GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, March 10, 2015
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Student Center, North/South Lounge
CLOSED SESSION – 6:00 p.m.  OPEN SESSION – 7:00 p.m.
AGENDA

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

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

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

CONFER HONORARY DEGREE – Closed Session Pursuant to Education Code Section
72122

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

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
Employee Organization:  Unrepresented Employees

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 Meeting of the Board of Trustees Minutes, February 10, 2015, Facilities Development and Utilization Committee minutes, February 10, 2015, and Committee of the Whole, Strategic Planning Session, February 21, 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) Monthly Financial Report
(g) Budget Adjustments
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) Draft Strategic Plan 2015-2016 Through 2019-2020
   (b) Recommendation for Water Supplier at the Coyote Valley Educational Center Site

III. ACTION ITEM
1. Old Business
   (a) Accreditation Follow-Up Report
   (b) 2015 Board Goals
   (c) CCCT Board Election 2015
2. New Business
   * (a) Consideration and Approval of Classified Layoff Resolution No. 989
   * (b) MOU with Silicon Valley Children's Fund, RISE Program
   * (c) GCFA/District Contract Proposal ("Sunshine")
   * (d) Signing Authority
   * (e) Approval to Certify the Appointment of Representative and Alternate Representative to Joint Powers Authority for Self-Funded Workers' Compensation Insurance, Resolution No. 986
   * (f) Approval to Certify the Appointment of Representative and Alternate Representative to Joint Powers Authority for Liability and Property Protection, Resolution No. 987
   * (g) Approval to Certify the Appointment of Representatives to Joint Powers Authority for Retiree Health Benefit Program, Resolution No. 988
   (h) Lease-Purchase Agreement Between Gilroy Unified School District and Gavilan Joint Community College District for Portable Buildings 7 & 8
   (i) IBI Group Architecture and Planning Project Assignment Amendments
   (j) Capital Project Change Order
   (k) Curriculum

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is April 14, 2015 Gavilan College, Student Center, North/South Lounge.
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.phap

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  
March 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, February 10, 2015, Facilities Development and Utilization Committee Meeting Minutes, February 10, 2015, and Committee of the Whole, Strategic Planning Session, Meeting Minutes, February 21, 2015

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

Proposal:
That the Board approve the Regular Board of Trustees Meeting Minutes, February 10, 2015, Facilities Development and Utilization Committee Meeting Minutes, February 10, 2015, and Committee of the Whole, Strategic Planning Session, Meeting Minutes, February 21, 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
I. CALL TO ORDER 6:00 p.m.
Trustee Walt Glines called the meeting to order at 6:12 p.m.

1. Roll Call
Trustees: 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 6:15 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
Walt Glines called the meeting to order at 7:08 p.m.

2. Roll Call
Trustees: 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
Bea Lawn, Academic Senate
Diana Seelie, Professional Staff
Nancy Bailey, Recorder

3. Pledge of Allegiance
The Pledge of Allegiance was led by Dr. Lois Locci.

4. Report of any Action Taken in Closed Session
No reportable action took place in closed session.
5. Approval of Agenda
   MSC (G. Sawyer/J. Brusco) 6 ayes, 0 nays, Student Trustee, aye to approve

6. Consent Agenda
   (a) Regular Board 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
   MSC (L. Perry/K. Child) 6 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.
   Alan Heinzen, former president of Heinzen Manufacturing, Inc. in Gilroy spoke about the Solidworks program at Gavilan that was cancelled spring semester due to low enrollment. His business had several employees enrolled in the class as that skill is utilized by their company along with AutoCad and drafting. He said the skills are needed both locally and in Silicon Valley. Mr. Heinzen said starting at the 7th grade a pathway can be created to Gavilan's program. He asked that the Board consider starting the class again, offered his involvement, and recommended that Gavilan market the program to industry for support. He suggested this as a future Board agenda item. Mr. Heinzen said that before cancelling a class that in the future, the college should ask for local support.

   Majney Snake is a student from the Solidworks cancelled class. She said she has two (2) semesters remaining to receive a degree and two (2) of the classes she needs have been cancelled. She said she receives financial aid and cannot afford to attend another college. She is hopeful that she can finish at Gavilan and the classes will be available next semester.

   Erick Davidson is an engineering manager at Heinzen Manufacturing, Inc. He said the company has 25 employees that use solid modeling and computer drafting on a daily basis. He stated that it is difficult to find qualified local talent with that skill set. He said some of their employees have come to Gavilan to update their skills. In addition, two (2) employees are seeking to learn new skills. One is attending Hartnell and the other is uncertain as to where to attend since Gavilan’s program is uncertain. He said there is a need in the community for this technical skill training.

   Priscella Ahmed is the Vice President of Clubs for ASB. She addressed the need for a student activities director and said it is a vital and necessary position. She said that ASB has not seen a recruitment for this position. ASB leadership has been carrying an extra work load due to the absence of a student activities director. She added that they are busy students that work, take full class loads and have family needs.

   Dr. Colette McCaughlin is a part time instructor at Gavilan. She said she performs department chair activities such as developing, revising, and updating curriculum. She shared her educational background and experience. She told the Board it was their duty to tell administration to start working with her. She referred to 3-4 years of the administration ignoring everything she writes including asking for help when her program was in trouble and having meetings scheduled when she could not attend. Dr. McCaughlin said she spent her
life getting educated and developing skills and she loves her job. It bothers her that thousands of her emails get no responses and that her curriculum changes get rejected. Her students do get jobs and are successful. She said she knows how to take students’ skills and help them to do something better. She said this program is exceptionally important to the college. She feels the cancellation of her classes is a systematic destruction of her program.

Tim Holliday from “Habits of Mind” referred to an event last semester called “How do we Wheel?” The event was an eye opening tour of the campus in a wheel chair. He said they will repeat the event on March 12th and he invited the Board members to attend.

Mr. Holliday said he is a graphic design student and he feels the courses substituted for the cancelled classes do not meet the criteria of Solidworks. He said last year Dr. McCaughlin submitted posters to the state fair on behalf of her students and both received awards. He feels this is an important program that needs to continue.

Trustee Walt Glines thanked everyone for their comments and said they have been heard and the Board is listening. He reminded everyone that the Board is precluded from responding to items not on the agenda.

8. Officers’ Reports
(a) Vice Presidents
   Kathleen Moberg – reported that SSSP and Equity funded expenditures will be extended to December. She said the funding has been used for launching a new orientation class, for new books reserved in the library, and book vouchers for veterans, categorical and ESL students. She said they continue to look for appropriate expenditures.

   Dr. Kathleen Rose – reported on enrollment and class cancelations. She reviewed the process used in reducing the spring class schedule by 29 sections. She said the same criteria were used last semester. The criteria are program balance, program requirements, and completion of degrees and certificates. Dr. Rose said Gavilan’s enrollment is still up and an analysis is being done. Dr. Rose said that Gavilan does not offer an engineering major but does offer an Associate’s Degree for transfer major in Physics and an Associate’s Degree for transfer major in Mathematics.

   Fred Harris – said he did a “Mindfulness” presentation for Jessica Hooper’s class. He said it was a pleasure to meet the students and share with them.

(b) College President – no report.

(c) Academic Senate
   Bea Lawn reported that new senate members received a primer on roles, parliamentary procedures and Brown Act provisions. She said they worked on 2015 goals focusing on narrow and measureable goals consistent with faculty interests and concerns. Bea Lawn said a proposal for a Learning Commons was submitted but not yet discussed. She said it poses a new way of integrating instruction with student services and accommodates different kinds of learning activities.

(d) Professional Support Staff
   Diane Seeleie said Lucy Olivares will be attending future Board meetings as the Professional Support Staff representative.

(e) Student Representative
Gabriel Sawyer reported that he attended the Trustee Orientation Workshop held by the Community College League. He said Gavilan's image is something we all need to focus on. The Gavilan College Faculty Association invited him as a guest to attend the March on March in Sacramento to learn more about issues that touch faculty. He said he may be a speaker there on the topic of “students as a statistic”. Gabriel Sawyer said he had a meeting with Fran Lozano and Sabrina Lawrence regarding Distance Education. He promoted a support program that would benefit students and faculty. Its focus is establishing a student support internship program in which student design teams would work on improving faculty learning material for online and hybrid courses. He said this may improve learning outcomes and better utilize faculty time. Gabriel Sawyer also said that working together will bring better results. He felt the public comments reflect a lack of collaboration. He said every faction of the college is responsible for doing their part. He said collaboration is important for a rural college to be successful. He cited a personal example of not getting the support he needed.

(f) Board Member Comments
Laura Perry – reported that she and Dr. Kinsella participated in Education Day for the Morgan Hill Leadership class. She said she and Trustee Glines attended the Gilroy Chamber of Commerce dinner at San Juan Oaks. Laura Perry said it was an excellent opportunity to hear what others have to say about Gavilan and answer questions. She said it reflected a positive Gavilan image.
Lois Locci– said she is in training with the trustees. She attended the 3-day Trustee Orientation Workshop.
Kent Child – attended Gavilan’s trustee orientation. He expressed appreciation for the detailed information presented by the President and Vice Presidents. Kent Child also met with an informal Gavilan retiree group.

(g) Board President
Walt Glines said he attended the Gilroy Chamber dinner at San Juan Oaks, the Gavilan trustee orientation, in addition to attending the Trustee Orientation Workshop. The annual Board workshop will be held on February 21 from 9:00 a.m. – 1:00 p.m. Agenda items will include goals and objectives.

9. Board Committee Reports
Mark Dover reported on the Facilities Utilization Committee meeting held prior to the board meeting. He said highlights included resolution on the use of the golf course property, a conceptual design of the San Martin project, and updates on the Coyote Valley and San Benito properties. The Physical Education (PE) building renovation was discussed with a preliminary consensus on what direction to take to provide positive changes for the students with the funding available. Mark Dover said the PE building renovation plan will be placed on a future agenda for action.

10. Information/Staff Reports
(a) Employees of the Month
Veronica Martinez, December Employee of the Month, is the Director of Financial Aid and 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. Veronica and her staff worked tirelessly to develop a protocol to use when determining student eligibility for financial aid and have significantly lowered the student default ratio. Veronica has procured training and support for her staff that serves veterans. She is not afraid to roll up her sleeves and get involved in projects.
Joanie Benevento, January Employee of the Month, 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. Joanie is a part-time employee but many people don’t know because she provides such as excellent customer service to all three campuses. She is willing to do whatever needs to be done.

(b) Accreditation Follow up Report
Dr. Kathleen Rose presented the 2nd draft follow up report required by the ACCJC to show evidence of continuous improvement on the accreditation team recommendations. It focuses primarily on the improvement objectives and what the college has done to achieve them since July. The report demonstrates continuous work including faculty discussions on PLO and SLO engagement and also in distance education. Dr. Rose said the draft document has been posted on the intranet for comment and edits and will also be discussed with the Academic Senate. She said the complete report with evidence and attachments will be presented to the Board in March.

Dr. Colette McCaughlin – stated that she has not been included in the process of continuing improvement on the accrediting team recommendations. She has many emails which she will share with the ACCJC and the media because she thinks what is going on is very serious. She said that the report states collaboration yet she was not included and she has the expertise to teach the courses. She said the report states there is a process with the instructional agreement committee. She said last week she was denied having a meeting. The Learning Council has rejected her concerns about working with the students to achieve their SLOs. She said there is a big problem with the district working with faculty which was the accrediting team’s concern. She said the report being prepared for submission is false.

III. ACTION ITEM

1. Old Business
(a) Sabbatical Leave Requests
Dr. Rose reported that sabbatical leave requests are submitted to the Faculty Development Committee, reviewed, and then recommended to President’s Council and then administration. Dr. Arturo Rosette’s proposal is submitted for Board consideration for the Fall 2015 semester. Jonathan Brusco and Kent Child stated Dr. Rosette’s proposal was very well prepared.

MSC (K. Child/G. Sawyer) 6 ayes, 0 nays, Student Trustee, aye to approve

(b) Approval of Associated Student Body Name Change
MSC (J. Brusco/L. Perry) 6 ayes, 0 nays, Student Trustee, aye to approve

(c) Reconfiguration of a portion of the Child Development Center
MSC (G. Sawyer/L. Perry)

Fred Harris said this proposal has developed over time. He said the portion of the Child Development Center (CDC) that was used for the infant/toddler program has been redesigned and reconfigured for staff members that are currently housed in inadequate space. He said the infant/toddler childcare program no longer exists.
**Discussion:** Mayra Pedrore - asked the Board to reconsider the reconfiguration of the CDC. She said students use the space to study and join with other students to discuss what they've learned. She wants to preserve the integrity of the program.

Rocquelinea Guerrero - asked the Board to reconsider the action. Her concern is for the safety of the children. She commended Pat Henrickson and Susan Alonzo for working with the parents and making space for them to meet with their children and feel safe. She asked that another location be found for the staff offices.

Lenora Lopez - said this is her last semester. She said the child development program is great at Gavilan. She said she has a child in the CDC and safety is a concern for her. She asked the Board to consider the impact they have on children with this decision.

Priscella Ahmed - said she has a child in the Center and asked the Board to reconsider their decision. She said she has concerns with safety. She said the space is used for studying, parents use it, and child development majors use it along with their friends. She said it's also used for CDC events.

Gabriel Sawyer - said we don't really know the impact this will have on the children. We need to provide them with every opportunity for success. He offered to attend a meeting with Dr. Rose along with CDC staff to begin collaboration. He asked that the decision be delayed.

Mark Dover noted that the CDC reconfiguration proposal had been discussed with the CDC staff, faculty, the Health, Safety, Facility and Grounds Committee, and President's Council. He asked Fred Harris what the general consensus and feedback was from those groups. Fred Harris said there was discussion and interest in the item and all bodies agreed to move it forward for approval.

Kent Child provided history on the CDC which started in the library. He said that worked well. He said the current building has never met its capacity even with the efforts of dedicated responsible individuals. Kent Child said it has never had enough enrollments to justify the expense of operating it. He said the child development educational program has grown over the years without an "in house" child care center. He said the CDC has a wonderful child care program and great staff but it is too costly for the current enrollment of 18 children and not sustainable. He said the district cannot continue to use taxpayer funds to care for the 18 children. Kent Child said these are the issues that are being addressed. He said the child development educational program will continue to be in the building.

Gabriel Sawyer said that collaboration is needed to find a solution that meets everyone's needs. He said a couple of months are needed for that.

Mark Dover said this adjustment may be what saves the child care program. He added that a separate entrance will be used for staff offices.

Walt Glines reminded everyone that the space being reconfigured was underutilized and not a part of the current child care program. He said the space was identified two years ago during a campus space inventory. The district needs to find space for staff housed in portables and buildings that are too old.

Bea Lawn reminded the Board of the senate resolution related to this item last year. The concerns of the full time faculty member in child development were not being invited to
discussions on the center reconfiguration. Walt Glines responded that documentation presented at that same time indicated that faculty and staff were involved at the beginning of the discussions.

Gabriel Sawyer asked for a motion to table the vote until the April board meeting. No second to the motion.

Vote: 6 ayes, 0 nays; 1 nay from student trustee to approve

2. New Business
(a) Consider Letter of Support for Revised Panoche Valley Solar Project
MSC (M. Dover/G. Sawyer)

Dr. Kinsella introduced the community requested agenda item. Sergio Sanchez representing Panoche Valley Solar Project spoke about the revised project which will produce 247 MW, provide economic benefits such as generating tax and fee revenue to San Benito County and employ 500 construction workers directly. Mr. Sanchez said they estimate over 1000 direct, indirect and induced jobs. The Project was revised to include over 24,000 acres of mitigation land including migration corridors for several protected species.

Mr. Sanchez invited Gavilan to participate in the project at all levels and mentioned public relations, job information, union apprenticeship programs, and research and training opportunities.

Discussion: Mark Dover and Walt Glines asked about the number of jobs that would go to San Benito County residents. Mr. Sanchez said the development agreement provides for a majority of the positions going to qualified residents. He said they will be recruiting within the County. Jonathan Brusco asked what Gavilan could do to help residents become qualified for the permanent positions. Dr. Kinsella said there is the option of contract community education courses or if it is an ongoing need an instructional program can be created. However, when developing programs a consistent pipeline of students must exist. Mr. Sanchez said the need for training and opportunities for green jobs exists. Jonathan Brusco said a partnership in alternative energy job training could be very valuable; although it may not be timely for this particular project. Gabriel Sawyer agreed. Kent Child noted that Cabrillo does have an established solar energy program. Mark Dover shared Trustee Tom Breen's support of this project in his absence. Walt Glines added that the Project does have opposition in San Benito County.

Vote: 5 ayes, 1 nay (W. Glines), Student Trustee, aye to approve

(b) Faculty Contracts – Continuing Tenure
MSC (L. Perry/M. Dover) 6 ayes, 0 nays, Student Trustee, aye to approve

(c) Faculty Contracts – Completed Tenure
Dr. Kathleen Rose and Sherrean Carr introduced the three faculty members forwarded for tenure consideration. They are Patricía Henrickson, Julian Kearns, and Herb Spenner. MSC (M. Dover/L. Perry) 6 ayes, 0 nays, Student Trustee, aye to approve

(d) Resolution No. 985 in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education
MSC (G. Sawyer/L. Perry)
Discussion: Dr. Colette McCAughlin — reviewed that Career Technical Education is important in building the future of our students. She said that Gavilan has not demonstrated in actions what is reflected in the resolution. She said that by approving the resolution, the Board would be defrauding the people. Dr. McCAughlin said that data and action is needed.

David Didenti — said that more high technology classes are needed and he was hopeful that the resolution would provide funds for that.

Walt Glines said the resolution was prepared because the high cost of providing some career technical classes was not fully funded by the state. Cabrillo initiated the discussion and Gavilan is supporting this common issue.

Roll Call Vote: 6 ayes: 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

(e) Quarterly Financial Status Report, CCFS 311Q at December 31, 2014
   MSC (M. Dover/ L. Perry) 6 ayes, 0 nays, Student Trustee, aye to approve

(f) Measure E Bond Quarterly Financial Status Report at December 31, 2014
   MSC (L. Perry/ M. Dover) 6 ayes, 0 nays, Student Trustee, aye to approve

(g) FY 2013-2014 Annual District Audit Report
   Kathryn Turner, Crowe Horwath LLP, reported a significant deficiency in capitalizing construction costs and also four (4) payroll charges that were incorrectly coded as complying with the 50% Law. Both of these are being corrected by management.
   MSC (M. Dover/ L. Perry) 6 ayes, 0 nays, Student Trustee, aye to approve

(h) FY 2013-2014 Measure E General Obligation Bond Audit Reports
   Kathryn Turner, Crowe Horwath LLP, reported that it is a clean, unmodified opinion. There were no management comments or findings representing reportable conditions, material weaknesses, or instances of noncompliance to the audit.
   MSC (M. Dover/ G. Sawyer) 6 ayes, 0 nays, Student Trustee, aye to approve

(i) FY 2013-2014 Foundation Audit Report
   Kathryn Turner, Crowe Horwath LLP, reported that it is a clean, unmodified opinion. There were no management comments or findings representing reportable conditions, material weaknesses, or instances of noncompliance to the audit.
   MSC (L. Perry/ G. Sawyer) 6 ayes, 0 nays, Student Trustee, aye to approve

(j) Child Development Contract #CSPP-4530, Amendment #02, Program Type: California State Preschool Program, Project Number 43-6947-00-4 and Resolution No. 984
   MS (L. Perry/M. Dover)
   Roll Call Vote: 6 ayes: 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

(k) Three Year Extension of Constellation NewEnergy Contract
   MSC (G. Sawyer/K. Child) 6 ayes, 0 nays, Student Trustee, aye to approve
(l) Addendum to the Final Environmental Impact Report to the Gavilan College – Coyote Valley Campus Project
MSC (G. Sawyer/L. Perry) 6 ayes, 0 nays, Student Trustee, aye to approve

(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
MSC (J. Brusco/G. Sawyer) 6 ayes, 0 nays, Student Trustee, aye to approve

(n) Approval of Golf Course Management Agreement
Fred Harris reported that after a nonresponsive RFP process was concluded, an agreement was developed with the current management, Gavilan Golf Course, Inc. The agreement provides for a reduction in district costs over five (5) years.

MSC (L. Perry/G. Sawyer) 6 ayes, 0 nays, Student Trustee, nay. Approved.

(o) Capital Project Change Order
MSC (M. Dover/G. Sawyer) 6 ayes, 0 nays, Student Trustee, aye to approve

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

2. Adjournment
The meeting was adjourned by consensus at 9:49 p.m.
Committee Members: Tom Breen, Mark Dover (Chair), and Walt Glines
Committee Resources: Steve Kinsella and Fred Harris
Other Attendees: Susan Peterson, Jonathan Brusco, Lois Locci, Jeff Gopp, and Ron Hannon

1. **Call Meeting to Order** — Trustee Mark Dover called the meeting to order at 5:02 p.m.

2. **Approve minutes** — Minutes from the August 11, 2014 meeting were approved. MSC (Dover/Glines)

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

4. **Golf course property lease** — Committee supports five year contract extension with Don De Lorenzo. Additional language to be added to contract stating that College Golf Classes will be rent free. New contract grants De Lorenzo full management responsibilities, and will pay him a fee that cuts the Colleges current expenses in half.

5. **San Martin Airport update** — Dean Tatsuno from IBI Group made presentation describing the design and status. Project will be submitted to DSA on February 20th, 2015. Project is combination of new metal building and portables. Also, described the storm drain treatment, retention areas. Construction to be completed by summer 2016.

   Questions from Board: Addressed the cost of propane; no gas service to site. Electric heat would not allow us to meet Title 24 Energy code. The radiant heaters are only to temper the cold not to heat the building.

   Question from the Audience: Possibility of solar panels; Carport structures could be added. However, the current project cost does not consider them.

6. **Coyote Valley update** — An addendum has been drafted and submitted to the Environmental Impact Report (EIR). The previous Participating Special Entity application to the Santa Clara Valley Habitat Agency was declined last Fall stating that certain issues were not sufficiently addressed; wetland impact and the wildlife corridor were concerns.

   The Addendum now shows that there are no impacts on wetlands on the site in Phase 1, and minimal impacts in Phase 2.

   Project has been shown to have no significant impact on the wildlife corridors.

   Dean Tatsuno made a presentation on the project. Project is comprised of the entire police program and a small Gavilan Administrative area. The design includes modular construction with concrete floors, electric heat pumps.

   Fred Harris discussed the educational center status. Facility needs to be running a year before state funding starts. District is looking to a possible 2020 State Bond for matching funds to build out the campus.

   Questions from the Board: The exterior facade needs to be enhanced. IBI Group addressed the budget but will look at way to enhance. Interest in sustainable design; possibility of adding carport structures for photovoltaic panels. Structures will need DSA approval.

7. **San Benito property update** — Going through environmental impact mitigation.
8. **PE Building renovation critical need list** – Dean Tatsuno explained that the cost estimates were performed from preliminary plans and were “conservative” numbers only. Numbers include line items for soft costs and escalation. Reviewed the scope scenarios: $14.0 million – Cost of entire scope of work indicated in the FPP. District was to match the State’s $7.0 million. $8.0 million – Reduced Scope, $3.1 million – Base Scope of Work.

   District has decided to use the $6.5 million that was for the State match to upgrade the facilities, including the fields.

   **A. Gymnasium** - Base scope includes must do’s.
   - Fire Alarm (currently not DSA certified). Important to replace the FA in Locker Rooms.
   - ADA upgrades to Toilets in locker Room
   - Roofing Replacement; roof leaks. Does not make sense to upgrade the buildings and roof still leaks.
   - Doors in accessible path of travel. Hardware not available.
   - Bleachers on one side for ADA compliance and safety. Adding structural enhancements under floor.

   **B. Athletic Fields** – IBI Group and District to work together to establish a scope of work that fits into the $6.5 million available. Dean Tatsuno reviewed the cost estimates from Verde. The cost is for replacing the turf only and is a construction estimate. It does not include soft costs. In addition, ADA issues would have to be addressed. The path of travel from parking, Toilets, Drinking Fountains and bleachers would need to conform to ADA. Could possibly bring in portable toilets in lieu of upgrading the existing that serve the fields. District would like to also replace the dug outs. They realize that the existing two story dug out, not DSA Certified, would need to be demolished.

   **C. CE500 (CJ500) Original building, est. 1981, was built by a local modular company. Building is not DSA certified. The carpentry department finished the building. Not made for a weight room. Idea of using the building as a weight room was dismissed.**

9. **Prop 39 update** – Theater house lights to be upgraded with energy efficient lights.

10. **Measure E updates** – Bond money being used for Airport, Coyote Valley and PE Building renovation. Money has to be spent by 2016 or face a penalty.

11. **Adjournment** – Meeting adjourned at 6:16 p.m.
GAVILAN COLLEGE

5055 Santa Teresa Blvd., Gilroy, CA 95020      www.gavilan.edu      (408) 848-4800

Dr. Steven M. Kinsella, DBA, CPA, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
COMMITTEE OF THE WHOLE
THE BOARD OF TRUSTEES
STRATEGIC PLANNING SESSION

Saturday, February 21, 2015 9:00 a.m.
5055 Santa Teresa Blvd., Gilroy, CA 95020
Student Center, North/South Lounge

MINUTES

I. CALL TO ORDER 9:00 p.m.
The meeting was called to order by Walt Glines at 9:05 a.m.

1. Roll Call
   Trustees Present: Tom Breen, Jonathan Brusco, Kent Child, Walt Glines, Lois Locci, Laura Perry, and Gabriel Sawyer-Student Trustee (late arrival)
   Trustees Absent: Mark Dover

   Dr. Steven M. Kinsella, Superintendent/President
   Frederick E. Harris, Vice President of Administrative Services
   Nancy Bailey, Recorder
   Milena Lilles, Faculty

2. Approval of Minutes, January 11, 2014
   MSC (L. Perry/K. Child) 6 ayes, 0 nays,
   Absent: M. Dover and G. Sawyer

3. Comments from the Public
   None

II. DISCUSSION ITEMS
1. Board Comments on Board Goals and Strategic Planning
   Kent Child – sees board goals as conceptual with the specifics being developed through college processes. He said what each member receives in community input should also be filtered through the college process. He reviewed the history of the planned expansion to Coyote Valley and San Benito County. He reported on a meeting with Hollister’s city manager to discuss a concept presented by a developer.

   Lois Locci – made the observation that board policy indicates goals should be measurable with a budget included.

   Dr. Kinsella clarified that board goals are established each calendar year and that it is an opportunity for the board to provide external input into the college’s internal process.
Laura Perry – said that board goals are intentionally set up for flexibility as they are driven by external forces such as budget, the economy, and state mandates. She said the board goals are reviewed with status updates two times a year.

Discussion continued on the board’s involvement in strategic planning and on how administrative procedures are the operational directives for complying with board policies.

Dr. Kinsella said that unfunded FTES over the last 7 years has created a pent up demand in program needs. Resources have to be moved around to meet current needs, board goals, and college strategies.

There was discussion on board response and reactions to public comments. The discussion included public misinterpretation, the importance of focusing on what is best for the large base of students in the district, and restraining from engaging in public comments and/or remarks. The district’s internal process brings recommendations to the board that have been researched and vetted at participatory governance committees. Dr. Kinsella added that it is important not to spend time on old issues where decisions have already been made. Dr. Kinsella said that not everyone will be happy with decisions.

Jonathan Brusco – said there are some board goals that are overlapping and some phrasing needs to be clarified.

Tom Breen – said listening was an important factor as a board member. His approach with community comments is to direct them to staff when appropriate and share significant items with Dr. Kinsella.

Walt Glines – said the board has been fiscally conservative and reacted only after the college processes and the Superintendent/President completed a review. He said that board goals and strategic planning should have deadlines, timelines, and measurement for success.

2. **Board Goals**
   Trustees reviewed the draft 2015 board goals. Changes are marked as follows:
   deletions: *striked out*  suggestions: **bold underlined**

   **Gavilan College Board of Trustees**
   **2015 Gavilan College Board Goals**

   1. Solidify joint efforts with K-12 districts that will enhance incoming students’ preparation and readiness for college-level course work.

   2. Secure a viable facility that will accommodate both the South Bay Public Safety **Training** Consortium and expanded academic course offerings in the Morgan Hill/Coyote Valley area of the District.

   3. Clarify options and sequencing issues that must be resolved in order to expand course offerings in the Hollister **San Benito County** area. As the development of an viable education center will take an indeterminate length of time, develop a realistic transition set of alternatives. Communicate the results to the community.

   4. Ensure that remaining bond funds are utilized in the most strategic, efficient and timely manner.
5. Develop a magnet programming plan that will be phased in at both future education centers.

6.5. Encourage college constituencies to broaden and deepen understanding and execution of planning and implementation under participatory governance.

7.6. Continue collaborative efforts with other local agencies to develop an adult education consortium.

8. Continue to integrate planning efforts and ongoing programing and endeavors with fiscal stability and solvency as an assured outcome.

7. Develop a balanced budget every fiscal year.

9.8. Find a solution that will provide a stable and sustainable A.S.B.G.C., oversight, advocacy and directorial function.

10.9. Upgrade the Physical Education/Athletics facilities as much as is fiscally achievable in a reasonable time frame.

11. Implement Continued improvement of a trustee development process that will meet accreditation criteria, will clarify and enhance roles, policy and regulations understanding, decision-making and communication. The first phase should include a review of shared participatory governance, the Brown act Act, board ethics and protocol at a workshop in early 2015.

3. Strategic Planning
Dr. Kinsella presented the college committee's draft version of the five (5) year rolling Strategic Plan for board review and input. The college committee draft has tracked changes from the prior year's plan. He said that program plans are reviewed for trends and what departments are seeking.

Board changes are marked as follows:

deletions: struck out  suggestions: underlined

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Strategic Plan FY 2014—2015 2015—2016 through

STRATEGY #1
Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1 Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.
Goal #2  Strengthen career programs through a cohesive organizational approach such as creating an Occupational Career Program Institute by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

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

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

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

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

Goal #7  Work with local school districts to establish an adult education consortium in accordance with AB-86. Work with the AB86 consortium to implement the established consortium plan.

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

Goal #1  Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

Goal #2  Complete student learning outcome assessment for continuous improvement of all courses and programs. Use student learning outcomes assessment results to inform program plans and make program improvements.

Goal #3  Support Develop professional development activities for faculty in order to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

Goal #4  Support professional development for staff to improve services that support student success. Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

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

Goal #6  Implement plans that enhance student engagement by strengthening collaborative partnerships with our communities.
Goal #7—Create communication methodology to increase the awareness of student well-being services such as mental health.

STRATEGY #3
Improve and expand existing facilities to enhance the learning environment.

Goal #1 Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

Goal #2 Use technology to improve existing classroom facility space, and to optimize instructional academic success and administrative operations.

Goal #3 Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements. Landscaping changes should include conversion of grass lawns to more sustainable and less water-consuming California native landscaping.

Goal #4 Establish permanent facility for South Bay Public Safety Training Consortium.

STRATEGY #4
Recruit and develop staff to foster success for our diverse students in their attainment of educational and/or career goals.

Goal #1 Determine optimal staffing levels for all departments to meet student needs and create a staffing plan. Create a staffing plan to better meet student needs after assessing staffing gaps in all departments.

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

a. Retirements will be replaced by hiring a full-time faculty member for the position and academic department vacated by the retirement as appropriate. Revise.

b. Develop second five-year hiring plan. Delete unneeded because a department chair sub-group is currently working on a faculty prioritization hiring process that will eliminate the need for a five-year plan.

c. Create a culture that promotes a commitment to Gavilan’s history to a personalized model that best serves students.

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

Goal #4 Determine the needs and scope of a Staff Professional Development Plan for all employees.

Goal #5 Promote a safe and healthy work environment through planned activities throughout the year.
Goal #6 Create institutional standards for customer service, for providing services to students and staff, with regular assessment. Research and share best practices across campus.

Objective 1. Through the Student Services Council and other committees, review current practices and create technological and other processes to streamline services.

Objective 2. Create service learning outcomes that include customer service and student awareness of key processes and advisement.

Goal #7 Assess and remedy any identified gaps in the College’s Develop a model Equal Opportunity Employment Plan and Equity Plan to comply with current legislation and reflect the community’s diversity.

STRATEGY #5
Implement Update the Educational Master Plan goal specifying to include development of multi-college expansion by coordinating all instructional programs, student and administrative support services, organizational structure and staff, and site development through linkage with Strategy 3.

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

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

Goal #2 Develop a proposed administrative structure and staffing plan to best support the expansion of facilities in San Benito County and Morgan Hill, through linkage to Strategy #4.

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

STRATEGY #8
Develop a rolling five-year fiscal stability plan.

Goal #1 Publicize opportunities and impacts of grant-funded programs in addition to the fiscal impact at the end of the grant cycle. Review the impact of losing funding to grant funded programs and develop a transition plan to sustain effective programs.

Goal #2 Increase the college’s budget ranking in the resource allocation process, transparency and its linkages to articulated needs and the integrated planning system.

STRATEGY #7
Foster a campus culture of engagement and excellence through improved communication, coordination, collaboration, and participation. To foster a campus culture of engagement and excellence:

Goal #1 Improve communication processes to increase awareness about planning activities, resource allocations, and significant factors affecting the college.

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

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

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

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

New Strategy:

STRATEGY #8

Develop and implement a 5-year plan for creating a College Life program, including outreach, recruitment, and support for increased numbers of international students.

Goal #1 Research best models of College Life in community colleges, including ASB student government, clubs, and community/service involvement and create a plan for Gavilan.

Goal #2 Propose a path to achieving the plan above, including resource development, staffing, and other infrastructure costs.

Goal #3 Research best models of international student outreach and recruitment. Develop a plan for Gavilan to expand current international student enrollment over a period of years to specified target numbers.

Goal #4 Based upon models used by colleges similar in size to Gavilan, propose a path to achieving a successful international student program, including partnerships, staffing, other infrastructure costs, and resources development.

Goal #5 Engage potential community and business partners in developing resources to support international students, including family hosting and internships.

4. **Budget**

Dr. Kinsella reported that between FY 2008-2009 and FY 2013-2014 we had unfunded FTES; more enrollment than the state pays. He said the state should be able to pay us for our FY 2014-2015 enrollment. Dr. Kinsella said the college has maximized enrollment and state revenue. State revenues had been designated for specialized programs; one time purposes.
He said budget planning is proceeding for FY 2015-2016. Dr. Kinsella said to promote campus engagement budget planning incorporates college strategies, board goals, and the participatory process. The College Budget Committee is reviewing and prioritizing all program plans with budget requests. He said that technology has become a priority along with operational data requirements. He said the support structure requires maintenance in order to service student programs.

5. Self-Evaluation
   Kent Child stated that the board’s self-evaluation results were preliminary reviewed in the fall. Draft board goals were an information item on the November board agenda. He suggested that the board evaluation subcommittee meet in early fall of 2015 to review the evaluation process.

6. Participatory Governance
   Dr. Kinsella said faculty engagement is needed. He said that the core problem is that participatory committee representatives don't report back to their constituent group on items being discussed. The lack of communication results in requests for individual presentations on items that have already been vetted at the committee level.

   Kent Child said in-house leadership development may be needed.

III. CLOSING ITEMS

1. Adjournment
   The meeting was adjourned by consensus at 1:05 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 February 10, 2015 thru March 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: Eric Ramones, Human Resources Director

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
A. Classified and Unclassified Personnel Actions – March 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

Norma Najar
Office Assistant
EOP&S and CalWORKs
March 11, 2015

Eva Daley
Instructional Program Specialist
Career Technical Education
March 11, 2015

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Elizabeth Falvey
Production Assistant Choreographer
Liberal Arts and Sciences
February 1, 2015 to May 16, 2015

Emma Lucas
Student Equity Implementation Specialist
Student Services
January 5, 2015 to May 29, 2015

Luz Elena Cervantes
AB 86 Steering Committee
Office of Instruction
February 18, 2015 to June 15, 2015

Ramon Rodriguez
Assistant Women’s Sand Volleyball Coach
Kinesiology and Athletics
January 15, 2015 to April 30, 2015

Sandra Marlowe
Musical Director
Liberal Arts and Sciences
January 10, 2015 to May 16, 2015

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Norma Najar
Office Assistant
EOP&S and CalWORKs
February 17, 2015 to March 10, 2015
V. REQUESTS FOR LEAVE

Stacey Porteur  
Student Assessment Specialist  
Student Services  
February 10, 2015 to March 30, 2015

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

Annette Gutierrez  
Attend CalWORKs Annual Training in April 2015

Rebecca Dayton  
Attend Far West Athletic Trainer’s Association 2015 Annual Meeting and Clinical Symposium

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Denise Apuzzo  
MATH 242 – Algebra II for Statistics

Diana Seelie  
SPAN 1B – Elementary Spanish

Diane Christianson  
CSIS 132 – Intermediate Word  
CSIS 120 – Computerized Accounting, Quickbooks

Eric Dietze  
CSIS 84 – Java Script Programming

Eric Dietze  
CSIS 85 – Web Design I

Kathryn Day  
CSIS 112 – Keyboard Speed Building  
ACCT 120 – QuickBooks  
ASTR 1 – Astronomy

Marina Lares  
CSIS 132 – Intermediate Word  
SOC 1B – Intro to Sociology: Social Problems

Marta Gonzalez  
HUM 10 – Approaches to Contemporary Film

Pamela Chatten  
MATH 430 – Mathematics Algebra I

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Eric Dietze  
CIT 050, CIT 052, CIT 054, CIT 042, and CIT 020

Janet Krulee  
PSYC 2, PSYC 3, MATH 430, APE 36, and ENG 2F
Jose Morales  BUS 1, ACCT 20, ART 25A, BIO 10, and KIN 64
Marina Lares  CSIS 1, DM 85, CSIS 121, CSIS 7, CSIS 182, and SOC 1A

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Austen Ledesma  Volunteer Worker
                Kinesiology and Athletics
                January 26, 2015 to May 22, 2015

Crystal Valenzuela  Volunteer Worker
                    Child Development Center
                    August 25, 2014 to June 30, 2015

Glenn Pierson Smith  Volunteer Worker
                    Kinesiology and Athletics
                    January 26, 2015 to May 22, 2015

James Dorado  Volunteer Worker
                Kinesiology and Athletics
                January 26, 2015 to May 22, 2015

Mark Riffle  Volunteer Worker
                Kinesiology and Athletics
                January 26, 2015 to May 22, 2015

Orlando Velasquez  Volunteer Worker
                    Kinesiology and Athletics
                    January 26, 2015 to May 22, 2015

Timothy Castillo  Volunteer Worker
                    Kinesiology and Athletics
                    January 26, 2015 to May 22, 2015

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.

A. Classified and Unclassified Personnel Actions
B. Faculty Personnel Actions – March 10, 2015

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

I. **APPOINTMENTS**

Debra Farris-Amaro  
Director of Nursing and Allied Health Career Technical Education  
February 23, 2015 to May 22, 2015

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

Alice Dufresne-Reyes  
Allied Health Instructor Overload  
Career Technical Education  
January 26, 2015 to May 22, 2015

Bea Lawn  
English as a Second Language Instructor Overload  
Liberal Arts and Sciences  
January 26, 2015 to May 22, 2015

Dale Clark  
Chemistry Instructor Overload  
Liberal Arts and Sciences  
January 26, 2015 to May 22, 2015

David Perez  
Spanish Instructor Overload  
Liberal Arts and Sciences  
January 26, 2015 to May 22, 2015

Debra Farris-Amaro  
Allied Health Instructor Overload  
Career Technical Education  
January 26, 2015 to May 22, 2015

Dennie Van Tassel  
Computer Science Information Systems Instructor Overload  
Career Technical Education  
January 26, 2015 to May 22, 2015

Douglas Achterman  
Head Librarian Overload  
Office of Instruction  
January 26, 2015 to May 22, 2015

Ellen Venable  
Computer Sciences Information Systems Instructor Overload  
Career Technical Education  
January 26, 2015 to May 22, 2015

Ellen Venable  
Curriculum Development Chair  
Career Technical Education  
January 26, 2015 to May 22, 2015
Ellen Venable  Title V Activity Director
Career Technical Education
January 26, 2015 to May 22, 2015

Gilbert Ramirez  Cosmetology Instructor Overload
Career Technical Education
January 26, 2015 to May 22, 2015

Herbert Spenner  Aviation Maintenance Instructor Overload
Career Technical Education
January 26, 2015 to May 22, 2015

Jennifer Nari  Mathematics Instructor Overload
Liberal Arts and Sciences
January 26, 2015 to May 22, 2015

John Lawton-Haehl  Theater Instructor Overload
Liberal Arts and Sciences
January 26, 2015 to May 22, 2015

Julian Kearns  Economics Instructor Overload
Career Technical Education
January 26, 2015 to May 22, 2015

Kathy Campbell  AB 86 Steering Committee Meetings
Office of Instruction
October 24, 2014 to February 20, 2015

Marla Butler  Mathematics Instructor Overload
Liberal Arts and Sciences
January 26, 2015 to May 22, 2015

Nicole Cisneros  AB 86 Work Group
Office of Instruction
November 21, 2014 to February 27, 2015

Russell Lee  Mathematics Instructor Overload
Liberal Arts and Sciences
January 26, 2015 to May 22, 2015

Sabrina Lawrence  Computer Science Information Systems Instructor Overload
Career Technical Education
January 26, 2015 to May 22, 2015

Scott Sandler  English Instructor Overload
Liberal Arts and Sciences
January 26, 2015 to May 22, 2015
Scott Sandler  Habits of Mind Facilitator  
Liberal Arts and Sciences  
January 26, 2015 to May 15, 2015  

Susan Turner  Staff Development Chair  
Career Technical Education  
January 26, 2015 to May 22, 2015  

Travis Flippen  Aviation Maintenance Instructor Overload  
Career Technical Education  
January 26, 2015 to May 22, 2015  

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

Arpita Kumar  Video Production  
Liberal Arts and Sciences  
January 2, 2015 to January 23, 2015  

Bret Hatzenbuhler  Administration of Justice Instructor  
Career Technical Education  
January 26, 2015 to May 22, 2015  

Caroline Gane  Non-Credit Instructor  
Community Development and Grants Management  
December 1, 2014 to June 30, 2015  

Celise Elkassed  AB 86 Steering Committee Meetings  
Office of Instruction  
January 30, 2015 to May 22, 2015  

Celise Elkassed  Non-Credit Instructor  
Community Development and Grants Management  
January 29, 2015 to June 30, 2015  

Charles Bohn  Administration of Justice Instructor  
Career Technical Education  
January 26, 2015 to May 22, 2015  

Cherise Mantia  Theater Instructor  
Liberal Arts and Sciences  

Debra Burdman  AB 86 Work Group Leader  
Office of Instruction  
March 7, 2014 to April 11, 2015
Elizabeth Pulcheon  AB 86 High School Diploma Work Group
Office of Instruction
March 7, 2015 to April 11, 2015

Eric Tang  South Bay Regional Public Safety Consortium
 Volunteer Instructor
March 10, 2015

Jodie Wylie  AB 86 High School Diploma Work Group
Office of Instruction
March 7, 2015 to April 11, 2015

Judith Dunham  AB 86 Steering Committee Meetings
Office of Instruction
January 30, 2015 to May 22, 2015

Kimberly Douglas  AB 86 Steering Committee Meetings
Office of Instruction
January 30, 2015 to May 22, 2015

Maryam Fard  Basic Skills Counselor
Student Services
January 20, 2015 to May 31, 2015

Megan Wong  Video Tutorial Design
Career Technical Education
December 1, 2014 to April 30, 2015

Metra Ulloa  Water Resource Management Instructor
Career Technical Education
January 26, 2015 to May 22, 2015

Nellie Vargas  AB 86 Steering Committee Meetings
Office of Instruction
January 30, 2015 to May 22, 2015

Paul Mayer  South Bay Regional Public Safety Consortium
 Volunteer Instructor
March 10, 2015

Susan Dodd  Allied Health Curriculum Revision
Career Technical Education
January 10, 2015 to February 2, 2015

Timothy Hanrahan  South Bay Regional Public Safety Consortium
 Volunteer Instructor
March 10, 2015
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Isidro Polo
Spanish Instructor
Liberal Arts and Sciences
January 23, 2015 to June 1, 2015

Ricardo Espinoza
Kinesiology Instructor
Kinesiology and Athletics
January 26, 2015 to May 23, 2015

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

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

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS
   NONE

II. ADDITIONAL DUTY/STIPEND
    NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS
     NONE

IV. REQUEST FOR LEAVE
    Grace Cardinalli  Executive Assistant to Vice President
    Student Services
    December 26, 2014 to March 5, 2015

    Terry Newman    Director of Community and Contract Education
    Office of Instruction
    January 15, 2015 to March 1, 2015

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
   NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
    NONE

VII. RESIGNATIONS AND RETIREMENTS
     NONE

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

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

I. APPOINTMENTS

Susan Sweeney  Interim Associate Dean
Disability Resource Center  
February 23, 2015

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.
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 – February 27, 2015.

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

Warrants:

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<th>Dates</th>
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Electronic Transfers:

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</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

March 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 February 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 February 2015:

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>February Regular (EOM)</td>
<td>February 27, 2015</td>
<td>$1,710,778.30</td>
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<tr>
<td>February Supplemental 1</td>
<td>February 10, 2015</td>
<td>$281,530.90</td>
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<tr>
<td>February Supplemental 2</td>
<td>February 13, 2015</td>
<td>$7,338.57</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(888 Pay Warrants Issued)</td>
<td>$1,999,647.77</td>
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</tbody>
</table>

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

Follow Up/Outcome:
No further action is required.

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

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

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

C:/Board/Forms/Board Item 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 $86,000 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>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT9897</td>
<td>$ 20,000.00</td>
<td>American Technologies Inc.</td>
<td>Mold Remediation - Building CE500 Period of Service: 2/9/15 to Completion</td>
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<tr>
<td>CONT9898</td>
<td>$ 12,000.00</td>
<td>Michael J. Johnson</td>
<td>Preparation of two US Dept of Ed TRIO Grants Period of Service: 12/1/14 - 2/28/15</td>
</tr>
<tr>
<td>CONT9899</td>
<td>$ 3,420.00</td>
<td>School Services of California</td>
<td>Consultant Services Relating to Issues of Community College Finance Period of Service: 2/15/15 - 1/31/16</td>
</tr>
<tr>
<td>CONT9900</td>
<td>$ 3,700.00</td>
<td>College Health Services LLC</td>
<td>Health and Wellness Monthly Publication Period of Service: 1/1/15 - 12/31/15</td>
</tr>
<tr>
<td>CONT9901</td>
<td>$ 37,125.00</td>
<td>David S. Brown</td>
<td>Care and Maintenance of Gavilan Athletic Fields Period of Service: 1/1/15 - 6/30/15</td>
</tr>
<tr>
<td>CONT9902</td>
<td></td>
<td>Charter Fiberlink CA-CCCO LLC</td>
<td>Installation of Data Transport Services Gilroy, Hollister and Morgan Hill Sites Period of Service: 5/1/15 - 5/1/18 (36 months)</td>
</tr>
<tr>
<td>FY 14-15</td>
<td>$ 6,400.00</td>
<td></td>
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<tr>
<td>FY 15-16</td>
<td>$ 38,400.00</td>
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<tr>
<td>FY 16-17</td>
<td>$ 38,400.00</td>
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<tr>
<td>FY 17-18</td>
<td>$ 32,000.00</td>
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<tr>
<td></td>
<td>$ 115,200.00</td>
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<tr>
<td>CONT9903</td>
<td>$ 5,800.00</td>
<td>CareerArc Group LLC</td>
<td>CareerBeam: Job Search Tools for Students and Alumni Period of Service: 4/1/15 - 4/1/16</td>
</tr>
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Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: Monthly Financial Report

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

Proposal:
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
## GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
### Monthly Financial Report
#### Summary of All Funds
##### Fiscal Year 2014-15
###### As of February 15, 2015

<table>
<thead>
<tr>
<th>Fund #</th>
<th>Fund Description</th>
<th>Beginning Fund Balance</th>
<th>Revised Budgets Revenue</th>
<th>Revised Budgets Expense</th>
<th>Ending Fund Balance</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expense</th>
<th>Encumbrance</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
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<tbody>
<tr>
<td>10</td>
<td>General - Unrestricted</td>
<td>$2,705,880</td>
<td>$29,640,320</td>
<td></td>
<td>$16,851,842</td>
<td>$6,372,381</td>
<td>$0</td>
<td></td>
<td>56.9%</td>
<td>58.7%</td>
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<tr>
<td></td>
<td>1000 - Certificated Salaries</td>
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<td>$10,810,917</td>
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<td>$6,372,381</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td></td>
<td>2000 - Classified Salaries</td>
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<td>$5,556,203</td>
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<td>$3,060,611</td>
<td>$0</td>
<td>$0</td>
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<td>55.6%</td>
<td>53.8%</td>
</tr>
<tr>
<td></td>
<td>3000 - Burdens &amp; Benefits</td>
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<td>$8,016,772</td>
<td></td>
<td>$3,219,844</td>
<td>$0</td>
<td>$0</td>
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<td></td>
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<td></td>
<td>4000 - Books &amp; Supplies</td>
<td></td>
<td>$505,020</td>
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<td>$246,924</td>
<td>$126,341</td>
<td>73.9%</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>5000 - Other Operating Expenses</td>
<td></td>
<td>$5,021,551</td>
<td></td>
<td>$3,010,862</td>
<td>$1,190,816</td>
<td>83.5%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6000 - Capital Outlay</td>
<td></td>
<td>$1,414,118</td>
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<td>$104,555</td>
<td>$7,785</td>
<td>98.5%</td>
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<td></td>
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<tr>
<td></td>
<td>7000 - Other</td>
<td></td>
<td>$1,777,625</td>
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<td>$541,855</td>
<td>$0</td>
<td>31.0%</td>
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</tr>
<tr>
<td></td>
<td><strong>Total General-Unrestricted</strong></td>
<td>$2,705,880</td>
<td>$29,640,320</td>
<td>$29,822,206</td>
<td>$2,543,974</td>
<td>$16,851,842</td>
<td>$16,577,251</td>
<td>$1,334,942</td>
<td>56.9%</td>
<td>60.1%</td>
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<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$2,674</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$2,674</td>
<td>$100,000</td>
<td>$96,143</td>
<td>$11,132</td>
<td>100.0%</td>
<td>44.6%</td>
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<tr>
<td>26</td>
<td>Parking</td>
<td>$0</td>
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<td>$164,620</td>
<td>$0</td>
<td>$71,427</td>
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<td>$11,132</td>
<td>83.4%</td>
<td>65.2%</td>
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<tr>
<td>27</td>
<td>General - Restricted</td>
<td>$0</td>
<td>$11,735,072</td>
<td>$11,735,072</td>
<td>$0</td>
<td>$5,407,481</td>
<td>$5,468,326</td>
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<td>46.1%</td>
<td>54.5%</td>
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<tr>
<td></td>
<td><strong>Total General Fund</strong></td>
<td>$2,708,555</td>
<td>$41,640,012</td>
<td>$41,801,898</td>
<td>$2,546,649</td>
<td>$22,430,750</td>
<td>$22,178,085</td>
<td>$2,270,406</td>
<td>53.9%</td>
<td>58.6%</td>
</tr>
<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,564,500</td>
<td>$5,202,579</td>
<td>$5,202,579</td>
<td>$3,564,500</td>
<td>$2,602,608</td>
<td>$3,570,213</td>
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<td>49.2%</td>
<td>67.5%</td>
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<tr>
<td>34</td>
<td>Capital Project</td>
<td>$55,012</td>
<td>$5,951,919</td>
<td>$5,951,919</td>
<td>$55,012</td>
<td>$2,920,983</td>
<td>$2,931,199</td>
<td>$2,293,737</td>
<td>49.1%</td>
<td>86.1%</td>
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<tr>
<td>60</td>
<td>Measure E</td>
<td>$25,454,659</td>
<td>$3,816,000</td>
<td>$21,638,859</td>
<td>$55,636</td>
<td>$1,208,536</td>
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<td>73.5%</td>
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<tr>
<td>72</td>
<td>Child Development</td>
<td>$0</td>
<td>$338,322</td>
<td>$338,322</td>
<td>$0</td>
<td>$143,411</td>
<td>$150,177</td>
<td>$14,566</td>
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<td>92</td>
<td>Long Term Debt</td>
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<td>$1,000</td>
<td>$5,809,570</td>
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<td>$250</td>
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<td>22.8%</td>
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<td></td>
<td><strong>Fiduciary Funds</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Associated Student Body</td>
<td>$413,154</td>
<td>$97,511</td>
<td>$200,984</td>
<td>$306,681</td>
<td>$141,748</td>
<td>$73,330</td>
<td>$19,318</td>
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<td>46.1%</td>
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<tr>
<td>48</td>
<td>Financial Aid</td>
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<td>$8,682,454</td>
<td>$8,682,454</td>
<td>$0</td>
<td>$4,429,435</td>
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<td>52.3%</td>
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<tr>
<td>66</td>
<td>Student Center Fund</td>
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<td>$130,364</td>
<td>$130,364</td>
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<td>$68,884</td>
<td>$62,699</td>
<td>$5,200</td>
<td>52.8%</td>
<td>66.9%</td>
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<tr>
<td></td>
<td><strong>Total Fiduciary Funds</strong></td>
<td>$413,154</td>
<td>$8,910,319</td>
<td>$9,037,792</td>
<td>$306,681</td>
<td>$146,605</td>
<td>$4,684,362</td>
<td>$23,118</td>
<td>52.1%</td>
<td>52.3%</td>
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<tr>
<td></td>
<td><strong>Totals</strong></td>
<td>$37,206,639</td>
<td>$62,333,151</td>
<td>$65,22,516</td>
<td>$30,324,271</td>
<td>$32,975,927</td>
<td>$34,672,510</td>
<td>$6,156,056</td>
<td>52.4%</td>
<td>51.1%</td>
</tr>
</tbody>
</table>

Instructors' salaries are paid August through May (10 months)
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Fund 34 Capital Project = State Funded Projects

Prepared by: Laurel Steimle
Monthly Financial Report for Board - February 2015.xlsx
Gavilan Joint Community College District
Governing Board Agenda

March 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: 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

<table>
<thead>
<tr>
<th></th>
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<td>984110</td>
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<td>984110</td>
<td>4711</td>
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<td>984110</td>
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<td>600.00</td>
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</tr>
<tr>
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<td>4310</td>
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<tr>
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</tr>
<tr>
<td>610710</td>
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<td>(14,006.00)</td>
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</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**

$14,008.00

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

($14,008.00)

**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

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**Total Fund 270:**

(105,613.00) $105,613.00

| Final (Adopted) Estimated Beginning Fund Balance at 7/1/14 | $0.00 |
| Change to Actual Fund Balance at 7/1/14 | $0.00 |
| Actual Beginning Balance at 7/1/14 | $0.00 |
| Final (Adopted) Budget Net Change in Fund Balance | $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 | $105,613.00 |
| Current increase in budgeted expenditures decreases Fund Balance | ($105,613.00) |
| Revised Net Change in Ending Fund Balance | $0.00 |
| Estimated Ending Fund Balance 6/30/15 for General Fund 270 | $0.00 |

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### Fund 270

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

Page 2 of 4
Title V Gavilan

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Total Fund 270: $(12,666.00)

Final (Adopted) Estimated Beginning Fund Balance at 7/1/14 $0.00
Change to Actual Fund Balance at 7/1/14 $0.00
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Final (Adopted) Budget Net Change in Fund Balance $0.00
Budget adjustments from current year's previous months to increase (decrease) $0.00
Net change to fund balance $0.00
Current increase in budgeted revenue increases Fund Balance $(12,666.00)
Current increase in budgeted expenditures decreases Fund Balance $12,666.00
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/15 for General Fund 270 $0.00

Fund 470

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Total Fund 470 (12,411.00)

Final (Adopted) Estimated Beginning Fund Balance at 7/1/14 $301,484.00
Change to Actual Fund Balance at 7/1/14 $111,670.00
Actual Beginning Balance at 7/1/14 $413,154.00
Final (Adopted) Budget Net Change in Fund Balance $(17,205.00)
Budget adjustments from current year's previous months to increase (decrease) $0.00
Net change to fund balance $0.00
Current increase in budgeted revenue increases Fund Balance $12,411.00
Current increase in budgeted expenditures decreases Fund Balance $(12,411.00)
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/15 for Restricted General Fund 470 $395,949.00

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2/24/2015 | Page 3 of 4
### Fund 47

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**Total Fund 47**

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**Total Fund 47**

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#### Budget Entry

- Final (Adopted) Estimated Beginning Fund Balance at 7/1/12: $301,484.00
- Change to Actual Fund Balance at 7/1/12: $111,670.00
- Actual Beginning Balance at 7/1/12: $413,154.00
- 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: ($103,613.00)
- Current increase in budgeted revenue increases Fund Balance: $6,156.00
- Current increase in budgeted expenditures decreases Fund Balance: ($6,156.00)
- Revised Net Change in Ending Fund Balance: ($103,613.00)
- Estimated Ending Fund Balance 6/30/13 for Restricted Fund 47: $309,541.00

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INFORMATION/STAFF REPORTS
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: Draft Strategic Plan 2015-2016 Through 2019-2020  

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

Proposal:  
That the Board of Trustees review and comment on the suggested changes to the Strategic Plan for Fiscal Years 2015-2016 through 2019-2020 as indicated on the attached tracked document and proposed draft.

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

The attached draft document includes suggestions made by the Strategic Planning Committee and includes Board of Trustee input from their February 21, 2015 Strategic Planning Session.

Budgetary Implications:  
None  

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

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

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

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

STRATEGY #1
Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1 Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counselling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

Goal #2 Strengthen career programs through a cohesive organizational approach such as creating an Occupational Career Program Institute by participating in regional career technical education collaboratives and initiatives from the Chancellor’s Office.

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

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

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

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

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

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

Goal #1 Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

Goal #2 Complete student learning outcome assessment for continuous improvement of all courses and programs. Use student learning outcomes assessment results to inform program plans and make program improvements.

Goal #3 Support Develop professional development activities for faculty in order to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.
Goal #4 Support professional development for staff to improve services that support student success. Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

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

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

Goal #7 Create communication methodology to increase the awareness of student well-being services such as mental health.

**STRATEGY #3**

*Improve and expand existing facilities to enhance the learning environment.*

Goal #1 Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

Goal #2 Use technology to improve existing classroom facility space, and to optimize instructional academic success and administrative operations.

Goal #3 Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements. Landscaping changes should include conversion of grass lawns to more sustainable and less water-consuming California native landscaping.

Goal #4 Establish permanent facility for South Bay Public Safety Consortium.

**STRATEGY #4**

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

Goal #1 Determine optimal staffing levels for all departments to meet student needs and create a staffing plan. Create a staffing plan to better meet student needs after assessing staffing gaps in all departments.

Goal #2 As budget permits, continue to implement the five-year full-time faculty hiring plan to ensure that 60% to 62% of credit courses are taught by full-time faculty. Implementation of this goal the following carry-over practices and commitments will be honored: Continue development of a faculty hiring prioritization process to ensure an optimal instructional environment.

a. Retirements will be replaced by hiring a full-time faculty member for the position and academic department vacated by these retirements as appropriate.

b. Develop second five-year hiring plan. Delete unneeded because a department chair sub-group is currently working on a faculty prioritization hiring process that will eliminate the need for a five-year plan.

c. Create a culture that promotes a commitment to Cavelian's history to a
personalized-model that best serves students.

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

Goal #4 Determine the needs and scope of Create-a-Staff Professional Development Plan for all employees.

Goal #5 Promote a safe and healthy work environment through planned activities throughout the year.

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

Objective 1. Through the Student Services Council and other committees, review current practices and create technological and other processes to streamline services.

Objective 2. Create service learning outcomes that include customer service and student awareness of key processes and advisement.

Goal #7 Assess and remedy any identified gaps in the College’s Develop-a-model Equal Opportunity Employment Plan and Equity Plan to comply with current legislation and reflect the community’s diversity.

STRATEGY #5
Implement Update the Educational Master Plan goal specifying to include development of multi-college expansion by coordinating all instructional programs, student and administrative support services, organizational structure and staff, and site development through linkage with Strategy 3.

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

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

Goal #2 Develop a proposed administrative structure and staffing plan to best support the expansion of facilities in San Benito County and Morgan Hill, through linkage to Strategy #4.

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

STRATEGY #6
Develop a rolling five-year fiscal stability plan.

Goal #1 Publicize opportunities and impacts of grant-funded programs in addition to the fiscal impact at the end of the grant cycle. Review the impact of losing funding to grant-funded programs and develop a transition plan to sustain effective programs.
Goal #2—Increase the college’s budget ranking and resource allocation process transparency and its linkages to articulated needs and the integrated planning system.

STRATEGY #76

Foster a campus culture of engagement and excellence through improved communication, coordination, collaboration, and participation. To foster a campus culture of engagement and excellence.

Goal #1 
Improve communication processes to increase awareness about planning activities, resource allocations, and significant factors affecting the college.

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

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

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

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

New Strategy:

STRATEGY #8-7

Develop and implement a 5-year plan for creating a College Life program, including outreach, recruitment, and support for increased numbers of international students.

Goal #1 
Research best models of College Life in community colleges, including ASBstudent government, clubs, and community/service involvement and create a plan for Gavilan.

Goal #2 
Propose a path to achieving the plan above, including resource development, staffing, and other infrastructure costs.

Goal #3 
Research best models of international student outreach and recruitment. Develop a plan for Gavilan to expand current international student enrollment over a period of years to specified target numbers.

Goal #4 
Based upon models used by colleges similar in size to Gavilan, propose a path to achieving a successful international student program, including partnerships, staffing, other infrastructure costs, and resources development.

Goal #5 
Engage potential community and business partners in developing resources to support international students, including family hosting and internships.
STRATEGY #1
Optimize enrollment, course offerings, and services to reflect community needs and growth.

Goal #1 Create an institutional approach to offer and integrate student outreach activities, recruitment, assessment, orientation, counseling, retention and follow-up efforts, with particular attention to educationally under-represented student populations.

Goal #2 Strengthen career programs by participating in regional career technical education collaboratives and initiatives from the Chancellor's Office.

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

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

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

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

Goal #7 Work with the AB86 consortium to implement the established consortium plan.

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

Goal #1 Increase the student success, completion, and transfer rates using reasonable benchmarks specified by the College.

Goal #2 Use student learning outcomes assessment results to inform program plans and make program improvements.

Goal #3 Develop professional development activities for faculty to improve quality of teaching and curriculum for basic skills, career technical, and transfer courses.

Goal #4 Evaluate student support services to identify successful strategies and remediate gaps that may hinder student success in accordance with instructional improvement goals.

STRATEGY #3
Improve and expand existing facilities to enhance the learning environment.
Goal #1  Expand facilities in the north and southeast portions of the district that will allow the expansion towards educational center size (20,000 square feet).

Goal #2  Use technology to improve existing classroom facility space, to optimize instructional academic success and administrative operations.

Goal #3  Integrate cost effective green practices for facilities, landscaping, and college systems into all campus improvements. Landscaping changes should include conversion of grass lawns to more sustainable and less water-consuming California native landscaping.

Goal #4  Establish permanent facility for South Bay Public Safety Consortium.

**STRATEGY #4**
_Recruit and develop staff to foster success for our diverse students in their attainment of educational and/or career goals._

Goal #1  Create a staffing plan to better meet student needs after assessing staffing gaps in all departments.

Goal #2  Continue development of a faculty hiring prioritization process to ensure an optimal instructional environment.

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

Goal #4  Determine the needs and scope of Professional Development Plan for all employees.

Goal #5  Promote a safe and healthy work environment through planned activities throughout the year.

Goal #6  Create institutional standards for customer service, for providing services to students and staff, with regular assessment.

Objective 1. Through the Student Services Council and other committees, review current practices and create technological and other processes to streamline services.

Objective 2. Create service learning outcomes that include customer service and student awareness of key processes and advisement.

Goal #7  Assess and remedy any identified gaps in the College’s Equal Opportunity Employment Plan and Equity Plan to comply with current legislation and reflect the community’s diversity.

**STRATEGY #5**
_Implement the Educational Master Plan goal specifying development of multi-college expansion by coordinating all instructional programs, student and administrative support services, organizational structure and staff, and site development through linkage with Strategy 3._

Goal #1  Develop a faculty, staff, and community driven plan for the expansion of educational programs and related educational specifications (i.e. specific facility needs).
Goal #2  Develop a proposed administrative structure and staffing plan to best support the expansion of facilities in San Benito County and Morgan Hill, through linkage to Strategy #4.

STRATEGY #6
Foster a campus culture of engagement and excellence through improved communication, coordination, collaboration, and participation.

Goal #1 Improve communication processes to increase awareness about planning activities, resource allocations, and significant factors affecting the college.

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

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

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

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

STRATEGY #7
Develop and implement a 5-year plan for creating a College Life program, including outreach, recruitment, and support for increased numbers of international students.

Goal #1 Research best models of College Life in community colleges, including student government, clubs, and community/service involvement and create a plan for Gavilan.

Goal #2 Propose a path to achieving the plan above, including resource development, staffing, and other infrastructure costs.

Goal #3 Research best models of international student outreach and recruitment. Develop a plan for Gavilan to expand current international student enrollment over a period of years to specified target numbers.

Goal #4 Based upon models used by colleges similar in size to Gavilan, propose a path to achieving a successful international student program, including partnerships, staffing, other infrastructure costs, and resources development.

Goal #5 Engage potential community and business partners in developing resources to support international students, including family hosting and internships.
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: Recommendation for Water Supplier at the Coyote Valley Educational Center Site

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
This is an information item for the board to consider an analysis and recommendation on which of the two water agencies servicing the Coyote Valley Educational Center site to use.

Background:
There are currently two water agencies that have existing water distribution systems that could supply the Coyote Valley Educational Center site:

1. Great Oaks Water Company (GOWC)
2. San Jose Municipal Water (SJMW)

Both agencies have jurisdiction at the Coyote Valley campus. According to an analysis on water supply at the site performed by the District's consulting civil engineer, C2G/Civil Consultant's Group, SJMW would be a better choice because:

- The SJMW main is closer and a better system to convey fire and life safety to the campus.
- GOWC’s system is further away and would require additional pipeline and booster pump improvements to convey water to the campus to meet DSA fire and life safety requirements.
- SJMW is the only supplier of recycled water in the area; GOWC does not provide recycled water.
- SJMW would allow the college to have more control of construction costs and schedule of the water main installation, which could be a savings between $50,000 to $100,000 to the college.
- With GOWC, the District would also have to bear the cost of building a fire booster station and large water tank, physically locate them both on the site and pay their ongoing maintenance responsibilities. Since SJMW has already built the necessary similar infrastructure, including a reservoir above the site to provide proper fire water pressures, such costs would not be borne by the District.
Budgetary Implications:
Though GOWC's rates are lower than SJMW's (approximately $273 per month), the difference would not recoup the additional cost for pipe length for almost 25 years. If Gavilan College has to also absorb the cost for a booster station the length to recoup costs would increase to 304 years.

Follow Up/Outcome:
This discussion item will go to the Measure E Bond Oversight Committee for review on March 16, 2015, and then this item will come back to the board for adoption on April 14, 2015.

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
February 10, 2015

MEMORANDUM

Dean Tatsuno
IBI Group
1390 Norman Avenue
Santa Clara, CA 95054-2047

Subject: Water Service Provider
Coyote Valley Satellite Campus
County of Santa Clara, CA

Dear Dean:

Per your request C2G has expanded upon our original analysis prepared in December of 2013. As you are aware, below is our original analysis dated 12/13/2013.

**Water Main System**

There are currently two water agencies that have existing water distribution systems in Santa Teresa Blvd:

1. Great Oaks Water Company
2. San Jose Municipal Water

C2G has spoken to both water agency’s engineering departments regarding their existing water distribution systems at the north end of Coyote Valley. Both agencies feel Gavilan College – Coyote Valley Satellite Campus is within their service area. If this is the case, C2G would recommend Gavilan College to engage San Jose Municipal Water instead of Great Oaks Water Company for the following reasons below:

1. Great Oaks Water Company’s existing water system (20-inch) is only located within Santa Teresa Boulevard and is a low pressure system (operating at 35 psi). Because of these characteristics, the following impacts are associated with this system:
   A. To connect to Great Oaks Water Company System, over 5,000 feet of pipe would need to be installed within Bailey Avenue.
   B. Because the pressure is so low, a booster station would need to be added to Great Oak Water Company’s system to convey the fire flow requirement at the necessary pressure.

2. San Jose Municipal Water Company has an 18-inch main within Bailey Avenue. It does not extend to the proposed campus but ends at the bridge crossing for Laguna Seco/Fisher Creek. The distance to the campus from this system is 4,400 linear feet. This system operates around 90-psi.

It should also be pointed out that the old IBM Santa Teresa Lab complex is served by Great Oaks Water Company by an existing water system that traversed the hillside behind the complex. It is C2G’s understanding that this system’s pressure is raised by an on-site booster station. Since the site is served along the northern side of the old laboratory, obtaining an easement or extending the waterline across the private property to the Satellite campus does not seem feasible.

**Water Summary:** Do to the location of the existing system, size and operating pressure, C2G recommends connecting to the San Jose Municipal Water System (SJMWW) for the new campus.
addition to SJMW being superior for fire & life safety concerns, the close proximity would save Gavilan College approximately $81,000 in water main construction cost (assuming $135/LF for 12-inch main). This cost would be close to a million dollars if a booster station construction cost is required to obtain the necessary pressures using GOW as a provider.

**Water Main Sizing Analysis**

*Design Parameters for the Offsite Water Main (Phase 1 – Temporary Police Academy)*

Per the (CBC - Fire Code) the minimum fire flow requirement for building is 1,500 gpm. The fire flow demand will be larger than the peak domestic water demand for the Police Academy, the largest demand is the required design parameter.

The connection point to San Jose Municipal Water (SJMW) is 4,400 linear feet away from the campus. The minimum residual pressure allowed per code is 20 psi. The static pressure per SJMW is 90 psi.

- 1,500 gpm in a 8-inch pipe (PVC C900) has a head loss of 3.91-feet for every 100 feet of pipe.
- 1,500 gpm in a 10-inch pipe (PVC C900) has a head loss of 1.32-feet for every 100 feet of pipe.

4400/100 x 3.91 x 0.4331 lb/sq. inch = 74.51 psi 90psi - 75psi = 15 psi – Not enough pressure left for campus
4400/100 x 1.32 x 0.4331 lb/sq. inch = 25.15 psi 90psi - 25psi = 65 psi OK

**Proposed Offsite Water main improvements: 10-inch PVC C900 connected to SJMW’s system**

*Design Parameters for Offsite Water Main (Phase II – Main Campus added)*

When the Gavilan College campus is added, the local fire authority will require a larger fire flow requirement for the campus. For off-site analysis, C2G will assume 2,250 gpm would be required. This value will obviously need to be verified when the Gavilan decides to proceed with this project.

Again, the connection point to San Jose Municipal Water (SJMW) is 4,000 linear feet away from the campus. The minimum residual pressure allowed per code is 20 psi. The static pressure per SJMW is 90 psi.

- 2,250 gpm is too much to deliver in an 8-inch pipe.
- 2,250 gpm in a 10-inch pipe (PVC C900) has a head loss of 2.68-feet for every 100 feet of pipe.

4400/100 x 2.68 x 0.4331 lb/sq. inch = 51.07 psi 90psi - 51psi = 39 psi OK

**Proposed Offsite Water main Improvements: 10-inch PVC C900 connected to SJMW’s system**

*Design Parameter for Offsite Water Main (Phase III – Police Academy Permanent & Gavilan College)*

When the permanent police academy building is added to the campus it will be the largest building on the campus. Without knowing construction classification, C2G will assume the building will be protected by internal fire sprinkler system. Providing sprinklers allows the local fire to reduce the fire flow demand, but sprinkler demand is added the reduced fire flow demand. For off-site analysis, C2G will assume a reduced fire flow of is reduced to 1,750 gpm for the building, but the sprinkler demand is 500 gpm. This would require a total fire flow demand of 2,250 gpm for the new permanent police Academy. Again, these assumption will need to be verified by the local fire authority prior to proceeding.

The permanent Police Academy scenario has the same results has Phase 2.

**Proposed Offsite Water main Improvements: 10-inch PVC C900 connected to SJMW’s system**
Design Parameter for Offsite Water Main (Phase IV- Final Build-Out)
When the final Gavilan College campus is completed, the campus anticipates two 5-story buildings equaling 404,330 square feet in total area. Each building would be around 200,000 square feet in size. THIS SIZE OF BUILDING IS OFF THE CHART FOR FIRE FLOW IN CBC 2010 FIRE CODE Table BB105.1. The Maximum fire flow is 4,000 gpm. Assuming the building will be sprinkled, a 50-percent reduction (2000 gpm) will occur. The local fire authority may require the sprinkler demand to be added to the fire flow amount. For a building of this size, assume 3,000 gpm will be needed.

Again, the connection point to San Jose Municipal Water (SJMW) is 4,400 linear feet away from the campus. The minimum residual pressure allowed per code is 20 psi. The static pressure per SJMW is 90 psi.

- 3,000 gpm in a 10-inch pipe exceeds the upper limits of a 10-inch to deliver.
- 3,000 gpm in a 12-inch pipe (PVC C900) has a head loss of 3.17-feet for every 100 feet of pipe.
- 3,000 gpm in a 14-inch pipe (PVC C900) has a head loss of 1.50-feet for every 100 feet of pipe.

\[
\begin{align*}
4400/100 \times 3.17 \times 0.4331 \text{ lb/sq. inch} &= 54.92 \text{ psi} \\
90 \text{ psi} - 60.40 \text{ psi} &= 30 \text{ psi} < 20 \text{ PSI...so OK} \\
4400/100 \times 1.50 \times 0.4331 \text{ lb/sq. inch} &= 26.50 \text{ psi} \\
90 \text{ psi} - 28.5 \text{ psi} &= 60 \text{ psi OK}
\end{align*}
\]

**Proposed Offsite Water main Improvements:** 12 or 14-inch PVC C900 connected to SJMW's system.

For full campus build-out the following sized off-site utilities would be needed:

**Sanitary Sewer:** 8-inch PVC
**Water Main:** 12 or 14-inch PVC (C900)

The existing size of utilities (at the point of connection) for the off-site:

**Sanitary Sewer:** 10-inch PVC
**Water Main:** 18-inch (Material unknown).

The utility agencies may require larger utilities to be installed to address master-planning for the Coyote Valley development. Because of this Gavilan College should plan on installing larger facilities than needed, but negotiate with the local agencies that they should be reimbursed for the cost differential between what is needed for the campus and what is need for the future needs of Coyote Valley. Therefore C2G attached cost analysis is based upon the following off-site utilities:

Since this report, has had leadership change in key positions within Gavilan College, design completed by C2G (but not submitted) for a water main extension within Bailey Avenue that connects to San Jose Municipal Water System, and Great Oaks Water Company approaching the College insisting they are the water purveyor for the Coyote Valley campus. To help the College further access their scenario's C2G has prepared additional research and acquired more information regarding the two water departments to help the College determine which system is best suited for conveying a safe and adequate water supply for fire/life safety and drinking water at the most cost effective manner for the College. C2G has provided additional information in the following areas:

1. Private vs. Public
2. Monthly Meter and Usage Fee's
3. Construction/Main Extension Agreements
4. Recycled Water
5. Refunds
6. Existing Infrastructure
Private vs. Public

Not addressed in the previous analysis, but worth noting, are the two water agencies ownership structures. One is privately held, while the other is a public system.

Great Oaks Water Company (GOWC) is a for-profit privately held water company (similar to California America Water Company (CAL-AM), Golden State Water Company (GSWC), and San Jose Water Company (SJW)) and is overseen by the California Public Utility Commission (PUC) similar to PG&E for electricity and gas. Per GOWC’s yearly filing with the PUC for Order of Establishment, 100-percent of GOWC’s stock is owned by one individual named John, W.S. Roeder. No over-sight or Board of Directors is listed in the Order of Establishment. Per their filing, GOWC has over 100,000 customers.

San Jose Municipal Water (SJMW) is public water supply system overseen by the City of San Jose. The City operates under the Council/Manager form of government. The City Manager is appointed by the Council and serves as the chief administrative officer of the organization. The City Manager is responsible for administration of City affairs, day-to-day operations, and implementation of Council policies. The City is organized by City Service Areas (CSAs) that best reflect the way the organization delivers services to the residents. A CSA represents the policy-making level for strategic planning, policy setting, and investment decisions in the critical functions the City provides to the community. SJMWS operates under the CSA of Environmental and Utility Services. Per SJMW Urban Management Plan, they too serve just over 100,000 customers.

Monthly Meter and Usage Rates:

Not all rates that will apply to the Coyote Valley Campus where able to be verified in the short period of time, but it would appear GOWC’s rates are significantly less than SJMW’s rates. Below is a comparison table based upon the assumption made in the previous utility analysis (9,000 gallons a day, Average Flow 37.5 GPM, Peak Flow 40 GPM and Irrigation at 50 GPM for 6 hours/3 days a week):

**Monthly Meter Fees:**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Monthly Rate for a 1-inch Domestic Meter</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJMW</td>
<td>$44.45</td>
</tr>
<tr>
<td>GOWC</td>
<td>$24.54</td>
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<table>
<thead>
<tr>
<th>Agency</th>
<th>Monthly Rate for a 1-½ inch Irrigation Meter</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJMW</td>
<td>$88.91*</td>
</tr>
<tr>
<td>GOWC</td>
<td>$49.03</td>
</tr>
</tbody>
</table>

SJMWS recycled water meter fee is less *

<table>
<thead>
<tr>
<th>Agency</th>
<th>Monthly Rate for a 10-inch Fire Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJMW</td>
<td>Not Posted on Website (assume $120 for analysis)</td>
</tr>
<tr>
<td>GOWC</td>
<td>$55.08</td>
</tr>
</tbody>
</table>

**Monthly Water Usage Charges:**

1 CCF = 100 Cubic Feet = 748 Gallons

<table>
<thead>
<tr>
<th>Agency</th>
<th>Usage Charge</th>
<th>Pump Tax</th>
<th>CPUC Tax</th>
<th>City of San Jose Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJMW</td>
<td>$3.279/CCF (Flat Rate)</td>
<td>None</td>
<td>None</td>
<td>5%</td>
</tr>
<tr>
<td>GOWC</td>
<td>$2.1526/CCF (Tier 1: 0-13 CCF)</td>
<td>0.3576/CCF</td>
<td>1.5%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>$2.3314/CCF (Tier 2:13-32 CCF)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2.6881/CCF (Tier 3: over 32 CCF)</td>
<td></td>
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</tbody>
</table>

City of Gilroy charges $3.63/CCF
Approximate monthly bill for SJMW (including domestic, irrigation & fire) = $2,338.50 (less in winter season)
Approximate monthly bill for GOWC (including domestic, irrigation & fire) = $2,066.07 (less in winter season)
$273.43 (difference)

Construction/Main Extension Agreements:
Currently SJMW is allowing the College to use their own engineering team to design the pipeline as well as construct the pipeline through competitive bid managed by the college's construction team.

C2G's previous experience with Great Oaks, all pipeline work must be prepared by Carollo Engineering and installation will be performed by independent contractor hired by GOWC. All of this is work and cost is agreed to through a Water main Extension Agreement between GOWC and Gavilan College prior to any engineering is started.

The issue C2G has seen with GOWC method in previous projects is the College or School District has no control over the schedule and cost of the project. SJMW will have some input in design which will impact cost, but the entire process is transparent and construction schedule can be coordinated more easily between on-site and off-site when the College construction manager is handling both on-site and off-site aspects of the project.

There are cost impacts to Gavilan by not controller their own project. The magnitude and impact is hard to determine, but $50,000 - $100,000 is not impractical for this scenario.

Recycled Water:
GOWC: Does not offer an opportunity for recycled water to be delivered to the campus. GOWC is not involved with sewer treatment which is the key item to provide recycled water.

SJMW: Does provide recycled water to their customers. There is a recycled water main in Santa Teressa Boulevard, but does not quick make it down to Bailey Avenue. In the future, this main will be extended to Bailey Avenue. When this occurs, and when Gavilan College’s Coyote Valley campus expands, there will be opportunities for the site’s irrigation demands to be served by recycled water. This opportunity cannot occur if Gavilan College is served by GOWC.

Long term, the ability to be served by recycled water is a key consideration. During drought years when water rationing is required, landscape irrigation is one of the first items eliminated from domestic water consumption. If the college is using recycled water for the future athletic fields, water rationing does not apply for recycled water.

Refunds:
C2G was unable to verify the refund mechanism for both agencies, but C2G is fairly confident there is a way to recoup some of the installation cost of the water main if future private projects connect to the main in a predetermined time frame. The time frame and percentage of cost will be different per agency, but a recoup of some of the installation cost is very common.

Existing Infrastructure:
C2G was unable to verify the actual infrastructure for either agency. This is common after the terrorist threats September 11, 2001. The Urban Management Plan for SJMC states Coyote Valley is served by 4 ground water wells and storage tank. Each well is capable of distributing 5,500 GPM. GO Urban Management Plan states they have a total of 19 wells within their jurisdiction but does not state how many wells serve the Coyote
Valley area. There Urban Management Plan also does not mention pumping capacity or water storage tanks associated with their system. C2G was able to confirm that GO does have storage tanks per there website, but location and size was undeterminable.

Both agencies acknowledge emergency back-up systems are in place when electricity is out.

Summary

Both agencies are claiming jurisdiction to the Coyote Valley campus. SJMW main is closer and a better system to convey fire and life safety to the campus. GOWC’s system is further away and would require additional pipeline and booster pump improvements to convey water to the campus to meet DSA fire and life safety requirements. Though GOWC’s rates are lower than SJMW, the difference would not recoup the additional cost for pipe length for almost 25 years (($51,000/(273.43×12))). If Gavilan College has to absorb the cost for a booster station the length would increase to 304 years.

Also, the choosing of GOWC prevents the college in the future to implementing recycled water since SJMW is the only supplier of recycled water in the area.

Last, choosing SJMW would allow the college to have more control of construction cost and schedule of the water main installation which could be a savings between $50,000 to $100,000 to the college.

If you have any questions regarding the information provided above please contact our office. We look forward to working on this project in the future.

In further analysis, C2G still feels SJMW is still the better choice for Gavilan College Coyote Valley campus for now and in the future.

Very Truly Yours,

C2G/CIVIL CONSULTANTS GROUP, Inc.

Todd Creamer
Principal Engineer
ACTION ITEMS
OLD BUSINESS
Consent Agenda Item No.  
Information/Staff Reports No. 
Discussion Item No. 
Old Business Agenda Item No. 1 (a) 
New Business Agenda Item No. 

SUBJECT: Accreditation Follow-Up Report 

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

Proposal: 
That the Board of Trustees approve the final reading of the Accreditation Follow-Up Report. 

Background: 
This report is a response to the two recommendations cited by the March 2013 Accrediting Team visit. The report in its entirety, including evidence identified in Appendix 1, is posted at the following link:  http://www.gavilan.edu/accreditation/ 

Budgetary Implications: 
None. 

Follow Up/Outcome: 
The final report will be mailed to the ACCJC by March 15, 2015.

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
INSTITUTIONAL SELF-STUDY FOLLOW-UP REPORT

FOCUS ON IMPROVEMENT

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
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

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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. (I.B.4)¹
- Engagement in the assessment of general education student learning outcomes. (II.A.3)²

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 on Professional Development Day (01).
2. Discussion of Student Learning Outcomes at department meetings (02).
3. Student Learning Outcomes Committee, a subcommittee of the academic senate, has focused on actions for improvement (03).
4. Development of SLO active link on the Gavilan College home page that allows students to look up SLOs by course (04).
5. Faculty Liaison for Instructional Improvement meets with individual faculty and provides reports to the Academic Senate and other campus governance committees (05).

6. Faculty Liaison for Instructional Improvement attends department meetings and leads discussions on the integration of outcomes into instructional practice (06).

7. SLO/PLOs are a required component of 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 (07).

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.

![Student Learning Outcomes Assessment Cycle]

**CHART 1: Student Learning Outcomes Assessment Cycle**

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 illustrated 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 (08). One concern, however, is that funding constraints often limit the ability to implement improvements to on-going activities. For example, budget constraints limit the number of class sections
that can be offered, which could impact PLOs. The College will continue to prioritize PLO/SLO concerns in the budgeting process.

CHART 2: Improvement Cycles

Since Fall 2013, at the beginning of most semesters, during the mandatory Professional Development Day, faculty participate in a structured exercise to build awareness and skill in the use of SLO assessments for instructional improvement (09). As a part of the calendared professional development day, all faculty, broken into small groups, 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 (10). These discussions often result in specific ideas for improvement, which are then incorporated into departmental program plans. The rubric that we use for budget planning includes SLOs (11).

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 College assessment processes 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 assessment results (12). The group also reflected on the accuracy of the assessment techniques in measuring stated PLOs. 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 (13).

Faculty in the non-credit instructional areas have also been actively engaged in SLO work (07, 14). 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 (07). These discussions have prompted course SLO modifications and more training for non-credit faculty. Since non-credit classes do not have grades, and therefore do not necessarily have the same structure or activities as are found in credit classes, faculty have discussed different approaches to assessing student SLO achievement. To continue this work, the non-credit ESL assessment specialist has completed training to enhance the effectiveness of noncredit ESL assessment (47).

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 (15, 16).

The Gavilan College 2014 Accreditation Follow-up Report describes the following college processes:

- Program Planning - page 6 (17)
- Course and Program Curriculum Review - page 11 (18)
- SLO process - pages 5 and 11 (19)
- Program Review and the Institutional Effectiveness Committee -page 7 (20)
- Activities to communicate matters of quality assurance - page 15 (21)

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 Committee, a subcommittee of the Academic Senate with membership drawn from the faculty, including the Professional Development Faculty Liaison, meets monthly
as a committee (22). The Faculty Liaison then meets with individual faculty members as needed (23). The current projects under discussion and/or development 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 (03).

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 (03).

2) Encouraging faculty dialogue and engagement with SLOs: the committee has drafted an outline for a video featuring interviews with faculty members about their work with SLOs. 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 (03).

3) Addressing SLOs 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 (03).

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 (03).

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

A. Cosmetology 201: The Liaison guided faculty in their successful efforts to assess Cosmetology 201 providing comprehensive guidance. One faculty member was directed to the official SLOs for her course and offered support in determining assessment techniques for those SLOs, as well as instruction on changing the SLOs for her course if needed (03).
B. Disability Resources - Provided guidance on data analysis.

“(The instructor) 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, (the instructor) 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” (03).

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. Through the development of a searchable SLO webpage, with a direct link off the college homepage, students can now search for classes based upon their desired learning outcomes. 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 (24).
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 1.B.4 seems to actually be Standard 1.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 (25, 26).

2) Use of the integrated planning process at Gavilan, including program planning and review process to implement CCCApply to improved Admission and Records Student Learning Outcomes (27, 28, 29, 30).

3) Use of the integrated planning process at Gavilan, including program planning and review process to allocate funding and implement information competency modules to improve Library Student Learning Outcomes (31).

4) The Institutional Effectiveness Committee has changed procedures for final reports: IEC recommendations, including those for Distance Education, will now be presented directly to Academic Senate, Strategic Planning Committee, and Budget Committee (32, 33) as well as to the President’s Council and Board of Trustees. A “prompt” regarding distance education is now included in the IEC review form for all instructional departments.

**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 Distance Education Committee to address Recommendation 2 and expand the dialogue about the assessment results, including:

- Development of a DE Master Plan and Best Practices document (34) 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 (35).
- Reviewed reports detailing enrollment and success patterns in distance education offerings (36).
- Provided clear and accurate descriptions of SLOs for each online class in the syllabus and the course outline of record (37, 38).
- Creation of the Distance Education Faculty Handbook (39) 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 (40, 41, 42, 43, 44).

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 Student Support Services review study and online focus groups, which supplemented the online student survey that is administered each term, and led to resource allocation to address findings.

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 (45). 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 (46). 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 Distance Education 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 (15). This change ensures that support programs will be required to continually review and improve DE support services.

At their fall meeting the Institutional Effectiveness Committee (IEC) updated committee procedures to strengthen the link between program review and resource allocation process (14). 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, and the Academic Senate 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.
Appendix 1

01. Professional Dev Day Agenda
02. SLO Discussion Stdt Svcs Division Mtg
03. SLO Progress Update 11-25-14
04. SLO Link Website
05. SLO Discussion Academic Senate
06. SLO Discussion CTE Dept
07. SLO Discussion AB86 Consortium
08. Digital Media Program Plan
09. Professional Dev Day Activity 8-23-13
10. Photos 8-23-13
11. Ranking Rubric
12. CalWORKs Retreat Agenda
13. CalWORKs Case Mgt Mtg Agenda
14. 4 - Non-Credit SLOs
15. Instructional FIG Minutes 11-11-14
16. Instructional FIG Dialogue – Learning Council
17. Page 6, 2014 Accred Follow-Up Rpt
18. Page 11, 2014 Accred Follow-Up Rpt
19. Page 5 and 11, 2014 Accred Follow-Up Rpt
22. SLO Committee Minutes 9-25-14
23. SLO Committee Minutes 10-23-14
24. SLO Link Web Samples
25. Tutoring Program Plan
26. Academic Senate Online Tutoring Presentation
27. DRC Program Plan
28. Counseling Program Plan
29. Financial Aid Program Plan
30. Admissions and Records Program Plan
31. Library Program Plan
32. IEC Notice of Revised Instructions
33. IEC Institutional Program Template
34. Distance Ed Program Master Plan
35. Distance Ed Comparison Data
36. Distance Ed Update Fall 13
37. ANTH 3 Fall 12 Course Outline
38. ANTH 3 Fall 13 Course Outline
39. Distance Ed handbook
40. 3 - Sample Online Course Syllabi -
41. Distance Ed Committee Agenda
42. Check-in Activity
43. CSIS 85 Spring 14 Course Outline
44. ENG 1A Fall 12 Course Outline
45. Student Equity Plan
46. SmarThinking
47. Online ESL Assessment training
SUBJECT: 2015 Board Goals

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve the Gavilan College Board Goals for 2015.

Background:

Budgetary Implications:

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

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

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

Agenda Approval: ________________________
Dr. Steven M. Kinsella, Superintendent/President
Gavilan College Board of Trustees
2015 Gavilan College Board Goals

Goal #1: Solidify joint efforts with K-12 districts that will enhance incoming students’ preparation and readiness for college-level course work.

Goal #2: Secure a viable facility that will accommodate both the South Bay Public Safety Training Consortium and expanded academic course offerings in the Morgan Hill/Coyote Valley area of the District.

Goal #3: Clarify options and sequencing issues that must be resolved in order to expand course offerings in the San Benito County area. As the development of an education center will take an indeterminate length of time, develop a realistic transition set of alternatives. Communicate the results to the community.

Goal #4: Ensure that remaining bond funds are utilized in the most strategic, efficient and timely manner.

Goal #5: Encourage college constituencies to broaden and deepen their understanding and execution of planning and implementation under the participatory governance.

Goal #6: Continue collaborative efforts with local agencies to develop an adult education consortium.

Goal #7: Develop a balanced budget every fiscal year.

Goal #8: Find a solution that will provide a stable and sustainable A.S.G.C. oversight, advocacy and directorial function.

Goal #9: Upgrade the Physical Education/Athletics facilities as much as is fiscally achievable in a reasonable time frame.

Goal #10: Continued improvement of a trustee development process that will meet accreditation criteria, will clarify and enhance roles, policy and regulations understanding, decision-making and communication. The first phase should include a review of participatory governance, the Brown Act, board ethics and protocol.
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: CCCT Board Election 2015

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

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

Background:
The election of members of the CCCT Board will take place between March 10 and April 25. There are seven vacancies on the Board.

Each member community college district Board of the League shall have one vote for each of the seven seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term.

The ten trustees who have been nominated for election to the Board are listed on the attached sheet in the Secretary of State’s random drawing order.

Budgetary Implications:
None

Follow Up/Outcome:
Official ballots must be signed and returned to the League office, postmarked no later than April 25.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
DATE: February 26, 2015

TO: California Community College Trustees
    California Community College District Chancellors/Superintendents

FROM: Thuy Thi Nguyen, Interim President/CEO

SUBJECT: CCCT BOARD ELECTION — 2015

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the
League will take place between March 10 and April 25. This year there are seven (7) seats up for re-
election on the board; one of those seven is a vacancy created by a board member that was not re-
elected at the district level in November.

Each community college district governing board shall have one vote for each of the seven seats on the
CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates
who receive the most votes will serve a three-year term.

The ten trustees who have been nominated for election to the board are listed on the enclosed sheet in
the Secretary of State’s random drawing order of January 26, 2015. An official ballot for the election is
also enclosed in this mailing to each community college district governing board, as well as copies of
the statement of candidacy and biographic sketch form of each of the candidates. Candidates’
statements and bios will also be available on the League’s website (www.ccleague.org).

Please remember that:

1) ballots must be signed by the board secretary and board president or vice-president
   and also include the name of the district; and

2) ballot return envelopes must have no identifying information or signatures.

Although it is not required, you may want to send your ballots via certified mail as we will not have the
ability to confirm receipt. Official ballots must be signed and returned to the CCCT Elections
Committee, League office, with a USPS postmarked no later than April 25. A self-addressed return
envelope is enclosed for your convenience. Faxed ballots will not be accepted. The ballots will be
opened and counted by three tellers appointed by the CCCT board president and the results announced
at the CCCT Annual Conference, May 1-3 in Monterey.

If you have any questions on the CCCT board election, please contact Judy Centlivre at the League
office at (916) 444-8641.

Attachments:
   List of Candidates
   CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:
      Official Ballot and Return Envelope
      Candidates' Biographic Sketches and Statements
CCCT 2015 BOARD
OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES
List order based on Secretary of State’s January 26, 2015 random drawing.

☐ *Ann H. Ransford, Glendale CCD
☐ *Janet Chaniot, Mendocino-Lake CCD
☐ Richard Watters, Ohlone CCD
☐ *Bernard “Bee Jay” Jones, Allan Hancock CCD
☐ Don Edgar, Sonoma County CCD
☐ Brent Hastey, Yuba CCD
☐ Janet Green, Riverside CCD
☐ Bill Freeman, Hartnell CCD
☐ *Doug Otto, Long Beach CCD
☐ *M. Tony Ontiveros, North Orange County CCD

WRITE-IN CANDIDATES
Type each qualified trustee’s name and district on the lines provided below.

☐
☐
☐
☐
☐
☐
☐

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: __________________________________________

__________________________________________________
Secretary of the Board

__________________________________________________
President or Vice President of the Board
2015 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 26, 2015

1. *Ann H. Ransford, Glendale CCD
2. *Janet Chaniot, Mendocino-Lake CCD
3. Richard Watters, Ohlone CCD
4. *Bernard “Bee Jay” Jones, Allan Hancock CCD
5. Don Edgar, Sonoma County CCD
6. Brent Hasty, Yuba CCD
7. Janet Green, Riverside CCD
8. Bill Freeman, Ohlone CCD
9. *Doug Otto, Long Beach CCD
10. *M. Tony Ontiveros, North Orange County CCD

* Incumbent
NEW BUSINESS
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: Consideration and Approval of Classified Administrator Layoff Resolution No. 989

☑ Resolution: BE IT RESOLVED, that Resolution No. 989 be approved.
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees review and vote to approve Classified Administrator Layoff Resolution No. 989.

Background:
Attached is resolution No. 989 to layoff a classified administrator in the Child Development Center. This is due to a lack of sufficient funding in operational cost for the Child Development Center.

Budgetary Implications:
Approximate savings of $140,368 annually for FY 15-16

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

Recommended By:  Eric Ramones, Director of Human Resources
Prepared By:  Eric Ramones, Director of Human Resources
Agenda Approval:  Dr. Steven M. Kinsella, Superintendent/President
BEFORE THE GOVERNING BOARD
OF GAVILAN COMMUNITY COLLEGE DISTRICT

In the Matter of the Layoff of a Classified Administrator for the 2015-2016 School Year

RESOLUTION No. 989

WHEREAS, the Employment Agreement for Classified Administrators authorizes the District to terminate employment at the Board’s discretion including for lack of work and/or lack of funds upon thirty (30) days prior notice; and

WHEREAS due to a lack of work and/or a lack of funds, certain services now being provided by the district must be eliminated for the upcoming school year;

NOW, THEREFORE, BE IT RESOLVED that as of the 30th day of June, 2015, the following position be reduced:

Director, Child Development Center (1) 40-hour position

BE IT FURTHER RESOLVED that the District Superintendent/President or designee be authorized and directed to give notice of termination of employment to the affected employee of this district pursuant to district rules and regulations and applicable provisions of the Education Code not later than thirty (30) days prior to the effective date of such reduction or discontinuance as set forth above.

BE IT FURTHER RESOLVED that the District Superintendent/President or designee be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

The foregoing Resolution No. 989 was adopted at a regularly called meeting of the Governing Board of the GAVILAN JOINT COMMUNITY COLLEGE DISTRICT on the 10th day of March, 2015 by the following vote:

AYES: NOES: ABSENT:

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

__________________________
Board President
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: MOU with Silicon Valley Children’s Fund, RISE Program

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal: EOPS and Silicon Valley Children’s Fund is proposing a pilot foster care support program that will improve college acclimation for a pilot group for foster youth through Relationships Inspiring Scholar Excellence (RISE).

Background: The partnership between SVCF and EOPS will assist foster youth to utilize campus and community services to achieve goals through support sessions, tutoring and small group meetings. The intention of the collaboration is to improve the success of foster youth at Gavilan College.

Budgetary Implications: None

Follow Up/Outcome: The pilot will be evaluated each semester until June 30, 2016.

Recommended By: Kathleen Moberg, Vice President, Student Services

Prepared By:  

Anne J. Ratto, Associate Dean, EOPS/CalWORKs

Agenda Approval:  

Dr. Steven M. Kinsella, Superintendent/ President
Dear Colleagues,

Silicon Valley Children’s Fund provides education agencies in its service area with the opportunity to participate in the Partnership Foster Youth Support Program. In this program, we strive to meet the unique needs of community college foster youth using RISE foster youth support interns.

This is a foster care support program that will improve college acclimation for a pilot group of foster youth. Our goal is to assist community college students to navigate the demands of college:

- Provide one-on-one support sessions, specialized tutor assisted study halls, and small group meetings.
- Assist with identification of long-term goals and how to utilize campus and community services to achieve goals.

This partnership relies on a close working relationship between the community college and Silicon Valley Children’s Fund. SVCF is delighted that your institution is interested in participating in this pilot program. Outlined below are the roles, responsibilities and processes that underpin the agency/college collaboration within this program option.

## Roles and Responsibilities

### SVCF Program Manager & Supervisor

- Provides coach that supports YES scholarship foster youth
- Train coach on foster youth population and community college systems (financial aid, enrollment, etc.)
- Provide bi-weekly supervision and training meetings for coach
- Manage the coach/school site supervisor/Program Manager triad
- When problems occur, help both the supervisor and the coach resolve issues such that the coach/coach can succeed. Take the lead if a coach is not performing satisfactorily, helping to implement a plan of action, or counseling the coach/coach
- Visit the coach’s worksite sporadically
- Supervise coaches
- Provide RISE program management and oversight
- Relationship management with all community colleges
- Convene RISE campus partners for group and individual meetings for annual evaluation and feedback

### Foster Youth Support Interns

- Help students define their goals and connect them to the information, resources, knowledge and skills they need to accomplish the goal(s)
- Make personal contact with students at least once a week, or more often if needed
- Monitor student participation in campus programs and support them in remaining in those programs
- Track progression of scholars toward their goal(s) throughout the semester
Connect students to the campus and community resources they need to be successful
Advocate for students as needed
Create meaningful relationships with college staff and students that translate into student success

College Site Liaison with Interns at their College
- Help make interns welcome when they arrive at the college site
- Introduce their intern to the college and its culture and resources
- Confer with intern as needed to discuss the concerns and issues
- Provide end of semester and year feedback on intern to SVCF Program Manager
- Observe intern working during the year so that they can provide feedback to the intern and SVCF Program Manager
- Provide consistent desk space, meeting space for intern to work at while on campus

Processes within the Program

Selection of Interns
Foster youth support interns are highly qualified SVCF employees who have a college degree, are highly motivated and passionate about serving at-risk and/or first generation college students. The support interns are a key to creating meaningful relationships with college staff and students that translate into student success. The intern will work from a strengths perspective, using Motivational Interviewing techniques to help student define their goals while providing them with the information, resources, knowledge, and skills they will need to accomplish the goal.

The Silicon Valley Children's Fund is delighted to enter into a partnership to support the development of highly qualified interns to support foster youth. Please sign below, indicating that your institution understands and agrees to the roles, responsibilities, and program processes listed above.

Non-discrimination
The parties agree that intern pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status or any other factor protected by law.

Independent Contractor
- SVCF shall be an independent contractor, solely responsible for its own acts and omissions and shall retain control over its employees and agents.
- SVCF shall be free to exercise its discretion and independent judgment as to the method and means of performance of the services to be provided hereunder.
- Nothing herein shall be deemed to make SVCF an agent or employee of Gavilan College, or to create a partnership, joint venture or landlord-tenant relationship with Gavilan College. SVCF may not commit or obligate School in any way to other parties.
- Nothing herein shall make Gavilan Joint Community College District a joint employer with SVCF of any employee of SVCF or any Foster Youth Support Intern.
- The parties expressly understand and agree that the interns participating in the program are not considered employees of the college site for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. Interns are, however, considered members of Facility's "workforce" for purposes of HIPAA compliance.
Confidentiality

Neither party shall disclose to any third party any confidential information, document or fact of the other party disclosed in connection with this Agreement or the performance of such party’s obligations hereunder, except as may be required by applicable law or court order, without the consent of the disclosing party.

Publicity

Public announcements made by either party referencing the other or the nature of the collaboration set forth in this Agreement must be approved in advance and by both parties, but such approval shall not be unreasonably withheld.

Insurance

The parties agree that each shall carry the following minimum levels of insurance:

(i) Workers’ Compensation Insurance: As prescribed by the laws of the State of California.
(ii) General liability: $1,000,000 occurrence, $2,000,000 aggregate.
(iii) Social Services Errors & Omissions: $1,000,000 occurrence, $2,000,000 aggregate.
(iv) Improper Sexual Conduct: $1,000,000 occurrence/aggregate.
(v) Liquor Liability: $1,000,000.
(vi) Employers non-owned and hired auto liability: $1,000,000.
(vii) Umbrella: $1,000,000 (occurrence/aggregate).

Indemnification

A. SVCF agrees to indemnify, defend and hold harmless college and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney’s, arising out of or resulting from the acts or omissions of SVCF, its agents or employees in the performance of its obligations under this Agreement.

B. Gavilan Joint Community College District agrees to indemnify, defend, and hold harmless SVCF and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney’s, arising out of or resulting from the acts or omissions of College, its agents or employees in the performance of its obligations under this Agreement.

Term and Termination

A. Term. This Agreement shall be effective as of March 11, 2015 and shall remain in effect until June 30, 2016.

B. Termination Without Cause. Either SVCF or School may terminate this Agreement at any time without cause, by giving sixty (60) days prior written notice to the other party.

C. Termination With Cause. In the event that either party commits a material breach of its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach, the non-breaching party may terminate this Agreement immediately by providing written notice to the other party.
D. Renewal. This Agreement may be renewed by mutual agreement.

[OTHER PROVISIONS]

This agreement will not incur any financial obligation for either party.

Gavilan Joint Community College District will provide referees for service with Silicon Valley Children’s Fund’s FERPA waiver form upon referral to Silicon Valley Children’s Fund support staff.

Gavilan Joint Community College District

Kathleen Moberg, Vice President of Student Services

Date

Gavilan Joint Community College District

Frederick E. Harris, Vice President of Administrative Services

Date

Gavilan Joint Community College District

Anne J. Ratto, Associate Dean, EOPS/CalWORKs

Date

SVCF Program Manager

Program Manager, YES Higher Education

Date

Silicon Valley Children’s Fund

Executive Director

Date
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

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

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

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

California Government Code Section 3547 requires that prior to commencing negotiations, all initial proposals be presented at a public meeting. The District and GCFA are ready to start negotiations for FY 2015-2016 with the first step in the process being agreement on a jointly developed initial "sunshine" proposal.

Budgetary Implications:
To be determined.

Follow Up/Outcome:
Commence negotiations.

Recommended By: Ron Hannon, Dean, Department of Kinesiology and Athletics

Prepared By: Ron Hannon, Dean, Department of Kinesiology and Athletics

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

C:/Board Agenda/nb
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
AND
GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)
NEGOTIATIONS FOR THE 2015-16 SCHOOL YEAR

SUNSHINE AGREEMENT
March 2015

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

1. Both parties are interested in negotiating a satisfactory compensation package (salary) for the 2015-16 academic year for GCFA unit members, taking into consideration the current State budget and its effects on the College.

2. The Association is interested in negotiating the following:
   a. Article 22.3.3 (Includes 22.3.3.1 and 22.3.3.2)
   b. Article 25 (includes 25.2.3, 25.3.5, and 25.5)

3. The District is interested in negotiating the following:
   a. Article 19 Evaluation of Faculty
   b. Article 30 Retiree Benefits

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

Steve Smith  
GCFA President  

Date  
3/5/15

Ron Hannon  
Dean, Kinesiology & Athletics  

Date  
3/5/15
Gavilan Joint Community College District
Governing Board Agenda
March 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 (d)

SUBJECT: Signing Authority

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve the following updated signing authority lists for Pinnacle Bank, Bank of America, Wells Fargo and Bank of the West.

Pinnacle Bank Signing Authority
Dr. Steven Kinsella
Dr. Kathleen Rose
Frederick Harris

Add to Pinnacle Bank Signing Authority
Wade W. Ellis

Bank of America Signing Authority
Dr. Steven Kinsella
Dr. Kathleen Rose
Frederick Harris

Add to Bank of America Signing Authority
Wade W. Ellis

Wells Fargo Signing Authority
Dr. Steven Kinsella
Dr. Kathleen Rose
Frederick Harris

Add to Wells Fargo Signing Authority
Wade W. Ellis

Bank of the West Signing Authority
Dr. Steven Kinsella
Dr. Kathleen Rose
Frederick Harris

Add to Bank of the West Signing Authority
Wade W. Ellis

Background:

Budgetary Implications:

Follow Up/Outcome:
Provide banks with updated signing authority lists.

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

March 10, 2015

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

SUBJECT: Approval to Certify the Appointment of Representative and Alternate Representative to Joint Powers Authority for Self-Funded Workers' Compensation Insurance. Resolution No. 986

☑ Resolution: BE IT RESOLVED, Resolution No. 986 is approved
☐ Information Only
☑ Action Item

Proposal:
That the Board of Trustees approve Resolution No. 986 to certify Eric Ramones, Director, Human Resources, continue as the District representative. To certify Wade W. Ellis, Director, Business Services, as the alternate representative.

Background:
The District belongs to the Northern California Community College Pool JPA which is joint self-funded workers’ compensation insurance. Eric Ramones, Director Human Resources, served as the District representative and Frederick E. Harris, Vice President of Administrative Services, as the alternate. The District continues Eric Ramones, Director Human Resources appointment as the District representative and appoints Wade W. Ellis, Director, Business Services, as the alternate representative. A resolution is required to appoint a new alternate representative. Resolution No. 986 is attached.

Budgetary Implications:
None.

Follow Up/Outcome:
Forward the Resolution to the Northern California Community College Pool JPA.

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

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

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

C:/Board/3/3/2016 nb
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
GILROY, CALIFORNIA

RESOLUTION NO. 986

APPROVAL TO CERTIFY THE APPOINTMENT OF A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO JOINT POWERS AUTHORITY FOR SELF-FUNDED WORKERS' COMPENSATION INSURANCE

On motion by Trustee____________________, seconded by Trustee____________________, the following resolution is adopted:

WHEREAS, the Gavilan Joint Community College District is a participating member of a self-funded workers' compensation insurance; and

WHEREAS, from time to time there is a need to certify the appointment of representatives from the Gavilan Joint Community College District to the Northern California Community College Pool JPA.

NOW THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College District continues Eric Ramones, Director, Human Resources, appointment as the representative of the District and appoints Wade W. Ellis, Director Business Services, as the alternate representative to the Northern California Community College Pool JPA.

PASSED AND ADOPTED this 10th day of March 2015 by the Governing Board of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of California.

STATE OF CALIFORNIA

) ss
COUNTIES OF SANTA CLARA AND
SAN BENITO

I, Mark Dover, Clerk of the Governing Board of the Gavilan Joint Community College District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on March 10, 2015, which action is contained in the minutes of the meeting of said Board.

Clerk:________________________________________

Date:________________________________________
subject: Approval to Certify the Appointment of Representatives to Joint Powers Authority for Liability and Property Protection; Resolution No. 987

Resolution: BE IT RESOLVED, Resolution No. 987 is approved.

information only

Proposal:
That the Board of Trustees approve Resolution No. 987 to certify Frederick E. Harris, Vice President of Administrative Services, continue as the representative of the District. To certify Wade W. Ellis, Director, Business Services, as the alternate representative.

Background:
The District belongs to the Bay Area Community College Districts JPA, which is a joint program for liability and property protection. The JPA requires that a resolution be approved appointing both a representative and an alternate of the District. The Administration continues to certify that Frederick E. Harris, Vice President of Administrative Services, is the representative of the District, and the District appoints Wade W. Ellis, Director, Business Services, as the alternate representative.

Resolution No. 987 is attached for your review and approval.

Budgetary Implications:
None.

Follow Up/Outcome:
Forward the Resolution to the Bay Area Community Colleges District JPA.

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

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

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

C:/Board/JPA.nb
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
GILROY, CALIFORNIA

RESOLUTION NO. 987

APPROVAL TO CERTIFY THE APPOINTMENT OF A REPRESENTATIVE TO
JOINT POWERS AUTHORITY FOR LIABILITY AND PROPERTY
PROTECTION

On motion by Trustee_______________________, seconded by Trustee
_______________________, the following resolution is adopted:

WHEREAS, the Gavilan Joint Community College District is a participating
member of a joint program for liability and property protection; and

WHEREAS, from time to time there is a need to certify the appointment of
representatives from the Gavilan Joint Community College District to the Bay Area
Community College Districts JPA

NOW, THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College
District appoints Wade W. Ellis, CPA, Director, Business Services to be the District
alternate representative. Frederick E. Harris, Vice President of Administrative Services
will continue as the representative of the District to the Bay Area Community College
Districts JPA.

PASSED AND ADOPTED this 10th day of March, 2015 by the Governing Board
of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of
California.

STATE OF CALIFORNIA    )
) ss
COUNTIES OF SANTA CLARA AND   )
SAN BENITO    )

I, Mark Dover, Clerk of the Governing Board of the Gavilan Joint Community College
District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full,
true, and correct copy of a resolution adopted by the said Board at a regular meeting
hereof held at its regular meeting place on March 10, 2015, which action is contained in
the minutes of the meeting of said Board.

Clerk:______________________________

Date:______________________________
Gavilan Joint Community College District
Governing Board Agenda

March 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 (g)

SUBJECT: Approval to Certify the Appointment of Representatives to Joint Powers Authority for Retiree Health Benefit Program; Resolution No. 988

 Resolution: BE IT RESOLVED, Resolution No. 988 is approved.

 Information Only

Action Item

Proposal:
The Board of Trustees approve Resolution No. 988 to certify Frederick E. Harris, Vice President of Administrative Services, continue as the representative of the District. To certify Wade W. Ellis, Director, Business Services, as the alternate representative.

Background:
The District belongs to the Retiree Health Benefit JPA. The JPA requires that a resolution be approved appointing both a representative and an alternate of the District. The Administration continues to certify Frederick E. Harris, Vice President of Administrative Services, is the representative of the District and the District appoints Wade W. Ellis, Director, Business Services, as the alternate representative.

Resolution No. 988 is attached for your review and approval.

Budgetary Implications:
None.

Follow Up/Outcome:
Forward the Resolution to the Retiree Health Benefit JPA.

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

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

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

C:/Board/JPA.nb
RESOLUTION NO. 988

APPROVAL TO CERTIFY THE APPOINTMENT OF REPRESENTATIVES TO JOINT POWERS AUTHORITY FOR RETIREE HEALTH BENEFIT PROGRAM

On motion by Trustee________________________, seconded by Trustee________________________, the following resolution is adopted:

WHEREAS, the Gavilan Joint Community College District is a participating member of a retiree health benefit program joint powers agency; and

WHEREAS, from time to time there is a need to certify the appointment of representatives from the Gavilan Joint Community College District to the Retiree Health Benefit Program JPA.

NOW, THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College District hereby continues Frederick E. Harris Vice President of Administrative Services, appointment as the representative of the District to the Retiree Health Benefit Program JPA.

FURTHER RESOLVED, that the Gavilan Joint Community College District appoints Wade W. Ellis, Director, Business Services to be the alternate representative of the District to the Retiree Health Benefit Program JPA.

PASSED AND ADOPTED this 10th day of March, 2015 by the Governing Board of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of California.

STATE OF CALIFORNIA

COUNTIES OF SANTA CLARA AND
SAN BENITO

) ss

I, Mark Dover, Clerk of the Governing Board of the Gavilan Joint Community College District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on March 10, 2015, which action is contained in the minutes of the meeting of said Board.

Clerk:____________________________________

Date:____________________________________
SUBJECT: Lease-Purchase Agreement Between Gilroy Unified School District and Gavilan Joint Community College District for Portable Buildings 7 & 8

Proposal:
The Board of Trustees ratify an agreement for Gilroy Unified School District (GUSD) to purchase Portable Buildings 7 & 8 at Gavilan College for use by the Dr. T.J. Owens Gilroy Early College Academy (GECA) program.

Background:
In December 2006 Gavilan College and GUSD entered into a Memorandum of Understanding for GUSD to occupy certain portable buildings on the Gilroy campus for the GECA program. In 2007 the GECA program was established on the north end of Parking Lot C. In December 2013 Gavilan College entered into a lease-purchase agreement with GUSD for sale of Portable Buildings 9 to 18.

Budgetary Implications:
Elimination of college expenses related to the two portable buildings. Immediate payment of the $40,392 purchase price from GUSD for the portables, which will allow classrooms in the Multi-Purpose building to be retrofitted before the Fall Semester for the Water & Aviation Programs, which are currently using the two portable buildings and will need to move out.

Follow Up/Outcome:
Upon approval, process agreement with the GUSD.

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
PURCHASE AGREEMENT
(Modular Units PB7 & PB8)

This Purchase Agreement ("Agreement") is entered into this ___ day of ______________, 2015 by and between Gavilan Joint Community College District, a California community college district ("Seller"), and Gilroy Unified School District, a California public school district ("Buyer"). This Agreement is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

RECITALS

WHEREAS, Seller is the fee owner of certain personal property generally described as two (2) modular structures and identified as PB7 and PB8 (hereinafter collectively referred to as "the Property") which are more particularly described and identified in Exhibit A (Property Description and Valuation) attached hereto and incorporated herein by this reference.

WHEREAS, the Buyer desires to purchase the Property from the Seller and Seller desires to sell the Property to Buyer in accordance with the terms and condition of this Agreement.

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

WHEREAS, Seller has determined that the Property is not necessary for the Seller’s school purposes.

WHEREAS, Buyer is a California school district and has been afforded the opportunity to examine the Property.

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

1. Sale and Purchase of Property. The Seller sells to Buyer, and the Buyer purchases from the Seller, the Property upon the terms and conditions set forth in this Agreement. Title to the Property shall be deemed conveyed from the Seller to Buyer upon the Effective Date, as defined below.

2. Buyer’s Acceptance of Property In “As Is” and “Where As” Condition.
   2.1. Buyer Acknowledgments. Buyer acknowledges that: (i) Seller has afforded Buyer the opportunity to examine the Property; (ii) Buyer and Buyer’s consultants, contractors or others requested by Buyer to assist the Buyer in completing the purchase and acquisition of the Property have conducted such examinations of the Property as they deem prudent, necessary or appropriate; and (iii) Buyer accepts the Property in the “AS IS” condition with all faults and defects whether known, unknown, latent or patent as may exist as of the Effective Date; and (iv) Buyer accepts the Property in their “WHERE IS” location.
   2.2. Sale of Property Without Warranties or Representations. Seller has not made and is not making, and Buyer, in executing and delivering this Agreement, is not relying upon, any warranties, representations, promises or statements of the Seller relating to the Property, except as expressly set forth in this Agreement.
   2.3. Seller Representations. Seller’s representations relating to the Property are limited to the following: (i) fee title to the Property is held by Seller free and clear of claims, liens or
encumbrances; and (ii) subject to approval of this Agreement by the Governing Board of Seller, Seller has the full right, power and authority to enter into this Agreement and to sell the Property to the Buyer upon the terms and conditions set forth herein. Except as expressly set forth above, there are not other warranties or representations of Seller to Buyer relating to the Property or Buyer's purchase thereof.

3. **Purchase Price.** Buyer shall pay to Seller the lump sum purchase price of **Forty Thousand three hundred ninety-two Dollars ($40,392)** ("Purchase Price") for Property. The Purchase Price is allocated to PB7 and PB8 as set forth in Exhibit A hereto. Within thirty (30) days of the Effective Date of this Agreement, the Buyer shall deliver the entire Purchase Price to the Seller.

4. **Bill of Sale.** Within thirty (30) days of the Seller's receipt of the Purchase Price, the Seller shall complete, execute and deliver to the Buyer a Bill of Sale evidencing Seller's sale and Buyer's purchase of the Property. The Bill of Sale will be as set forth in Exhibit B hereto.

5. **Seller's Use and Occupancy of Property.** Buyer acknowledges that as of the date of this Agreement, the Seller is occupying and using the Property to conduct the Seller's Water and Aviation Technology academic programs ("Seller Programs"). Buyer agrees that notwithstanding the Seller's sale of the Property and the Buyer's purchase of the Property, the Seller may continue to use and occupy the Property upon the following terms.

   5.1. **Seller's Use of Property.** Seller shall use and occupy the Property only for the Seller Programs and related purposes.

   5.2. **Prohibition on Removal or Relocation of Property.** Seller shall not, and shall not permit, the Property to be relocated or removed from their current location.

   5.3. **Maintenance and Alterations.** During its use and occupancy of the Property, the Seller shall be solely and exclusively responsible for maintaining, repairing and otherwise keeping in good order and operational the Property. The Seller shall make no alterations to the Property.

   5.4. **Seller Indemnity of Buyer.** Seller will indemnify and hold harmless Buyer from claims, losses, liabilities arising out of Seller's use and occupancy of the Property.

   5.5. **Compliance With Laws.** Seller's use and occupancy of the Property shall at all times be in compliance with all applicable laws, ordinances, rules or regulations.

   5.6. **Expiration of Seller's Use and Occupancy of the Property.** Seller's use and occupancy of the Property shall expire on the later of: (i) July 30, 2015; or (ii) Seller's completion of remodeling of other Seller facilities on the Gavilan College campus sufficient for conducting the Seller Programs therein.

   5.7. **Seller Delivery of Possession.** Upon expiration of the Seller's right to use and occupy the Property, the Seller shall deliver possession of the Property to Buyer in the condition existing as of the Effective Date of this Agreement, reasonable wear and tear excepted. Seller shall remove all of Seller's personal property items from the Property prior to delivering possession thereof to Buyer.

6. **Effective Date of Agreement.**

   6.1. **Governing Boards Approval.** Seller and Buyer shall each cause an agenda item to be placed on the first regularly scheduled public meeting of their respective Governing Boards after the date of this Agreement for their Governing Boards to consider and take action to approve this Agreement and to authorize further actions necessary to implement this Agreement.

   6.2. **Effective Date.** The Effective Date of this Agreement shall be the first day after both Governing Boards of Buyer and Seller have approved this Agreement.

7. **Buyer Default; Seller Remedies.** The following are events of Buyer default: (i) failure to make payment of the Purchase Price when due; or (ii) failure to fully, faithfully and timely complete other
obligations of the Buyer under this Agreement. Upon occurrence of a Buyer default, in addition to all other rights and remedies of the Seller arising by operation of law, the Seller may: (i) take immediate possession of the Property and to enter the premises on which the Property is located for purpose of taking possession of the Property; (ii) give Buyer reasonable notice of the time and place of any public sale of the Property or the time after which any private disposition of the Property is to be made; (iii) dispose of the Property in accordance with the notice provided to Buyer; (iv) apply the proceeds of Property disposition first to the reasonable expenses of re-taking, holding and preparing the Property for disposition and attorneys fees, second to satisfaction of the Purchase Price and third, any remaining surplus to the Buyer.

8. Miscellaneous.

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

8.2. Enforcement of Agreement. This Agreement shall be binding and enforceable against Buyer or Seller only if approved by the Governing Boards of both Buyer and Seller.

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

8.4. Authority. Each individual executing this Agreement on behalf of Buyer or Seller warrants and represents that she/he is duly authorized to execute this Agreement on behalf of Buyer or Seller and to commit Buyer or Seller to the terms hereof, subject to Governing Boards approval.

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

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

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

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

[CONTINUED NEXT PAGE]
Entire Agreement. This Agreement and the following constitute all of the documents forming a part of this Agreement and reflect the entire understanding of Buyer and Seller relating to the subject matter hereof, superseding and replacing all prior agreements or understandings relating to the subject matter hereof. This Agreement shall not be amended except by: (i) written instrument duly executed by authorized employees of Buyer and Seller; and (ii) approval of such written amendments by the Governing Boards of Buyer and Seller. The following documents form a part of this Agreement:

Exhibit A  Property Description and Valuation
Exhibit B  Bill of Sale

IN WITNESS HEREOF, Buyer and Seller have executed this Agreement as of the date set forth above.

Seller
Gavilan Joint Community College District

By: _____________________________
Title: ___________________________

Buyer
Gilroy Unified School District

By: _____________________________
Title: ___________________________
EXHIBIT A
PURCHASE AGREEMENT
(Modular Units PB7 & PB8)

PROPERTY DESCRIPTION & VALUATION

<table>
<thead>
<tr>
<th>Gavilan Portable Id Nos.</th>
<th>DSA No.</th>
<th>Manufacturer</th>
<th>Manufacturer Serial Number</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>PB7</td>
<td>DSA 02-108-644</td>
<td>Enviro Plex, Inc.</td>
<td>8455-57</td>
<td>Twenty thousand one hundred ninety-six Dollars ($20,196)</td>
</tr>
<tr>
<td>PB8</td>
<td>DSA 02-108-644</td>
<td>Enviro Plex, Inc.</td>
<td>8458-60</td>
<td>Twenty thousand one hundred ninety-six Dollars ($20,196)</td>
</tr>
</tbody>
</table>
EXHIBIT B
BILL OF SALE

THIS BILL OF SALE is executed this ___ day of ____________, 2015 by Gavilan Joint Community College District ("Seller") and Gilroy Unified School District ("Buyer").

WHEREAS, Seller is the owner of certain modular buildings described in Schedule 1, attached hereto and incorporated herein by this reference (the "Property").

WHEREAS, Seller and Buyer have entered into a written agreement entitled "Purchase Agreement" dated ____________, 2015 for the Seller's sale and Buyer's purchase of the Property.

WHEREAS, to implement the purpose of the Purchase Agreement, Seller desires to transfer to Buyer, and Buyer desires to accept, all of Seller's right, title and interest in and to the Property.

WHEREAS, the Seller's conveyance of Seller's right, title and interest to the Property to the Buyer is in accordance with the terms of the Purchase Agreement.

IN CONSIDERATION OF THE FOREGOING, and for other good and valuable consideration, Seller hereby grants, transfers and conveys to Buyer, and Buyer accepts conveyance of, all of Seller's right, title and interest in the Property. Seller and Buyer hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Bill of Sale or the Purchase Agreement.

IN WITNESS WHEREOF, Seller and Buyer have executed this Bill of Sale as of the Effective Date set forth in the Purchase Agreement.

"SELLER"
Gavilan Joint Community College District

By: __________________________
Title __________________________

"BUYER"
Gilroy Unified School District

By: __________________________
Title __________________________
SUBJECT: IBI Group Architecture and Planning Project Assignment Amendments

Proposal:
That the Board of Trustees approve IBI Group Architecture and Planning Project Assignment Amendment (PAA) for the seven (7) projects listed below.

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

PAA for Child Development Center (CDC) Tenant Improvements:
- Basic services to provide preliminary plans, working drawings, DSA approval, bidding and construction support services for the CDC Tenant Improvements contained in Option 7 as approved by the Board of Trustees on February 10, 2015.
- Basic service fees $95,000 from Measure E funds.

PAA for the Gymnasium Planning and Conceptual Design:
- Basic services to provide architectural services for planning, conceptual design and cost estimating for determination of the scope of work for this project.
- Basic service fees $30,000 from Measure E funds.

PAA for Gavilan Aviation Relocation to San Martin (South County) Airport:
- Basic services to provide preliminary plans, working drawings, DSA approval, Bidding and Construction Support services for this project.
- Basic service fees $229,000 from Measure E funds.

PAA for 2015 Prop 39 Energy Retrofit Projects:
- Basic services to provide consultation, design, construction documents, and construction administration for these projects.
- Scope of work includes coordination with District’s consultants NAM, lighting vendors and assistance in determining retrofit scope.
- Basic service fees $26,500 from Proposition 39 funds.
PAA for Theater Fire Alarm Replacement
- Basic services to provide consultation, design, construction document, DSA approval, bidding, and construction administration for this project.
- Basic service fees $25,800 from Scheduled Maintenance funds.

PAA for Library Fire Alarm Replacement
- Basic services to provide consultation, design, construction document, DSA approval, bidding, and construction administration for this project.
- Basic service fees $46,800 from Scheduled Maintenance funds.

PAA for Student Center Fire Alarm Replacement
- Basic services to provide consultation, design, construction document, DSA approval, bidding, and construction administration for this project.
- Basic service fees $31,200 from Scheduled Maintenance funds.

Budgetary Implications:
The efficient use of Measure E Bond Program (first three projects), Proposition 39, and Scheduled Maintenance (last three projects) funds.

Follow Up/Outcome:
Process the agreements.

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

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 #4 for $31,710.00

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: Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
## Change Order for Water Tank, Distribution & Well Improvements Project

### CHANGE ORDER #04 - Anderson Pacific Engineering

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Architect directed change to increase size of the utility box for the 6&quot; solenoid valve at baseball field</td>
<td>$2,800.00</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>Re-route domestic water line that serves the drinking fountains at the athletic fields due to the unforeseen condition that the drinking fountains were tied to the irrigation line.</td>
<td>$16,750.00</td>
<td>0</td>
</tr>
<tr>
<td>20</td>
<td>Fire main re-route at swimming pool due to unforeseen utilities at the pool deck.</td>
<td>$12,160.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$31,710.00</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

- Contract Amount: $4,375,000.00
- Net Change By Previously Authorized Change Orders: $207,224.00
- Revised Contract Amount Prior to this Change Order: $4,582,224.00
- Change Order #04: $31,710.00
- New Contract Amount Including this Change Order: $4,613,934.00

- Available Construction Contingency: $366,400.00
- Change Orders #01, 02, 03, 04: $238,934.00
- Remaining Construction Contingency: $127,466.00

- Contract Start Date: April 14, 2014
- Contract Substantial Completion Date: December 30, 2014
- New Contract Substantial Completion Date (By Previously Authorized Change Orders): June 26, 2015
- New Contract Substantial Completion Date (Including this Change Order): June 26, 2015
Gavilan Joint Community College District
Governing Board Agenda

March 10, 2015

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

SUBJECT: Curriculum

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

Proposal:
That the Board review and approve the recommendations of the Curriculum Committee as reflected in the attached Curriculum Summary.

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

Budgetary Implications:
None.

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

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

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

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

Inactivate courses:
JFT 204  ICS 334 Strike Team
JLE 101  Recruit Training Officer
JLE 128  Police Chemical Agents

NEW COURSE PROPOSAL - SECOND READING

CSIS 27  Java Programming II  3 Units, 3 Lec, 0 Lab
This course is a continuation of CSIS 24, intended for students majoring in programming and/or
planning to transfer to a 4-year college or university Computer Science program. The course will
cover topics discussed in CSIS 24 in more detail. In addition the course will cover more
advanced Java techniques such as pointers, recursion, and linked lists. Special emphasis will be
placed on Java features such as classes, objects, templates and operator overloading.

ENGL 99  Supplemental Instruction Leader Training  1 Unit, 1 Lec, 0 Lab
Introduction to and practice of the craft of supplemental instruction. Development of effective
communication and leadership skills to facilitate collaborative, interactive, and productive learning as a
supplement to classroom instruction. Students read, observe, discuss, and reflect on SI theory and
application in SI sessions. Recommended for supplemental instruction leaders employed on campus.

THEA 29  History of American Musical Theatre  3 Units, 3 Lec, 0 Lab
A survey of the influential artists who produce, write, direct, and perform on America's musical stages.
Surveys 1700-present.

MODIFICATIONS TO EXISTING COURSES - FORM C

ACCT/CSIS 121  Spreadsheet - MS Excel  1-2 units, 1-2 Lec, 0 Lab
General update: update textbook and student learning outcomes.

CD 14A  Working with School-Age Children  3 Units, 3 Lec, 0 Lab
General update: update textbook and student learning outcomes.

CD 30B  Practicum II: Advanced Early Childhood Field Experience  3 Units, 3 Lec, 0 Lab
Change hours and units:
From:  3 Units, 3 Lec, 0 Lab
To:  4 Units, 2 Lec, 6 Lab
Change description:
Advance practicum, continuation of CD30A. Designing, developing and implementing
contemporary curriculum and instructional methods for early childhood education programs.
Prerequisite: Completion of CD30A with a grade of "C" or higher.
Update to CAP standards and align with CD30A.
Update textbook and student learning outcomes.
CD 97  Introduction to Service Learning with Children  3 Units, 3 Lec, 0 Lab
Update textbook and student learning outcomes.

CSIS 126  Word Processing - MS Word  2 Units, 2 Lec, 0 Lab
General update: update textbook and student learning outcomes.

CSIS 128  Database - MS Access  2 Units, 2 Lec, 0 Lab
General update: update textbook and student learning outcomes.

CSIS 132  Intermediate Word Processing - MS Word  2 Units, 2 Lec, 0 Lab
General update: update textbook and student learning outcomes.

CSIS 134  Intermediate Excel  2 Units, 2 Lec, 0 Lab
General update: update content, textbook and student learning outcomes.

HIST 2  US History Reconstruction to Present  3 Units, 3 Lec, 0 Lab
Update content and textbooks.
Reason for modification: Changes are being made to respond to UC review of community college history courses; UC asked for more clarity on global connections and on primary/secondary source use. Global connections are listed in sections 1, 2, 4, 5, 6, 8 and 10 of course content. Assignments that require primary sources are in section 10 and 13. They are compiled in the Chafe and Sitkoff text: "A History of Our Time: Reading on Postwar America".

JLE 121  Advanced Officer Training  2 Units, 1 Lec, 3.57 Lab
Change Units and Hours:
From: .5-2 Units, .34-.57 Lec, 1.6 - 2.97 Lab
To: 2 Units, 1 Lec, 3.57 Lab
General update: update student learning outcomes.

JLE 140  Special Weapons and Tactics (SWAT)  2 Units, 1.14 Lec, 3.4 Lab
Change Units and Hours:
From: .5-2 Units, .914-1.82 Lec, 1.37-2.74 Lab
To: 2 Units, 1.14 Lec, 3.4 Lab
General update: update student learning outcomes.

MODIFICATION TO EXISTING CERTIFICATE

Noncredit - GED Preparation
Update Program Learning Outcomes and Program Description.

Noncredit - Vocational ESL Certificate
Update Program Learning Outcomes and Program Description.