GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, January 14, 2014
Gavilan College
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Student Center, North/South Lounge
CLOSED SESSION – 6:30 p.m., OPEN SESSION – 7:00 p.m.

AGENDA

I. CALL TO ORDER 6:30 p.m.
1. Roll Call
2. Comments from the Public – This is a time for the public to address the Board.
3. Recess to Closed Session (A maximum of 5 minutes will be allotted to each speaker)

CLOSED SESSION 6:30 p.m.
Notice is hereby given that a closed session of the Board will be held under 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 Negotiator(s): Sherrean Carr/Rachel Perez/Eric Ramones/Dr. Kathleen Rose
Employee Organization: GCFA

II. OPEN SESSION 7:00 p.m.
1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
   (a) Regular Board Meeting Minutes, December 10, 2013 and Board Facilities Development and Utilization Committee Minutes, December 10, 2013
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Citizens’ Oversight Committee Resignation
   (e) Budget Adjustments
   (f) Monthly Financial Report
7. Comments from the Public - This is a time for the public to address the Board.
8. Officers’ Reports (A maximum of 5 minutes will be allotted to each speaker)
   (a) Vice Presidents
   (b) College President

Board of Trustees: Tom Breen
Laura A. Perry, Esq.
Kent Child
Walt Glines
Jonathan Brusco
Mark Dover
Tony Ruiz
Anel Tovar, Student Trustee
(c) Academic Senate
(d) Professional Support Staff
(e) Student Representative
(f) Board Member Comments
(g) Board President

9. Board Committee Reports
10. Information/Staff Reports
   (a) Recognition of the Employee of the Month
   (b) Community Education Spring 2014 Schedule of Classes
   (c) Directors and Confederals Council Bylaws
   (d) BOG A Health Service Fee Resolution
   (e) Accreditation Follow-Up Report
   (f) CCCT Board Election – 2014
   (g) Sabbatical Leave Requests
   (h) Draft Strategic Plan 2014-15 Through 2018-2019

III. ACTION ITEMS
1. Old Business
   (a) Board Policies
   (b) 2014 Board Goals
   (c) Revised Academic Calendar

2. New Business
   (a) FY 2014-2015 Non-Resident Tuition and Capital Outlay Fee
   (b) FY 2014-2015 Budget Planning Calendar
   (c) Letter of Agreement for Community College Forum
   (d) Curriculum
   (e) Board Representative for the County Committee Election
   (f) GCFA/District Contract Proposal ("Sunshine")
   (g) Measure E Bond Program Budget Alignment
   (h) FY 2013-14 Tax Revenue Anticipation Note Program, Resolution No 967
   (i) Memorandum of Understanding Between Gilroy Unified School District and Gavilan Joint Community College for Providing College Adult Education

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is February 11, 2014 Gavilan College,
   Student Center, North/South Lounge.
2. Adjournment

* Roll Call Vote

GAVILAN COLLEGE MISSION

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

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

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

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.
CONSENT
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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, December 10, 2013 and Board Facilities Development and Utilization Committee Minutes, December 10, 2013

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

Proposal:
That the Board approve the Regular Board Meeting Minutes, December 10, 2013 and Board Facilities Development and Utilization Committee Minutes, December 10, 2013

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey and Angie Oropeza, Executive Assistants

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
I. CALL TO ORDER 6:30 P.M.
The meeting was called to order by Kent Child at 6:30 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 6:31 p.m.

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

2. Roll Call
   Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, Anél Tovar
   Dr. Steven M. Kinsella, Superintendent/President
   Dr. Kathleen Rose, Executive Vice President, Instructional Services
   Terry Newman, Interim Senior Director of Administrative Services
   Bea Lawn, Academic Senate
   Angie Oropeza (recording)

   Others in attendance: Colette Marie McLaughlin, Susan E. Alonzo, Susan Sweeney, Eric Ramones, Fran Lozano, Ron Hannon, Jan Chargin, Susan Cheu, Fran Lopez, Shawn Mulcare, Veronica Martinez

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

4. Organizational Meeting
   (a) Election of Officers (President, Vice President, Clerk)
   MSC (M.Dover/L.Perry) 7 ayes, 0 nays, Student Trustee, aye, to keep same officers:
   Kent Child, President; Walt Glines, Vice President; Jonathan Brusco, Clerk
   (b) Set Meeting Dates/Location
   MSC (L.Perry/M.Dover) 7 ayes, 0 nays, Student Trustee, aye, to approve
   (c) Board Committee Membership
   MSC (W.Glines/T.Ruiz) 7 ayes, 0 nays, Student Trustee, aye, to approve
   MS (J.Brusco/T.Ruiz) to nominate Laura Perry as the fourth Trustee to the Off Site Educational Center Committee, 7 ayes, 0 nays, Student Trustee, aye, to approve Laura Perry as the fourth Trustee to the Off Site Educational Center Committee

5. Report of any Action Taken in Closed Session
   No action was taken in closed session.
6. Consent Agenda
   (a) Regular Board Meeting Minutes, November 12, 2013, Proposed Ad Hoc Committee on School
       District Collaboration, October 21, 2013, and Special Meeting of the Board, Board Self
       Evaluation, November 26, 2013
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Budget Adjustments
   (e) Disability Resource Center Advisory Committee
   (f) Disability Resource Center Workability III Advisory Committee
   (g) PUENTE Advisory Committee
   (h) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2013
   (i) Monthly Financial Report
       MSC (T.Breen/T.Ruiz) 7 ayes, 0 nays, Student Trustee, aye, to approve

7. Approval of Agenda
   MSC (L.Perry/M.Dover) 7 ayes, 0 nays, Student Trustee, aye, to approve

8. Comments from the Public - This is a time for the public to address the Board.
   Susan Sweeney – Calworks, read the message of appreciation on an award to Gavilan College from the
   Santa Clara County Board of Supervisors.
   Leah Halper - GCFA, invited everyone to the CSEA/GCFA holiday party tomorrow, noon, in the
   north lounge. She welcomes and thanked the Board for the three new faculty liaison positions. An
   alternative 2014-15 calendar was approved. The 2014 union officers are: Dr. Debbie Klein,
   President; Part Time Vice President, Jane Rekedal; Jan Janes, Secretary; Melina Lewis, Secretary;
   Leslie Tenney, Grievance Officer; Jessica Gatewood, Grievance Officer; Leah Halper, Past
   President; Dr. Andrew Van Tuyl, Membership. A run-off election will be held for Full-Time Vice
   President between Dr. Robin Page and Steve Smith. Leah Halper expressed her appreciation and
   respect for the Board. She also reported that she will be singing with the South Bay Singers. Kent
   Child expressed his appreciation of her presentations.

9. Officers’ Reports
   (a) Vice Presidents
       No reports
   (b) College President
       Dr. Steven Kinsella reported that he attended the Community College League conference where
       Gavilan was presented with a Student Success Award for the Learning Council. The state has
       not allocated all funds. He was asked to invite everyone to the CSEA/GCFA holiday party
       tomorrow at noon.
   (c) Academic Senate
       Bea Lawn reported that Senate discussed the closure of the Career/Transfer Center and hope
       the issue continues to be evaluated. Senate approved a resolution with faculty’s input on the
       administrative reorganization proposal. The biggest concerns were lack of open hiring, lack of
       rationale and clarification for the new dean position and how responsibilities are distinguished
       from other administrative positions, and that the proposal was implemented and reporting
       mechanisms changed before discussion. They hope their suggestions are helpful in the final
       outcome. She noted that the resolution contains a mistake on page 2: a reference to the
       Associate Dean of Community Education, should say: Associate Dean of Community
       Development and Grants Management. Bea Lawn also reported that Senate wrote guidelines
       for Senate committees, and Veterans Council made an appeal for more space. Senate inquired
       into the status of the journalism program and newspaper; the discussion will be continued in the
       spring. Senate officers for 2014 are Bea Lawn, President; Jen McMillan, Vice President; Marla
       Dresch, Secretary. Senate has scheduled a retreat to assess this year’s goals and plan goals
       for next year.
(d) Professional Support Staff
No report

(e) Student Representative
Anél Tovar reported that ASB is working on college hour, wrapping up the semester, and finals. They continue to work on installing the water station, and they worked on the BOG and TRIO resolutions.

(f) Board Member Comments
Tom Breen reported that he attended the Gilroy Chamber Community Spirit Awards on November 20 and will attend the Youth Alliance mixer tomorrow.
Laura Perry reported that the pictures of the Chapel in Gilroy Today were great. We are working on changing the way Gavilan is publicized to focus on different things around campus for each issue and publicizing what we've done with Measure E funds.
Jonathan Brusco congratulated everyone on the Chancellor's Office award.
Walt Glines thanked Leah Halper for her service to the college and the faculty. He reported that Gavilan's women's volleyball team advanced to the second round in the playoffs.
Don DiLorenzo, who operates our golf course, will be honored as Gilroy "Man of the Year", and Mike Wasserman named Jonathan Brusco volunteer of the month for District 1.

(g) Board President
Kent Child asked Trustees to check their availability on January 11 for budget and strategic planning sessions; the President's office will follow up. He reported that he attended his grandson's boys choir recital at Berkeley. He thanked Trustees and staff for a good year and for allowing him to serve as Board President.

10. Board Committee Reports
Tom Breen reported that the Facilities Committee met today, the minutes will be part of next month's Board packet.

11. Information/Staff Reports
(a) Recognition of the Employee of the Month
Fran Lozano introduced Jane Edberg as November employee of the month. Jane is a working artist, she has exhibited many times with great public response. Everything is creative, and that is the sensibility she brings to the classroom. She is a great instructor and Gavilan is fortunate to have her as a full-time instructor. Kent Child stated that he had the pleasure of interviewing and working with Jane in the same department. Jane thanked everyone.

(b) Administrative Procedures and Board Policies
Dr. Steven Kinsella reported that these are standard changes presented as a result of changes in codes, laws, etc. Policies will be brought back to the Board for a second reading and action.

(c) Directors and Confidential Council
Dr. Steven Kinsella reported that this is a proposal to establish supervisors and confidential so they can meet on equal footing with other constituency groups. Bylaws will be distributed at the next Board meeting.

(d) Academic Senate Resolution on the Administrative Reorganization Proposal
Bea Lawn reported that Senate submitted faculty input through a resolution. They hope the Board will consider their suggestions when making a final decision.

(e) Proposed Administrative Reorganization Plan
Dr. Steven Kinsella reported that this is an update based on input received, and the ASB resolution of their concerns is attached. At this point, we propose filling the two vice president positions and continue the reorganization discussion in the spring. He still sees the need for Dean of Student Learning and will continue to respond to questions and gather input. He anticipates advertising for the vice presidents positions in December with a target start date of
July 1. Walt Glines stated that he attended the student meeting and was impressed with the two student programs’ presentations of concerns. Ané Tovar reported that the students feel negatively affected by the merge of the TRIO and MESA programs and look forward and appreciate being involved in the discussions of these issues. Bea Lawn stated that there is concern about the additional workload Dr. Rose has assumed and support the hiring of the vice president of student services. Kent Child thanked everyone for their input.

(f) 2014 Board Goals
Kent Child reported that the draft is the revised version based on the Board workshop. It will be on the next Board agenda for action.

(g) Accreditation Report
Dr. Kathleen Rose reported that the working draft report will be presented to the Board and the college community in January for review and again in February for final approval and to the Commission prior to the March 15 requirement. We are confident we have answered the distance education recommendation. We have made great strides on the recommendation on learning outcomes and the influence of faculty getting that ongoing work established. The three new liaison positions, one which is focused on learning outcomes have been very productive. Great input has been received from a general education outcome survey. A lot of has to do with ongoing discussions at Academic Senate.

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

   (b) Compensation for Unrepresented Employees
   MSC (T.Breen/T.Ruiz) 7 ayes, 0 nays, Student Trustee, aye, to approve

   (c) Child Development Contract # CCTR1319, Program Type: General Child Care and Development Programs, Project Number: 43-6947-00-1 and Resolution # 966
   Dr. Steven Kinsella reported that the Subject line should read: "Child Development Contract CSPP3539".
   MSC (L.Perry/W.Glines) Roll Call Vote: 7 ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, 0 nays, Ané Tovar, Student Trustee, aye, to approve as corrected

   (d) Healthy Community Dashboard
   Dr. Steven Kinsella reported that this is to propose approving a memorandum of understanding with Community Foundation of San Benito County to develop a healthy community dashboard. It will help us obtain data for planning purposes and to get information to our students in San Benito County. Tom Breen reported that he is on this committee in San Benito County. It makes health information available online.
   MSC (L.Perry/T.Ruiz) 7 ayes, 0 nays, Student Trustee, aye, to approve

   (e) Realignment of Classified Administrators to Academic Administrators
   Dr. Steven Kinsella reported that as part of reorganization review of positions, it was found that three classified administrators were more in alignment with the instructional area because of the required certifications, skills, direct student contact, and supervision of faculty. The salary increase does not impact the general fund because they are categorically funded.
   MSC (W.Glines/J.Brusco) 7 ayes, 1 nay (A.Tovar) to approve

   (f) Lease-Purchase Agreement Between Gilroy Unified School District and Gavilan Joint Community College District
   Dr. Steven Kinsella reported that this agreement allows Gilroy Unified to pay for the facilities they currently reside in, and provides the structure for a long-term lease. Funds collected will go back into Measure E. In response to Trustee questions, Dr. Kinsella stated that the funds we receive
past the expenditure requirement deadline for Measure E funds are already considered expended. Because it is money coming back to us we are able to put it with Measure E funds. MSC (W.Glines/J.Brusco) 7 ayes, 0 nays, Student Trustee, aye, to approve

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is January 14, 2014 Gilroy Campus, North/South Lounge.

2. Adjournment
The meeting was adjourned by consensus at 7:49 p.m.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Board Facilities Development and Utilization Committee
December 10, 2013

Committee Members: Tom Breen, Mark Dover, and Walt Glines
Committee Resources: Steve Kinsella and Terry Newman
Other Attendees: Nancy Balley, Susan Chau, Jeff Gopp, and Kathleen Rose

1. **Call Meeting to Order** - Trustee Tom Breen called the meeting to order at 4:35 p.m. Roll call: Tom Breen, Mark Dover, and Walt Glines

2. **Approve minutes** - Minutes from the August 20, 2013 meeting were approved. MSC (Dover/Glines)

3. **Comments from the public** - No comments.

4. **Status of application, location, and build out for Hollister site** - Ms. Terry Newman reported on the environmental permit process for the Fairview property. The French Ranch management plan was submitted to the California Department of Fish and Wildlife (CDFW) over 8 months ago. CDFW has been nonresponsive; the delay appears to be an internal conflict within the CDFW. Ms. Newman said that Dividend Homes along with PG&E and Caltrans are all affected by the delay.

5. **Possible annexation to Gilroy** - President Steve Kinsella reported that the City of Gilroy is in the process of updating their general plan. President Kinsella asked if the Committee is interested in raising the question of annexation to the City since they are reviewing changes in the urban service area. Discussion continued on services such as water, law enforcement, and fire protection. President Kinsella will initiate discussion with City staff.

6. **Report on EV charging stations** - Ms. Newman reviewed a report which outlined two (2) options for bringing EV stations to campus. She summarized that currently it was cost prohibitive with limited user access. Trustee Glines inquired about the Prop. 39 funding. President Kinsella responded that the funds are for energy efficient projects with an immediate return such as lighting. The project will be reviewed again at a later date.

7. **Facility projects’ updates**: Ms. Newman reported on current projects.
   - **Parking Lot C expansion** - Our application to the Santa Clara Valley Habitat Agency has been submitted. Approval is not expected until April, 2014. The approval will include mitigation for Gilroy campus projects; however, the Agency will not accept the Coyote Valley project as its mitigation requirements are too large. Work continues on permitting requirements and documents are being finalized for bidding and construction. Ms. Newman is working with GUSD staff to coordinate the parking lot expansion with the GECA expansion.
   - **Water tank and well** - Work continues on permitting requirements and documents are being finalized for bidding and construction of the water tank. A test well should be completed in January.
   - **Coyote Valley** - A review is near completion on access to utilities and infrastructure.
   - **San Martin airport** - Santa Clara has not yet determined what the required environmental process is for the site.
   - **San Benito educational center** - President Kinsella reported on two sites that have been offered for college use. The Committee agreed that the sites should be reviewed to determine whether they would be viable options. Trustee Glines supported looking at the sites but thought spending funds at the Fairview property was a priority. He asked whether the district should seek help from Assemblyman Luis Alejo to assist in the state agency delays on permitting. Ms. Newman is working with staff from Mr. Alejo’s office to provide them a status report on Gavilan’s permitting delays.
   - **Coyote Valley educational center** - A needs assessment for the educational center is underway. This is a requirement of the Chancellor’s office. The Committee expressed their desire to include the South Bay Regional Safety Training Consortium classes at the center.

8. **Adjournment** - Meeting adjourned at 5:20 p.m. MSC (Glines/Dover)
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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 December 10, 2013 thru January 14, 2014.

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

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

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: Eric Ramones, Human Resources Director

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

C:\WorkGroups\HR\BoardAgenda\01-14-14
A. Classified and Unclassified Personnel Actions – January 14, 2014

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

Gina Diaz
Office Assistant
Business Office
Date of Hire: January 15, 2014

Shawn Mulcare
Multimedia Technician
Liberal Arts and Sciences
Increase to from .9 FTE to 1 FTE
Effective Date: January 1, 2014

Susan Peterson
Accounting Technician
Business Office
Date of Hire: January 15, 2014

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Jeronimo Garcia
Gavilan TV Editor
Liberal Arts and Sciences
October 14, 2013 to December 20, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Denise Apuzzo
FRNH 1B – Elementary French
HIST 6 – Women’s Lives in Recent US History
POLS 3 – Intro to Comparative Politics
Elaine Arballo
BIO 9 – Human Physiology
SOC 1A – Intro to Sociology
Irma Banuelos
ANTH 3 – Intro to Cultural Anthropology
SPAN 1B – Elementary Spanish
MATH 5 – Intro to Statistics
CSIS 1 – Computer Literacy
Zachary Daulton
ART 13 – Three Dimensional Design
ART 108 – Intro Game Studies
ART 3A – Drawing and Composition
Josefina Olivares
BOT 191A – Workplace Skills
CSIS 121 – Spreadsheet MS Excel
Diana Seelle
SPAN 1A – Elementary Spanish
Delva Zamarron
COS 116B – Teacher Training Course

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
NONE

X. ADDITIONAL DUTY/STIPEND
NONE

XI. VOLUNTEERS
Christina Rodriguez
Volunteer Worker
Liberal Arts and Sciences
January 13, 2014 to January 17, 2014

XII. RESIGNATIONS AND RETIREMENTS
Sara Sanchez
Instructional Program Specialist
Liberal Arts and Sciences
DOH: August 22, 2012
Resignation Effective: January 3, 2014

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE
RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – January 14, 2014

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

NONE

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

David Wright
Class Evaluation
Career Technical Education
July 1, 2013 to June 30, 2014

Luis Barreto
Technology Tools Workshop Attendance
Title V
September 28, 2013 to November 26, 2013

Mario Ramos
Technology Tools Workshop Attendance
Title V
September 28, 2013 to November 26, 2013

Melida Alnas
Spanish Instructor
Liberal Arts and Sciences
January 26, 2014 to May 23, 2014

Ryan Scherbart
Student Learning Outcome Assessment
Liberal Arts and Sciences
December 1, 2013 to December 9, 2013

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE
VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

IX. NEW FSA ASSIGNMENT
NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personnel Actions – January 14, 2014

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

Nancy Bailey
Executive Assistant to Vice President
Administrative Services
January 1, 2014 to June 30, 2014

Jan Bernstein-Chargin
Interim Liaison to Gavilan College Education Foundation
Office of the President
January 1, 2014 to June 30, 2014

Susan Cheu
Director of Business Services
Business Office
January 1, 2014 to June 30, 2014

Terry Newman
Interim Senior Director of Administrative Services
Administrative Services
January 1, 2014 to June 30, 2014

Angie Oropeza
Executive Assistant to Superintendent/President
Office of the President
January 1, 2014 to June 30, 2014

Eric Ramones
Director of Human Resources
Human Resources
January 1, 2014 to June 30, 2014

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Lucy Alvarez
CHHS 300 – Major Pro Seminar
VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
   NONE

VII. RESIGNATIONS AND RETIREMENTS
   NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – January 14, 2014

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

I. APPointments
   NONE

II. ADDITIONAL DUTY/STIPENDS
   Sherrean Carr Dean of Career and Technical Education
   Office of Instruction
   January 1, 2014 to June 30, 2014

   Eduardo Cervantes Coordinator of MESA
   Student Services/Liberal Arts & Sciences
   January 1, 2014 to June 30, 2014

   Rachel Perez Associate Dean of Community Development
   Office of Instruction
   January 1, 2014 to June 30, 2014

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

January 14, 2014

Consent Agenda Item No. 5.(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>
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<th>Dates</th>
<th>Warrant Numbers</th>
<th>Amount</th>
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<td>12/1/13-12/31/13</td>
<td>18000404-18000828</td>
<td>$943,681.59</td>
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Electronic Transfers:

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

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

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

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: ____________________________
Susan Cheu, Chief Financial Officer

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

C:/Board/Forms/Monthly WarrantsCvrSheet-Summary Version
Gavilan Joint Community College District
Governing Board Agenda
January 14, 2014

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

SUBJECT: Citizens' Oversight Committee Resignation

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

Proposal:
That the Board approve the resignation of Citizens' Oversight Committee member, Irma Rodriguez, who served December 6, 2010 to December 4, 2013.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

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

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

January 14, 2014

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

SUBJECT: Budget Adjustments

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

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

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

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

Follow Up/Outcome:
No further action is required.

Recommended By: Susan Cheu, Chief Financial Officer

Prepared By: Susan Cheu, Chief Financial Officer

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
**Fund 10**

### DECREASE

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**$ (20,287)**

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**$ 13,278**

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

$2,443,049.00

**Change to Actual Fund Balance at 7/1/13**

$494,865.00

**Actual Beginning Balance at 7/1/13**

$2,937,914.00

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

$0.00

**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**

$20,287.00

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

($13,278.00)

**Revised Net Change in Ending Fund Balance**

$7,009.00

**Estimated Ending Fund Balance 6/30/14 for General Fund 10**

$2,944,923.00
### Fund 10

**INCOME - Increase/(Decrease)**

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**Expense - Increase/(Decrease)**

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Total Fund 10: $2,080.00

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/12
- $2,443,049.00

Change to Actual Fund Balance at 7/1/12
- $494,865.00

Actual Beginning Balance at 7/1/12
- $2,937,914.00

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### Fund 27

**INCOME - Increase/(Decrease)**

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**Expense - Increase/(Decrease)**

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**SVCF Gavilan Library Grant**
- 100527 8895 500.00

**Matric NonCredit Carryover**
- 630327 8624 651.00

**Federal Workstudy**
- 640427 8150 13,454.00
- 640427 8116 671.00
- 640427 8940 337.00

**EOPS**
- 640427 4310 750.00

**Athletics Gate Receipts**
- 985227 8821 1,362.00
- 985227 8895 288.00

**Federal Workstudy**
- 640427 3100 337.00

Total Fund 27: $17,263.00

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Final (Adopted) Estimated Beginning Fund Balance at 7/1/13
- $0.00

Change to Actual Fund Balance at 7/1/13
- $0.00

Actual Beginning Balance at 7/1/13
- $0.00

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December 2013 Meeting - Budget Adj (To Board).xlsx
12/20/2013

Page 2 of 3
### Fund 47

**Decrease**

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

- $272,785.00

**Change to Actual Fund Balance at 7/1/13**

- $149,497.00

**Actual Beginning Balance at 7/1/13**

- $422,282.00

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

- ($103,613.00)

**Budget adjustments from current year's previous month to increase (decrease) net change to fund balance**

- Current increase in budgeted revenue increases Fund Balance
  - $1,085.00

- Current increase in budgeted expenditures decreases Fund Balance
  - ($1,085.00)

**Estimated Ending Fund Balance 6/30/14 for Restricted General Fund 47**

- ($318,669.00)

### Fund 60

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**Total Fund 60:**

| $936,000.00 |

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

- $27,292,483.00

**Change to Actual Fund Balance at 7/1/13**

- $236,188.00

**Actual Beginning Balance at 7/1/13**

- $27,528,671.00

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

- ($2,687,203.00)

**Budget adjustments from current year's previous month to increase (decrease) net change to fund balance**

- Current decrease in budgeted expenditures increases Fund Balance
  - $0.00

- Current increase in budgeted expenditures decreases Fund Balance
  - ($936,000.00)

**Estimated Ending Fund Balance 6/30/14 for Measure E Fund 60**

- ($3,623,203.00)

- $23,905,468.00
Consent Agenda Item No. 6.(f) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Monthly Financial Report

Resolution: BE IT RESOLVED,
Information Only
Action Item

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

Background:

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

Recommended By: Susan Cheu, Chief Financial Officer

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
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Instructors salaries are paid August through May (10 months)
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Fund 34 Capital Project = State Funded Projects

Prepared by Lionel Stanley
INFORMATION/STAFF REPORTS
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

Office of the President

SUBJECT: Recognition of the Employee of the Month

Resolution: BE IT RESOLVED,

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, December 2013 – Mari Garcia
Mari Garcia has been the EOPS Counselor since 2008 and has distinguished herself as a role model for many low-income, first generation Latino students as a result of her outstanding supportive guidance. Her bilingual skills are a great asset in helping students feel comfortable during counseling sessions and she takes the time to follow up with them if issues arise. Mari has facilitated the graduation and transfer of hundreds of students and has served as the EOPS Club Advisor and on the DRC Advisory Board.

Mari has actively participated on several important committees such as the Institutional Effectiveness Committee, Distance Education Committee, Technology Committee, Transfer Day Committee, and the Staff Development Day Committee.

Mari goes "above and beyond" in whatever she does whether it is counseling students, providing workshops or collaborating with colleagues. She is integral to the success of EOPS students and we are fortunate to have her talent at Gavilan College.

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: [Signature]
Eric Ramones, Human Resources Director

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

January 14, 2014

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

SUBJECT: Community Education Spring 2014 Schedule of 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 Spring 2014 Community Education Schedule. Classes will be offered January 2014 through May 2014.

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda
January 14, 2014

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

SUBJECT: Directors and Confidential Council By-Laws

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

Proposal:
That the Board of Trustees review and comment as appropriate on the proposed Directors and Confidential Council by-laws.

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

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

Budgetary Implications:
None.

Follow Up/Outcome:
The proposal to approve Directors and Confidential Council will be presented to the Board for a second reading and action at future Board meeting, pending approval from Academic Senate. The Directors and Confidential Council will go before Academic Senate on February 4, 2014 as an information item, and on February 18, 2014 as an action item.

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

Prepared By: Veronica Martinez, Director – Financial Aid and Dave Phillips, Assistant Director – MIS

Agenda Approval: ____________________________
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Community College
Directors and Confidentials Council By-Laws

RECITALS:

I. The Board of Trustees encourages management employees to participate as equal members of the College's existing membership on governance councils of the college.

II. The Board of Trustees grants the Directors and Confidentials the privilege within the governance structure for the purpose of enriching conversations surrounding various proposals considered by President's Council.

III. The Board of Trustees recognizes that directors and confidential employees are part of the management team lead by the Superintendent/President and as such these employees will continue to be accountable for maintaining cohesion as management team. Accordingly, the DCC will provide input through President's Council. Moreover, the Board of Trustees is not seeking the DCC's concurrence, or dissent, or direct communication on matters appropriately addressed through the Superintendent/President or President's Council.

ARTICLE I
NAME

1.1 NAME

This organization shall be known as the Gavilan College Directors and Confidentials Council (DCC) and is an advisory council to assist in the shared governance process in the Gavilan Community College District.

ARTICLE II
PURPOSE

2.1 PURPOSE

The purpose of the DCC is to enhance the abilities of directors and confidentials to act as a resource for the district, and to enhance the leadership, professional development, advocacy, communication, and peer-mentoring skills of the directors and confidentials. Objectives include, but are not limited to:

2.1.1 To improve communication amongst directors and confidentials in areas such as administrative services, student and instructional services, and research and grant management.

Approved by Pres. Council on
Approved by the Superintendent/President
2.1.2 To act as a resource for the district in the shared-governance decision making process by functioning as an operational committee, providing representation and input to the district's general participatory committees.

2.1.3 To act in an effective and informed advisory role to other district constituent groups.

2.1.4 To recognize and promote the professional identity of directors and confidants in their respective fields and in the community.

2.1.5 To assist the members of the DCC in improving the operation and quality of service in their respective departments or areas.

2.1.6 To orient and mentor new members of the group in the operation, policies, and procedures of the Gavilan College District.

2.1.7 To study district issues and to find ways to continuously improve operations at all levels.

2.1.8 To provide a forum for discussion of common concerns.

ARTICLE III
MEMBERSHIP

3.1 MEMBERSHIP

Membership shall consist of directors and confidants who are not represented by an exclusive or other bargaining agent.

3.1.1 Directors and confidants are automatically included as members.

3.1.2 Any member not participating in two special votes as described in Article V (5.1.3) will remain a member of the DCC, but will no longer retain voting rights until the following academic year.

3.1.3 A chairperson or two co-chairpersons will be elected at the first meeting of the academic year with a term of one academic year. Duties of the chairperson or chairpersons include facilitating meetings, providing agendas, posting meeting times, and other duties as assigned.

3.1.4 A secretary will be elected at the first meeting of the academic year with a term of one academic year. Duties of the secretary include recording of minutes, distributions of minutes, and corrections of minutes.

3.1.5 The election of officers will adhere to the voting rules described in Article V.
ARTICLE IV
MEETINGS

4.1 MEETINGS

4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. General meetings will be held monthly.

4.1.2 Special meetings may be called by the Chairperson or when both Co-Chairs agree in cases where Co-Chairs have been elected or assigned.

4.1.3 Meetings shall be open to the college.

4.1.4 Meeting minutes will be recorded by the secretary.

4.1.5 Meeting agendas will be created by the Chairperson or Co-Chairs, and should be distributed three days prior to a general meeting. An annual report of committee business will be prepared by the Chairperson with input from the committee members. The Chairperson will submit the annual report to the President’s Council.

ARTICLE V
VOTING

5.1 VOTING

5.1.1 At general meetings, a quorum vote is reached by simple majority of those participating in the meeting.

5.1.2 During the first meeting of the academic year when officers are elected, a quorum vote is achieved as described above in Article V (5.1.1).

5.1.3 Occasionally, a special voting process may be called by the Chairperson or Co-Chairs. When this occurs, every member must vote on the decision, either in person, email, or electronic vote. Members shall be given at least 5 business days at most to vote, after which the vote will count as an abstention.

ARTICLE VI
ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

6.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

Robert's Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

6.1.1 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.
Gavilan Joint Community College District
Governing Board Agenda
January 14, 2014

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

SUBJECT: BOG A Health Service Fee Resolution  

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That BOG A students be exempt from paying the Health Service Fee effective Fall 2014.

Background:
See attached resolution.

Budgetary Implications:
Approximately $8,000.00 for the lost revenue that would otherwise be paid into the Health Service Fund.

Follow Up/Outcome:
BOG A students will be exempt from paying the Health Service Fee beginning the next available semester, Fall 2014. Spring 2014 fees were published and programmed into the automated system several months before the registration process began.

Recommended By: ASB

Prepared By: Johanna Stewart, ASB Advisor
Gabriella Wetzel, ASB VP of Finance, and
Dr. Steven M. Kinsella, Superintendent/President

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Community College Associated Student Body
Fall 2013 BOG A-1 and BOG A-2 Health Service Fee Resolution

Whereas, the research of BOG A-1 and BOG A-2 concludes students to be of low income are qualifying applicants who are currently receiving TANF (Temporary Assistance for Needy Families), SSI (Supplemental Social Income), General Assistance/General Relief through the county services department, and dependent of (children) deceased or disabled veteran that qualify under the strict income standards, according to household size. Please refer to: http://datamart.cccco.edu/Services/FinAid_Summary.aspx

Whereas, the BOG A-1 and BOG A-2 standards are based upon the federal poverty guidelines of 2013-2014 as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the income standards for the BOG A program equal 150% of the federal poverty guidelines for the base year. Please refer to http://gavilan.edu/finaid/apply/waiver.html

Whereas, the yearly amount for Gavilan Community College District collected for fiscal year 2011-2012 was $5,928 for 312 BOG A-1, $1,824 for 96 BOG A-2 and $171 for 9 Veteran’s dependents summing $7,923 for 417 students for Fall, Spring and Summer of the mentioned fiscal year. This information was derived from http://datamart.cccco.edu in addition to verification from Gavilan’s Community College Financial Office.

Whereas, previously the BOG A-1 and BOG A-2 students did “not” pay the Health Service Fee in view of the fact that most BOG A-1 and BOG A-2 students are covered by Medi-Cal/CalWORKs.

Resolved, that the recognized BOG A-1 and BOG A-2 majority of students are at poverty level, do not have a job, the average live on supplemental income and still need to pay their bills, clothe themselves and their children. The Gavilan Community College Associated Student Body request that the Health Service Fee be waived to the BOG A-1 and BOG A-2 students.

Resolved, that the Gavilan Community College Associated Student Body endorses BOG A-1 and BOG A-2 students to be exempt from the Health Service Fee cost and requests that the fee is waived in its entirety throughout all semesters of enrollment. Hence, the waived Health Service Fee for BOG A-1 and BOG A-2 eliminates an obstacle toward an opportunity to education.

Author: Gabriela Wetzel
ASB VP Finance.
Proposed Resolution:
That the Board review the "draft" Accreditation Follow-Up Report as a first reading.

Background:
This report is a draft of the response to the two recommendations cited by the March 2013 Accrediting Team visit.

Budgetary Implications:
None.

Follow Up/Outcome:
The final report will be forwarded for approval at the February, 2014 Board of Trustees meeting.

Recommended By: Dr. Kathleen A. Rose, Executive Vice President and CIO

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

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

INSTITUTIONAL SELF-STUDY
FOLLOW-UP REPORT

Submitted:
March 15, 2014

By:
Gavilan College
5055 Santa Teresa Boulevard
Gilroy, CA 95020
www.gavilan.edu

To:
Accrediting Commission for
Community and Junior Colleges
of the Western Association of
Schools and Colleges
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

Dr. Steven M. Kinsella, Superintendent/President

BOARD OF TRUSTEES

Kent Child, President
Walt Glines, Vice-President
Jonathan Brusco, Clerk
Tom Breen
Mark Dover
Laura Perry
Tony Ruiz
Anél Tovar, Student Trustee
TABLE OF CONTENTS

Certification Page ................................................................. i
Follow-Up Report Task Force ........................................ iii
Statement of Report Preparation ........................................ 1
Response to the Commission Action Letter - Recommendation 1 .......... 3
Appendix 1 ........................................................................ 21
Response to the Commission Action Letter - Recommendation 2 .......... 23
Appendix 2 ........................................................................ 27
CERTIFICATION OF FOLLOW-UP REPORT

Date: March 15, 2014

To: Accrediting Commission for Community and Junior Colleges,
   Western Association of Schools and Colleges

From: Dr. Steven Kinsella, Superintendent/President
      Gavilan Joint Community College
      5055 Santa Teresa Boulevard, Gilroy, CA 95020

This Institutional Follow-Up Report is submitted to fulfill the requirements from the July 3,
2013 letter to the College President.

We certify that there were opportunities for broad participation by the campus community,
and believe the report accurately reflects the progress made in responding to the
recommendations of the March 2013 accreditation visiting team.

Kent Child, President, Board of Trustees

Steven M. Kinsella, Superintendent/President

Kathleen Rose, Accreditation Liaison Officer

Bea Lawn, President, Academic Senate

Diana Seelig, President, CSEA

Joey Hayes, President, Associated Student Body
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FOLLOW-UP REPORT TASK FORCE

Steven M. Kinsella, Superintendent/President

Kathleen Rose, Executive Vice President and Chief Instructional Officer

Terry Newman, Interim Senior Director of Administrative Services

Bea Lawn, Faculty, Academic Senate President

Blanca Arteaga, Faculty

Ellen Venable, Faculty

Candice Whitney, Director, Admissions and Records

Randy Brown, Director, Institutional Research

Anne Ratto, Associate Dean, EOPS, CalWORKs and CARE
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Statement of Report Preparation

On July 3, 2013, the President of Gavilan College received a letter from Dr. Barbara Beno, President of ACCJC, stating that upon review of the Institutional Self Evaluation Report and the Report of the External Evaluation Team at the meeting of June 5-7, 2013, the commission took action to reaffirm accreditation of Gavilan College. Included in this reaffirmation was the requirement that the College complete a follow-up report, to be submitted by March 15, 2014. This information was immediately released to the College and discussion began on the development of the report.

At the regular cabinet meeting on Monday, July 15 2013, the President met with the Vice Presidents to go over the two recommendations and the timeline for the completion of the follow-up report. The President directed the Accreditation Liaison Officer to put together a representative writing group to meet at the beginning of the fall semester. In addition, plans were made for a faculty activity during the annual Professional Development Day on August 23, 2013 to incorporate the first recommendation into on-going faculty professional development efforts.

The follow-up writing group met for the first time on September 13, 2103 and received a timeline for the document, copies of the Team Report, and listings of standards that were cited in the two recommendations. The membership was asked to connect with their constituent groups and a form was developed for feedback on the recommendations and discussions occurred in all departments and shared governance meetings at the start of the Fall 2013 semester.

The writing group met again on October 4, 2013 to review the feedback and initial strategies proposed to address the recommendations. Information from the feedback forms was compiled and the draft follow-up document began to take form. The writing group concluded its work on October 11, 2013 and the Director of Institutional Research refined the draft and worked with the Office of Instruction to compile necessary data to support the response to the recommendations.

The first draft of the follow-up report was reviewed as an information item by the Board of Trustees on January 14, 2014. The report was available for the campus community to review until January 31, 2013 at which time final edits were incorporated. The follow-up report was submitted to the Board of Trustees at their February meeting for final review and approval.
Response to the Commission Action Letter

Recommendation 1

In order to fully meet the Commission's 2012 deadline for reaching proficiency in effectiveness in student learning outcomes and to fully meet Recommendation 2 from the 2007 Self Study Evaluation Report, the team recommends that the College develop and substantially implement an effective, systematic, and comprehensive institutional strategy closely integrating student learning outcomes with all planning and decision-making efforts and resource allocations. (II.A.1.c, II.A.2.a, II.A.2.b, II.B.4, II.C.2.)

In response to the Evaluation Report and subsequent recommendation, the college has made substantial changes to the comprehensiveness and integration of Student Learning Outcome (SLO) work. As noted in the Team Evaluation Report, some Gavilan College faculty were not fully engaged in the process and did not see the utility of SLO assessment and its link with planning and allocation. While Gavilan College had built strong integrated planning and SLO systems, the significance and meaning of this work needed further emphasis and strengthening, particularly with faculty. This insight led to a philosophical shift from SLO assessment to an emphasis on instructional improvement at the course, program, and college level. This shift drove considerable advancements in the breadth and depth of SLO work and also led to improved integration with planning and allocation.

Initially, a group of representatives, including the faculty senate chair, chair of the curriculum committee, Executive Vice-President of Instruction, Director of Institutional Research along with other faculty met to discuss how to engage more participation and make SLO work more meaningful and integrated (R1.01). The group reviewed the current process, highlighted shortcomings of the current system, and discussed immediate opportunities for change. This group developed a plan for encouraging ongoing dialogue about the importance and utility of SLO work. Additionally, an event was facilitated by this group to include all faculty in an active practice of the SLO improvement process.

In Fall '13 as a part of the mandatory professional development day training, faculty were required to participate in student learning improvement working sessions. The event was intended to promote dialogue and improvement and have the entire faculty practice the improvement cycle (R1.02). In preparation for the event, groups of three to five faculty were randomly formed in order to further broad cross-disciplinary dialogue. In this three hour session, faculty were charged with reviewing SLO and other data to reflect upon what was working in their courses and what improvements could be made at the course, program, and institutional level to strengthen student learning. Nearly all full and many part-time faculty participated in the activity. Groups discussed and completed prompts around student
improvement. A summary of each group’s findings were posted in the gallery area of the college library (R1.03). Faculty were then asked to conduct a critiquing activity whereby they reviewed each group’s summary and provided feedback and observations.

These discussions led to important reflections on how to improve student learning. For example, one group was composed of a fine arts, social science and library faculty. After some discussion, one faculty decided to integrate library resources into particular courses in order to support student writing. Another group, that was composed of counseling, adaptive physical education, and political science faculty, were surprised about the high retention and low performance in a particular course. The faculty in this group shared candid insights about the possible causes of such dramatic differences and promising practices that instructors can use to monitor student progress throughout the term. There was lengthy conversation about course improvements such as instructor check-ins with students (especially with students at risk of failing), encouraging office hour visits, and more reviews for finals (R1.04).

The results of these discussions were summarized and passed on to departments for further discussion. The departments were charged with highlighting the results and including any suggested improvements into their respective annual program plans. Program plans are used at Gavilan College to serve as the annual planning and budget request mechanism (R1.05). Each program proposes objectives for what it plans to accomplish each year and the activities expected to achieve these objectives. If an activity has a cost associated with it, a corresponding budget request is included (R1.06). Each program plan and corresponding objective is reviewed and ranked by the respective deans and VP, and by the college’s budget committee. Rankings are guided by a rubric, which includes a criterion for SLO assessment as a basis for the objective (R1.07). The budget committee uses the ranking scores to determine its recommendations for funding allocations. While this process has been operating successfully for the past five years, the relationship between SLO and other data has recently been re-emphasized.

The Professional Development Day (PDD) faculty discussions, in particular, provided an important opportunity to remind instructional programs, about the link between assessment data and the development of improvement plans. The summaries of PDD faculty discussions were sent to departments for review and inclusion in program plans. Departments were reminded about the need for dialogue in preparation of annual program plans (R1.08). They were asked to discuss and include, when appropriate, any suggested improvements from the PDD discussions. In addition, each department was asked to forward the agendas and meeting minutes to the Vice President of Instruction and include specific highlights from faculty discussions about instructional improvement (R1.09). The Executive Vice-President President (EVPI) attended department meetings throughout the Fall ’13 semester to discuss
SLOs and “instructional improvement” efforts college-wide. The EVPI also tasked each department to add to the *instructional improvement* item to each of their departmental meeting agendas.

Through this effort, an important barrier to programs discussing and developing SLO based plans for improvements was addressed. For some time, particular departments were more active in dialogue about assessment and program planning. Some departments did not feel the need to meet regularly. With leadership from the Executive Vice-President of Instruction, departments were charged with having regular meetings where student improvement was an item on the agenda. As a result of this requirement, all departments are now meeting regularly and submitting meeting minutes to the Office of Instruction, providing increased opportunities for dialogue about student learning improvement (R1.10). The college has provided important opportunities for faculty to have discussions on using assessment data to develop improvement plans.

The summaries of the PDD faculty improvement discussions were also used in the annual strategic plan update. Each year, the strategic planning committee uses internal and external scans to update the existing five-year plan. In Fall '13, the summaries of faculty improvement dialogue were reviewed by a subcommittee of the strategic planning committee and resulted in proposed changes in the strategic plan. For example, several groups discussed the need for improvement in the area of student mental health access. Another theme from the discussions was the need for meaningful cross-disciplinary data-based discussions. This input led to a reworking of the strategic plan (R1.11). The proposed strategic plan, with the modifications, is currently undergoing review through the college’s shared governance processes and is expected to be approved by the college’s governing board by Spring '14.

Again, this entire faculty-driven dialogue activity was meant to provide practice and reinforcement of the improvement and planning cycle. The process will be reinforced in Spring '14 with an additional dialogue and improvement activity. The activity will build upon the work achieved in the fall, with an emphasis on program level outcomes and instructional improvement. The faculty will again be asked to have dialogue around prompts and use the results for course, program, and college level planning (R1.12). To continue the momentum begun with these college-wide activities and to reinforce the cultural shift, a form of this Fall/Spring activity series will be repeated in academic year 14/15.

In Spring and Fall '13, Instructional Deans also increased their communication with faculty on SLO assessment and its link to the integrated planning system. Faculty were reminded about the importance of assessment and improvement at Fall '13 divisional meetings. Faculty were also reminded of the link between SLO assessment and the development and
ranking of annual program plans (R1.13). Mandatory division meetings are now a part of the 13/14 Gavilan College Faculty Association contract, which will provide further opportunity for continuous improvement discussions. Additionally, Deans have communicated directly with faculty who were responsible for completing SLO assessment work (R1.14). This communication has been reinforced by the Executive Vice-President of Instruction and the President in multiple forums (R1.15).

Instructional Deans have also increased the outreach to faculty and programs which are not based on main campus. For example, the Dean of Career and Technical provided information to the Drywall and Construction apprenticeship programs that are located at their own facility in Morgan Hill. These programs, while integrated into the college systems, have not been as active in SLO program level assessment and planning. The Dean, together with the Institutional Researcher, met to conduct additional training and to support these programs' assessment and planning efforts (R1.16). As a result of these meetings, the drywall faculty went back to modify several of the assessment reports adding additional data from course and instructor evaluations. These updates led to one course supplementing hands on projects with a workbook so that the students not only built the project, but also reviewed and interpreted the information. Some of the assessments were also used to update the equipment and procedures being used (R1.17). The additional outreach by Deans has encouraged the use of SLO data to drive instructional improvements.

In Summer and Fall '13, administrative and student services have also further strengthened their processes for assessment and improvement. Both groups were guided through a review of their current program level SLOs and assessment methods. An initial meeting for both areas was followed up with individual meetings with some program representatives (R1.18). Directors and staff met with the Institutional Researcher to update the assessment methodology. These groups were also reminded to use their findings and other relevant data to have a broad and documented discussion about the development of their respective program plans.

Revisions to the program review process further strengthened the integration of SLO assessment into improvement, planning, and allocation. At Gavilan College, each instructional and non-instructional program is reviewed on a regular basis. At this review, programs are tasked with developing a program review submission that reflects: the progress made since the last review, issues facing the program, and plans for the future. Program representatives are asked to present data, including SLO data, to support their contentions and future plans. In Fall '13, changes were made to the review template to reinforce the link between SLO and other assessment data and the development of planning and budget request items (R1.19). The Institutional Effectiveness Committee (IEC) reviews each submission and highlights issues or concerns and/or requests for additional information. These issues are
then conveyed to the program via email and then are discussed in person with the program representative and the supervising administrator. The process culminates in recommendations for the program moving forward (R1.20). As with SLO data, program review recommendations are another criteria used to rank program planning objectives.

The college has also undergone a broader effort to reemphasize the link between assessment and the development of program plan objectives and corresponding budget requests. In Spring ’13, the Budget Committee has held additional meetings to strategize about how to improve the awareness of program planning cycle and the ranking rubric, which includes SLO data support as one of its ranking criteria. Additionally, the Management Information System department has posted links which provide sorted lists of program plan budget requests and the Budget Committee ranking. Departments can now easily access the initial program plan requests to the funding priority list for all campus areas (R1.21).

While several improvements in the process and communication about the link between SLOs assessment and planning and allocation have been completed, their impact upon the current planning and allocation cycle will be demonstrated when the budget allocation recommendations are completed in April. There are, however, some indications more programs are using SLO and assessment data to inform the development of program plan objectives. In Fall ’13, most (60%) submitted program plans identified at least one proposed objective that was informed by SLO assessment data.

Several Fall ’13 program plan examples illustrate the shift towards instructional improvement and the reemphasis of the link between assessment data and planning and allocation. For example, the Math department identified inconsistent performance of students on learning outcomes across its 200-level courses. The pattern of student performance suggested that there might be advantages to creating multiple tracks of Algebra 2, one for Science, Technology, Engineering, and Math (STEM) students and another for non-STEM students. An objective was proposed to develop and offer a Math 242 course for non-STEM students. Initial data suggests that students are performing well in the Math 242. (R1.22).

College-wide efforts to shift the discussion about SLOs to informed instructional improvement (described in greater detail below) have allowed instructors the freedom to conduct and use assessments that are more meaningful for their own teaching and instructional program development. This work has focused the SLO work on instructional improvement and its linkage to the planning and allocation process. Communication and procedural improvements have also strengthened the link between student learning outcomes and planning and allocation decision-making.
• A more effective approach to assessing student learning outcomes at the course, program, and institutional levels on a regular, continuous, and sustainable basis. This process must include outcome statements that clearly define learning expectations for students, define effective criteria for evaluating performance levels of students, utilize an effective means of documenting results, and documentation of a robust dialogue that informs improvement of practices that promote and enhance student learning. (II.A.1.c)

Since the Spring ’13 accreditation visit, a variety of efforts have re-engaged faculty in the importance and utility of SLO assessment. The common theme of these efforts was a focus on instructional improvement. Faculty have led important efforts to advance dialogue and improve processes, which has broadened and deepened the college’s system of SLO assessment.

For some time, the college has indentified student learning outcomes for all of its programs and courses. For instructional programs, the development of these outcomes is integral to the development of the course curriculum and pedagogy. Submissions for new and updates to existing courses and programs are reviewed by the college’s Curriculum Committee (R1.23). Course outlines, including student learning outcomes, are developed by faculty and reviewed by faculty representatives on the curriculum committee. The course outline details student learning outcomes, weekly objectives, and the instructional methodology that will be used to help students achieve the outcomes and objectives. Each proposed course outline is reviewed and discussed by other faculty within the discipline and department. The department chair then approves the curriculum and forwards it to the area instructional dean. Following the dean’s approval, the course outline is considered by the curriculum committee, and once approved, is forwarded to the Chief Instructional Officer (CIO) and the board for final approval (R1.24). Each course outline is reviewed and updated at least once every five years. When the course outline is updated, the SLOs for the course must be reviewed and assessed.

Faculty have led an effort, through the curriculum committee, to discuss how to provide more guidance for faculty on the development and assessment of SLOs. In Fall 13, discussions have led to a strengthening of the oversight and informational role played by the curriculum committee. The committee has adopted a rubric to serve as the basis for the committee’s discussion, evaluation, and approval of SLOs and PLOs included in curriculum under consideration by the committee (R1.25). Further discussions are currently underway to review the quality of assessment prior to a course or program modification approval (R1.26). This increased involvement of the curriculum committee has provided a forum for discussions of how to strengthen the meaning, utility, and quality of SLO assessment.
Instructional faculty have also championed the effort to improve the quantity and meaningfulness of the SLO assessment work. In Fall '13, the faculty senate led an ongoing dialogue about SLO assessment and student learning improvement (R1.27). These discussions have prompted more dialogue about the meaning and purpose of SLO work for instructional faculty.

Gavilan College’s California Community College Chancellor’s Office (CCCCO) award winning Learning Council (LC) has also been a setting where increased dialogue about student learning improvement has taken place. The LC was established to provide a forum for representatives from all the campus constituency groups to engage in dialogue and innovation. At the LC, Focused Inquiry Groups (FIGS) develop around interest in emerging issues at the college. The groups work outside of the LC meetings to discuss and develop strategies to address identified campus issues. In Fall '13, a FIG developed on student improvement and included faculty from various sectors of campus. Part of the work of this Instructional Improvement FIG has involved modeling how to use data and information to improve student learning. To further this goal, a series of data presentations and active workshops have been planned for the newly institutionalized Spring ‘14 college hour. These workshops are intended to train all stakeholder groups in the use of new data tools available to inform improvement discussions.

The Instructional Improvement FIG has also worked to discuss strategies on how to make SLO assessment and improvement more meaningful for faculty (R1.28). The group is serving as an advisory committee for SLO policies and procedures. An SLO liaison will bring SLO related items for discussion. Any formal proposals for policy and procedure changes will be proposed through the Gavilan College shared governance process.

Alongside these developments, the faculty union, which has just recently included part-time faculty into their membership, has led an effort to establish permanent positions to improve the quality of student learning. The positions are focused on faculty mentorship, professional development, and student learning outcomes and all have a role in student learning improvement. While the positions were jointly approved by the union and administration in Spring ’13, the contract, which included the positions, was ratified in October ’13 (R1.29).

Although the SLO faculty liaison position began in mid-November ’13, the assigned faculty has provided important leadership on the college’s SLO work. For example, the faculty liaison has met with the curriculum committee to initiate a process for aligning the curriculum revision process with SLO assessment (R1.30). The faculty liaison has also provided training and assistance to faculty working on SLO assessment. Plans have been developed to highlight SLOs on the Gavilan College website home page for student
reference. The SLO liaison is using the LC Instructional Improvement FIG as an advisory
group is his effort to make SLO assessment more meaningful and focused on improvement.

The increased improvement dialogue has been facilitated by the accessibility of a new data
dashboard tool. The college has recently purchased and implemented Argos®, which
enables system data to be presented in a useful and user-friendly fashion. For example, at
professional development day, a data dashboard was unveiled that allowed a user to view the
enrollment, FTES, success, and retention for courses or disciplines over the past five
academic years (R1.31). The data are presented in both table and chart form. These tools
were integrated into the professional development day discussion. Other tools which have
been developed present data on course efficiency, enrollment, costs, and productivity. In the
area of distance education, a dashboard compares distance and non-distance course on
enrollment, success, and retention (R1.32). These data have prompted discussions on
distance education instructional improvements. For example, the Distance Education (DE)
Coordinator has used this tool to identify instructors with low success or retention rates and
has informally approached them to discuss ways to facilitate student engagement. Together,
these tools have begun to increase the accessibility of data to end-users, including faculty,
which is encouraging more informed discussion around course, program, and institutional
improvement.

Initial indications suggest a shift to instructional improvement and process modifications are
contributing to a broadening and deepening of SLO assessment. At Gavilam College, the
SLO assessment reporting site tracks each course and program’s SLOs, assessment method,
assessment results, and how the results are used (R1.33). The site has recorded a dramatic
increase in the proportion of courses and programs regularly assessing outcomes since the
Spring ’13 visit. To illustrate, the proportion of courses assessed rose from 68 to 87%, from
Spring ’13 to Fall ’13, while the proportion of instruction program rose from 67 to 92%
(R1.34). Multiple courses and programs have repeated the assessment cycle more than once,
see above screen capture. The remaining courses are mostly those that are taught through the
Joint Powers Agreement currently located at Evergreen College. All non-instructional
programs have been regularly assessing and reporting upon their assessments.

While the number of courses and programs assessed has increased, several areas have
conducted in-depth review of student learning outcomes so as to identify more appropriate
and aligned student learning outcomes. In late Spring ’13, the college received a grant from
the Accrediting Commission for Community and Junior Colleges (ACCJC) to employ the
Degree Qualifications Profile (DQP) in order to strengthen its student learning outcomes.
The grant provided support to instructional programs to improve student learning outcomes
and assessment in order to increase student success (R1.35). The Digital Media program, in
particular, took advantage of this support to review their program and improve and revise its SLOs to establish a more systematic and purposeful pathway for Digital Media students (R1.36).

In response to the California Community College system-wide effort to establish programs that matriculate with four-year universities, Gavilan College has conducted a tremendous amount of effort to review and update courses, programs and their corresponding outcomes and curriculum. The college has had over 56 courses approved by the Course Identification Numbering System (C-ID), which means that their course outlines and their SLOs have been compared and aligned with the C-ID descriptors. In addition, redesigning instructional programs has necessitated the identification of new program-level SLOs. At Gavilan College, three Transfer Model Curriculum (TMC) degrees have been fully approved, which means that all courses in this program area contain model course descriptors and learning outcomes. Nine more TMC degrees have been submitted for review, with several additional TMC degrees in the planning stages.

The increased faculty leadership and shift towards instructional improvement has also encouraged more areas to conduct in-depth and meaningful analysis of students’ progress on learning outcomes. For example, the assessment for a newly offered accelerated remedial English course brought together all three instructors of the course. A common assessment found that students were not succeeding at the expected levels for several outcomes. As a result of the meeting, the instructors agreed upon some important pedagogical changes (R1.37). Moreover, the instructor noted the benefit of meeting in person to discuss assessment results and potential improvements. According to the lead instructor, one of the most important developments from the assessment was a commitment to conducting regular meetings.

SLO-informed course modifications have also led to student learning outcomes performance improvements. For example, a History instructor noted in a previous assessment, the poor performance of students on SLOs related to reading assignments (R1.38). After participating in some professional development activities about reading apprenticeship and acceleration, the instructor implemented a “jigsaw” reading activity that led to dramatic increases in student performance on SLO assessments. Students also commented on how much more engaging the activity was in comparison to the previous method. The improvements and corresponding SLO assessment contributed to an important realization for the instructor about reading and student performance.

At the program-level, the Theater program SLO outcome assessment provides another example of how the focus on improvement has led to more meaningful SLO assessment and subsequent use of the results. For some time, the Theater department had struggled with how
to assess its overall program in a fruitful way. In Fall '13, the lead instructor for the program developed a special theater production for students in the program as a way to assess their progress on Theater program learning outcomes. The project allowed students more freedom to explore and develop their theatrical skills (R1.39). The production also gave the instructor a more meaningful and in-depth way of assessing students' progress on student learning outcomes. The unique assessment approach opened up the instructor's view of how assessment can be conducted in a meaningful and productive way. The instructor will repeat the assessment approach on regular cycle.

Together, important improvements have produced a more complete SLO identification and assessment process and led to deeper and more useful outcome assessment. The examples illustrate the greater level of engagement and productivity that has occurred due to the significant developments since the Spring '13 accreditation visit.

- An approach that recognizes the central role of its faculty for establishing quality and improving instructional courses and programs. (II.A.2.a)

At Gavilan College, course and program curriculum review at Gavilan College is a faculty-driven process. New or revised course/program outlines, which include identified student learning outcomes, are developed by faculty in the discipline. The course/program outlines are reviewed at the department level and, if appropriate, are approved by the faculty member who serves as department chair. The outline is forwarded to the relevant instructional dean and then to the curriculum committee for review and approval. A technical review sub-committee reviews curriculum prior to the curriculum being placed on the agenda. The goal of this sub-committee is to proof-read the curriculum for errors and unintentional omissions, so that the full curriculum committee can focus its discussions on more substantive issues. The full curriculum committee finally reviews and approves proposed curriculum. The curriculum committee is a standing committee of the Academic Senate. The majority of the membership is composed of faculty and is as follows: Academic Senate representative (chair) (faculty), Department Chairs (12 faculty), Vice Pres. of Instruction (administrator), Dean of Career and Technical Education and Dean of Liberal Arts and Sciences (2 administrators), student representative, Articulation officer (faculty) and Director of Admission and Records (ex officio) (administrator). This committee establishes and reviews the standards for all courses and instructional programs at Gavilan College.

For some time, all course and instructional and non-instructional programs have identified SLOs and methods for assessing SLOs. For instructional programs, each new or modified course or program, including its SLOs, is reviewed and approved by the college's curriculum committee (see detailed description above). Each program is updated on a regular cycle,
which necessitates a review at least once every 5 years. This curriculum process has been improved by the development and implementation of a SLO identification rubric (R1.25). This rubric has provided a more detailed guide for evaluating the appropriateness of proposed course and program SLOs. The newly established SLO liaison is leading an effort to implement additional procedures so that the curriculum committee can provide more information and review for the college’s SLO assessment efforts.

Gavilan College for some time has also maintained an inter-related system for coordinating the college’s SLO assessment and reporting work. During the development phase of the SLO system, an advisory committee was created to establish policies and procedures and guide training efforts. The committee’s work culminated in the development of SLO guidelines which were approved by the academic senate, administration, and board of trustees (R1.40). As SLO work progressed and a system was set in place, the advisory committee did not continue to meet. In response to the accreditation report and a need for further improvements in the SLO system, a SLO assessment advisory committee was reestablished in Fall ’13. The advisory group is a part of the work of the Learning Council Instructional Improvement Focused Inquiry Group. Through Fall ’13, this group has met once to establish a future agenda and will address SLO policy and procedure improvements in Spring ’14.

Faculty have intensively re-engaged in the leadership and dialogue around SLO assessment and instructional improvement. Important faculty led bodies, including the academic senate, learning council, and faculty union, have become more involved in discussions on course, program, and institutional improvement. The college underwent a shift in how it emphasizes and discusses SLO assessment and course and program improvement. Since the Spring ’13 accreditation visit, faculty have taken on leadership to strengthen the policies and procedures around SLOs development, assessment, reporting, and linkages to planning and allocations. For example, the professional development day activity and the department dialogue follow-up was planned and implemented by faculty representatives including the faculty senate chair (R1.12).

The faculty union led a push toward establishing positions that coordinate and lead instructional improvement. The current contract approved faculty positions in mentoring, staff development, and SLO assessment, all with a common mission to enhance instructional quality (R1.41). These positions are intended to strengthen the capacity of faculty to lead and perform instructional improvements overall. The mentorship program is planned to provide guidance to new full- and part-time faculty, while the professional development position plans to centralize and strengthen the training options for faculty. In Fall ’13, the faculty SLO liaison announced his new role focused on advancing the college’s SLO work. The liaison initiated discussions on how to improve the SLO system, and has provided
individual support sessions for faculty. In Spring '14, the liaison will offer training sessions and help revise the curriculum review process to improve the timing and quality of SLO assessment.

In another effort to improve instructional quality, faculty have also become more involved in the evaluation of part-time faculty. The newly implemented part-time faculty evaluation process includes classroom observations performed by trained faculty evaluators. The district committed to paying a small stipend to each faculty evaluator for conducting an evaluation and engaging in discussions with the evaluatee about instructional improvement. For example, in the Aviation department, the faculty member reported that as a result of the evaluation, more field trips would be planned in the future to provide a stronger experiential component for students. Also classroom management efforts were improved to include ways to individualize learning outcomes for students in the aviation program. This process includes a pre- and post-meeting between the evaluator and the evaluatee to determine goals for the observation as well as an overview of instructional strategies. Since starting this process, the feedback from faculty has been very positive and it has provided yet another means of dialogue about instructional improvement.

As discussed above, the college conducts regular reviews of each instructional and non-instructional program. The Institutional Effectiveness Committee (IEC) conducts reviews with a well-established process. The committee, which is led by a veteran faculty person, has developed a collaborative, clear and rigorous process that is integral to the college’s planning and allocation system. The committee also has been served by at least three faculty per review year. The program review processes can include recommendations to the program for improved completion, quality, and usage of SLO assessment. For example, the Business department faced several challenges with coordination and completion of curriculum, SLO assessment, and planning work. The program received two recommendations through the program review process to further assess the full complement of courses and programs and to use assessment data to improve program. The program’s status update revealed progress on both recommendations (R1.42).

At the course level, several examples illustrate how enhanced SLO assessment efforts are prompting curriculum or pedagogical improvements. For a Disability Resource Center (DRC) Guidance course, previous assessments found that students were not meeting expectations on course student learning outcomes (R1.43). In response, the instructor began to incorporate online modules into the curriculum. Fall ’13 reassessments have suggested improvements on students’ level of success on SLOs. A supplemental benefit of improvements has been that the instructor is able to provide valuable information to students about accommodations and resources available in the DRC as well as email the entire class about upcoming assignments.

14

Accreditation Follow-Up Report
Board Draft 1-14-2014
An instructor in Kinesiology provides another example of how SLO assessment has been used to inform important modifications which contributed to improved student success. As a result of a detailed SLO assessment, the instructor found that students were not performing as well as expected on the course learning outcomes for KIN 20B (Bowling). In response, the instructor worked with the bowling alley to repeatedly set up spare situations so students could practice picking up spares. The instructor also posted videos to the online course shell to provide more detailed illustrations of particular skills. As a result of these improvements, the instructor saw increased student success on these outcomes the next time he assessed student performance (R1.44).

The curriculum and program review processes have developed through strong leadership and participation of faculty. At Gavilan College, faculty are an integral part of both processes. The recent changes in curriculum and program review and increased faculty leadership will assure that the college will continue to rely upon its faculty to review and improve the college’s instructional quality.

- **Reliance on faculty expertise to identify competency levels and measurable student learning outcomes for courses, certificates, programs, including general and vocational education, and degrees. (II.A.2.b)**

As a part of the curriculum development process, course-level student learning outcomes are identified and aligned with the appropriate program-level and general education outcomes. This alignment is conducted as a part of each course outline submitted to the curriculum committee. The curriculum committee, with its broad faculty representation, reviews each submission for approval. On a regular cycle each course and instructional program is required to submit an update. Courses that are not updated within the update cycle are not offered in the class schedule. These updates require the responsible faculty to review SLOs and their alignment to program and GE SLOs.

Since the Spring '13 accreditation visit, the curriculum committee has increased its advisory role over SLO matters. Together with the input from the academic senate, the curriculum committee has developed and implemented a rubric for the evaluation of the appropriateness of an SLO at the course- and program-level. The committee has also begun to discuss the role of the SLO liaison as a source for a review of assessment quality. The faculty SLO liaison has proposed that an assessment review be a part of the curriculum review workflow. These discussions will continue to promote greater involvement by the faculty-led curriculum committee in SLO assessment and improvement (R1.45).
Alongside the developments in curriculum review, the faculty union has provided leadership for increased staffing and support for course, program, and college improvement. In Fall '13, the Gavilan College Board of Trustees approved a contract that included a professional development, peer mentoring, and SLO support positions (R1.46). While all of the positions are involved in instructional improvement, the SLO liaison position has taken the lead in the college SLO developments.

Gavilan College for some time has maintained a system for SLO assessment and reporting. In the initial establishment of the SLO policies and procedures in Fall 07, an advisory committee was established and operated during this development phase of SLO work. The committee developed SLO guidelines which were approved by the academic senate, administration, and board of trustees (R1.40). As SLO work developed, the advisory committee did not continue to meet. The committee was reestablished in Fall '13 as a part of the Learning Council Instructional Improvement Focused Inquiry Group.

Faculty have also increased their involvement in improving instructional quality through a peer-evaluation process. The new process was developed through discussions at the negotiations table between the Gavilan College Faculty Association and the district as a means to increase the involvement of the faculty in providing substantive feedback to each other regarding instructional improvement. This process includes a pre- and post-meeting between the evaluator and the valuee to determine goals for the observation as well as an overview of instructional strategies (R1.47). Although the process has only been in place for three semesters, the number of faculty participating is steadily increased to 20 faculty and 37 completed evaluations in Fall '13. Although faculty are not responsible for all of the components of the evaluation, they are working together more closely with the instructional deans to establish increased quality standards in the observation process and to make the evaluation more productive. This new process has become an excellent source for peer-to-peer dialogue about instructional improvement.

Some examples illustrate improvements that have resulted from increased SLO assessment efforts. In Spring 13, the ART 12B (Sculpture) instructor was able to use multiple methods such as direct observation, artwork critique, and an illustrated research paper to assess student performance on course-level student learning outcomes. The different methods produced varied assessment results and prompted improvements such as the development of alternative projects and the provision of cover letter examples (R1.48).

The Child Development (CD) program provides another example of the increased work of faculty to improve the meaningfulness of SLO assessment. In Fall '13, the CD program, as a part of the California Community College Child Development Curriculum Alignment Project (CAP), extensively reviewed and aligned SLOs from eight Child Development courses. In
Fall 13, Child Development faculty along with the Child Development advisory committee met repeatedly to share strengths and weaknesses of the current SLOs and course content as well as develop plans for improvement. Through this process, course content, SLOs, and program outcomes were modified and aligned with the California Teacher Competencies. Modifications were submitted through the college’s curriculum review process in Fall ’13. In Spring ‘14, eight more Child Development courses will be reviewed and aligned.

Since the Spring ’13 accreditation visit, increased faculty dialogue and leadership has strengthened the college’s system of identification and assessment of student learning outcomes.

- **Use of documented assessment results to communicate matters of quality assurance to appropriate constituencies. (I.B.5 listed as I.B.4 in the Evaluation Report)**

The college uses regular assessment reports to communicate matters of quality assurance. These reports include the College Factbook, Student Profile, Gainful Employment, Student Success, Distance Education, Assessment Distribution, and Student Success Scorecard reports (R1.49). As the result of a series of significant grant-funded initiatives, the Office of Intuitional Research (OIR) regularly produces evaluation reports on particular interventions (R1.50). These data are shared across campus and through email in the form of research updates and posted on the public OIR website. The Director is a regular visitor to different constituency group meetings, where he presents data and discusses the meaning of results (R1.51). The Director also presents regular reports to the Board of Trustees and the community overall on a regular basis (R1.52).

The Public Information Officer (PIO) has worked to get more information about the assessment results to the public. For example, the college success scorecard is now prominently presented as a button on the college homepage (R1.53). Additionally, the gainful employment data for each identified program is posted online along with extensive collection of OIR reports. The PIO has also been sending out notices of reports and studies via social media and through weekly Gav news in order to increase access to assessment and improvement data (R1.54).

Established in (Fall ‘13), the Learning Council has committed to being a forum for discussing data to inform dialogue and interventions (R1.55). In Fall 13, as in previous terms, the Director of Institutional Research, facilitated discussions which reviewed data and what suggestions they made for improvement (R1.56). Many of the Focused Inquiry Groups (FIGs) use data in the development and evaluation of interventions. For example, the FIG
about the establishment of a college hour, relied heavily on data to promote the need for a non-scheduled time once a week (R1.57). In Fall '13, a learning improvement FIG was established to help expand the use of SLO assessment and other data for improvement and planning. The committee has met to discuss this issue and ways to foster improvement of student learning (R1.58).

Data are also an important part of the college's integrated planning system and are systematically incorporated into review and planning. For example, each instructional and non-instructional program is required to undergo program review and a regular basis. As a part of this process, programs present a variety of data about the program, such as success rates and the number of degrees granted. Along with these data, the program presents SLO assessment data (R1.59). Program review participants are also asked to provide data to support any contentions or proposals. For example, programs are encouraged to provide data-driven substantiation for statements such as, "our program is effective or we really need a new faculty person" (R1.60). Each program review document and the included supporting data culminate in program plan objective proposals. The program review submissions are discussed by the Institutional Effectiveness Committee (IEC), which develops specific recommendations and a resulting report. The IEC relies on supporting data in the development of its recommendations. The report, with recommendations and a summary of the submissions, is presented through the college's shared governance committees and then on to the college's governing board (R1.61).

As a part of its efforts to encourage the use of data in dialogue and improvements, the college conducted an activity in Fall '13 that involved all but three full time faculty. The activity was designed to have faculty practice with the improvement model. In groups, faculty were tasked with reflecting on any SLO or other data associated with a course and discussing improvements for the course, program, and college. These dialogue results were then passed on to departments to be used for program plan development and to the strategic planning committee for college planning (R1.62).

This event also advanced the college's effort to make data more accessible and useful. The college has begun to build dashboard tools off its previous under-utilized data warehouse system. These tools are easy to use and respond to typical data questions, such as course or discipline FTES, success and retention rates (R1.63). As a part of the professional development day event, faculty were charged with exploring data and then having discussions about what the data might suggest about improvements at the course, program, and institutional improvements. This activity provided the opportunity for faculty to work with this new tool. More dashboard tools, which will increase data access and pervasiveness, are currently being developed and released.
The college assesses the effectiveness of communicating information about institutional quality through annual shared governance and planning survey. The survey asks staff and faculty about their knowledge of institutional performance and the use of data in program and college decision-making. While there is certainly a need for continued improvement, recent results suggest that a majority of college staff and faculty had “much” or “very much” data to determine college quality (R1.64).

- *Engagement in the assessment of general education student learning outcomes. (II.A.3)*

The college has engaged in several methods in order to assess the General Education (GE) program and its outcomes. In Spring ’10, the college assessed GE outcome achievement with a self-report survey administered to a representative sample of students. The survey asked students to reflect on their achievement of GE outcomes from each outcome area. The survey found a relationship between reported SLO achievement and number of units completed with most outcomes (R1.65). These findings were presented and discussed across campus. The dialogue around these findings suggested that a more intensive review of the overall GE program was needed (R1.66).

In Spring 2012, a task force established by the faculty senate was charged with coordinating the program review for the GE program. A broadly representative group met to discuss the GE program and course composition of the GE pattern. After review by the Institutional Effectiveness Committee, it was recommended that the GE program representatives share the submitted review and further examine students’ progress on GE outcomes. In Fall ’13, the program submitted a review update which highlighted progress on the previous IEC recommendations. The review update found that further discussion was needed within all academic groups regarding the outcomes of the GE program report. In addition, the program review update laid out a plan for conducting a general education summit to further assess and discuss the GE program student learning outcomes (R1.67).

In response in Fall ‘13, a more intensive effort was conducted in order to engage a broader group of instructional faculty in a more meaningful assessment of GE SLOs. The effort, led by the instructional deans in collaboration with the department chairs, culled data from instructors who were teaching GE identified courses. As a part of the curriculum process described above, faculty proposing courses or course modifications are prompted to align the course, if appropriate, with the college’s GE student learning outcomes. In Fall ’13, a sample of instructors teaching courses aligned with particular GE outcomes were asked to provide an assessment of the progress of their students on the respective outcomes (R1.68). A total of 104 faculty completed the assessment, which represented 85% of the total sample. The
results of faculty assessment were then summarized and discussed at a special summit of the college’s department chairs (R1.69).

At the GE SLO summit meeting, participants were grouped by GE outcome area (A-F) for purposes of discussing the results of the course-level instructor assessments. Each group was asked to review the results and note any interesting patterns. The groups were also asked to highlight any course, program, or assessment process improvements suggested by the data. Groups shared their findings together and discussed the next phase of GE assessment. Participants discussed a variety of observations gleaned from the data. For example, some groups observed that in the social/political GE area students had lower levels of reported proficiency in outcomes that were more analytical. Several participants suggested the need for more cross-disciplinary instruction on some of these associated skills since they are a key to post-transfer success. Another group presented the need to update the outcomes in their area, recounting that the outcomes were developed over 10 years ago (R1.69).

Much of the discussion at the Fall ’13 GE summit focused on the need for future changes to the assessment process to make it more valid and useful to instructors. Some of the suggestions included asking instructors to report the proportions of students in their courses that were at different proficiency levels and noting what assessment method they used to arrive at their ratings. Another suggestion that emerged from the dialogue was that instructors from a particular area should be notified that they will be asked to report assessment results and to discuss the findings in a group at the end of the term. It was suggested that this more intensive assessment begin with the areas that had lower reported proficiency levels. The suggested improvements were noted and will drive the next phase of the GE assessment in Spring ’14. A report summarizing the process and the findings was sent to all faculty (R1.70).

While this assessment process had its methodological weaknesses, it was an important step in a more productive discussion about the college’s GE pattern and the associated student learning outcomes. This more inclusive and in-depth assessment will be repeated on a regular basis and will be a part of preparation for the cyclical program review of the GE program.
Appendix 1

Evidence - Recommendation 1:

R1.01 SLO Departmental Meeting Minutes
R1.02 Professional Development Day prompts
R1.03 Professional Development Day photos
R1.04 Professional Development Day dialogue
R1.05 Gavilan College Integrated Planning process
R1.06 Program Plan sample - Biology
R1.07 Program Plan Ranking Rubric
R1.08 Email – dialogue in preparation of program plans
R1.09 Fine Arts meeting agenda
R1.10 Business Department Minutes
R1.11 Revised Strategic Master Plan
R1.12 Fall 2013 Professional Development Day agenda
R1.13 Divisional Meeting Minutes
R1.14 SLO Assessment email
R1.15 Assessment email – President Kinsella
R1.16 JPA Meeting Minutes
R1.17 Drywall SLO reporting site
R1.18 Administrative Services Assessment
R1.19 IEC Program Plan forms
R1.20 IEC PowerPoint
R1.21 Program Plan – ranking list
R1.22 Program Plan – Mathematics
R1.23 Curriculum Committee website
R1.24 Curriculum Committee process
R1.25 Curriculum New Rubric
R1.26 Curriculum Committee Minutes
R1.27 Academic Senate Minutes
R1.28 FIG – SLO Assessment agenda
R1.29 GCFA Faculty Liaison positions (3)
R1.30 Curriculum Committee Minutes re SLO assessment
R1.31 Argos System Data
R1.32 Argos Distance and Non-Distance Ed Data
R1.33 SLO Assessment Site
R1.34 SLO Course Report
R1.35 Grant Description
R1.36 Digital Media Program Modification
R1.37 Eng 260P
R1.38 Hist 12 SLO report
R1.39 Theatre SLO Report
R1.40 SLO Guidelines
R1.41 GCFA Liaison contact language
R1.42 Business Department Status Review Report
R1.43 Guidance 558A SLO
R1.44 Kin 20B SLO
R1.45 Curriculum Committee SLO Assessment/Improvement
R1.46 Liaison positions
R1.47 Part-Time Faculty Evaluation Forms
R1.48 Art 12B SLO
R1.49 Office of Institutional Research
R1.50 Gears Evaluation
R1.51 Basic Skills Meeting Minutes
R1.52 Board Agenda
R1.53 Public Information Office
R1.54 Social Media Posting
R1.55 Learning Council Mission Statement
R1.56 Learning Council Leaky Pipeline
R1.57 FIG College Hour Minutes
R1.58 FIG Minutes
R1.59 Program Review sample
R1.60 IEC Orientation PPT
R1.61 IEC Summary
R1.62 Professional Development Day Summary
R1.63 Data dashboard tools
R1.64 Shared Governance Survey
R1.65 GE SLO Report
R1.66 Academic Senate – GE Program Review
R1.67 IEC GE Program Review Update
R1.68 Assessment email
R1.69 Department Chair Minutes
R1.70 GE Assessment report
Recommendation 2

In order to assure the quality of its distance education program and to fully meet Standards, the team recommends that the College conduct research and analysis to ensure that learning support services for distance education are of comparable quality to those intended for students who attend the physical campus. (II.A.1.b, II.A.2.d, II.A.6, II.B.1, II.B.3.a)

Similar to other colleges, distance education (DE) enrollment has grown steadily at Gavilan College over the past six years (R2.01). The number of instructors using some form of distance technology in their instruction has correspondingly increased. This growth, increased state oversight, and the accreditation team recommendation, have prompted an effort for greater discussion and review of distance education and the corollary support services available to DE students. This review and subsequent dialogue has led to some significant developments in the area of distance education and the associated support services.

For the past three years, the Distance Education program devoted much effort to developing policies and procedures. The DE Advisory Committee, which is a sub-committee of the academic senate, has undergone considerable work to complete a DE Master Plan and Best Practices document (R2.02). Additionally, the DE Advisory Committee developed a student authentication policy and effective contact policy. These efforts have helped to standardize the quality of DE instruction.

In order to further explore the goals of DE in Spring and Fall 13, the Distance Education Advisory Committee, in collaboration with the academic senate, conducted a series of discussions on the status and direction of online education. These discussions have increased a broader understanding about the issues facing distance education. Additionally, this dialogue has led to initial efforts in developing a handbook along with a required standard for delivering distance education (R2.03).

To inform discussions on the patterns and effectiveness of distance education, the Office of Institutional Research has begun providing term-based DE data reports. These reports detail enrollment and success patterns in distance education offerings. The reports are provided to the DE Coordinator, are presented to the DE Advisory Committee, and have been shared as a part of the broader campus dialogue described above (R2.04).

New data tools are starting to be used to further examine distance education instructional quality. A recently developed Argos® data dashboard allows a user to select any course or discipline and compare the enrollment and success rates of DE vs. non-DE course sections.
This tool has prompted several discussions on improvement. For example, the DE coordinator has used this tool to identify instructors or courses with lower success and retention rates. She then has informally reached out to some of these instructors to discuss best practices in online classroom management and effective student contact.

The organizational structure of the college has changed to better address issues on student learning and success, including the area of distance education. Prior to summer ‘13, the library, tutoring program, distance education, among other programs were supervised by the Dean of Liberal Arts and Sciences. In practice, these programs were independent and had challenges working towards a seamless model of student support. A new administrative position, Dean of Student Success, was established whose main function is to improve student success by providing supervision and leadership for programs providing direct support for student learning (R2.06). The Dean now oversees several support services programs and also includes distance education. The Dean has helped to lead and coordinate efforts to improve in the accessibility and quality of services provided to distance students.

Alongside the further development in policies and practices in DE, a study was conducted to better understand the availability and effectiveness of distance support services. This study, conducted by the Office of Institutional Research, was an addition to the regularly conducted DE evaluative data collection. The study included a service review and online focus groups, which supplemented an online student survey that is administered each term. For the service review, a list of Gavilan College support services and their respective service components was developed. Representatives for each program were then contacted to verify the accessibility of the service components for students not able to come to a physical campus. Information provided was verified when available. This review indentified several service components that did not seem to have distance options. For example, general tutoring was not available online or over the phone for students who were not able or interested in coming to any of Gavilan College site locations.

The service review findings prompted an immediate discussion of how to implement these service components in a way which would serve DE and non-DE students equitably (R2.07). Each area, where a missing service was identified, developed a plan for improvement or provision of said service. For example, general tutoring, as mentioned above, was not available to DE students. A small task force of faculty and the DE Coordinator developed a plan for offering off-site online synchronous tutoring. It was decided that CCC Confer®, a web-conferencing technology used by other community colleges, would be an effective tool for offering online tutoring. Equipment was quickly procured to facilitate a pilot online tutoring service. Forms and a tutor training process were developed in preparation for the launch of the service (R2.08). Tutor training was conducted for six tutors in Fall ‘13 and the
first sessions will be offered in Spring '14. The service review has led to some important efforts to extend the support service offerings for distance education students.

In addition to the service review, the DE student services study also produced findings on the effectiveness of the currently offered distance services and prompted timely discussions about how to improve services for Gavilan College DE students. Each term, all distance education students are surveyed to assess the quality of their DE educational experience. In Spring '13, an additional series of items were added to assess students' experience with support services. Additionally, an interactive online focus group was conducted with students from a small sample of distance education courses. The combined methods, in general, found that students who participated rated the corresponding support service highly. There were, however, some individual areas identified by students that needed further improvement (R2.09).

Together with the service review described above, the evaluative data were summarized in a study report and discussed at the college's Deans' and Student Services' Councils (R2.10). Specific service areas, indentified in the study as needing improvement, were contacted directly to convey the results of the study and encouraged to develop immediate plans for improvements. In several cases, the findings of the study were integrated into program-level discussions that fed into program plan items. For example, after reviewing and discussing the evaluation comments, the Financial Aid department added a program plan objective targeting improved services to non-in-person students. The activities outlined to achieve this objective included increasing the checking of the financial aid email to hiring a new tech position whose job focused on off-site and non-in-person service (R2.11).

Annually, the accessibility and quality of distance support services is systematically evaluated through the Distance Education report and the student survey. As with the Fall '13 effort, any findings are passed directly to support programs and their supervisors in order to promote continuous improvement. As a part of each distance education support service effort, evaluative methods will be integrated into the service. For example, each student who participates in an online tutoring session will be asked to complete a brief survey on the quality of the service (R2.12).

For a more in depth and critical review, the DE program, as are all instruction and non-instructional programs, undergoes periodic program review. To additionally increase support service program accountability, the committee charged with program review, has agreed to include DE accessibility and quality prompts on the template for any support programs (R2.13). This change will insure that support programs will be required to continually review and improve DE support services.
Together, these efforts have provided important information on the accessibility and quality of support services available to Gavilan DE students. Findings from these efforts have prompted improvements to strengthen current services. Lastly, mechanisms are in place so that this evaluative data will be regularly collected and reviewed as a part of the college’s integrated improvement cycle.
Appendix 2

Evidence - Recommendation 2:

R2.01 Distance Ed Report
R2.02 Distance Ed Master Plan
R2.03 Academic Senate Minutes
R2.04 Distance Ed report
R2.05 Argos Screenshot
R2.06 Dean of Student Services Job Description
R2.07 Distance Ed – Dean’s Council Agenda
R2.08 Tutoring – Forms/Training
R2.09 Distance Ed Assessment
R2.10 Evaluative data
R2.11 Financial Aid Program Plan
R2.12 Online Tutoring Survey
R2.13 Proposed Revised IEC Forms
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

SUBJECT: CCCT Board Election - 2014

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

Proposal:
That the Board of Trustees consider nominations for membership on the CCCT Board.

Background:
The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board. CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms.

Budgetary Implications:
None

Follow Up/Outcome:
Nominations must be returned to the League office postmarked no later than February 15, 2014.

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

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

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/ President
Date: December 9, 2013

To: California Community College Trustees
   California Community College Chancellors/Superintendents

From: Scott Lay, President and Chief Executive Officer, CCLC

Subject: CCCT Board Election - 2014

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy must accompany the Nomination Form mailed to the League office, and please use only these forms. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will not be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. CCCT board members are elected by the institutional member governing boards for three-year terms. No CCCT board member shall serve more than three (3) terms consecutively. This year eight persons will be elected to the board. Of those eight seats there are six incumbents eligible to run for re-election, one board member has termed out, and one seat was vacated by a trustee that did not run for re-election at the district level. This vacated seat will be filled by the trustee that receives the least number of votes among the top eight vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2015.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 4, 2014.

If you have any questions about the CCCT board election process, please call the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
   Official Nominating Form
   Official Biographical Sketch Form
   Official Statement of Candidacy
   CCCT Board Terms of Office
   CCCT Board Roster
CCCT BOARD
NOMINATION FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the statement of candidacy and biographic sketch form. Faxed material will not be accepted.

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the ____________________________ Community College District nominates ____________________________ to be a candidate for the CCCT Board.

This nominee is a member of the ____________________________ Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

_____________________________________________________
Signature of Clerk or Secretary of Governing Board
CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 15, 2014, along with the nomination form and statement of candidacy. Fax material will not be accepted.

PERSONAL
Name: ___________________________ Date: ___________________________
Address: __________________________________________________________
City: ____________________________________ Zip: ________________________
Phone: ______________________________ (home) ______________________ (office)
E-Mail: ____________________________________________________________

EDUCATION
Certificates/Degrees: ______________________________________________

______________________________________________________________

PROFESSIONAL EXPERIENCE
Present Occupation: ________________________________________________

______________________________________________________________
Other: __________________________________________________________

______________________________________________________________

COMMUNITY COLLEGE ACTIVITIES
College District Where Board Member: _________________________________

Years of Service on Local Board: ____________________________________

Offices and Committee Memberships Held on Local Board: _______________

______________________________________________________________

State Activities (CCCT and other organizations boards, committees, workshop presenter; Chancellor’s Committees, etc.

______________________________________________________________
National Activities (*ACCT and other organizations, boards, committees, etc.*): 
________________________________________________________________________
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**Civic and Community Activities**
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**Other**
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CCCT Board
Statement of Candidacy

Must be returned to the League office postmarked no later than February 15, 2014 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: ___________________________ DATE: __________________

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

________________________________________________________________________

________________________________________________________________________

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What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

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## CCCT Board Terms

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* Board member is unable to seek reelection due to three-term limit.
CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2013-14 BOARD ROSTER

ISABEL BARRERAS
Immediate Past-President
State Center CCD

SALLY BIGGIN
Redwoods CCD

LAURA CASAS
Foothill DeAnza CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

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MARCIA ZABLECKIS
Barstow CCD

VACANCY
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

SUBJECT: Sabbatical Leave Requests

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

Proposal:
That the Board of Trustees review the sabbatical leave requests as information only. The administrative recommendation will be submitted to the Board for action no later than the February Board Meeting.

Background:
The Faculty Staff Development Committee met to review the sabbatical leave requests. The requests were submitted ranked as follows:

1) John Lawton-Haehl – Fall 2014
2) Mark Turetzky – Fall 2014

Budgetary Implications:
Position(s) will be backfilled by additional part-time faculty.

Follow Up/Outcome:
Deans will hire appropriate part-time faculty to backfill the vacancies left by the full-time faculty on sabbatical.

Recommended By: Dr. Steven M. Kinsella

Prepared By: ____________________________
Kathleen Rose, Vice President of Instructional Services

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

SABBATICAL LEAVE APPLICATION

I. Name: John Lawton-Haehl, Ph.D  
   Date: 11/30/13

II. Gavilan College Date of Employment: Fall, 2006

III. Have you had a previous sabbatical leave? no  
     If yes, what year was it taken?  
     What were the objectives of the leave?

IV. Proposed dates of this Sabbatical Leave: Fall, 2014

V. Sabbatical Proposal: Provide a brief overview of your proposed project.

   My sabbatical proposal has three main components: 1) to develop and design a Summer (2015) Arts Bridge Project at Gavilan College to create entry pathways for local South County High School students to Gavilan Arts Programs, using the Theatre Arts as a prototype, 2) to visit other local Community Colleges, creating a comparative analysis of staff, resources and course offerings, and to review and organize Gavilan Theatre Arts Curriculum so that it ensures successful transfer into the state and UC System, 3) to participate in professional development project(s) with a focus on increasing my knowledge base in performance and design and developing connections within the local Theatre Arts Communities.
   Please see attached sheets for full project description.

   Using additional sheets, attach a statement describing in detail (1) the project's goals; (2) specific objectives; (3) activities intended to meet the objectives and the locations of the activities; (4) the anticipated outcomes; and (5) the benefits of the project to students, to you as an instructor, to your department, and/or to other departments and disciplines.

VI. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant's department and signed by the department chair.

   Department's comments regarding the project's benefits: This project will be of great benefit to Gavilan College and our community at-large.

   Date: 12/2/2013

   Department Chair Signature

   Applicants Signature
I & II. Project Goals and Objectives

Goal I. Research and Develop Summer Arts Bridge Program 2015 in Theatre Arts

In 2006, when Dr. Lawton-Haehl took over the Theatre Arts Program, there were approximately 12 Theatre arts majors and the graduation/transfer rate was abysmal. Steadily the transfer rate has improved as the number of majors has grown, with several students transferring to the State System and three Gavilan students transferring to UC Berkeley and one to UC Davis. Matriculation 2013 was an amazing year for Gavilan’s Theatre Arts Program with three students transferring to UC Santa Cruz, two transferring to San Jose State and one Theatre arts major transferring to SF State. Moreover, of those three students transferring to Santa Cruz, one, Izzy Quistlan was awarded the Pister Scholarship while Cynthia Simunovich was awarded top honors at Gavilan as the Outstanding Students scholar. Unfortunately, the time to degree for Theatre Arts majors is still is over three years, and was one of the reasons Theatre arts chose to participate in the new AA-T to help expedite the transfer process for Gavilan Students.

Despite these recent accolades, most of the local high School Students in the South Valley Area do not come to Gavilan for their Theatre arts degrees, opting to travel north to our competition at Evergreen, De Anza and Cabrillo. This Sabbatical’s main project will be to research and develop a lively and exciting Summer Arts Bridge Program to encourage local High School students to start work on their AA-T degree in the summer at Gavilan, continue into a fully articulated Bridge Program in Acting and/or Technical Theatre, and successfully transfer into a four year institution at the end of their second year at Gavilan. With the Chancellors recent changes to the priorities for the Junior Colleges System, Gavilan College’s Board of Trustees decided that last summer was the end of the Summer STAR. The Theatre Arts Program now has the opportunity to build a new summer program that is academically focused and community based, offering college level Theatre Arts courses for the first time at Gavilan. These courses in summer term 2014 will act as a prototype version of the proposed program. Information gathered during summer term 2014 and student’s reactions to courses offerings will also help in the shaping of the fully developed 2015 Summer Arts Bridge Program.

Currently, the academic model for the Summer Arts Bridge program would be a hybrid of a conservatory program, such as ACT’s Youth Conservatory Program and a regular summer session. The Bridge Program would be offered during the regular Gavilan Summer Session with two sessions. The morning class would be devoted to a GE, such as Theatre Appreciation or Theatre History, which would be open to regular summer sessions students as well as the Bridge Students. The afternoon session would be devoted to a conservatory style performance class centered on a different theme each summer, such as Musical Theatre, Performing In Shakespeare, Performing In American Realism, etc. Each day of the week would be devoted to a different topic, with specialists coming in to augment instruction for the instructor. Topics for a Musical Theatre Session might include: Dance for Musical Theatre, Vocal Training, Scene-work/Acting, and Performing (Dancing & Singing) as an ensemble or chorus.
This has served to isolate Dr. Lawton-Haehl from the local Theatre community, which has been detrimental to the programs outreach and visibility. Participating in an outside project will renew professional contacts with local theatre companies, forging important links for future student internships and employment.

Project to be finalized during Spring 2014. Design/Production Projects under negotiations: Aurora Theatre Company, Berkeley CA; Shotgun Players, Berkeley Ca., UC Davis Department of Theatre & Dance, Davis Ca; Odyssey Theatre, Gilroy Ca.

III. Please see Calendar below for proposed activities and locations

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Finalize schedule for Professional Development Project</td>
<td>Theatre Curriculum. Schedule appointments with Theatre Art Departments.</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
</tr>
<tr>
<td>2</td>
<td>Development Summer Arts Bridge Program</td>
<td>Review Theatre Curriculum</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
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<tr>
<td>3</td>
<td>UCSC Theatre Dept. Meet with Advisor</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
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<tr>
<td>4</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Theatre Curriculum</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
</tr>
<tr>
<td>5</td>
<td>San Jose State Theatre Dept</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
</tr>
<tr>
<td>6</td>
<td>Organize Research and information form site visits. Follow up and Thank Yous</td>
<td>Theatre Curriculum</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
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<tr>
<td>7</td>
<td>Cabrillo Theatre Dept.</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
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<td>8</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Theatre Curriculum</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
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<tr>
<td>9</td>
<td>Evergreen Theatre Dept</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
<td>Research and Development Summer Arts Bridge Program</td>
<td>Professional Development Project</td>
</tr>
</tbody>
</table>

Sabbatical Proposal

John Lawton-Haehl
V. Benefits to program, students and faculty

As mentioned earlier in the application, the Gavilan Theatre Arts program had a very successful year in 2013 with 3 AAAs transferring to UCSC, two to San Jose State and one Theatre Arts transfer to SF State. However the majority of local High School students from Gilroy, Hollister and Morgan Hill do not come to Gavilan College, most opting to travel north to Evergreen, De Anza or one of the other neighboring Community Colleges. A Summer Bridge Program would encourage students to come to Gavilan in the summer, thereby starting an accelerated AA-T and introducing them to the Gavilan Theatre and program faculty. As mentioned earlier, the Summer Bridge Program can serve as a model or resource for other Gavilan Faculty teaching in programs with AA-Ts.

Finally, my research into other Theatre Arts Programs will generate a comparative analysis of Gavilan's Theatre Arts programs with other local community college institutions. This report will be then used as the basis for future funding requests for materials and staff through the Program Plan requests and process at Gavilan. Moreover, the comparative analysis will be the basis of a five year vision plan for Theatre Arts as the program continues to grow and prosper. The opportunity to work on an outside design or performance project will renew ties to local Theatre Communities, creating important professional links for our program, student internships and future student employment.
I. Name: Marc Turetzky
   11/30/13

II. Gavilan College Date of Employment: Started 1999-2000

III. Have you had a previous sabbatical leave? No
      If yes, what year was it taken?
      What were the objectives of the leave?

IV. Proposed dates of this Sabbatical Leave: Fall 2014

V. Sabbatical Proposal: Provide a brief overview of your proposed project.

   Developing the Political Science Program
   Using additional sheets, attach a statement describing in detail (1) the project's goals;
   (2) specific objectives; (3) activities intended to meet the objectives and the locations of
   the activities; (4) the anticipated outcomes; and (5) the benefits of the project to
   students, to you as an instructor, to your department, and/or to other departments and
   disciplines.

VI. Departmental Review: Departmental approval is not required; however, applications
    must be reviewed by the applicant's department and signed by the department chair.

Department's comments regarding the project's benefits:

   No comments; I only informally advised my department colleagues of my intentions to
   submit a Sabbatical leave application centering on developing a Political Science
   Program. The response was positive.

   [Signature]
   Date: 12/2/13

Department Chair Signature

VII. [Signature] 12/1/13
   Applicant's Signature
Marc David Turetsky  
Fall 2013

Sabbatical Leave Application for Fall 2014

Developing the Political Science Program

Brief Overview

I propose to research and develop a Political Science Program at Gavilan College. I will visit, interview political science faculty and evaluate Political Science Programs at neighboring community colleges and universities, focusing on: curriculum, the AA-T degree, service learning, and internship programs. My goal is to grow Political Science in several different directions: (1) possibly broaden its course offerings (I'm thinking of the following offerings: - introduction to political science; - introduction to international political economy; and - introduction to research methods for political science); (2) developing an AA-T degree; and (3) develop a serious Sacramento and Washington DC based internship program.

For the past several years Political Science has played a major role in the Social Science department's interdisciplinary majors, Global Community Studies, and in the past in its Service Learning Program. Political Science also plays a key role in providing courses for Gavilan College's interdisciplinary AA as well as the UC and CSU transfer degrees. The reason my proposal should be taken seriously is obvious: there is a lot of pressure being brought to bear on all of California's 112 community colleges to better prepare our students for degree completion and transfer, as well as how to generally better serve the needs of all of our students. Therefore, I propose to use my sabbatical leave to explore the various ways I can build a Political Science program the fills the needs of our students as well as contributing to the growth, development, and success of the Social Science department.

Project Goals, Objectives, Activities, Outcomes, and Benefits

Goal 1: Visit and assess how successful Political Science programs are at surrounding community colleges and universities in order to plan and develop a Political Science program at Gavilan College.

Objectives:

1. Compare and contrast curriculum offerings at six neighboring community colleges. Specific areas for investigation include: a general introduction to political science, a general introduction to global political economy/globalization, and a political science research methods course.
2. Interview Political Science faculty at three neighboring universities about their curricula in relation to Gavilan's curriculum.
3. Interview Political Science faculty at all nine community colleges and universities about the development of a Sacramento and Washington D.C. based internship program.
4. Interview Political Science faculty at all nine community colleges and universities about the development of an AA-T Political Science degree. Specific areas for assessment are: service learning, U.S. and Global Politics (which includes courses in International Relations, Comparative Politics, and International Terrorism), and research methods.
5. Confer with Gavilan College Counseling faculty about potential curriculum development directions.
6. Confer with Social Science department faculty about potential curriculum development directions.
Conclusion:

I am the only full-time faculty in my department, Political Science. As such, a project of this magnitude and scope (developing a new, expanded, broader Political Science program) could not be completed in the course of a normal semester where I teach 5 classes with over 200 students. There's just too much day to day lecture planning, grading, and course maintenance to even attempt such a project. Thus, this sabbatical, if granted, would give me the opportunity to really plan and construct a broader, better Political Science program aimed serving the needs of Gavilan College students. That's the reason why we are all here right now and the reason I want to take this sabbatical: because I think by building the kind of department I propose, student needs at Gavilan College will be better served.
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

Office of the President


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

Proposal:
That the Board of Trustees review and comment on the proposed changes to the Strategic Plan for Fiscal Years 2014-15 through 2018-19 as indicated as attached.

Background:
The strategic plan is reviewed and revised as appropriate to reflect changes that appear in department unit plan submitted in conjunction with program reviews or annual department updates. Strategies are followed for a period of years to ensure that there is adequate concentration of effort on achieving strategic initiatives which by their nature are long term shifts in college operations.

Budgetary Implications:
None

Follow Up/Outcome:
The strategic plan assists in establishing priorities for funding as the tentative and final budgets are prepared.

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

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

Agenda Approval: ____________________________
Dr. Steven M. Kinsella, Superintendent/President
STRATEGY #1
Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1 Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally underrepresented student populations with special needs, such as DRC, ESL, basic skills, and re-entry students.

Goal #2 Strengthen career programs through a cohesive organizational approach such as creating an Occupational Career Program Institute.

Goal #3 Increase options for credit/non-credit and life-long learning courses for other constituencies as indicated in community needs surveys.

Goal #3 Increase course and program offerings, as funding allows with a particular emphasis on Transfer Model Curriculum (AA/AS-Ts).

Goal #4 Support programs that bridge pre-collegiate credit/non-credit courses and other learning support options intended to prepare students for entry into basic skills, transfer, and career technical programs.

Goal #5 Evaluate alternate delivery of courses and services such as online, hybrid, and High Step.

Goal #6 Use data to plan a complete general education transfer pattern of courses and appropriate basic skills and career technical courses at the Hollister and Morgan Hill facilities, and the Gavilan campus in the evenings and weekends.

Goal #7 Work with local school districts to establish an adult education consortium in accordance with AB 86.

STRATEGY #2
Improve student services and enhance curriculum and programs in order to help students meet their educational, career, and personal goals.

Goal #1 Increase the student success, completion, and transfer rates, and/or who can transfer within two-years.

Goal #2 Complete student learning outcomes assessments for continuous improvement of all courses and programs, and of the institution.

Goal #3 Support professional development for faculty in order to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.
Goal #4 Support professional development for staff to improve services that support student learning success.

Goal #4 Improve and maximize student support services to encourage student engagement, with special attention to off-site campuses.

Goal #5 Implement plans identified through the Institutional Effectiveness Committee process and approved through the shared-governance procedures to continuously improve instructional, administrative, and student services. Make planning ongoing at every level: standing committees, departments, and divisions.

Goal #6-5 Provide appropriate technology and support for teaching, student success, and administrative services.

Goal #7-6 Implement plans that enhance student engagement by strengthening collaborative partnerships with our communities.

Goal #87 Increase awareness the awareness accessibility of mental health student well-being services such as mental health, (e.g. mental health, food and transportation support) available to all students.

STRATEGY #3

Improve and expand existing facilities to enhance the learning environment.

Goal #1 Expand facilities in the northern part of the district by leasing 20,000 square feet or more, in Morgan Hill. Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

Goal #2 Explore co-existence options between public golf-course use and educational programs.

Goal #2 Improve existing classroom facility space to optimize instructional success.

Goal #3 Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements.

STRATEGY #4

Recruit and develop staff to foster success for our diverse students in their attainment of educational goals.

Goal #1 Determine optimal staffing levels for all departments and create staffing plan to meet student needs.

Goal #2 As budget permits, continue to implement the five-year full-time faculty hiring plan to ensure that 60% to 62% of credit courses are taught by full-time faculty. In completion of this goal the following carry-over practices and commitments will be honored:

a. Retirements will be replaced by hiring a full-time faculty member for the position
and academic department vacated by the retirement.
b. Develop second five-year hiring plan.
c. Create a culture that promotes a commitment to a personalized model.

**Goal #3** Maintain competitive salary and benefit packages to ensure the attraction and retention of the best qualified employees.

**Goal #4** Involve staff in a shared-governance process to create a Staff Development Plan with defined learning outcomes for all employees.

**Goal #5** Promote a safe and healthy work environment.

**Goal #6** Create institutional standards for customer service, for providing services to students and staff, with regular assessment. Research and share "best practices" across campus.

**Goal #7** Develop a model Equal Opportunity Employment Plan to encourage equitable access to employment opportunities.

**Goal #8** Provide adequate staffing, as funding allows, in support of instructional labs.

**STRATEGY #5**

*Update the Educational Master Plan to include development of multi-college expansion by coordinating all instructional programs, student and administrative support services, organizational structure and staff, and site development through linkage with Strategy 3.*

**Goal #1** Develop a faculty, staff, and community driven plan for the expansion of educational programs and related educational specifications (i.e. specific facility needs) for campus expansion, in each of the following locations:

- a. Gilroy—Gavilan main campus
- b. San Benito County—12 miles south of main campus
- c. Coyote Valley—18 miles north of main campus

**Goal #2** Create a class schedule to accommodate the needs of San Benito County students in newly obtained facilities with the objectives of reaching 500 FTEs and of maintaining adequate enrollments at main Gavilan campus.

**Goal #3** Develop a proposed administrative structure and staffing plan to best support the expansion of facilities in San Benito County and Morgan Hill, through linkage to Strategy #4.

**Goal #4** Develop a process to coordinate courses, programs, and services among all campuses as the college expands.

**STRATEGY #6**

*Develop a rolling five-year fiscal stability plan.*

**Goal #1** Publicize opportunities and impacts of grant-funded programs in addition to the fiscal
impact at the end of the grant cycle.

Goal #2 Explore means to ensure open, equitable, and fair distribution of campus funds based upon the Strategic Planning process. Increase the college's budget ranking and allocation process' transparency and its linkages to articulated needs and the integrated planning system.

STRATEGY #7
Improve communication, coordination, collaboration, and participation to foster a campus culture of engagement and excellence. Increase short and long-term student success through improvements in instructional and support services.

Goal #1 Prioritize and improve dialogue and transparency concerning program, departmental, divisions, college, and district activities and plans, with special attention to the inclusion of students, classified staff, and part-time faculty. Improve communication processes to increase awareness about planning activities, resource allocations, and significant factors affecting the college.

Goal #2 Create opportunities to improve integration and collaboration at every level, with emphasis on student success, e.g., a college hour, staff development opportunities.

Goal #3 Increase the number of opportunities for cross-disciplinary discussions with special attention to the inclusion of students, classified staff, and part-time faculty.

Goal #4 Strengthen and augment means for students to communicate among themselves and to the broader campus community on issues of common concern.

Goal #5 Broaden contacts and communication with local high schools, businesses, and agencies so such contact, collaboration, and feedback is widespread and frequent in all sectors of campus.

Goal #6 Define and promote a college "innovation pathway" that moves from concept to pilot, evaluation, implementation, and institutionalization. Use planning processes at all levels of the college to ensure intentional and informed decision-making.

Board approval: 9/11/12
ACTION ITEMS
OLD BUSINESS
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

Office of the President

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

SUBJECT: Board Policies

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

Proposal:
That the Board review and approve the proposed changes to the Board policies as attached.

Background:
The policies have gone through the shared governance process. This is the second reading presented to the Board.

Budgetary Implications:

Follow Up/Outcome:
The policies will be publicized to the college community and posted as appropriate.

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

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

Agenda Approval:  
Dr. Steven M. Kinsella, Superintendent/President
BP 2716 Political Activity

Reference:
Education Code Sections 7054, 7051.1 7056;
Government Code Section 8314

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

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

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

Reference:
   Education Code Section, 72024

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

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

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

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

Reference:

*Education Code Sections 66250 et seq. 72010 et seq., and 87100 et seq.;*
*Title 5, Sections 53000 et seq. and 59300 et seq.;*
*Penal Code Section 422.55;*
*Government Code Sections 129261., and 12940 et seq.*
*Accreditation Standard II.B.2.c*

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

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

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

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

See Administrative Procedure #3410

Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: February 8, 2005
Approved by the Board of Trustees: December 11, 2001
BP 5030  Fees

Reference:

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

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

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

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

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

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

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

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

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

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

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

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

See Administrative Procedures #5030

Approved by the Board of Trustees: August 13, 2002
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

SUBJECT: 2014 Board Goals

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

Proposal:
That the Board of Trustees approve the Gavilan College Board Goals for 2014.

Background:

Budgetary Implications:

Follow Up/Outcome:
The Board’s approved goals will be incorporated in the strategic plan annual update and serve as a foundation for determining work efforts of the college staff for the upcoming year.

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

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

Agenda Approval: ________________________________
Dr. Steven M. Kinsella, Superintendent/President
GAVILAN COLLEGE BOARD OF TRUSTEES

2014 Gavilan College Board Goals

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

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

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

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

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

GOAL 6: Analyze district security policy.

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

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

January 14, 2014

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

SUBJECT: Revised Academic Calendar

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

Proposal:
That the Board review and approve the revised AY14-15 Academic Calendar.

Background:
The Academic Calendar is being modified to reinstate the Wednesday before Thanksgiving as an instructional day, thus adjusting the last day of instruction.

Budgetary Implications:
None.

Follow Up/Outcome:
None.

Recommended By: Dr. Kathleen A. Rose, Executive Vice President and CIO

Prepared By: [Signature]
Dr. Kathleen Rose, Executive Vice President and Chief Instruction Officer

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

January 14, 2014

Consent Agenda Item No. 2, (a)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.
Administrative Services

SUBJECT: FY 2014-2015 Non-Resident Tuition and Capital Outlay Fee

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

Proposal:
That the Board of Trustees approve the District charge the following for FY 2014-2015:
I. Nonresident Tuition Fee  =  $213 (#2 below)
II. Capital Outlay Fee  =  $ 0

Background:
I. Nonresident Tuition Fee - Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 of each year for the succeeding fiscal year. Each district has the option of using one of the following seven categories:

1. The Statewide average cost per unit is $193.
2. Gavilan College's cost of education per unit is $213.
3. District basis with 10% or more noncredit FTES is - N/A.
4. The nonresident tuition cost per unit at colleges that are contiguous to Gavilan College's service area are:
a. Hartnell  Information not yet available
b. San Jose/Evergreen  Option 5 - $199, $4 capital outlay fee
c. Cabrillo  Information not yet available
d. West Valley  Information not yet available
e. Monterey Peninsula  Option 1 - $193, no capital outlay fee
5. No more than the district and no less than the statewide cost -$213-193
6. Highest years statewide average tuition is $193.
7. No more than 12 comparable states' average tuition is $388.

II. Capital Outlay Fee - The calculated Capital Outlay fee is $4.37 per unit.

Budgetary Implications:
Since the District does not receive state funding for nonresident FTES, the nonresident tuition fee will help offset the cost of education.
Follow Up/Outcome:
Complete and submit the district's election to the California Community Colleges' Chancellor's office.

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

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

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

January 14, 2014

Consent Agenda Item No. 2 (b) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: FY 2014 - 2015 Budget Planning Calendar

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

Proposal:
That the Board of Trustees approve the FY 2014 - 2015 Budget Planning Calendar as part of the development of the District's budget for FY 2014 -2015.

Background:
As part of the budget process, attached is the proposed FY 2014 -2015 Budget Planning Calendar which establishes a timeline to develop, review, and approve the District's budget for FY 2014 -2015. The College Budget Committee and President's Council have reviewed and approved the proposed calendar.

Budgetary Implications:
None.

Follow Up/Outcome:
Follow Budget Calendar timeline.

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
#### Budget Planning Calendar for FY 2014 - 2015

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Event</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 13</td>
<td>Cabinet complete review/ranking of program plans</td>
<td>Cabinet</td>
</tr>
<tr>
<td>January 14</td>
<td>Approval of budget calendar</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>January 14</td>
<td>Approval of financial audit</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>January 14</td>
<td>Completion of Board of Trustee goals</td>
<td>President / Board of Trustees</td>
</tr>
<tr>
<td>January 14</td>
<td>Distribute FY 2014-2015 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>January 17</td>
<td>State budget workshop-Sacramento</td>
<td>Cabinet, Director Business Services</td>
</tr>
<tr>
<td>January 21</td>
<td>Distribute FY 2014-2015 budget line item detail for other expenditures (4/6/6's) for all departments/all funds to Cabinet for review.</td>
<td>Vico President of Administrative Services and Director Business Services</td>
</tr>
<tr>
<td>January 23</td>
<td>Program plan and budget requests loaded into database</td>
<td>Webmaster</td>
</tr>
</tbody>
</table>

### February 2014

<table>
<thead>
<tr>
<th>February</th>
<th>Mid-year review of budget to actual expenditures, all funds for FY 2013-2014</th>
<th>Vice President of Administrative Services and Director Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Development of Strategic Plan (Budget Guidelines)</td>
<td>President</td>
</tr>
<tr>
<td>February 10</td>
<td>Begin assessing the Status of FY 2013-2014 Budget Guidelines (Strategic Plan) and Board goals</td>
<td>Cabinet/President</td>
</tr>
<tr>
<td>February</td>
<td>Begin prioritization process of program plans with budget requests</td>
<td>College Budget Committee</td>
</tr>
<tr>
<td>February 18</td>
<td>Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources</td>
<td>Cabinet</td>
</tr>
<tr>
<td>February 18</td>
<td>Budget line item detail for other expenditures (4/6/6's) for all departments/all funds to the VP of Administrative Services</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Deadline Date</td>
<td>Event</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>--------------</td>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>March 2014</td>
<td>FY 2014-2015 position control file, (Group 1 and 2) projections</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td></td>
<td>(Version #1) due to Director, Business Services</td>
<td></td>
</tr>
<tr>
<td>March 12</td>
<td>Approval of FY 2014-2015 Budget Guidelines (Strategic Plan)</td>
<td>President's Council</td>
</tr>
<tr>
<td>March 12</td>
<td>Submit prioritized program plans with budget requests to President's</td>
<td>College Budget Committee</td>
</tr>
<tr>
<td></td>
<td>Council</td>
<td></td>
</tr>
<tr>
<td>March 17</td>
<td>Revenue and expenditures calculations; general fund only (Exhibit</td>
<td>Director Business Services, Director, Human Resources</td>
</tr>
<tr>
<td></td>
<td>2, Version #1) due to Cabinet</td>
<td></td>
</tr>
<tr>
<td>March 24</td>
<td>Final deadline for changes to the Tentative Budget document due to</td>
<td>Cabinet</td>
</tr>
<tr>
<td></td>
<td>VP of Administrative Services</td>
<td></td>
</tr>
<tr>
<td>March 26</td>
<td>Review revenue and expenditure calculations with Board and College</td>
<td>Director Business Services</td>
</tr>
<tr>
<td></td>
<td>Budget Committees</td>
<td></td>
</tr>
<tr>
<td>March 26</td>
<td>Program plans with budget requests recommendation to President</td>
<td>President's Council</td>
</tr>
<tr>
<td>April 2014</td>
<td>Cost out summer/fall class schedule</td>
<td>Vice President of Instructional Services, Vice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>President of Student Services, and Deans</td>
</tr>
<tr>
<td>April 8</td>
<td>FY 2014-2015 Strategic Plan to Board of Trustees</td>
<td>President</td>
</tr>
<tr>
<td>April 14</td>
<td>Revenue and expenditures calculation; all funds (Exhibit 2, Version</td>
<td>Director Business Services and Director Human</td>
</tr>
<tr>
<td></td>
<td>#2) due to Cabinet</td>
<td>Resources</td>
</tr>
<tr>
<td>April 14</td>
<td>Final status of prior year Budget Guidelines to VP of Administrative</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>April 17</td>
<td>Board and College Budget Committee review of Tentative Budget</td>
<td>Director, Human Resources</td>
</tr>
<tr>
<td></td>
<td>document</td>
<td></td>
</tr>
<tr>
<td>April 25</td>
<td>Final revenue and expenditures calculation; all funds (Exhibit 2,</td>
<td>Director Business Services and Director Human</td>
</tr>
<tr>
<td></td>
<td>Version #3) due to VP Administrative Services</td>
<td>Resources</td>
</tr>
<tr>
<td>May 2014</td>
<td>Governor's May revise with district review</td>
<td>Cabinet</td>
</tr>
<tr>
<td>May 14</td>
<td>Complete Tentative Budget to printer</td>
<td>Vice President of Administrative Services</td>
</tr>
<tr>
<td>June 2014</td>
<td>Tentative Budget adopted by Board of Trustees</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>Deadline Date</td>
<td>Event</td>
<td>Responsible Party</td>
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<tr>
<td>---------------</td>
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</tr>
<tr>
<td>July 2014</td>
<td></td>
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</tr>
<tr>
<td>July</td>
<td>State budget workshop</td>
<td>Cabinet and Director Business Services</td>
</tr>
<tr>
<td>July 7</td>
<td>Revise Tentative Budget for Final Budget</td>
<td>Director Business Services and Director Human Resources</td>
</tr>
<tr>
<td>July 14</td>
<td>Final deadline for the addition of new positions (Group 1 and 2) to the Final Budget. Freeze position file for Final Budget document due to VP of Administrative Services</td>
<td>Cabinet</td>
</tr>
<tr>
<td>July 21</td>
<td>Changes in budget line item detail for other expenditures (4/6/6's) department budgets, all funds due to VP of Administrative Services</td>
<td>Cabinet</td>
</tr>
<tr>
<td>July</td>
<td>Preliminary financial and compliance audit</td>
<td>Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans</td>
</tr>
<tr>
<td>August 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 5</td>
<td>Board Budget Committees review of Final Budget (College Committee does not meet in the summer)</td>
<td>Director Business Services</td>
</tr>
<tr>
<td>August 14</td>
<td>Categorical year-end close, FY 2013-2014</td>
<td>Director, Business Services</td>
</tr>
<tr>
<td>August 15</td>
<td>Complete Final Budget to printer</td>
<td>Vice President of Administrative Services</td>
</tr>
<tr>
<td>August 29</td>
<td>All funds year-end close, FY 2013-2014</td>
<td>Director, Business Services</td>
</tr>
<tr>
<td>September 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Review Final Budget with College Budget Committee</td>
<td>Director Business Services</td>
</tr>
<tr>
<td>September</td>
<td>Database available for input of FY 2015-16 program plans with or without budget requests.</td>
<td>Staff</td>
</tr>
<tr>
<td>September 9</td>
<td>Approve Final Budget FY 2014-15</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>October 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Final financial and compliance audit</td>
<td>Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans</td>
</tr>
<tr>
<td>Deadline Date</td>
<td>Event</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>November 2014</td>
<td>Input of program plans and budget requests completed.</td>
<td>Staff</td>
</tr>
<tr>
<td>November 13</td>
<td>Board and College Budget Committees development of FY 2014-15 budget calendar</td>
<td>Director Business Services</td>
</tr>
<tr>
<td>November</td>
<td>Cost out intersession/spring class schedule</td>
<td>Vice President of Instructional Services, Vice President of Student Services, and Deans</td>
</tr>
<tr>
<td>December 2014</td>
<td>Complete review/rank of program plans with budget requests</td>
<td>Managers, Supervisors, and Deans</td>
</tr>
<tr>
<td>December</td>
<td>Complete 90% of adjunct salary assignments</td>
<td>Deans</td>
</tr>
<tr>
<td>January 2015</td>
<td>Cabinet complete review/ranking of program plans with budget requests.</td>
<td>Cabinet</td>
</tr>
<tr>
<td>January 12</td>
<td>Approval of budget calendar</td>
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<td>January 13</td>
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<td>January 14</td>
<td>Completion of Board of Trustees goals</td>
<td>President / Board of Trustees</td>
</tr>
<tr>
<td>January</td>
<td>State budget workshop, Sacramento</td>
<td>Cabinet</td>
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<tr>
<td>January</td>
<td>Distribute FY 2015-2016 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>January</td>
<td>Program plan and budgets requests loaded into database</td>
<td>Webmaster</td>
</tr>
<tr>
<td>January</td>
<td>Distribute FY 2015-2016 budget line item detail for other expenditures (4/6/s)'s for all departments/all funds to Cabinet for review</td>
<td>Vice President of Administrative Services and Director Business Services</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

Consent Agenda Item No.  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  2.(c)

Administrative Services

SUBJECT: Letter of Agreement for Community College Forum

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

Proposal:
That the Board of Trustees approve a Letter of Agreement (LOA) for the Community College Forum.

Background:
Gavilan College is preparing a needs assessment required by the Chancellor’s Office for the new educational centers. The Community College Forum provides data and analysis on various items including students, employers, careers, and other demographics. Planning and forecasting tools provided by the service will assist in developing plans for Gavilan educational centers. A "Summary of Membership Services" is attached. Data available through the Forum will be used for the college’s ongoing work to improve student success.

Budgetary Implications:
Annual membership is $27,500.

Follow Up/Outcome:
After Board approval, staff will process and submit the LOA.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
COMMUNITY COLLEGE FORUM
SUMMARY OF MEMBERSHIP SERVICES

Best Practice Studies – At least six major studies reporting best practices in Academic Affairs, Student Affairs and Administration and Finance – proven strategies from the most progressive and innovative organizations – both in and beyond Higher Education. Member organizations have unlimited access to all Best Practice Studies.

Best Practice Briefs – Condensed studies meant for broad distribution to key leadership constituencies at member organizations. Briefings will be available in unlimited quantity.

Dedicated Advisor – Senior member of Advisory Board staff who will serve as primary point of contact and will facilitate utilization and dissemination of best practice reports.

Annual President Summit – One day working sessions designed for Forum staff to present the major research findings from the year and facilitate discussion amongst Presidents on how to introduce these ideas to their own organizations. Held throughout the year at multiple locations.

Annual Leadership Summit – One day intensives designed for leaders across campus to review and discuss new findings on key issues and network with peers at other institutions. Held throughout the year at multiple locations.

Access to Experts – Direct access to analysts, researchers and senior consultants at the Community College Forum. Staff is available to provide follow-up support and networking contacts, as well as share documents obtained during the course of research.

National Teleconferences – Conference calls for member organizations facilitated by research leaders to provide discussion and networking support on topics covered by the Community College Forum without requiring the burden of travel. Unlimited attendance allowed for Member Organizations.

Best Practice Implementation Kits – An assortment of tools to assist in the installation of high profile best practices. Implementation kits on the most compelling ideas are available to members through published reports and through an online database. Automatic distribution to key leadership at the organization with the opportunity for unlimited re-orders.

Performance Audit Tools – Series of diagnostic materials for members to assess their own performance gaps and customized target areas for improvement—case profiles, worksheets and corresponding benchmarks and discussion guides.

Online Research Database – Dedicated website for member organizations, providing full online access to the entire library of the Community College Forum's work.

Custom Research – Member Organizations may assign our staff of researchers a customized project on virtually any topic in academic affairs, student affairs or administration & finance throughout the membership year. Members may request as many projects as they like across the year, though the Forum asks that members allow us to complete a project before assigning the next.
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

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

SUBJECT: Curriculum

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

Proposal:
That the Board review and approve the recommendations of the curriculum committee as reflected in the attached curriculum summary.

Background:
The curriculum summary lists courses and programs approved by the curriculum committee.

Budgetary Implications:
None.

Follow Up/Outcome:
Curriculum modifications are incorporated into the college schedule and catalog.

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

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
CURRICULUM COMMITTEE SUMMARY
January 13, 2014

NEW COURSE PROPOSAL - EXPERIMENTAL COURSE

LIB 99 Research Skills for English 1A 1 Unit, 1 Lee, 0 Lab
This course develops information competency skills as defined by the Academic Senate for CA community colleges. It is designed to be integrated with the English 1A curriculum, so that these skills are developed in a meaningful context. It includes lessons and activities related to understanding the research process; developing a research question and a research strategy; taking notes for research; general principles of searching; effective use of the library catalog and online databases; finding and evaluating internet sources; citing sources; and creating an annotated bibliography.
Justification for use of Form E: (experimental/emergency) rather than Form A (permanent addition to catalog): This curriculum is the result of ongoing discussions between the library and the English department faculty about the need to address information competency skills in a systematic way. This course is modeled after courses offered at other community colleges and targeted to the particular needs of Gavilan's teaching and learning community. The goal is to create a course that is flexible enough to work across the diverse content offerings and teaching styles that are the strength of the English faculty, while at the same time follow a model that is sustainable for library faculty to teach. The purpose of a pilot first to determine whether or not such a goal is achievable, and second, to assess and modify it before it is offered on a broader scale. Request that this Experimental course be approved for one year, so that there is enough time to analyze the results prior to making it a permanent course.

NEW COURSE PROPOSAL - SECOND READING

JLE 153 Traffic Collision Investigations Intermediate 2 Units, 1.3 Lee, 3.1 Lab
This course teaches the proper techniques for scene assessment, vehicle assessment, physical evidence, photography, definitions and terminology, and field and practical exercises in traffic collision investigations.

MODIFICATIONS TO EXISTING COURSES - FORM C

DM 113 Introduction to Digital Media 3 Units, 2 Lee, 3 Lab
Remove cross listing from CSIS 113. Course was created in CSIS (2002) before Digital Media program existed. There is no longer a need for cross listing with CSIS, very few students from CSIS take the course, nor does it appear in CSIS degree.
Change description:
Introduction to the aesthetic and technical aspects of single camera digital video recording, non-linear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized production equipment (e.g., High Definition camcorder and DSLRs, lighting, glide cam) plus software such as Final Cut Pro, Motion, and After Effects. Also considered will be the preparation of digital video for distribution in interactive media such as CDs, DVDs, mobile devices, and the World Wide Web. Students will produce a final digital video project for distribution in various media formats.
Align course to C-ID and update student learning outcomes, textbook and content.
GUID 210  First Year College Student Seminar  .5 Unit, .5 Lec, 0 Lab
Change description:
Students will acquaint themselves with college and university requirements, educational alternatives, and strategies for academic success. This will include an orientation to college programs, services, policies and facilities. Students will apply assessment test results, develop an individualized education plan and class schedule, and/or enroll in first semester classes.
Update student learning outcomes and content.
Reason for modification:
Update needed to include language specific to categorical programs. Also needed to indicate that a comprehensive educational plan will be completed at the end of the course.

KIN 79A  Indoor Racket Sports - Beginning  .5-1 Unit, 0 Lec, 1.5-3 Lab
Chancellor's office requirement of the new repeatability rules, allowing a "family" of courses be developed for each activity class.
Change number and title:
From:  KIN 79  Indoor Racket Sports
To:  KIN 79A  Indoor Racket Sports - Beginning
Change description:
This coeducational class includes the net games of badminton, pickleball and table tennis. Instruction in the basic skills along with an introduction to the court markings and basic rules will be provided. This course has the option of a letter grade or credit/no credit. Courses should be taken in sequential order to qualify for transfer credit.
Update content and student learning outcomes.

KIN 79B  Indoor Racket Sports - Intermediate  .5-1 Unit, 0 Lec, 1.5-3 Lab
Chancellor's office requirement of the new repeatability rules, allowing a "family" of courses be developed for each activity class.
Change number and title:
From:  KIN 79  Indoor Racket Sports
To:  KIN 79B  Indoor Racket Sports - Intermediate
Change description:
This coeducational class includes the net games of badminton, pickleball and table tennis. Instruction in the skills, rules, strategies and their application to singles and doubles play will be provided. This course has the option of a letter grade or credit/no credit. Courses should be taken in sequential order to qualify for transfer credit.
Update content and student learning outcomes.

KIN 82A  Circuit Training - Level 1  .5-1 Unit, 0 Lec, 1.5-3 Lab
Chancellor's office requirement of the new repeatability rules, allowing a "family" of courses be developed for each activity class.
Change number and title:
From:  KIN 82  Circuit Training
To:  KIN 82A  Circuit Training - Level 1
Change description:
This course is a combination of aerobic exercise and resistance training designed to simultaneously improve mobility, strength and stamina. Students will rotate from station to station, alternating between cardio and muscle toning exercises. Emphasis will be on students exercising at a moderate (40% - 50% THR) exertion level. This course has the option of a letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.
Update content and student learning outcomes.
KIN 82B  Circuit Training - Level 2  .5-1 Unit, 0 Lec, 1.5-3 Lab
Chancellor's office requirement of the new repeatability rules, allowing a "family" of courses be
developed for each activity class.
Change number and title:
From:  KIN 82  Circuit Training
To:  KIN 82B  Circuit Training - Level 2
Change description:
This course is a combination of aerobic exercise and resistance training designed to
simultaneously improve mobility, strength and stamina. Students will rotate from station to
station, alternating between cardio and muscle toning exercises. Emphasis will be on student's
exercising at an intermediate (50% - 60% THR) exertion level. This course has the option of a
letter grade or pass/no pass. Courses should be taken in sequential order to qualify for transfer
credit.
Update content and student learning outcomes.

KIN 82C  Circuit Training - Level 3  .5-1 Unit, 0 Lec, 1.5-3 Lab
Chancellor's office requirement of the new repeatability rules, allowing a "family" of courses be
developed for each activity class.
Change number and title:
From:  KIN 82  Circuit Training
To:  KIN 82C  Circuit Training - Level 3
Change description:
This course is a combination of aerobic exercise and resistance training designed to
simultaneously improve mobility, strength and stamina. Students will rotate from station to
station, alternating between cardio and muscle toning exercises. Emphasis will be on student's
exercising at a high (60% - 80% THR) intensity level. This course has the option of a letter grade
or pass/no pass. Courses should be taken in sequential order to qualify for transfer credit.
Update content and student learning outcomes.

PSYC/GUID 52  Peer mentoring, education, and leadership  1 Unit, 1 Lec, 0 Lab
Cross list with GUID 52.
Reactivate course and change title, units and hours:
FROM:  PSYC 52  Peer Counseling
TO:  PSYC/GUID 52  Peer mentoring, education, and leadership
Change description:
An overview of the principles, skills, and methods used in peer mentoring and education. Course
emphasizes communication skills, goal setting, intervention techniques and referral skills for peer
leaders. Students will complete national Certified Peer Educator certification upon successful
course completion.
Update content, student learning outcomes and textbook.
Reason for reactivation: Course to be reactivated for use with numerous student groups on campus who
function in peer leadership roles. Course curriculum will be supplemented with BACCHUS Network
peer education training modules leading to national Certified Peer Educator certification.

THEA 1  Theatre History: Greece to Restoration  3 Units, 3 Lec, 0 Lab
Change title:
From:  Theatre History
To:  Theatre History: Greece to Restoration
Update General Ed, student learning outcomes, content, textbook and methods of evaluation.
Updates to comply with C-ID.
THEA 4/CMUN 2   Oral Interpretation   3 Units, 3 Lec, 0 Lab
Align with C-ID. Update for CMUN AAT.
Update student learning outcomes, content and textbook.

THEA 7   Theatre Appreciation   3 Units, 3 Lec, 0 Lab
C-ID Update textbook and change student learning outcomes to meet C-ID criteria.

THEA 14   Stage Production   2-3 Units, 0 Lec, 6-9 Lab
Update textbook to align with C-ID.

DISTANCE EDUCATION - FORM D

GUID 210   First Year College Student Seminar   .5 Unit, .5 Lec, 0 Lab
To provide additional access to the general college population. All other Guidance courses have an online option.

LIB 99   Research Skills for English 1A   1 Unit, 1 Lec, 0 Lab
Offer as online or hybrid to provide for additional access.
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2014

Consent Agenda Item No.  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  2(e)

SUBJECT: Board Representative for the County Committee Election

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☐ Action Item

Proposal:
That the Board of Trustees select a representative to vote in the election for members of the County Committee on School District Organization.

Background:
The California Education Code § 35023 requires that the governing Board of each school district, at its annual initial meeting select one of its members to vote in the election for members of the County Committee on School District Organization.

Budgetary Implications:

Follow Up/Outcome:
The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the Board.

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

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

Agenda Approval: ________________________________  
Dr. Steven M. Kinsella, Superintendent/ President
December 5, 2013

TO: District Superintendents
    School District Board Presidents

FROM: Suzanne Carrig, Office of the Superintendent

SUBJECT: NAMING THE BOARD REPRESENTATIVE FOR THE COUNTY COMMITTEE

Enclosed is a copy of the certificate for this year's naming of the County Committee Board Representative. The purpose of the certificate is to name a board member to complete the County Committee Election ballot that comes to each district in November; the board member indicated on this form will vote in the 2014 County Committee election. The County Committee Board Representative is not required to attend County Committee meetings. Instructions for completing and returning the certificate are contained in the document. Forms can be emailed back to suzanne_carrig@sccoe.org, faxed to (408) 453-6869. Please return certificates by February 2014.

If you have any questions regarding this matter, please contact me via email or at (408) 453-6869. Thank you.
SCHOOL DISTRICT
CERTIFICATE
NAMING THE BOARD REPRESENTATIVE
FOR THE COUNTY COMMITTEE ELECTION

The California Education Code requires that the governing board of each school district, at its annual initial meeting, select one of its members to vote in the election for members of the County Committee on School District Organization. The relevant Education Code Section is as follows:

§ 35023. Election of representative for county committee

The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee as provided by Article 1 (commencing with Section 4000 of Chapter 1 of Part 3). The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the board.

To comply with the Education Code, please provide the information requested below and return to the address below.

Name of School District

Name of Board Member Selected to Vote in the County Committee Election

Date of the Board Meeting at Which the Above Board Member was Selected

Signature of the Secretary or Clerk of the District

Please return this Certificate to:
Suzanne Carrig
Mail Code 243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Fax: (408) 453-6525 email: suzanne_carrig@sccoe.org

If you have any questions regarding this procedure, please call (408) 453-6869.
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

Administrative Services

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 2.(f)

SUBJECT: GCFA/District Contract Proposal ("Sunshine")

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees accept the jointly developed initial "sunshine" proposal between the District and the Gavilan College Faculty Association (GCFA).

Background:
Attached is a copy of the Public Presentation of Initial Proposal between the District and GCFA.

California Government Code Section 3547 requires that prior to commencing negotiations, all initial proposals be presented at a public meeting. The District and GCFA are ready to start negotiations for FY 2014-2015 with the first step in the process being agreement on a jointly developed initial "sunshine" proposal.

Budgetary Implications:
To be determined.

Follow Up/Outcome:
Commence negotiations.

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

C:/Board Agenda/nb
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AND
GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)
NEGOTIATIONS FOR THE 2014-15 SCHOOL YEAR

PUBLIC PRESENTATION OF INITIAL PROPOSALS

January 14, 2014

Whereas the Gavilan Joint Community College District and the Gavilan College Faculty Association (GCFA) have committed to interest-based bargaining principles in the conduct of their labor negotiations, both parties have jointly developed the following initial proposals for upcoming labor negotiations:

1. Both parties are interested in negotiating a satisfactory compensation package (salary) for the 2014-15 academic year for GCFA unit members, taking into consideration the current State budget and its effects on the College.

2. The Association is interested in negotiating the following:
   a. Article 22.3.3 (Includes 22.3.3.1 and 22.3.3.2)
   b. Article 30.3, Retirement Incentive

3. The District is interested in negotiating the following:
   a. Article 29, Department Chairperson

4. Both parties, by mutual agreement, are interested in negotiating the following:
   a. Article 1.3, Term
   b. Article 1.4, Reopeners
   c. Article 16.4, Re-Appointment of Part-Time Faculty
   d. Appendix I, Academic Calendar

Kathleen A. Röse, Ed. D.
Executive Vice President and
Chief Instructional Officer
Gavilan College

Leah Halper
President
Gavilan College Faculty Association
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

Consent Agenda Item No. Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 2 (g)

SUBJECT: Measure E Bond Program Budget Alignment

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

Proposal:
That the Board of Trustees approve the attached Measure E Bond Budget Alignment.

Background:
Attached is a matrix titled “Measure E Bond Budget Alignment, December 2013” summarizing recommended changes within the Measure E program.

On November 12, 2013 the Board of Trustees approved allocating $1.4 million of Measure E funds for state matched Instructional Equipment and Scheduled Maintenance expenditures. In addition, we are ready to implement Phase 2 of the technology and computer upgrade replacement projects. These items are reflected as proposed budget adjustments

Budgetary Implications:
Changes to the Measure E budget are needed to accommodate expenditure needs of various projects. The efficient use of Measure E funding.

Follow Up/Outcome:

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

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

Agenda Approval: ___________________________
Dr. Steven M. Rinsella, Superintendent/President
<table>
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<tr>
<th>Org Code</th>
<th>PROJECT</th>
<th>Approved Budget as of September 2013</th>
<th>Proposed Budget Adjustment</th>
<th>Proposed Budget</th>
<th>Balance as of January 1, 2014 (not final)</th>
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<td>Coyote Valley Prop (Property Develop.)</td>
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<td>$-</td>
<td>$-</td>
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</tr>
<tr>
<td>607660</td>
<td>Student Center/Administration</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<td>Parking Lot Campus Lighting</td>
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<td><strong>Totals</strong></td>
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<td><strong>$113,345,316</strong></td>
<td><strong>(300)</strong></td>
<td><strong>$113,345,016</strong></td>
<td><strong>$27,127,005</strong></td>
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</table>

**INCOME:**

- Bond Revenue: $108,000,000
- Interest Income: $5,139,709
- Reimbursement of Bond Expenses: $299,497
- Agricultural lease: $4,615
- Parking Fund Contribution FY 07-08: $217,129
- Scheduled Maintenance Contributions FY 08-09: $350,000

Subtotal: $113,320,022

**Forecasted Interest (FY 13-14)**: $100,000

Total: $113,420,022

Balance: $73,767
Gavilan Joint Community College District
Governing Board Agenda

January 14, 2014

Consent Agenda Item No. Neutral
Information/Staff Reports N o. Neutral
Discussion Item No. Neutral
Old Business Agenda Item No. 2.(h)
New Business Agenda Item No. Neutral

SUBJECT: FY 2013-14 Tax Revenue Anticipation Note Program, Resolution No. 967

☐ Resolution: BE IT RESOLVED, that Resolution No. 967 be approved.
☐ Information Only
☐ Action Item

Proposal:
That the Board of Trustees review and approve Resolution No. 967 allowing the District to participate in a mid-year Tax Revenue Anticipation Note Program.

Background:
The State of California has enacted several measures designed to decrease expenditures, including the continued deferral of apportionments due to the District in fiscal year 2013-14. In addition, the revenue from Proposition 30 is being paid to the college on a quarterly basis. As a result, it is anticipated the District will continue to experience a cash flow shortfall during fiscal year 2013-14 created by timing differences between its anticipated expenditures and estimated receipt of revenues, including the State deferrals. Resolution No. 967 being presented to the Board of Trustees authorizes an additional mid-year borrowing by the District to address this cash flow shortfall through the issuance of a second tax and revenue anticipation note (a "TRAN").

Resolution No. 967 authorizes the issuance of a TRAN by the District in an amount not-to-exceed five million dollars ($5,000,000) and the participation by the District in the Community College League of California Tax and Revenue Anticipation Note Program. By participating in the Program, the District’s TRAN will be marketed together with TRANs of other California community college districts in order to attract investors.

Resolution No. 967 is attached for your review and approval.

Budgetary Implications:
Allow the District to meet its cash flow obligations.

Follow Up/Outcome:
Upon approval, the District will work to secure the necessary cash flow.

Recommended By: Susan Cheu, Chief Financial Officer

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

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

Mid-Year TRANS nb
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT RESOLUTION

NUMBER 967


WHEREAS, local agencies are authorized by Section 53850 to 53858, both inclusive, of the Government Code of the State of California (the “Act”) (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes;

WHEREAS, the Governing Board (the “Legislative Body”) of the community college district specified in Section 23 hereof (the “District”) has determined that a sum (the “Principal Amount”), not to exceed the Maximum Amount of Borrowing specified in Section 23 hereof, which Principal Amount is to be confirmed and set forth in the Pricing Confirmation (as defined in Section 4 hereof), is needed for the requirements of the District, to satisfy operating or capital obligations of the District, and that it is necessary that said Principal Amount be borrowed for such purpose at this time by the issuance of a note or notes therefore in anticipation of the receipt of taxes, income, revenue, cash receipts and other moneys of the District, as further described herein, for fiscal year ending June 30, 2014 (“Repayment Fiscal Year”);

WHEREAS, the District hereby determines to borrow, for the purposes set forth above, the Principal Amount by the issuance of the Note (defined herein), in one or more series, on either a tax-exempt or taxable basis, as hereinafter defined;

WHEREAS, because the District does not have fiscal accountability status pursuant to Section 85266 of the Education Code of the State of California, it requests the Board of Supervisors of the County (as defined herein) to borrow, on the District’s behalf, the Principal Amount by the issuance of the Note;

WHEREAS, pursuant to Section 53853 of the Act, if the Board of Supervisors of the County fails or refuses to authorize by resolution the issuance of the Note within the time period specified in said Section 53853, following receipt of this Resolution, and the Note is issued in conjunction with tax and revenue anticipation notes, in one or more series, of other Issuers (as hereinafter defined), the District may issue the Note in its name pursuant to the terms stated herein;

WHEREAS, it appears, and this Legislative Body hereby finds and determines, that the Principal Amount, when added to (i) the interest payable thereon, and (ii) any other money heretofore borrowed by or on behalf of the District through the issuance of tax and revenue anticipation notes or temporary notes in anticipation of the receipt of, or payable from or
secured by, taxes, income, revenue, cash receipts or other moneys for the Repayment Fiscal Year (collectively, the “Prior Tax and Revenue Anticipation Notes”), does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys of the District received in or accrued to the Repayment Fiscal Year, and available for the payment of the principal of the Note and the interest thereon;

WHEREAS, no money has heretofore been borrowed by or on behalf of the District through the issuance of tax and revenue anticipation notes or temporary notes in anticipation of such Unrestricted Revenues;

WHEREAS, pursuant to Section 53856 of the Act, any Unrestricted Revenues can be pledged for the payment of the principal of the Note and the interest thereon (as hereinafter provided);

WHEREAS, the District has determined that it is in the best interests of the District to participate in the Community College League of California Tax and Revenue Anticipation Note Program (the “Program”), whereby participating local agencies (collectively, the “Issuers”) will simultaneously issue tax and revenue anticipation notes;

WHEREAS, the District desires to have its Note (defined herein) marketed together with some or all of the notes issued by the Issuers participating in the Program;

WHEREAS, the underwriter or placement agent appointed in Section 21 hereof (the “Underwriter”), will structure one or more pools of notes or series of note participations (referred to herein as the “Note Participations”, the “Series” and/or the “Series of Note Participations”) distinguished by (i) whether and what type(s) of Credit Instrument (as hereinafter defined) secures notes comprising each Series by the principal amounts of the notes assigned to the Pool, (ii) whether interest on the Series of Note Participations is a fixed rate of interest or a variable rate of interest swapped to a fixed rate, (iii) whether interest on the Series of Note Participations is includable in gross income for federal income tax purposes, or (iv) other factors, all of which the District hereby authorizes the Underwriter to determine;

WHEREAS, the Program requires the Issuers participating in any particular Series to deposit their tax and revenue anticipation notes with a trustee pursuant to a trust agreement (the “Trust Agreement”) among such Issuers, the District, the California Community College Financing Authority (the “Authority”) and Wilmington Trust, National Association, as trustee (the “Trustee”);

WHEREAS, the Trust Agreement provides, among other things, that for the benefit of Owners of Note Participations, that the District shall provide notices of the occurrence of certain enumerated events, as further described herein.

WHEREAS, the Program requires the Trustee, pursuant to the Trust Agreement, to execute and deliver the Note Participations evidencing and representing proportionate, undivided interests in the payments of principal of and interest on the tax and revenue anticipation notes issued by the Issuers comprising such Series;
WHEREAS, the District desires to have the Trustee execute and deliver a Series of Note Participations which evidence and represent interests of the owners thereof in the Note and the Notes issued by other Issuers in such Series;

WHEREAS, as additional security for the owners of the Note Participations, all or a portion of the payments by all of the Issuers of their respective notes may or may not be secured either by an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments) (collectively, the "Credit Instrument") issued by the credit provider or credit providers designated in the Trust Agreement, as finally executed (collectively, the "Credit Provider"), which may be issued pursuant to a credit agreement or agreements or commitment letter or letters designated in the Trust Agreement (collectively, the "Credit Agreement") between the Issuers and the respective Credit Provider;

WHEREAS, in the event that a Credit Instrument is unavailable, the District has determined that it is desirable to authorize a portion of the premium or proceeds received from the sale of the Note to be deposited, along with the moneys received from the sale of Notes of other Issuers, into a reserve account to be held by the Trustee pursuant to the Trust Agreement and for the benefit of Owners of the Note Participations;

WHEREAS, the net proceeds of the Note may be invested by the District in Permitted Investments (as defined in the Trust Agreement) or in any other investment permitted by the laws of the State of California, as now in effect and as hereafter amended, modified or supplemented from time to time;

WHEREAS, the Program requires that each participating Issuer approve the Trust Agreement and the alternative Credit Instruments, if any, in substantially the forms presented to the Legislative Body, or, in the case of the Credit Instruments, if any, and if not presented, in a form which complies with such requirements and standards as may be determined by the Legislative Body, with the final form and type of Credit Instrument and corresponding Credit Agreement, if any, determined upon execution by the Authorized Representative of the Pricing Confirmation;

WHEREAS, pursuant to the Program each participating Issuer will be responsible for its share of (a) the fees of the Trustee and the costs of issuing the applicable Series of Note Participations, and (b), if applicable, the fees of the Credit Provider, the Issuer's allocable share of all Reimbursement Obligations, if any (as defined herein);

WHEREAS, pursuant to the Program, the Note and the Notes issued by other Issuers participating in the same Series (all as evidenced and represented by a Series of Note Participations) will be offered for public sale or private placement through negotiation with the Underwriter or placement agent pursuant to the terms and provisions of a purchase agreement or comparable placement agent agreement, as applicable (collectively, the "Purchase Agreement") or sold on a competitive bid basis;

WHEREAS, the District has determined that, in order to reduce interest costs, it may be desirable to enter into one or more interest rate swaps; and
WHEREAS, it is necessary to engage the services of certain professionals to assist the District in its participation in the Program;

NOW, THEREFORE, this Legislative Body hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. This Legislative Body hereby finds and determines that all the above recitals are true and correct.

Section 2. Authorization of Issuance. This Legislative Body hereby determines to borrow solely for the purpose of anticipating certain taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys of the District (including moneys deposited in inactive or term deposits but excepting certain moneys encumbered for a special purpose) generally available for the payment of current expenses and other obligations of the District (collectively, the “Unrestricted Revenues”), by the issuance of one or more series of taxable or tax-exempt note or notes in the aggregate Principal Amount under Sections 53850 et seq. of the Act, designated the District’s “2013-2014 Tax and Revenue Anticipation Note,” with an appropriate series designation if more than one note is issued (collectively, the “Note”) or if the District shall have issued Prior Tax and Revenue Anticipation Notes during the Repayment Fiscal Year, to be issued in the form of a fully registered note or notes in the Principal Amount thereof, to be dated the date of its delivery to the initial purchaser thereof, to mature (without option of prior redemption) not more than 13 months thereafter on a date indicated on the face thereof and determined in the Pricing Confirmation (the “Maturity Date”), and to bear interest, payable on its Maturity Date and computed upon the basis of a 360-day year consisting of twelve 30-day months, or a 365 or 366 day year, as the case may be, and actual days elapsed, at a rate or rates, if more than one Note is issued, not to exceed the rate authorized by law, as determined in the Pricing Confirmation and indicated on the face of the Note (the “Note Rate”).

If the Note as evidenced and represented by the Series of Note Participations is secured in whole or in part by a Credit Instrument or such Credit Instrument secures the Note in whole or in part and all principal of and interest on the Note is not paid in full at maturity or if payment of principal and/or interest on the Note is paid (in whole or in part) by a draw under, payment by or claim upon a Credit Instrument which draw or claim is not fully reimbursed on such date, such Note shall become a Defaulted Note (as defined in the Trust Agreement), and the unpaid portion thereof (including the interest component, if applicable, or the portion thereof with respect to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been fully made) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Trust Agreement). If the Note as evidenced and represented by the Series of Note Participations is unsecured in whole or in part and the Note is not fully paid at maturity, the unpaid portion thereof (or the portion thereof to which no Credit Instrument applies which is unpaid) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate. In each case set forth in the preceding two sentences, the obligation of the District with respect to such Defaulted Note or unpaid Note shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of any lawfully available revenues, as provided in Section 8 hereof.
The percentage of the Note as evidenced and represented by the Series of Note Participations to which a Credit Instrument, if any, applies (the “Secured Percentage”) shall be equal to the amount of the Credit Instrument divided by the aggregate amount of unpaid principal of and interest on notes (or portions thereof) of all Issuers of Notes comprising such Series of Note Participations, expressed as a percentage (but not greater than 100%) as of the maturity date. Both the principal of and interest on the Note shall be payable in lawful money of the United States of America, but only upon surrender thereof, at the corporate trust office of the Trustee in Costa Mesa, California.

Anything in this Resolution to the contrary notwithstanding, the Pricing Confirmation may specify that a portion of the authorized Principal Amount of the Note shall be issued as a separate series of taxable Note the interest on which is includable in the gross income of the holder thereof for federal income tax purposes (a “Taxable Note”). In such event, the Taxable Note shall be issued with an appropriate series designation and other terms reflecting such taxability of interest income, including without limitation, a taxable Note Rate and a taxable Default Rate; the terms of the Note, and other terms as appropriate, shall be deemed to include or refer to such Taxable Note; and the agreements, covenants and provisions set forth in this Resolution to be performed by or on behalf of the District shall be for the equal and proportionate benefit, security and protection of the holder of any Note without preference, priority or distinction as to security or otherwise of any Note over any other Note.

In the event the Board of Supervisors of the County fails or refuses to authorize the issuance of the Note within the time period specified in Section 53853 of the Act, following receipt of this Resolution, this Board hereby authorizes issuance of such Note, in the District’s name, in one or more series, pursuant to the terms stated in this Section 2 and this Resolution. Except as provided in Section 19(B) hereof, the Note shall be issued in conjunction with the note or notes of one or more other Issuers as part of the Program and within the meaning of Section 53853 of the Act.

Section 3. Form of Note. The Note shall be issued in fully registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A, as attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures to be inserted or determined at or prior to the execution and delivery of the Note.

Section 4. Sale of Note; Delegation. Unless sold competitively, the Note as evidenced and represented by the Note Participations shall be sold to the Underwriter or other purchaser pursuant to the terms and provisions of the Purchase Agreement. The form of the Purchase Agreement, including the form of the Pricing Confirmation set forth as an exhibit thereto (the “Pricing Confirmation”), on file with the clerk or secretary of the Legislative Body, is hereby approved. The authorized representatives set forth in Section 23 hereof, or a designated deputy thereof (the “Authorized Representatives”), each alone, are hereby authorized and directed to execute and deliver the Purchase Agreement in substantially said form, with such changes thereto as such Authorized Representative shall approve, such approval to be conclusively evidenced by his or her execution and delivery thereof; provided, however, that the Note Rate shall not exceed that authorized by law, and that the District's pro rata share of Underwriter's discount on the Note, when added to the District's share of the costs of issuance of
the Note Participations, shall not exceed 1.0% of the Principal Amount of the Note and the Principal Amount shall not exceed the Maximum Amount of Borrowing. Delivery of an executed copy of the Pricing Confirmation by fax or telecopy shall be deemed effective execution and delivery for all purposes.

Section 5. Program Approval. The Note shall be combined with notes of other Issuers into a Series and shall be sold simultaneously with such other notes of that Series supported by the Credit Instrument (if any) referred to in the Pricing Confirmation, and shall be evidenced and represented by the Note Participations which shall evidence and represent proportionate, undivided interests in the Note in the proportion that the face amount of the Note bears to the total aggregate face amount of the Note and the notes issued by other Issuers which the Series of Note Participations represent. Such Note Participations may be delivered in book-entry form.

The forms of Trust Agreement and alternative general types and forms of Credit Agreements, if any, presented to this meeting are hereby approved, and the Authorized Representatives, each alone, are hereby authorized and directed to execute and deliver the Trust Agreement and a Credit Agreement, if applicable, which shall be identified in the Pricing Confirmation, in substantially one or more of said forms (a substantially final form of Credit Agreement to be delivered to the Authorized Representative following the execution by such Authorized Representative of the Pricing Confirmation), with such changes therein as said Authorized Representative shall require or approve, such approval of this Legislative Body and such Authorized Representative to be conclusively evidenced by the execution thereby of the Trust Agreement and the Credit Agreement, if any. A description of this undertaking shall be set forth in the Preliminary Official Statement, defined herein, if any, and will also be set forth in the Final Official Statement, defined herein, if any. The Authorized Representatives, each alone, are hereby authorized and directed to comply with and carry out all of the provisions of the Trust Agreement with respect to continuing disclosure; provided however, that failure of the District to comply with the Continuing Disclosure Agreement, as defined in Article 11 of the Trust Agreement, shall not be considered an Event of Default hereunder. Any Credit Agreement identified in the Pricing Confirmation but not at this time before the Legislative Body shall include reasonable and customary terms and provisions relating to fees, increased costs of the Credit Provider payable by the District, negative and affirmation covenants of the District and events of default.

To the extent necessary, the Legislative Body hereby approves the preparation of a preliminary official statement (the "Preliminary Official Statement") and a final official statement (the "Final Official Statement") in connection with the offering and sale of the Note Participations. The Underwriter is hereby authorized and directed to cause to be mailed to prospective bidders the Preliminary Official Statement in connection with the offering and sale of the Note Participations.

Any one of the Authorized Representatives of the District is hereby authorized and directed to provide the Underwriter with such information relating to the District as they shall reasonably request for inclusion in the Preliminary Official Statement and Final Official Statement, if any. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement, except for certain omissions permitted by Rule 15c2-12 of the
Securities Exchange Act of 1934, as amended (the “Rule”), is hereby deemed final within the meaning of the Rule; provided that no representation is made as to the information contained in the Preliminary Official Statement relating to the other Issuers or any Credit Provider. If, at any time prior to the end of the underwriting period, as defined in the Rule, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter. The Authority is hereby authorized and directed, at or after the time of the sale of any Series of Note Participations, for and in the name and on behalf of the District, to execute a Final Official Statement in substantially the form of the Preliminary Official Statement, with such additions thereto or changes therein as the Authority may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

The Trustee is authorized and directed to execute Note Participations on behalf of the District pursuant to the terms and conditions set forth in the Trust Agreement, in the aggregate principal amount specified in the Trust Agreement, and substantially in the form and otherwise containing the provisions set forth in the form of the Note Participations contained in the Trust Agreement. When so executed, the Note Participations shall be delivered by the Trustee to the purchaser upon payment of the purchase price thereof, pursuant to the terms of the Trust Agreement.

Subject to Section 8 hereof, the District hereby agrees that if the Note as evidenced and represented by the Series of Note Participations shall become a Defaulted Note, the unpaid portion (including the interest component, if applicable) thereof or the portion (including the interest component, if applicable) to which a Credit Instrument applies for which full reimbursement on a draw, payment or claim has not been made by the Maturity Date shall be deemed outstanding and shall not be deemed to be paid until (i) any Credit Provider providing a Credit Instrument with respect to the Series of Note Participations, and therefore, if applicable, all or a portion of the District’s Note, if any, has been reimbursed for any drawings, payments or claims made under or from the Credit Instrument with respect to the Note, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and, (ii) the holders of the Series of the Note Participations which evidence and represent the Note are paid the full principal amount represented by the unsecured portion of the Note plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. For purposes of clause (ii) of the preceding sentence, holders of the Series of Note Participations will be deemed to have received such principal amount upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under the Note, any fees or expenses of the Trustee and, to the extent permitted by law, if the District’s Note as evidenced and represented by the Series of Note Participations is secured in whole or in part by a Credit Instrument, any Reimbursement Obligations (to the extent not payable under the Note), (i) arising out of an “Event of Default” hereunder (or pursuant to Section 7 hereof) or (ii) arising out of any other event (other than an event arising solely as a result of or otherwise attributable to a default by any other Issuer). In the case described in (ii) above with respect to Reimbursement Obligations, the District shall owe only the percentage
of such fees, expenses and Reimbursement Obligations equal to the ratio of the principal amount of its Note over the aggregate principal amounts of all notes, including the Note, of the Series of which the Note is a part, at the time of original issuance of such Series. Such additional amounts will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

For purposes hereof, “Reimbursement Obligations” shall mean any obligations of the District to the Credit Provider under the Credit Instrument and/or the Credit Agreement, if any, all indemnification to the Credit Provider by the District, and all other amounts due to the Credit Provider by the District under the Credit Instrument and the Credit Agreement, including obligations evidenced by Defaulted Notes and overdue interest, to the extent permitted by law, in each case becoming due prior to, or as a result of or after, an Event of Default hereunder.

Section 6. No Joint Obligation; Owners’ Rights. The Note shall be marketed and sold simultaneously with the notes of other Issuers and shall be aggregated and combined with notes of other Issuers participating in the Program into a Series of taxable or tax-exempt Note Participations evidencing and representing an interest in several, and not joint, obligations of each Issuer. Except as provided in Section 7(C) herein, the obligation of the District to Owners is a several and not a joint obligation and is strictly limited to the District’s repayment obligation under this Resolution and the Note, as evidenced and represented by such Series of Note Participations.

Owners of Note Participations, to the extent of their interest in the Note, shall be treated as owners of the Note and shall be entitled to all the rights and security thereof; including the right to enforce the obligations and covenants contained in this Resolution and the Note. The District hereby recognizes the right of the Owners acting directly or through the Trustee to enforce the obligations and covenants contained in the Note, this Resolution and the Trust Agreement. The District shall be directly obligated to each Owner for the principal and interest payments on the Note evidenced and represented by the Note Participations without any right of counterclaim or offset arising out of any act or failure to act on the part of the Trustee.

Section 7. Disposition of Proceeds of Note.

(A) The moneys received from the sale of the Note allocable to the District’s share of the costs of issuance (which shall include any issuance fees in connection with a Credit Instrument applicable to the Note, if any) shall be deposited in the Costs of Issuance Fund, or applicable subaccount thereof, held and invested by the Trustee under the Trust Agreement and expended on costs of issuance as provided in the Trust Agreement.

(B) The moneys received from the sale of the Note (net of the District’s share of the costs of issuance) shall be deposited in the District’s Proceeds Subaccount within the Proceeds Fund hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement for the District and said moneys may be used and expended by the District for any purpose for which it is authorized to expend funds upon requisition from the Proceeds Subaccount as specified in the Trust Agreement. Amounts in the Proceeds Subaccount are hereby pledged to the payment of the Note.
The Trustee will not create subaccounts within the Proceeds Fund, but will keep records to account separately for proceeds of the Note Participations allocable to the District’s Note on deposit in the Proceeds Fund which shall constitute the District’s Proceeds Subaccount.

As an alternative to depositing proceeds of the Note in a Proceeds Subaccount, the District may cause such proceeds to be directly deposited in the general fund thereof, or such other fund as shall be held by the County on behalf or for the District, or in a Permitted Investment (as defined in the Trust Agreement).

(C) The District hereby authorizes a portion of the premium or proceeds received from the sale of the Note (net of the District’s share of the costs of issuance) to be deposited, together with moneys received from the sale of Notes of other Issuers, into a reserve fund (the “Reserve Fund”), which is hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement for the benefit of Owners of the Note Participations.

Section 8. Source of Payment. The principal amount of the Note, together with the interest thereon, shall be payable from Unrestricted Revenues lawfully available for payment of the Notes.

To the extent the Note matures during the fiscal year following the Repayment Fiscal Year, the Note shall be payable only from Unrestricted Revenues which are received in or accrued to the Repayment Fiscal Year. Included in such revenues are apportionments which otherwise would be received between July 1, 2013 through June 30, 2014, but which, due to the deferral of such apportionments by the State will not be received until after June 30, 2014 ("Deferred Revenues"). The Deferred Revenues shall be accrued to the Repayment Fiscal Year and are hereby determined to be lawfully available to pay the principal of and interest on the Note.

As security for the payment of the principal of and interest on the Note, the District hereby pledges the first Unrestricted Revenues (as hereinafter provided, the “Pledged Revenues”) received in the Repayment Months (as such term is defined below) identified in the Pricing Confirmation, and in each such Repayment Month up to the amounts identified in the Pricing Confirmation. The principal of the Note and the interest thereon shall constitute a first lien and charge on the Pledged Revenues and, to the extent not so paid, shall be paid from any other moneys thereof lawfully available therefor (all as provided for in Sections 53856 and 53857 of the Act). The Noteholders, Owners and Credit Provider shall have a first lien and charge on such Pledged Revenues as herein provided; provided however, that to the extent that the Pledged Revenues have been previously pledged as security for the payment of principal of and interest on any Prior Tax and Revenue Anticipation Notes (a “Prior Pledge”), the pledge created herein shall be subordinate to such Prior Pledge.

In order to effect the pledge referenced in the preceding paragraph, the District hereby agrees and covenants to establish and maintain a special account within the District’s general fund to be designated the “2013-14 Tax and Revenue Anticipation Note Payment Account” (the “Payment Account”), and further agrees and covenants to maintain the Payment Account until the payment of the principal of the Note and the interest thereon. Notwithstanding
the foregoing, a subaccount of the Payment Account (the “Payment Subaccount”) may be established for the District under the Trust Agreement and proceeds credited to such account shall be pledged to the payment of the Note. Transfers from the Payment Subaccount shall be made in accordance with the Trust Agreement. The District agrees to transfer to and deposit in the Payment Account the first Unrestricted Revenues received in the months specified in the Pricing Confirmation (each individual month a “Repayment Month” and collectively “Repayment Months”) (and any amounts received thereafter) until the amount on deposit in the Payment Account, together with the amount, if any, on deposit in the Payment Subaccount, and taking into consideration anticipated investment earnings thereon to be received by the Maturity Date, is equal in the respective Repayment Months identified in the Pricing Confirmation to the percentage of the principal and interest due on the Note specified in the Pricing Confirmation. In making such transfer and deposit, the District shall not be required to physically segregate the amounts to be transferred to and deposited in the Payment Account from the District’s other general fund moneys, but, notwithstanding any commingling of funds for investment or other purposes, the amounts required to be transferred to and deposited in the Payment Account shall nevertheless be subject to the lien and charge created herein.

Any one of the Authorized Representatives of the District is hereby authorized to approve the determination of the Repayment Months and percentages of the principal and interest due on the Note required to be on deposit in the Payment Account and/or the Payment Subaccount in each Repayment Month, all as specified in the Pricing Confirmation, by executing and delivering the Pricing Confirmation, such execution and delivery to be conclusive evidence of approval by this Legislative Body and such Authorized Representative. In the event on the day in each such Repayment Month that a deposit to the Payment Account is required to be made, the District has not received sufficient Unrestricted Revenues to permit the deposit into the Payment Account of the full amount of Pledged Revenues to be deposited in the Payment Account from said Unrestricted Revenues in said month, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Note and the interest thereon, as and when such other moneys are received or are otherwise legally available.

To the extent the District’s Note is payable from Deferred Revenues, the Pricing Confirmation may specify that the deposits into the Payment Account from such Deferred Revenues may be made during a month subsequent to the respective Repayment Month, but in no event later than one month prior to the Maturity Date of the District’s Note.

Any moneys placed in the Payment Account or the Payment Subaccount shall be for the benefit of (i) the holder of the Note and the owner of the Note and (ii) (to the extent provided in the Trust Agreement) the Credit Provider, if any. The moneys in the Payment Account and the Payment Subaccount shall be applied only for the purposes for which such accounts are created until the principal of the Note and all interest thereon are paid or until provision has been made for the payment of the principal of the Note at maturity with interest to maturity (in accordance with the requirements for defeasance of the Note Participations as set forth in the Trust Agreement) and, if applicable, (to the extent provided in the Trust Agreement and, if applicable, the Credit Agreement) the payment of all Reimbursement Obligations owing to the Credit Provider.
The District hereby directs the Trustee to transfer on the Note Payment Deposit Date (as defined in the Trust Agreement), any moneys in the Payment Subaccount to the Note Participation Payment Fund (as defined in the Trust Agreement). In addition, on the Note Payment Deposit Date, the moneys in the Payment Account shall be transferred by the District to the Trustee, to the extent necessary (after crediting any transfer pursuant to the preceding sentence), to pay the principal of and/or interest on the Note, to make payments to a Swap Provider, if any, as defined in the Trust Agreement, pursuant to a Swap Agreement, if any, as defined in the Trust Agreement, or to reimburse the Credit Provider for payments made under or pursuant to the Credit Instrument. In the event that moneys in the Payment Account and/or the Payment Subaccount are insufficient to pay the principal of and interest on the Note in full when due, such moneys shall be applied in the following priority: first to pay interest on the Note; second to pay principal of the Note; third to reimburse the Credit Provider for payment, if any, of interest with respect to the Note; fourth to reimburse the Credit Provider for payment, if any, of principal with respect to the Note; and fifth to pay any Reimbursement Obligations of the District owing to the Credit Provider. Any moneys remaining in or accruing to the Payment Account and/or the Payment Subaccount after the principal of the Note and the interest thereon and any Reimbursement Obligations, if applicable, have been paid, or provision for such payment has been made, shall be transferred to the general fund of the District, subject to any other disposition required by the Trust Agreement, or, if applicable, the Credit Agreement. Nothing herein shall be deemed to relieve the District from its obligation to pay its Note in full on the Maturity Date.

Moneys in the Proceeds Subaccount and in the Payment Subaccount shall be invested by the Trustee pursuant to the Trust Agreement as directed by the District in Permitted Investments as described in and under the terms of the Trust Agreement. Any such investment by the Trustee shall be for the account and risk of the District, and the District shall not be deemed to be relieved of any of its obligations with respect to the Note, the Reimbursement Obligations, if any, by reason of such investment of the moneys in its Proceeds Subaccount or the Payment Subaccount.

The District shall promptly file with the Trustee and the Credit Provider, if any, such financial reports at the times and in the forms required by the Trust Agreement. At the written request of the Credit Provider, if any, the District shall, within ten (10) Business Days following the receipt of such written request, file such report or reports to evidence the transfer to and deposit in the Payment Account required by this Section 8 and provide such additional financial information as may be required by the Credit Provider, if any.

In the event either (A) the Principal Amount of the Note, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during the calendar year in which the Note is issued, will, at the time of issuance of the Note (as indicated in the certificate of the District executed as of the date of issuance of the Note (the “District Certificate”), exceed fifteen million dollars ($15,000,000), or (B) the Principal Amount of the Note, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during the calendar year in which the Note is
issued, will, at the time of issuance of the Note (as indicated in the District Certificate), exceed five million dollars ($5,000,000), the following paragraph will apply, and in such case, the District shall be deemed a "Safe Harbor Issuer" with respect to the Note.

Amounts in the Proceeds Subaccount of the District and attributable to cash flow borrowing shall be withdrawn and expended by the District for any purpose for which the District is authorized to expend funds from the general fund of the District, but, with respect to general fund expenditures, only to the extent that on the date of any withdrawal no other funds are available for such purposes without legislation or judicial action or without a legislative, judicial or contractual requirement that such funds be reimbursed. If on no date that is within six months from the date of issuance of the Note, the balance in the related Proceeds Subaccount is low enough so that the amounts in the Proceeds Subaccount qualify for an exception from the rebate requirement (the "Rebate Requirements") of Section 148 of the Internal Revenue Code of 1986 (the "Code"), the District shall notify the Trustee in writing and, to the extent of its power and authority, comply with instructions from Stradling Yocca Carlson & Rauth, Special Counsel, supplied to it by the Trustee as the means of satisfying the Rebate Requirements.

**Section 9. Execution of Note; Registration and Transfer.** Any one of the Treasurer of the County or comparable officer, or, in the absence of said officer, his or her duly appointed assistant, the Chairperson of the Board of Supervisors of the County or the Auditor (or comparable financial officer) of the County shall be authorized to execute the Note issued hereunder by manual or facsimile signature and the Clerk of the Board of Supervisors of the County or any Deputy Clerk shall be authorized to countersign the Note by manual or facsimile signature and to affix the seal of the County to the Note either manually or by facsimile impression thereof. In the event the Board of Supervisors of the County fails or refuses to authorize issuance of the Note as referenced in Section 2 hereof, any one of the Authorized Representatives of the District or any other officer designated by the Legislative Body shall be authorized to execute the Note by manual or facsimile signature and such other Authorized Officers or the Secretary or Clerk of the Legislative Body of the District, or any duly appointed assistant thereto, shall be authorized to countersign the Note by manual or facsimile signature. Said officers of the District are hereby authorized to cause the blank spaces of the Note to be filled in as may be appropriate pursuant to the Pricing Confirmation. Said officers are hereby authorized and directed to cause the Trustee, as registrar and authenticating agent, to accept delivery of the Note pursuant to the terms and conditions of the Purchase Agreement and Trust Agreement. In case any officer whose signature shall appear on any Note shall cease to be such officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. The Note need not bear the seal of the District, if any.

As long as the Note remains outstanding, the District shall maintain and keep at the principal corporate trust office of the Trustee, books for the registration and transfer of the Note. The Note shall initially be registered in the name of the Trustee as trustee under the Trust Agreement. Upon surrender of the Note for transfer at the office of the Trustee with a written instrument of transfer satisfactory to the Trustee, duly executed by the registered owner or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the County or the District, as applicable, shall execute and the Trustee shall authenticate and deliver, in the name of the designated transferee, a
fully registered Note. For every transfer of the Note, the County, the District or the Trustee may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer, which sum or sums shall be paid by the person making such transfer as a condition precedent to the exercise of the privilege of making such transfer.

Subject to Section 6 hereof, the County, the District and the Trustee and their respective successors may deem and treat the person in whose name the Note is registered as the absolute owner thereof for all purposes, and the County, the District and the Trustee and their respective successors shall not be affected by any notice to the contrary, and payment of or on account of the principal of such Note shall be made only to or upon the order of the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Note to the extent of the sum or sums so paid.

The Note may, in accordance with its terms, be transferred upon the books required to be kept by the Trustee pursuant to the provisions hereof by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of the Note for cancellation, accompanied by delivery of a written instrument of transfer duly executed in form approved by the Trustee.

The Trustee will keep or cause to be kept, at its principal corporate trust office, sufficient books for the registration and transfer of the Note, which shall be open to inspection by the County and the District during regular business hours. Upon presentation for such purpose, the Trustee shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on such books, the Note as hereinbefore provided.

If any Note shall become mutilated, the County or the District, as applicable, at the expense of the registered owner of such Note, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor and number in exchange and substitution for the Note so mutilated, but only upon surrender to the Trustee of the Note so mutilated. Every mutilated Note so surrendered to the Trustee shall be cancelled by it and delivered to, or upon the order of the County or the District, as applicable. If any Note shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the County, the District and the Trustee and, if such evidence be satisfactory to them and indemnity satisfactory to them shall be given, the County or the District, as applicable, at the expense of the registered owner, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor and number in lieu of and in substitution for the Note so lost, destroyed or stolen (or if any such Note shall have matured (as of the latest maturity date indicated on the face thereof) or shall be about to mature (as of the latest maturity date indicated on the face thereof), instead of issuing a substitute Note, the Trustee may pay the same without surrender thereof). The Trustee may require payment of a sum not exceeding the actual cost of preparing each new Note issued pursuant to this paragraph and of the expenses which may be incurred by the County or the District applicable, and the Trustee in such preparation. Any Note issued under these provisions in lieu of any Note alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the County (on behalf of the District) or on the part of the District, as applicable, whether or not the Note so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be entitled to the benefits of this Resolution with all other Notes secured by this Resolution.
Section 10. **Representations and Covenants of the District.**

The District makes the following representations for the benefit of the holder of the note, the owners of the Note Participations and the Credit Provider, if any.

(A) The District is duly organized and existing under and by virtue of the laws of the State of California and has all necessary power and authority to (i) adopt this Resolution and perform its obligations thereunder, (ii) enter into and perform its obligations under the Purchase Agreement, and (iii) issue the Note and perform its obligations thereunder.

(B) Upon the issuance of the Note, the District shall have taken all action required to be taken by it to authorize the issuance and delivery of the Note and the performance of its obligations thereunder, and the District has full legal right, power and authority to issue and deliver the Note.

(C) The issuance of the Note, the adoption of the Resolution and the execution and delivery of the Purchase Agreement, Trust Agreement and Credit Agreement, if any, and compliance with the provisions hereof and thereof will not conflict with or violate any law, administrative regulation, court decree, resolution, charter, by-laws or other agreement to which the District is subject or by which it is bound.

(D) Except as may be required under blue sky or other securities laws of any state or Section 3(a)(2) of the Securities Act of 1933, there is no consent, approval, authorization or other order of, or filing with, or certification by, any regulatory authority having jurisdiction over the District required for the issuance and sale of the Note or the consummation by the District of the other transactions contemplated by this Resolution, except those the District shall obtain or perform prior to or upon the issuance of the Note.

(E) The District has (or will have prior to the issuance of the Note) duly, regularly and properly adopted a preliminary budget for the Repayment Fiscal Year setting forth expected revenues and expenditures and has complied with all statutory and regulatory requirements with respect to the adoption of such budget. The District hereby covenants that it shall (i) duly, regularly and properly prepare and adopt its final budget for the Repayment Fiscal Year, (ii) provide to the Trustee, the Credit Provider, if any, the Underwriter, promptly upon adoption, copies of such final budget and of any subsequent revisions, modifications or amendments thereto and (iii) comply with all applicable laws pertaining to its budget.

(F) Reserved.

(G) The District (i) has not defaulted within the past twenty (20) years, and is not currently in default, on any debt obligation and (ii), to the best knowledge of the District, has never defaulted on any debt obligation.

(H) The District’s most recent audited financial statements present fairly the financial condition of the District as of the date thereof and the results of operation for the period covered thereby. Except as has been disclosed to the Underwriter and the Credit Provider, if any, there has been no change in the financial condition of the District since the date of such audited financial statements that will in the reasonable opinion of the District materially impair
its ability to perform its obligations under this Resolution and the Note. The District agrees to furnish to the Underwriter, the Authority, the Trustee and the Credit Provider, if any, promptly, from time to time, such information regarding the operations, financial condition and property of the District as such party may reasonably request.

(I) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, arbitrator, governmental or other board, body or official, pending or, to the best knowledge of the District, threatened against or affecting the District questioning the validity of any proceeding taken or to be taken by the District in connection with the Note, the Purchase Agreement, the Trust Agreement, the Credit Agreement, if any, or this Resolution, or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the District of any of the foregoing, or wherein an unfavorable decision, ruling or finding would have a materially adverse effect on the District’s financial condition or results of operations or on the ability of the District to conduct its activities as presently conducted or as proposed or contemplated to be conducted, or would materially adversely affect the validity or enforceability of, or the authority or ability of the District to perform its obligations under, the Note, the Purchase Agreement, the Trust Agreement, the Credit Agreement, if any, or this Resolution.

(J) Upon issuance of the Note and execution of the Purchase Agreement, this Resolution, the Purchase Agreement and the Note will constitute legal, valid and binding agreements of the District, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or other laws affecting creditors’ rights generally, the application of equitable principles if equitable remedies are sought, the exercise of judicial discretion in appropriate cases and the limitations on legal remedies against local agencies, as applicable, in the State of California.

(K) The District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them, if any, for the levy, receipt, collection and enforcement of the Pledged Revenues in accordance with law for carrying out the provisions of this Resolution and the Note.

(L) The District shall not incur any indebtedness secured by a pledge of its Pledged Revenues unless such pledge is subordinate in all respects to the pledge of Pledged Revenues hereunder.

(M) So long as the Credit Provider, if any, is not in payment default under the Credit Instrument, the District hereby agrees to pay its pro rata share of all Reimbursement Obligations attributable to the District in accordance with provisions of the Credit Agreement, if any, and/or the Trust Agreement, as applicable. Prior to the Maturity Date, moneys in the District’s Payment Account and/or Payment Subaccount shall not be used to make such payments. The District shall pay such amounts promptly upon receipt of notice from the Credit Provider that such amounts are due to it.

(N) So long as any Note Participations issued in connection with the Notes are Outstanding, or any Reimbursement Obligation is outstanding, the District will not create or suffer to be created any pledge of or lien on the Note other than the pledge and lien of the Trust Agreement.
O) It is hereby covenanted and warranted by the District that it will not request the County Treasurer to make temporary transfers of funds in the custody of the County Treasurer to meet any obligations of the District during Fiscal Year 2013-2014 pursuant to Article XVI, Section 6 of the Constitution of the State of California.

**Section 11. Tax Covenants.** (A) The District will not take any action or fail to take any action if such action or failure to take such action would adversely affect the exclusion from gross income of the interest payable on the Note under Section 103 of the Internal Revenue Code of 1986 (the “Code”). Without limiting the generality of the foregoing, the District will not make any use of the proceeds of the Note or any other funds of the District which would cause the Note to be an “arbitrage bond” within the meaning of Section 148 of the Code, a “private activity bond” within the meaning of Section 141(a) of the Code, or an obligation the interest on which is subject to federal income taxation because it is “federally guaranteed” as provided in Section 149(b) of the Code. The District, with respect to the proceeds of the Note, will comply with all requirements of such sections of the Code and all regulations of the United States Department of the Treasury issued or applicable thereunder to the extent that such requirements are, at the time, applicable and in effect.

(B) In the event the District is deemed a Safe Harbor Issuer (as defined in Section 7), this paragraph (B) shall apply. The District covenants that it shall make all calculations in a reasonable and prudent fashion relating to any rebate of excess investment earnings on the proceeds of the Note due to the United States Treasury, shall segregate and set aside from lawfully available sources the amount such calculations may indicate may be required to be paid to the United States Treasury, and shall otherwise at all times do and perform all acts and things necessary and within its power and authority, including complying with the instructions of Stradling Yocca Carlson & Rauth, Special Counsel referred to in Section 8 hereof to assure compliance with the Rebate Requirements. If the balance of the Proceeds Subaccount attributed to cash flow borrowing and treated for federal tax purposes as proceeds of the Note is not low enough to qualify amounts in the Proceeds Subaccount attributed to cash flow borrowing for an exception to the Rebate Requirements on at least one date within the six month period following the date of issuance of the Note (calculated in accordance with Section 8), the District will reasonably and prudently calculate the amount, if any, of investment profits which must be rebated to the United States and will immediately set aside, from lawfully available revenues, the amount of any such rebate in the Rebate Fund referred to in this Section 11(B). In addition, in such event, the District shall establish and maintain with the Trustee a fund separate from any other fund established and maintained hereunder and under the Trust Agreement designated as the “2013-2014 Tax and Revenue Anticipation Note Rebate Fund” or such other name as the Trust Agreement may designate. There shall be deposited in such Rebate Fund such amounts as are required to be deposited therein in accordance with the written instructions from Bond Counsel pursuant to Section 8 hereof.

(C) Notwithstanding any other provision of this Resolution to the contrary, upon the District’s failure to observe, or refusal to comply with, the covenants contained in this Section 11, no one other than the holders or former holders of the Note or Note Participation Owners, the Credit Provider(s), if any, or the Trustee on their behalf shall be entitled to exercise any right or remedy under this Resolution on the basis of the District’s failure to observe, or refusal to comply with, such covenants.
(D) The covenants contained in this Section 11 shall survive the payment of the Note.

(E) The provisions of this Section 11 shall not apply to a Taxable Note.

Section 12. Events of Default and Remedies.

If any of the following events occur, it is hereby defined as and declared to be and to constitute an "Event of Default":

(a) Failure by the District to make or cause to be made the transfers and deposits to the Payment Account, or any other payment required to be paid hereunder, including payment of principal and interest on the Note, on or before the date on which such transfer, deposit or other payment is due and payable;

(b) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Trustee or the Credit Provider, if applicable, unless the Trustee and the Credit Provider shall agree in writing to an extension of such time prior to its expiration;

(c) Any warranty, representation or other statement by or on behalf of the District contained in this Resolution or the Purchase Agreement (including the Pricing Confirmation) or in any requisition or any financial report delivered by the District or in any instrument furnished in compliance with or in reference to this Resolution or the Purchase Agreement or in connection with the Note, is false or misleading in any material respect;

(d) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect and is not dismissed within 30 days after such filing, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Owners' interests;

(e) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law; or

(f) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the
Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Owners’ interests;

Whenever any Event of Default referred to in this Section 12 shall have happened and be continuing, the Trustee shall, in addition to any other remedies provided herein or by law or under the Trust Agreement, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(a) Without declaring the Note to be immediately due and payable, require the District to pay to the Trustee, as holder of the Note, an amount equal to the principal of the Note and interest thereon to maturity, plus all other amounts due hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(b) Take whatever other action at law or in equity (except for acceleration of payment on the Note) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Notwithstanding the foregoing, if the District’s Note is secured in whole or in part by a Credit Instrument or if the Credit Provider is subrogated to rights under the District’s Note, as long as the Credit Provider has not failed to comply with its payment obligations under the Credit Instrument, the Credit Provider shall have the right to direct the remedies upon any Event of Default hereunder, and the Credit Provider’s prior consent shall be required to any remedial action proposed to be taken by the Trustee hereunder.

If the District has executed a Credit Instrument and if the Credit Provider is not reimbursed for any drawing, payment or claim, as applicable, used to pay principal of and interest on the Note due to a default in payment on the Note by the District, or if any principal of or interest on the Note remains unpaid after the Maturity Date, the Note shall be a Defaulted Note, the unpaid portion (including the interest component, if applicable) thereof or the portion (including the interest component, if applicable) to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been made shall be deemed outstanding and shall bear interest at the Default Rate, as defined in the Trust Agreement, until the District’s obligation on the Defaulted Note is paid in full or payment is duly provided for, all subject to Section 8 hereof.

Section 13. Trustee. The Trustee is hereby appointed as paying agent, registrar and authenticating agent for the Note. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of the Note when such become due and payable, from the Payment Account held by the Trustee in the name of the District in the manner set forth herein. The District hereby covenants to deposit funds in such account at the time and in the amount specified herein to provide sufficient moneys to pay the principal of and interest on the Note on the day on which it matures. Payment of the Note shall be in accordance with the terms of the Note and this Resolution.
The District hereby agrees to maintain as paying agent, registrar and authenticating agent of the Note, the Trustee under the Trust Agreement.

Section 14. Approval of Actions. The aforementioned Authorized Representatives of the District are hereby authorized and directed to execute the Note and cause the Trustee to authenticate and accept delivery of the Note, pursuant to the terms and conditions of this Resolution and the Trust Agreement. All actions heretofore taken by the officers and agents of the District or this Legislative Body with respect to the sale and issuance of the Note and participation in the Program are hereby approved, confirmed and ratified and the Authorized Representatives and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions and execute any and all certificates, agreements and other documents which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Note in accordance with, and related transactions contemplated by, this Resolution. The Authorized Representatives of the District referred to above in Section 4 hereof are hereby designated as “Authorized District Representatives” under the Trust Agreement.

In the event that the Note or a portion thereof is secured by a Credit Instrument, any one of the Authorized Representatives of the District is hereby authorized and directed to provide the Credit Provider, with any and all information relating to the District as such Credit Provider may reasonably request.

Section 15. Proceedings Constitute Contract. The provisions of the Note and of this Resolution shall constitute a contract between the District and the registered owner of the Note and the Credit Provider, if any, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall not be subject to repeal. The Credit Provider, if any, is a third party beneficiary of the provisions of this Resolution and the Note.

Section 16. Limited Liability. Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof.

Section 17. Amendments. At any time or from time to time, the District may adopt one or more Supplemental Resolutions with the written consents of the Authority and the Credit Provider, if any, but without the necessity for consent of the owner of the Note for any one or more of the following purposes:

(A) to add to the covenants and agreements of the District in this Resolution, other covenants and agreements to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;

(B) to add to the limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the District which are not contrary to or inconsistent with this Resolution as theretofore in effect;
(C) to confirm, as further assurance, any pledge under, and the subjection to any lien or pledge created or to be created by, this Resolution, of any monies, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;

(D) to cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution; or

(E) to amend or supplement this Resolution in any other respect;

provided, however, that any such Supplemental Resolution does not adversely affect the interests of the owner of the Note or of the Note Participations executed and delivered in connection with the Notes.

Any modifications or amendment of this Resolution and of the rights and obligations of the District and of the owner of the Note or of the Note Participations executed and delivered in connection with the Notes may be made by a Supplemental Resolution, with the written consents of the Authority and the Credit Provider, if any, and with the written consent of the owners of at least a majority in principal amount of the Note and of the Note Participations executed and delivered in connection with the Notes outstanding at the time such consent is given; provided, however, that if such modification or amendment will, by its terms, not take effect so long as the Note or any or of the Note Participations executed and delivered in connection with the Notes remain outstanding, the consent of the owners of such Note or of the Note Participations executed and delivered in connection with the Notes shall not be required. No such modification or amendment shall permit a change in the maturity of the Note or a reduction of the principal amount thereof or an extension of the time of any payment thereon or a reduction of the rate of interest thereon, or a change in the date or amounts of the pledge set forth in this Resolution, without the consent of the owners of such Note or the owners of all of the Note Participations executed and delivered in connection with the Notes, or shall reduce the percentage of the Note or the owners of all of the Note Participations executed and delivered in connection with the Notes, the consent of the owners of which is required to effect any such modification or amendment, or shall change or modify any of the rights or obligations of the Trustee without its written assent thereto.

Notwithstanding any other provision herein, the provisions of this resolution as they relate to the terms of the Note Participations may be modified by the Purchase Agreement.

Section 18. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 19. Request to Borrow; Transmittal of Resolution. (A) The Note shall be issued in conjunction with the note or notes of one or more other community college districts, as described in Section 53853(b) of the Act. Following its adoption by the Legislative Body, signed copies of this resolution shall be transmitted by the secretary or clerk of the Legislative Body to the treasurer of the county (the “County”) in which the District is located, to the County’s board of supervisors (the “County Board”), and to the County’s superintendent of schools. Transmittal of this resolution to the County Board shall constitute a request by the
Legislative Body for borrowing and for the issuance of the Note by the County Board. This resolution is based on the assumption that the County Board will fail to authorize, by resolution, the issuance of the Note within 45 calendar days of its receipt hereof or that the County Board will notify the District that it will not authorize the issuance of the Note within such 45-day period. If within such 45-day period the County Board authorizes, by resolution, issuance of the Note, then, notwithstanding this resolution, the Notes shall be issued in the name of the District by the County Board pursuant to such resolution of the County Board.

(B) Adoption of this resolution is based on the assumption that the Note shall be issued as part of the Program, in conjunction with the note or notes of one or more community college districts, as described in Section 53853(b) of the Act. However, and notwithstanding any other provision herein, if District elects not to, or is otherwise unable to, issue its Note in conjunction with the note or notes of such other community college districts, transmittal of this Resolution shall constitute a request for borrowing and for the issuance, on a stand-alone basis, of the Note by the County Board. In such instance, and notwithstanding this resolution, the Notes shall be issued in the name of the District by the County Board pursuant to a resolution thereof.

Section 20. Limited Liability and Indemnification. (a) Notwithstanding anything to the contrary contained herein or in the Note or in any other document mentioned herein or related to the Note or to any Series of Note Participations to which the Note may be assigned, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth herein and (b) the District shall indemnify and hold harmless, to the extent permitted by law, the County and its officers and employees ("Indemnified Parties"), against any and all losses, claims, damages or liabilities, joint or several, to which such Indemnified Parties may become subject because of action or inaction related to the adoption of a resolution by the County Board of Supervisors providing for the issuance and sale of the Notes, or related to the proceedings for sale, award, issuance and delivery of the Notes in accordance therewith and herewith. The District shall also reimburse any such Indemnified Parties for any legal or other expenses incurred in connection with investigating or defending any such claims or actions.

Section 21. Appointment of Professionals. The law firm of Stradling Yocca Carlson & Rauth, San Francisco, California, is hereby appointed as Special Counsel and Disclosure Counsel for the Program. The District acknowledges that Special Counsel regularly performs legal services for many private and public entities in connection with a wide variety of matters, and that Special Counsel has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, financial and other consultants who may have a role or interest in the proposed financing or that may be involved with or adverse to District in this or some other matter. Given the special, limited role of Special Counsel described above the District acknowledges that no conflict of interest exists or would exist, waives any conflict of interest that might appear to exist, and consents to any and all such relationships.

RBC Capital Markets, LLC, Los Angeles, California, or such other underwriter as may be identified in the Purchase Agreement, is hereby appointed as lead Underwriter for the
Program. The one or the several underwriters as may be identified in the Purchase Agreement are hereby appointed as Underwriter for the Program.

Section 22. Form 8038-G; Continuing Disclosure. (A) Any Authorized Officer is hereby authorized to execute and deliver any Information Return for Tax-Exempt Governmental Obligations, Form 8038-G of the Internal Revenue Service ("Form 8038-G"), in connection with the issuance of the Note and the related Series of Note Participations. To the extent permitted by law, the Authority, the Trustee, the Underwriter and Special Counsel are each hereby authorized to execute and deliver any Form 8038-G for and on behalf of the District in connection with the issuance of the Note and the related Series of Note Participations, as directed by an Authorized Officer of the District.

(B) The District covenants, for the sole benefit of the Owners of the Series of Note Participations which evidence and represent the Note (and, to the extent specified in this Section 22, the beneficial owners thereof), that the District shall provide, through the Trustee acting as dissemination agent (the "Dissemination Agent") to the Municipal Securities Rulemaking Board, with respect to the District's outstanding Note, notice of any of the following (each, a "Listed Event") in a timely manner, not in excess of 10 business days after the occurrence thereof:

(1) (i) principal and interest payment delinquencies on the Note and the related Series of Note Participations; (ii) tender offers; (iii) defeasances; (iv) rating changes; (v) adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, or Notices of Proposed Issue (IRS 5701-TEB), (vi) unscheduled draws on debt service reserves reflecting financing difficulties; (vii) unscheduled draws on the credit enhancement reflecting financial difficulties; (viii) substitution of credit or liquidity providers, or their failure to perform; and (ix) bankruptcy, insolvency, receivership or similar event (within the meaning of the Rule) of the District.

(C) The District covenants, for the sole benefit of the Owners of the Series of Note Participations which evidence and represent the Note (and, to the extent specified in this Section 22, the beneficial owners thereof), that the District shall provide in a timely manner, through the Trustee acting as the Dissemination Agent to the Municipal Securities Rulemaking Board, with respect to the District's outstanding Note, notice of any of the following Listed Events, if material:

(1) (i) non-payment related defaults; (ii) modifications to rights of Owners and beneficial owners of the Series of Note Participations which evidence and represent the Note; (iii) optional, contingent or unscheduled bond calls; (iv) unless described under Section 22(B)(1)(v) hereof, events affecting the tax-exempt status of the Note and the related Series of Note Participations; (v) release, substitution or sale of property securing repayment of the Note, (vi) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such
actions, other than pursuant to its terms; (vii) appointment of a successor or additional Trustee or the change of name of such Trustee.

Whenever the District obtains knowledge of the occurrence of a Listed Event under Section 22(C)(1) hereof, the District shall as soon as possible determine if such event would be material under applicable federal securities laws. The Authority and the Dissemination Agent shall have no responsibility for such determination and shall be entitled to conclusively rely upon the District’s determination.

If the District determines that knowledge of the occurrence of a Listed Event under Section 22(C)(1) hereof would be material under applicable federal securities laws, or upon the occurrence of any Listed Event under Section 22(B)(1) hereof, the District shall promptly provide the Authority and the Dissemination Agent with a notice of such occurrence in a timely manner not in excess of 10 business days after the occurrence of the event, which the Dissemination Agent agrees to file with the Municipal Securities Rulemaking Board.

(D) In the event of a failure of the District to comply with any provision of this section, any Owner or beneficial owner of the related Series of Note Participations may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this section. A default under this section shall not be deemed an Event of Default under Section 12 hereof, and the sole remedy under this section in the event of any failure of the District to comply with this section shall be an action to compel performance.

(E) For the purposes of this section, a “beneficial owner” shall mean any person which has the power, directly or indirectly, to make investment decisions concerning ownership of any Note Participations of the Series which evidences and represents the Notes (including persons holding Note Participations through nominees, depositaries or other intermediaries).

(F) The District’s obligations under this section shall terminate upon the legal defeasance, prior redemption or payment in full of its Note. If such termination occurs prior to the final maturity of the related Note Participations, the District shall give notice of such termination in the same manner as for a Listed Event under subsection (B)(1)(iii) of this section.

(G) The Dissemination Agent shall not be responsible in any manner for the content of any notice or report prepared by the District pursuant to this section. In no event shall the Dissemination Agent be responsible for preparing any notice or report or for filing any notice or report which it has not received in a timely manner and in a format suitable for reporting. Nothing in this section shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this section or any other means of communication, or including any other notice of occurrence of a Listed Event, in addition to that which is required by this section. If the District chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this section, the District shall have no obligation under this section to update such information or include it in any future notice of occurrence of a Listed Event.
(H) Notwithstanding any other provision of this Resolution, the District with the consent of the Dissemination Agent and notice to the Authority may amend this section, and any provision of this section may be waived, provided that the following conditions are satisfied:

(1) If the amendment or waiver relates to the provisions of subsections (B) or (C) of this section, it may only be made in connection with a change in circumstance that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the Note and the related Note Participations, or the type of business conducted;

(2) The undertaking, as amended or taking into account such waiver, would in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the Note and the related Note Participations, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(3) The amendment or waiver either (i) is approved by the Owners or beneficial owners of the Note Participations of the Series which evidences and represents the Note in the same manner as provided in the Trust Agreement for amendments to the Trust Agreement with the consent of Owners or beneficial owners, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the Owners or beneficial owners of the related Note Participations. In the event of any amendment or waiver of a provision of this section, notice of such change shall be given in the same manner as for a Listed Event under subsection (B) of this section, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver; provided, however, the District shall be responsible for preparing such narrative explanation.

(I) The Dissemination Agent shall have only such duties as are specifically set forth in this section. The Dissemination Agent shall not be liable for the exercise of any of its rights hereunder or for the performance of any of its obligations hereunder or for anything whatsoever hereunder, except only for its own willful misconduct or gross negligence. Absent gross negligence or willful misconduct, the Dissemination Agent shall not be liable for an error of judgment. No provision hereof shall require the Dissemination Agent to expend or risk its own funds or otherwise incur any financial or other liability or risk in the performance of any of its obligations hereunder, or in the exercise of any of its rights hereunder, if such funds or adequate indemnity against such risk or liability is not reasonably assured to it. The District hereunder agrees to compensate the Dissemination Agent for its reasonable fees in connection with its services hereunder, but only from the District’s share of the costs of issuance deposited in the Costs of Issuance Fund held and invested by the Trustee under the Trust Agreement.

(J) This section shall inure solely to the benefit of the District, the Dissemination Agent, the Underwriter and the Owners and beneficial owners from time to time of the Note Participations, and shall create no rights in any other person or entity.
Section 23. **Resolution Parameters.**

(a) Name of District: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

(b) Maximum Amount of Borrowing: $5,000,000

(c) Authorized Representatives:

TITLE

(1) President/Superintendent

(2) Senior Director, Administrative Services

(3) Executive Vice President

[REMAINDER OF PAGE LEFT BLANK]
Section 24. Effective Date. This Resolution shall take effect from and after its date of adoption.

PASSED AND ADOPTED by the District this 14th day of January, 2014, by the following vote:

AYES:

NOES:

ABSENT:

By: ____________________________
President, Board of Trustees

Attest:

______________________________
Secretary, Board of Trustees
EXHIBIT A

FORM OF NOTE

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

2013-2014 TAX AND REVENUE ANTICIPATION NOTE, SERIES __  

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Maturity Date</th>
<th>Date of Original Issue</th>
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<tr>
<td>First Repayment Date</td>
<td>Second Repayment Date</td>
<td>Third Repayment Date</td>
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<td>__% (Total of principal and interest due on Note at maturity)</td>
<td>__% (Total of principal and interest due on Note at maturity)</td>
<td>__% (Total of principal and interest due on Note at maturity)</td>
</tr>
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REGISTERED OWNER:

PRINCIPAL AMOUNT:

FOR VALUE RECEIVED, the District designated above (the "District") acknowledges itself indebted to and promises to pay to the registered owner identified above, or registered assigns, on the maturity date set forth above, the principal sum specified above in lawful money of the United States of America, and to pay interest thereon on each Interest Payment Date, as defined in the Trust Agreement, at the rate of interest specified above (the "Note Rate"). Principal of and interest on this Note are payable in such coin or currency of the United States as at the time of payment is legal tender for payment of private and public debts, such principal to be paid upon surrender hereof at the principal corporate trust office of Wilmington Trust, National Association in Costa Mesa, California, or its successor in trust (the "Trustee"). Interest is payable as specified in the Trust Agreement. Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the maturity date specified above and, if funds are not provided for payment at maturity, thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; provided,

5 If more than one Series is issued under the Program in the Repayment Fiscal Year.

55 Number of Repayment Dates and percentages to be determined in Pricing Confirmation (as defined in the Resolution).
however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment. If the District fails to pay this Note when due or the Credit Provider (as defined in the Resolution hereinafter described), if any, is not reimbursed in full for the amount drawn on or paid pursuant to the Credit Instrument (as defined in the Resolution) to pay all or a portion of this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with the consequences set forth in the Resolution).

It is hereby certified, recited and declared that this Note (the “Note”) represents the authorized issue of the Note in the aggregate principal amount made, executed and given pursuant to and by authority of certain resolutions of the Legislative Body of the District duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (collectively, the “Resolution”), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees.

The principal of the Note, together with the interest thereon, shall be payable from taxes, income, revenue, cash receipts and other moneys which are received by the District for the general fund of the District, and which are available for payment thereof (collectively, the “Unrestricted Revenues”). As security for the payment of the principal of and interest on the Note, the District has pledged the first amounts of Unrestricted Revenues of the District received during the Repayment Months (as defined in the Resolution) identified in the Pricing Confirmation (as defined in the Resolution) (and any amounts received thereafter) until the amount on deposit in the Payment Account (as defined in the Resolution) in each such month, is equal to the corresponding percentages of principal of and interest due on the Note as set forth in the Pricing Confirmation (such pledged amounts being hereinafter called the “Pledged Revenues”), and the principal of the Note and the interest thereon shall constitute a first lien and charge thereon and shall be payable from the Pledged Revenues, and to the extent not so paid shall be paid from any other moneys of the District lawfully available therefor as set forth in the Resolution. The full faith and credit of the District is not pledged to the payment of the principal or interest on this Note.

The District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the District and the Trustee shall not be affected by any notice to the contrary.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together
with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

IN WITNESS WHEREOF, the Legislative Body of the District has caused this Note to be executed by the manual or facsimile signature of a duly Authorized Representative of the District and countersigned by the manual or facsimile signature of the Secretary or Clerk of the Board of Trustees as of the date of authentication set forth below.

GAVILAN JOINT COMMUNITY COLLEGE
DISTRICT

By: [no signature/form only]  
President, Board of Trustees

Countersigned

By: [no signature/form only]  
Secretary, Board of the Trustees
CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is the Note mentioned in the within-mentioned Resolution authenticated on the following date:

WILMINGTON TRUST, NATIONAL ASSOCIATION, as Trustee

By: [no signature/form only] Authorized Officer
To be used only if Credit Instrument is a policy of municipal bond insurance.
Memorandum of Understanding Between Gilroy Unified School District and Gavilan Joint Community College for Providing College Adult Education

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the Board of Trustees approve the Memorandum of Understanding between Gavilan Joint Community College and the Gilroy Unified School District to promote the coordination of services to support the needs of the Adult Education community through the delivery of nine adult education courses beginning in January 2014 and completing in May 2014.

Background: Gavilan College and GUSD are responding to Assembly Bill (AB) 86 (Chapter 48/2013), the education omnibus trailer bill to the 2013-14 State Budget, which will be appropriating $25 million for two year planning and implementation grants for the purpose of developing regional plans for adult education. Once established, eligible Consortia of K-12 schools and community colleges can apply for funding through the planning grants and move towards a regional service delivery of model and approach that the State envisions for adult learners within the consortium. This MOU will assist with the on-going partnership with GUSD to deliver Family and Computer Literacy, English Language Acquisition, GED, CAHSEE and Career Development Classes to the adult learners in the Gilroy community.

Budgetary Implications: $130,000.00

Follow Up/Outcome: No further action is required

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

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

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

This document will constitute a Memorandum of Understanding ("the Agreement") between Gilroy Unified School District, (the "DISTRICT") and Gavilan Joint Community College ("GAVILAN"), collectively the "parties," to promote the coordination of services to support the needs of the Adult Education community. The parties recognize that Assembly Bill (AB) 86 (Chapter 48/2013), the education omnibus trailer bill to the 2013-14 State Budget, appropriated $25 million for two-year planning and implementation grants for the purpose of developing regional plans for adult education. Once established, eligible consortia of K-12 schools and community colleges will apply to receiving funding for these planning grants and move towards the regionalized service model envisioned by Governor Jerry Brown beginning in 2015-16.

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

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

The Memorandum of Understanding is as follows:

1) GAVILAN will provide Winter Intersession, tentatively scheduled for January 6, 2014 through January 31, 2014.

2) GAVILAN will offer the courses outlined in Attachment A, Classes and Adult Education Services, and herein as identified in Section 6, on its Second Semester, which commences January 27, 2014 and ends May 23, 2014.

3) GAVILAN will inform the DISTRICT of any potential conflicts that would impact the planned courses, arising from holidays, staff development days, and/or Spring Break.

4) All courses will be provided by GAVILAN faculty, and take place at GAVILAN.

5) Payment: DISTRICT will reimburse the GAVILAN up to ONE-HUNDRED THRITY THOUSAND DOLLARS ($130,000.00) for providing services indicated in EXHIBIT A. GAVILAN will invoice DISTRICT after it provides Winter Intersession, and by June 30, 2014. DISTRICT shall pay within 30 days of billing.

6) Courses Included in this Agreement are:
   One (1) Course of CAHSEE English Language Arts
   One (1) Course of CAHSEE Mathematics
   One (1) Course of Intermediate ESL
   One (1) Course of Advanced ESL
   One (1) Course of Citizenship (Civics & History)
   One (1) Course of Personal & Career Development
   One (1) Course of Computer Literacy
   One (1) GED Spanish
   One (1) Adult Basic Education (Adult Ed Independent Study)
7) **Termination:** Either of the parties may terminate the Agreement for any reason upon 30 days written notice to the other Party. If, however, the District terminates the agreement, GAVILAN will have the right to complete the classes then being offered.

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

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

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

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

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

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

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

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

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

[Signature]
Deborah A. Flores
Dr. Deborah A. Flores
Superintendent, Gilroy Unified School District
1-7-14

[Signature]
Dr. Steve Kinsella
President, Gavilan Joint Community College
Date

GUSD and GJCC 2013-2014 Memorandum of Understanding -- ADULT EDUCATION Page 3 of 4
## Activity/Courses

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<tbody>
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