistant

Agenda Approval: [Signature]

Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, May 14, 2013
CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.
City of Hollister Council Chambers,
375 5th Street, Hollister, CA, 95023

MINUTES

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

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

2. Comments from the Public
   None

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

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

2. Roll Call
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, AJ Rodriguez

   Dr. Steven M. Kinsella, Superintendent/President
   Dr. Kathleen Rose, Executive Vice President, Instructional Services
   Bea Lawn, Academic Senate
   Dina Hampton, Professional Support Staff
   Angie Oropeza, Recorder

   Others in Attendance: Susan E. Alonzo, Judy B. Rodriguez, Terry Newman

3. Pledge of Allegiance
   The pledge of allegiance was led by Tony Ruiz.

4. Report of Any Action Taken in Closed Session
   No action was taken in closed session.

5. Consent Agenda
   (a) Regular Board Meeting Minutes April 9, 2013 and Board Budget Committee Minutes April 30, 2013
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Ratification of Agreements
      MSC (L.Perry/J.Brusco) 7 ayes, 0 nays, Student Trustee aye, to approve

6. Approval of Agenda
   MSC (L.Perry/M.Dover) 7 ayes, 0 nays, Student Trustee aye, to approve
7. Comments from the Public
Leah Halper, GCFA, reported that the college will be losing three excellent faculty members to retirement: Jesus Olivas, Susan Dodd, and Marlene Bungarner, as well as part-time instructor, Sam White, who has been hired as a full-time instructor at Foothill. The GCFA is working with the administration, professional support staff, and students on a gala fundraiser in April, 2014. The proceeds to benefit student scholarships and a fund for students in need. She invited Board members to assist by suggesting potential collaborators and publicizing it to the community. Faculty are reopening a discussion with the Addressing Student Poverty Group and local food banks about food security issues on campus. The CSEA and GCFA recently sponsored a workshop on bullying. They are working with the Professional Development Committee and CSEA to provide additional education and perhaps a specific policy on zero tolerance and how to interrupt bullying.

8. Recognitions
Judy Rodriguez, Briggs Site Manager and Coordinator for the Jr. Rams Club announced the winner of their third annual essay writing contest, 6th grader Alexis Fiaria, from Sunnyslope School. Thank you to Follett Bookstore and EOPS for the prize donations.

9. Officers' Reports
(a) Vice Presidents
Dr. Kathleen Rose highlighted the work of Curriculum Committee, Bonnie Donovan, faculty who worked on curriculum, and Susan Dodd, Chair of the committee for 8 1/2 years. In compliance with the Student Transfer Achievement Reform Act, colleges were asked to put through 80% of applicable degrees by fall 2014. We have exceeded the goal.

(b) College President
Dr. Steven Kinsella reported that we received the confidential accreditation report. It includes the two findings they announced: student learning outcomes focusing on assessment with faculty taking a greater lead, and consistency in distance ed. The report also includes a commendation to the Board for their ability to work collaboratively and enthusiastically. The final report will be available in July and at that time it will be advertised and distributed. Dr. Kinsella also reported that the May budget revise came out today. We did not lose any more funds to the state. We still need to rectify the deficit that was the result of the reduction in year 11/12. The state is funding matriculation related services for the Chancellor’s and the system’s new initiatives to support students. We will take advantage of money allocated for the strategies that have proven successful to help students stay in class and be successful. It is a slightly new strategy for the state, but it is something Gavilan has been doing in a focused way for the past 2-3 years.

(c) Academic Senate
Bea Lawn reported that the Senate will send comments and recommendations to the Board on the grants. Their discussion on distance ed will wrap up at the last Senate meeting next week and will give the Distance Ed Committee some recommendations. The Senate will report to the Board after the Distance Ed Committee finalizes the discussion. She reported that the Senate passed a resolution commending the work of Susan Dodd, who is retiring after 30+ years and 8 1/2 years as chair of the Curriculum Committee. The Senate received additional information on the changes as a result of SB 1456 and some of the changes seem to be in a state of flux as some of the proposals have been withdrawn. There is a need to make the changes clear. The Senate is also discussing a proposal from the math program regarding the use of mastery level to give students a pass in a pass/no pass class. She also reported that she attended the Academic Senate for Community Colleges conference. During the summer, Senate will meet on July 9 and August 13. Bi-monthly meetings will resume in September. Discussion regarding accreditation will begin after the final report is received from the commission, with a call to action for faculty to engage in SLO and PLO revision. Senate will continue to encourage discussion and participation in instructional issues.
(d) Professional Support Staff
Dina Hampton reported that next week is CSEW week. They are taking nominations of employees that provide exemplary service to students, a lunch and other activities are planned.

(e) Student Representative
AJ Rodriguez reported that ASB has been providing stress relievers in the last couple of weeks in preparation of finals. The last ASB meeting was today. The first water refilling station should be in place in the fall semester. The incoming ASB president is Joey Hayes, and the incoming Student Trustee is Anel Tovar. He thanked the Board for being welcoming and teaching him what leadership is. Kent Child awarded AJ a plaque of appreciation and recognition for his service.

(f) Board Member Comments
Walt Gilnes recognized the library’s “Throwback Thursday” pictures from the archives. He also recognized the Gilroy Early College Academy, which was one of 40 schools recognized as a “Beating the Odds School” for consistently and significantly outperforming similar schools on STAR and exit exams. It is a result of a study that looked at 1,715 middle and high schools across the country with similar demographics. He echoed comments about the tree faculty retirements. He asked for a progress report from those who asked the Board to allow the STAR program to continue this summer with an understanding that they would develop a plan to fund the program thereafter. Tom Breen thanked AJ for his service. He announced that three student athletes from Hollister High School are in the audience. They are here to attend a public meeting as an assignment. They are also on the league championship winning softball team. Mark Dover thanked AJ for his service, particularly doing a great job navigating through college hour. He acknowledged Susan Dodd’s retirement and the great job she has done. She has been a mentor and a role model. Laura Perry thanked AJ for his service. He and the ASB handled themselves professionally, particularly with college hour. She reiterated the comments about Sue Dodd’s retirement and congratulated Dr. Kinsella who has been at Gavilan for 10 years. The college would not have gotten the accreditation report it did without his guidance. Jonathan Brusco congratulated the essay winner and AJ for his service. He reported that he attended a trustee conference where Laura Perry received an award for her 20 years of service as a Trustee. Among the things he learned about were the Community College Scorecard and the salary expectations for each program, budget, Prop 30, and distance ed. He also learned about linking our mission with K-12 districts and would like to spearhead a Board subcommittee to meet with our feeder districts to discuss issues facing both of our student bodies.

(g) Board President
Kent Child acknowledged the retirement of three stellar faculty, Cricelda Maciel, and Dr. Kinsella’s ten years at Gavilan. He congratulated the Jr. Rams essay winner.

10. Board Committee Reports
None

11. Information/Staff Reports
(a) Recognition of the Employee of the Month
Eric Ramones introduced Lucy Alvarez as the April employee of the month. Lucy has accepted additional responsibilities and workload with a positive attitude while maintaining the same quality of service. She is knowledgeable in human resources and is a good communicator. She works on campus committees, and recently received her AA from Gavilan. Lucy thanked everyone and commended the excellent Gavilan faculty.
(b) Notification of Non DSA Approved Buildings
Terry Newman reported that every time we put in for a new building permit from DSA and approval from the state they require that we notify the Board if there are particular buildings that do not have a DSA number.

(c) Quarterly Report – Status of Ongoing Grants
Mary Ann Sanidad, Activity Director for Title 5 reviewed the progression of the grant and achievements including: first year experience, success center, focused inquiry groups, teaching and learning center, early alert system, welcome center, student steps card, computers replacements in the nursing lab and writing center, streamlining of assessment and orientation at the high schools, Jumpstart Program for students to take a sequence of basic skills courses and leave prepared for transfer-level courses, Habits of Mind, a Mac lab and communications classroom were funded, AV and theatre equipment improvements, etc. In response to Board questions, Mary Ann Sanidad and Dr. Kinsella stated that the Jumpstart English basic skills course is for one semester and the math course is for one semester. The state this year allocated $50 million into these support activities. When the grant expires, those funds are eligible to cover these types of activities.

(d) Measure E Bond Quarterly Preliminary Financial Status Report at March 31, 2013
Dr. Kinsella reported that this is a regular update to the Board.

(e) Retiree Health Benefit Trust Investment Portfolio Status as of March 31, 2013
Dr. Kinsella reported that this is a regular update to the Board.

(f) Monthly Financial Report
Dr. Kinsella reported that this is a regular update to the Board.

(g) Budget Update and Analysis
Dr. Kinsella reported that this is a status of what is occurring in the state with the budget, what we can anticipate, and what is happening at the college. In year 08/09 we treaded water, in 09/10 we absorbed a $900,000 reduction and made it back in 10/11 through growth when other colleges weren’t growing. That is the strategy we try to use when it is available to us. As we come into June, we’ll continue that methodology because it is our best opportunity to get additional ongoing revenue. When other colleges aren’t able to earn it, the state allocates it to the colleges that do earn it. That will hopefully help us build up the $2.2 million reduction in 11/12. In 12/13 we pick up part of what we lost in 11/12. For the first three of the last five years we were stable, it was just 11/12 and since we are now in 12/13 we just need more time to work our way through. In response to Board questions, Dr. Kinsella stated that that Prop 30 money is $4.2 million for Gavilan and is already in the budget. Tony Ruiz stated that he is concerned that we are not able to rehire the people that have left. He is also concerned about the interest we pay to borrow because of cash flow. He suggested that the President send a letter to the Chancellor indicating that funds be allocated in a timely manner now that the state has a surplus so we don’t have to borrow.

(h) Student Success Report Spring 2013
(i) Student Profile Report Spring 2013
(j) California Community Colleges Student Success Scorecard
Dr. Randy Brown spoke to items h, i, and j concurrently. He reported that the Scorecard is new and contains new and modified indicators that reflect research on momentum points in student pathways, includes sub-group comparisons, contains more information, is more flexible, and queries can be pulled. In response to Board questions, Dr. Brown,
Dr. Rose, and Dr. Kinsella stated that the report doesn’t provide a comparison to other colleges but data from several similar colleges indicates that we are better in some areas and they are better in others. There many variables that influence rates and that could be why they didn’t include comparisons. We are starting to see some leading indicators for changes and when we look over time we are starting to see trends. The things we are doing on campus are having an influence in overall completion. In order to use the data and make improvements in the classroom, we need to structure dialogs in the departments and other groups to make sure there is a linkage between student learning outcomes at the course, program, and outcome level and the persistence in the completion of our students. We recognize through the recommendation we received from the accreditation team that we need to have a wider level of dialogue so we can better integrate this kind of statistical data into instructional improvement. We need to make sure our grant activities address this data and measure it through our assessment mechanism. The accrediting commission is requiring that we identify for ourselves what those measures are to be. We need to start benchmarking against ourselves and that is the best way to judge performance over a period of time. This information is not available industry-wide and in comparative form. When that is the case, you start with what you have as a benchmark and review progress over time and for self improvement. The success rate for Hispanic students at Gavilan has gotten better and the gap has been closing. It is due to the intervention we are doing on campus such as early alert and other activities. It is an area the college has been targeting through grant funding and we are starting to see a difference. The trend is steady and up. The federal government requires that for each certificate or degree, the institution provide gainful employment data which averages the total amount of debt an individual accrues for each certificate or degree and details the cost for an average student in that program to help students be good consumers. Jonathan Brusco reported that some of the significant data presented from this report at the conference he attended included the problematic completion and transfer rates for remedial students compared with completion rates for certificate and professional programs, particularly when cross referenced with the salary data.

(k) Child Development Contract # CSPP-2556, Annual Self Review
Kent Child reported that he met with CDC Director Susan Alonzo to review the Annual CDC Self Review.

(l) Review Insurer's Rating Changes
Dr. Kinsella reported that the next time we go out to issue bonds it will be more expensive.

III. ACTION ITEMS

1. Old Business
   (a) Revised Academic Calendar
       MSC (L.Perry/M.Dover) 6 ayes, 1 nay: Tony Ruiz, Student Trustee aye, to approve

2. New Business
   (a) Curriculum
       MSC (L.Perry/AJ Rodriguez) 7 ayes, 0 nays, student Trustee aye, to approve

   (b) Student Trustee Rights and Privileges
       MSC (AJ Rodriguez/L.Perry) 7 ayes, 0 nays, student Trustee aye, to approve

   (c) Quarterly Financial Status Report, CCFS 311Q at March 31, 2013
       MSC (L.Perry /M.Dover) 7 ayes, 0 nays, Student Trustee aye, to approve
(d) Budget Adjustments
MSC (T.Breen/J.Brusco) 7 ayes, 0 nays, Student Trustee aye, to approve

(e) Confer Honorary Degree
MSC (L.Perry/W.Glines) 7 ayes, 0 nays, Student Trustee aye, to approve

(f) Employment Agreement with Dr. Vic Krimsky, Interim Vice President for Special Projects
MSC (L.Perry/M.Dover) 7 ayes, 0 nays, Student Trustee aye, to approve

* (g) Resolution to find the Water Storage Tanks a Non-DSA Structure
MSC (W.Glines/AJ Rodriguez) Roll Call Vote: 8 ayes: AJ Rodriguez, Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, 0 nays, to approve

(h) Approve Application for Letter of Credit for Conditional Incidental Take Permit
MSC (T.Breen/L.Perry) 7 ayes, 0 nays, Student Trustee aye, to approve

(i) GCFA /District ("Sunshine") – the FY 2014-15 Academic and District Calendar
MSC (AJ Rodriguez/L.Perry) 6 ayes, 1 abstention: Tony Ruiz, Student Trustee aye, to approve

(j) Expenditure Plan for FY 2012-13 Proposition 30 Education Protection Act Funds
MSC (L.Perry/J.Brusco) 7 ayes, 0 nays, Student Trustee aye, to approve

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is June 11, 2013, Gavilan College, Social Science room 206. The July meeting is also scheduled in Social Science 206.

2. Adjournment
The meeting was adjourned by consensus at 8:55 p.m.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RETIREMENT BOARD
Tuesday, May 14, 2013, 5:00 p.m.
Hollister City Council Conference Room
375 Fifth Street, Hollister, CA 95023
(Retirement Board: Jonathan Brusco, Steven Kinsella, Susan Cheu)

MINUTES

CALL TO ORDER 5:00 p.m.
Dr. Steven Kinsella called the meeting to order at 5:04 p.m.

1. Roll Call
   Jonathan Brusco, Steve Kinsella, Susan Cheu
   Angie Oropeza, recorder

2. Approve Minutes, October 9, 2012
   The October 9, 2012 minutes were approved by consensus

3. Comments from the Public
   None

4. Review investment options
   Steve Kinsella stated that once a year we are required to review the investment options for
   the JPA Retiree Health Benefit Fund, confirm, and identify the investment option with Board
   representation. Susan Cheu stated that we have used the balanced approach as the best
   suited for the college. We don’t require immediate cash and the expectation is that the
   funds will be in deposit long term. The returns have been okay, we have a profit. Steve
   Kinsella stated that the investment options range from aggressive growth to conservative.
   The higher the risk the higher returns may be, but the danger to the principal is also higher.
   We have a balanced approach with some risk, but it is long term. We don’t want to go too
   far on the aggressive side. Last year we took some funds to balance the budget. We would
   like to recommend to the full Board that we keep the balanced approach. We pay the
   required contribution on an annual basis which is the cost of the current retired employees
   and the cost for employees currently working that will retire. The value is 5 million. In
   response to Jonathan Brusco, Steve Kinsella stated that projected retirements do not
   change the approach. Only a very small group receives benefits after age 65. Employees
   are staying on the job longer and drawing less benefits.

5. Review investment results and recommendation to the Board of Trustees concerning
   investment allocation method.
   It was agreed to remain with the current balanced approach as the investment option.

6. Adjournment
   The meeting was adjourned by consensus at 5:15 p.m.
CALL TO ORDER
Kent Child Call the meeting to order at 5:30 p.m.

1. Roll Call
   Kent Child, Mark Dover, Laura Perry

2. Approve Minutes, April 10, 2012
   MSC (L.Perry/M.Dover) 3 ayes, 0 nays to approve.

3. Comments from the Public
   None

4. Review Superintendent/President’s Goals and Progress Updates Process
   The subcommittee reviewed the Superintendent/President’s goals.

5. Adjournment
   The meeting was adjourned by consensus at 6:00 p.m.
Committee Members: Tom Breen, Mark Dover, and Walt Glines
Committee Resources: Steve Kinsella and Terry Newman
Other Attendees: Nancy Bailey, Robin Egbert, Jeff Gopp and Susan Sweeney

1. Call Meeting to Order - Trustee Tom Breen called the meeting to order at 4:32 p.m.

2. Approve minutes - Minutes from the September 18, 2012 meeting were approved.

3. Comments from the public - No comments.

4. Status of application, location, and build out for two new educational centers: Coyote Valley site (IBM) and Hollister site (Briggs) – Trustee Glines requested that the name “IBM” be struck from the agenda Item 4. President Steven Kinsella reviewed with the committee that the Measure E budget included funds for expansion of the new property in San Benito County and Coyote Valley which could also be used for expanding the off-sites. This expansion is needed to acquire educational center status. The District’s consultant has prepared a draft educational center application which has been reviewed and approved, in concept, by President Kinsella.

President Kinsella referred the committee to an analysis prepared by IBI Architecture on utilizing the Briggs building and surrounding area as a site to expand to 500 FTES. The analysis discussed adjacent sites, types and cost of construction, and parking. The probable project cost ranged between $8 - $10 million. Trustee Breen asked what improvements could be made at the Fairview property for $8 million. President Kinsella said it would be a long term investment in the property that would start with the infrastructure.

President Kinsella discussed a funding option available in the Measure E budget. The District has set aside $6 million to contribute to the state funded library remodel project. At the Board's direction those funds could be transferred to the Fairview property project or any other project. The library remodel project will not be considered for funding by the state for at least 5 years. That project would then be 100% state funded. Along with the land residual budget of $2.8 million and $5.7 million in program contingency, the Board could authorize $10 million towards an educational center expansion. President Kinsella added that other costs would need to be added to utilize the Fairview property.

Trustee Glines asked about maintaining a presence at the Briggs building. President Kinsella stated there are many advantages to maintaining programs at that location.

Trustee Breen asked for an update on the Dividend Homes/Fairview Corners project. President Kinsella noted that Gavilan has been more aggressive about resolving the habitat mitigation than they have. State and federal agencies are slowing down this process not Dividend Homes. He added that it would be best if the infrastructure work at the site was coordinated with Dividend Corners to ease the financial burden.

Trustee Breen asked administration to prepare a cost analysis for a conceptual plan at Fairview that would allow the board to compare the option of Briggs versus Fairview. In addition, he requested a summary on the permitting issues. Trustee Dover noted that a one (1) building concept has been used successfuly by other community colleges for an initial presence. President Kinsella identified other issues including water source and Callirans concerns. Both Trustees Glines and Breen agreed that funds spent at Fairview would be a long-term investment.

President Kinsella reported that he has been communicating with the broker for a property/building owner near Gavilan’s Coyote Valley land. The new owner is reviewing an offer that was made to Gavilan by the previous owner for use of a building for an educational center. President Kinsella has
not received any feedback. He added that the District is operating with a deficit budget so an increase in rent would be hard to absorb.

Trustee Glines questioned which off-site should be expanded first. President Kinsella said that would be at the board’s discretion. However, he felt that Hollister students may respond more quickly to expanded programs due to a variety of reasons.

5. Status of permitting for two new campus properties – President Kinsella reported that the permitting process has taken four (4) years so far. French Ranch in San Benito County is the mitigation site for all three Gavilan locations (Coyote Valley, Gilroy campus, and Fairview, SBC). Terry Newman, Senior Director of Administrative Services has been working with all the consultants and agencies on a daily basis.

6. Status of San Martin aviation site project - Terry Newman reported Santa Clara County is working with the District to secure a site for our aviation program. A draft lease agreement was forwarded to the County for their review and comment. A meeting with the County and District staff will take place in early June to determine cost responsibilities and utility issues. Terry estimated 24 months at the earliest before completion. The aviation program has grown while on the Gilroy campus.

7. Status of water tank replacement project – Terry reported that the DSA approved the plans on May 7th. Bids documents will go out in June with construction to start within a year. Four (4) permits still need to be in place. The Board approved the application of a Conditional Incidental Take Permit (CITP) which allows the District 18 months to complete the permitting process. Terry reviewed with the committee that disturbing the soil/ground is only allowed during the months of June through October which is due to wildlife protection.

8. Status of Lot C expansion project – Terry reported that four (4) permits are still needed for this project. This project is attached to the water tank project for permitting purposes. The construction bid will be presented to the Board of Trustees in either July or August with ground work beginning immediately after. Ground disturbing work must be completed by the end of October. The completion of the Lot C expansion will assist in the GECA expansion project.

Terry noted that additional wetlands need to be created on campus as a permitting requirement for the Lot C expansion. The plan is to excavate a deeper spot west of the chapel pond so that wetland grasses will begin growing. The wetlands affected are seasonal only. The Army Corps of Engineers (ACOE) will be on campus to review the site in June. The District is waiting their approval.

Discussion continued reviewing the advantages of the expansion which included southern access to Lot C, additional parking spaces needed during the construction phase of the GECA expansion, and an additional exit for emergency evacuations. Trustee Dover asked if power would be available at that entrance so that an electronic message board could be installed. President Kinsella said that would have to be a separate project as the Lot C drawings have already been approved by the DSA.

9. Update on GECA expansion project – Terry reported that a draft lease will be sent to GUSD shortly outlining such items as infrastructure, cost requirements, and metering of utilities. Trustee Dover reminded everyone that a fenced-in area was not something the Board would support. President Kinsella will check on the fencing. Traffic issues and student drop-off points were also discussed.

10. Other facility projects:

   HVAC control replacement – Jeff Gopp, Director of Facilities Services, reported that outdated HVAC controls are being replaced and tied into the Johnson Control system that was installed in the modernized buildings. With the completion of this project, Jeff noted that 51% of the controls will be updated. President Kinsella added that Proposition 39 funds have recently been designated for energy efficiency improvements. Future projects would qualify for Prop 39 funds if the state provides the funding.

Water refilling stations – Trustee Glines felt that this student led project, although worthy, should be fully funded by the ASB into infinity and not commit the resources of the District such as facilities staff time or maintenance dollars. President Kinsella said he had not seen the cost proposal yet but was aware of the cost issue.
UNAPPROVED

Electrical service loop – Jeff reviewed that nine (9) new transformers were added during the 2007 renovation. This project will loop the service so that an area can be isolated for maintenance and not require a campus shutdown of power. Bids were received this week and will be presented to the Board of Trustees at their June 9, 2013 meeting. The work will be completed during the summer months with little or no disruption to the campus.

Update on golf course – Terry reported that the District and Wadsworth Foundation representatives will be meeting along with Don De Lorenzo in June to discuss a business plan for the future of the golf course. Terry also reported that the District’s commitment of paying the golf course manager, Don De Lorenzo, $1,000/month to manage the course will no longer be needed. Don reported to the District that the course is operating well and an agreement will be prepared in which he will pay $1,000/month to the District in rent.

11. Adjournment – Meeting adjourned at 5:34 p.m.
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Personnel Actions

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

Proposal:
That the Board of Trustees approve personnel actions the District is entering into during the period of May 14, 2013 thru June 11, 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 2012-2013.

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: 

Signature
Eric Ramones, Human Resources Director

Agenda Approval:

Signature
Dr. Steven M. Kinsella, Superintendent/President

C:/WorkGroups/HR/BoardAgenda/06-11-13
A. Classified and Unclassified Personnel Actions – June 11, 2013

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

I. APPOINTMENTS/PROMOTIONS/TRANSFERS/PERMANENT SCHEDULE CHANGES/WORKING OUT-OF-CLASS

NONE

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Barbara Graham  Administrative Coordinator
STAR Program
May 10, 2013 to July 13, 2013

Dana Scribner  Unit Leader and On-Stage Prop Mistress
STAR Program
June 10, 2013 to July 14, 2013

Gloria Medina  Video Assistant Leader
STAR Program
June 10, 2013 to July 5, 2013

Gregory Smith  Unit Leader and Music Director
STAR Program
June 10, 2013 to July 14, 2013

Janine Mortan  Program Coordinator and Costumer
STAR Program
June 10, 2013 to July 14, 2013

Javier Hurtado  Workshop Instructor
STAR Program
June 7, 2013

Javier Hurtado  Video Editor
STAR Program
April 27, 2013 to May 10, 2013

Jeronimo Garcia-Juarez  Video Leader and Unit Leader
STAR Program
June 10, 2013 to July 5, 2013
Karina Kroll  Before and After Care
STAR Program
June 10, 2013 to July 14, 2013

Kathryn Hipol  Artistic Director and Production Director Leader
STAR Program
May 10, 2013 to July 13, 2013

Kimberly Apuzzo  Unit Leader and Assistant Stage Manager
STAR Program
June 10, 2013 to July 14, 2013

Mary De Anda  Unit Leader and Vocal Coach
STAR Program
June 10, 2013 to July 14, 2013

Mary McKenna  ERC Development
STEM
January 1, 2013 to March 31, 2013

Rachel Giacalone  Unit Leader and Choreographer
STAR Program
June 10, 2013 to July 14, 2013

Zyanya Swenson  Unit Leader and Dance Captain
STAR Program
June 10, 2013 to July 14, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Caroline Gane  Instructional Program Specialist
Liberal Arts and Sciences
April 15, 2013 to June 30, 2013

Catherine Scattini  Sr. Program Services Specialist
Career Technical Education
April 16, 2013 to May 31, 2013

Jeri Allen  Assessment Specialist
Student Services
July 1, 2013 to June 30, 2014

Katherine Baumeur  Instructional Program Specialist
Liberal Arts and Sciences
April 15, 2013 to June 30, 2013

Raquel Rodriguez  Instructional Program Specialist
Liberal Arts and Sciences
April 15, 2013 to June 30, 2013
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
NONE

XII. RESIGNATIONS AND RETIREMENTS

Kathy Pritchett  Vocational Instructional Specialist
Disability Resource Center
Date of Hire: May 1, 1986
Retirement Effective: May 31, 2013

Shaesta Razaqi  Division Assistant
Disability Resource Center
Date of Hire: April 1, 2009
Resignation Effective: June 7, 2013

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

A. Classified and Unclassified Personnel Actions
RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – June 11, 2013

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

I. **APPOINTMENTS**

   NONE

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

   **Albert Marques**
   Spanish Immersion Program
   Liberal Arts and Sciences
   June 1, 2013 to June 30, 2013

   **Blanca Arteaga**
   CalWorks Special Assignments
   CalWorks
   May 1, 2013 to June 30, 2013

   **Blanca Arteaga**
   Counselor
   Student Services
   May 31, 2013 to August 19, 2013

   **David Perez**
   Spanish Immersion Program
   Liberal Arts and Sciences
   June 1, 2013 to June 30, 2013

   **Scott Sandler**
   English Instructor Overload
   Liberal Arts and Sciences
   January 30, 2013 to May 24, 2013

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

   **Carla Velarde-Barros**
   Counselor
   Student Services
   May 31, 2013 to August 19, 2013

   **Evan Gilstrap**
   Counselor
   Student Services
   May 31, 2013 to August 19, 2013

   **Jane Godley**
   Counselor
   Student Services
   April 1, 2013 to August 19, 2013

   **Leticia Palacios**
   Counselor
   Student Services
   May 31, 2013 to August 19, 2013
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Caroline Gane English as a Second Language Instructor
Liberal Arts and Sciences
March 1, 2013 to April 14, 2013

Katherine Baameur English as a Second Language Instructor
Liberal Arts and Sciences
March 1, 2013 to April 14, 2013

Raquel Rodriguez English as a Second Language Instructor
Liberal Arts and Sciences
March 1, 2013 to April 14, 2013

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.

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.
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
June 11, 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:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/13 – 5/31/13</td>
<td>17070707-17071225</td>
<td>$ 556,805.39</td>
</tr>
</tbody>
</table>

Electronic Transfers:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20/13</td>
<td>Spain Trip</td>
<td>$25,294</td>
</tr>
</tbody>
</table>

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

Budgetary Implications:
Expenditures are included in the Budget for FY 2012-2013.

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
## Electronic Transfers

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20/2013</td>
<td>Giralda Center (Spanish Immersion Trip)</td>
<td>25,294.00</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>25,294.00</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Ratification of Agreements

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

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

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

Budgetary Implications:
The contracts are funded by appropriations included in the Budget for FY 2012-2013.

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
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME000914</td>
<td>$2,600.00</td>
<td>NCM Demolition &amp; Remediation LP</td>
<td>Removal of Asbestos Containing Pipe Insulation HVAC Project - Replace Honeywell Controls</td>
</tr>
<tr>
<td>ME000917</td>
<td>$3,500.00</td>
<td>Young Sign Company</td>
<td>Revise Gym Sign To Read: Bud and Jean Ottmar Memorial Gymnasium</td>
</tr>
<tr>
<td>ME000918</td>
<td>$4,424.40</td>
<td>San Jose Mercury News</td>
<td>Public Notice Ad to Call for Bids Parking Lot C Extension Project</td>
</tr>
</tbody>
</table>
INFORMATION/STAFF REPORTS
SUBJECT: Recognition of the Employee of the Month

Resolution: BE IT RESOLVED,
X Information Only

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, May 2013 – Adriana Servin
Adriana is the EOPS/CARE/CalWORKs office assistant and is the first friendly face people see when they enter the office. She is an amazing, invaluable asset to our programs and Gavilan College. Adriana is always able and willing to assist every student who walks in our door. She never says no and always lends a helping hand. Adriana knows 99.9% of our students by name and she treats everyone with dignity and respect. Above all she is a single mom of a young daughter and is a student at San Jose State University. Adriana is amicable, dependable, compassionate and serves as a model for amazing customer service. She definitely deserves to be honored as 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: _____________________________
Eric Ramones, Human Resources Director

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

June 11, 2013

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

SUBJECT: Monthly Financial Report

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That the Board of Trustees consider the FY 2012/13 Monthly Financial Report.

Background:

Follow Up/Outcome:
The Administration will continue to review the FY 2012/13 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 2012-13**

**As of May 15, 2013**

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2012</th>
<th>Revised Budgets</th>
<th>Ending Fund Balance 6/30/2013</th>
<th>Year to Date Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General -Unrestricted</td>
<td>$3,131,578</td>
<td>$29,944,786</td>
<td>$19,916,775</td>
<td>66.5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 - Certificated Salaries</td>
<td>$10,873,259</td>
<td>$5,000,000</td>
<td>$3,313,125</td>
<td>86.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 - Classified Salaries</td>
<td>$5,232,012</td>
<td>$4,376,976</td>
<td>$3,313,125</td>
<td>83.7%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3000 - Burdens &amp; Benefits</td>
<td>$11,144,138</td>
<td>$4,598,709</td>
<td>$3,313,125</td>
<td>81.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4000 - Books &amp; Supplies</td>
<td>$7,625,323</td>
<td>$1,000,000</td>
<td>$3,313,125</td>
<td>97.4%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5000 - Other Operating Expenses</td>
<td>$6,586,409</td>
<td>$4,092,086</td>
<td>$3,313,125</td>
<td>87.1%</td>
<td></td>
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<tr>
<td></td>
<td>6000 - Capital Outlay</td>
<td>$351,796</td>
<td>$174,919</td>
<td>$3,313,125</td>
<td>67.9%</td>
<td></td>
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<tr>
<td></td>
<td>7000 - Other</td>
<td>$2,020,378</td>
<td>$1,626,077</td>
<td>$3,313,125</td>
<td>60.5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total General-Unrestricted</strong></td>
<td><strong>$3,131,578</strong></td>
<td><strong>$29,944,786</strong></td>
<td><strong>$19,916,775</strong></td>
<td><strong>66.5%</strong></td>
<td><strong>64.6%</strong></td>
</tr>
<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$12,499</td>
<td>$0</td>
<td>$0</td>
<td>97.4%</td>
<td></td>
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<tr>
<td>26</td>
<td>Parking</td>
<td>$7,584</td>
<td>$126,000</td>
<td>$141,740</td>
<td>97.4%</td>
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<tr>
<td>27</td>
<td>General - Restricted</td>
<td>$0</td>
<td>$9,750,856</td>
<td>$6,872,399</td>
<td>68.4%</td>
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<tr>
<td></td>
<td><strong>Total General Fund</strong></td>
<td><strong>$3,151,662</strong></td>
<td><strong>$39,821,642</strong></td>
<td><strong>$26,711,884</strong></td>
<td><strong>67.1%</strong></td>
<td><strong>61.6%</strong></td>
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<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,488,536</td>
<td>$5,416,100</td>
<td>$2,241,642</td>
<td>$3,214,821</td>
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<td></td>
<td>34 Capital Project</td>
<td>$54,749</td>
<td>$10,000</td>
<td>$54,749</td>
<td>$175</td>
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<tr>
<td></td>
<td>60 Measure E</td>
<td>$28,292,483</td>
<td>$1,000,000</td>
<td>$27,292,483</td>
<td>$132,989</td>
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<tr>
<td></td>
<td>72 Child Development</td>
<td>$0</td>
<td>$592,339</td>
<td>$592,339</td>
<td>$412,289</td>
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<tr>
<td></td>
<td>92 Long Term Debt</td>
<td>$5,806,809</td>
<td>$500,000</td>
<td>$2,145,883</td>
<td>$801,226</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Fiduciary Funds</strong></td>
<td><strong>$3,884,455</strong></td>
<td><strong>$9,858,399</strong></td>
<td><strong>$3,313,292</strong></td>
<td><strong>$3,327,828</strong></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Associated Student Body</td>
<td>$388,455</td>
<td>$186,895</td>
<td>$186,895</td>
<td>$187,013</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Financial Aid</td>
<td>$0</td>
<td>$6,802,332</td>
<td>$6,802,332</td>
<td>$8,150</td>
<td></td>
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<tr>
<td>66</td>
<td>Student Center Fund</td>
<td>$0</td>
<td>$105,225</td>
<td>$105,225</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Fiduciary Funds</strong></td>
<td><strong>$3,884,455</strong></td>
<td><strong>$9,858,399</strong></td>
<td><strong>$3,313,292</strong></td>
<td><strong>$3,327,828</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$4,172,693</strong></td>
<td><strong>$56,195,480</strong></td>
<td><strong>$37,067,861</strong></td>
<td><strong>$38,327,828</strong></td>
<td></td>
</tr>
</tbody>
</table>

Instructors salaries are paid August through May (10 months)

Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2012

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

SUBJECT: STAR (Summer Theatre Arts Repertory) Program Update

☐ Resolution: BE IT RESOLVED,

☒ Information Only
☐ Action Item

Proposal:
That the Board review the attached STAR update.

Background:
STAR program staff and supporters requested that the Board of Trustees support the program through summer 2013 with an understanding that a plan would be developed to make the program self sustaining.

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Marilyn Abad, Executive Producer for Gavilan Production

Agenda Approval: ____________________________
Dr. Steven M. Kinsella, Superintendent/President
Background:
For 28 years the Gavilan College Summer Theatre Arts Repertory (STAR) program has been a part of the summer learning experiences on the Gavilan Campus.

STAR Mission Statement
STAR is a place where kids and staff can feel safe; Safe to express their thoughts, ideas and feelings; Safe to move, dance, and sing; Safe to create moments to share. Safe to celebrate their life; Safe to grow and develop their potential as performers; Safe to laugh, learn, and have fun; and Safe in body, mind, and spirit.

STAR Vision Statement
STAR is a performing arts (theatre, dance, music) learning experience centered on fun and focused on young people creating, learning and performing in joyful harmony. STAR is a place where aspiring theatre artists, professionals and teachers who delight in working with children can share the love and joy of creating and performing outstanding theatre for audiences of all ages to enjoy.

Testimonial Founding STAR Leader & Gavilan Student
“I was a STAR leader for the first four years of the STAR program... In the summer of 1985, I was a 19-year old Gavilan College Student. I did not have much job experience and very little experience working with children and teaching. I was enrolled in the drama program at Gavilan and Marilyn [Abad] opened up the opportunity to become STAR leaders to her students. I learned so much that summer (and in subsequent summers). From pre-planning all of the sessions, brainstorming with peers, learning responsibility for my actions, to teaching the arts to children and seeing the tangible results from my work as those children moved through the program, STAR was my training ground. I wrote skits and short plays, learned to think on the fly, found the ability to troubleshoot and problem solve and perfected the ability to speak in front of a group of adults and children. I cherish my years as a Gavilan College student, but my years as a STAR leader gave me life skills that I use to this very day in my career as a writer, instructor and TV personality in the Handcrafting Industry”  - Kate Ferrant-Richbourg, Handcraft industry writer, instructor, and TV personality

Current Status
As a result of the new Mission embraced by Gavilan College, STAR will be transitioning from a formal part of the Gavilan Theatre Arts program. For this summer at Gavilan the STAR program remains in place on campus as in the past, the current enrollment, income and staffing and cost analysis are as follows. The Gavilan STAR Theatre Arts and Video programs begin on June 17 and STAR SJB begins on July 16. The last day of STAR programming will be on Aug. 10.

ENROLLMENT & INCOME UPDATE FEBRUARY - JUNE 03, 2013.

<table>
<thead>
<tr>
<th></th>
<th>ENROLLMENT</th>
<th>PROJECTED TUITION INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Projected</td>
<td>Actual</td>
</tr>
<tr>
<td>Spring Workshops</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>STAR Gilroy</td>
<td>60</td>
<td>46</td>
</tr>
<tr>
<td>STAR Video</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>STAR San Juan Bautista</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>99</td>
<td>94</td>
</tr>
</tbody>
</table>

Phone: 408-612-2087  eMail: stargav@gavilan.edu  Website: www.gavilan.edu/star
<table>
<thead>
<tr>
<th>2013 TUITION RATES</th>
<th>EARLY BIRD (Expired March 15, 2013)</th>
<th>REGULAR TUITION RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One Participant</td>
<td>Each Additional</td>
</tr>
<tr>
<td>Spring STAR 2013 Workshops</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>STAR Gilroy 2013</td>
<td>$652.50</td>
<td>$627.50</td>
</tr>
<tr>
<td>STAR Video 2013</td>
<td>$445.50</td>
<td>$420.50</td>
</tr>
<tr>
<td>STAR San Juan Bautista 2013</td>
<td>$378</td>
<td>$353</td>
</tr>
</tbody>
</table>

TUITION NOTES: Regular tuition rate for STAR Gilroy 2013 was increased by $130 over 2012 for one participant and $45 for STAR Video. Regular tuition rate was reduced $30 to attract more participation in STAR San Juan Bautista.

SCHOLARSHIPS: 4 partial scholarships offered for total of $400; 1 full scholarship pending approval for $725 value; and 2 full scholarships for San Juan Bautista/Aromas residents generously donated by the San Juan Bautista Rotary Club ($790 total value)

ENROLLMENT INCENTIVES
- One Spring STAR Workshop FREE for full tuition paid per participant for any Summer STAR session before March 15th.
- $25 discount is offered for each additional participant - Applies to summer sessions only and participants do not need to be enrolled in the same session.
- $25 discount is offered for STAR Gilroy or Video participants enrolling in San Juan Bautista
- Partial scholarships available to those who apply

GAVILAN COLLEGE STAR STAFF 2013

1. Katie Hipol, STAR Artistic Director, and ONCE ON THIS ISLAND JR. Production Director (1,2,3)
2. Janine Mortan, Co-Program Coordinator and Costumer (1)
3. Barbara J. Graham, Administrative Coordinator (2,3)
4. Charlotte Medina, Video Assistant Leader (2,3)
5. Dana Scribner, Assistant Stage Manager (Onstage), Prop Mistress, and Unit Leader (1,2)
6. Grace Gullen, Social Media Communications Intern (1)
7. Greg Smith, Music Director and Unit Leader (1)
8. Isabel de Anda, Vocal Coach and Unit Leader (2,3)
9. Javier Hurtado, Co-Program Coordinator and STAR Video Leader (2,3)
10. Jenna Benevento, Dance Captain and Unit Leader (1,2)
11. Jenny Lengsfeld, Production Assistant (2,3)
12. Jeronimo Garcia, Video Leader (2)
13. Karina Kroll, Before and After Care Coordinator (2)
14. KC Beadle, Stage Manager and Unit Leader (2)
15. Kim Apuzzo, Assistant Stage Manager and Unit Leader (2)
16. Rachel Giacalone, Choreographer and Unit Leader (1,2)
17. Thomas Dorsch, Production Assistant and Video Production Assistant (2)
18. Zyania Swenson, Dance Captain and Unit Leader (1,2,3)

1 STAR participant as a child.
2 Gavilan College student
3 Gavilan College graduate.

STAR SAN JUAN BAUTISTA Staff Assignments are pending will be determined by July 1, 2013.
### COST ANALYSIS FOR STAR 2013 (PROFIT/LOSS)

<table>
<thead>
<tr>
<th>PROJECTED EXPENSES 2013</th>
<th>PERSONAL</th>
<th>NON-PERSONAL</th>
<th>FACILITIES</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>STAR GAVILAN THEATER</td>
<td>$ 29,000.00</td>
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<td>$44,000.00</td>
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<td>STAR VIDEO/TV STUDIO</td>
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<td>STAR SJBJ/ETC PLAYHOUSE/CASA MARIA</td>
<td>$4,000.00</td>
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<td>$1,800.00</td>
<td>$6,300.00</td>
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<tr>
<td>TOTAL PROJECTED EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td>$53,800.00</td>
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</table>

<table>
<thead>
<tr>
<th>PROJECTED INCOME</th>
<th>TUITION</th>
<th>FUNDRAISING</th>
<th>OTHER/SALES</th>
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<tr>
<td>STAR GILROY</td>
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<td>STAR SAN JUAN BAUTISTA</td>
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<td>$53,800.00</td>
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<tr>
<td>PROFIT</td>
<td></td>
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<td>$ 616.00</td>
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**STAR Satellites in 2014**

After this summer STAR will officially leave the Gavilan Campus and begin the process of establishing STAR satellite programs in San Juan Bautista, Salinas and Monterey in Summer of 2014. San Juan Bautista will continue to serve 15 to 30 participants in collaboration with El Teatro Campesino and Casa Maria Hall with Mission San Juan Bautista. Planning is in progress for the Salinas and Monterey STAR programs which include serving between 60 to 80 area youth in partnership with the Millennium Charter High School located in the Media Center for Art, Education and Technology. Each of the programs will reflect the Mission and Vision of STAR. Should Gavilan wish to partner with STAR in future endeavors, the STAR Program would welcome opportunities to work together.
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Community Education Summer 2013 Classes

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

Proposal:
That the Board of Trustees review and comment as appropriate on the Community Education classes.

Background:
Attached is the Summer 2013 Community Education schedule. Classes will be offered June 2013 through September 2013.

Budgetary Implications: Projected Revenue is $75,000

Follow Up/Outcome: The courses will be held if they meet the minimum number of students.

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

Prepared By: Terry Newman, Sr. Director, Administrative Services

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

C:/Board/Forms/Board item- Spring 2013 brochure.doc 5/22/13 sb
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Board Policies and Administrative Procedures

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

Proposal:
That the Board of Trustees review and comment as appropriate on the proposed revisions to the attached policies and procedures.

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

Budgetary Implications:
None.

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: Terry Newman, Senior Director of Administrative Services

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

Agenda Approval: ____________
Dr. Steven M. Kinsella, Superintendent/President
BP 6700 Civic Center and Other Facilities Use

Reference:

*Education Code Sections 82537 and 82542*

There are Civic Centers at the college. Use of the Civic Center shall be granted as provided by law. The President of the College shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center for community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations “formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts” in order to “engage in supervised recreational activities” or “meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside” (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

See Administrative Procedures #6700

Approved by the Board of Trustees April 9, 2002
AP 6700 Civic Center and Other Facilities Use

References:

Education Code Sections 82537 and 82542;
Public Resources Code Section 42648.3

General Provisions

Civic Centers at the college are the chapel, classrooms, pool, student center, theater and others. District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Vice President of Administrative Services or designee, but shall be sufficiently frequent and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of district facilities because of the content of the speech to be undertaken during the use.

The Vice President of Administrative Services or designee is responsible for the coordination and implementation of these procedures. The Vice President of Administrative Services or designee shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply: All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, “when an alternate location is not available,” as described in the statute, to use District facilities upon payment only of the following:

- The cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;

- The cost of a District employee’s presence during the organization’s use of the facilities if it is determined that the supervision is need, and if that employee would not otherwise be present as part of his/her normal duties;

- The cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian’s normal duties, and
• The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities. The following shall be charged fair rental value for the use of District facilities:

Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services and

Entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

Rules for Facilities Use
Requests for use of District's Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the Vice President of Administrative Services or designee. For off-site locations, permission to use facilities shall be granted by the administrative officer at that location.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. In those circumstances, only three business days' notice is required, as described in the procedure for Speech: Time, Place, and Manner (AP5550). In addition, the request requirement for a memorial service may be shortened.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility. All charges for the use of District facilities are payable in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.
No alcoholic beverages, intoxicants, controlled substances or tobacco in any form shall be brought onto the property of the District. See “Administrative Procedure 3560 – Alcoholic Beverages” for exceptions. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Administrative Services or designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

**Priority for the Use of District Facilities**

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations;
2. Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District;
3. Parent-teachers’ associations, and
4. School-community advisory councils.

After the above organizations, other priorities may be considered.

**See Administrative Procedure 3560**

Approved by the Board of Trustees April 9, 2002
AP 7216  Academic Employees: Grievance Procedure for Contract Decisions

Reference:

*Education Code Section 87610.0*

This procedure is covered in the faculty contract.
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Commendation for outgoing Curriculum Committee Chair, Susan Dodd

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That the Board of Trustees acknowledge the resolution from the Academic Senate commending Susan Dodd, outgoing Curriculum Committee Chair.

Background:
Susan Dodd is retiring after 37 years of service at Gavilan College and 8.5 years of service as chair of the Curriculum Committee. During her tenure as chair of this critical committee, Susan guided the committee with a firm but friendly hand and in so doing, enabled the committee to mark major milestones in terms of the work that was accomplished: instituting a cultural diversity requirement and a process for establishing a prerequisite, helping faculty undertake the first serious assessment of student and program learning outcomes, assisting faculty to move forward the first associate degrees for transfer, communicating to and from Chancellor’s Office and faculty regarding curriculum issues, and always leading by example. Susan met every challenge with determination, and her stability allowed the committee and the Academic Senate to reach new heights.

Budgetary Implications:
None.

Follow Up/Outcome:
None

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

Prepared By:  
Bea C. Lawn, Academic Senate President

Agenda Approval:  
Dr. Steven M. Kinsella, Superintendent/President
Gavilan College Academic Senate Resolution

SUBJECT: Commendation for Susan Dodd, outgoing Curriculum Committee Chair

First Reading: May 7, 2013

Mover: Marilyn Chap

Seconder: Julian Kearns

Approved: May 7, 2013

Whereas, Susan Dodd has served as Curriculum Committee Chair since the Spring Semester of 2005.

Whereas, during her tenure as such, Susan confronted head-on many issues with college-wide impact in terms of curriculum: the transition to a 16-week calendar, the new emphasis on assessment of learning outcomes, the discussion of college-wide issues such as the cultural diversity requirement and the prerequisite establishment process, and the approval of associate degrees for transfer, which has garnered nine degrees so far.

Whereas, from the onset, Susan set about bringing clarity, timeliness, and openness with respect to curriculum. She created a technical review subcommittee to allow the full committee to focus on the broader aspects of the curriculum, kept a full calendar of meetings with attention to all required updates and deadlines, and created a monthly electronic newsletter to keep the faculty abreast of curriculum news and changes.

Whereas, Susan always made herself available to work with faculty in a variety of ways both to answer questions and assist instructors with any curriculum issues. Susan always modeled the curriculum work and led by example, so Athletics and Kinesiology courses were usually the first ones to be submitted for updates. In this way, Susan could experiment with the forms and show others that the rather unwieldy assignment could, indeed, be done.

Resolved, the Academic Senate commends Susan Dodd for her firm and steady leadership as chair of the Curriculum Committee, for her unshakable belief that the Gavilan College faculty can rise to any challenge, and for her tireless dedication to all matters curriculum.
ACTION ITEMS
NEW BUSINESS
Gavilan Joint Community College District  
Governing Board Agenda  
June 11, 2013

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

SUBJECT: Naming of Tennis Court Facilities

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

Proposal:  
That the Board of Trustees approve the naming of the Gavilan College tennis facilities: the “Susan Dodd Tennis Complex”.

- Board Policy 6620 Naming Buildings, Classrooms and Other College Facilities states, “All recommendations for naming buildings, classrooms and other college facilities shall be submitted to the Board by the President of the College for such action”.
- Administrative Procedure 6500 Property Management states, “The location of statues and plaques and other memorials donated shall receive Board of Trustees approval prior to placement”.

Susan Dodd served the Gavilan College School District as a faculty member from 1976-2013. During her tenure, she demonstrated outstanding dedication, commitment, and leadership to the students, staff and faculty of Gavilan College and the community within its service area.

Background:  
At Gavilan College: For 37 years, Susan Dodd worked vigorously to serve the students and staff of Gavilan College. In 1976, Susan was hired as the first female full-time faculty member in the Department of Kinesiology & Athletics (at that time Physical Education). In her first year, along with a full teaching load, Susan was responsible for starting up three women’s sports programs from scratch. They included volleyball, basketball, and softball. In that first year, Susan was also responsible for coaching each of those sports. With each sport overlapping the other, she coached three sports at the same time that first year. Over the next 16 years, she coached at least one of those sports until 1992-93:

- Women’s Softball: 1976
In addition to coaching these women’s teams, Susan also coached men’s tennis for two years in the late ‘80s; football for a short stint, as well as the head baseball coach on road games during the late 1980’s.

Susan is a true pioneer in the California Community College system. Just as Title IX was passed and being implemented, Susan served as Gavilan’s first and only female athletic director. In 1979, she was only one of two females in the entire state overseeing an athletic department in the California Community College system. She would serve in this capacity on three separate occasions: 1979-82, 1984-86, and 1996-2000.

Additionally, on campus, Susan served as Department Chair for the Department of Kinesiology & Athletics for more than half of her professional career (19 years). During this time, she set the standard for which all department chairs would pursue their responsibilities. During her tenure as chair, the department reached the following accomplishments:

- Developed majority of curriculum currently offered or on the active list;
- Rewrote curriculum multiple times to meet demand of market and/or Chancellor’s Office;
- Developed Certificate of Achievement for Personal Trainer Certificate;
- Developed AA-T in Kinesiology to meet Chancellor’s Office directive (one of the very first approved programs in the field by the Chancellor’s office in the state;
- Change in name of department from Physical Education & Athletics to The Department of Kinesiology & Athletics (at the time, only the second school in state to officially go through this process with the Chancellor’s Office);
- Developed and implemented program’s PLOs & SLOs. All courses have been assessed multiple times since implementation.

Susan has also served the campus on a variety of committees: hiring, scholarship, and accreditation. Some would describe her most impactful role as a leader on campus during her tenure as Curriculum Chair for 8 ½ years (2004-2013).

**Statewide Leadership:** During Susan’s time at Gavilan, her leadership expanded well beyond the walls of this campus. Susan served on a number of statewide committees including, but not limited to:

- Commission on Athletics (now the CCCAA)-Field Hockey Sports Coordinator (1979-82) Oversaw State Tournament and operating budget of that sport;
- California Association of Health, Physical Education, Recreation & Dance (CAHPERD): Served as the California Community College representative to state organization (mid 1980’s for two-year term)

**Community Involvement:** During Susan’s tenure at Gavilan College, she was active in the community while serving in several different capacities. For more than 20 years, Susan worked at the Gilroy Garlic Festival raising money for a number of charities; namely Gavilan College Athletics for many of those years.
Additionally, during her 37 years at the college, Susan was, and continues to be a member of the Gilroy Tennis Club. As a member, she has served as club president (1997 & 1998); vice president, and treasure multiple times; and Assistant Chair of the Garlic Tennis Tournament in 1989 and 1990. She also served as the Chair of this same tournament in 1990, '91, 2005, '06, '07, & '08. Since 2008, she has served as the site coordinator at Gavilan College for this tournament. During her involvement with this tournament, Susan's leadership helped attract national attention when the United States Tennis Association (USTA) voted the Garlic Tennis Tournament, "Tournament of the Year" on four separate occasions. Susan was also instrumental in helping the college secure a national grant through the USTA which resulted in the refurbishing of the tennis facility in 2005.

Honors Received: Susan's commitment to education, leadership, and community service over the years has netted the following awards:

- 2012 Gavilan College Employee of the Month (August, 2012)
- 2007 SCOPE General Physical Educator of the Year
- 2006-07 Gavilan College Full-time Faculty of the Year
- 1997-98 Gavilan College Full-time Faculty of the Year
- 1997 Courageous Leader Award, presented by Gavilan College Board of Trustees
- 1986 Women of Achievement Award, presented by Santa Clara County

Budgetary Implications:
TBD

Follow Up/Outcome:
Appropriate signage will be installed.

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

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

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

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
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: [Signature]
Dr. Kathleen Rose, Executive Vice President and Chief Instructional Officer

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

Cultural Diversity Update:
POLS 3

Modify Course:
KIN5, KIN 15, KIN 22, KIN 23, KIN 39, KIN 74, KIN 79, KIN 80, KIN 81, KIN 82, KIN 83
Change TOP code from Physical Education (083500) to Kinesiology (127000).

Inactivate courses.
Art 74, 76, 77, 80, 85, 107, 108, 110, 113, 114, 116, 117, ART 75, ART 140
Correction to Summary: Over the past two curriculum meetings, the above courses were un-cross listed from DM and CSIS. These courses were also inactivated, but the inactivation was not reflected in the summary.

ESL 510A, Basic ESL I
Two new noncredit courses were created to include ESL 510A’s objectives and content.

Non Substantial Change to a Program
Business AA Degree
Update program learning outcomes.

MODIFICATIONS TO EXISTING COURSES – FORM C

Cooperative Work Experience Courses
Reinstate courses: ACCT 190, AH 190, AJ 190, AMT 190, ART 190, BOT 190. BUS 190, CARP 290, CD 190, CGD 190, COS 290, CSIS 190, CWE 190, CWE 192, CWE 290, DRTL 290, JOUR 190, MGMT 190, MKTG 190, MUS 190, WTRM 190
Reason for reactivation:
As you recall, our committee approved a conversion of the CWE classes from 190 to 190 A and B, to allow for an additional level of courses to address potential repeatability issues. We have since learned that repeatability is not an issue for these courses. Additionally, we have determined that splitting these courses will result in problems in tracking the total number of units which in this case cannot exceed 16 overall.
In the curriculum tech committee meeting yesterday, we decided to reverse this decision in order to make the appropriate changes to the courses prior to the start of the registration on Tuesday. We recognize that this is an unusual circumstance, but realized that if the changes were not made immediately that students would be impacted when they register. We will bring an action back to the curriculum committee at our final meeting of the semester to finalize this change.

<table>
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<tr>
<th>COURSE</th>
<th>OLD TITLE</th>
<th>NEW TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BOT 181</td>
<td>Medical Billing - Medisoft</td>
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<td>2</td>
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<td>3</td>
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3 Units, 3 Lect, 0 Lab
Reason for modification: Recent changes have made medical billing increasingly complex, so more time is needed. The class also includes concepts that are not specific to a particular software product, so the description no longer specifies the software to be used.

Change description:
This course is an introduction to computerized billing procedures for a medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project.

Update methods of instruction, student learning outcomes, textbook, content and methods of evaluation.

**BUS 1**  
**Fundamentals of Business**  
3 Units, 3 Lec, 0 Lab

Change description:
A survey in business providing a multidisciplinary examination of how culture, society, the economic system, the legal environment, international and political issues, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. abroad. Demonstrates how these influences impact the primary areas of business including: organizational structure and design, leadership, human resources management, organized labor practices; marketing; organized communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities markets; and therefore affect a business's ability to achieve its organizational goals. This course has the option of a letter grade or pass/no pass. Previously listed as GBUS 1.

Reason for modification: Aligns with C-ID descriptor BUS 110.

**BUS 100**  
**Business Correspondence**  
3 Units, 3 Lec, 0 Lab

Change description:
Using word processing software, students will plan, compose, and revise a variety of business documents including letters, emails, reports, and memos. Messages will be analyzed to develop correspondence that is appropriate to the target audience and that is effective and professional. Using presentation graphics software, students will prepare professional level oral reports for a variety of business situations.

Reason for modification: Align with C-ID course BUS 115.

Update methods of instruction, student learning outcomes, cultural diversity, textbook, content and methods of evaluation.

**CSIS 8**  
**Introduction to the Internet**  
1 Unit, 1 Lec, 0 Lab

Change description:
Topics include networking fundamentals, webpages and HTML, online security basics, and business email etiquette. Students will learn techniques to search efficiently for information and evaluate its credibility.

Update textbooks, student learning outcomes and content.

**CSIS 26**  
**Discrete Structures**  
4 Units, 4 Lec, 0 Lab

Change title:
FROM: Discrete Mathematics
TO: Discrete Structures

Change prerequisite:
FROM: MATH 10
TO: CSIS 5 or CSIS 45 or CSIS 46

Reason for modification: Align with C-ID descriptor for COMP 152, Discrete Structures.

Update textbooks, student learning outcomes and content.
CSIS 43  C Programming  4 Units, 3 Lec, 3 Lab
Update textbooks, student learning outcomes and content.

CSIS 179  Introduction to Information Security  4 Units, 4 Lec, 0 Lab
Change hours:
FROM:  4 Units, 3 Lec, 3 Lab
TO:  4 Units, 4 Lec, 0 Lab
Reason for modification: Students can do hands-on exercises as homework using simulation software. Quizzes are taken online, freeing up class time for lecture and discussion. Update methods of instruction, student learning outcomes, textbook, content and methods of evaluation.

CSIS 181  PC Hardware  4 Units, 4 Lec, 0 Lab
Change hours:
FROM:  4 Units, 3 Lec, 3 Lab
TO:  4 Units, 4 Lec, 0 Lab
Reason for modification: Students can do hands-on exercises as homework using simulation software. Quizzes are taken online, freeing up class time for lecture and discussion. Update methods of instruction, student learning outcomes, textbook, content and methods of evaluation.

CSIS 182  Operating Systems  4 Units, 4 Lec, 0 Lab
Change hours:
FROM:  4 Units, 3 Lec, 3 Lab
TO:  4 Units, 4 Lec, 0 Lab
Reason for modification: Students can do hands-on exercises as homework using simulation software. Quizzes are taken online, freeing up class time for lecture and discussion. Change description:
This course will survey current computer operating systems. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. Update methods of instruction, student learning outcomes, textbook, content and methods of evaluation.

ECON 1  Principles of Macroeconomics  3 Units, 3 Lec, 0 Lab
Reason for modification: Aligns with C-ID descriptor Econ 202.

ECON 2  Principles of Microeconomics  3 Units, 3 Lec, 0 Lab
Change description:
Introduction to microeconomic principles, theory, and analysis. Topics include scarcity and resource allocation, specialization and exchange, and the determinants and distribution of output, income, and welfare through the market system, as well as elasticity, production and cost theory, and market failure caused by externalities and asymmetric information. Includes consumer choice and utility maximization, as well as profit maximization in various competitive settings. Letter grade or pass/ no pass.
Reason for modification: Aligns with C-ID descriptor Econ 201.

ENGL 2E  Introduction to Women Writers  3 Units, 3 Lec, 0 Lab
Update textbook, cultural diversity and student learning outcomes.

ENGL 9C  Creative Writing: Poetry  3 Units, 3 Lec, 0 Lab
Change title:
FROM:  Poetry Writing
TO:  Creative Writing: Poetry
Change description:
This course is an immersion into poetry and its creation, providing students opportunities to practice the craft of poetry, receive feedback, and read poems by established writers. Emphasis will be placed on a variety of poetic forms and the development of terminology useful in both creating and analyzing poetry.

Change Prerequisite:
FROM: English 9A with a grade of C or better.
TO: Eligible for ENGL 1A or completion of ENGL 9A.

ENGL 9D Creative Writing: Fiction 3 Units, 3 Lec, 0 Lab
Change title:
FROM: Advanced Fiction
TO: Creative Writing: Fiction
Change description:
This course is an immersion into fiction and its creation, providing students opportunities to practice the craft of fiction, receive feedback, and read fiction by established writers. Emphasis will be placed on exploring a variety of fictional elements and the development of terminology useful in both creating and analyzing fiction.

ENGL 12A Tutoring Writers: Training 2 Units, 2 Lec, 0 Lab
Change units, hours and title:
FROM: Tutoring Writers: Training/Theory & Practice 1-3 Units, 1-3 Lec, 0 Lab
TO: Tutoring Writers: Training 2 Units, 2 Lec, 0 Lab
Change description:
Fundamentals of compositional theory, the writing process, peer-to-peer communication, and effective responses to writing will be covered. In addition, students will receive training in tutoring methodology, while participating in a community of writers that connects them to their own writing practice.
Justification for change: scheduled update required; eliminate variable units; distinguish content between Eng 12 tutoring courses.

ENGL 12B Tutoring Writers: Practice 1 Unit, 1 Lec, 0 Lab
Change units, hours and title:
FROM: Tutoring Writers: Training/Theory & Practice 1-3 Units, 1-3 Lec, 0 Lab
TO: Tutoring Writers: Practice 1 Unit, 1 Lec, 0 Lab
Change description:
Practice in the writing process, peer-to-peer communication, interaction with faculty and educational institutions, and effective responses to writing will be covered. In addition, students will gain an understanding of writing pedagogy while participating in a community of writers that connects them to their own writing practice.

ENGL 12C Tutoring Writers: Theory 1 Unit, 1 Lec, 0 Lab
Change units, hours and title:
FROM: Tutoring Writers: Training/Theory & Practice 1-3 Units, 1-3 Lec, 0 Lab
TO: Tutoring Writers: Theory 1 Unit, 1 Lec, 0 Lab
Change description:
Compositional theory and responses to writing across the curriculum will be covered. In addition, students will gain an understanding of the methodology and theory of tutoring pedagogy, while participating in a community of writers that connects them to their own writing practice.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits, Hours, Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 12D</td>
<td>Tutoring Writers: Research</td>
<td>1 Unit, 1 Lec, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>Change units, hours and title:</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>Tutoring Writers: Training/Theory &amp; Practice</td>
<td>1-3 Units, 1-3 Lec, 0 Lab</td>
</tr>
<tr>
<td>TO:</td>
<td>Tutoring Writers: Research</td>
<td>1 Unit, 1 Lec, 0 Lab</td>
</tr>
<tr>
<td>Change description:</td>
<td>Compositional theory and responses to writing across the curriculum will be covered. In addition, students will gain form inquiry questions and conduct research on tutoring methods, while participating in a community of writers that connects them to their own writing practice.</td>
<td></td>
</tr>
<tr>
<td>ENGL 756</td>
<td>GED Preparation</td>
<td>0 Units, 3 Lec, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>General update.</td>
<td></td>
</tr>
<tr>
<td>ESL 702A</td>
<td>ESL Citizenship A</td>
<td>0 Units, 3 Lec, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>Update textbook and student learning outcomes.</td>
<td></td>
</tr>
<tr>
<td>ESL 702B</td>
<td>ESL Citizenship B</td>
<td>0 Units, 3 Lec, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>Update textbook and student learning outcomes.</td>
<td></td>
</tr>
<tr>
<td>ESL 704A</td>
<td>ESL for the Workplace</td>
<td>0 Units, 0 Lec, 10 Lab</td>
</tr>
<tr>
<td></td>
<td>Update textbook and student learning outcomes.</td>
<td></td>
</tr>
<tr>
<td>ESL 704B</td>
<td>ESL for the Workplace</td>
<td>0 Units, 0 Lec, 10 Lab</td>
</tr>
<tr>
<td></td>
<td>Update textbook and student learning outcomes.</td>
<td></td>
</tr>
<tr>
<td>FRNH 1A</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>Change Hours:</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 1 Lab</td>
</tr>
<tr>
<td>TO:</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 0 Lab</td>
</tr>
<tr>
<td>Reason for change: Removing the &quot;other&quot; lab hour as they are not assigned a unit value and current technology (Moodle) allows us to provide the needed learning environment that once was required in an in-person lab. These &quot;other&quot; lab hours are now part of students' homework assignments via Moodle. Update textbook and cultural diversity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRNH 1B</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 0 Lab</td>
</tr>
<tr>
<td></td>
<td>Change Hours:</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 1 Lab</td>
</tr>
<tr>
<td>TO:</td>
<td>Elementary French</td>
<td>5 Units, 5 Hours, 0 Lab</td>
</tr>
<tr>
<td>Reason for change: Removing the &quot;other&quot; lab hour as they are not assigned a unit value and current technology (Moodle) allows us to provide the needed learning environment that once was required in an in-person lab. These &quot;other&quot; lab hours are now part of students' homework assignments via Moodle. Update textbook and cultural diversity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KIN 44A</td>
<td>Aerobics - Level 1</td>
<td>.5-1 Unit, 0 Lec, 1.5 - 3 Lab</td>
</tr>
<tr>
<td></td>
<td>Change number and title:</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>KIN 44 Aerobics</td>
<td></td>
</tr>
<tr>
<td>TO:</td>
<td>KIN 44A Aerobics - Level 1</td>
<td></td>
</tr>
<tr>
<td>Based on the new repeatability requirements for activity classes, we need to develop a &quot;family&quot; of courses for aerobics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change description:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at a moderate exertion level. This course has the option of a letter grade or pass/no pass.

Update methods of instruction, student learning outcomes and content.

**KIN 44B**  
Aerobics - Level 2  
.5-1 Unit, 0 Lec, 1.5 - 3 Lab

FROM: KIN 44 Aerobics  
TO: KIN 44B Aerobics - Level 2

Based on the new repeatability requirements for activity classes, we need to develop a "family" of courses for aerobics.

Change description:

This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at an intermediate exertion level. This course has the option of a letter grade or pass/no pass.

Update methods of instruction, student learning outcomes and content.

**KIN 44C**  
Aerobics - Level 3  
.5-1 Unit, 0 Lec, 1.5 - 3 Lab

FROM: KIN 44 Aerobics  
TO: KIN 44C Aerobics - Level 3

Based on the new repeatability requirements for activity classes, we need to develop a "family" of courses for aerobics.

Change description:

This course utilizes a variety of activities to improve one's aerobic fitness. Emphasis will be on student's exercising at a high intensity level. This course has the option of a letter grade or pass/no pass.

Update methods of instruction, student learning outcomes and content.

**MATH 5**  
Introduction to Statistics  
3 Units, 3 Lec, 1 Lab

Update textbook and student learning outcomes.

**MATH 8A**  
First Half of Precalculus  
4 Units, 4 Lec, 0 Lab

Update textbook, student learning outcomes, content and methods of evaluation.

**MATH 8B**  
Second Half of Precalculus  
4 Units, 4 Lec, 0 Lab

Update textbook, student learning outcomes, content and methods of evaluation.

**PHIL 7B**  
History of Philosophy: Renaissance to Modern Periods  
3 Units, 3 Lec, 0 Lab

Change description:

This course is a survey of the history of Western philosophy from the Renaissance to the modern period, i.e., the philosophy of the 16th through 18th century. Particular attention will be paid to the metaphysics and epistemology of the 'rationalists' (Descartes, Leibniz, and Spinoza), the 'empiricists' (Locke, Berkeley, and Hume), and Kant. ADVISORY: Eligible for English 1A.

Update student learning outcomes, content.

**PHYS 2A**  
General Physics I  
4 Units, 3 Lec, 3 Lab

Change title:

FROM: General Physics  
TO: General Physics I

Update textbook, student learning outcomes, content and methods of evaluation.
**PHYS 2B**  General Physics II  4 Units, 3 Lec, 3 Lab

Change title:
FROM: General Physics
TO: General Physics II
Update textbook, student learning outcomes, content and methods of evaluation.

**PSYC 11**  Biological Psychology  3 Units, 3 Lec, 0 Lab

Change title and number:
FROM: PSYC 1B  Introduction to Psychology
TO: PSYC 11  Biological Psychology
Update student learning outcomes and content.

**SOC 3**  Sociology of Race, Ethnicity and Cultural Identity  3 Units, 3 Lec, 0 Lab
Update textbook, cultural diversity, student learning outcomes and content.

**SPAN 12A**  Spanish for Spanish Speakers  5 Units, 5 Lec, 0 Lab
Updating content to meet cultural diversity. (This course was recently updated: 03/25/2013.)

**SPAN 12B**  Spanish for Spanish Speakers  5 Units, 5 Lec, 0 Lab
Updating content to meet cultural diversity. (This course was recently updated: 03/25/2013.)
MODIFICATIONS TO A PROGRAM

Studio Arts
Reducing Studio Arts program from 24 units to 22 units.

New Program Requirements:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Core Courses:</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 2A</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 13</td>
<td>Three Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 3A</td>
<td>Beginning Drawing: Form and Composition</td>
<td>3</td>
</tr>
<tr>
<td>Art 79</td>
<td>Portfolio Development</td>
<td>1</td>
</tr>
</tbody>
</table>

**Electives:**

- **Art History:** Choose 3 units:
  - Art 1A Art History
  - Art 1B Art History
  - Art/Hist 21 Ancient Americas: A History through Art 3

- **Drawing and Painting:** Choose 6 units
  - Art 3B Beginning Drawing: Imagination/Expression 3
  - Art 14A Beginning Mural Painting 3
  - Art 15A Beginning Painting: Form and Composition 3
  - Art 15B Beginning Painting: Imagination/Expression 3
  - Art 34A Life Drawing 3
  - Art 25A Art Methods 3

- **Sculpture:** Choose 3 units
  - Art 10A Cultural History of Ceramics 3
  - Art 9A Beginning Ceramics 3
  - Art 12A Sculpture 3

**Total units for the certificate or degree:** 22

**Plus completion of General Education requirements:** Units Vary

**Total units Required for AA/AS Degree:** 60
Spanish Program

SPANISH NON-NATIVE SPEAKER OPTION
The Spanish program is consolidating the Non-Native Speaker Options 1, 2 and 3 AA degrees and Certificates into one (1) Non-Native Speaker Option AA degree and Certificate. The Native Speaker Option is being updated.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Core Courses:</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1A</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 1B</td>
<td>Elementary Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 2A</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 2B</td>
<td>Intermediate Spanish</td>
<td>5</td>
</tr>
</tbody>
</table>

NOTE: If a student places out of any core course (s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of Gavilan College and may or may not be delineated in the local degree. Suggested substitutions include courses from the Electives listed below.

| ART 14 |             |             |
| ART 21/HIST 21 |             |             |
| ENG 2H |             |             |
| FRNCH 1A |             |             |
| FRNCH 1B |             |             |
| HUM/HIST 12 |             |             |
| ANTH 3 |             |             |
| SOC 1  |             |             |
| CMUN 4 |             |             |
| THEA 3 |             |             |
| SPAN 8A |             |             |
| SPAN 8B |             |             |
| SPAN 8C |             |             |
| SPAN 8D |             |             |

*Total units for the certificate or degree* 18-20

*Plus completion of General Education requirements:* Units Vary

*Total units Required for AA/AS Degree:* 60
SPANISH NATIVE SPEAKER OPTION

Updating Spanish Native Speaker Option - changing from 18 units to 19 units and adding more electives to the program.

<table>
<thead>
<tr>
<th>SPANISH NATIVE SPEAKER OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong></td>
</tr>
<tr>
<td>SPAN 12A</td>
</tr>
<tr>
<td>SPAN 12B</td>
</tr>
<tr>
<td><strong>Electives:</strong> Choose three courses (nine units) from the following list</td>
</tr>
<tr>
<td>ART 14</td>
</tr>
<tr>
<td>ART 21/HIST 21</td>
</tr>
<tr>
<td>ENG 2H</td>
</tr>
<tr>
<td>FRNCH 1A</td>
</tr>
<tr>
<td>FRNCH 1B</td>
</tr>
<tr>
<td>HUM/HIST 12</td>
</tr>
<tr>
<td>ANTH 3</td>
</tr>
<tr>
<td>SOC 1</td>
</tr>
<tr>
<td>CMUN 4</td>
</tr>
<tr>
<td>THEA 3</td>
</tr>
<tr>
<td>SPAN 8A</td>
</tr>
<tr>
<td>SPAN 8B</td>
</tr>
<tr>
<td>SPAN 8C</td>
</tr>
<tr>
<td>SPAN 8D</td>
</tr>
</tbody>
</table>

**Total units for the certificate or degree:** 19

**Plus completion of General Education requirements:** Units Vary

**Total units Required for AA/AS Degree:** 60 Units
Spanish AA-T degree

ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER DEGREE

Add new Spanish Associate in Arts in Spanish for Transfer Degree to Spanish Program.

<table>
<thead>
<tr>
<th>ASSOCIATE IN ARTS IN SPANISH FOR TRANSFER DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong></td>
</tr>
<tr>
<td><strong>REQUIRED CORE:</strong> [20 units]</td>
</tr>
<tr>
<td>SPAN 1A, Elementary Spanish (5)</td>
</tr>
<tr>
<td>SPAN 1B, Elementary Spanish (5)</td>
</tr>
<tr>
<td>SPAN 2A, Intermediate Spanish (5)</td>
</tr>
<tr>
<td>SPAN 2B, Intermediate Spanish (5)</td>
</tr>
</tbody>
</table>

NOTE: If a student places out of any core course (s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of Gavilan College and may or may not be delineated in the local degree. Suggested substitutions include courses from the Electives listed below.

<table>
<thead>
<tr>
<th>List A: Choose one course: [3 units minimum]</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 8A Conversational Spanish</td>
</tr>
<tr>
<td>SPAN 8B Conversational Spanish</td>
</tr>
<tr>
<td>SPAN 12A Spanish for Spanish Speakers</td>
</tr>
<tr>
<td>SPAN 12B Spanish for Spanish Speakers</td>
</tr>
<tr>
<td>FRNH 1A, Elementary French</td>
</tr>
<tr>
<td>FRNH 1B, Elementary French</td>
</tr>
<tr>
<td>ANTH 3, Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>SOC 1A, Intro to Sociology</td>
</tr>
<tr>
<td>CMUN 4, Intercultural Communication</td>
</tr>
</tbody>
</table>

**Total Units in the Spanish for Transfer Major** 23 units

Completion of CSU GE Breadth or IGETC 39 - 42

Units for Degree 60
Gavilan Joint Community College District
Governing Board Agenda
June 11, 2013

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

SUBJECT: Bid for Electrical Service Loop Project

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

Proposal:
That the Board of Trustees accept the bid from Sprig Electric for the Completion of the Electrical Loop Project.

Background:
On October 9, 2012 the Board approved the Upgrade to the Electrical Service Transformers for the entire campus.

The bid for the Completion of the Electrical Service Loop Project closed on May 14, 2013, after a Mandatory Bid Walkthrough held on March 26, 2013 and on April 16, 2013. The proposal requested a base bid for the project. A total of three (3) contractors participated in the bidding process, one of which withdrew from the project. The apparent lowest responsible bidder has been identified as Sprig Electric in the amount of $142,272.00. The project involves a completion of the nine (9) transformers to be looped back to the main PG&E power substation located in the Facilities yard. The total project is estimated to be completed by August 2013.

The letter includes a spreadsheet titled “Bid Tabulation Form”.

Budgetary Implications:
The efficient use of Measure E Bond Program Funds is incorporated within this project. The bid came in lower than the expected bid price of $150,000.00 for a cost savings of $1,728.00

Follow Up/Outcome:
Upon Board approval, issue a Notice-to-Proceed. Measure E budget adjustments will be presented to the Board of Trustees at a future meeting.

Recommended By: Terry Newman, Senior Director of Administrative Services

Prepared By: Jeff Gopp, Director, Facilities Services

Agenda Approval: ____________________________
Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>BASE BID</th>
<th>BID BOND</th>
<th>SUB-CONTRACTOR LIST</th>
<th>BIDDER QUALIFICATION STATEMENT</th>
<th>NON-COLLUSION AFFIDAVIT</th>
<th>PREVAILING WAGE COMPLIANCE CERTIFICATION</th>
<th>WORKER'S COMPENSATION CERTIFICATION</th>
<th>ATTENDING MANDATORY JOBWALK</th>
<th>ADDENDUMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>enter company name</td>
<td>$ 0.00</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>GA TECHNICAL SERVICES INC</td>
<td>$176,471</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SPRAG ELECTRICAL</td>
<td>$29,230</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

BID TABULATION FORM

OWNER: Gayler College
PROJECT: Replacement of Existing Electrical E-House Content Loop Service
PROJECT NO.: 24676850
BID DATE: February 13, 2013 - 2:00 PM

5/14/13
2:16 PM
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Extension of Golf Course Management Agreement

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

Proposal:
That the Board of Trustees approve a one (1) year extension to the Golf Course Management Agreement.

Background:
The current Golf Course Management Agreement with Mr. Don De Lorenzo expires on June 30, 2013. Extending the current Golf Course Management Agreement by one (1) year to June 30, 2014 will allow the District time to continue to review the long term use of the golf course property at the Gilroy campus. Changes to the Agreement include discontinuing compensation of $1,000 to Mr. De Lorenzo. Mr. De Lorenzo will pay the District $1,000 a month for rent.

Budgetary Implications:
Reduce expenses by $12,000 and increase income to the District by $12,000.

Follow Up/Outcome:
With Board approval, revise and sign the Golf Course Management Agreement extension.

Recommended By: Terry Newman, Senior Director of Administrative Services

Prepared By: [Signature]

Agenda Approval: [Signature]

Terry Newman, Senior Director of Administrative Services
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

Consent Agenda Item No. ____________________ Administrative Services
Information/Staff Reports No. __________________
Discussion Item No. __________________
Old Business Agenda Item No. __________________
New Business Agenda Item No. __________________

SUBJECT: FY 2013-14 Tentative Budget

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

Proposal:
That the Board of Trustees approve the Fiscal Year 2013-14 Tentative Budget.

Background:
Pursuant to California Code of Regulations, each district shall approve a tentative budget on or before July 1 of each fiscal year. The Tentative Budget has been developed to fulfill this requirement. The District is also required to establish a date for a public hearing on the Final (Adopted) Budget. The date, location, and time of the public hearing are as follows:

Tuesday, September 10, 2013
Gavilan Joint Community College District
Student Center, North Lounge
5055 Santa Teresa Boulevard
Gilroy, CA 95020

Time 7:00 p.m.

In the interest of reducing paper, a hard copy of the Tentative Budget FY 2013-14 is attached for board members only. The Tentative Budget Report can be viewed at the following link: http://www.gavilan.edu/budget/index.html. Hard copies are available upon request from the Office of the President.

The Tentative Budget has been developed using revenue estimates provided by the Chancellor’s Office, California Community Colleges and judgments made by staff as to the amounts of local revenues anticipated from the college’s various activities. For example, the Tentative Budget is based on 1.65% COLA and 2.0% growth revenue. Expenditure projections have been made in consideration of all known and anticipated expenditures. Expenditures include resources to meet the District’s collective bargaining commitments, projected increases in health and welfare benefits, and general operations.

For FY 2013-14, the Tentative Budget provides for a projected ending fund balance at June 30, 2013 of $1,488,286 or 5% of total expenditures and transfers out.

C:/Board Agenda Tent Budget nb
The attached Tentative Budget has been reviewed by the Board Budget Committee, the College Budget Committee, and President's Council.

**Budgetary Implications:**
The FY 2013-14 Tentative Budget shows a deficit of ($946,972) as projected expenditures exceed projected revenues. A deficit is a concern due to the uncertainty of the State budget and growth. The District has adequate reserves to deal in the short term with a deficit.

**Follow Up/Outcome:**
Develop a Final (Adopted) Budget for FY 2013-14 to present to the Board on September 10, 2013.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: _______________________
Susan Cheu, Chief Financial Officer

Agenda Approval: _______________________
Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Appropriations Limit for FY 2013/14, Resolution No. 959

Resolution: BE IT RESOLVED, that Resolution No. 939 be approved

Proposal:
That the Board of Trustees approve Resolution No. establishing an estimated appropriations limit of $51,787,752 for FY2013/14.

Background:
Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, requires that all community college districts compute an annual appropriations limit. That limit is adjusted annually for changes in price index, populations and other factors. This limit is commonly referred to as the GANN Limit.

Budgetary Implications:
Government Code Section 7908 (c) requires each community college to report to the Chancellor of the California Community Colleges at least annually its appropriation limit, the appropriations subject to the limit, the amount of State aid apportionment and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. The appropriations limit is calculated using a worksheet attachment that has been prepared to identify each of the reporting elements required under Government Code Section 7908 (c).

Follow Up/Outcome:
Submit the report to the Chancellor of the California Community Colleges as part of the Annual 311 report.

Recommended By: Joseph D. Keeler, Vice President of Administrative Services

Prepared By: Susan Cheu, Director Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
WHEREAS, in November, 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment; and

WHEREAS, the provisions of that amendment establish maximum appropriations Limitations, commonly called "Gann Limits" for public agencies, including Community college districts; and

WHEREAS, the Gavilan Community College District must establish a Gann Limit for the 2012/2013 fiscal year and an estimated Gann Limit for the 2013/2014 fiscal year in accordance with the provisions of the Gann Amendment and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board for the Gavilan College Community College District does provide public notice that the 2012/2013 Gann Limit is $46,799,055 that the 2013/2014 estimated Gann Limit is $51,787,752 that the calculations were made in accordance with Applicable Constitutional and Statutory Law, and that this Board does Hereby declare that subject appropriations do not exceed the limitations Imposed by the Gann Amendment.

PASSED AND ADOPTED by the Governing Board of the Gavilan Joint Community College District this 11th day of June, 2013.

Dr. Steven M. Kinsella
Secretary to the Board of Trustees
DISTRIBUTION NAME: Gavilan Community College District
DATE: May 21, 2012

I. 2013-14 APPROPRIATIONS LIMIT:
   A. 2012-13 Appropriations Limit $46,799,055
   B. 2013-14 Price Factor: 1.0512
   C. Population factor:
      1. 2011-12 Second Period Actual FTES 4866.87
      2. 2012-13 Second Period Actual FTES 5123.54
      3. 2013-14 Population change factor 1.0527
         (line C.2. divided by line C.1.)
   D. 2012-13 Limit adjusted by inflation and population factors $51,787,752
      (line A multiplied by line B and line C.3.)
   E. Adjustments to increase limit:
      1. Transfers in of financial responsibility
      2. Temporary voter approved increases
      3. Total adjustments - increase $......................
         Sub-Total $......................
   F. Adjustments to decrease limit:
      1. Transfers out of financial responsibility $......................
      2. Lapses of voter approved increases
      3. Total adjustments - decrease <......................>
   G. 2013-14 Appropriations Limit $51,787,752

II. 2013-14 APPROPRIATIONS SUBJECT TO LIMIT:
   A. State Aid (General Apportionment, Apprenticeship
      Allowance, Basic Skills, and Partnership for Excellence) $12,166,081
   B. State Subventions (Home Owners Property Tax Relief,
      Timber Yield tax, etc.) 115,500
   C. Local Property taxes 12,885,000
   D. Estimated excess Debt Service taxes
   E. Estimated Parcel taxes, Square Foot taxes, etc.
   F. Interest on proceeds of taxes 60,000
   G. Local appropriations from taxes for unreimbursed State,
      court, and federal mandates <......................>
   H. 2013-14 Appropriations Subject to Limit $25,226,581
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Budget Adjustments

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

Proposal:
That the Board of Trustees approve the attached budget adjustments for FY 2012-13.

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

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

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: Susan Cheu, Chief Financial Officer

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

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

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| **Total**     |              |           | **$ (22,020)** |

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| **Total**     |              |           | **$ 21,897** |

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/12: $3,130,778.00
Change to Actual Fund Balance at 7/1/12: ($1,569,357.00)
Actual Beginning Balance at 7/1/12: $1,561,421.00
Final (Adopted) Budget Net Change in Fund Balance: $11,000.
### Fund 10

#### INCOME - Increase/(Decrease)

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**Total Fund 10:** $1,963.00

#### EXPENSE - Increase/(Decrease)

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**Total Fund 10:** $1,963.00

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**Final (Adopted) Estimated Beginning Fund Balance at 7/1/12**

$3,130,778.00

**Change to Actual Fund Balance at 7/1/12**

($1,569,357.00)

**Actual Beginning Balance at 7/1/12**

$1,561,421.00

**Final (Adopted) Budget Net Change in Fund Balance**

$0.00

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

**net change to fund balance**

$881,628.00

**Current decrease in budgeted expenditures increases Fund Balance**

$1,963.00

**Current increase in budgeted expenditures decreases Fund Balance**

($1,963.00)

**Revised Net Change in Ending Fund Balance**

$881,628.00

**Estimated Ending Fund Balance 6/30/13 for General Fund 10**

$2,443,049.00

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### Fund 27

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/12: $0.00
Change to Actual Fund Balance at 7/1/12: $0.00
Actual Beginning Balance at 7/1/12: $0.00
Final (Adopted) Budget Net Change in Fund Balance: $0.00
Budget adjustments from current year’s previous months to increase (decrease): $0.00

June 2013 Meeting - Budget Adj (To Board).xlsx
5/28/2013
### Total Fund 47

**$0.00**

$86,675.00

---

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/11**

$241,104.00

**Change to Actual Fund Balance at 7/1/11**

($8,995.00)

**Actual Beginning Balance at 7/1/11**

$232,109.00

**Final (Adopted) Budget Net Change in Fund Balance**

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

net change to fund balance

$0.00

Current decrease in budgeted expenditures increases Fund Balance

$0.00

Current increase in budgeted expenditures decreases Fund Balance

($86,675.00)

**Revised Net Change in Ending Fund Balance**

($86,675.00)

**Estimated Ending Fund Balance 6/30/12 for Student Body Fund 47**

$145,434.00

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### INCOME - Increase/(Decrease)

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**Total Fund 47**

$14,020.00

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**Expense - Increase/(Decrease)**

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**Total Fund 47**

$14,020.00

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**Final (Adopted) Estimated Beginning Fund Balance at 7/1/11**

$241,104.00

**Change to Actual Fund Balance at 7/1/11**

($8,995.00)

**Actual Beginning Balance at 7/1/11**

$379,460.00

**Final (Adopted) Budget Net Change in Fund Balance**

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

net change to fund balance

($86,675.00)

Current decrease in budgeted expenditures increases Fund Balance

$14,020.00

Current increase in budgeted expenditures decreases Fund Balance

($14,020.00)

**Revised Net Change in Ending Fund Balance**

($86,675.00)

**Estimated Ending Fund Balance 6/30/12 for Student Body Fund 47**

$292,785.00

---
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: Board Inter-District Subcommittee Appointment

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

Proposal:
That the Board of Trustees form a new Board subcommittee that will formally interact with our feeder high schools' Boards of Trustees. The primary focus will be to strengthen student success through effective communication regarding basic skills preparation necessary for college-level course success and articulation regarding math, reading and writing skill levels.

Background:
This is a follow-up to Trustee Jonathan Brusco's suggestion at the May meeting to form a subcommittee to begin a dialogue with our feeder schools to better serve students.

Budgetary Implications:
None

Follow Up/Outcome:
Contact appropriate colleagues from our feeder schools and begin a regularly dialogue on how to strengthen student success.

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

Prepared By: Kent Child, Board of Trustees President

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

June 11, 2013  

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

SUBJECT: Five Year Capital Construction Plan and Final and Initial Project Proposals, Resolution Nos. 960 and 961  

[X] Resolution: BE IT RESOLVED, that Resolution Nos. 960 and 961 be approved.  

[ ] Information Only  

[X] Action Item  

Proposal:  
That the Board of Trustees approve the submission of:  
1. the Five Year Capital Construction Plan 2015-2019 with either district funding Option A or Option B;  
2. Initial Project Proposals with Resolution No. 961; and,  
3. Final Project Proposals with Resolution No. 960.  

Background:  
Attached are the following:  
   **Option A:** The Measure E Budget approved by the Board of Trustees on September 12, 2012 provided for a contribution to the state funded Library/Media Remodel Project.  
   **Option B:** The Library/Media Remodel Project requests 100% state funding which releases the college contribution for other Measure E uses.  
2. Resolution No. 961 to authorize Initial Project Proposals for:  
   a. Coyote Valley-Site Development & Phase 1 Academic Facilities;  
   b. San Benito County Center-Site Development & Phase 1 Academic Facilities;  
   c. Student Services/Administrative Center; and,  
   d. Theater Replacement.  
   A resolution is recommended by the State and District consultants.  
3. Resolution No. 960 to authorize a Final Project Proposal for the Library/Media Remodel project. A resolution is required by the State.  

The projects listed are the master schedule of all the individual major project schedules of Capital Construction Projects and is intended to indicate the position of a project to other projects. The master schedule also is used to generate potential additional funds from the State in order to supplement the Measure E renovation budgets.  

Budgetary Implications:  
The efficient use of Measure E funding and potential funding from the State of California. Measure E budget adjustments will be presented to the Board of Trustees at a future meeting.  

Follow Up/Outcome:
Submit the Plan and Proposals to the Office of the Chancellor, California Community Colleges.

Recommended By: Terry Newman, Senior Director of Administrative Services

Prepared By: Terry Newman, Senior Director of Administrative Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
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RESOLUTION NO. 960

BEFORE THE BOARD OF TRUSTEES
OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

FINAL PROJECT PROPOSAL FOR
LIBRARY/MEDIA REMODEL

WHEREAS, under provisions of Education Code §§70901(B) (5), the Board of Governors of the California Community Colleges ("BOG") has established regulations, rules and policies for community college districts' development and updating of Facilities Master Plans and to establish facilities planning space and utilization standards to determine eligibility amongst community college districts' proposed projects for state construction funds ("the Project Approval Process").

WHEREAS, on or about July 1, 2013, the District will submit its Five Year Facilities Master Plan to the BOG for the 2015-2019 Fiscal Years ("the Five Year Plan").

WHEREAS, the Project Approval Process requires that for each project identified by the District in the Five Year Plan be submitted for review as a Final Project Proposal ("FPP").

WHEREAS, in conformity with applicable BOG rules and regulations, the District's facilities staff and District consultants have developed this FPP for the Project identified in the Five Year Plan as Library/Media Remodel Project.

NOW, THEREFORE, the following Resolution is adopted:

RESOLVED that the President/Superintendent and/or his designee are hereby, authorized to take such actions or to cause actions to be taken to submit the FPP for the Library/Media Remodel Project to the BOG for review and approval; such actions shall include without limitation execution of applications and authentication forms on behalf of the District for the Projects.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community College District at a meeting of the Board of Trustees held on June 11, 2013:

AYES: _______

NOES: _______

ABSTAIN _______

ABSENT: _______

Secretary, Board of Trustees
Gavilan Joint Community College District

FPP's June 2013 nb
RESOLUTION NO. 961

BEFORE THE BOARD OF TRUSTEES
OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

INITIAL PROJECT PROPOSALS FOR:
COYOTE VALLEY-SITE DEVELOPMENT & PHASE 1 ACADEMIC FACILITIES,
SAN BENITO COUNTY CENTER-SITE DEVELOPMENT & PHASE 1 ACADEMIC FACILITIES,
STUDENT SERVICES/ADMINISTRATIVE CENTER, AND
THEATER REPLACEMENT

WHEREAS, under provisions of Education Code §§70901(B) (5), the Board of Governors of the California Community Colleges ("BOG") has established regulations, rules and policies for community college districts' development and updating of Facilities Master Plans and to establish facilities planning space and utilization standards to determine eligibility amongst community college districts' proposed projects for state construction funds (the Project Approval Process).

WHEREAS, on or about July 1, 2013, the District will submit its Five Year Facilities Master Plan to the BOG for the 2015-2019 Fiscal Years (the Five Year Plan).

WHEREAS, the Project Approval Process requires that for each project identified by the District in the Five Year Plan be submitted for review as an Initial Project Proposal ("IPP").

WHEREAS, in conformity with applicable BOG rules and regulations, the District's facilities staff and District consultants have developed IPPs for the following Projects identified in the Five Year Plan: Coyote Valley-Site Development & Phase 1 Academic Facilities, San Benito County Center-Site Development & Phase 1 Academic Facilities, Student Services/Administrative Center, and Theater Replacement.

NOW, THEREFORE, the following Resolution is adopted:

RESOLVED that the President/Superintendent and/or his designee are hereby, authorized to take such actions or to cause actions to be taken to submit the IPPs for Coyote Valley-Site Development & Phase 1 Academic Facilities, San Benito County Center-Site Development & Phase 1 Academic Facilities, Student Services/Administrative Center, and Theater Replacement to the BOG for review and approval; such actions shall include without limitation execution of applications and authentication forms on behalf of the District for such Projects.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community College District at a meeting of the Board of Trustees held on June 9, 2013:

AYES: _______

NOES: _______

ABSTAIN: _______

ABSENT: _______

__________________________
Secretary, Board of Trustees
Gavilan Joint Community College District

IPP’s June 2013 nb
Gavilan Joint Community College District
Governing Board Agenda

June 11, 2013

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

SUBJECT: BFGC-IBI Group Architecture and Planning Project Assignment Amendments (PAAs) for Consulting Services related to New Off-Site Campus Wells and Preparation of the Storm Water Pollution Prevention Plan Projects

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

Proposal:
That the Board of Trustees approve BFGC-IBI Group Architecture and Planning (BFGC) Project Assignment Amendments (PAAs) for Consulting Services related to New Off-Site Campus Wells and Preparation of the Storm Water Pollution Prevention Plan Projects

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

Project Assignment Amendment for Consulting Services related to New Off-Site Campus Wells Project
• Basic services to provide architectural services for pre-design and design civil engineering services.
• Architect service fees not to exceed $12,000.

Project Assignment Amendment for Preparation of the Storm Water Pollution Prevention Plan
• Basic services to provide working drawings and civil engineering services.
• Architect services fee is $10,000.

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

Follow Up/Outcome:
Process the agreement.

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

Terry Newman, Senior Director of Administrative Services

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

June 11, 2013

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

SUBJECT: Approve Resolution No. 962 Authorizing a Letter of Credit Transaction for Conditional Incidental Take Permit

☐ Resolution: BE IT RESOLVED, that Resolution No. 962 be approved
☐ Information Only
☐ Action Item

Proposal:
That the Board of Trustees approve Resolution No. 962 authorizing a Letter of Credit (LOC) transaction for a Conditional Incidental Take Permit (CITP) for Parking Lot C Expansion and the Water Tank Replacement Projects.

Background:
The Parking Lot C Expansion Project and the Water Tank Replacement Tank Project is in an environmentally sensitive area under the jurisdiction of the California Department of Fish & Wildlife (CDFW). In order to obtain CDFW consent for development of the Parking Lot C Expansion Project and the Water Tank Replacement Project, CDFW requires the District to obtain a Conditional Incidental Take Permit which incorporates mitigation measures for the projects. CDFW’s issuance of the Conditional Incidental Take Permit is subject to the District’s posting of security, in the form of a letter of credit (“LOC”), to ensure the District’s performance and completion of District responsibilities under the Conditional Incidental Take Permit.

At the Board of Trustees May 14, 2013 meeting, the Board took action authorizing District staff to submit an application for issuance of the LOC. Subsequent to the May 14, 2013 meeting, District staff have secured a commitment from Wells Fargo Bank to issue the LOC, subject to specific authority of District staff to: (i) execute instruments relating to the LOC on behalf of the District; and (ii) to pledge District property in connection with the LOC; and (iii) to take other actions on behalf of the District relating to the LOC.

It is recommended that the Board adopt the attached Resolution which authorizes the District’s President/Superintendent and/or the District’s Chief Instructional Officer/Executive Vice President to contract with Wells Fargo Bank for the LOC, encumber District personal property and take other action on behalf of the District to effectuate issuance of the LOC. Authority of the District’s President/Superintendent and/or the District’s Chief Instructional Officer/Executive Vice President under the attached Resolutions is limited to $100,000.

Budgetary Implications:
The original principal amount of the LOC is $52,590. Provided that the District complies with requirements of the Conditional Incidental Take Permit, no portion of the LOC principal will be expended; in that case, the only fiscal impact is the transactional costs and Wells Fargo Bank fees for
issuance of the LOC. If the CDFW determines that the District has not and will not comply with terms of the Conditional Incidental Take Permit; CDFW may access available LOC funds to use for completing District obligations under the Conditional Incidental Take Permit. It is expected that the District will comply with the terms of the Conditional Incidental Take Permit so that there is no fiscal impact resulting from issuance of the LOC, other than transactional costs and Wells Fargo Bank fees.

Follow Up/Outcome:
With Board approval, administration will proceed with the Letter of Credit transaction.

Recommended By: Terry Newman, Senior Director of Administrative Services

Prepared By: [Signature]
Terry Newman, Senior Director of Administrative Services

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 962
AUTHORITY TO COMPLETE LETTER OF CREDIT TRANSACTION FOR CONDITIONAL INCIDENTAL TAKE PERMIT FOR PARKING LOT C EXPANSION AND WATER TANK REPLACEMENT PROJECT

WHEREAS, the Board of Trustees, at its public meeting of May 14, 2013 authorized District staff to proceed with an application for issuance of a Letter of Credit ("LC") for a Conditional Incidental Take Permit ("CITP"") issued by the California Department of Fish & Wildlife ("CDFW") in connection with a Project to expand Parking Lot C and replace the Water Tank on the District’s Gavilan College Campus.

WHEREAS, pursuant to the authority conferred by action of the Board of Trustees at the May 14, 2013 meeting, District staff submitted an application for issuance of the LC to Wells Fargo Bank.

WHEREAS, further resolutions of the Board of Trustees to establish authority of District staff to effectuate issuance of the LC by Wells Fargo Bank are necessary.

NOW THEREFORE, the Board of Trustees adopt the following Resolutions.

RESOLVED, that the District’s President/Superintendent and/or the District’s Chief Instructional Officer/Executive Vice President are each individually hereby authorized and empowered to act for and on behalf of the District as follows:

(1) To contract for the issuance by Wells Fargo Bank of the LC required by the CITP and CDFW for expansion of Parking Lot C and the Water Tank Replacement Project.

(2) To mortgage, encumber, pledge, convey, grant, assign or otherwise transfer all or any part of the District’s personal property for the purpose of securing the payment of any of the promissory notes, contracts, instruments and other evidences of indebtedness authorized hereby, and to execute and deliver to Bank such deeds of trust, mortgages, pledge agreements, security agreements and/or other related documents as Wells Fargo Bank shall require.

(3) To perform all acts and to execute and deliver all documents described above and all other contracts and instruments which Wells Fargo Bank deems necessary or convenient to accomplish the purposes of this Resolution and/or to perfect or continue the rights, remedies and security interests to be given to Wells Fargo Bank pursuant hereto, including without limitation, any modifications, renewals and/or extensions of any of the District’s obligations to Wells Fargo Bank, however evidenced; provided that the aggregate principal amount of all sums borrowed and credits established pursuant to this Resolution shall not at any time exceed the sum of One Hundred Thousand Dollars ($100,000).

SECRETARY/CLERK CERTIFICATE
The undersigned Secretary/Clerk of the Gavilan Joint Community College District Board of Trustees hereby certifies that the foregoing is a true and correct copy of Resolutions duly adopted by the Board of Trustees of the Gavilan Joint Community College District at a regularly scheduled public meeting thereof on the 11th day of June, 2013, by the following vote of the members thereof:

AYES ___ ABSTAIN ___

NOES ___ ABSENT ___

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Secretary/Clerk, Gavilan Joint Community College District