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

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

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

CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiator(s): Steven Kinsella/Ron Hannon
Employee Organization: GCFA

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to Litigation pursuant to paragraph (2) of Subdivision (d) and paragraph (1) of Subdivision (e) of Government Code Section 54956.9

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 9, 2014 and Community Education Ad Hoc Committee, December 9, 2014
      (b) Personnel Actions
      (c) Warrants and Electronic Transfers Drawn on District Funds
      (d) Payroll Warrants Drawn on District Funds
      (e) Ratification of Agreements
Budget Adjustments
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
   (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) Community Education Winter/Spring 2015 Classes
   (b) CCCT Board Election – 2015
   (c) Sabbatical Leave Request
   (d) Associated Student Body (ASB) Name Change

III. ACTION ITEMS
1. Old Business
   * (a) Board Policy 2100, Board Elections
2. New Business
   (a) FY 2015-2016 Non-Resident Tuition and Capital Outlay Fee
   (b) Board Representative for the County Committee Election
   * (c) Child Development Contract #CSPP-4530, Amendment #01, Program Type: California State Preschool Program, Project Number 43-6947-00-4 and Resolution #983
   (d) Approval of an agreement with Live Oak Associates, Inc. for an EIR Addendum for Coyote Valley Educational Center
   (e) Notice of Completion for Pond Life Overlook Project

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is February 10, 2015 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 Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

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.
Gavilan Joint Community College District
Governing Board Agenda

January 13, 2015

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 of Trustees Meeting Minutes, December 9, 2014 and Community Education Ad Hoc Committee to the Board of Trustees Minutes, December 9, 2014

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

Proposal:
That the Board approve the Regular Board of Trustees Meeting Minutes, December 9, 2014 and the Community Education Ad Hoc Committee to the Board of Trustees Minutes, December 9, 2014.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
I. CALL TO ORDER 6:00 p.m.
Kent Child called the meeting to order at 6:00 p.m.

1. Roll Call
   Trustees: Tom Breen, Jonathan Brusco (arrived after roll call), Kent Child, Mark Dover, Walt Glines, Laura Perry

2. Oath of Office
   Trustee Breen administered the oath of office to Kent Child, Walt Glines, Lois Locci, and Laura Perry

3. Comments from the Public
   No Comments from the public.

4. Recess to Closed Session
   The Board recessed to closed session at 6:05 p.m.

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

2. Oath of Office
   Trustee Child announced that the oath of office was given to Kent Child, Walt Glines, Lois Locci, and Laura Perry during the public portion of the closed session at 6:00 p.m.

3. Roll Call
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Laura Perry, and Gabriel Sawyer (student trustee)
   
   Dr. Steven M. Kinsella, Superintendent/President
   Dr. Kathleen Moberg, Vice President, Instructional Services
   Frederick E. Harris, Vice President, Administrative Services
   Bea Lawn, Academic Senate
   Diana Seefe, Professional Staff
   Nancy Bailey, Recorder

   Others in Attendance: Judy Breza, Fran Lopez, Fran Lozano, Anne Ratto, Ron Hannon, Susan Alonzo, Shawn Mulcare, Adrian Lopez, David Dolfin, Susan Peterson, Terry Newman,
4. Pledge of Allegiance
   The Pledge of Allegiance was led by Tom Breen

5. Organizational Meeting
   (a) Election of Officers (President, Vice President, Clerk)
       MSC (M. Dover/T. Breen) to nominate Walt Glines for Board President,
       MSC (M. Dover/L. Perry) 7 ayes, 0 nays, student trustee aye, to close nominations
       Vote: 7 ayes, 0 nays, student trustee aye, to elect Walt Glines

       MSC (M. Dover/T. Breen) to nominate Laura Perry for Board Vice President,
       MSC (T. Breen/M. Dover) 7 ayes, 0 nays, student trustee aye, to close nominations
       Vote: 7 ayes, 0 nays, student trustee aye, to elect Laura Perry

       MSC (L. Perry/T. Breen) to nominate Mark Dover for Clerk of the Board,
       MSC (L. Perry/J. Brusco) 7 ayes, 0 nays, student trustee aye, to close nomination,
       Vote: 7 ayes, 0 nays, student trustee aye, to elect Mark Dover.

   (b) Set Meeting Dates/Locations
       MSC (T. Breen/L. Perry) 7 ayes, 0 nays, student trustee aye to adopt the meeting
       schedule as submitted.

   (c) Board Committee Membership
       Athletic: Mark Dover, Tom Breen, Walt Glines
       Board Policy: Kent Child, Laura Perry, and Lois Locci
       Budget: Kent Child, Mark Dover, Jonathan Brusco
       Community Education: Mark Dover, Tom Breen, Laura Perry, and student trustee
       Facilities Development and Utilization: Tom Breen, Mark Dover, Walt Glines, and student trustee
       Evaluation of College President: Kent Child, Mark Dover, and Laura Perry
       Strategic Planning Steering: Jonathan Brusco, Lois Locci, and Laura Perry
       Board Self-Evaluation Committee: Kent Child, Jonathan Brusco, Walt Glines
       Off Site Educational Centers: Kent Child, Lois Locci, and Jonathan Brusco
       Retirement Board: Mark Dover (Clerk of the Board), Steven Kinsella, Frederick E. Harris
           (Vice President of Administrative Services)

       Incoming President Walt Glines presented a plaque to outgoing President Kent Child
       honoring him for his leadership.

6. Report of any Action Taken in Closed Session
   No reportable action took place in closed session.

7. Consent Agenda
   (a) Regular Board Meeting Minutes, November 10, 2014, Ad Hoc Committee on Athletics
       Minutes, November 10, 2014
   (b) Personnel Actions; additional item - appointment of Wade Ellis to Director of Business
       Services
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Payroll Warrants Drawn on District Funds
   (e) Ratification of Agreements
(f) Budget Adjustments
(g) Monthly Financial Report
(h) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2014
(i) Disability Resource Center Advisory Committee
(j) Disability Resource Center Workability III Advisory Committee
MSC (W. Glines/L. Perry) 7 ayes, 0 nays, Student Trustee, aye to approve

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

9. Comments from the Public - This is a time for the public to address the Board. A maximum of 5 minutes is allotted to each speaker.
Steve Smith introduced himself as the incoming Gavilan College Faculty Association (GCFA) president. He has worked at Gavilan for 13 years in the Administration of Justice program and attended as a student in 1988. He expressed that GCFA has hopes to continue working with the Board in a positive way even though contract negotiations can become contentious. The intention is to make their case for a fair contract. He added that his term as president will be 18 months as GCFA has realigned their elections from calendar year to academic year. He said he looks forward to a long and hopefully mutually beneficial term. He thanked the board for serving.

10. Officers’ Reports
(a) Vice Presidents
Fred Harris – reported that Interim Business Director Judy Breza has been doing an outstanding job. He welcomes Wade Ellis as the Business Director. Mr. Harris introduced Susan Peterson as the new Executive Assistant to the Vice President of Administrative Services. He reported that the water tank has been moving along with the exception of a delay at DSA. Completion is planned for March. He reported that new LED lights have been installed along the walkway with Prop 39 funding. Theater and Life Science buildings will have energy saving LED lights installed within the year. Mr. Harris reported that discussions on the lease at the San Martin South County Airport are now taking place with the county. This will help move the project forward so that a classroom site can be completed for aviation classes in spring 2016.

Kathleen Moberg – reported that several from Gavilan attended the Chancellor’s veterans’ summit. She said it was a great opportunity to hear about best practices for serving veterans. They have since met to review what they learned and develop proposals on how to bring some of those best practices to Gavilan’s Veteran Resource Center. She said that several areas had holiday drives including EOP&S, ASB, and a collection of items for Blue Star Moms. Ms. Moberg reported that spring registration is open and that it is finals week.

Dr. Kathleen Rose – reported that there will be a small winter intersession with a few 1- and 2-unit courses being offered. She said there will be more winter intersession days next year so additional classes can be offered. She expressed her thanks to faculty and shared governance committees for their work this past semester. In addition, she said she enjoyed working with the two new vice presidents.

(b) College President – Dr. Kinsella reported that he is working with regional college presidents to schedule another training session for a Saturday in March 2015. This will be sponsored by the California Community College League and hosted by Monterey Peninsula College. Topics will include accreditation and governance with more topics to be identified. The league will advertise statewide. Dr. Kinsella said he had met with the
regional presidents to discuss career technical education partnerships and associated funding. He said they will continue to meet to develop a funding strategy.

Dr. Kinsella reported that state resources are available but are not being funneled to community colleges. He said the latest attendance report shows Gavilan has 181 unfunded FTE students. The state is funding at the FY 2009-10 level. He said we are growing each year but have not reached the attendance level of FY 2011-12. State funds have been provided for SSSP implementation.

(c) Academic Senate
Bea Lawn announced the elected officers for the calendar year. They are: Bea Lawn (president), Lori Burgman (vice president), and Rey Morales (secretary). She said the senate received detailed reports on AB86 and an on-line tutoring program called “Smartthinking”. At the last meeting, the senators identified challenges and/or issues that they are facing in their departments. Ms. Lawn identified those items.

(c) Professional Support Staff
Diana Seelig reported that elections take place in December. She said classified staff are completing their job description review. She invited everyone to the holiday party on December 16.

(d) Student Representative
Gabriel Sawyer reported that finals week appears to be going well. He said ASB is collecting toys, blankets and jackets as a holiday drive. He hopes to have the draft by-laws completed over the winter break. They are researching taking a team trip to Washington D.C. to support the rights of students.

(e) Board Member Comments
Mark Dover – congratulated the elected trustees and welcomed Dr. Locci.
Tom Breen – welcomed Dr. Locci. He attended a Ram basketball game.
Laura Perry – no report.
Walt Glines – reported on an article he read announcing that GECA students Kevin Dinh and Shelby McClelland were recognized for their academic excellence and placed within the top 5% of the 1.5 million competitors. He said that GECA continues to stand out. He reported that he attended a Community College League conference where he received good information which he will share throughout the year. He said a veterans’ center was highlighted at the conference and would serve as a good example.
Lois Locci- said she was pleased to be a Gavilan trustee and pledged to work hard.
Jonathan Brusco – welcomed Dr. Locci and congratulated the elected trustees. He also congratulated Walt Glines on being elected president and thanked Kent Child for his two years of service as president.

(f) Board President
Kent Child had no comments.

11. Board Committee Reports – no reports.

12. Information/Staff Reports
(a) Recognition of Employee of the Month
Fran Lopez introduced Irma Lopez, DRC Mobility Aide, as October’s employee of the month. Fran Lopez said she is a valuable employee as she transports students with physical limitations on the tram. Irma values every student and treats them with kindness
and provides her service with a smile. In addition, Irma goes above and beyond in providing clerical duties for the department.

Ron Hannon introduced Rebecca Dayton, Head Athletic Trainer and adjunct faculty member as the November employee of the month. Ron Hannon said Rebecca contributes to the success of the department. He said she is responsible for 200 student athletes in 8 sports. She has opened lines of communication amongst coaches, faculty, staff, and local health providers. Rebecca has created a mentorship program for students in the sports medicine field.

(b) Contract and Community Education 2013-2014 Annual Report
Director of Contract and Community Education, Terry Newman, said their department works hard to provide life-long learning opportunities to the community. They provide a wide variety of classes. With their assistance, students enter career training programs and internships. The department also provides information for job opportunities.

(c) Draft 2015 Board Goals
Kent Child reported that the list of 2015 draft goals is a result of the board's annual self-evaluation process. The trustees discussed prioritizing the goals and adding a timeline for completing the goals. A request was made to elaborate on #5 which identifies developing "a magnet programming plan..." Trustee Perry noted that historically the goals have not been ranked as they are budget driven and flexibility is needed. Trustee Child clarified that the board goals offer input into the development of the college's strategic plan. The draft 2015 board goals will be discussed further at the Annual Board Workshop.

(d) Schedule for Annual Board Workshop
A Saturday workshop will be scheduled for mid-February.

III. ACTION ITEM
1. Old Business
(a) Approval of an increased Parking Fine
Mr. Harris reviewed that in November the Board of Trustees rejected a proposal to raise parking fines from $25 to $45. An error in the November cover page reported the increase was to be $50. Shared governance committees reviewed the information and proposed the parking fine be increased from $25 to $35.

MS (L. Perry/J. Brusco)

Discussion: Gabriel Sawyer was interested in the breakout of the fine revenue. He felt it was important that the new machines be installed as soon as possible. In addition, he said a parking permit can only be purchased using a debit/credit card. Mr. Harris reported the breakout of the current $25 fine is: print cost - $1.25, processing agency fee - $1.00, notice to violators - .73, Santa Clara County Department of Revenue - $12.50. The balance comes back to the district and into the parking fund. The parking fund pays for all parking lot improvements such as paving, striping, machines, and a portion of security personnel. The date of implementation of the fine increase is June so that the fine increase can be publicized.

Mr. Harris will verify that cash payments of parking permits are not an option.

Vote: 4 ayes (M. Dover, J. Brusco, K. Child, L. Locci, L. Perry), 2 nays (W. Glines, T. Breen), Student Trustee, nay; motion carried
2. New Business
   (a) Curriculum
       MSC (L. Perry/M. Dover) 7 ayes, 0 nays, Student Trustee, aye to approve

   (b) Approve Acquisition and Expenditure of $169,505 in Career Technical Education (CTE) Enhancement Funds
       MSC (T. Breen/M. Dover) 7 ayes, 0 nays, Student Trustee, aye to approve

   (c) Approve agreement with Santa Clara County Office of Education
       MSC (W. Glines/G. Sawyer) 7 ayes, 0 nays, Student Trustee, aye to approve

   (d) Capital Project Change Order
       MS (W. Glines/M. Dover)
       Discussion: Due to the age of the campus and 40 years of repairs much of the underground infrastructure cannot be found in existing plans.

       Vote: 7 ayes, 0 nays, Student Trustee, aye to approve

   (e) Approve Technology Audit & Payroll Module Implementation Agreement
       MSC (W. Glines/G. Sawyer) 7 ayes, 0 nays, Student Trustee, aye to approve

   (f) Extension of an Option to Purchase an Open Space/Conservation Easement at Mariposa Peak Ranch
       Dr. Kinsella indicated that the option to purchase an open space easement at Mariposa Peak Ranch for the Coyote Valley site expires in December. The other option of securing open space through the Santa Clara Valley Habitat Agency (SCVHA) has been delayed. An amended EIR is being prepared that indicates there will be no wetland impact at the Coyote Valley site in phase 1. Phase 2 of the site development will require a re-application with SCVHA. Dr. Kinsella said the option being presented to the Board will give the district more time to work out regulatory details for mitigation.

       Dr. Kinsella pointed out that the remaining Measure E funds need to be expended to avoid IRS penalties. With several projects in progress, Physical Education building repairs, Coyote Valley and San Benito County sites, and the South County airport project, the funds will be used on the projects that are approved first.

       The trustees discussed the intricacies of land mitigation and the expense of maintaining the option. Frederick Harris stated that the State Chancellor’s Office denied our educational site application because we don’t have a presence on the site yet.

       MSC (L. Perry/J. Brusco) 7 ayes, 0 nays, Student Trustee, aye to approve

   (g) Consideration and Action to Eliminate One Classified Position, Employee Organization: CSEA, Resolution #982
       MS (T. Breen/M. Dover)

       Discussion: It was noted that the function performed by the classified position under consideration for elimination no longer exists. The individual in that position has been reassigned and is not being laid off.

       Roll call vote: 7 ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Laura Perry, 0 nays, Student Trustee, aye to approve
(h) Agreement with GCFA
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 Tuesday, January 13, 2015, Gilroy Campus, North/South Lounge.

2. Adjournment
The meeting was adjourned by consensus at 8:47 p.m.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
COMMUNITY EDUCATION AD HOC COMMITTEE
December 9, 2014, 5:30 p.m.
Gavilan College, 5055 Santa Teresa Blvd., Gilroy
Student Center, North/South Lounge
Committee Members: Laura Perry, Mark Dover, Tom Breen, Gabriel Sawyer

MINUTES

I. OPEN SESSION 5:30 p.m.
   1. Call to Order
      The meeting was called to order by Laura Perry at 5:30 p.m.

   2. Roll Call
      Trustees Present: Laura Perry, Mark Dover, Tom Breen, Gabriel Sawyer (Student Trustee)
      Walt Glines, Board Trustee
      Steven Kinsella, Superintendent/President
      Kathleen Rose, Executive Vice President and Chief Instructional Officer
      Kathleen Moberg, Vice President of Student Services
      Randy Brown, Interim Associate Dean of Community Development, Non-Credit
      Terry Newman, Director of Community and Contract Education
      Nancy Bailey, Executive Assistant to Superintendent/President

   3. Approve Minutes, October 8, 2013
      MSC (T. Breen/ M. Dover) 3 ayes, 0 nays G. Sawyer to approve

   4. Comments from the Public:
      None

II. INFORMATION ITEM
   1. Contract and Community Education Annual Report
      Terry Newman reviewed report highlights and answered questions as follows:
      • They completed a search for a new pharmaceutical vendor
      • They continue to work on water program enrollment. Most classes are off campus at water agency sites. Feedback indicates that students are getting jobs.
      • Department strives to be a partner in industry by attending trade shows, offering trainings and disseminating job offerings to students.
      • They contract with Workforce Investment boards to provide training to their clients. The Employment Development Department has new regulations that require tracking of students. They are still discussing how to accomplish this at the department level.
      • Business related classes remain popular as do auto sale classes.
      • A phlebotomy class is being developed for 2015.
      • Scuba classes will begin in March.
      • Facilities maintenance training is being explored.
      • Management of the adult education grant program will end in June 2015. This is an interim grant while the implementation of AB86 is taking place.
      • Department staff keeps abreast of new trends in industry by doing research and attending webinars, workshops, and conferences.
• Professional development of staff is ongoing as they serve on committees, attend chamber events, and serve as ambassadors within the district.
• CHP granted the motorcycle training contract to a new company. Details are still unknown.

When asked, Terry Newman said that the presentation software Prezi is being offered online. The trustees thanked Terry Newman for her report.

III. CLOSING ITEMS
1. Adjournment
   The meeting was adjourned by consensus at 5:45 p.m.
Gavilan Joint Community College District
Governing Board Agenda
January 13, 2015

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 9, 2014 thru January 13, 2015.

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 2014-2015.

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

Recommended By: Eric Ramones, Human Resources Director

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

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

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

Luz Elena Cervantes
Office Assistant
Student Services
January 14, 2015

Michelle Lopez
Sr. Program Services Specialist
Student Services
November 3, 2014

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Ellen Yu-Costa
Adult Education Instructor
Contract and Community Education
January 2, 2015 to June 30, 2015

Jacob Sanchez
Stage Manager
Liberal Arts and Sciences
January 15, 2015 to May 15, 2015

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Andrew Garcia
Theater Technician
Security and Support Services
October 1, 2014 to June 30, 2015

Jacob Sanchez
Theater Technician
Security and Support Services
October 1, 2014 to June 30, 2015

Kendra Ketchu
Program Services Specialist
Student Services
November 1, 2014 to December 31, 2014

William Ungs
Instructional Program Specialist
Disability Resource Center
December 9, 2014 to June 30, 2015
V. REQUESTS FOR LEAVE
NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT
NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Alyssa Gonzales  CD 20 – Children’s Language and Literature
                 CD 190 – Occupational Work Experience
                 CHEM 30A – Elementary Chemistry
                 CD 30B – Advanced Early Childhood Field Experience
                 ART 25A – Art Methods

Conception Phillips  POLS 1 – Intro to American Government

Deanna Souza  MATH 2C – Differential Equations
              MAT 2 – Linear Algebra

Delva Zamarron  ACCT 121 – Microsoft Excel

Denise Apuzzo  MATH 414 – Math Boot Camp 1
               FRNH 1B – Elementary French
               POLS 5 – Intro to Modern International Terrorism

Elaine Arballo  BIO 9 – Human Physiology

Gilbert Horta  SPAN 2A – Intermediate Spanish

Irma Banuelos  CSIS 128 – Database Microsoft Access
               HIST 2 – US History Reconstruction to the Present
               ASTR 1 – Intro to General Astronomy

Jillian Wilson  5000 – Information and Knowledge Professions
               5600 - Information Access and Knowledge Inquiry

Josefina Olivares  SPAN 1A – Elementary Spanish

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
NONE
X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

NONE

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – January 13, 2015

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Blanca Arteaga  Counseling Overload  Student Services  January 5, 2015 to January 22, 2015

Blanca Arteaga  Kickstart Orientation  Student Services  December 15, 2014 to December 19, 2014

Celia Marquez  Counseling Overload  Student Services  January 5, 2015 to January 22, 2015

Celia Marquez  Kickstart Orientation  Student Services  December 15, 2014 to December 19, 2014

Ellen Venable  Title V Activity Director  Career Technical Education  October 1, 2014 to June 30, 2015

Erin Crook  Institutional Effectiveness Committee Chair  Office of Instruction  August 25, 2014 to May 1, 2015

Johanna Stewart  Counseling Overload  Student Services  January 5, 2015 to January 22, 2015

Johanna Stewart  Kickstart Orientation  Student Services  December 15, 2014 to December 19, 2014

Karen Sato  Adaptive Physical Education Instructor Overload  Student Services  January 5, 2015 to January 22, 2015
Kaye Bedell  
Allied Health Department Chair  
Career Technical Education  
August 26, 2014 to May 22, 2015

Leslie Tenney  
Counseling Overload  
Student Services  
January 5, 2015 to January 22, 2015

Leslie Tenney  
Kickstart Orientation  
Student Services  
December 15, 2014 to December 19, 2014

Rosa Rivera-Sharboneau  
Counseling Overload  
Student Services  
January 5, 2015 to January 22, 2015

Rosa Rivera-Sharboneau  
Kickstart Orientation  
Student Services  
December 15, 2014 to December 19, 2014

Susan Dodd  
Curriculum Revisions  
Career Technical Education  
November 18, 2014 to December 9, 2014

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

Ali Arid  
Part-Time Faculty Senate Representative  
Office of Instruction  
August 25, 2014 to December 1, 2014

Caroline Gane  
AB 86 Steering Committee Meetings  
Community Development and Grants Management  
November 1, 2014 to May 22, 2015

Chris Chan  
Reading Apprenticeship Training  
Liberal Arts and Sciences  
November 14, 2014

David Meilhoff  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
January 13, 2015

Debbie Christensen  
Kickstart Orientation  
Student Services  
December 15, 2014 to December 19, 2014
<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Department/Service</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Christensen</td>
<td>Transfer Day Coordinator</td>
<td>Student Services</td>
<td>November 6, 2014</td>
</tr>
<tr>
<td>Edward Waggoner</td>
<td>Wastewater Management Instructor</td>
<td>Career Technical Education</td>
<td>October 24, 2014 to December 13, 2014</td>
</tr>
<tr>
<td>Eric Heller</td>
<td>South Bay Regional Public Safety Consortium Volunteer Instructor</td>
<td></td>
<td>January 13, 2015</td>
</tr>
<tr>
<td>Eric Hickok</td>
<td>Physics Lab Instructor</td>
<td>Liberal Arts and Sciences</td>
<td>August 22, 2014 to June 1, 2015</td>
</tr>
<tr>
<td>Evan Gilstrap</td>
<td>Kickstart Orientation</td>
<td>Student Services</td>
<td>December 15, 2014 to December 19, 2014</td>
</tr>
<tr>
<td>Evan Gilstrap</td>
<td>Transfer Day Coordinator</td>
<td>Student Services</td>
<td>November 6, 2014</td>
</tr>
<tr>
<td>Jack Nieman-Kimel</td>
<td>South Bay Regional Public Safety Consortium Volunteer Instructor</td>
<td></td>
<td>January 13, 2015</td>
</tr>
<tr>
<td>Jane Godley</td>
<td>Kickstart Orientation</td>
<td>Student Services</td>
<td>December 15, 2014 to December 19, 2014</td>
</tr>
<tr>
<td>Jennifer Krusing</td>
<td>South Bay Regional Public Safety Consortium Volunteer Instructor</td>
<td></td>
<td>January 13, 2015</td>
</tr>
<tr>
<td>Jesse Aguilar</td>
<td>South Bay Regional Public Safety Consortium Volunteer Instructor</td>
<td></td>
<td>January 13, 2015</td>
</tr>
<tr>
<td>John Howell</td>
<td>AB 86 Steering Committee Meetings</td>
<td>Community Development and Grants Management</td>
<td>November 1, 2014 to May 22, 2015</td>
</tr>
</tbody>
</table>
Joy Booker  South Bay Regional Public Safety Consortium
         Volunteer Instructor
         January 13, 2015

Karen Diehl  ESL Assessment
           Student Services
           August 1, 2014 to June 30, 2015

Katherine Baameur  AB 86 Steering Committee Meetings
               Community Development and Grants Management
               November 1, 2014 to May 22, 2015

Kevin Taylor  South Bay Regional Public Safety Consortium
           Volunteer Instructor
           January 13, 2015

Kimberly Collet  South Bay Regional Public Safety Consortium
            Volunteer Instructor
           January 13, 2015

Kyle Hull  Faculty Liaison Professional Development
           Office of Instruction
           January 26, 2015 to May 1, 2015

Lynn Hilden  Reading Apprenticeship Training
           Liberal Arts and Sciences
           November 14, 2014

Mohammed Ashiq Ali  South Bay Regional Public Safety Consortium
               Volunteer Instructor
               January 13, 2015

Patricia Gomez  Reading Apprenticeship Training
           Liberal Arts and Sciences
           November 14, 2014

Robert Scott Boucher  South Bay Regional Public Safety Consortium
              Volunteer Instructor
           January 13, 2015

Shaun Bouyeea  South Bay Regional Public Safety Consortium
           Volunteer Instructor
           January 13, 2015

Svetlana Tyuleneva  Reading Apprenticeship Training
           Liberal Arts and Sciences
           November 14, 2014
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS
NONE

V. REASSIGNMENTS
NONE

VI. RESIGNATIONS AND RETIREMENTS
NONE

VII. REQUEST FOR LEAVE
NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

IX. NEW FSA ASSIGNMENT
NONE

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

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Suzanne Bulle  Executive Assistant to Vice President of Student Services
             Student Services
             December 15, 2014 to March 15, 2015

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.

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

I. APPOINTMENTS
   NONE

II. ADDITIONAL DUTY/STIPENDS
    NONE

III. BOARD MEMBER APPROVED ABSENCE
     NONE

IV. BOARD MEMBER RESIGNATION
    NONE

V. RESIGNATIONS AND RETIREMENTS
   NONE

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

January 13, 2015

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of November 26 – December 23, 2014.

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

Warrants:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/26/14 – 12/23/14</td>
<td>18014415-18014881</td>
<td>$2,416,638.17</td>
</tr>
</tbody>
</table>

Electronic Transfers:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None to report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Budgetary Implications:
Expenditures are included in the budget for FY 2014-2015.

Follow Up/Outcome:
No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade Ellis, Director of Business Services

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

January 13, 2015

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

SUBJECT: Payroll Warrants drawn on District Funds

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

Proposal:
Ratification of payroll warrants drawn on district funds for the month of November 2014.

Background:
In accordance with Education Code Section 85241 and 85260, the Board of Trustees may direct the County Office of Education to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the Santa Clara County Office of Education for our district during the month of December 2014:

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Regular (EOM)</td>
<td>December 19, 2014</td>
<td>$1,718,454.89</td>
</tr>
<tr>
<td>December Supplemental 1</td>
<td>December 10, 2014</td>
<td>$422,617.67</td>
</tr>
<tr>
<td>December Supplemental 2</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(684 Pay Warrants Issued)</td>
<td>$2,141,072.56</td>
</tr>
</tbody>
</table>

Budgetary Implications:
Expenditures are included in the Budget for FY 2014/15.

Follow Up/Outcome:
No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade Ellis, Director of Business Services

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

January 13, 2015

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: Ratification of Agreements

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

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

Background:
Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to $84,100 subject to ratification by the Board within 60 days of issuance of agreement.

Budgetary Implications:
The contracts are funded by appropriations included in the Budget for FY 2014-2015.

Follow Up/Outcome:
No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade Ellis, Director, Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
</table>
| CONT9890         | $ 4,000.00 | Professional Personnel Leasing Inc | Consulting Services for Admissions and Records  
Banner Setup  
Period of Service:  
11/17/14 - 5/22/15 |
| CONT9891         | $ 5,565.40 | Lee McDonald                   | Implementation of Open CCCApply to Banner Interface  
Period of Service:  
12/1/14 - 4/1/15 |
| CONT9892         | $ 36,000.00 | Corralitos Electric           | Electrical Services for Proposition 39 Year 2  
81 Walkway Lights  
Period of Service:  
10/31/14 to Completion |
| CONT9893         | $ 21,450.00 | Articulate Solutions          | Website Development and Promotional Materials for AB86 Consortium Year 2  
Period of Service:  
1/5/15 - 5/30/15 |
| ME001110         | $ 65,260.00 | Hannon Hill                    | Cascade Server - Web Content Management System  
Period of Service:  
1/1/15 - 12/31/15 |
Gavilan Joint Community College District  
Governing Board Agenda  

January 13, 2015  

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: Budget Adjustments  

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

Proposal:  
That the Board of Trustees approve the attached budget adjustments for FY 2014-15.  

Background:  
During the fiscal year various budget adjustments are needed to align revenues and expenditures. California Code of Regulations title 5 §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: Frederick E. Harris, Vice President of Administrative Services  

Prepared By:  
Wade Ellis, Director of Business Services  

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

### Fund 100

**DECREASE**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>640610</td>
<td>5300</td>
<td></td>
<td>(1,790.00)</td>
</tr>
<tr>
<td>640610</td>
<td>6400</td>
<td>4310</td>
<td>(27.00)</td>
</tr>
<tr>
<td>640610</td>
<td>6400</td>
<td></td>
<td>(79.00)</td>
</tr>
<tr>
<td>984110</td>
<td>4310</td>
<td></td>
<td>(40.00)</td>
</tr>
<tr>
<td>984110</td>
<td>4310</td>
<td></td>
<td>(350.00)</td>
</tr>
<tr>
<td>983510</td>
<td>5425</td>
<td></td>
<td>(17.00)</td>
</tr>
<tr>
<td>983510</td>
<td>5425</td>
<td></td>
<td>(75.00)</td>
</tr>
<tr>
<td>983510</td>
<td>5425</td>
<td></td>
<td>(5.00)</td>
</tr>
<tr>
<td>983510</td>
<td>5425</td>
<td></td>
<td>(3.00)</td>
</tr>
<tr>
<td>983610</td>
<td>4570</td>
<td></td>
<td>(11.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(660.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(200.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(868.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(100.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(25.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(17.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5400</td>
<td></td>
<td>(483.00)</td>
</tr>
<tr>
<td>983610</td>
<td>5210</td>
<td></td>
<td>(590.00)</td>
</tr>
<tr>
<td>984910</td>
<td>4310</td>
<td></td>
<td>(1,532.00)</td>
</tr>
<tr>
<td>984910</td>
<td>4310</td>
<td></td>
<td>(175.00)</td>
</tr>
<tr>
<td>984910</td>
<td>4310</td>
<td></td>
<td>(414.00)</td>
</tr>
<tr>
<td>984910</td>
<td>4310</td>
<td></td>
<td>(105.00)</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(15.00)</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(54.00)</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(1,185.00)</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(1,120.00)</td>
</tr>
<tr>
<td>984810</td>
<td>4310</td>
<td></td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>984810</td>
<td>4310</td>
<td></td>
<td>(25.00)</td>
</tr>
<tr>
<td>995010</td>
<td>4310</td>
<td></td>
<td>(800.00)</td>
</tr>
</tbody>
</table>

**INCREASE**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>640610</td>
<td>5825</td>
<td></td>
<td>1,790.00</td>
</tr>
<tr>
<td>640610</td>
<td>5825</td>
<td>5150</td>
<td>27.00</td>
</tr>
<tr>
<td>640610</td>
<td>5825</td>
<td>5300</td>
<td>79.00</td>
</tr>
<tr>
<td>984110</td>
<td>5310</td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td>984110</td>
<td>5310</td>
<td></td>
<td>5630</td>
</tr>
<tr>
<td>983510</td>
<td>4510</td>
<td></td>
<td>4510</td>
</tr>
<tr>
<td>983510</td>
<td>4510</td>
<td></td>
<td>4711</td>
</tr>
<tr>
<td>983510</td>
<td>4510</td>
<td></td>
<td>6400</td>
</tr>
<tr>
<td>983510</td>
<td>4510</td>
<td></td>
<td>4310</td>
</tr>
<tr>
<td>983610</td>
<td>5155</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>983610</td>
<td>5831</td>
<td></td>
<td>11.00</td>
</tr>
<tr>
<td>983610</td>
<td>5831</td>
<td></td>
<td>690.00</td>
</tr>
<tr>
<td>983610</td>
<td>5831</td>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>983610</td>
<td>5630</td>
<td></td>
<td>888.00</td>
</tr>
<tr>
<td>983610</td>
<td>5630</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>983610</td>
<td>5631</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>983610</td>
<td>5613</td>
<td></td>
<td>17.00</td>
</tr>
<tr>
<td>983610</td>
<td>5613</td>
<td></td>
<td>483.00</td>
</tr>
<tr>
<td>983610</td>
<td>5300</td>
<td></td>
<td>590.00</td>
</tr>
<tr>
<td>984910</td>
<td>4711</td>
<td></td>
<td>1,532.00</td>
</tr>
<tr>
<td>984910</td>
<td>5240</td>
<td></td>
<td>175.00</td>
</tr>
<tr>
<td>984910</td>
<td>5264</td>
<td></td>
<td>414.00</td>
</tr>
<tr>
<td>984910</td>
<td>5300</td>
<td></td>
<td>105.00</td>
</tr>
<tr>
<td>984410</td>
<td>4510</td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td>984410</td>
<td>4570</td>
<td></td>
<td>54.00</td>
</tr>
<tr>
<td>984410</td>
<td>5613</td>
<td></td>
<td>1,185.00</td>
</tr>
<tr>
<td>984410</td>
<td>4711</td>
<td></td>
<td>1,120.00</td>
</tr>
<tr>
<td>984810</td>
<td>4711</td>
<td></td>
<td>1,000.00</td>
</tr>
<tr>
<td>984810</td>
<td>5210</td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>995210</td>
<td>4310</td>
<td></td>
<td>800.00</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>995010</td>
<td>4310</td>
<td></td>
<td>(11,795.00)</td>
</tr>
</tbody>
</table>

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

---

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/14**

$2,920,017.00

**Change to Actual Fund Balance at 7/1/14**

($214,157.00)

**Actual Beginning Balance at 7/1/14**

$2,705,860.00

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

($161,896.00)

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

$0.00

**net change to fund balance**

Current decrease in budgeted expenditures increases Fund Balance

$11,795.00

Current increase in budgeted expenditures decreases Fund Balance

($11,795.00)

**Revised Net Change In Ending Fund Balance**

$0.00

**Estimated Ending Fund Balance 6/30/15 for General Fund 100**

$2,543,974.00
### Fund 270

**DECREASE**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Program #</th>
<th>Amount</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
<th>Budget Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>985227</td>
<td>4712</td>
<td>(184.00)</td>
<td>985227</td>
<td>4570</td>
<td>184.00</td>
<td></td>
</tr>
<tr>
<td>SSSP-Credit</td>
<td>630527</td>
<td>6412</td>
<td>(18,633.00)</td>
<td>630527</td>
<td>4330</td>
<td>18,633.00</td>
</tr>
</tbody>
</table>

**Total Fund 270:**

(18,817.00) 18,817.00

---

**Increase/(Decrease)**

- **Athletics Gate Receipts**
- **SSSP-Credit**

---

**Fund 270**

**INCOME - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Program #</th>
<th>Amount</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
<th>Budget Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>621127</td>
<td>8895</td>
<td>12,947.00</td>
<td>621127</td>
<td>4310</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>STEM II</td>
<td>780327</td>
<td>8193</td>
<td>(4,991.00)</td>
<td>780327</td>
<td>4310</td>
<td>(4,991.00)</td>
</tr>
<tr>
<td>SB70 CTE</td>
<td>630227</td>
<td>8690</td>
<td>3,640.00</td>
<td>630227</td>
<td>5210</td>
<td>3,640.00</td>
</tr>
</tbody>
</table>

**Total Fund 270:**

$11,596.00

---

**Expense - Increase/(Decrease)**

- **eTranscript Mini Grant**
- **STEM II**
- **SB70 CTE**

---

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/14**

- $0.00

**Change to Actual Fund Balance at 7/1/14**

- $0.00

**Actual Beginning Balance at 7/1/14**

- $0.00

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

- $0.00

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

- $0.00

---

**Estimated Ending Fund Balance 6/30/15 for General Fund 270**

- $0.00

---

*January 2015 Meeting - Budget Adj (To Board).xlsx*  
*12/17/2014*  
*Page 2 of 3*
### Fund 34

**INCOME - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>718134</td>
</tr>
<tr>
<td></td>
<td>8685</td>
<td>9</td>
<td>$188,627.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>718234</td>
</tr>
<tr>
<td></td>
<td>8685</td>
<td>9</td>
<td>55,532.00</td>
</tr>
</tbody>
</table>

**EXPENSE - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>718134</td>
</tr>
<tr>
<td></td>
<td>5630</td>
<td>9</td>
<td>$188,627.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>718234</td>
</tr>
<tr>
<td></td>
<td>5630</td>
<td>9</td>
<td>55,532.00</td>
</tr>
</tbody>
</table>

**Budget Entry**

- **Total Fund 34:** 244,159.00

---

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/14**

$34,930.00

**Change to Actual Fund Balance at 7/1/14**

$20,082.00

**Actual Beginning Balance at 7/1/14**

$55,012.00

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

$244,159.00

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

- **Current Increase in budgeted revenue increases Fund Balance**
  - $244,159.00

- **Current Increase in budgeted expenditures decreases Fund Balance**
  - ($244,159.00)

**Revised Net Change in Ending Fund Balance**

$0.00

**Estimated Ending Fund Balance 6/30/15 for General Fund 340**

$55,012.00

---

### Fund 47

**INCOME - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>931447</td>
</tr>
<tr>
<td></td>
<td>5831</td>
<td>9</td>
<td>($91.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>931447</td>
</tr>
<tr>
<td></td>
<td>5831</td>
<td>9</td>
<td>($2,640.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>931447</td>
</tr>
<tr>
<td></td>
<td>5264</td>
<td>9</td>
<td>$91.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>931447</td>
</tr>
<tr>
<td></td>
<td>4711</td>
<td>9</td>
<td>$2,640.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8867</td>
<td>9</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8867</td>
<td>9</td>
<td>$1,800.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8867</td>
<td>9</td>
<td>$339.00</td>
</tr>
</tbody>
</table>

**Total Fund 47:** $3,136.00

---

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/14**

$0.00

**Change to Actual Fund Balance at 7/1/14**

$0.00

**Actual Beginning Balance at 7/1/14**

$0.00

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

$3,136.00

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

- **Current Increase in budgeted revenue increases Fund Balance**
  - $3,136.00

- **Current Increase in budgeted expenditures decreases Fund Balance**
  - ($3,136.00)

**Revised Net Change in Ending Fund Balance**

$0.00

**Estimated Ending Fund Balance 6/30/15 for General Fund 470**

$0.00

---
Consent Agenda Item No. 6 (g) 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 2014/15 Monthly Financial Report

Background:

Follow Up/Outcome:
The Administration will continue to review the FY 2014/15 budget and will submit budget adjustments as necessary for consideration by the Board.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade Ellis, Director of Business Services

Agenda Approval: Steven M. Kinsella, Superintendent/President
## GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
### Monthly Financial Report
#### Summary of All Funds
##### Fiscal Year 2014-15
###### As of December 15, 2014

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2014</th>
<th>Revised Budgets Revenue</th>
<th>Revised Budgets Expense</th>
<th>Ending Fund Balance 6/30/2015 Revenue</th>
<th>Ending Fund Balance 6/30/2015 Expense</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expense</th>
<th>Encumbrance</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General - Unrestricted</td>
<td>$2,705,860</td>
<td>$29,640,320</td>
<td></td>
<td>$10,123,885</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Certificated Salaries</td>
<td>$10,860,917</td>
<td></td>
<td>$4,601,426</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td>$5,536,203</td>
<td></td>
<td>$2,209,779</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>Burdens &amp; Benefits</td>
<td>$6,016,772</td>
<td></td>
<td>$2,252,470</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Books &amp; Supplies</td>
<td>$502,352</td>
<td></td>
<td>$154,456</td>
<td>$190,469</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>Other Operating Expenses</td>
<td>$5,205,069</td>
<td></td>
<td>$2,142,600</td>
<td>$1,887,552</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay</td>
<td>$1,3,288</td>
<td></td>
<td>$70,671</td>
<td>$41,123</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>Other</td>
<td>$1,725,252</td>
<td></td>
<td>$274,872</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total General-Unrestricted</strong></td>
<td><strong>$2,705,860</strong></td>
<td><strong>$29,640,320</strong></td>
<td><strong>$2,802,206</strong></td>
<td><strong>$2,543,974</strong></td>
<td><strong>$10,123,885</strong></td>
<td><strong>$11,704,265</strong></td>
<td><strong>$1,919,143</strong></td>
<td></td>
<td><strong>34.2%</strong></td>
<td><strong>45.7%</strong></td>
</tr>
<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$2,674</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$2,674</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Parking</td>
<td>$0</td>
<td>$164,620</td>
<td>$0</td>
<td>$66,687</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>General - Restricted</td>
<td>$0</td>
<td>$11,744,737</td>
<td>$0</td>
<td>$3,653,057</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total General Fund</strong></td>
<td><strong>$2,708,535</strong></td>
<td><strong>$41,649,677</strong></td>
<td><strong>$41,184,583</strong></td>
<td><strong>$2,546,649</strong></td>
<td><strong>$13,944,326</strong></td>
<td><strong>$15,359,262</strong></td>
<td><strong>$3,116,118</strong></td>
<td></td>
<td><strong>35.5%</strong></td>
<td><strong>42.2%</strong></td>
</tr>
<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,564,500</td>
<td>$5,282,579</td>
<td>$3,564,500</td>
<td>$196,490</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Capital Project</td>
<td>$55,012</td>
<td>$5,961,919</td>
<td>$5,961,919</td>
<td>$55,012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Measure E</td>
<td>$25,454,859</td>
<td>$3,866,000</td>
<td>$21,638,859</td>
<td>$30,102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>Child Development</td>
<td>$0</td>
<td>$338,322</td>
<td>$338,322</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Long Term Debt</td>
<td>$5,010,570</td>
<td>$500,000</td>
<td>$1,000</td>
<td>$6,809,570</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Fiduciary Funds</strong></td>
<td><strong>$410,154</strong></td>
<td><strong>$3,862,454</strong></td>
<td><strong>$3,862,454</strong></td>
<td><strong>$2,906,500</strong></td>
<td><strong>$3,058,177</strong></td>
<td><strong>$3,058,177</strong></td>
<td><strong>$3,058,177</strong></td>
<td></td>
<td><strong>35.5%</strong></td>
<td><strong>35.2%</strong></td>
</tr>
<tr>
<td>66</td>
<td>Student Center Fund</td>
<td>$0</td>
<td>$130,354</td>
<td>$130,354</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Fiduciary Funds</strong></td>
<td><strong>$410,154</strong></td>
<td><strong>$3,862,454</strong></td>
<td><strong>$3,862,454</strong></td>
<td><strong>$2,906,500</strong></td>
<td><strong>$3,058,177</strong></td>
<td><strong>$3,058,177</strong></td>
<td><strong>$3,058,177</strong></td>
<td></td>
<td><strong>35.5%</strong></td>
<td><strong>35.2%</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$37,206,630</strong></td>
<td><strong>$62,536,668</strong></td>
<td><strong>$65,292,917</strong></td>
<td><strong>$33,924,271</strong></td>
<td><strong>$17,944,710</strong></td>
<td><strong>$25,204,176</strong></td>
<td><strong>$7,524,515</strong></td>
<td></td>
<td><strong>25.5%</strong></td>
<td><strong>45.1%</strong></td>
</tr>
</tbody>
</table>

Instructions: 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 Lauren Stilley
Monthly Financial Report for Board - December 2014.xlsx
Gavilan Joint Community College District
Governing Board Agenda

January 13, 2015

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

SUBJECT: Community Education Winter/Spring 2015 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 Winter/Spring 2015 Community Education schedule. Classes will be offered January through June 2015

Budgetary Implications: Projected Revenue is $85,000

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

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

Prepared By: Terry Newman, Director, Contract and Community Education

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

January 13, 2015

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

SUBJECT:  CCCT Board Election - 2015
☐ 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 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, 2015.

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: January 6, 2015

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

From: Thuy Thi Nguyen, Interim President and CEO, Community College League of California

Subject: CCCT Board Election - 2015

On December 29, 2014, a special meeting of the CCCT board was held via teleconference to review the section of the Governing Policies that pertains to the terms of CCCT board members. The action taken by the board, which was by unanimous vote of the members present, with one member abstaining, addresses the apparent unintended consequences that would result in trustees assuming a vacant position on the board, whether the successor was appointed by secret ballot vote of the CCCT board or assumed a vacated seat by receiving the least number of votes in the regular election cycle. Both of these scenarios typically shorten the new board member months or years in his/her term pursuant to the CCCT Governing Policies. The amendment adopted by the board is noted below and the revised term schedule is attached. Both documents as well as the unapproved minutes of the meeting are available in the Library tab of the League’s BoardDocs site at https://www.boarddocs.com/ca/cclca/boad/Board.nsf

I. CCCT BOARD OF THE LEAGUE

   A. Purpose, Membership and Quorum

   1. The CCCT Board of the League shall be the California community colleges trustees policymaking body of the League and work in cooperation with the CEOCCC Board of the League which acts as the California community colleges chief executive officers policymaking body of the League. Its primary purposes are:
      a. To promote and advance public education by seeking citizen and legislative support for community colleges;
      b. provide education, information and assistance to member boards; and
      c. cooperate with persons and organizations whose interests and purposes are the betterment of community college educational opportunities for California residents.

   2. [1]The CCCT Board shall consist of twenty one (21) members elected by the membership, the elected officers of the CCCT, and a student trustee member.

   3. The student trustee member shall be a voting member of the CCCT Board, and shall serve a one-year term, or until a successor is elected. The student trustee member may, at the Board’s discretion, participate in closed sessions, but shall not serve as an officer. Only a student trustee serving on a member board of the League may be a student trustee member.

   5. [2]CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively, once they have been elected to the board. A term is any period of time between elections during which a person serves regardless of the manner in which the person was selected to serve.

      A person holding a seat as both an officer and a CCCT Board member shall continue to be a member until the term as member expires.
6. An officer cannot resign as a CCCT Board member to create a vacancy on the Board. An officer holding a seat as a member may resign the seat as an officer and serve the remaining time as a CCCT Board member.

7. Thirteen (13) members shall constitute a quorum of the Board. Action shall require a majority vote of those present after a quorum has been declared, unless otherwise provided. The members at the meeting may continue to do business until adjournment notwithstanding the withdrawal of members leaving less than a quorum.

8. [3] A vacancy on the Board which occurs between June and November 15 of each year, shall be filled by appointment by secret majority vote of the Board, acting on recommendations of the Executive Committee. The recommendations shall include two — five names which include at least the runner-up in the previous CCCT board election, persons who have demonstrated familiarity with the work of the CCCT and the League, and persons whose backgrounds and districts served would strengthen the balance of the Board. Background on the recommendations shall be provided prior to Board action. The new member may be seated immediately after appointment by the Board. Any such appointment shall be only until the next scheduled election of the CCCT Board, at which time the appointed member will be eligible to run.

A vacancy in the student trustee member position shall be filled by appointment of the CCCT Board President, subject to approval of the Board.

The election process will remain the same with the nomination period beginning January 1 through February 15 and the election period is March 10 through April 25. 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. Please use only the official forms, which are attached.

This year there will be seven (7) people elected to the board under the new term schedule:

- Five (5) are incumbents
- One (1) seat is open due to a member that opted to not run for re-election to CCCT
- One (1) is a seat vacated by a member that did not win re-election at the district level in November.
- All seven (7) seats will be for a three-year term.

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 3, 2015 and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Judy Centlivre (916-444-8641 or jcentlivre@ccleague.org) at the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)
  - Official Nominating Form
  - Official Biographical Sketch Form
  - Official Statement of Candidacy
  - CCCT Term Schedule
  - CCCT Board Roster
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office postmarked no later than February 15, 2015, 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, 2015, along with the nomination form and statement of candidacy. Faxed 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.): 


CIVIC AND COMMUNITY ACTIVITIES


OTHER


CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2015 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.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
<table>
<thead>
<tr>
<th>Election</th>
<th>Group</th>
<th>Seat</th>
<th>First Elected</th>
<th>Next Election</th>
<th>Terms Left for Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Chaniot</td>
<td>2009</td>
<td>2015</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Jones</td>
<td>2009</td>
<td>2015</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Ontiveros</td>
<td>2009</td>
<td>2015</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Otto</td>
<td>2009</td>
<td>2015</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Ransford</td>
<td>2012</td>
<td>2015</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Zableckis</td>
<td>2009</td>
<td>2015</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Vacancy</td>
<td>n/a</td>
<td>2015</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Wah</td>
<td>2013</td>
<td>2016</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Biggin</td>
<td>2013</td>
<td>2016</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Gulassa</td>
<td>2010</td>
<td>2016</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Hart</td>
<td>2010</td>
<td>2016</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Jaffe</td>
<td>2010</td>
<td>2016</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>Keith</td>
<td>2013</td>
<td>2016</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Blum</td>
<td>2014</td>
<td>2017</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Casas</td>
<td>2011</td>
<td>2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Castellanos</td>
<td>2011</td>
<td>2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Chadwick</td>
<td>2011</td>
<td>2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Gomez</td>
<td>2011</td>
<td>2017</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Grey</td>
<td>2014</td>
<td>2017</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Haynes</td>
<td>2014</td>
<td>2017</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>III.</td>
<td>Moreno</td>
<td>2011</td>
<td>2017</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

approved by the CCCT board 12.29.14
CALIFORNIA COMMUNITY COLLEGE TRUSTEES
2014-15 BOARD ROSTER

SALLY BIGGIN
Redwoods CCD

LOUISE JAFFE
President
Santa Monica CCD

STEPHEN BLUM
Ventura County CCD

BERNARD “BEE JAY” JONES
Allan Hancock Joint CCD

LAURA CASAS
Foothill DeAnza CCD

SUSAN KEITH
Citrus CCD

STEPHAN CASTELLANOS
San Joaquin Delta CCD

JIM MORENO
Coast CCD

NANCY CHADWICK
Palomar CCD

JOANNA NAVARRO
Compton CCD

JANET CHANIOT
1st Vice President
Mendocino-Lake CCD

MANNY ONTIVEROS
Immediate Past-President
North Orange County CCD

PAUL GOMEZ
2nd Vice President
Chaffey CCD

DOUGLAS OTTO
Long Beach CCD

ADRIENNE GREY
West Valley-Mission CCD

ANN RANSFORD
Glendale CA

CY GULASSA
Peralta CCD

LINDA WAH
Pasadena CCD

JERRY HART
Imperial CCD

MARIA ZABLECKIS
Barstow CCD

PAMELA HAYNES
Los Rios CCD

VACANCY
Gavilan Joint Community College District
Governing Board Agenda
January 13, 2015

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

SUBJECT: Sabbatical Leave Request

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal: That the Board of Trustees review the sabbatical leave request 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 unranked as follows:

Arturo Rosette

Budgetary Implications: The position will be backfilled by additional part-time faculty. Department Chair responsibilities will be assumed by another member of the Fine Arts department. The cost to the district will be approximately $52,137.00.

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, Superintendent/ President

Prepared By: Dr. Kathleen Rose, Vice President of Instruction

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

SABBATICAL LEAVE APPLICATION

I. Name: Arturo Rosette

II. Gavilan College Date of Employment: Fall 2000

III. Have you had a previous sabbatical leave? No.

   If yes, what year was it taken? n/a

   What were the objectives of the leave? n/a

IV. Proposed dates of this Sabbatical Leave: Fall Semester, 2015

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

   This project is intent on improving my Art 3A course, Introduction to Drawing. The two primary goals for this project are to: 1) improve student success for this course; 2) To serve as a model for similar Studio Art courses considering hybrid online curricular options. The objectives for achieving these goals entail the following: a) filming, editing and outputting drawing demonstrations/tutorials for the course's weekly drawing assignments; b) integrating the new tutorials with existing iLearn resources, i.e. PowerPoint lectures, documents, and images; c) evaluating the viability of offering this course as a hybrid online course. The intended outcomes for this project are to improve student success in the course by providing valuable resources to students—in the form of tutorials available in DVD and online formats—as well as to serve as an innovative model for online components for Studio Art courses.

   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:

   The goals and objectives for this Sabbatical Request will result in a valuable asset for the Fine Arts department in general, and more specifically the Studio Arts program and corresponding courses and degrees. As the Fine Arts department spans a wide range of programs and disciplines, the outcomes for this sabbatical request will serve as a model for other programs that are considering expanding their course offerings in distance education. The FA department fully supports this Sabbatical Request and urges the Faculty Staff Development committee's approval.
Additionally, I have included our Dean of Liberal Arts and Sciences signature of review and support as I am both the applicant and department chair for the Fine Arts department.

Dean Liberal Arts and Sciences: ____________________________ Date: 11/25/14

Department Chair Signature: ____________________________ Date: 11/26/14

VII. Applicant’s Signature: ____________________________
Application for Sabbatical Leave

Arturo Rosette, MFA, Ed.D.
Application Date: December 1, 2014
Effective dates for Sabbatical Leave: Fall 2015 semester

Brief Overview of Proposed Project

This project is intent on improving my Art 3A course, Introduction to Drawing. The two primary goals for this project are to: 1) improve student success for this course; 2) To serve as a model for similar Studio Art courses considering hybrid online curricular options. The objectives for achieving these goals entail the following: a) filming, editing and outputting drawing demonstrations/tutorials for the course's weekly drawing assignments; b) integrating the new tutorials with existing iLearn resources, i.e. PowerPoint lectures, documents, and images; c) evaluating the viability of offering this course as a hybrid online course. The intended outcomes for this project are to improve student success in the course by providing valuable resources to students—in the form of tutorials available in DVD and online formats—as well as to serve as an innovative model for online components for Studio Art courses.

NOTE: All activities will be conducted at my home studio, which is equipped for filming as well as research activities.

Project Goal #1: To Improve Student Success for Art 3A

I have taught multiple sections of the Art 3A course every semester since 2000. Yes, that means over 50 sections of this course. Over the years I have been constantly refining the way that I teach this course. One of the most important evaluations comes from students—at the end of each course they write a statement telling me what worked well for them, what didn’t, and, if they were teaching the course themselves, how they would change it. Almost without exception, every semester one of the major suggestions is as follows: students LOVE the drawing demonstrations, however, they have two main issues with them: 1) since there is often 25+ students in the course, it is hard for students to actually see the demonstration particularly for students that are in the back; 2) when a student is absent, they currently have no recourse for seeing the demonstration as these demonstrations are often lengthy and impossible to replicate on demand. Their suggestion, over and over again, has been for me to film the demonstrations and provide them in DVD format or include them on the course’s iLearn page. Over the years I have attempted to address this issue by providing detailed PowerPoint presentations with still images of the process, however, these have serious limitations particularly for time-based processes and techniques. The creation of these Drawing tutorials, and their inclusion on the course’s iLearn page (and availability in DVD format) will be a valuable resource for students that will surely contribute to student retention and success rates.

Objective 1: Film, Edit and Output Drawing Tutorials

This objective is the basis for the project. Much preparation and planning will need to happen prior to the filming of the tutorials. Once the tutorials are filmed, careful editing will ensure that the footage clearly demonstrates the student learning outcomes for the intended tutorial. Once all editing is
complete, outputting the final results in the correct (varied) formats will be essential in order to have flexibility in future use(s). The drawing activities listed in Activity 1 below will each result in a series of 20-minute educational tutorials that will be made available to students in DVD format as well as online on the course’s iLearn page.

Activity 1: Gather all documentation, i.e. handouts, Power Points, articles and related resources for the following drawing activities:

- Doodling, Exploration and Discovery
- Fundamental Drawing Materials and Their Use
- Drawing Materials: Safety and Hazards
- Expanded Imagery: Use of Printed Images as Springboards
- Learning from the Masters: Analysis and Techniques
- Gesture: as Expression and for Accuracy
- Potential of Inks: Lines and Washes
- Inks and Expression: Improvising
- Positive/Negative Space: Drawing for Accuracy
- Positive/Negative Space: From Trees to Personal Expression
- Value: Graphite and Charcoal Techniques
- Volume: Chiaroscuro and Theatrical Lighting
- One-point Perspective
- Two-point Perspective
- Perspective: Drawing an Interior Space
- Representational Portraiture: Proportions, Features and Details

Activity 2: Identify additional drawing activities that may need to be filmed. Review course outline, syllabus and current iLearn page to identify additional drawing activities that may need to be included for filming.

- Review official curriculum—course outline.
- Evaluate course syllabus and how it has changed over the years.
- Review past student evaluations that pertain to drawing tutorial requests.
- Gather appropriate documentation for any additional drawing tutorials identified.

Activity 3: Gather and set up needed equipment for filming.

- Lighting
- Camera(s), tripod, lenses
- Easels, drawing materials

Activity 4: Write script for filming tutorial (for each assignment identified).

- Review assignment requirements.
- Identify key components, i.e. material use, techniques and deliverables.
- Create script with a clear introduction, activity demonstration and closing/conclusion.

Activity 5: Film Drawing Tutorial for each identified assignment.

- Set up a two-camera shoot for the filming—one macro and one close-up.
- Set up separate audio recorder for possible use for inclusion in PowerPoint presentations.
- Review footage from cameras/audio.
- Re-shoot footage as needed.

Activity 6: Edit Footage.

- Review footage for consistency and clarity
- Import footage to computer
• Import files to appropriate software, i.e. Final Cut Pro, Logic, iMovie, etc.
• Edit footage to ensure that it effectively demonstrates the student learning outcomes for that particular drawing activity and does not exceed 20 minutes in length.
• Integrate text (closed captioning) for clarity and ADA compliance.

Activity 7: Tutorial Output
• Export and save in appropriate file format for multi-format use, i.e. 720p, 1080p, low resolution, fps for faster downloading, etc.
• Create DVD of Tutorial Collection
• Organize and save Tutorial files and resources for future use.

Objective 2: Integrate Drawing Tutorials into Existing iLearn Page

Having completed objective 1, this objective optimizes the use for the tutorials. Whereas in Objective 1 one of the outputs was a DVD, this objective adds to that by having all the tutorials carefully integrated into the course’s iLearn page. These new tutorials need to be aligned with the course syllabus and integrated as a supplemental resource for students’ use with existing iLearn materials.

Activity 1: Create a new Moodle shell for the course.
• Import existing course iLearn files and resources.
• Reformat existing iLearn shell for better clarity and ease of use.
• Create a central place for housing tutorials on the iLearn page.

Activity 2: Import all tutorials to iLearn.
• Create a separate page where students can easily access any of the tutorials easily. This will entail clear labeling of the tutorials as well as links to the appropriate weekly assignments.
• Import individual tutorials for the appropriate week in which it is assigned. This will require a careful analysis of existing resources/materials and how they will intersect/support this new tutorial (and vice versa).

Activity 3: Create evaluation/survey tool for tutorials.
• Develop a questionnaire/evaluation activity for each tutorial. This will be an important factor in determining the effectiveness of the tutorials and an opportunity for students to provide input on how to continue to improve them in the future.
• Develop an “exit” course survey that specifically evaluates students’ overall take on the tutorials in the context of the whole course.

Project Goal #2: To Serve as a Model for Similar Studio Art Courses Considering Hybrid Online Curricular Options.

Over the years I have experimented with the possibilities of offering Studio Art courses as hybrid or fully online courses. As department chair for the past ten years I have had the opportunity to help create and assess a wide range of courses from different disciplines as to their appropriateness for being offered hybrid/online. Courses such as those in Communication or (Foreign) Languages pose challenges for online delivery, as much of the course content is dependent on oral practice with others either in groups or in front of audiences. Other courses, such as Art History or Music Appreciation whose content is heavily weighted on the delivery of knowledge, facts and historical data, more easily lend themselves to online delivery.
The Studio Arts pose similar challenges for online delivery. Much of the content and student learning outcomes of a studio art course require the demonstration of practical skills often acquired through the direct interaction, in-person, with the instructor and fellow classmates. However, some of the content of these studio art courses can be delivered through online methods. For example, some of the content in these courses also is knowledge based—historical context, conceptual understanding of techniques and approaches, and, fundamental discussions/critiques which include demonstration of written articulation of ideas and knowledge.

Five years ago, in 2009, I submitted (and received approval for) a Distance Education Form D for two studio art courses (Art 14, Introduction to Murals and Art 25, Art Methods) that I felt could be successfully offered as hybrid courses. Over the past five years I have taught both of these courses as hybrid courses, and, as full face-to-face courses. What I have found (and has been corroborated by fellow faculty that also have taught the hybrid version) is that it is instructionally sound to offer a portion of the course online. However, these experiences have also revealed some of the shortcomings for offering studio art courses as hybrid. This Sabbatical request is an attempt to help bridge some of the shortcomings that have surfaced from offering Art 14 and Art 25 as hybrid courses—primarily that knowledge, facts, concepts are amenable to online delivery; practical instruction and content that requires extensive demonstrations and real-time evaluations are much more of a challenge.

The objectives and corresponding activities below attempt to optimize the goals of this project—producing demonstration tutorials to include in iLearn—with a future potential of offering this, or similar studio art courses, as hybrid in the future. Actually creating a full hybrid course is beyond the scope of this proposal, however, the objectives below attempt to provide a foundation for future attempts at hybrid or fully online studio art courses.

**Objective 1:** Evaluate the viability of offering a hybrid studio art course.
This objective will provide for a broad view of the possibility and efficacy of offering studio art courses as either hybrid or fully online. As mentioned above, the challenges faced by studio art courses when offered as hybrid or online can be complicated. This objective is intended to identify the possibilities and challenges that should/must be considered in offering a hybrid or online studio art course.

**Activity 1:** Gather data from existing Studio Art courses that are offered as hybrid—Art 14, Art 25.
- Review course outlines and syllabus dating back to 2010
- Review, analyze and compare student success rates between hybrid and face-to-face courses.

**Activity 2:** Analyze activity 1 data and compare it to the potential for other studio art courses. This is a nontrivial endeavor as the Art 14 and Art 25 are not necessarily typical studio art courses as their content is heavier on history (Art 14, the history of murals) and theory (Art 25, education theory and approaches).
- Compare official course outlines between current hybrid courses and potential studio art hybrid course candidates including Art 3A.
- Identify particularly challenging areas that may need additional attention, i.e., demonstrations, oral critiques and one-on-one coaching approaches.
- Interview faculty that either are currently teaching the hybrid course (s) or have in the past.
- Analyze data acquired.

**Activity 3:** Search for best practice models of hybrid studio art courses.
• Conduct an Internet search for community colleges offering hybrid studio art courses.
• Contact other community college Art departments to inquire about their hybrid studio art courses and/or their plans or findings for such.
• Consult our Distance Education Coordinator for suggestions for integrating studio art practices online.

**Objective 2: Create a hybrid “shell” for my Art 3A course.**

This objective builds on the previous objective in that it attempts to provide a tangible model for what a hybrid studio art course would/could look like. The activities in this objective are intent on synthesizing the analysis of data about existing hybrid studio art courses with the newly developed Drawing tutorials and their inclusion into iLearn. This objective is not intent on fully developing a hybrid course; rather, merely apply data findings, resources developed (tutorials/iLearn) and my experience for a recommendation for a hybrid studio art course.

Activity 1: Design a model hybrid studio art course for Art 3A.
• Import newly formed Art 3A iLearn into a new Moodle shell.
• Identify lapses in content and/or delivery or content.
• Input placeholders for content/resources needed that have not materialized from this project (because they were beyond the scope of the project).

Activity 2: Evaluate the instructional soundness of such a course.
• Reflect on past experiences, research findings and interviews/consultations with colleagues.

Activity 3: Pursue offering Art 3A as a hybrid studio art course (pending a favorable finding for such).
• Consult with Distance Education coordinator as to requirements for offering Art 3A as a hybrid studio art course.
• Consult with the Art department about offering the course as hybrid.
• Complete all required forms and obtain needed approvals.

**Anticipated Outcomes**

The anticipated outcomes for this project are multifaceted as they span both a practical creation of tutorials as well as more traditional research, analysis, findings and application of such in the creation of a hybrid studio art course. Multifaceted as they may be, I will highlight the most pertinent outcomes below. I will begin with the most tangible...

1) **Most tangible: A Valuable Student Resource.**
   Up until now the resources that students in my Art 3A course have are limited. In my fifteen years of teaching this course I can confidently say that the resources that are currently being offered are not the best that are available. Currently I have to rely on my own PowerPoint creations which are limited in quality and/or rely on other technique “videos” that can be found online yet never truly address the intention of the assignments. So, a most valuable outcome for this Sabbatical project will be a very tangible resource in the form of drawing tutorials that students can access and learn from.

2) **Tangible: An Innovative Model for Hybrid Studio Art Courses.**
   The current models for hybrid studio art courses at Gavilan College have accomplished much in pioneering online education and the studio arts. However, this Sabbatical project will provide a much more tangible, data based (and resource rich, i.e. tutorials) model for consideration of venturing into the online education field, particularly as it intersects with studio art courses.
Whether it is merely the addition of the tutorials to my Art 3A course (the bulk of this proposal), or the “template” that surfaces because of this project, one thing is clear—we all will have a better understanding of the potential to offer traditional Studio Art courses in a hybrid or online format.

3) To Be Determined: Increased Student Success for my Art 3A course.
I am confident that this Sabbatical project will contribute to an increase in student success in my Art 3A course, regardless of whether it is just the inclusion of the tutorials to my existing course or if it gets developed into a hybrid or fully online course. The access of these resources for students will be indispensable for students, particularly for students that may have challenges of attending class (or being late)—the bulk of this Sabbatical proposal will provide them the opportunity to experience as close to a drawing demonstration as possible. For students that need added help, these resources will be invaluable as a resource they can review over and over as individual needs require.

**Benefits of the Project**

In the previous Outcomes section I have addressed this a bit. Below I will more specifically address the benefits for this project.

**For Students:** This is the highest benefit for this project. Students will benefit in the following ways: a) students will be able to have a front row seat to all drawing demonstrations unlike the current situation where only students that are up front are given the opportunity to see the details of a demonstration; b) students that are absent will have an opportunity to, likewise, have a front row seat to the demonstration thus allowing them the opportunity to not fall behind in the class merely because they were not present for the presentation; c) students that need additional assistance will have a resource that they can review over and over, but, perhaps most valuable, they will be able to see a demonstration at their own pace. For example, when I give a demonstration in class, aside from some students not being able to view the demonstration, students need to absorb *the whole demonstration at once* as opposed to viewing a tutorial where they have the opportunity to “pause” the demonstration at will and proceed at their own pace; d) students will have an opportunity to review the drawing assignments for the course. This is a valuable resource as not only do students have to apply and demonstrate the content of the tutorials, they also have to be able to review the content for the comprehensive written final proctored at the end of the semester.

**For ME, the instructor:** Honestly, the biggest benefit this Sabbatical project affords me as faculty, is time and energy. What is being proposed for this project are things that I continue to work on, regardless of whether I am being compensated or provided the institutional opportunity to do so. However, the biggest benefit to me will be the *concentrated time* this project will afford me. Yes, I can pick away at some of the activities and goals of this project; however, I also know that it is not until I have a dedicated long-term block of time and energy that I will be able to achieve some of the
more macro aspirations for this project. So, the biggest benefit for me with this project is the long-term, dedicated time and space to focus on these objectives.

**For my Department and Colleagues:** This project’s outcomes will benefit the Art program and its faculty by affording them an innovative model for offering hybrid studio art courses that they may consider adapting in the future to other studio art courses. My ongoing collaboration with such faculty will ensure our continued commitment to student learning and best practices for offering studio art courses with an eye at ensuring that we include emerging technologies into our course teaching methods.

**For Other Fields and/or Colleges:** The most macro outcomes that may derive from this Sabbatical project is that of other colleges or similar Visual and Performing Arts disciplines benefiting from the practical tangibles for this project (tutorials) and/or the secondary goals for this project (hybrid viability) and using them as a foundation for their own curriculum development for similar courses. Over the years I have had informal conversations/vision with studio art faculty from other community colleges and universities regarding the viability (or not) of the place of technology and viability of online education in the Visual and Performing Arts field. This project will provide an excellent foundation for asserting a best-practices approach (and model) for the intersection of technology and the studio arts.
# Schedule for Sabbatical Project.

Note: Includes weeks 17-20 (FLEX) for additional equivalent of 48 hours FLEX; 12 hours, 6 each, for Staff Development Day will be satisfied in-person in August, 2015 and January, 2016.

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gather documentation, i.e. handouts, Power Points, articles and related resources for drawing activities</td>
<td>Gather documentation, i.e. handouts, Power Points, articles and related resources for drawing activities</td>
<td>Gather documentation, i.e. handouts, Power Points, articles and related resources for drawing activities</td>
<td>Identify additional drawing activities that may need to be filmed.</td>
<td>Identify additional drawing activities that may need to be filmed.</td>
</tr>
<tr>
<td>2</td>
<td>Gather and set up needed equipment for filming.</td>
<td>Gather and set up needed equipment for filming.</td>
<td>Dry run-through of equipment and facilities.</td>
<td>Dry run-through of equipment and facilities.</td>
<td>Analysis and adjustment for equipment run-through.</td>
</tr>
<tr>
<td>3</td>
<td>Write script for tutorial: Doodling, Exploration and Discovery</td>
<td>Film Tutorial: Doodling, Exploration and Discovery</td>
<td>Film Tutorial: Doodling, Exploration and Discovery</td>
<td>Edit Tutorial: Doodling, Exploration and Discovery</td>
<td>Output Tutorial: Doodling, Exploration and Discovery</td>
</tr>
<tr>
<td>4</td>
<td>Write script for tutorial: Fundamental Drawing Materials and Their Use</td>
<td>Film Tutorial: Fundamental Drawing Materials and Their Use</td>
<td>Film Tutorial: Fundamental Drawing Materials and Their Use</td>
<td>Edit Tutorial: Fundamental Drawing Materials and Their Use</td>
<td>Output Tutorial: Fundamental Drawing Materials and Their Use</td>
</tr>
<tr>
<td>Week</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------------------------------------------</td>
<td>--------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Write script for tutorial: Gesture: as Expression and for Accuracy</td>
<td>Film Tutorial: Gesture: as Expression and for Accuracy</td>
<td>Film Tutorial: Gesture: as Expression and for Accuracy</td>
<td>Edit Tutorial: Gesture: as Expression and for Accuracy</td>
<td>Output Tutorial: Gesture: as Expression and for Accuracy</td>
</tr>
<tr>
<td>11</td>
<td>Write script for tutorial: Positive/Negative Space: From Trees to Personal Expression</td>
<td>Film Tutorial: Positive/Negative Space: From Trees to Personal Expression</td>
<td>Film Tutorial: Positive/Negative Space: From Trees to Personal Expression</td>
<td>Edit Tutorial: Positive/Negative Space: From Trees to Personal Expression</td>
<td>Output Tutorial: Positive/Negative Space: From Trees to Personal Expression</td>
</tr>
<tr>
<td>14</td>
<td>Write script for tutorial: One-point Perspective</td>
<td>Film Tutorial: One-point Perspective</td>
<td>Film Tutorial: One-point Perspective</td>
<td>Edit Tutorial: One-point Perspective</td>
<td>Output Tutorial: One-point Perspective</td>
</tr>
<tr>
<td>Week</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>15</td>
<td>Write script for tutorial: Two-point Perspective</td>
<td>Film Tutorial: Two-point Perspective</td>
<td>Film Tutorial: Two-point Perspective</td>
<td>Edit Tutorial: Two-point Perspective</td>
<td>Output Tutorial: Two-point Perspective</td>
</tr>
<tr>
<td>17</td>
<td>Write script for tutorial: Representational Portraiture: Proportions, Features and Details</td>
<td>Film Tutorial: Representational Portraiture: Proportions, Features and Details</td>
<td>Film Tutorial: Representational Portraiture: Proportions, Features and Details</td>
<td>Edit Tutorial: Representational Portraiture: Proportions, Features and Details</td>
<td>Output Tutorial: Representational Portraiture: Proportions, Features and Details</td>
</tr>
<tr>
<td>18</td>
<td>(FLEX) Gather all Tutorials and output to DVD</td>
<td>Gather all Tutorials and output to DVD</td>
<td>Integrate all tutorials to Art 3A iLearn shell</td>
<td>Integrate all tutorials to Art 3A iLearn shell</td>
<td>Integrate all tutorials to Art 3A iLearn shell</td>
</tr>
<tr>
<td>19</td>
<td>(FLEX) Gather data from existing Studio Art courses that are offered as hybrid—Art 14, Art 25.</td>
<td>Gather data from existing Studio Art courses that are offered as hybrid—Art 14, Art 25.</td>
<td>Search for best practice models of hybrid studio art courses</td>
<td>Design model hybrid studio art course for Art 3A</td>
<td>Design model hybrid studio art course for Art 3A</td>
</tr>
<tr>
<td>20</td>
<td>(FLEX) Evaluate the instructional soundness of such a hybrid Art 3A course</td>
<td>Evaluate the instructional soundness of such a hybrid Art 3A course</td>
<td>Consult with Distance Education coordinator as to requirements for offering Art 3A as a hybrid studio art course</td>
<td>Consult with the Art department about offering the course as hybrid.</td>
<td>Complete all required forms and obtain needed approvals.</td>
</tr>
</tbody>
</table>
SUBJECT: Associated Student Body (ASB) Name Change

Resolution: BE IT RESOLVED,

Information Only

Proposal:
The Associated Student Body (ASB) conducted a student survey regarding a name change. A presentation of survey results will be made at the meeting.

Background:

Budgetary Implications: None

Follow Up/Outcome:

Recommended By: Joey Hayes, ASB President

Prepared By: RC Guerrero and Joey Hayes

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
Associated Student Name Change Survey

The Associated Student Body (ASB) would like to change their name. Please circle one of the following options:

1. Associated Students of Glendale College (ASGC)
2. Associated Student Government (ASG)
3. Student Senate of Glendale College (SSGC)
4. No Change

Campus Breakdown

<table>
<thead>
<tr>
<th>Morgan Hill</th>
<th>Bell Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 6</td>
<td>1) 10</td>
</tr>
<tr>
<td>2) 2</td>
<td>2) 4</td>
</tr>
<tr>
<td>3) 2</td>
<td>3) 4</td>
</tr>
<tr>
<td>4) 17</td>
<td>4) 26</td>
</tr>
<tr>
<td>Other/Invalid: 2</td>
<td>Other/Invalid: 0</td>
</tr>
<tr>
<td>Total = 29</td>
<td>Total = 44</td>
</tr>
</tbody>
</table>

Campus Breakdown

<table>
<thead>
<tr>
<th>Gilman</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) 233</td>
</tr>
<tr>
<td>2) 101</td>
</tr>
<tr>
<td>3) 114</td>
</tr>
<tr>
<td>4) 110</td>
</tr>
<tr>
<td>Other/Invalid: 4</td>
</tr>
<tr>
<td>Total = 562</td>
</tr>
</tbody>
</table>

ASB Name Change – Fall 2014

Survey Results

1) 249 (34%): ASGC
2) 107 (15%): ASG
3) 120 (17%): SSGC
4) 153 (21%): No Change
Other/Invalid: 6 (1%)
Total Votes: 655
Overall: 655
Gavilan Joint Community College District
Governing Board Agenda

January 13, 2015

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 Policy 2100, Board Elections

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

Proposal:
That the Board review and approve the proposed changes to Board Policy 2100 Board Elections as attached.

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

Budgetary Implications:
Undetermined.

Follow Up/Outcome:
The policy 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: [Signature] for Steven M. Kinsella
Dr. Steven M. Kinsella, Superintendent/President
BP 2100 Board Elections

Reference: *Education Code Sections 5000 et seq., and Sections 72022 et seq.*

1.0 The term of office of each trustee shall be four years, commencing on the first Friday in December following his or her election pursuant to Education Code section 5017. Elections shall be held on the first Tuesday, after the first Monday in November of each even numbered year. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Any member of the Board whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of a successor shall begin upon the expiration of the term of his or her predecessor.

1.1 The Board of Trustees has provided for the election of trustees by trustee areas. The election of a Board member residing in and registered to vote in the trustee area he or she seeks to represent shall be by the registered voters of the entire community college district pursuant to Education Code sections 5030(c) and 72022(b).

1.2 Effective, January 8, 1963, the trustee areas are:

1.2.1 Area 1 San Benito Joint Unified High School District (3 seats)

1.2.2 Area 2 Morgan Hill Unified High School District (2 seats)

1.2.3 Area 3 Gilroy Unified High School District (2 seats)
1.3 Notwithstanding 1.1. and 1.2, above, and pursuant to Education Code section 72036, it is the Board's intent to change its election methodology such that at the November 2016 election, and for all elections thereafter, each trustee will be registered to vote, and shall reside throughout his or her term, in one of seven specified trustee areas, and shall be elected by the voters residing in that area only. If the change in election methodology and the establishment of seven trustee areas is approved by the Board of Governors of the California Community Colleges, any affected incumbent trustee shall serve out his or her term of office.

1.4 The President of the College shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The President of the College shall submit the recommendation in time for the Board to act as required by law pursuant to Education Code sections 5019.5, and 72036(a)

1.5 If a tie vote makes it impossible to determine either which of two or more candidates has been elected to the governing board or the term of office of a governing board member, and the county superintendents of schools having jurisdiction over the District shall have so certify to the governing board the Board will resolve the tie by lot pursuant to Education Code section 5016(a).

1.5.1 If the Governing Board decides to determine the winner by lot, the Governing Board shall forthwith notify the candidates who have received the tie votes to appear before it either personally or by a representative at a time and place designated by the Governing Board.

1.5.2 The Governing Board shall at that time and place determine the winner or winners by lot.

Approved by the Board of Trustees: June 12, 2001
SUBJECT: FY 2015-2016 Non-Resident Tuition and Capital Outlay Fee

Proposal:
That the Board of Trustees approve the District to charge the following for FY 2015-16:

I. Nonresident Tuition Fee = $214/unit (#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 of education per unit - $200
2. Gavilan College’s cost of education per unit - $214
3. District basis with 10% or more noncredit FTES – n/a
4. The nonresident tuition cost per unit at colleges that are contiguous to Gavilan College’s service area:
   a. Hartnell Information not yet available
   b. San Jose/Evergreen $200
   c. Cabrillo Information not yet available
   d. West Valley $205
   e. Monterey Peninsula Information not yet available
5. No more than the district and no less than the statewide cost - $200-$214
6. Highest years statewide average tuition - $200
7. No more than 12 comparable states’ average tuition - $388
III. **Capital Outlay Fee** – The calculated Capital Outlay Fee is $4.70 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: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Wade Ellis, CPA
Wade Ellis, Director of Business Services

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District  
Governing Board Agenda  
January 13, 2015

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

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
November 26, 2014

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 2015 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 or faxed to (408) 453-6869. Please return certificates by February 2015.

If you have any questions regarding this matter, please contact me via email or at (408) 453-6869. Thank you.
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: susanne_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 13, 2015

Consent Agenda Item No. 3
Information/Staff Reports No. 9
Discussion Item No. 11
Old Business Agenda Item No. 2 (c)

New Business Agenda Item No. 2 (c)

SUBJECT: Child Development Contract # CSPP-4530, Amendment #01, Program Type: California State Preschool Program, Project Number: 43-6947-00-4 and Resolution #983

☐ Resolution: BE IT RESOLVED, that Resolution No. 983, be approved.
☐ Information Only
☐ Action Item

Proposal:

That the Board of Trustees approve the Child Development Contract # CSPP-4530, Amendment #01, Program Type: California State Preschool Program, Project Number: 43-6947-00-4 and Resolution # 983

Background:
This is our state contract for children ages 3-5 years old that are not 5 by September 1st of the current year fiscal year. The contract is increased for FY 2014-2015 from $149,516 to $158,266. The daily rate of $34.38 per child for full time services increased to $36.10. Our minimum child days of enrollment (CDE) were reduced from 4,349.0 to 4,384.0. Our minimum days of operation (MDO) remained at 187.

Budgetary Implications:
The State Reimbursement Rate (SRR) was increased from $34.38 to $36.10. Contracts with a rate at or below $34.38 received a five percent increase to the rate with a corresponding increase to the Maximum Reimbursable Amount (MRA).

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

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

Prepared By: Susan E. Alonzo, Director, Child Development Center

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

C:/Board/Forms/CSPP contract 14-15 board cover sheet amendment 1 12/9/14 sb
RESOLUTION #983

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2014–15.

____________________________________________________

RESOLUTION

BE IT RESOLVED that the Governing Board of Gavilan Joint Community College District

Authorizes entering into local agreement number/s CSPP-4530 ___________________________ and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

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

PASSED AND ADOPTED THIS 13 day of January 2015 2014, by the Governing Board of Gavilan Joint Community College District of Santa Clara County, California.

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

__________________________
(Clerk’s signature)         January 13, 2015

(Date)
Amendment 01
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Budget Act/Rate Increase

CONTRACTOR'S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2014 designated as number CSPP-4530 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $149,516.00 and inserting $158,266.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to $34.38 and inserting $35.10 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 4,349.0 and inserting 4,384.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 187. (No change)

<table>
<thead>
<tr>
<th>STATE OF CALIFORNIA</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY (AUTHORIZED SIGNATURE)</td>
<td>PRINTED NAME AND TITLE OF PERSON SIGNING</td>
</tr>
<tr>
<td>PRINTED NAME OF PERSON SIGNING</td>
<td>Steven M. Kingsella, President</td>
</tr>
<tr>
<td>TITLE</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>Contracts, Purchasing and Conference Services</td>
<td>5055 Santa Teresa Blvd., Gilroy, CA 95020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,750</td>
<td>Child Development Programs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT</th>
<th>ITEM</th>
<th>CHAPTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>$149,516</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL AMOUNT ENCUMBERED TO DATE</th>
<th>OBJECT OF EXPENDITURE (CODE AND TITLE)</th>
<th>STATUTE</th>
<th>FISCAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>$158,266</td>
<td>See Attached</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

SIGNATURE OF ACCOUNTING OFFICER
See Attached

DATE: July 01, 2014

CONTRACT NUMBER: CSPP-4530

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 43-9947-00-4
## Amendment 01

### AMOUNT ENCUMBERED BY THIS DOCUMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior amount</td>
<td>$15,401</td>
</tr>
<tr>
<td>TOTAL AMOUNT ENCUMBERED TO DATE</td>
<td>$14,865</td>
</tr>
</tbody>
</table>

### PROGRAM CATEGORY (CODE AND TITLE)

- Child Development Programs

### FUND TITLE

- Federal

### OBJECT OF EXPENDITURE (CODE AND TITLE)

- SACS: Res-5025 Rev-8290

### AMOUNT ENCUMBERED BY THIS DOCUMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior amount</td>
<td>$7,347</td>
</tr>
<tr>
<td>TOTAL AMOUNT ENCUMBERED TO DATE</td>
<td>$8,178</td>
</tr>
</tbody>
</table>

### PROGRAM CATEGORY (CODE AND TITLE)

- Child Development Programs

### FUND TITLE

- Federal

### OBJECT OF EXPENDITURE (CODE AND TITLE)

- SACS: Res-5025 Rev-8290

### AMOUNT ENCUMBERED BY THIS DOCUMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior amount</td>
<td>$101,882</td>
</tr>
<tr>
<td>TOTAL AMOUNT ENCUMBERED TO DATE</td>
<td>$107,920</td>
</tr>
</tbody>
</table>

### PROGRAM CATEGORY (CODE AND TITLE)

- Child Development Programs

### FUND TITLE

- General

### OBJECT OF EXPENDITURE (CODE AND TITLE)

- SACS: Res-6105 Rev-8590

### AMOUNT ENCUMBERED BY THIS DOCUMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior amount</td>
<td>$24,886</td>
</tr>
<tr>
<td>TOTAL AMOUNT ENCUMBERED TO DATE</td>
<td>$27,303</td>
</tr>
</tbody>
</table>

### PROGRAM CATEGORY (CODE AND TITLE)

- Child Development Programs

### FUND TITLE

- General

### OBJECT OF EXPENDITURE (CODE AND TITLE)

- SACS: Res-6105 Rev-8590

---

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

**DATE**

**SIGNATURE OF ACCOUNTING OFFICER**

---

**T.B.A. NO.**

**B.R. NO.**
Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
Budget Act/Rate Increase

CONTRACTOR'S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2014 designated as number CSPP-4530 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $149,516.00 and inserting $158,266.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to $34.38 and inserting $36.10 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 4,349.0 and inserting 4,384.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 187. (No change)

---

STATE OF CALIFORNIA

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

PRINTED NAME OF PERSON SIGNING
Sueshil Chandra, Manager

ADDRESS
5055 Santa Teresa Blvd., Gilroy, CA 95020

CONTRACTOR

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

TITLE
Contracts, Purchasing and Conference Services

AMOUNT ENCUMBERED BY THIS DOCUMENT
$ 8,750

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT
$ 149,516

TOTAL AMOUNT ENCUMBERED TO DATE
$ 158,266

PROGRAM/CATEGORY (CODE AND TITLE)
Child Development Programs

FUND TITLE
Department of General Services

OPTIONAL USE

ITEM
See Attached

CHAPTER
See Attached

STATUTE
702

OBJECT OF EXPENDITURE (CODE AND TITLE)

T.B.A. NO.

B.R. NO.

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

SIGNATURE OF ACCOUNTING OFFICER
See Attached

DATE
## Amendment 01

<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$-536</td>
<td>Child Development Programs</td>
<td>Federal</td>
</tr>
<tr>
<td></td>
<td>FC# 93.596</td>
<td>PC# 000321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIOR AMOUNT ENCUMBERED</th>
<th>$15,401</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECT OF EXPENDITURE (CODE AND TITLE)</td>
<td>702</td>
</tr>
<tr>
<td>SACS: Res-5025 Rev-8290</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$831</td>
<td>Child Development Programs</td>
<td>Federal</td>
</tr>
<tr>
<td></td>
<td>FC# 93.575</td>
<td>PC# 000324</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIOR AMOUNT ENCUMBERED</th>
<th>$7,347</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECT OF EXPENDITURE (CODE AND TITLE)</td>
<td>702</td>
</tr>
<tr>
<td>SACS: Res-5025 Rev-8290</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,038</td>
<td>Child Development Programs</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>FC# 93.596</td>
<td>PC# 000321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIOR AMOUNT ENCUMBERED</th>
<th>$101,882</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECT OF EXPENDITURE (CODE AND TITLE)</td>
<td>702</td>
</tr>
<tr>
<td>SACS: Res-6105 Rev-8590</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMOUNT ENCUMBERED BY THIS DOCUMENT</th>
<th>PROGRAM CATEGORY (CODE AND TITLE)</th>
<th>FUND TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,417</td>
<td>Child Development Programs</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>FC# 93.596</td>
<td>PC# 000321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIOR AMOUNT ENCUMBERED</th>
<th>$24,886</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECT OF EXPENDITURE (CODE AND TITLE)</td>
<td>702</td>
</tr>
<tr>
<td>SACS: Res-6105 Rev-8590</td>
<td></td>
</tr>
</tbody>
</table>

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

SIGNATURE OF ACCOUNTING OFFICER

T.B.A. NO.  
B.R. NO.  
DATE
Gavilan Joint Community College District
Governing Board Agenda

January 13, 2015

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

SUBJECT: Approval of an agreement with Live Oak Associates, Inc. for an EIR Addendum for Coyote Valley Educational Center

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees ratify an agreement with Live Oak Associates, Inc. for an amount not to exceed $25,000 from Measure E funds to prepare a Biological Technical Report for the EIR Addendum, revising/resubmitting documentation for a Participating Special Entity application under the Santa Clara Valley Habitat Plan, and completing wetland analysis and consultation with the United States Army Corps of Engineers (USACE) for the Gavilan College Coyote Valley Educational Center.

Background:
Efforts are currently underway to complete an Addendum to the EIR for the Coyote Valley Educational Center. Live Oak Associates role in this effort will be to revise and resubmit a Participating Special Entity (PSE) application to the Santa Clara Valley Habitat Agency for their consideration and to complete the work necessary for the USACE to reach final resolution on Wetland Delineation Report that has been previously submitted to them.

Budgetary Implications:
An amount not to exceed $25,000 from Measure E funds earmarked for the Coyote Valley Educational Center.

Follow Up/Outcome:
No further action is required.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris, Vice President of Administrative Services

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

January 13, 2015

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

SUBJECT: Notice of Completion for Pond Overlook Project

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees accept the Pond Overlook Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:
The Pond Overlook Project was completed on December 18, 2014. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:
The Pond Overlook Project total project cost is approximately $103,000.

Follow Up/Outcome:
The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder’s Office.

Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris, Vice President of Administrative Services

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

Pond Overlook NOC Dec 2014 Bd nb