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

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

CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
   Agency negotiator(s): Dr. Steven Kinsella/Eric Ramones
   Employee organization: CSEA

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 of Trustees Meeting Minutes, January 13, 2015
      (b) Personnel Actions
      (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) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2014
7. Comments from the Public - This is a time for the public to address the Board.
8. Officers' Reports (A maximum of 5 minutes will be allotted to each speaker.)
   (a) Vice Presidents
   (b) College President
   (c) Academic Senate
   (d) Professional Support Staff
   (e) Student Representative
   (f) Board Member Comments
   (g) Board President
9. Board Committee Reports
10. Information/Staff Reports
    (a) Recognition of the Employees of the Month
    (b) Accreditation Follow-Up Report

III. ACTION ITEM
1. Old Business
   (a) Sabbatical Leave Requests
   (b) Approval of Associated Student Body Name Change
   (c) Reconfiguration of a portion of the Child Development Center
2. New Business
   (a) Consider Letter of Support for Revised Panoche Valley Solar Project
   (b) Faculty Contracts – Continuing Tenure
   (c) Faculty Contracts – Completed Tenure
   * (d) Resolution No. 985 in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education
   (e) Quarterly Financial Status Report, CCFS 311Q at December 31, 2014
   (f) Measure E Bond Quarterly Financial Status Report at December 31, 2014
   (g) FY 2013-2014 Annual District Audit Report
   (h) FY 2013-2014 Measure E General Obligation Bond Audit Reports
   (i) FY 2013-2014 Foundation Audit Report
   * (j) Child Development Contract #CSPP-4530, Amendment #02, Program Type: California State Preschool Program, Project Number: 43-6947-00-4 and Resolution No. 984
   (k) Three Year Extension of Constellation NewEnergy Contract
   (l) Addendum to the Final Environmental Impact Report to the Gavilan College – Coyote Valley Campus Project
   (m) Application for consideration of Participating Special Entity (PSE) status under the Santa Clara Valley Habitat Conservation Plan/Natural Community Conservation Plan (SCVHP) for the Gavilan College Coyote Valley Campus Phase I Project, located in the City of San Jose, Santa Clara County, California
   (n) Approval of Golf Course Management Agreement
   (o) Capital Project Change Order

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is March 10, 2015, Gavilan College, Student Center, North/South Lounges.
2. Adjournment
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
February 10, 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, January 13, 2015

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

Proposal:
That the Board approve the Regular Board of Trustees Meeting Minutes, January 13, 2015.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, January 13, 2015
Gavilan College
5055 Santa Teresa Blvd., Gilroy, CA 95020
Student Center, North/South Lounges
CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

MINUTES

I. CALL TO ORDER 6:00 p.m.
Trustee Walt Glines called the meeting to order at 6:05 p.m.

1. Roll Call
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, and Laura Perry

2. Comments from the Public
   No Comments from the public.

3. Recess to Closed Session
   The Board recessed to closed session at 6:07 p.m.

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

2. 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 Rose, Executive Vice President, Instructional Services
   Kathleen Moberg, Vice President, Student Services
   Frederick E. Harris, Vice President, Administrative Services
   Diana Seelle, Professional Staff
   Nancy Bailey, Recorder


3. Pledge of Allegiance
   The Pledge of Allegiance was led by Walt Glines.

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

Board of Trustees: Tom Breen
Laura A. Perry, Esq.
Walt Glines
Jonathan Brusco
Mark Dover
Lois Locci, Ed.D.
Gabriel Sawyer, Student Trustee
5. Approval of Agenda
   MSC (G. Sawyer/J. Brusco) 7 ayes, 0 nays, Student Trustee, aye to approve

6. Consent Agenda
   (a) Regular Board Meeting Minutes, December 9, 2014, Ad Hoc Committee on Community
       Education Minutes, 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
   (f) Budget Adjustments
   (g) Monthly Financial Report
   MSC (T. Breen/M. Dover) 7 ayes, 0 nays, Student Trustee, aye to approve

7. Comments from the Public - This is a time for the public to address the Board. A maximum of
   5 minutes is allotted to each speaker.
   David Didoniti introduced himself as the ASB Region IV Representative. David also introduced
   the following ASB members in attendance: Adrian Lopez, VP of Events and Activities,
   Dr. Blanca Arteaga, ASB Advisor, Roquelina C. Guerrero, student worker, and Joey Hayes,
   ASB President. David provided a summary of fall ASB activities. He mentioned Transfer Day,
   Health Faire, donation to EOPS, Veterans Resource Center, College Hour, conferences,
   welcome events, voter registration, textbook scholarships, and Club Day. He said their goals
   include finalizing a name change, the spring budget, completion of the by-laws, and
   implementing an electronic voting process for officer elections. A challenge for ASB is trying to
   cover the duties previously done by the Director of Student Activities. ASB requested the
   Board consider filling the position. ASB felt they would not have the same quality and quantity
   of events without help.

   Joey Hayes, ASB President, added that the current senate officers are doing an amazing job.
   He said they have been working a lot of hours and they need relief that filling the Director of
   Student Activities position would do. Joey thanked the ASB officers for their work. Walt
   Glines added his thank you to the ASB officers for their service and dedication.

   Denise Apuzzo – introduced herself as the new CSEA President. She looks forward to
   meeting with trustees individually to talk about the excellent professional support staff. She
   said CSEA officers have been installed and they are looking forward to a great year. Denise
   Apuzzo said they have new members and will encourage membership involvement on
   committees and the shared governance process.

8. Officers’ Reports
   (a) Vice Presidents
      Kathleen Moberg – reported that enrollment is up 5% from the same time last year.

      Dr. Kathleen Rose – reported that the part-time faculty orientation will be held this month
      and she thanked everyone for contributing. She said a panel of Disability Resource
      Students will provide a video presentation at Professional Development Day (PDD) based
      on a wheelchair exercise. Diego Navarro will speak to faculty at the afternoon session of
      PDD about poverty and the impact it has on student success.
      Fred Harris – introduced and welcomed Wade Ellis as the Director of Business Services.

   (b) College President – Dr. Kinsella welcomed Wade Ellis as the new Director of Business
       Services. He stated that the California Community College League will be holding a
trustee orientation workshop along with a legislative conference at the end of January. Several Gavilan trustees will be attending. He reported that as chair of the Accrediting Commission he has national events to attend. A date in March will be selected to hold a regional trustee training.

Dr. Kinsella reported on the governor's budget that includes a 1.58% COLA. The budget will also provide Gavilan approximately $1.5 million in one-time money. He stated that Gavilan's enrollment over the last 6 years has exceeded what the state's budget paid. Funding is identified in the current state budget for growth; access and SSSP. Another funding source is AB86 for adult education. Mary Anne Sanidad is the coordinator. This program will create links with K-12.

Dr. Kinsella said there will be conversations on creating a student life strategy which will be discussed by the Board as they establish their goals at the February workshop. The topics will include an activity director and international students.

(c) Academic Senate
No report.

(c) Professional Support Staff
Diana Seelie reported that elections took place in December. The new officers are: Denise Apuzzo - President, Carol McEwan-Suarez - Vice President, Lucy Olivares - Treasurer, Diane Stone - Secretary, Diane Christianson, Katie Day, and Janet Krulée as Union Stewards, and Adrian Martinez - Communication Officer.

(d) Student Representative
Gabriel Sawyer reported that a welcome event will take place on January 29 with 10 organizations participating. He said textbook scholarships will be distributed on that same day. Distribution will be on a lottery basis. Gabriel reported that he was elected as the Director of Education and Outreach for California Community Colleges Association for student trustees. He announced that 5 ASB officers were on the President's List which he said illustrates good leadership.

(e) Board Member Comments
Board members welcomed Dr. Locci as the newest member of the Board and congratulated Walt Glines on his new position as Board President. Lois Locci- said she is in the process of meeting individually with fellow board members. Jonathan Brusco - acknowledged the trustees as being great to work with and being so well informed.

(f) Board President
Walt Glines announced that a two part orientation for newly elected trustees will take place on February 15 from 1:00 – 5:00 p.m. and February 29 from 8:00 a.m. – 12:00 p.m. The annual Board workshop will be held on February 21 from 9:00 a.m. – 1:00 p.m.

9. Board Committee Reports – no reports.

10. Information/Staff Reports
   (a) Community Education Winter/Spring 2015 Classes
   Director of Contract and Community Education Terry Newman presented the class schedule. They are receiving a lot of interest and registrations. She indicated that they are
working with the state to get approval for a Phlebotomy Technician class. Popular classes include scuba, cooking classes, and social media.

(b) CCCT Board Elections - 2015
This is an opportunity for a trustee to consider running for the Community College League Board. There were no nominations from the Board.

(c) Sabbatical Leave Request
Dr. Rose reported that two sabbatical requests were submitted to the Faculty Development Committee; one was withdrawn. She said the Committee, after review, recommended the request from Dr. Arturo Rosette for Board consideration. The Board suggested Dr. Rosette attend the February meeting to answer any questions they may have as the sabbatical request is considered under an action item. The trustees commented on Dr. Rosette’s well prepared request presentation.

(d) Associated Student Body (ASB) Name Change
ASB President Joey Hayes reported that ASB has been going through a year of restructure and are seeking ways to better lead students. Roquelina C. Guerrero made a presentation about changing the organization’s name. Roquelina reported the results from a survey conducted in Fall 2014 at the 3 Gavilan locations. Of the 629 valid votes, 39% voted to change the name to “Associated Students of Gavilan College (ASGC)”.
Roquelina recognized Dr. Blanca Arteaga, Adrian Lopez, Joey Hayes, Priscilla Ahmed, David Didenti, Zitel Anyeneh, and Cherlie Appleby for their work.

Trustee Mark Dover thanked Roquelina for her report and acknowledged that the name change is a “student choice.” He added that name recognition and marketing a new name is important. Joey Hayes said that educating students on the new name was discussed by the senators.

III. ACTION ITEM
1. Old Business
(a) Board Policy 2100, Board Elections
   No action pending additional information.

2. New Business
(a) FY 2015-2016 Non-Resident Tuition and Capital Outlay Fee
   MSC (T. Breen/M. Dover) 7 ayes, 0 nays, Student Trustee, aye to approve

(b) Board Representative for the County Committee Election
   MSC (M. Dover/K. Child)

   Discussion: Jonathan Brusco will continue as the Board representative.
   Vote: 7 ayes, 0 nays, Student Trustee, aye to approve

(c) Child Development Contract #CSPP-4530, Amendment #01, Program Type: California State Preschool Program, Project Number 43-6947-00-4 and Resolution #983
   MSC (L. Perry/K. Child)

   Roll Call Vote: 7 ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines, 0 nays, Student Trustee Gabriel Sawyer, advisory vote of aye to approve
(d) Approval of an agreement with Live Oak Associates, Inc.
MSC (L. Perry/G. Sawyer) 7 ayes, 0 nays, Student Trustee, aye to approve

(e) Notice of Completion for Pond Life Overlook Project
MSC (L. Perry/G. Sawyer) 7 ayes, 0 nays, Student Trustee, aye to approve

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is Tuesday, February 10, 2015, Gilroy Campus, North/South Lounge.

2. Adjournment
The meeting was adjourned by consensus at 7:51 p.m.
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 January 13, 2015 thru February 10, 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
A. Classified and Unclassified Personnel Actions – February 10, 2015

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

Adriana Servin
Program Services Specialist
Career Technical Education
February 17, 2015

Francisco Orozco
Custodian
Facilities Services
January 20, 2015

Laura Hagan
Accounting Technician
Business Services
February 23, 2015

Olga Rodriguez
Office Assistant
CalWORKs
January 26, 2015

Tara Myers
Office Assistant
Business Office
February 11, 2015

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Christopher Spence
Assistant Sand Volleyball Coach
Kinesiology and Athletics
January 15, 2015 to April 30, 2015

Evan Gerhardt
Assistant Softball Coach
Kinesiology and Athletics
January 15, 2015 to April 30, 2015

Kyle Bennett
Assistant Baseball Coach
Kinesiology and Athletics
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Cathy Scattini  Senior Program Services Specialist
                 Student Services
                 January 21, 2015 to January 22, 2015

Claudia Traver  Instructional Program Specialist
                 EOP&S and CalWORKs
                 January 26, 2015 to May 22, 2015

Joseph Matuszak  Facilities Maintenance Worker
                  Facilities Services
                  December 8, 2014 to March 31, 2015

Laura Montes  Substitute Accountant
              Business Services
              January 5, 2015 to June 30, 2015

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

NONE

A. Classified and Unclassified Personnel Actions
XII. RESIGNATIONS AND RETIREMENTS

Luz Elena Cervantes  Office Assistant
Student Services
Date of Hire: January 14, 2015
Resignation Effective: January 21, 2015

Osvaldo Zamora  Instructional Program Specialist
Career Technical Education
Date of Hire: June 13, 2007
Resignation Effective: January 27, 2015

XIII. REQUEST FOR CATASTROPHE Leave CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – February 10, 2015

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Elena Dachkova  
Mathematics Instructor  
Liberal Arts and Sciences  
January 12, 2015 to January 16, 2015

John Lango  
Head Strength and Conditioning Coach  
Kinesiology and Athletics  
January 26, 2015 to May 22, 2015

Julian Kearns  
Transitions Project Director  
Career Technical Education  
January 26, 2015 to May 22, 2015

Kevin Kramer  
Head Women's Sand Volleyball Coach  
Kinesiology and Athletics  
January 15, 2015 to April 30, 2015

Kevin Kramer  
Women's Sand Volleyball Recruiting  
Kinesiology and Athletics  

Kevin Kramer  
Indoor Volleyball Recruiting  
Kinesiology and Athletics  

Neal Andrade  
Kinesiology Instructor  
Kinesiology and Athletics  
January 2, 2015 to January 22, 2015

Neal Andrade  
Head Baseball Coach  
Kinesiology and Athletics  
January 15, 2015 to April 30, 2015

Neal Andrade  
Baseball Recruiting  
Kinesiology and Athletics  
Nikki Dequin  Kinesiology Instructor
Kinesiology and Athletics
January 2, 2015 to January 22, 2015

Nikki Dequin  Head Softball Coach
Kinesiology and Athletics
January 15, 2015 to April 30, 2015

Nikki Dequin  Softball Recruiting
Kinesiology and Athletics

Robert Overson  Faculty Liaison Mentoring
Office of Instruction
August 26, 2014 to December 1, 2014

Robert Overson  Faculty Liaison Mentoring
Office of Instruction
January 26, 2015 to May 1, 2015

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

Alexis Olsen  Music Instructor
Liberal Arts and Sciences

Brenda Glimpse  Computer Science Information Systems Instructor
Career Technical Education
January 26, 2015 to May 22, 2015

David Kaplansky  Men’s Basketball Recruiting
Kinesiology and Athletics

Don Adkins  Music Instructor
Liberal Arts and Sciences

Emmanuel Melgarejo  Counselor
Student Services
January 5, 2015 to January 22, 2015

Erik Nelson  Women’s Basketball Recruiting
Kinesiology and Athletics
Greg Swim  Non-Credit Instructor  
Community Development and Grants Management  
December 12, 2014 to June 30, 2015

Janet Lopez  Non-Credit Instructor  
Community Development and Grants Management  
December 12, 2014 to June 30, 2015

Jerry Mermis  Non-Credit Instructor  
Community Development and Grants Management  
January 1, 2015 to June 30, 2015

Kimberly Douglas  Non-Credit Instructor  
Community Development and Grants Management  
December 12, 2014 to June 30, 2015

Manuel Quintana  Non-Credit Instructor  
Community Development and Grants Management  
December 12, 2014 to June 30, 2015

Marcela Serrano  Non-Credit Counselor  
Community Development and Grants Management  
January 1, 2015 to June 30, 2015

Nellie Vargas  Non-Credit Instructor  
Community Development and Grants Management  
January 9, 2015 to June 30, 2015

Osvaldo Zamora  Counselor  
Student Services  
January 28, 2015 to May 22, 2015

Ricardo Espinoza  Men’s Soccer Recruiting  
Kinesiology and Athletics  

Simone Reyes  Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Spencer Gilford  Football Recruiting  
Kinesiology and Athletics  

Susan Dodd  Institutional Effectiveness Committee Assignments  
Career Technical Education  
November 1, 2014 to December 16, 2014
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Darlene Del Carmen  Counselor  
Kinesiology and Athletics  
January 2, 2015 to January 22, 2015

Debbie Christensen  Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Diane Reid  Allied Health Instructor  
Career Technical Education  
January 5, 2015 to January 22, 2015

Evan Gilstrap  Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Heather Ryan  Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Jane Godley  Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Leticia Palacios  Counselor  
Student Services  
January 1, 2015 to January 22, 2015

Osvaldo Zamora  Part-Time Counselor  
Student Services  
January 5, 2015 to January 22, 2015

Paula Reuschling  Mathematics Instructor  
Liberal Arts and Sciences  
January 12, 2015 to January 16, 2015

Sabrina Lawrence  Distance Education Instructor  
Office of Instruction  
January 5, 2015 to January 16, 2015

Tammie Attaway  Counselor  
Student Services  
January 5, 2015 to January 22, 2015
V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

Kaye Bedell  Nursing Instructor  
Career Technical Education  
Date of Hire: August 31, 1983  
Retirement Effective: May 23, 2015

VII. REQUEST FOR LEAVE

Kaye Bedell  Leave of Absence  
Career Technical Education  
January 26, 2015 to May 22, 2015

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personnel Actions – February 10, 2015

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Linda Bernabe Perez  Instructional Site Director
Student Services
February 11, 2015

II. ADDITIONAL DUTY/STIPEND

Eric Ramones  Director of Human Resources
Human Resources
January 1, 2015 to June 30, 2015

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Lucy Alvarez  SBS 300, CHHS 385, CHHS 300, SW 310

VII. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – February 10, 2015

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
February 10, 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 December 24 – January 28, 2015.

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>12/24/14 – 1/29/15</td>
<td>18014882-18016491</td>
<td>$4,152,994.89</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 W. Ellis, Director of Business Services

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

February 10, 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 January 2015.

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 January 2015:

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Regular (EOM)</td>
<td>January 30, 2015</td>
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<td>January 10, 2015</td>
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<td>January Supplemental 2</td>
<td>January 14, 2015</td>
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<td>TOTAL</td>
<td>(496 Pay Warrants Issued)</td>
<td>$1,641,056.19</td>
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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 W. Ellis, Director of Business Services

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

C:/Board/Forms/January 2015 Payroll
Gavilan Joint Community College District
Governing Board Agenda

February 10, 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:
That the Board of Trustees ratify agreements entered into pursuant to the Education Code. Attachment A is a list of agreements to be ratified.

Background:
Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to $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 W. Ellis, Director, Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
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<td>Applied Research and Evaluation</td>
<td>Research Work Related to SSSP, Student Equity Plan, and Evaluation of Grant Activity Period of Service: 10/1/14 - 6/30/15</td>
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<td>CONT9895</td>
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<td>Blaettler Accountancy</td>
<td>Accountant Services for Gavilan College Educational Foundation Period of Service: 1/1/15 - 12/31/16</td>
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Gavilan Joint Community College District
Governing Board Agenda

February 10, 2015

Consent Agenda Item No. 6 (x) 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 W. Ellis, Director of Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
### Fund 100

#### DECREASE

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#### INCREASE

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<td>5,902.00</td>
</tr>
</tbody>
</table>

#### 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

($161,886.00)

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

$0.00

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

$5,902.00

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

($5,902.00)

#### 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>Organization #</th>
<th>Account Code</th>
<th>Program Code</th>
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<tbody>
<tr>
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<tr>
<td>SSSP - Credit</td>
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<td>3100</td>
<td>(3,830.00)</td>
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#### INCREASE

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<thead>
<tr>
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<th>Program Code</th>
<th>Amount</th>
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<tbody>
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<td>3100</td>
<td>3,830.00</td>
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</tbody>
</table>

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February 2015 Meeting - Budget Adj (To Board).xlsx

Page 1 of 2
### Total Fund 270:

- **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)**
- **net change to fund balance**: $0.00
- **Current decrease in budgeted expenditures increases Fund Balance**: $29,994.00
- **Current increase in budgeted expenditures decreases Fund Balance**: ($29,994.00)
- **Revised Net Change in Ending Fund Balance**: $0.00
- **Estimated Ending Fund Balance 6/30/15 for General Fund 270**: $0.00

---

### Fund 270

#### INCOME - Increase/(Decrease)

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<th>Organization</th>
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#### EXPENSE - Increase/(Decrease)

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<th>Program #</th>
<th>Amount</th>
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<tr>
<td>630527</td>
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<table>
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<th>Account #</th>
<th>Program #</th>
<th>Amount</th>
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<tbody>
<tr>
<td>630627</td>
<td>8617</td>
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<td>29,000.00</td>
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</table>

#### Total Fund 270:

- **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)**
- **net change to fund balance**: $0.00
- **Current decrease in budgeted revenue increases Fund Balance**: $3,000.00
- **Current increase in budgeted expenditures decreases Fund Balance**: ($3,000.00)
- **Revised Net Change in Ending Fund Balance**: $0.00
- **Estimated Ending Fund Balance 6/30/15 for General Fund 270**: $0.00
Gavilan Joint Community College District
Governing Board Agenda

February 10, 2015

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 W. Ellis, Director of Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2014</th>
<th>Revised Budget Revenue</th>
<th>Revised Budget Expense</th>
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<th>Year to Date Actual Expense</th>
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<th>% Actual to Budget Expense</th>
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<td>Other</td>
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<td><strong>Total General-Unrestricted</strong></td>
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<td>Associated Student Body</td>
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<td>$309,881</td>
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<td>$94,165</td>
<td>$20,244</td>
<td>151.6%</td>
<td>43.3%</td>
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<td>48.5%</td>
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<td>39.4%</td>
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<td><strong>Total Fiduciary Funds</strong></td>
<td><strong>$413,154</strong></td>
<td><strong>$9,964,161</strong></td>
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<td><strong>$4,350,828</strong></td>
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<td><strong>48.6%</strong></td>
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<td><strong>Totals</strong></td>
<td><strong>$37,209,636</strong></td>
<td><strong>$62,939,658</strong></td>
<td><strong>$66,222,017</strong></td>
<td><strong>$33,924,271</strong></td>
<td><strong>$23,224,096</strong></td>
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<td><strong>36.9%</strong></td>
<td><strong>58.1%</strong></td>
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</table>

Instructors salaries are paid August through May (10 months).
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year.
Fund 34 Capital Project = State Funded Projects.
Gavilan Joint Community College District
Governing Board Agenda

February 10, 2015

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

SUBJECT: Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2014

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

Proposal:
That the Board of Trustees review the Retiree Health Benefit Trust Investment Portfolio.

Background:
The District’s contribution to the Retiree Health Benefit Program JPA is invested with US Bank of California, trustee of this irrevocable trust. Attached is a summary of their report for the period October through December, 2014. The full report is available for inspection in the President’s Office.

As of December 31, 2014, the portfolio market value is $5,836,156.65. The total liability for the retired pool of employees currently receiving benefits is estimated to be $5.7 million. This liability fluctuates as the composition of the retired employees receiving benefits changes.

Budgetary Implications:
For information purposes only.

Follow Up/Outcome:
None needed.

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

Prepared By: Wade W. Ellis, Director, Business Services

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

This statement is for the period from October 1, 2014 to December 31, 2014

Questions?
If you have any questions regarding your account or this statement, please contact your Account Manager.

Account Manager:
SARAH VIELE
555 SOUTHWEST OAK ST, PL-6
PORTLAND OR 97204
Phone: 503-464-3778
E-mail: sarah.viele@usbank.com
<table>
<thead>
<tr>
<th>Schedule</th>
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<tbody>
<tr>
<td>Market And Cost Reconciliation</td>
<td>3</td>
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<tr>
<td>Cash Reconciliation</td>
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</tr>
<tr>
<td>Asset Summary</td>
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<td>Asset Detail</td>
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<td>Income Accrual Detail</td>
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<tr>
<td>Contribution Activity</td>
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<td>Investment Activity</td>
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<td>Plan Expenses</td>
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<td>Purchases</td>
<td>15</td>
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<td>Sales And Maturities</td>
<td>23</td>
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### MARKET AND COST RECONCILIATION

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<th>MARKET</th>
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<td><strong>Contribution Activity</strong></td>
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<td>Employer Contributions</td>
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<td>112,380.67</td>
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<td><strong>Total Contribution Activity</strong></td>
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<tr>
<td><strong>Investment Activity</strong></td>
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<td>Income</td>
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<td>Realized Gain/Loss</td>
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<td>Other Earnings</td>
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<td><strong>Total Investment Activity</strong></td>
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<td><strong>Plan Expenses</strong></td>
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<td>Trust Fees</td>
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<td><strong>Total Plan Expenses</strong></td>
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<td><strong>Net Change In Market And Cost</strong></td>
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<td><strong>Ending Market And Cost</strong></td>
<td>5,836,156.65</td>
<td>5,836,156.65</td>
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SUBJECT: Recognition of the Employees of the Month

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

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

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

Employee of the Month, December 2014 – Veronica Martinez

Veronica Martinez, Director of Financial Aid, has been implementing an assortment of new policies and procedures to ensure that students receive their financial aid funds before the start of each term, so they have money for books and supplies earlier. Some of you may not know that Gavilan was in danger of losing the ability to award financial aid because of our high student default ratio but she and her staff worked tirelessly to develop a protocol to use when determining student eligibility for financial aid, and have significantly lowered that ratio and we have been taken off the federal financial aid department's "warning" list.

The Veteran population has increased steadily, resulting in the need to provide extensive services, and she has procured training and support for her staff that serves veterans. She is a great resource, a supportive and nurturing colleague and not afraid to roll up her sleeves and get involved in projects. She has the ability to look ahead at the big picture and delve into the details and definitely goes above and beyond for our students.
Employee of the Month, January 2015 – Joanie Benevento
The DCC recommends Joanie Benevento for Employee of the Month. This woman is a go-getter and always has a warm and friendly greeting for anyone she comes across. She is a wealth of knowledge and information and if she doesn't have an answer she does the research and responds quickly. Many people don't realize that Joanie is a half-time employee. She stays late - splits shifts, etc depending on the district needs. She provides excellent customer service and is a joy to work with.

Budgetary Implications:
None

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

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

Prepared By: Eric Ramones, Human Resources Director

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

February 10, 2015

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

SUBJECT: Accreditation Follow-Up Report

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That the Board review the "draft" Accreditation Follow-Up Report as a first reading.

Background:
This report is a draft of the response to the two recommendations cited by the Accrediting Commission for Community and Junior Colleges on July 3, 2014.

Budgetary Implications:
None.

Follow Up/Outcome:
The final report will be forwarded for approval at the March, 2015 Board of Trustees meeting.

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

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

Agenda Approval: __________________________
Dr. Steven M. Kinsella, Superintendent/President
Submitted:
March 15, 2015

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

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

BOARD OF TRUSTEES

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Jonathan Brusco
Kent Child
Mark Dover
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Lois Locci, Ed.D.
Laura Perry, Esq.
Gabriel Sawyer, Student Trustee

Dr. Steven M. Kinsella, Superintendent/President
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CERTIFICATION OF FOLLOW-UP REPORT

Date: March 15, 2015

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

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

This Institutional Follow-Up Report is submitted to fulfill the requirements from the
July 3, 2014 letter to the College President.

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

__________________________________________________________________________
Walt Glines, President, Board of Trustees

__________________________________________________________________________
Dr. Steven M. Kinsella, Superintendent/President

__________________________________________________________________________
Dr. Kathleen Rose, Accreditation Liaison Officer

__________________________________________________________________________
Bea Lawn, President, Academic Senate President
Statement of Report Preparation

On July 3, 2014, Gavilan College received a letter from the Commission reporting that the follow-up report submitted in March 2014 had been reviewed and that, due to unresolved recommendations, another follow-up report would be needed in March 2015. In this follow-up report, we have addressed the two remaining improvement recommendations noted in the Commission letter.

These are:

For Recommendation 1:
"the remaining issue is to have more participants engaged in the assessment and improvement of learning processes that already exist. More and deeper campus-wide involvement in the process would increase its effectiveness and ensure its sustainability."

For Recommendation 2:
"the Commission notes that Gavilan College evaluates the success of its distance education students and the topic is widely discussed by faculty in several venues. Distance education is intentionally included in the overall College assessment process. Learning support services for distance education students have also been reviewed, and, in some cases, changes have been made. In order to increase effectiveness, the College should include the results of assessment information into the planning, decision-making, and resource allocation process."

In the following report, we have re-stated the initial recommendation of the commission following the Accreditation Follow-Up report in 2014, the standards related to that recommendation, and the remaining concerns as described in the Commission Action Letter of July 2014. We then list the steps taken over the past year to address these concerns, followed by a discussion of the activities in relation to the standards. To further discuss the improvement recommendations, a small faculty group, including the three faculty liaisons met to discuss the initial recommendations and current activity on campus. This group continued to meet during the first stages of report preparation to frame the writing and identify key action items.
Response to the Commission Action Letter of July 3, 2014

2015 Follow-up Report

Recommendation 1 regarding 2013 Institutional Self-Study:
In order meet the standards, the team recommends that the College develop and substantially implement an effective, systematic, and comprehensive institutional strategy closely integrating student learning outcomes with all planning and decision-making efforts and resource allocations. (II.A.1.c, II.A.2.a, II.A.2.b, II.B.4, II.C.2.) Specifically, this strategy should include:

- A more effective approach to assessing student learning outcomes at the course, program, and institutional levels on a regular, continuous and sustainable basis. This process must include outcome statements that clearly define learning expectations for students, define effective criteria for evaluating performance levels of students, utilize an effective means of documenting results, and the documentation of a robust dialogue that informs improvement of practices to promote and enhance student learning. (II.A.1.c)

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

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

- Use of documented assessment results to communicate matters of quality assurance to appropriate constituencies. (II.B.4)

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

The College should incorporate changes in the student learning outcomes assessment part of the institutional student learning outcomes cycle that currently includes an integrated planning process, and be expanded so that assessment data is used as a component of program planning processes already in place. As a major part of this strategy, a continuous, broad-based evaluative and improvement cycle must be prominent. All services, including instructional, student services, fiscal, technological, physical, and human resources should be considered and integrated.

Standard II A.1.c:
The institution identifies student learning outcomes for courses programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.
Standard II A.2.a
The institution uses established procedures to design, identify learning outcomes for, approve, administer, deliver, and evaluate courses and programs. The institution recognizes the central role of its faculty for establishing quality and improving instructional courses and programs.

Standard II A.2.b:
The institution relies on faculty expertise and the assistance of advisory committees when appropriate to identify competency levels and measurable student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution regularly assesses student progress towards achieving those outcomes.

Standard 1.B.5
The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.

Standard II A.3:
The institution requires all academic and vocational degree programs a component of general education based on a carefully considered philosophy that is clearly stated in its catalog. The institution, relying on the expertise of its faculty, determines the appropriateness of each course for inclusion in the general education curriculum by examining the stated learning outcomes for the course.

Standard II.C.2
The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

Remaining concerns with Recommendation 1 as described in the July 3, 2014 Commission letter: Regarding Recommendation 1, "the remaining issue is to have more participants engaged in the assessment and improvement of learning processes that already exist. More and deeper campus-wide involvement in the process would increase its effectiveness and ensure its sustainability.

Specific actions taken to address remaining concerns with Recommendation 1 since the July 3, 2014 Commission letter:

1. Ongoing outcome work at each semester's Professional Development Day.
2. Discussion of Student Learning Outcomes at department meetings.
3. Student Learning Outcome Advisory Committee.
4. Ongoing faculty discussion of SLO’s online.
5. Development of SLO active link on the Gavilan College home page that allows students to look up SLOs by course.
6. Faculty Liaison for Instructional Improvement meets with individual faculty and provides a consistent report to the Academic Senate and other campus governance committees.

7. Faculty Liaison for Instructional Improvement attends department meetings and leads discussions on the integration of outcomes into instructional practice.

8. SLO/PLOs are a central deliverable in the plans currently underway with the AB86 planning group, which includes collaborative partners from area K-12 districts in addition to Gavilan College credit and non-credit faculty.

Discussion:
As documented in the 2014 Follow-Up report, the College has been engaged in a philosophical shift from the reporting mechanics of SLO and PLO outcomes to an emphasis on *instructional improvement* at the course, program, and college level. This shift has driven engagement with, and increased breadth and depth of SLO work and improved integration with planning and resource allocation.

![Chart 1: Student Learning Outcomes Assessment Cycle](chart.png)

Chart 1 illustrates the Student Learning Outcome (SLO) assessment cycle now in use. The College has SLOs for all courses, programs, and non-instructional departments. These SLOs are assessed, and the results used to inform changes to courses, programs, and institutional planning. SLO assessments are linked to the program review, planning, budgeting and curriculum review processes. Chart 2 shows the connection that now exists in using the SLO Assessment Cycle, shown in Chart 1, as an input methodology to drive program planning and associated resource requests, thereby connecting the results from SLO assessment to resource allocation.

This process is evident in the annual program planning process that takes place in the fall. Faculty reflect in the program plan narrative that they are using SLOs as the basis of their departmental budget requests as well as no-cost instructional improvements that are driven by SLO and PLO discussions during department meetings.
Since Fall 2013, at the beginning of every semester, faculty participate in a structured exercise to build awareness and skill in the use of SLO assessments for instructional improvement. As a part of the calendared professional development day each semester, all faculty, broken into groups of to five members, review SLO and other data from the prior semester to reflect upon what was working in their courses and what improvements can be made at the course, program, and institutional levels to strengthen student learning (R1.03photos). These discussions often result in specific ideas for improvement, which are then incorporated into departmental program plans. The rubric that we use for program planning includes SLO’s.

Other examples of increased engagement are evident at the academic and student services division level. Division meetings have been used to highlight SLO course level assessment. For example, the Language Arts and Sciences division had a lot of activity at the beginning of the semester as departments reviewed those classes without SLO assessment and located department members who were engaged in teaching those courses. Faculty were reminded that courses that are not updated through the curriculum committee to include updated SLOs would be suspended until that work was done. As most of these instructors were part time, full time faculty members were asked to team up with them to provide guidance in the Gavilan assessment process as practiced in the individual departments. These collaborations gave the assessors a context and techniques for assessment.

In the Student Services division, faculty have been involved in on-going discussions to reflect on how SLOs can be used to assess SSSP and Equity challenges. This on-going work will include addressing what types of data are needed, including the resources that student services would need to address new initiative requirements. For example, in the CalWORKs program, a focus at their recent retreat was the review of last year’s
SLO/PLO and the results. The group also reflected on whether they were really measuring what the PLO was. They determined that one of their stated outcomes really couldn't be measured. As a result together they wrote goals for the CalWORKs program and then drafted new outcomes to help measure the goals. Later in the semester the CalWORKs Director met individually with other student services staff to review the “final” PLO.

Faculty in the non-credit instructional areas have also been actively engaged in SLO work. As a part of the development of the AB86 service area plan, instructors from Gavilan College credit and non-credit, along with K-12 adult education partners, have been meeting together to discuss curriculum, assessment, and matriculation alignment. An important part of this work has been discussing how each area establishes, communicates, assesses, and utilizes SLOs. These discussions have prompted course SLO modifications and more training in for non-credit faculty. Since non-credit classes do not have grades, faculty have discussed different approaches to assessing student SLO achievement. For example, non-credit ESL courses have increased systematic assessment using a standardized language learning instrument.

In the larger picture, the instructional Deans have been continuously working with department chairs in discussing how assessment work mirrors standard instructional practice and how these efforts can be made more meaningful. Chairs are increasingly turning to this data as they make curriculum and program decisions, by referring to the SLO reporting site on the intranet. Ongoing dialogue at Dean’s Council, Administrative Council and the Learning Council Instructional Improvement FIG (Focused Inquiry Group) about the outcomes keeps this data at the forefront and is helping it to become accepted practice with faculty.

The Gavilan College 2014 Accreditation Follow-up Report describes the following college processes:
- Program Planning - page 6
- Course and Program Curriculum Review - page 11
- SLO process - pages 5 and 11
- Program Review and the Institutional Effectiveness Committee -page 7
- Activities to communicate matters of quality assurance - page 15

Through the curriculum process, faculty proposing courses or course modifications are prompted to align each course, if appropriate, with the college’s GE student learning outcomes. As stated earlier, this is a continuous process and is driven by the instructional improvement discussions occurring at the department level.

The SLO Advisory Committee, with membership drawn from the Academic Senate and including the Professional Development Faculty Liaison, meets monthly as a committee and then with individual faculty members as needed. The current projects under discussion are:
1) **Developing a more user-friendly web presence:** The committee has devoted a substantial amount of time to the discussion and consideration of faculty needs for support of their SLO/PLO assessment work, and has planned the development of a website to serve as a hub for communication and information exchange.

The website will include five sections:
1. ongoing faculty dialogue about assessment;
2. best practices or guiding principles document(s);
3. relevant/interesting articles;
4. spotlight/personal profiles regarding faculty experiences (video interviews);
5. part-timer issues and concerns with the SLO assessment process.

The site will be developed in conjunction with the College MIS department, and then curated by faculty. The goal is to create an engaging site with an interactive dialogue feature.

2) **Encouraging faculty dialogue engagement with SLO’s:** The committee has drafted an outline for a video featuring interviews with faculty members about their work with SLO’s. The interviews will take place during Spring 2015, with the edited video ready to post on the SLO website by the end of the semester. Encouraging engagement will be an ongoing discussion item for the foreseeable future.

3) **Addressing SLO’s in the faculty contract:** With the growing importance of SLO assessment data in resource allocation decisions and instructional improvement efforts, the committee has discussed whether, and in what way, this should be addressed contractually by the district and the GCFA.

4) **Review of assessment reporting tool:** The committee investigated a tool to replace the one currently in use that was developed in-house. They found that while it had a more “slick” and attractive appearance, it had less functionality, and was therefore not recommended.

5) **Providing individual support to faculty members:** These have been numerous, on issues ranging from big-picture SLO assessment guidance, to specific assessment techniques, to help with data analysis. Three specific instances are:

   A. **Cosmetology 201:** The Liaison guided faculty in their successful efforts to assess Cosmetology 201 providing big-picture guidance. One faculty member was directed to the official SLO’s for her course and offered support in determining assessment techniques for those SLO’s, as well as instruction on changing the SLO’s for her course if needed.

   B. **History 5:** Discussed different approaches to SLO assessment with a faculty member.
C. Disability Resources - Provided guidance on data analysis.

"Jane came to me for advice because she was not happy with the results of her SLO assessment. Her assessments were based on surveys from students, where students were asked to classify how much they learned about their disability and the accommodations they need to be successful in classes. The students were asked to check a box stating how much they feel they learned. A "success" in reaching the outcome was based on a student selecting "some" or more, and a "failure" to reach the outcome was determined if the student selected "A little" or less. Under this methodology, Jane determined that performance was getting slightly worse over time. I asked some questions, and pointed out that since the terms "some" and "a little" are subjective, and the students had not been educated about how to distinguish between the two, that the change she observed in the data could just be what statistician’s call "random noise". Since the terms "some" and "a little" can be interpreted to mean the same thing, and since these values are totally subjective anyway, it would be more meaningful to define success in meeting the outcome to be any response indicating "a little" or more, and with this new definition, to review how that data have changed over time. Based on these adjustments, although there was some fluctuation in the data which could have been totally random, there was no indication of the problem she came to me with."

The shift from completing the SLO/PLO assessment and reporting in a "mechanical" way to a more inclusive and meaning-centered way is an on-going process at Gavilan. Time will continue to be spent on instructional improvements efforts at the individual, departmental, and institutional level to ensure that engagement increases and deep dialogue occurs.
Recommendation 2 regarding 2013 Institutional Self-Study:
In order to assure the quality of its distance education program and to fully meet Standards, the team recommends that the College conduct research and analysis to ensure that learning support services for distance education are of comparable quality to those intended for students who attend the physical campus. (II.A.1.b, II.A.2.d, II.A.6, II.B.1, II.B.3.a)

Notes: ¹The fourth bullet, identified in the Commission letter as Standard I.B.4 seems to actually be Standard I.B.5, according to the text in the bullet point; ²there is no bullet point identified with the fifth citation above as II.C.2, so the discussion focuses on II.A.3, as cited in the fifth bullet point.

Standard II.A.1.b
The institution utilizes delivery systems and modes of instruction compatible with the objectives of the curriculum and appropriate to the current and future needs of its students.

Standard II.A.2.d
The institution uses delivery modes and teaching methodologies that reflect the diverse needs and learning styles of its students.

Standard II.A.6
The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning outcomes consistent with those in the institution’s officially approved course outline.

Standard II.B.1
The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.

Standard II.B.3.a
The institution assures equitable access to all of its students by providing appropriate comprehensive and reliable services to students regardless of service location or delivery method.

Remaining concerns with Recommendation 2: "the Commission notes that Gavilan College evaluates the success of its distance education students and the topic is widely discussed by faculty in several venues. Distance education is intentionally included in the overall college assessment process. Learning support services for distance education students have also been reviewed, and, in some cases, changes have been made. In order to increase effectiveness, the College
should include the results of assessment information into the planning, decision-making, and resource allocation process.

Specific actions taken to address remaining concerns with Recommendation 2 since the July 3, 2014 letter:

1) Use of the integrated planning process at Gavilan, including program planning and review process to allocate funding and implement Smarthinking Online Tutoring Services to address need for online tutoring.

2) Change in Institutional Effectiveness Committee procedures for program review narratives and final reports as a result of the distance education assessment. IEC recommendations, including those for Distance Education, will be presented directly to Academic Senate, Strategic Planning Committee, and Budget Committee.

Discussion:

A description of the overall development and improvement of Distance Education processes and procedures was included in the Gavilan College 2014 Accreditation Follow-up report.

It describes activities undertaken by the faculty, Distance Education Coordinator and DE Advisory Committee to address recommendation 2 and expand the dialogue about the assessment results, including:
• Development of a DE Master Plan and Best Practices document (R2.02) as well as a student authentication policy and effective contact policy.
• Implementation of the Argos® data dashboard to compare the enrollment and success rates of DE vs. non-DE course sections (R2.05).
• Reviewed reports detailing enrollment and success patterns in distance education offerings. (R2.04).
• Provided clear and accurate descriptions of SLOs for each online class in the syllabus and the course outline of record (R2.14, R2.15).
• Creation of the Distance Education Faculty Handbook (www.gavilan.edu/tlc/facultyhandbook2014.pdf) with a protocol (implemented in fall 2014) ensuring that all students taking an online or hybrid course have received a copy of the course syllabus that includes SLOs. The protocol requires that the instructor open a portion of their online course to make the syllabus and course policies available up to 5 days prior to the beginning of the semester. The protocol then describes how to make the syllabus viewing a check-in activity for the course, with the instructor pulling a report to make sure all students have completed this check in activity. (R2.18, R2.19, R2.20, R2.21, R2.22, R2.23).

The Gavilan College 2014 Accreditation Follow-up report described in detail the 2013 study that was conducted to better understand the availability and effectiveness of distance support services. It included a service review and online focus groups, which supplemented the online student survey that is administered each term, and led to resource allocation to address deficiencies.

The Student Support Services review study made clear that online students did not have access to the same level of tutoring service as in-person students. As discussed in the previous follow up report, the College worked to provide and evaluate additional tutoring services online. A pilot took place in Spring 2014 with in-house tutors using online tools. The Gavilan College Tutoring Center used CCCONFER, paired with a white board to provide pilot online tutoring sessions. A small group of tutors were trained and several online tutoring sessions took place. The immediate qualitative feedback from both participants and tutors however, was that the experiences were not efficient or helpful to students. The in-house system was found to be too limited in scope and in time availability to be useful. Further research indicated that an online tutoring service from an outside vendor might be a better fit. Concurrently, it was determined that Distance Learning students were not the only ones who would benefit from increased tutoring availability outside the hours of the on-campus tutoring center.

The Student Equity Plan was developed through a two-year shared governance process and submitted to the Chancellor's office of the California Community Colleges. Through the Gavilan College Equity Plan, objectives were developed to better support low-income students' course success. One of the issues that was identified was the limited availability of in-person tutoring, both due to limited hours in the tutoring center, and lack of access for online and off-campus students.
The Equity Plan therefore allocated funding for a professional and complete online tutoring service.

In Fall 2014, Gavilan College contacted over 20 other colleges to identify which products were in use and how accessible and helpful they were for students. Smarthinking online tutoring service offered by Pearson Education Inc., was selected. In Fall 2014, the contract was developed and the roll out was planned for a pilot in late Fall 2014 with a full roll out in Spring 2015. Online tutoring will now be available 24/7 for ALL Gavilan College students -- whether in-person, off-campus, or online. The service has a full complement of metrics available for tracking participation and evaluation of its success. Utilization and effectiveness will be monitored closely, and results reported and discussed broadly among faculty and the campus community through the shared governance process.

The DE program, like all instruction and non-instructional programs, undergoes periodic program review. To additionally increase support service program accountability, the Institutional Effectiveness Committee now includes DE accessibility and quality prompts on the review template for all support programs (R2.13). This change ensures that support programs will be required to continually review and improve DE support services.

At their meeting in October 2014 the Institutional Effectiveness Committee (IEC) updated committee procedures to strengthen the link between program review and resource allocation process. Whereas IEC recommendations had previously been reported to the President’s Council, future IEC recommendations, including those for Distance Education, will be presented directly to Academic Senate, Strategic Planning Committee, and College Budget Committee. During the IEC program review process, assessment information, including SLO assessments, are reviewed and analyzed. These results form the basis of the IEC recommendations, which inform Program Plans. With the updated procedure, the IEC recommendations will also be presented directly to the Strategic Planning and College Budget committees to inform their annual processes.

Gavilan College has addressed the outstanding concerns with Recommendation 2 through a focus on improvement that is fully integrated in the planning process, and has resulted in resource allocation to address the needs of students participating in Distance Education. This work has a solid foundation in shared governance, committee dialog, and integrated planning. The College will continue to use faculty engagement strategies to ensure that this work remains a part of the Gavilan College culture and instructional improvement goals.
Gavilan Joint Community College District  
Governing Board Agenda  
February 10, 2015

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

SUBJECT: Sabbatical Leave Requests

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

Proposal:
That the Board of Trustees review and approve the sabbatical leave request.

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

Arturo Rosette

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

Follow Up/Outcome:
Deans will hire appropriate part-time faculty to backfill the vacancies left by the full-time faculty on sabbatical. Faculty granted a sabbatical leave are not assigned to any additional duties while on sabbatical.

Recommended By: Dr. Steven M. Kinsella

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

Agenda Approval:  
Dr. Steven M. Kinsella, Superintendent/President
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: [Signature] Date: 11/25/17

Department Chair Signature Date: 11/26/14

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.

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<tr>
<td>1</td>
<td>Gather documentation, i.e. handouts, Power Points, articles and related resources for drawing activities</td>
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<td>Identify additional drawing activities that may need to be filmed.</td>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<td>18 (FLEX)</td>
<td>Gather all Tutorials and output to DVD</td>
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<td>Integrate all tutorials to Art 3A iLearn shell</td>
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<td>19 (FLEX)</td>
<td>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>
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<td>20 (FLEX)</td>
<td>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>
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Consent Agenda Item No. Associated Student Body
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No. 1 (b)
New Business Agenda Item No.

SUBJECT: Approval of Associated Student Body (ASB) Name Change

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal: Change the name from Associated Student Body (ASB) to Associated Students of Gavilan College (ASGC).

Background: The majority of California Community Colleges (CCC) does not use ASB as their name. The Gavilan ASB Senate surveyed the students in fall 2014. The majority of students chose Associated Students of Gavilan College (ASGC). The results of the survey are attached to the board packet and were presented at the January board meeting.

Budgetary Implications: None

Follow Up/Outcome:

Recommended By: 
Joseph C. Hayes, ASB President

Prepared By: RC Guerrero, ASB Vice President of Communication

Agenda Approval: 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 Gavilan College (ASGC)
2. Associated Student Government (ASG)
3. Student Senate of Gavilan College (SSGC)
4. No Change

Campus Breakdown

<table>
<thead>
<tr>
<th>Morgan Hill</th>
<th>Hillsdale</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>
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<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>Genre</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) 299 (39%) ASGC
2) 107 (11%) ASG
3) 120 (19%) SSGC
4) 153 (24%) No Change
Other/Invalid: 6 (1%)
Total/Valid = 629
Overall = 635
Gavilan Joint Community College District
Governing Board Agenda

February 10, 2015

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

SUBJECT: Reconfiguration of a portion of the Child Development Center

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

Proposal:
That the Board of Trustees approve the reconfiguration of an underutilized portion of the Child Development Center (CDC) to centralize office space for employees currently housed in inadequate office space scattered throughout the campus.

Background:
There are currently several departments with insufficient space to perform their job requirements and/or are scattered among offices in different areas of campus. Additionally these offices are located in portable buildings that will be repurposed or moved to off-site locations in the future. The college proposes to use the former infant and toddler CDC space to provide effective, efficient office space for those departments, which include Community Education, Public Information Office, Non-Credit and AB 86 programs, and the Institutional Researcher.

The attached proposal will enable the efficient use of campus facilities, provide appropriate space to allow staff to perform their jobs and eliminate the use of portable buildings. The proposed new office space for college staff will have a separate entrance from the CDC entrance with separate restroom facilities.

The proposal to reconfigure a portion of the CDC was circulated through the shared governance process beginning with the CDC staff and faculty, the Health, Safety, Facilities and Grounds Committee and the President’s Council.

Budgetary Implications:
$475,000 from Measure E.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Consider Letter of Support for Revised Panoche Valley Solar Project

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

Proposal:
That the Board of Trustees receive information from a community representative regarding the Panoche Valley Solar Project proposed for San Benito County. The representative has requested an endorsement of the Board of Trustees for this project.

Background:
Information received from a community representative is attached for information. A speaker is expected to attend the open session discussion on this item.

Budgetary Implications:
None.

Follow Up/Outcome:
If the Board acts to endorse this project, letters of support will be prepared and sent to state and local representatives on behalf of the Board of Trustees.

Recommended By: Eric Cherniss of Panoche Valley Solar
Prepared By: Eric Cherniss of Panoche Valley Solar
Agenda Approval: Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/President
PANOCE VALLEY SOLAR PROJECT
ECONOMIC BENEFITS

The Panoche Valley Solar Project has been reduced in footprint and capacity from a 399 MW facility to 247 MW in a cooperative effort with state and federal environmental agencies to avoid, minimize and mitigate the project’s environmental impact. Although the project has a smaller capacity the benefits to San Benito County have increased. The increase is based on data learned over the past five years of large utility solar project construction in California (over 8,000 MW installed):

1. JOBS
   a. Construction will be completed in roughly 2 years. (The 2010 plan was 5 years of construction.)
   b. The 2010 Development Agreement assumed up to 200 construction jobs, while the estimates for actual construction exceed 400 direct jobs.
   c. The project Economic Impact Study prepared by CalState Fresno assumed 186 construction jobs and the total number of jobs created at over 700. With the experience of the past five years we expect the total number of construction jobs to peak as high as 500 and the total of direct, indirect and induced jobs will be much greater than 700, likely over 1,000.
   d. Key Terms of the Development Agreement are being put into motion:
      1. Project Engineering, Procurement, Construction Contractor (“EPC Contractor”)
         a. Create opportunities for county residents to participate in the construction work through targeted local hiring and training requirements;
         b. Maximize the number of qualified local residents working on the Project;
         c. Use preferred hire zip code requirements and job training programs;
      2. Construction Staffing Preferences per the Development Agreement:
         a. Priority for Journey-Level Electrician and Apprentices to San Benito union members;
         b. Priority for San Benito County residents to work as Solar Material Handlers;
         c. The EPC Contractor will give preference to utilizing labor from IBEW Local 234 and 332;
      3. Sponsorship of two (2) job fairs in San Benito County to be conducted by the County through the One Stop Career Center to inform and educate local citizens about employment opportunities and training available through the Project.

2. FINANCIAL BENEFITS
   a. Sales Tax (7.5% as of 10/1/2014; Cal. Board of Equalization) – Over $30 million in 2015/16, funding many critical local programs including:
      a. Local Public Safety Fund - ~$2 million
      b. State Education Protection Account - ~$1 million
      c. Local Rev. Fund for Health & Social Services - ~$2 million
      d. Local Revenue Fund - over $4 million
      e. County Transportation Funds - ~$1 million
      f. City and County Operations - ~$3 million
   b. Public Benefit Compensation (0.14% of Assessed Value of Improvements) – Estimated at over $6 million through the year 2034
   c. Additional Benefits - $50,000 of solar energy improvements on a County-owned facility(ies)

---

1 These figures are all estimates based on current equipment pricing and tax rates.
2 This amount does not include the assessed value of the land, which will be taxed in accordance with the rates of the County’s secured tax roll for the Panoche Valley area. A portion of the real property taxes will increase based upon sale price and Williamson Act contract cancellation.
PVS + BLM >110,000 Acre Mitigation Home Run

24,000 PVS + 88,000 BLM = massive, regional conservation impact

175 sq. mi. under management as a cohesive ecosystem for perpetual benefit of species
December __, 2014

The Hon. Sam Farr  
U.S. Assembly, 20th District  
100 W. Alisal St.  
Salinas, CA  93901

The Hon. Luis Alejo  
California Assembly, 30th District  
State Capitol  
P.O. Box 942849  
Sacramento, CA  94249-0030

Anthony Cannella  
California Senate, 12th District  
369 Main St., Ste. 208  
Salinas, CA  93901

Jerry Muenzer, Chair  
San Benito County Board of Supervisors  
481 4th St., First Floor  
Hollister, CA  95023

Dan DeVries, Chair  
San Benito County Planning Commission  
481 4th St., First Floor  
Hollister, CA  95023

Re: Revised Panoche Valley Solar Project

Dear Msrs Farr, Alejo, Cannella, Muenzer and DeVries:

I am writing to you in support of the revised 247 MW Panoche Valley Solar Project (the “Project”). As detailed below, the Project will provide several important environmental and financial benefits to our county and our state and for these reasons, I request that you approve the supplemental EIR and to take any and all steps to help with the processing of local, state, and federal project entitlements.

The project has been reduced in footprint (from 3200 acres to 2500 acres) and production (399 MW to 247 MW), in part to provide increased environmental benefits. The Project will provide over 24,000 acres of mitigation land, including migration corridors, for several protected species, including the San Joaquin Kit Fox, Giant Kangaroo Rat, and Blunt Nosed Leopard Lizard. That is almost 40 square miles of critical habitat and migration corridors to be preserved in perpetuity for the benefit of these, and other species. Additionally, the production of 247 MW is sufficient to power approximately 68,000 homes per year with renewable energy, which is the equivalent of burning 530 million pounds of coal or 1,150,000 barrels of oil annually.

In addition to the economic benefits, the Project will employ 500 construction workers directly and will create over 1000 direct, indirect and induced jobs. Through the use of targeted hiring and training programs, and two (2) job fairs, Panoche Valley Solar, LLC and its Engineering, Procurement, Construction Contractor (“EPC Contractor”) will make every reasonable effort to ensure that these jobs benefit San Benito County residents.

The Project will also generate tax and fee revenues to the County, including over $30 million in sales and use taxes and more than $6 million in property and general fund revenues. This will provide increased funds to the County general fund and for essential public services to San Benito County citizens such as police, fire, education, and health and social programs.

For these reasons, we support the Project and hope that you do too. Thank you for your consideration of our request.

Sincerely,
Gavilan Joint Community College District
Governing Board Agenda

February 10, 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: Faculty Contracts – Continuing Tenure

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

Proposal:
The following are recommended for contracts as indicated:

2014-2015 (Year 1 contract)
Dahveed Behroozi
Jessica Gatewood
Carla Velarde-Barros
Patrick Yuh

2013-2015 (Year 2-3 contract)
Douglas Achterman

Background:
Faculty recommended for contracts are continuing the tenure process.

Budgetary Implications:
None.

Follow Up/Outcome:
Faculty in the tenure process will receive contracts as indicated.

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

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

Agenda Approval: ____________________________
Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Faculty Contracts – Completed Tenure

□ Resolution: BE IT RESOLVED,
□ Information Only
X Action Item

Proposal:
The following are recommended for contracts as indicated:

2014-2015 (Year 4 contract)
Patricia Henrickson
Julian Kearns
Herbert Spenner

Background:
The faculty members have satisfactorily completed the tenure review process and recommended for tenure by their tenure review committee.

Budgetary Implications:
None.

Follow Up/Outcome:
The faculty members recommended for tenure will receive all the rights and responsibilities it accords.

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

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

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

February 10, 2015

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

President's Office

SUBJECT: Resolution No. 985 in Support of Changes to Community College Funding to include Differential Funding for High Cost Career Technical Education

☐ Resolution: BE IT RESOLVED, that Resolution No. 985 be approved.
☐ Information Only
☐ Action Item

Proposal:
That the Board of Trustees consider and approve Resolution No. 985 in Support of Changes to Community College Funding to include Differential Funding for High Cost Career Technical Education.

Background:
On December 8, 2014, Cabrillo College passed a resolution outlining the struggle of budgeting for vocational classes that cost more to provide than is received in FTES compensation. As the vocational classes lead to immediate employment as well as providing valuable community services, it is urgent that new funding formulas for high cost vocational classes be addressed by the Chancellor's system office.

Budgetary Implications:
None.

Follow Up/Outcome:
Upon Board approval, Resolution No.985 will be forwarded to Chancellor Brice Harris.

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

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
Resolution No. 985 of the Gavilan Community College District Board of Trustees in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs

1) WHEREAS, California Community Colleges (CCC) have built extensive depth and breadth of educational programs over the past 50 years that provide for certificated and degree employment, responding to the educational needs of their respective communities and contributing to a skilled workforce that in turn, provides the economic vitality necessary for the next few decades and delivers upon the national and state mandates for a qualified workforce;

2) WHEREAS, 2013-14 Assembly bill (AB977) requested that the CCC Chancellor convene a group of experts in Career Technical Education, business, or industry to research ways to address issues related to implementing differential funding for credit bearing, high cost, high demand courses at the community colleges;

3) WHEREAS, for the community colleges, credit courses are currently funded at $4,636 per full-time equivalent student (FTES), non-credit courses are funded at $2,788 per FTES, and ‘enhanced non-credit’ courses are funded at $3,283 per FTES;

4) WHEREAS, many of Gavilan College’s Career Technical Education (CTE) programs receive less in FTES funding than they cost to operate with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs;

5) WHEREAS, a recent report by the Institute for Higher Education Leadership Policy found that California’s current funding structure creates a fiscal disincentive to support high cost programs;

6) WHEREAS, the California Community Colleges System Strategic Plan 2013 update states in Strategic Goal C: "Partnerships for Economic and Workforce Development strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students for a global economy;"

7) WHEREAS, the Donahoe Higher Education Act states: "A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement," and further states "The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level;"

8) WHEREAS, the Economic and Workforce Development (EWD) program within the CCC Chancellor’s Office exists to bridge the gap between workforce needs and skills training provided by the community colleges and therefore is a priority of local and state businesses;

9) THEREFORE, BE IT RESOLVED, that the Gavilan Community College District requests additional support of high cost, high demand career technical education programs through differential funding that can allay the increased cost of performing the services necessary for a college student to earn a certificate or degree; and which can allay the high cost due to mandated low teacher to student ratios, high equipment and maintenance costs. Gavilan College supports legislation that would secure differential funding for necessary career technical education demand.

Resolution No. 985 was adopted at a duly-called meeting of the Gavilan Joint Community College District held on

AYES:
NOES:
ABSENT:
ABSTAIN:

President, Board of Trustees
Gavilan Joint Community College District
Governing Board Agenda

February 10, 2014

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

SUBJECT: Quarterly Financial Status Report, CCFS 311Q at December 31, 2014

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

Proposal:
That the Board of Trustees approve the Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges for the quarterly period ended December 31, 2014.

Background:
The Quarterly Financial Status Report, CCFS 311Q for the quarter ending December 31, 2014 has been prepared for submission to the Chancellor's Office, California Community Colleges.

Budgetary Implications:
This report satisfies State reporting requirements.

Follow Up/Outcome:
The Quarterly Financial Status Report, CCFS 311Q will be forwarded to the Chancellor’s Office.

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

Prepared By: Wade W. Ellis, Director, Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer
CBO Name: Frederick Harris
CBO Phone: 408-848-4715
CBO Signature: [Signature]
Date Signed: 1/29/15

Chief Executive Officer Name: Dr. Steven Kinsella
CEO Signature: [Signature]
Date Signed: 2/3/15

Electronic Cert Date: 01/28/2015

District Contact Person
Name: Wade W. Ellis, CPA
Title: Director, Business Services
Telephone: 408-848-4739
Fax: 408-848-4780
E-Mail: wellis@gavilan.edu

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

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
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Quarterly Financial Status Report, CCFS-311Q

CHANGE THE PERIOD
Fiscal Year: 2014-2015
Quarter Ended: (Q2) Dec 31, 2014

As of June 30 for the fiscal year specified

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Unrestricted General Fund Revenue, Expenditure and Fund Balance:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>29,345,423</td>
<td>29,444,496</td>
<td>28,756,014</td>
<td>29,640,320</td>
</tr>
<tr>
<td>A.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>A.3</td>
<td>Total Unrestricted Revenue (A.1 + A.2)</td>
<td>29,345,423</td>
<td>29,444,496</td>
<td>28,756,014</td>
<td>29,640,320</td>
</tr>
<tr>
<td>B.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>28,085,511</td>
<td>27,827,104</td>
<td>27,240,214</td>
<td>28,054,581</td>
</tr>
<tr>
<td>B.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7800)</td>
<td>2,043,948</td>
<td>1,811,056</td>
<td>1,747,859</td>
<td>1,747,623</td>
</tr>
<tr>
<td>B.3</td>
<td>Total Unrestricted Expenditures (B.1 + B.2)</td>
<td>30,129,459</td>
<td>29,638,160</td>
<td>28,988,073</td>
<td>29,802,206</td>
</tr>
<tr>
<td>C.</td>
<td>Revenues Over(Under) Expenditures (A.3 - B.3)</td>
<td>-784,036</td>
<td>-193,664</td>
<td>-232,059</td>
<td>-161,886</td>
</tr>
<tr>
<td>D.</td>
<td>Fund Balance, Beginning</td>
<td>3,915,619</td>
<td>3,131,583</td>
<td>2,937,919</td>
<td>2,705,860</td>
</tr>
<tr>
<td>D.1</td>
<td>Prior Year Adjustments + (-)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D.2</td>
<td>Adjusted Fund Balance, Beginning (D + D.1)</td>
<td>3,915,619</td>
<td>3,131,583</td>
<td>2,937,919</td>
<td>2,705,860</td>
</tr>
<tr>
<td>E.</td>
<td>Fund Balance, Ending (C. + D.2)</td>
<td>3,131,583</td>
<td>2,937,919</td>
<td>2,705,860</td>
<td>2,543,974</td>
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<tr>
<td>F.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (E. / B.3)</td>
<td>10.4%</td>
<td>9.9%</td>
<td>9.3%</td>
<td>8.5%</td>
</tr>
</tbody>
</table>

II. Annualized Attendance FTES:

| G.1 | Annualized FTES (excluding apprentice and non-resident) | 5,051 | 5,146 | 5,224 | 5,300 |

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

| H.1 | Cash, excluding borrowed funds | | | | |
| H.2 | Cash, borrowed funds only | | | | |
| H.3 | Total Cash (H.1+ H.2) | 4,681,134 | 2,851,735 | 3,749,436 | 1,917,639 |

As of the specified quarter ended for each fiscal year

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>-2,148,265</td>
<td>1,749,436</td>
<td>-82,361</td>
<td></td>
</tr>
<tr>
<td>5,000,000</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td></td>
</tr>
<tr>
<td>4,681,134</td>
<td>2,851,735</td>
<td>3,749,436</td>
<td>1,917,639</td>
</tr>
</tbody>
</table>
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>29,638,825</td>
<td>29,640,320</td>
<td>12,515,531</td>
<td>42.2%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>29,638,825</td>
<td>29,640,320</td>
<td>12,515,531</td>
<td>42.2%</td>
</tr>
<tr>
<td>J.</td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>28,053,086</td>
<td>28,054,581</td>
<td>14,030,864</td>
<td>50%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,747,625</td>
<td>1,747,625</td>
<td>541,673</td>
<td>31%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>29,800,711</td>
<td>29,802,206</td>
<td>14,572,537</td>
<td>48.9%</td>
</tr>
<tr>
<td>K.</td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>-161,886</td>
<td>-161,886</td>
<td>-2,057,006</td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td>2,705,860</td>
<td>2,920,017</td>
<td>2,920,017</td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>2,543,974</td>
<td>2,758,131</td>
<td>863,011</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>8.5%</td>
<td>9.3%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Has the district settled any employee contracts during this quarter?  YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)
<table>
<thead>
<tr>
<th>Contract Period Settled (Specify)</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
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<td>%*</td>
<td>Total Cost Increase</td>
<td>%*</td>
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<td>Year 3:</td>
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<td>b. BENEFITS:</td>
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<td>11,260</td>
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<td>Year 2:</td>
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<td>Year 3:</td>
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* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code. State-funded cost of living adjustment (COLA) and PIES growth funding (State Apportionment - Object 8610)

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)? NO

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

VII. Does the district have significant fiscal problems that must be addressed? NO

This year? NO

Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
SUBJECT: Measure E Bond Quarterly Financial Status Report at December 31, 2014

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees review the Measure E Bond Quarterly Financial Status Report

Background:
Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period October 1, 2014 to December 31, 2014. The column titled "Budget" is based on the Board approved Measure E Budget as of September 2014. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

Budgetary implications:
The efficient use of Measure E Bond Program funds

Follow Up/Outcome:
Continue to monitor the Measure E Bond program finances.

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

Prepared By: Wade W. Ellis, Director of Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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<td><strong>Revenue</strong></td>
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<td>Premium Adjustment</td>
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<td><strong>2 Land Acquisition</strong></td>
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<td>662906/662160 - Coyote Valley Prop (Property/Develop)</td>
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### Gavilan Joint Community College District

**Measure E Bond Quarterly Financial Status Interim Report**

**Received and Expended to Date for Qtr 2 Fiscal Year 2014-2015 (10/1/2014 thru 12/31/2014)**

**Based on Board Approved September 2014 Budget**

<table>
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<tr>
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<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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<td>665060 - Local Funds Off-Site Development</td>
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### 3 Current Projects

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<th>Project/Vendor</th>
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<tr>
<td>670560 - Physical Education Building</td>
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</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014 $ 19,503</td>
<td></td>
<td>$ 19,503</td>
<td>$ 5,497</td>
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</tr>
<tr>
<td>690560 - Water Replacement Project</td>
<td>Total Costs through 9/30/2014 $ 300,000</td>
<td>$ 119,882</td>
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<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014 $ 119,882</td>
<td></td>
<td>$ 119,882</td>
<td>$ 180,118</td>
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</tr>
<tr>
<td>680660 - Technology, Phase 2</td>
<td>Total Costs through 9/30/2014 $ 900,000</td>
<td>$ 116,002</td>
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</tr>
<tr>
<td></td>
<td>5636 - Software Support/Maint</td>
<td>$ 3,190</td>
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</tr>
<tr>
<td></td>
<td>5831 - Contracted Services $ 3,000</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>6400 - Fixed Assets to $5,000 $ 940</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014 $ 124,032</td>
<td></td>
<td>$ 124,032</td>
<td>$ 775,968</td>
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<tr>
<td>680760 - Computer Replacement, Phase 2</td>
<td>Total Costs through 9/30/2014 $ 250,000</td>
<td>$ 45,150</td>
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</tr>
<tr>
<td></td>
<td>0400 - Fixed Assets to $5,000 $ 7,602</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014 $ 53,752</td>
<td></td>
<td>$ 53,752</td>
<td>$ 196,248</td>
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**INACTIVE PROJECTS**

<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>670760 - Student CenterAdministration</td>
<td>Total Costs through 9/30/2014 $ -</td>
<td>$ -</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$ -</td>
<td>$ -</td>
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</tr>
<tr>
<td>670960 - Library/Media</td>
<td>Total Costs through 9/30/2014 $ -</td>
<td>$ -</td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>671360-1 Demo CJ500, Old Acad. PB Rebuild</td>
<td>Total Costs through 9/30/2014 $ -</td>
<td>$ -</td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
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</table>

**CLOSED PROJECTS**

<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>670360/671460 - Campus Infrastructure/Tech</td>
<td>Total Costs through 9/30/2014 $ 8,036,484</td>
<td>$ 8,036,484</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$ 8,036,484</td>
<td>$ -</td>
<td></td>
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</tr>
<tr>
<td>670160 - Tennis Court Renovations</td>
<td>Total Costs through 9/30/2014 $ 111,859</td>
<td>$ 111,859</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$ 111,859</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>670260 - Interim Housing/Swing Space</td>
<td>Total Costs through 9/30/2014 $ 4,416,466</td>
<td>$ 4,416,466</td>
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<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$ 4,416,466</td>
<td>$ -</td>
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</tr>
<tr>
<td>Project/Vendor</td>
<td>Description of Services</td>
<td>Budget</td>
<td>Expended</td>
<td>Balance</td>
<td>Notes</td>
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</tr>
<tr>
<td>670260-1 - HVAC Control Replacement</td>
<td>Total Costs through 9/30/2014</td>
<td>$448,265</td>
<td>$448,265</td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 9/30/2014</td>
<td>$448,265</td>
<td></td>
<td>$0</td>
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</tr>
<tr>
<td>670360-1 - Electrical Service Loop</td>
<td>Total Costs through 9/30/2014</td>
<td>$162,295</td>
<td>$162,295</td>
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<td>No Invoices this Period</td>
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<td></td>
<td>Total Costs through 9/30/2014</td>
<td>$162,295</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>670360 - Math, Physical Science, Life Science</td>
<td>Total Costs through 9/30/2014</td>
<td>$6,081,010</td>
<td>$6,081,010</td>
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<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$6,081,010</td>
<td>$0</td>
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<tr>
<td>670460 - Occupational ED (OE)</td>
<td>Total Costs through 9/30/2014</td>
<td>$4,706,937</td>
<td>$4,706,937</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$4,706,937</td>
<td>$0</td>
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<tr>
<td>670660 - Humanities/Art/Music Hall</td>
<td>Total Costs through 9/30/2014</td>
<td>$4,388,348</td>
<td>$4,388,348</td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<td>$-</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$4,388,348</td>
<td>$0</td>
<td></td>
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<tr>
<td>670860 - Cosmetology/Business</td>
<td>Total Costs through 9/30/2014</td>
<td>$3,903,843</td>
<td>$3,903,843</td>
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<tr>
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<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$3,903,843</td>
<td>$0</td>
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<tr>
<td>671060 - Social Sciences</td>
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<td>$3,918,035</td>
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<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$3,918,035</td>
<td>$0</td>
<td></td>
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</tr>
<tr>
<td>671160 - Security/Maintenance Building</td>
<td>Total Costs through 9/30/2014</td>
<td>$1,432,750</td>
<td>$1,432,750</td>
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<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$1,432,750</td>
<td>$0</td>
<td></td>
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</tr>
<tr>
<td>671260 - Cafeteria Renovations &amp; HVAC</td>
<td>Total Costs through 9/30/2014</td>
<td>$217,419</td>
<td>$217,419</td>
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</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
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</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$217,419</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>671260 - Student Center Beam Replacement</td>
<td>Total Costs through 9/30/2014</td>
<td>$185,481</td>
<td>$185,481</td>
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<td>(0)</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$185,481</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>671360 - Parking Lot/Campus Lighting</td>
<td>Total Costs through 9/30/2014</td>
<td>$4,437,518</td>
<td>$4,437,518</td>
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<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$4,437,518</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>680160 - Technology / ERP System</td>
<td>Total Costs through 9/30/2014</td>
<td>$3,511,130</td>
<td>$3,511,130</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$3,511,130</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>680360 - Computer / Phone System</td>
<td>Total Costs through 9/30/2014</td>
<td>$1,111,376</td>
<td>$1,111,376</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$1,111,376</td>
<td>$0</td>
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<td></td>
</tr>
<tr>
<td>Project/Vendor</td>
<td>Description of Services</td>
<td>Budget</td>
<td>Expended</td>
<td>Balance</td>
<td>Notes</td>
</tr>
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<td>-------</td>
</tr>
<tr>
<td>00040 - Existing Well Replacement</td>
<td>Total Costs through 9/30/2014</td>
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<td>$70,947</td>
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<td></td>
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<tr>
<td></td>
<td>No Invoices this Period</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$70,947</td>
<td>$70,947</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>- Debt Payment</td>
<td>Total Costs through 9/30/2014</td>
<td>$3,625,796</td>
<td>$3,625,796</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Invoices this Period</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Costs through 12/31/2014</td>
<td>$3,625,796</td>
<td>$3,625,796</td>
<td>$-</td>
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</tr>
<tr>
<td>Total Previous Expended (Through 09/30/2014)</td>
<td>$88,288,047</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Total Invoices this Period (10/1/2014 through 12/31/2014)</td>
<td>$540,719</td>
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</tr>
<tr>
<td>Total Expended to Date (Through 12/31/2014)</td>
<td>$88,833,766</td>
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<tr>
<td>Total Construction Budget</td>
<td>$113,346,016</td>
<td>$24,507,249</td>
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<tr>
<td>Total Revenue to Date</td>
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<tr>
<td>Cash Balance</td>
<td>$24,624,303</td>
<td></td>
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</tr>
</tbody>
</table>

Notes:
1. Occ Ed project budget contains funding for Science and Gym roof repairs
2. Moved expenses to Fund 340 for State Reimbursement
3. PG&E Refund for Chiller Controls Installation-Optimization Project
Gavilan Joint Community College District
Governing Board Agenda

February 10, 2015

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

SUBJECT: FY 2013 - 2014 Annual District Audit Report

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

Proposal:
That the Board of Trustees accept the FY 2013 - 2014 Annual District Audit Report.

Background:
The certified public accounting firm of Crowe Horwath LLP has completed the Annual District Audit Report with a separately attached letter to the Board of Trustees. The report is for board review and acceptance. The financial statements are the responsibility of the District’s management. The auditor’s responsibility is to express opinions on the financial statements based on their audit.

In the interest of reducing paper, hard copies of the Annual District Audit Report and letter are attached for board members only. The report and letter can be found at www.gavilan.edu under the tab “About Gavilan”, “Budget Information”. Hard copies are available upon request from the Office of the President.

Independent Auditors’ Report
It is the opinion of our auditors that the financial statements “present fairly, in all material respects, the respective financial position of the business-type and fiduciary activities of Gavilan Joint Community College District as of June 30, 2014, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America”.

However, the auditor’s opinion also notes that the District restated its beginning net position at July 1, 2013 with the implementation of GASB Statement No. 65, “Items Previously Reported as Assets and Liabilities” for year ending June 30, 2014.

Findings and Recommendations
The audit report contains two (2) Finding and Recommendations. This section of the audit report details the findings and corrective actions. In summary, the Findings and Recommendations concern the following:

(1) 2014-01 (page 62) Financial Statement - Significant Deficiency – Capitalized Construction Costs. The auditors recommend the District implement controls to ensure all capitalization costs are allocated to construction projects. The District did not include approximately $2 million of construction costs for capitalization that were in expense codes.

(2) 2014-02 (page 64) State Compliance – Salaries of Classroom Instructors 50 Percent Law. The District should review procedures used in determining the proper classification of salary costs to ensure job descriptions for instructional costs charged as instructional aides are properly classified for the 50 percent Law calculation. The District included in the instructional aid classification $175,113 that was not directly related to in-class instruction. The position dollars that should not have been
included were 100% of Athletic Trainer, 100% of Sub-Multimedia Technician, 73% of Theater Technician (27% allowable) and 64% of the Multimedia Technician (36% allowable).

Representatives from Crowe Horwath LLP will review the Annual District Audit Report with the Board of Trustees.

Budgetary Implications:
This report satisfies Federal and State reporting requirements.

Follow Up/Outcome:
Take corrective action needed for Finding and Recommendation #1, Financial Statement - Significant Deficiency – Capitalized Construction Costs. The District will develop and implement a procedure for capturing all expenses relating to construction projects for purposes of developing capitalization schedules for the consolidated financial statements.
Take corrective action needed for Finding and Recommendation #2, State Compliance – Salaries of Classroom Instructors 50 Percent Law calculation. Several positions were questioned and disallowed by the auditor in the 50 Percent law calculation. No further action is anticipated, as these were incorrectly included in the calculation.

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

Prepared By: Wade W. Ellis, Director, Business Services

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

February 10, 2015

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

Administrative Services

SUBJECT: FY 2013 - 2014 Measure E General Obligation Bond Audit Reports

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees accept the FY 2013 – 2014 Measure E General Obligation Bond Audit Reports.

Background:
The certified public accounting firm of Crowe Horwath LLP has completed the Measure E Audit Reports. The report is for board review and acceptance. The financial statements are the responsibility of the District’s management. The auditor’s responsibility is to express opinions on the financial statements based on their audit.

In the interest of reducing paper, hard copies of the Measure E Audit Reports are attached for board members only. The Measure E Audit Reports can be found at www.gavilan.edu under the tab “About Gavilan”, “Budget Information”. Hard copies are available upon request from the Office of the President.

Measure E Bond Performance and Financial Audit Reports
Gavilan’s Measure E Bond is a Proposition 39 bond. Proposition 39 requires that an annual comprehensive performance audit and financial audit be conducted. The Measure E Bond Audit Reports will be presented to the Citizens’ Bond Oversight Committee at their next meeting.

Performance Audit Report - The auditors’ Performance Review Audit Report did not reveal any items that were paid from the Measure Bond Construction Fund that did not comply with the purpose of the Bonds that were approved on March 2, 2004. It is the opinion of our auditors that Gavilan Joint Community College District “expended Measure E General Obligation Bond funds for the year ended June 30, 2014 only for the specific projects developed by the District’s Governing Board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIII A of the California Constitution.”

Financial Audit Report - It is the opinion of our auditors that the financial statements “present fairly, in all material respects, the financial position of the Bond Fund of Gavilan Joint Community College District as of June 30, 2014, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America”.

Board Agenda Fig
For both Measure E Audit Reports, there were no management comments or findings representing reportable conditions, material weaknesses, or instances of noncompliance related to the audit.

Representatives from Crowe Horwath LLP will review both Measure E Audit Reports with the Board of Trustees.

**Budgetary Implications:**
This report satisfies Federal and State reporting requirements.

**Follow Up/Outcome:**
Review with the Citizens' Bond Oversight Committee at their next meeting.

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

Prepared By: [Signature]
Wade W. Ellis, Director, Business Services

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
Subject: FY 2013 - 2014 Foundation Audit Report

Proposal:
The Board of Trustees accept the FY 2013 - 2014 Foundation Audit Report.

Background:
The certified public accounting firm of Crowe Horwath LLP has completed the Foundation Audit Report with a separately attached letter to the Foundation Board of Directors. The report is for board review and acceptance. The financial statements are the responsibility of the District’s management. The auditor’s responsibility is to express opinions on the financial statements based on their audit.

In the interest of reducing paper, hard copies of the Foundation Audit Report and letter are attached for board members only. The report and letter can be found at www.gavilan.edu under the tab "Visitors & Community", "Gavilan Foundation". Hard copies are available upon request from the Office of the President.

It is the opinion of our auditors that the financial statements "present fairly, in all material respects, the financial position of the Foundation as of June 30, 2014, and the change in net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America".

There were no management comments or findings representing reportable conditions, material weaknesses or instances of noncompliance related to the audit.

Representatives from Crowe Horwath LLP will review the Foundation Audit Report with the Board of Trustees.

Budgetary Implications:
This report satisfies Federal and State reporting requirements

Follow Up/Outcome:
No further action is required.

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

Prepared By: Wade W. Ellis, Director, Business Services

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

February 10, 2015

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

SUBJECT: Child Development Contract # CSPP-4530, Amendment #02, Program Type: California State Preschool Program, Project Number: 43-6947-00-4 and Resolution No. 984

☐ Resolution: BE IT RESOLVED, that Resolution No. 984, be approved.
☐ Information Only
☐ Action Item

Proposal:

That the Board of Trustees approve the Child Development Contract # CSPP-4530, Amendment #02, Program Type: California State Preschool Program, Project Number: 43-6947-00-4 and Resolution No. 984.

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 decreased the days of operation to adjust to what days the CDC is actually open, based on Gavilan College’s schedule. Our minimum days of operation (MDO) were 187 and is now 179.

Budgetary Implications: None

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
RESOLUTION

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.

NAME                        TITLE            SIGNATURE
Steven M. Kinsella           President          Steven M. Kinsella
Sherrean Carr                Dean, Career Technical Education
Susan E. Alonzo              Director, Child Development Center

PASSED AND ADOPTED THIS _____ day of ____________ 2014, by the Governing Board of ____________________________

of __________________________ County, California.

__________________________, Clerk of the Governing Board of ____________________________, of __________________________, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a __________________________ 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)          ________________________
(Date)
Amendment 02
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
MDO Change

CONTRACTOR'S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2014 designated as number CSPP-4530 and Amendment #01 (Budget Act/Rate Increase) shall be further amended in the following particulars but no others:

Minimum Days of Operation (MDO) shall be amended by deleting reference to 187 and inserting 179 in place thereof.

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

STATE OF CALIFORNIA

BY (AUTHORIZED SIGNATURE) [Signature]

PRINTED NAME OF PERSON SIGNING
Sue Shil Chandra, Manager

TITLE
Contracts, Purchasing and Conference Services

ADDRESS
5055 Santa Teresa Blvd., Gilroy, CA 95020

FUND TITLE
Child Development Programs

PROGRAM/CATEGORY (CODE AND TITLE)
See Attached

OPTIONAL USE
See Attached

OBJECT OF EXPENDITURE (CODE AND TITLE)
702

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
## Amendment 02

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

SIGNATURE OF ACCOUNTING OFFICER

T.B.A. NO.

DATE

B.R. NO.
Gavilan Joint Community College District
Governing Board Agenda
February 10, 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 (k)

SUBJECT: Three Year Extension of Constellation NewEnergy Contract

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve a three (3) year contract extension with Constellation NewEnergy for electricity service to the main campus in Gilroy.

Background:
Since 1997 Gavilan College has been a participant (along with two dozen other community college districts) in the Community College League of California (“League”) Direct Access program to procure electricity from third-party companies at rates that have the potential to be cheaper than rates charged by the utilities. During this period the League’s Electricity Consortium has been successful in saving its member districts tens of millions of dollars compared to receiving electricity generation from the utilities (the utilities still provide and charge for the “wires” service to transmit the electricity.)

The League has managed this Consortium since its inception. The League’s efforts include negotiating electricity contracts and conducting competitive electricity procurements, managing the actual contract extension process for each district, analyzing the cost effectiveness of each district’s electricity procurement transaction compared to utility rates, attending to special needs of the districts, and monitoring and intervening in regulatory proceedings when necessary to protect districts’ direct access electricity interests and help to protect them from unfair charges.

Budgetary Implications:
For this three year extension period of the Constellation NewEnergy contract, the district is projected to save from $0.034 to $0.040 per kWh over current PG&E electricity rates (currently $0.0839 per kWh).

Follow Up/Outcome:
With Board approval, sign the 3 year contract extension with Constellation NewEnergy.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Addendum to the Final Environmental Impact Report to the Gavilan College – Coyote Campus Project

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
The Board of Trustees of Gavilan Joint Community College District consider and approve an Addendum to the Final Environmental Impact Report certified by the Board in April, 2008, for the College’s Coyote Valley campus project.

Background:
In April, 2008, the Board of Trustees of the Gavilan Joint Community College District certified a final environmental impact report ("FEIR") for the College’s Coyote Valley campus project ("Project"). The Project involves an approximately 55-acre campus located in south San Jose on the south side of Bailey Avenue between the Santa Cruz Mountains and Fisher Creek, and would serve approximately 10,000 full-time equivalent students.

The Project has not yet been implemented, and minor changes to the Project description are currently proposed. These minor changes involve reconfiguration of the Master Plan for the Project to avoid wetland areas. The purpose of the change is to assist the College’s efforts to mitigate its impacts on sensitive species by participating in the Santa Clara Valley Habitat Conservation Plan. However, the overall site coverage originally envisioned in the Master Plan would not change.

In the light of the proposed reconfiguration, the College commissioned an update to the Biological Evaluation previously prepared for the site by Live Oak Associates, Inc., for the FEIR. The update was completed on December 9, 2014, and is attached to the proposed Addendum. As discussed in the Addendum and the updated Biological Report, the analysis contained in the FEIR continues adequately to address impacts related to visual/aesthetic resources, agricultural and forest resources, air quality, cultural resources, geology and soils, hazards and hazardous materials, hydrology and water quality, land use, mineral resources, noise, population and housing, public services, recreation, transportation, and utilities and service systems. The nature and scale of the proposed Master Plan has not changed, and there has not been a substantial change in the circumstances involving these issues on the subject site or in the surrounding environment.

An addendum to an EIR may be prepared where new information necessitates only minor technical changes or additions to a previously-certified EIR. (Cal. Code Regs., tit. 14,
§ 15164(b.) An addendum is appropriate if there are changes in the project or the circumstances surrounding the project or new information of substantial importance, and none of the following conditions is satisfied:

1. such information results in new significant environmental effects not discussed in the previous MND,
2. such information results in an increase in severity of previously discussed significant environmental effects,
3. mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects on the environment, or
4. mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant environmental effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

(Cal. Code Regs., tit. 14, § 15164(b.) The minor changes in Project configuration described above will not result in any new impacts, or increase the severity of any previously identified impacts. In fact, the proposed amended Project would reduce potential impacts to sensitive wetland habitats on the project site. Also, the changes to the Project discussed above do not involve mitigation measures previously found not to be feasible, or mitigation measures that are considerably different from those analyzed in the FEIR but which the College is declining to adopt. As a result, the proposed Addendum is appropriate.

As required by the California Code of Regulations, the Addendum includes a description of the new information and supports the conclusion that a subsequent EIR is not required in this case. (Cal. Code Regs., tit. 14, § 15164(e.) While circulation of the Addendum is not required under CEQA, in the interest of transparency, the accompanying draft of the Addendum and the FEIR were made available for review on the College’s website and at the District offices during business hours.

Budgetary Implications:
None.

Follow Up/Outcome:
None.

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

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

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

February 10, 2015

Consent Agenda Item No. 1
Information/Staff Reports No. 1
Discussion Item No. 1
Old Business Agenda Item No. 1
New Business Agenda Item No. 2 (m)

Administrative Services

SUBJECT: Application for consideration of Participating Special Entity (PSE) status under the Santa Clara Valley Habitat Conservation Plan/Natural Community Conservation Plan (SCVHP) for the Gavilan College Coyote Valley Campus Phase I Project, located in the City of San Jose, Santa Clara County, California

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

Proposal:
That the Board of Trustees approve the Application for consideration of Participating Special Entity (PSE) status under the Santa Clara Valley Habitat Conservation Plan/Natural Community Conservation Plan for the Coyote Valley Campus.

Background:
An application (last revised in August 2014) for Phase I of the Coyote Valley project was denied by the HCP Entity as a result of concerns over the extent of potential wetland impacts that may occur during development of project Phase 2 (final project phase) as described in the 2008 Gavilan Coyote Campus EIR, although Phase 1 of the project would avoid all such wetland areas. As part of the recent Gavilan Coyote Campus EIR addendum, the project Phase 2 (final project phase) was re-designed to avoid impacts to wetlands completely, except for minor impacts associated with a road crossing. Based on the demonstration in the EIR Addendum of negligible wetlands impacts by both phases of the project, the PSE application is now ready to be resubmitted to the Santa Clara Valley Habitat Agency for consideration and approval of PSE status.

Budgetary Implications:
The development fees associated with this application total $123,818 and include a land cover fee and a nitrogen deposition fee. These fees will be payable right before construction begins on the site.

Follow Up/Outcome:
With Board approval, sign the PSE Application for Phase 1 Coyote Valley Campus.

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

February 10, 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 (n)

SUBJECT: Approval of Golf Course Management Agreement

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve a five (5) year contract with Don DeLorenzo dba Gilroy Golf Course, Inc. to manage the Gavilan Golf Course.

Background:
In April 2011 the District entered into a “Management Agreement” with Don DeLorenzo. The current Golf Course Management Agreement with Mr. DeLorenzo expired on June 30, 2014, and was extended by six (6) months to December 31, 2014.

Budgetary Implications:
Projected reduced district expenditures from $75,000 (47.4%) in year one to $82,000 (60.7%) in year five. These savings are realized by shifting all operational costs (including maintenance, repairs and turf mowing) and excluding utilities (water, electricity, garbage, porta potty service, natural gas and land line phone service) to Gilroy Golf Course, Inc.

Originally the district paid Mr. DeLorenzo $3,300 per month to operate the golf course. Currently he pays “rent” to the district of $1,000 per month, but the district incurs annual costs of $150,000 to an outside landscaping firm to maintain the golf course along with $8,000 in miscellaneous maintenance costs. In lieu of paying those costs, the district under this agreement will be paying Mr. DeLorenzo a diminishing management fee that starts at $83,000 in year one and reduces to $76,000 in year five, thereby shifting the total responsibility to manage the golf course to Mr. DeLorenzo for the period of the agreement.

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

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

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

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

February 10, 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 (o)

SUBJECT: Capital Project Change Order

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

Proposal:
That the Board of Trustees authorize a capital project change order request for the Water Tank, Distribution and Well Improvements Project.

Background:
Public Contract Code § 20659 provides that if any change of a contract is ordered by the governing board of a community college district, such change shall be specified in writing and the cost agreed upon between the governing board and the contractor, and further provides that the board may authorize the contractor to proceed with performance of this change without the formality of securing bids, if the cost so agreed upon does not exceed ten percent of the original contract price. The following Change Order (CO) request has been submitted:

Water Tank Replacement Project
Anderson Pacific Engineering, CO #3 for $49,863.00

A detailed Change Order Cover Page is attached for this project.

Budgetary Implications:
The efficient use of Bond Program Funds.

Follow Up/Outcome:
Upon Board approval, the change order will be issued to the contractor.

Recommended By: Frederick E. Harris, Vice President of Administrative Services
Prepared By: [Signature]
Frederick E. Harris, Vice President of Administrative Services
Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
## Change Order for Water Tank, Distribution & Well Improvements Project

### CHANGE ORDER #03 - Anderson Pacific Engineering

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<td>Premium time for fire main tie-ins at Music building, Art Building, fire hydrant East of Art building, Library building, Well site, fire hydrant near Music building, abandoned 5 existing fire hydrants, existing tank, baseball field, and solenoid valves at athletic fields</td>
<td>$5,331.00</td>
<td>0</td>
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<td>012</td>
<td>Unforeseen additional rebar for the tank foundations due to Division of State Architect required field changes.</td>
<td>$33,478.00</td>
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<tr>
<td>013</td>
<td>Due to delays caused by Division of State Architect, the tank foundation is being installed during the winter months. Due to safety concerns concrete pumps will be used in lieu of concrete trucks using the narrow access road.</td>
<td>$10,454.00</td>
<td>0</td>
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<tr>
<td>014</td>
<td>Due to delays caused by Division of State Architect the project has been delayed 178 calendar days. Therefore this change order is requested 178 non-compensable calendar days.</td>
<td>$0.00</td>
<td>178</td>
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**TOTAL**                                                                 | $ 49,863.00 | 178                          |

- Contract Amount: $4,375,000.00
- Net Change By Previously Authorized Change Orders: $157,361.00
- Revised Contract Amount Prior to this Change Order: $4,532,361.00
- Change Order #03: $49,863.00
- New Contract Amount Including this Change Order: $4,582,224.00
- Available Construction Contingency: $368,400.00
- Change Orders #01, 02, 03: $207,224.00
- Remaining Construction Contingency: $159,176.00

**Contract Start Date**: April 14, 2014
**Contract Substantial Completion Date**: December 30, 2014
**New Contract Substantial Completion Date (By Previously Authorized Change Orders)**: December 30, 2014
**New Contract Substantial Completion Date (Including this Change Order)**: June 26, 2015