AGENDA

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

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

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

CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
   Agency Negotiator: Dr. Steven M. Kinsella
   Employee Organization: Unrepresented Employees

CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
   Agency Negotiators: Dr. Steven M. Kinsella/Ron Hannon
   Employee Organization: GCFA

CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
   Agency Negotiators: Dr. Steven M. Kinsella/Eric Ramones
   Employee Organization: CSEA

PUBLIC EMPLOYMENT – Closed Session Pursuant to Government Code Section 54957(b) to Consider Appointment of Public Employee Determination under Education Code Section 88022
   Theater Technical Coordinator

II. OPEN SESSION 7:00 p.m.
   1. Call to Order
   2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
   (a) Regular Board Meeting of the Board of Trustees Minutes, June 9, 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
   (h) Santa Clara County Treasury Investment Portfolio Status as of March 31, 2015
7. Comments from the Public - This is a time for the public to address the Board
   (a max. of 5 minutes allotted to each speaker)
8. Officers' Reports
   (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) Learning Council 14-15 Year-End Report
    (b) Update on Board Goals for 2015
    (c) State Budget Update

III. ACTION ITEMS
1. Old Business
   *(a) Resolution No. 996 Authorizing the Presentation of Draft Trustee Area Maps for Discussion
       at Community Meetings
2. New Business
   *(a) Child Development Contract #CSPP-4530, Program Type: California State Preschool
       Program, Project Number: 43-6947-00-5 and Resolution #997
   (b) IBI Group Architecture and Planning Project Assignment Amendments
   (c) Water Tank Replacement Project Change Order #6

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is August 11, 2015, Gavilan College, Morgan Hill Site
   Rooms 10 and 11
2. Adjournment

*Roll Call Vote

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

A maximum of 5 minutes will be allotted to each speaker with a maximum of 20 minutes to a subject area.
No disruptive conduct will be permitted at any Gavilan College Board of Trustees meeting.

AGENDA ITEMS – Individuals wishing to have an item appear on the agenda must submit the request in writing to the Superintendent/President two weeks prior to the regularly scheduled meeting. The Board President and Superintendent/President will determine what items will be included in the agendas. Regular meetings are held the second Tuesday of each month.

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees as one motion. There is no discussion of these items prior to Board vote unless a member of the Board, staff, or public requests that specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

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

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

July 14, 2015

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

SUBJECT: Regular Board Meeting of the Board of Trustees Minutes, June 9, 2015

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

Proposal:
That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, June 9, 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
MINUTES

I. **CALL TO ORDER 5:30 p.m.**
   Trustee Walt Glines called the meeting to order at 5:30 p.m.

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

2. **Comments from the Public**
   No comments.

3. **Recess to Closed Session**
   Walt Glines identified the closed session items to be discussed. The Board recessed to closed session at 5:33 p.m.

II. **OPEN SESSION 7:00 p.m.**
1. **Call to Order**
   Walt Glines called the meeting to order at 7:02 p.m.

2. **Oath of Office – Student Trustee**
   Walt Glines administered the oath of office to student trustee Adrian Lopez.

3. **Roll Call**
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Walt Glines, Laura Perry, and Adrian Lopez (student trustee)
   
   Absent: Mark Dover and Lois Locci

Dr. Steven Kinsella, Superintendent/President
Dr. Kathleen Rose, Executive Vice President, Instructional Services
Kathleen Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Lucy Olivares, Professional Staff
Nancy Bailey, Recorder

**Others in Attendance:** Dr. Jeanne Gobalet (Lapoff & Gobalet Demographic Research, Inc.)
Warren Kinsler (Atkinson, Andelson, Loya, Ruud & Romo), Susan Alonzo, Shawn Mulcare,
Fran Lozano, Wade Ellis, Randy Brown, Eddie Cervantes, Judy Rodriguez, Dr. Blanca

Board of Trustees: Tom Breen, Kent Child, Jonathan Brusco, Mark Dover
Laura A. Perry, Esq., Walt Glines, Lois Locci, Ed.D.
Gabriel Sawyer, Student Trustee
Arteaga, Leticia Palacios, Patrick Palacios, Joey Hayes, David DiDenti, Patrick Palacios II, Jeff Gopp, Arnold Gutierrez, Christina Gutierrez, Veronica Gutierrez, Hailey Gutierrez, Priscilla Ahmed

4. Pledge of Allegiance
   The Pledge of Allegiance was led by Laura Perry.

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

6. Approval of Agenda
   MSC (L. Perry/K. Child)
   Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes: 2; Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

7. Consent Agenda
   (a) Regular Meeting of the Board of Trustees Minutes, May 12, 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
   MSC (K. Child/L. Perry)
   Vote: 5 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Laura Perry, and Walt Glines; 0 Noes: 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

8. Comments from the Public
   Susan Alonzo reported on the recent food audit for the Child Development Center.

9. Jr. Rams Essay Writing Award — Judy Rodriguez, Hollister Site Director, reviewed that the Jr. Rams Club was established in 2008 and that the first award recipient Maria Espinoza graduated from high school this year and will be attending CSUMB. She introduced the essay writing award winners, Anna Neal (Hollister), and Patrick Palacios (Gilroy), who read their essays

10. Officers’ Reports
    (a) Vice Presidents
        Kathleen Rose — reported that summer session starts on Monday, June 15. She said the instruction office continues to work on projects and state reporting.
        Kathleen Moberg — acknowledged the work of Judy Rodriguez for the Jr. Rams Club. She also acknowledged those that assisted in yearend celebrations. She said the State Chancellor’s Office returned the SSSP and Equity Reports and said they were accepted with some revisions.
        Fred Harris — said he enjoyed the graduation ceremony. He said the bond refinance has been delayed due to a low market and will be completed when there is a better savings. He also said that two wildlife agencies gave preliminary approval on the Management Plan for Fairview Corners.

    (b) College President – Dr. Kinsella reported that the college needs to continue to work on Student Learning Outcomes and Student Learning Outcome Assessment. He said we
need to assess student learning and make adjustments to improve student learning so success and retention rates and all related data show that we are making progress. He said the upcoming budget looks good with resources to work on projects. He noted that the Human Resource department is busy with new hires.

(c) Academic Senate
   No report.

(d) Professional Support Staff
   Lucy Oliva reported that negotiations have begun. She said they had a luncheon during CSEA week in appreciation of classified staff. She said staff is eagerly awaiting the results of the classification study in July.

(e) Student Representative
   Adrian López reported that the Officer of the Year is David DiDentli and said David has been elected the Governance and Internal Policy Senator for the Student Senate of the Community Colleges of California. He said many worked on the graduation reception which was successful. Adrian López said that Mary Cueto won the ASGC logo contest and that ASGC will begin a rebranding program. They have a schedule of events for both the fall and spring semesters. They are remodeling their ASGC offices and updating their is to support the student population as fully as he can.

(f) Board Member Comments
   Tom Breen — attended both the staff recognition dinner and the graduation and enjoyed them.
   Laura Perry — enjoyed both the retirement dinner and graduation. She welcomed Adrian Lopez as student trustee.
   Kent Child — congratulated all those who assisted in the graduation event and the staff recognition dinner. He said he looks forward to working with student trustee Adrian Lopez.
   Jonathan Brusco — congratulated Adrian Lopez and welcomed him to the board. He said the year-end events were amazing and he enjoyed seeing the smiling faces of the graduates.

(g) Board President
   Walt Glines welcomed Adrian Lopez and encouraged him to ask questions and voice student concerns. He expressed his pleasure in handing out diplomas at graduation. He also attended the GECA graduation and the year-end EOPS banquet. He said he was impressed with the challenges the EOPS students have overcome.

11. Board Committee Reports — no reports

12. Information/Staff Reports
   (a) Recognition of the Employees of the Month
       Arnold Gutierrez has been a custodian since 2011. He is a self-starter that takes pride in his work. He works the night shift and performs duties that cannot be accomplished during the day. Arnold is an asset to the Gavilan community and a model employee.

   (b) Community Education Summer 2015 Classes
       Dr. Rose highlighted some of the courses being offered.

   (c) Associated Students of Gavilan College (ASGC) Proposed Bylaws
David DiDenti outlined the process of drafting the bylaws. He said they spent many hours working on the draft and received a lot of input. Both Walt Glines and Kent Child expressed their appreciation for the work completed.

(d) Race to the Top Rating Report
Susan Alonzo described the Race to the Top program which encourages improvement in early childhood education programs. A self-review was completed in the fall. A reviewer reported an overall rating of 4 out of 5 points. They have a plan in place to improve the rating.

III. ACTION ITEMS
1. Old Business
   *(a) Resolution No. 994 Authorizing the Presentation of Draft Trustee Area Maps at Community Meetings*
   Dr. Kinsella introduced Dr. Jeanne Gobalet (Lapkoff & Gobalet Demographic Research, Inc.) and Warren Kinsler (Atkinson, Andelson, Loya, Ruud & Romo). He said they would present the criteria and considerations involved in the development of draft trustee area maps for the purpose of elections. Mr. Kinsler reviewed that the board adopted Board Policy 2100 allowing for a transition to "by district" elections by the 2016 elections. Resolution No. 994 accomplishes two things;
   (1) review draft districting plans/maps for public presentation for public feedback and input; and,
   (2) adopt a community meeting and public hearing schedule.

Dr. Gobalet reviewed that moving from "at large" representation to "by district" involves creating a plan that follows legal requirements which disbands the three (3) trustee areas and creates (7) seven trustee areas. Dr. Gobalet's presentation is a starting point for discussion of the draft plans. She said no map decisions are needed tonight. She said that she would be gathering public input from the community meetings and report back to the trustees on the feedback and prepare any requested revisions or create new scenarios.

Dr. Gobalet presented two drafted seven-district draft trustee area scenarios (Draft Plans I and II) plus a modification of the second scenario (Draft Plan IIb). She reviewed "general considerations" such as the use Census 2010 data and applying the federal Voting Rights Act. Federal requirements include addressing population equality of districts and number of Hispanic-majority trustee areas. Some "other permitted considerations" include K-12 school districts (which Gavilan's original three trustee areas were designed around), existing precinct boundaries, and avoiding head-to-head contests between incumbents when possible. Dr. Gobalet reviewed each draft plan based on those criteria.

Implementation of the transition plan was discussed. All trustees would remain in their seat until their term has expired. If a plan is adopted that results in more than 1 trustee residing in a trustee area, the trustee with the term that expires first would need to wait until the 2nd trustee's term expired before running as a candidate again. In that situation, the two candidates would have a head-to-head contest. Currently, only Plan IIb avoids this scenario.

MS (T. Breen/K. Child) to adopt Resolution No. 994, as presented and include draft Plan IIb as a third option for community meeting discussion.

Discussion: Trustee Glines did not feel informed enough to make a decision and he wanted to get input from Trustee Dover and Trustee Locci, if possible. Trustee Perry did
not feel comfortable explain the draft plans to the public. Mr. Kinsler reminded the trustees that Dr. Gobalet would be presenting and facilitating at the community meetings. He added that if the board's preference is to wait a month that is workable.

In response to a question, Mr. Kinsler reviewed that community meetings are a board choice in the process. He said starting January 1 it is required that two public hearings be held before the board on final maps proposals.

Trustee Breen called for the question.
\textbf{Vote:} 3 Ayes: T. Breen, J. Brusco, K. Child; 2 Noes: W. Gilmes, L. Perry; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye. Motion failed.

Discussion continued on how to proceed. The Board would like to continue discussion on this item at the July 14 regular Board of Trustees meeting. Any questions for Dr. Gobalet or Mr. Kinsler will be forwarded through Dr. Kinsella. How Brown Act applies to the community meetings was discussed.

(b) Payment of Participating Special Entity Fees to the Santa Clara Valley Habitat Agency for the Coyote Valley Campus Phase I Project
MSC (T. Breen/L. Perry)
\textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

2. New Business
   (a) Curriculum
   MSC (K. Child/L. Perry)
   \textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

   (b) California State Preschool Program Enrollment Handbook 2015-2016
   MSC (T. Breen/L. Perry)
   \textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

   (c) Master Instructional Service Agreement between Gavilan Joint Community College District and SCC Harold Holden Justice Training Center
   MSC (T. Breen/L. Perry)
   \textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

   (d) Grant Sub-Agreement between Cabrillo Community College District and Gavilan Joint Community College District on behalf of Gavilan College
   MSC (L. Perry/A. Lopez)
   \textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

   (e) Gavilan College/Gilroy Unified School District (GUSD) Memorandum of Understanding (MOU) for Use of South Valley Middle School (SVMS) Adult Education Classrooms,
   Extension 3
   MSC (L. Perry/K. Child)
   \textbf{Vote:} 5 Ayes: T. Breen, J. Brusco, K. Child, W. Gilmes, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.
(f) Disposal of Surplus Property
MSC (T. Breen/L. Perry)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(g) Selection of District Beverage & Snack Vending Machines & Related Recycling Services
MSC (L. Perry/A. Lopez)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(h) Approve 1 Year Extension of Pacific Dining Services Agreement
MSC (T. Breen/L. Perry)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(i) Agreement with Reshape, LLC to provide free fill dirt at the Coyote Valley Educational Center site
MSC (L. Perry/T. Breen)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(j) Approve Agreement with the Education Advisory Board to participate in the Student Success Collaborative for Community Colleges
MSC (J. Brusco/L. Perry)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(k) Gilbane Building Company Project Assignment Amendment (PAA) for the Fire Alarm Replacement – Student Center, Library and Theater Buildings
Frederick Harris announced a correction to the fees of services from $48,643 to $34,717.
MSC (L. Perry/K. Child)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(l) 2017-21 Five Year Capital Construction Plan
MSC (L. Perry/K. Child)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(m) 2018-19 State Capital Initial Project Proposals, Resolution No.992
MSC (L. Perry/A. Lopez)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(n) 2017-18 State Capital Final Project Proposal, Resolution No. 993
MSC (T. Breen/L. Perry)
Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(o) FY 2015-16 Tentative Budget
MSC (L. Perry/K. Child)
Discussion: Business Services Director Wade Ellis stated that community colleges have fared well with the upcoming state budget which will affect growth dollars, apportionment, enrollment funding recovery, COLA, deferred maintenance and instructional equipment funding along with unfunded mandated costs reimbursements. Mr. Ellis reviewed how the state budget applies to Gavilan's revenue including COLA adjustment of 1.2% and enrollment growth of 2.19%. He said there is a small increase in our base revenue because we are a rural and small college. He said expenditures include a step/track increase along with a salary increase, increase in STRS and PERS, an increase of 8% in Health benefits and a decrease in the workers’ compensation rate. The balanced tentative budget projects a fund balance of 8.2%.

Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

*(p) Appropriations Limit for FY 2015/16, Resolution No. 995
MSC (T. Breen/L. Perry)

Vote: 5 Ayes: T. Breen, J. Brusco, K. Child, W. Glines, L. Perry; 0 Noes; 2 Absent: M. Dover and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve.

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is July 14, 2015, Gavilan College, Social Science Room #206.

2. Adjournment
   The meeting was adjourned by consensus at 9:18 p.m.
Gavilan Joint Community College District
Governing Board Agenda

July 14, 2015

Consent Agenda Item No. 6(b)  
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 June 9, 2015 thru July 14, 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 2015-2016.

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 – July 14, 2015

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Action Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Gutierrez</td>
<td>Program Services Specialist</td>
<td>CalWORKs</td>
<td>Change from 11 to 12 months</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Arnulfo Hernandez</td>
<td>Custodian</td>
<td>Maintenance and Facilities</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Connie Phillips</td>
<td>Senior Accountant</td>
<td>Business Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Francisco Orozco</td>
<td>Lead Custodian</td>
<td>Maintenance and Facilities</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Jacquelyn Richburg</td>
<td>Career Transfer Specialist</td>
<td>Student Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Kendra Ketchu</td>
<td>Admissions/Student Records Technician</td>
<td>Student Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Laura Hagan</td>
<td>Payroll Officer</td>
<td>Business Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Laura Montes</td>
<td>Accounting Technician</td>
<td>Business Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Mayra Cortez</td>
<td>Admissions/Student Records Technician</td>
<td>Student Services</td>
<td></td>
<td>July 15, 2015</td>
</tr>
</tbody>
</table>
II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Amparo Arteaga Barajas  Office Assistant
Human Resources
June 1, 2015 to August 31, 2015

III. PROFESSIONAL EXPERTS

Carma Dreyfus  High School Equivalency Participant
AB 86 Consortium
June 16, 2015 to June 18, 2015

Carma Dreyfus  Curriculum Institute Participant
AB 86 Consortium
June 23, 2015 to July 1, 2015

Celise El-Kassed  Curriculum Institute Participant
AB 86 Consortium
June 23, 2015 to June 25, 2015

Chandler Shaw  Graduation Videographer
Student Services
May 22, 2015

Debra Burdman  Curriculum Institute Participant
AB 86 Consortium
June 23, 2015 to July 1, 2015

Jan Shorr  Curriculum Institute Participant
AB 86 Consortium
May 26, 2015 to May 28, 2015

Jodie Wylie  Curriculum Institute Participant
AB 86 Consortium
June 23, 2015 to July 1, 2015

Judith Dunham  Curriculum Institute Participant
AB 86 Consortium
June 16, 2015 to June 18, 2015
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Jeri Allen  
Student Assessment Specialist  
Student Services  
July 1, 2015 to June 30, 2016

Maria Perez  
Child Development Center Teacher Assistant  
Career Technical Education  
September 1, 2015 to June 30, 2016

Regina Robasciotti  
Student Assessment Specialist  
Student Services  
July 1, 2015 to June 30, 2016

Rozina Mengisteab  
Child Development Center Teacher Assistant  
Career Technical Education  
September 1, 2015 to June 30, 2016

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Alyssa Gonzales  
BIO 15 – Anatomy/Physiology  
GUID 28 – Tutoring Techniques

Diana Seelie  
CSIS 122 – Computer Keyboarding  
CSIS 178 – Applied Networking  
SPAN 2A – Intermediate Spanish

Diane Christianson  
MATH 400 – Elementary Algebra

Doug Martin  
SPAN 1B – Elementary Spanish

Elaine Arballo  
BIO 8 - Microbiology

Eric Dietze  
CS 22A – Java Script for Programmers  
CSIS 182 – Operating Systems

Esteban Talavera  
BIBL 5333 – Biblical Theology of Dreams and Visions  
BIBL 5553 – Reading the Bible: Exegesis Interpretation

Gilbert Horta  
SPAN 2B – intermediate Spanish
VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Alyssa Gonzales  CD 20, CD 190, CHEM 30A, CD 30B, and ART 25A
Denise Apuzzo  HIST 4B, POLS 4, HIST 2, MATH 242, and POLS 5
Irma Banuelos  SOC 1A, ACCT 120, ACCT 20, ACCT 105, and CSIS 128

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Melissa Avila  Volunteer Worker
Kinesiology and Athletics
June 16, 2015 to December 31, 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.
B. Faculty Personnel Actions – July 14, 2015

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office/Department</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Marques</td>
<td>Immersion Program</td>
<td>Liberal Arts and Sciences</td>
<td>January 1, 2015 to June 15, 2015</td>
</tr>
<tr>
<td>Dale Clark</td>
<td>Trained Faculty Evaluator</td>
<td>Office of Instruction</td>
<td>January 26, 2015 to May 22, 2015</td>
</tr>
<tr>
<td>David Perez</td>
<td>Immersion Program</td>
<td>Liberal Arts and Sciences</td>
<td>January 1, 2015 to June 15, 2015</td>
</tr>
<tr>
<td>Grant Richards</td>
<td>Trained Faculty Evaluator</td>
<td>Office of Instruction</td>
<td>January 26, 2015 to May 22, 2015</td>
</tr>
<tr>
<td>Kathy Campbell</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Nicole Cisneros</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Nicole Cisneros</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>June 23, 2015 to June 25, 2015</td>
</tr>
<tr>
<td>Rey Morales</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Scott Sandler</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
</tbody>
</table>
### III. PART-TIME FACULTY (CREDIT & NON-CREDIT) ASSIGNMENTS/STIPENDS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Consortium</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arpita Kumar</td>
<td>Instructional Video Production</td>
<td>Liberal Arts and Sciences</td>
<td>June 15, 2015 to August 23, 2015</td>
</tr>
<tr>
<td>Beatrice Gonzales-Ramirez</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>June 23, 2015 to July 1, 2015</td>
</tr>
<tr>
<td>Devon Carlson</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Devon McKnight</td>
<td>Art Instructor</td>
<td>Liberal Arts and Sciences</td>
<td>June 15, 2015 to December 18, 2015</td>
</tr>
<tr>
<td>Frank Mendez</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Kimberly Douglas</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>June 23, 2015 to June 25, 2015</td>
</tr>
<tr>
<td>Luz Elena Cervantes</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>June 16, 2015 to June 18, 2015</td>
</tr>
<tr>
<td>Luz Elena Cervantes</td>
<td>Non-Credit Instructor</td>
<td>Community Development and Grants Management</td>
<td>June 1, 2015 to June 30, 2015</td>
</tr>
<tr>
<td>Manuel Quintana</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>June 23, 2015 to July 1, 2015</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Institution</td>
<td>Dates</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Marcela Serrano</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Marcia Friedberg</td>
<td>Mathematics Instructor</td>
<td>Liberal Arts and Sciences</td>
<td>August 24, 2015 to December 23, 2015</td>
</tr>
<tr>
<td>Martin Juarez</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Mike Dovenberg</td>
<td>Football Recruiting</td>
<td>Kinesiology and Athletics</td>
<td>May 1, 2015 to May 30, 2015</td>
</tr>
<tr>
<td>Pamela Goonetilleke</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Patricia Reinhart</td>
<td>Non-Credit Instructor</td>
<td>Community Development and Grants Management</td>
<td>June 1, 2015 to June 30, 2016</td>
</tr>
<tr>
<td>Prima Tatum</td>
<td>Mathematics Instructor</td>
<td>Liberal Arts and Sciences</td>
<td>August 26, 2015 to December 23, 2015</td>
</tr>
<tr>
<td>Susan Dodd</td>
<td>Curriculum Institute Participant</td>
<td>AB 86 Consortium</td>
<td>May 26, 2015 to May 28, 2015</td>
</tr>
<tr>
<td>Vania Parakati</td>
<td>Counselor</td>
<td>Student Services</td>
<td>June 17, 2015 to July 31, 2015</td>
</tr>
</tbody>
</table>

**IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

NONE

**V. REASSIGNMENTS**

NONE
VI. RESIGNATIONS AND RETIREMENTS

Kaye Bedell  Allied Health Director
Career Technical Education
Date of Hire: August 31, 1983
Date of Retirement: June 2, 2015

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 – July 14, 2015

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Marta Gonzalez  Human Resources Technician  
Human Resources  
July 15, 2015

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – July 14, 2015

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

I. APPPOINTMENTS

Adrian Lopez  
Student Trustee  
Board of Trustees  
June 9, 2015

II. ADDITIONAL DUTY/STIPENDS

NONE

III. BOARD MEMBER APPROVED ABSENCE

Lois Locci  
Board of Trustees Member  
Personal Hardship Leave Extension  
July 15, 2015 to September 13, 2015

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.
Consent Agenda Item No.       6(c)       Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Warrants and electronic transfers drawn on District Funds

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

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of June 1 – June 30, 2015.

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

Warrants:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Warrant Numbers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/15 – 6/30/15</td>
<td>18020625-18021867</td>
<td>$2,817,382.75</td>
</tr>
</tbody>
</table>

Electronic Transfers:

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

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

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

Follow Up/Outcome:
No further action is required.

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

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

Agenda Approval: [Signature] Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District  
Governing Board Agenda  
July 14, 2015  

Consent Agenda Item No. 6(d)  
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 June 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 June 2015:  

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Regular (EOM)</td>
<td>June 30, 2015</td>
<td>$810,174.45</td>
</tr>
<tr>
<td>May Supplemental 1</td>
<td>June 10, 2015</td>
<td>$310,900.10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><em>(671 Pay Warrants Issued)</em></td>
<td><strong>$1,121,074.55</strong></td>
</tr>
</tbody>
</table>

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

Follow Up/Outcome:  
No further action is required.  

Recommended By: Frederick E. Harris, Vice President of Administrative Services  
Prepared By: Wade W. Ellis, CPA - Director, Business Services  
Agenda Approval:  
[Signature] Dr. Steven M. Kinsella, Superintendent/President  

C:/Board/Forms/Payroll Board Item (3)
Gavilan Joint Community College District  
Governing Board Agenda  

July 14, 2015

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

SUBJECT: Ratification of Agreements  

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

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

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

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

Follow Up/Outcome:  
No further action is required.  

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
### Meeting Date: July 14, 2015

<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT9914</td>
<td>$11,500.00</td>
<td>AcademicWorks Inc</td>
<td>Scholarship Management Software System Period of Service: 6/10/15 - 6/9/16</td>
</tr>
<tr>
<td>CONT9915</td>
<td>NA</td>
<td>Fresh Approach</td>
<td>Mobile Farmer's Market on Gavilan Campus Thursdays 7/2/15 - 8/6/15 Six Week Extensions With Mutal Agreement Through 12/31/15</td>
</tr>
<tr>
<td>CONT9916</td>
<td>$1,000.00</td>
<td>SARS Software Products Inc</td>
<td>Software Licenses and Support Services Period of Service: 7/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9917</td>
<td>$20,000.00</td>
<td>SixTen and Associates</td>
<td>Consultant Services for Mandated Costs 7/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9919</td>
<td>$23,000.00</td>
<td>Maxient Network</td>
<td>Services to Establish and Maintain an Internet-Based System for Student Records</td>
</tr>
<tr>
<td>CONT9921</td>
<td>$40,000.00</td>
<td>Lapkoff and Gobalet Demographic Research Inc</td>
<td>Demographic Consulting Services Period of Service: 1/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9922</td>
<td>$3,700.00</td>
<td>Barbara J. Westbrook</td>
<td>Golf Course Fence Agreement Period of Service: 7/1/15 - Completion</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

July 14, 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, CPA — Director, Business Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2014</th>
<th>Revised Budgets Revenue</th>
<th>Revised Budgets Expense</th>
<th>Ending Fund Balance 6/30/2015</th>
<th>Year to Date Actual Revenue</th>
<th>Year to Date Actual Expense</th>
<th>Year to Date Actual Encumbrance</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General -Unrestricted</td>
<td>$2,705,860</td>
<td>$30,483,242</td>
<td></td>
<td></td>
<td>$28,892,853</td>
<td></td>
<td></td>
<td>94.8%</td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>- Certificated Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>- Classified Salaries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>- Burdens &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>- Books &amp; Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>- Other Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>- Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>- Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total General-Unrestricted</strong></td>
<td><strong>$2,705,860</strong></td>
<td><strong>$30,483,242</strong></td>
<td><strong>$30,282,338</strong></td>
<td><strong>$2,906,764</strong></td>
<td><strong>$28,892,853</strong></td>
<td></td>
<td></td>
<td><strong>94.8%</strong></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Instructional Equipment</td>
<td>$2,574</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$2,674</td>
<td>$100,000</td>
<td>$45,407</td>
<td>$211</td>
<td>100.0%</td>
<td>45.6%</td>
</tr>
<tr>
<td>26</td>
<td>Parking</td>
<td>$0</td>
<td>$168,311</td>
<td>$168,311</td>
<td>$0</td>
<td>$147,682</td>
<td>$147,688</td>
<td>$10,380</td>
<td>87.4%</td>
<td>93.9%</td>
</tr>
<tr>
<td>27</td>
<td>General - Restricted</td>
<td>$0</td>
<td>$12,050,538</td>
<td>$12,050,538</td>
<td>$0</td>
<td>$9,053,883</td>
<td>$9,000,729</td>
<td>$724,679</td>
<td>75.1%</td>
<td>80.7%</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Fund</strong></td>
<td><strong>$2,708,535</strong></td>
<td><strong>$42,802,138</strong></td>
<td><strong>$42,601,235</strong></td>
<td><strong>$2,899,439</strong></td>
<td><strong>$38,193,658</strong></td>
<td></td>
<td></td>
<td><strong>89.2%</strong></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Measure E - Debt Service</td>
<td>$3,564,500</td>
<td>$5,292,579</td>
<td>$5,292,579</td>
<td>$3,564,500</td>
<td>$4,163,863</td>
<td>$5,031,295</td>
<td></td>
<td>78.5%</td>
<td>112.1%</td>
</tr>
<tr>
<td>34</td>
<td>Capital Project</td>
<td>$55,012</td>
<td>$6,435,919</td>
<td>$6,435,919</td>
<td>$55,012</td>
<td>$4,028,673</td>
<td>$4,394,128</td>
<td>$1,009,883</td>
<td>62.4%</td>
<td>83.7%</td>
</tr>
<tr>
<td>60</td>
<td>Measure E</td>
<td>$25,454,859</td>
<td>$25,387,941</td>
<td>$86,918</td>
<td></td>
<td>$123,374</td>
<td>$2,392,855</td>
<td>$1,182,855</td>
<td></td>
<td>14.1%</td>
</tr>
<tr>
<td>72</td>
<td>Child Development</td>
<td>$0</td>
<td>$338,322</td>
<td>$338,322</td>
<td>$0</td>
<td>$279,456</td>
<td>$310,272</td>
<td>$9,793</td>
<td>82.6%</td>
<td>96.4%</td>
</tr>
<tr>
<td>92</td>
<td>Long Term Debt</td>
<td>$5,010,570</td>
<td>$800,000</td>
<td>$1,000</td>
<td>$5,805,570</td>
<td>$498,382</td>
<td>$375</td>
<td></td>
<td>62.3%</td>
<td>37.5%</td>
</tr>
<tr>
<td></td>
<td><strong>Fiduciary Funds</strong></td>
<td><strong>$37,205,630</strong></td>
<td><strong>$64,627,355</strong></td>
<td><strong>$89,908,865</strong></td>
<td><strong>$12,735,120</strong></td>
<td><strong>$33,952,286</strong></td>
<td></td>
<td></td>
<td><strong>83.5%</strong></td>
<td><strong>68.6%</strong></td>
</tr>
</tbody>
</table>

June 30 Payroll included in these totals
July 10 Payroll not included in these totals
Instructors salaries are paid August through May (10 months)
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year
Fund 34 Capital Project = State Funded Projects
Gavilan Joint Community College District
Governing Board Agenda

July 14, 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, CPA – Director, Business Services

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>660210</td>
<td>4570</td>
<td></td>
<td>(400.00)</td>
<td>660110</td>
<td>5425</td>
<td></td>
<td>400.00</td>
</tr>
<tr>
<td>995110</td>
<td>4550</td>
<td></td>
<td>(162.00)</td>
<td>965110</td>
<td>5250</td>
<td></td>
<td>162.00</td>
</tr>
<tr>
<td>995110</td>
<td>4310</td>
<td></td>
<td>(216.00)</td>
<td>965110</td>
<td>5250</td>
<td></td>
<td>216.00</td>
</tr>
<tr>
<td>995010</td>
<td>5660</td>
<td></td>
<td>(155.00)</td>
<td>965010</td>
<td>4310</td>
<td></td>
<td>155.00</td>
</tr>
<tr>
<td>995210</td>
<td>4310</td>
<td></td>
<td>(24.00)</td>
<td>965210</td>
<td>5250</td>
<td></td>
<td>24.00</td>
</tr>
<tr>
<td>995010</td>
<td>4310</td>
<td></td>
<td>(14.00)</td>
<td>965210</td>
<td>5250</td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td>995010</td>
<td>4310</td>
<td></td>
<td>(206.00)</td>
<td>965210</td>
<td>4310</td>
<td></td>
<td>206.00</td>
</tr>
<tr>
<td>984210</td>
<td>5613</td>
<td></td>
<td>(1.00)</td>
<td>984210</td>
<td>4310</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>984210</td>
<td>5613</td>
<td></td>
<td>(53.00)</td>
<td>984210</td>
<td>4711</td>
<td></td>
<td>53.00</td>
</tr>
<tr>
<td>984610</td>
<td>5630</td>
<td></td>
<td>(216.00)</td>
<td>984610</td>
<td>5630</td>
<td></td>
<td>216.00</td>
</tr>
<tr>
<td>984610</td>
<td>4310</td>
<td></td>
<td>(225.00)</td>
<td>984610</td>
<td>4711</td>
<td></td>
<td>225.00</td>
</tr>
<tr>
<td>984610</td>
<td>4310</td>
<td></td>
<td>(330.00)</td>
<td>984610</td>
<td>4711</td>
<td></td>
<td>330.00</td>
</tr>
<tr>
<td>984610</td>
<td>4310</td>
<td></td>
<td>(216.00)</td>
<td>984610</td>
<td>5830</td>
<td></td>
<td>216.00</td>
</tr>
<tr>
<td>983610</td>
<td>5250</td>
<td></td>
<td>(187.00)</td>
<td>983610</td>
<td>5240</td>
<td></td>
<td>187.00</td>
</tr>
<tr>
<td>983610</td>
<td>5250</td>
<td></td>
<td>(88.00)</td>
<td>983610</td>
<td>5150</td>
<td></td>
<td>89.00</td>
</tr>
<tr>
<td>983610</td>
<td>5230</td>
<td></td>
<td>(709.00)</td>
<td>983610</td>
<td>5210</td>
<td></td>
<td>709.00</td>
</tr>
<tr>
<td>983610</td>
<td>5230</td>
<td></td>
<td>(416.00)</td>
<td>983610</td>
<td>5630</td>
<td></td>
<td>416.00</td>
</tr>
<tr>
<td>984410</td>
<td>5630</td>
<td></td>
<td>(181.00)</td>
<td>983610</td>
<td>5830</td>
<td></td>
<td>181.00</td>
</tr>
<tr>
<td>493610</td>
<td>4510</td>
<td></td>
<td>(246.00)</td>
<td>493610</td>
<td>4510</td>
<td></td>
<td>245.00</td>
</tr>
<tr>
<td>493610</td>
<td>4710</td>
<td></td>
<td>(208.00)</td>
<td>150410</td>
<td>4510</td>
<td></td>
<td>208.00</td>
</tr>
<tr>
<td>610510</td>
<td>5425</td>
<td></td>
<td>(331.00)</td>
<td>600310</td>
<td>5425</td>
<td></td>
<td>331.00</td>
</tr>
<tr>
<td>610810</td>
<td>4310</td>
<td></td>
<td>(137.00)</td>
<td>600310</td>
<td>5425</td>
<td></td>
<td>137.00</td>
</tr>
<tr>
<td>983610</td>
<td>4550</td>
<td></td>
<td>(297.00)</td>
<td>983610</td>
<td>5630</td>
<td></td>
<td>297.00</td>
</tr>
<tr>
<td>983610</td>
<td>4711</td>
<td></td>
<td>(400.00)</td>
<td>983610</td>
<td>4711</td>
<td></td>
<td>400.00</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(341.00)</td>
<td>984410</td>
<td>5630</td>
<td></td>
<td>341.00</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(500.00)</td>
<td>984410</td>
<td>4711</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>984310</td>
<td>4310</td>
<td></td>
<td>(836.00)</td>
<td>984310</td>
<td>4711</td>
<td></td>
<td>836.00</td>
</tr>
<tr>
<td>995410</td>
<td>4510</td>
<td></td>
<td>(44.00)</td>
<td>965410</td>
<td>5612</td>
<td></td>
<td>44.00</td>
</tr>
<tr>
<td>995110</td>
<td>4310</td>
<td></td>
<td>(102.00)</td>
<td>985410</td>
<td>4510</td>
<td></td>
<td>102.00</td>
</tr>
<tr>
<td>995110</td>
<td>4550</td>
<td></td>
<td>(4.00)</td>
<td>995410</td>
<td>4510</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>984010</td>
<td>4310</td>
<td></td>
<td>(1,224.00)</td>
<td>984010</td>
<td>6400</td>
<td></td>
<td>1,224.00</td>
</tr>
<tr>
<td>984110</td>
<td>4711</td>
<td></td>
<td>(72.00)</td>
<td>984110</td>
<td>4710</td>
<td></td>
<td>72.00</td>
</tr>
<tr>
<td>984810</td>
<td>5630</td>
<td></td>
<td>(350.00)</td>
<td>984810</td>
<td>4310</td>
<td></td>
<td>350.00</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(23.00)</td>
<td>984410</td>
<td>4710</td>
<td></td>
<td>23.00</td>
</tr>
<tr>
<td>984410</td>
<td>4310</td>
<td></td>
<td>(13.00)</td>
<td>984410</td>
<td>5630</td>
<td></td>
<td>13.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(8,927.00)</td>
<td></td>
<td></td>
<td></td>
<td>8,927.00</td>
</tr>
</tbody>
</table>

**Budget changes within the same fund to accommodate expenditure & revenue needs of various departments**
Final (Adopted) Estimated Beginning Fund Balance at 7/1/14
$2,920,017.00
Change to Actual Fund Balance at 7/1/14
($214,157.00)
Actual Beginning Balance at 7/1/14
$2,705,860.00
Final (Adopted) Budget Net Change in Fund Balance
($161,886.00)
Budget adjustments from current year’s previous months to increase (decrease)
$362,790.00
net change to fund balance
Current decrease in budgeted expenditures increases Fund Balance
$8,927.00
Current increase in budgeted expenditures decreases Fund Balance
($8,927.00)
Revised Net Change in Ending Fund Balance
$362,790.00
Estimated Ending Fund Balance 6/30/15 for General Fund 100
$2,906,764.00

**Fund 10**

<table>
<thead>
<tr>
<th>INCOME - Increase/(Decrease)</th>
<th>EXPENSE - Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Account</td>
</tr>
<tr>
<td>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</td>
<td></td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td><strong>Total Fund 10:</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Final (Adopted) Estimated Beginning Fund Balance at 7/1/14 |
| Change to Actual Fund Balance at 7/1/14 |
| Actual Beginning Balance at 7/1/14 |
| Final (Adopted) Budget Net Change in Fund Balance |
| Budget adjustments from current year’s previous months to increase (decrease) |
| net change to fund balance |
| Current decrease in budgeted revenue increases Fund Balance |
| Current increase in budgeted expenditures decreases Fund Balance |
| Revised Net Change in Ending Fund Balance |
| Estimated Ending Fund Balance 6/30/15 for General Fund 100 |

**Fund 270**

<table>
<thead>
<tr>
<th>INCOME - Increase/(Decrease)</th>
<th>EXPENSE - Increase/(Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Account</td>
</tr>
<tr>
<td>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</td>
<td></td>
</tr>
<tr>
<td>Athletics - Gate Receipts</td>
<td></td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td>Athletics - Gate Receipts</td>
<td></td>
</tr>
<tr>
<td>985227</td>
<td>8821</td>
</tr>
<tr>
<td>BFAP</td>
<td></td>
</tr>
<tr>
<td>642827</td>
<td>8623</td>
</tr>
<tr>
<td>642827</td>
<td>5230</td>
</tr>
<tr>
<td>642827</td>
<td>5250</td>
</tr>
<tr>
<td>642827</td>
<td>5260</td>
</tr>
<tr>
<td>642827</td>
<td>2210</td>
</tr>
<tr>
<td>642827</td>
<td>3100</td>
</tr>
</tbody>
</table>

July 2015 Meeting - Budget Adj (To Board).xlsx
6/30/2015
Page 2 of 5
<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>CPE</th>
<th>Amount</th>
<th>Code</th>
<th>CPE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VTEA Administration</strong></td>
<td>746727</td>
<td>8110</td>
<td>(5,008.00)</td>
<td>746727</td>
<td>2210</td>
<td>(3,445.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>746727</td>
<td>3100</td>
<td>(1,565.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>746727</td>
<td>5230</td>
<td>(6.00)</td>
</tr>
<tr>
<td><strong>VTEA Cosmetology</strong></td>
<td>746927</td>
<td>8110</td>
<td>5,000.00</td>
<td>746927</td>
<td>4310</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>VTEA Computer Science</strong></td>
<td>746127</td>
<td>8110</td>
<td>6.00</td>
<td>746127</td>
<td>3100</td>
<td>6.00 BU1534</td>
</tr>
<tr>
<td><strong>Basic Skills</strong></td>
<td>494227</td>
<td>8608</td>
<td>9,841.00</td>
<td>494227</td>
<td>1310</td>
<td>8,742.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>494227</td>
<td>3100</td>
<td>1,099.00</td>
</tr>
<tr>
<td><strong>CDTC Child Consortium</strong></td>
<td>498827</td>
<td>8890</td>
<td>6,475.00</td>
<td>498827</td>
<td>4510</td>
<td>127.00</td>
</tr>
<tr>
<td></td>
<td>498827</td>
<td>8894</td>
<td>(10,000.00)</td>
<td>498827</td>
<td>5150</td>
<td>650.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5710</td>
<td>518.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7520</td>
<td>(4,820.00)</td>
</tr>
<tr>
<td><strong>RN Nursing</strong></td>
<td>507527</td>
<td>8690</td>
<td>(2,000.00)</td>
<td>507527</td>
<td>4310</td>
<td>(2,000.00)</td>
</tr>
<tr>
<td><strong>MESA</strong></td>
<td>502027</td>
<td>8646</td>
<td>(4,238.00)</td>
<td>502027</td>
<td>4310</td>
<td>(3,966.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5630</td>
<td>(270.00)</td>
</tr>
<tr>
<td><strong>CARE</strong></td>
<td>643627</td>
<td>8639</td>
<td>5,765.00</td>
<td>643627</td>
<td>3400</td>
<td>(3,000.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4570</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5250</td>
<td>(135.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7510</td>
<td>1,355.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7520</td>
<td>7,345.00 BU1535</td>
</tr>
<tr>
<td><strong>AB86</strong></td>
<td>681027</td>
<td>8686</td>
<td>111,966.00</td>
<td>681027</td>
<td>1112</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1220</td>
<td>31,764.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1312</td>
<td>10,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2211</td>
<td>4,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2310</td>
<td>5,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3100</td>
<td>5,475.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3400</td>
<td>12,210.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4570</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5210</td>
<td>6,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5710</td>
<td>923.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5831</td>
<td>35,084.00 BU1538</td>
</tr>
</tbody>
</table>

**Total Fund 270:** 140,363.00

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
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 $140,363.00
Current increase in budgeted expenditures decreases Fund Balance ($140,363.00)
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/15 for General Fund 270 $0.00
### Fund 340

#### INCOME - Increase/(Decrease)

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>722434</td>
<td>8890</td>
<td></td>
<td>502,000.00</td>
</tr>
</tbody>
</table>

**Total Fund 340:** 502,000.00

---

#### EXPENSE - Increase/(Decrease)

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>722734</td>
<td>5831</td>
<td></td>
<td>502,000.00 BU1535</td>
</tr>
</tbody>
</table>

---

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

- Final (Adopted) Estimated Beginning Fund Balance at 7/1/14: $34,930.00
- Change to Actual Fund Balance at 7/1/14: $20,082.00
- Actual Beginning Balance at 7/1/14: $55,012.00
- Final (Adopted) Budget Net Change in Fund Balance: $0.00
- Budget adjustments from current year's previous months to increase (decrease) net change to fund balance:
  - Current increase in budgeted revenue increases Fund Balance: $502,000.00
  - Current increase in budgeted expenditures decreases Fund Balance: ($502,000.00)
- Revised Net Change in Ending Fund Balance: $0.00
- Estimated Ending Fund Balance 6/30/15 for General Fund 340: $55,012.00

### Fund 470

#### DECREASE

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>931947</td>
<td>5831</td>
<td></td>
<td>1,532.00</td>
</tr>
<tr>
<td>999947</td>
<td>6405</td>
<td></td>
<td>2,000.00 BU1535</td>
</tr>
<tr>
<td>931447</td>
<td>5831</td>
<td></td>
<td>203.00</td>
</tr>
<tr>
<td>931447</td>
<td>5831</td>
<td></td>
<td>275.00</td>
</tr>
<tr>
<td>931447</td>
<td>5831</td>
<td></td>
<td>198.00</td>
</tr>
<tr>
<td>931947</td>
<td>5831</td>
<td></td>
<td>58.00    BU1536</td>
</tr>
</tbody>
</table>

**Total Fund 470:** (4,266.00)

---

#### INCREASE

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>931947</td>
<td>5831</td>
<td></td>
<td>5210</td>
</tr>
<tr>
<td>999947</td>
<td>6400</td>
<td></td>
<td>4711</td>
</tr>
<tr>
<td>931447</td>
<td>5831</td>
<td></td>
<td>5210</td>
</tr>
<tr>
<td>931447</td>
<td>5831</td>
<td></td>
<td>5530</td>
</tr>
<tr>
<td>931947</td>
<td>5831</td>
<td></td>
<td>4510</td>
</tr>
</tbody>
</table>

---

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

- Final (Adopted) Estimated Beginning Fund Balance at 7/1/14: $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: ($103,613.00)
- Budget adjustments from current year's previous months to increase (decrease) net change to fund balance:
  - Current increase in budgeted revenue increases Fund Balance: $4,266.00
  - Current increase in budgeted expenditures decreases Fund Balance: ($4,266.00)
- Revised Net Change in Ending Fund Balance: ($103,613.00)
- Estimated Ending Fund Balance 6/30/15 for Restricted General Fund 470: $309,541.00

---

*July 2015 Meeting - Budget Adj (To Board).xlsx*  
*6/30/2015*  
*Page 4 of 5*
**Fund 48**

**INCOME - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>641048</td>
<td>8119</td>
<td></td>
<td>275.00</td>
</tr>
</tbody>
</table>

**EXPENSE - Increase/(Decrease)**

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>641048</td>
<td>4510</td>
<td></td>
<td>275.00</td>
</tr>
<tr>
<td>641048</td>
<td>4510</td>
<td></td>
<td>(275.00)</td>
</tr>
<tr>
<td>641048</td>
<td>7510</td>
<td></td>
<td>275.00</td>
</tr>
</tbody>
</table>

Total Fund 48: $275.00

**Budget Entry**

Final (Adopted) Estimated Beginning Fund Balance at 7/1/10 $0.00
Change to Actual Fund Balance at 7/1/10 $0.00
Actual Beginning Balance at 7/1/10 $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 $275.00
Current increase in budgeted expenditures decreases Fund Balance ($275.00)
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/11 for Financial Aid Fund 48 $0.00
Gavilan Joint Community College District
Governing Board Agenda

July 14, 2015

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

SUBJECT: Santa Clara County Treasury Investment Portfolio Status as of March 31, 2015

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

Proposal:
That the Board of Trustees review the Santa Clara County Treasury Investment Portfolio Summary.

Background:
The District’s funds are invested in the County Treasury. Attached is their report. Government Code Section 53646 makes it permissive that the Board of Trustees review District investments on a quarterly basis. The complete portfolio is on file in the Superintendent/President’s Office and available for review upon request.

Budgetary Implications:
For information purposes only.

Follow Up/Outcome:
None needed.

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

Prepared By: Wade W. Ellis, CPA - Director, Fiscal Services

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
May 12, 2015

Submitted by:  Alan Minato, Controller-Treasurer

TO:  BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
     BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM:  EMILY HARRISON, DIRECTOR OF FINANCE

SUBJECT:  COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION
Receive and file the March 31, 2015 Detailed Investment Portfolio Listing.

DISCUSSION
In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of March 31, 2015 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Market Value</th>
<th>Increase (Decrease)</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,503,422,027</td>
<td>$5,511,305,637</td>
<td>$7,883,610</td>
<td>0.14%</td>
</tr>
</tbody>
</table>

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, Joe Simitian
County Executive: Jeffrey Smith
The yield of the pool on March 31, 2015 was 0.54%. As a comparison, on March 31, 2015 the yield of a 6-month Treasury Bill was 0.14%. A two-year Treasury Note was .56%. The State of California Local Agency Investment Fund (LAIF) yield was 0.27%.

Attached with the current investment strategy is a schedule that lists the average maturities and yield for the Commingled Treasury Pool. A chart of investment concentration and of distribution of bond maturities is provided for the Pool. Also included is a chart showing the one-year history of the pool and selected interest rates.

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by Bank of New York, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

If any Commingled Pool participant would like further information on this report, please let me know.

Attachments
Quarterly Investment Report

March 31, 2015
# Quarterly Investment Review Table of Contents

## Quarterly Investment Report

**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Cost Values versus Market Values and Yields</td>
<td>1</td>
</tr>
<tr>
<td>Portfolio Strategy, Compliance, Review and Monitoring</td>
<td>2</td>
</tr>
<tr>
<td>Commingled Pool: Allocation by Security Types</td>
<td>4</td>
</tr>
<tr>
<td>Commingled Pool: Allocation by Ratings</td>
<td>5</td>
</tr>
<tr>
<td>Commingled Pool: Holdings by Issuer</td>
<td>6</td>
</tr>
<tr>
<td>Commingled Pool: Historical Month End Book Values</td>
<td>7</td>
</tr>
<tr>
<td>Commingled Pool: Distribution by Maturity</td>
<td>8</td>
</tr>
<tr>
<td>Commingled Pool: Yield to Maturity and Weighted Average Maturity</td>
<td>9</td>
</tr>
<tr>
<td>Approved Issuers and Broker/Dealers</td>
<td>10</td>
</tr>
<tr>
<td>Commingled Pool: Compliance with Investment Policy</td>
<td>11</td>
</tr>
<tr>
<td>Holdings Report: Commingled Pool</td>
<td>12</td>
</tr>
<tr>
<td>Holdings Report: Worker's Compensation</td>
<td>23</td>
</tr>
<tr>
<td>Holdings Report: Mountain View-Los Altos</td>
<td>24</td>
</tr>
<tr>
<td>Holdings Report: Palo Alto Unified</td>
<td>25</td>
</tr>
<tr>
<td>Holdings Report: Park Charter Fund</td>
<td>26</td>
</tr>
<tr>
<td>Holdings Report: San Jose-Evergreen</td>
<td>27</td>
</tr>
<tr>
<td>Holdings Report: West Valley Mission-CCD Building Fund</td>
<td>29</td>
</tr>
<tr>
<td>Transaction Activity Report</td>
<td>30</td>
</tr>
</tbody>
</table>

---

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitian

County Executive: Jeffrey V. Smith
Santa Clara County Commingled Pool and Segregated Investments

March 31, 2015

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cost Value**</th>
<th>Market Value</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commingled Investment Pool ***</td>
<td>$5,420,449,510</td>
<td>$5,427,830,022</td>
<td>$7,380,512</td>
<td>0.14%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>$27,080,426</td>
<td>$27,402,409</td>
<td>$321,983</td>
<td>1.19%</td>
</tr>
<tr>
<td>Mountain View-Los Altos</td>
<td>$2,018,941</td>
<td>$2,019,610</td>
<td>$669</td>
<td>0.03%</td>
</tr>
<tr>
<td>Palo Alto Unified</td>
<td>$599,324</td>
<td>$600,703</td>
<td>$1,379</td>
<td>0.23%</td>
</tr>
<tr>
<td>Park Charter Fund</td>
<td>$11,381,302</td>
<td>$11,392,340</td>
<td>$11,038</td>
<td>0.10%</td>
</tr>
<tr>
<td>San Jose-Evergreen</td>
<td>$19,749,315</td>
<td>$19,791,678</td>
<td>$42,363</td>
<td>0.21%</td>
</tr>
<tr>
<td>West Valley Mission CCD - Building Fund</td>
<td>$7,874,595</td>
<td>$7,890,630</td>
<td>$16,035</td>
<td>0.20%</td>
</tr>
<tr>
<td>Medical Malpractice Insurance Fund (1)</td>
<td>$14,268,614</td>
<td>$14,378,245</td>
<td>$109,631</td>
<td>0.77%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,503,422,027</strong></td>
<td><strong>$5,511,305,637</strong></td>
<td><strong>$7,883,610</strong></td>
<td><strong>0.14%</strong></td>
</tr>
</tbody>
</table>

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Jan 31</th>
<th>Feb 28</th>
<th>Mar 31</th>
<th>Mar 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commingled Investment Pool</td>
<td>0.51%</td>
<td>0.51%</td>
<td>0.54%</td>
<td>0.49%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>1.22%</td>
<td>1.22%</td>
<td>1.22%</td>
<td>1.21%</td>
</tr>
<tr>
<td>weighted Yield</td>
<td>0.52%</td>
<td>0.52%</td>
<td>0.54%</td>
<td>0.49%</td>
</tr>
</tbody>
</table>

*Yield to maturity (YTM) is the rate of return paid on a bond, note, or other fixed income security if the investor buys and holds it to its maturity date and if the coupon interest paid over the life of the bond is reinvested at the same rate as the coupon rate. The calculation for YTM is based on the coupon rate, length of time to maturity, and market price at time of purchase.

Yield is a snapshot measure of the yield of the portfolio on the day it was measured based on the current portfolio holdings on that day. This is not a measure of total return, and is not intended to be, since it does not factor in unrealized capital gains and losses and reinvestment rates are dependent upon interest rate changes.

**Cost Value is the amortized book value of the securities as of the date of this report.

***This amount does not include the $100.0 million placed in Treasury's checking account on March 31, 2015. This deposit which is far in excess of nightly check presentation needs does not earn cash interest but rather receives an earned credit that is used to offset the cost of general banking services. This practice is authorized by the County's Investment Policy.
Santa Clara County Commingled Pool and Segregated Investments

Portfolio Strategy

March 31, 2015

Consumer and household spending accounts for approximately 70 percent of U.S. economic activity. After three consecutive months of decline, March retail sales increased 0.9 percent, a pace considered healthy but was slightly less than had been forecasted by economists. March spending was supported by an overall improvement in the labor markets and by lower priced gasoline. Gas prices have declined by 50 percent since June 2014. Bad weather conditions most likely restrained shoppers in January and February.

Manufacturing experienced a 0.1 percent gain in output in March. According to Federal Reserve data, these gains were the first in four months and were preceded by a 0.2 percent decrease in February. Manufacturing, which accounts for about 12 percent of the economy, continues to be constrained by the effects of a strong dollar and low fuel prices which has effected mining production. Exports of manufactured goods have fallen because they have, after converting to dollars, become too expensive for some foreign buyers. Although, the dollar is up 15 percent from its 2011 low, it’s still 17 percent lower than it was in early 2002. Also, it remains 27 percent lower than it was in March 1985, when the dollar’s extreme overvaluation really hurt U.S. manufacturers. Demand for manufactured product within the auto sector has been reasonably steady because it is supported by U.S. domestic consumers.

Policy makers at the Federal Reserve Bank, in their mid-March meeting indicated they would consider raising short-term rates as early as June 16th or 17th; nevertheless, the Bank would not be in a hurry to hike rates higher. Bank Chairwoman Janet Yellen further added that the central bank intends to proceed cautiously once it starts raising rates and now expects a smaller succession of increases than it had previously. Recent reports reflecting a slowdown in U.S. hiring in March, the effects of a strong dollar on exports, and inflation rates below 2 percent have added to the Reserve Bank’s concern over the economy’s ability to weather a steady rise in interest rates. For this reason, further delays are expected before a change in interest rates occurs.

Longer term market interest rates dropped modestly over the quarter. At March 31, 2015, the yield of the two year Treasury note was .56 percent, a decline of 10 basis points while the yield of the 10-year Treasury note was 1.93 percent, a decline of 23.9 basis points.

Our portfolio strategy continues to focus on the: (1) acquisition of high quality issuers; (2) identifying and selecting bonds with attractive valuations; (3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near term obligations; and (4) ensuring that monies targeted for longer term investments are deployed in vehicles with favorable risk adjusted yields. Portfolio structuring does not engage in interest rate anticipation strategies.
Santa Clara County Commingled Pool and Segregated Investments

Portfolio Compliance, Review, and Monitoring

March 31, 2015

Yield and Weighted Average Maturity
The yield of the Commingled Pool is 0.54% and the weighted average life is 419 days.

Compliance
The County Treasurer believes the Commingled Pool contains sufficient cash flow from liquid and maturing securities, bank deposits and incoming cash to meet the next six months of expected expenditures.

Review and Monitoring
FTN Financial Main Street Advisors, the County’s investment advisor, currently monitors the Treasury Department’s investment activities.

Additional Information
Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by the Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.
Gavilan Joint Community College District
Governing Board Agenda

July 14, 2015

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

SUBJECT: Learning Council 14-15 Year-End Report

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
That the Board review the Learning Council 14-15 Year End Report.

Background:
The purpose of the annual report will be to keep the Board informed of the focus/progress of the Learning Council.

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Kathleen Rose, Executive Vice President & Chief Instruction Officer
Prepared By: Dr. Kathleen Rose, Executive Vice President & Chief Instruction Officer
Agenda Approval: Dr. Steven M. Kinsella, Superintendent/ President
History

In Spring of 2010, the Learning Council was developed from discussions that originated in the Basic Skills Committee. The committee was organized and formal structure was put in place under the Leadership of Scott Sandler and Edward Cervantes as facilitators, and Dr. Kathleen Rose as Administrator. The Learning Council is a sub-committee of the Academic Council and, according to BP and AP, (4600) reports to both Academic Senate and the Presidents Council.

Mission Statement

Learning Council is an advisory group committed to the development, promotion, and advancement of a student success agenda for prospective and enrolled students at Gavilan College. The Learning Council recognizes that there are varying definitions of student success. Learning Council will create an in-depth forum for discussing various categories of student success, identifying existing and new pathways, and creating a campus climate unified behind the goals of student success. Our primary methods would be to find ways of minimizing barriers to student success and making recommendations based on discussions and findings from external and internal best practices and research. The Learning Council is committed to the following:

1) Promoting a collaborative community of inquiry, awareness, and change around learning by means of bridging Student, Academic, and Administrative Affairs.
2) Identify and addressing barriers to student success to increase persistence and retention levels of the college.
3) Fostering and promoting opportunities for Faculty and Staff Development to meet the diverse needs of our students.
4) Exploring and implementing various pedagogies that meet students’ diverse socio-cultural learning needs.
5) Empowering members of the campus community in becoming advocates for learning.
6) Creating a safe, welcome, inclusive campus environment centered on student success, empowerment, and engagement. This mission is embedded in the Gavilan College mission statement and reflects the shared beliefs and values of faculty, staff, administrators and students.
Overview

In 2014-2015, the Learning Council was co-facilitated by Susan Sweeney and Dr. Blanca Arteaga under the direction of Dr. Kathleen Rose. Due to increased time commitments to other campus work, Dr. Arteaga stepped down and Dr. Doug Achterman was elected as her replacement in April 2015. Learning council continued to use Focused Inquiry Groups (FIGS) to complete work focused on student success. Student participation remains central to the work of the council, as is membership and participation from all staffing levels and disciplines.

All members are genuinely committed toward student success; and the goal of the council continues to be to create collaborative and inclusive dialogue about student success. The members understand the needs of students and they actively engage to ensure that true change occurs.

Given that the Learning Council highly values respect, each member is treated with equality regardless of campus role. In addition, the Learning Council includes a wide cross section of campus constituency groups, including full-time and part-time faculty, students, support staff, administrators, and supervisors. This diversity in the membership and combined skills and talents are fundamental to producing results. Members of the Learning Council report being energized by the “can do” attitude of the group. The members are present and attentive. There is a unique collegiality that is actively open to the ideas of others.

The Learning Council continues to be an advisory board for the management of our campus’s Title V Hispanic Service Institution Grant. The facilitators for the Learning Council actively recruit staff members from each grant, department, and program on campus to present current activities to the council to facilitate development of collaboration on campus.

Recommendations were made based on discussions and findings from external and internal best practices to minimize barriers and support student success at Gavilan College. In response to these recommendations, the following FIGS were formed this year:

- Information and Resource
- Communication
- Early Alert
- Veterans
- Academic Support Services
- Habits of Mind

In addition to meeting with the total Learning Council group, members of each FIG met to conduct business related to its focused inquiry. Below is a summary of those groups' work for the year.
Focused Inquiry Group Reports

Information and Resource FIG

The information and resource (I&R) FIG consists of one classified staff, one administrator and one student. Collectively over the last year, the I&R FIG met to develop a way for students to obtain information and increase access to community organizations. During fall 2014 term the I&R FIG collected and compiled a comprehensive list of local community agencies that serve San Benito and Santa Clara Counties. Agencies who participated include Covered California, Outreach, Dreams & Visions, Opportunity Fund, CalFresh, Foothill Community Health Center, Gilroy Library, Project Sentinel, Peninsula Family Services and the WIC program.

During the spring 2015 term the I&R FIG collaborated with 11 agencies and developed Information & Resource Days on campus. The community organizations were on campus on Thursdays from 11am-2pm and were located on Sycamore Lane to provide the campus community with information regarding the services their agencies offer. In addition to the I&R days, This FIG has also been doing research around Gavilan College implementing the ECO pass. The ECO pass would essentially provide each student who purchases an ASGC card a bus pass for the term at a low cost. A survey is being created to identify if this is a need as well as something students are interested in pursuing.

Fresh Approach

Finally, the I&R FIG was given information to participate in Fresh Approach. Fresh Approach is a pilot program funded by Kaiser to promote healthy eating and living. As a result the Fresh Approach Mobile will be on campus for six weeks beginning July 2nd. The Fresh Approach Mobile will offer seasonal fresh uncut fruits and vegetables from local farmers to our campus community at a low cost. Students, staff, faculty, administrators and the surrounding community will be able to purchase fresh, healthy produce, learn how to store and cook the produce as well as it’s nutritional value.

Overall the I&R FIG is working to bring information and resources on campus in an effort to increase access to services that meet students' basic and additional needs outside of higher education. The goal of the I&R FIG is to support students' overall ability to learn, stay enrolled and successfully complete their higher education goals.
Communication FIG

The purpose of the Communication Focused Inquiry Group is to identify and provide solutions for communication needs across all Gavilan College campuses. Our membership is comprised of faculty and staff who work conscientiously to find solutions to long-term and emerging issues. The FIG has effectively completed many of the projects that were in progress at the start of the academic year. In addition to its ongoing work, the FIG also accomplished several short-term communication related tasks that emerged as critical needs, and that should have far-reaching impacts on the college and its mission.

Members:
A. Chair: Dr. Blanca Arteaga
B. Ellen Waddell
C. Lynda Kerr
D. Stacey Porteur
E. Doug Martin
F. Kyle Billups
G. Jan Berstein-Chargin
H. Angie Macedo
I. David Dolfin (ASB Representative)

Completed

The FIG saw success with its long-term and emergent projects:

Associated Students of Gavilan College (ASGC) Electronic Elections: With the collaboration of Kyle Billups, Kurt Lambertz, and Dr. Blanca Arteaga, the ASGC conducted their elections electronically for the first time (4/20-4/29). The ballot was created using Banner. Students were able to access the ballot and select a candidate by logging into their MyGav portal. Having elections electronic made the election process easier as ASGC members did not have to coordinate polling times and locations at the three Gavilan College campuses.

Social Media Guidelines: Identified early in the fall 2014 were issues related to social media usage by students, staff and faculty. The need for guidelines became evident. The FIG developed draft guideline suggestions and forwarded them to the District Tech Committee for a full shared governance conversation.
Communication FIG (continued)

Student email accounts: The FIG worked on two related projects connected to the new student email accounts. First, draft protocols for emails were developed and released for full shared governance conversation. The FIG also developed a draft statement for faculty syllabus concerning the responsibility of students to use their student email accounts. The draft statement has been sent to the District Tech Committee for shared governance going forward.

Going Forward

The FIG continues to work on the following projects:

The Centralized Calendar: This is an ongoing project for the FIG 2015-2016. Training has occurred for a pilot group during the spring 2015. Users are testing the software at this time. Full use for staff is expected by the start of the fall semester 2015. Work flow authorizations remain an issue. Authorized use needs to be considered. Ease of use must be worked out for users. The system has valuable components for use once it is fully operable. Discussion concerning training process for all users will be addressed once the system is ready to handle the increased use. ASGC Clubs would have to go through their advisor for any requests. Angie Macedo and Blanca Arteaga will meet to work out the details through the next school year about providing access to ASGC officers.

Steps to Success /Change of Major: To align with the Student Success Act, Gavilan College is leveraging various technologies to help promote student success. The Steps to Success portlet will be a self-service module enabling students to check if they have completed an assessment, orientation, education plan, and declarations of major. The Change of Major will allow counselors to change a student’s major immediately during a student appointment. Currently, it may take up to a week for the Change of Major form to be processed. With the ability to change a student’s majors, counselors will be able to create education plans during the initial student appointment. Both the Steps to Success and Change of Major projects should be operational by Fall 2015.

Centralized meetings website: Gavilan College has several shared governance committees, operational committees, task-forces, etc. Representatives from the five constituent groups report information from these committees to his/her constituent group. In addition, each committee uploads its agenda/minutes to the committee’s Intranet web page. Despite these modes of communication, the FIG has identified that the Gavilan community oftentimes do not know what is discussed at the committees, when/where the committees met, and how to access the committee’s agendas/minutes. To help improve internal communications, the FIG is working on a centralized meetings web site. This
Communication FIG (continued)

website will be the primary location to access all committees. Each committee will have a section contain the following information:

1) Agenda for the next meeting
2) Minutes from the last meeting
3) When/where the committee meets
4) Links to the committee’s websites

This project is targeted for the Spring 2016.

Use of iLearn by all faculty: Students have come to expect faculty to provide access to course assignments. The FIG will develop draft guidelines that suggest faculty be required to upload the course syllabus for each course they teach at the minimum. FIG members are considering methods for instructing faculty with limited computer skills, including written instructions and/or video. The TLC will be contacted for additional support. Additionally, the FIG would like to initiate a campus-wide institutional conversation concerning the cost of hard copies (time and paper) for data best offered digitally.

New opportunities: the FIG continually investigates communication problems it can solve.

Discontinued Projects

The FIG has ended its efforts on the following projects:

Associated Students of Gavilan College (ASGC) alerts: With the collaboration of Jan Bernstein-Chargin and Dr. Blanca Arteaga, the FIG explored the possibility sending ASGC-related alerts to all students who purchased an ASGC card. In order to do this, students would have to opt into the alert. Unfortunately, after piloting the alert process with ASGC members, it was difficult to utilize and did not provide the expected results. It was therefore decided that ASB alerts would not be pursued.

Google Mobile App: During the past academic year, the FIG attempted to educate faculty (full and adjunct) about the availability of a free Mobile Google app. This technology allows instructors to use a secondary phone number for texting, which comes as an email to their account. New faculty now receive information concerning the availability of the technology. It was requested that the training for the app be given during the spring staff development day, but this did not occur due to more pressing issues. At this time, the FIG is no longer pursuing this project and believes it has achieved its goal even though staff development training did not occur
Communication FIG (continued)

Adjunct Mentoring Project: The group attempted to support the efforts of the committee currently developing the program. The FIG projected it would assist the committee with website design and content, as well as communication of the program. Unfortunately, the committee was not able to provide the FIG with solid direction. As a result, the FIG rescinded its offer of support and turned its focus to projects that were achievable.

In conclusion, the Communication Focused Inquiry Group has diligently worked on its projects this past year. We are confident we took great strides in accomplishing our goals towards supporting the mission of the college, supporting its vision and values towards student success, and in assisting the Learning Council in communicating its mission to improve all aspects of learning.

Early Alert FIG

The Early Alert program was developed through a Title V Grant and is designed to promote student success and retention. Early Alert allows Gavilan staff to identify students having difficulties in class and to provide support services to retain students and improve their academic performance.

The Early Alert FIG made significant moves in expanding its interventions beyond Basic Skills courses to the full campus. One key goal was to recruit ten new instructors to adopt Early Alert for use with their classes. This has been accomplished.

The FIG is also creating a tool box for students where students explore assistance available to help them succeed. In addition, the FIG is investigating the ways the affective aspects of students' experience have an impact on their success and identifying successful strategies that address these affective qualities.

Veterans FIG

The Veterans FIG is designed to promote a successful transition from military to civilian and academic life in order to ensure student Veterans’ success and retention in a one-stop setting. Veterans Resource Center. The Veterans Resource Center (VRC) has dedicated space that provides support and camaraderie in a safe and welcoming environment. The Gavilan College
Veterans FIG (continued)

Veterans Council was formed in Fall 2011 and established as a working sub-committee of the Learning Council with the goal of fostering awareness of student Veteran's needs for the college community, working with the Student Veterans Club in an advisory role, and assisting with the Veterans Voices Project and Events. The Council has been learning about the needs of student veterans by attending conferences and training classes, but most importantly by listening to our own student veteran’s experiences on campus, both academically and socially. Using this information, the Council hopes to expand service and provide a positive campus climate for student veterans to achieve their academic pursuits.

Veterans Resource Center Accomplishments
In the small amount of time following the grand opening of the new VRC, on November 4, 2014, the veteran attendance and participation numbers have gone from a small group of 5 to an astonishing 22 veterans. With the rise in the number of veterans has come more racial and gender diversity and happily have seen the rise in female veteran participation. Along with the new space we now are able to facilitate VA physicians to aid in getting veterans access to the health care and information on potential earned federal and state benefits. The VRC has provided veterans with the resources needed to
Veterans FIG (continued)

be successful in their academic ambitions. It has also opened up four work studies slots that have help these four veterans get transferable experience in administration, organization, and most importantly communication. The VRC is hosting the first job fair with hopes to continue outreach with other clubs, faculty, and the student body.

Transitioning out of military life and back into the civilian population is a challenge for some and can be daunting but the VRC it has given veterans a space where they feel comfortable knowing they are surrounded by people who have shared some of the hardships and experiences as they have. It is this sense of community that the VRC has provided and for that us veterans are forever grateful.

The VRC has helped provide access to:

- Financial aid information
- VA benefits and certification assistance
- Veteran mentors and academic tutoring
- Readjustment counseling
- Scholarship information
- Peer-to-peer student support
- Mental health counseling
- Veterans Club information
- Disability rating assistance

Academic Support Services FIG
The Academic Support Services FIG was created with the goal of better integrating academic support services across campus and identifying and sharing best practices in academic support.

This group includes representatives from general tutoring, the Writing Center, ESL, MESA/Trio, the library, Distance Education, DRC, the Math Lab, and non-credit, as well as administrators and students.

The FIG met several times during the Spring semester. These meetings began with a learning session about primary services each group offers on campus and a discussion about opportunities and challenges within those groups.
Academic Support Services FIG (continued)

Several avenues have been explored to look for deeper integration among programs. Training of tutors and supplemental instructors (SI's) was discussed at several meetings; there is an ongoing effort to identify consistent state-level coding of tutoring courses that might work across tutoring groups. The FIG continues to work on the creation of a certificate available to students who complete a set of peer tutoring and mentoring courses. A common flyer was created advertising summer tutoring course opportunities across programs. As a result of conversations in this FIG's meetings, it is pursuing ways to more strongly encourage all instructors to post some content--especially assignments and supporting documents--in iLearn. Tutors and supplemental instructors in all areas agree this provides valuable assistance in identifying the exact requirements of assignments and in providing the most useful support.

Another focus of this group is to examine changing conditions and identify approaches that are coordinated and a product of discussions among key program participants. Funding and reporting mechanisms and requirements were the subject of several agenda items. The implementation of third-party online tutoring is being evaluated in light of the new services offered through the Online Education Initiative. The creation of the Learning Commons creates additional opportunities for these academic support services to collaborate more closely.

The regular meeting of the Academic Support Services Group FIG is contributing not only a better understanding of the roles each support service plays, but it is creating opportunities for FIG members to support each other in their challenges to provide the best possible academic support for Gavilan students.

Habits of Mind FIG

Habits of mind are those core skills and practices of successful students, regardless of their areas of study. Habits of Mind is not solely about students, though. It is meant for everyone on the college campus (instructors, staff, managers, administrators, etc.). Each semester, our FIG focuses on one theme or area of focus, which we think we would all benefit from by being more mindful of it. The themes of Habits of Mind, thus far, have been time management, communication, self-advocacy, and persistence.

Activities within this year included:

Creation of an Ask Me ("It's Okay To Ask") Campaign

Buttons with the simple message "Ask Me" were created and given to faculty, students, and administrators who were identified as being helpful and welcoming in their interactions with others. The goal is to foster a sense of community and
continue to spread the message that there are many people on campus who care and are willing to help—regardless of the challenge.

**Johari window event for Faculty/Staff**

This activity on staff development day in the fall asked instructors to respond to questions on colored index cards. There were four “windows” (categories of inquiry) for this event:

a) What resources do you know a lot about and believe are widely known by others?
b) What resources do you know about, but do you think may be unknown to others?
c) What resources on campus may you have heard of, but know very little about?
d) What resources on our campus do you believe are needed?

This mirrored a similar activity students participated in during the previous spring.

The results of this activity created a rich discussion about the kinds of resources that are or should be available and raised awareness of some essential student needs related to food security, poverty, and other non-academic issues.

**Student Activity and Welcome/What are the Habits of Mind (February 17, 2014)**

This was a poster activity with real-life scenarios. Students, faculty and staff worked together to see how would we use Habits of Mind to address these scenarios.

**Campus Wheelchair Tour:**
Thursday, November 13, 2014 (10-1)
Thursday, March 12, 2015 (10-2)

Wheelchair tours of the campus were led by Habits of Mind FIG member Tim Holliday, a student who uses a wheelchair. The goal was to raise awareness about the realities of life in a wheelchair on our campus.
Habits of Mind FIG (continued)

How Do You Wheel YouTube Video
Shared with faculty/staff on Staff Development Day (January 2015)
This video is available at https://www.youtube.com/watch?v=kEjOH1acUpI and
document s the wheelchair tour experience. The tour, video, and staff development
presentation supported the self-advocacy theme from Habits of Mind and raised
significant awareness of issues surrounding wheelchair use on campus.

DRC/Habits of Mind Student Panel
The Habits of Mind FIG developed a partnership with the DR that began with discussions
of the wheelchair tour. A panel activity was designed in which participants consider
students with visible and invisible disabilities and ways to best support such students in
the classroom. This panel activity was postponed until the fall.

Habits of Mind activity around RP Group Study
This was a campus-wide event on May 12th around an RP group study that identified 6
factors that students said help them to succeed and persist:
• Connectedness
• Engagement
• Directedness
• Nurtured
• Valued
• Focused

Gavilan student musicians provided entertainment and pizza was offered to
students who answered questions about each of the six factors above. These
questions included:
What is Gavilan doing to help you feel these factors?
What could Gavilan do better in these areas?

A similar activity was held at the Briggs Building site in Hollister. Information
from this activity is being analyzed over the summer and will be shared out with
faculty, staff and students in the fall.

Future Plans:
• Continue partnerships that we have started with the library, Communications
  Club, and the DRC.
• Work on making a more accessible website/Build on what we have started with
  web page.
- Work on expanding HoM membership
- Return to Time Management theme (Banners on campus will help spread message of theme)
- Do a Challenge around Time Management (similar to what we did with Communication). We have already begun developing this with Communication Class.
- Participate in Habits of Mind Leadership FIG through the community of practice supported by 3CSN and the Basic Skills Initiative Leadership Institute.

Looking Ahead

FIGS for FALL 2015

a) Information and Resource
b) Communication
c) Early Alert
d) Veterans
e) Academic Support Services
f) Habits of Mind

At the Learning Council's spring retreat in May, Annette Gutierrez was elected as co-chair. The retreat provided an opportunity to reflect on our year and examine our values and practices as a group. We did some reading and thinking together around an activity we called, "Cultivating Communities of Practice: Visioning Our Learning Council." We affirmed some of our core values, which include our desire to model qualities of an effective community of practice, including attention to relationships, time for fun, attention to the inquiry process, the need for broad and diverse representation of ideas, and regular engagement in professional learning--a kind of learning that includes not only study, but sharing with each other the discoveries we make about both the failures and successes that inform our efforts.
Gavilan Joint Community College District
Governing Board Agenda

July 14, 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: Update on Board Goals for 2015

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

Proposal:
That the Board of Trustees review the actions taken so far to achieve the Board's established goals for 2015.

Background:
Annually the Board of Trustees sets its goals for the upcoming year. An update on the status of the progress made to achieve the goals is provided. A short narrative is provided under each goal.

Budgetary Implications:
The goals of the Board of Trustees in combination with the Strategic Plan are used to establish the funding priorities for the tentative and final budget.

Follow Up/Outcome:
Staff will continue to make progress on developing actions and activities to assist in achieving the Board's stated goals for the year.

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

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/ President
Goal #1: Solidify joint efforts with K-12 districts that will enhance incoming students' preparation and readiness for college-level course work.

Update: July 14, 2015
Several departments on campus continue to work with our K-12 partners to identify and strengthen pathways for students who come to Gavilan. Assessment services generate periodic reports to track student placement in Math and English and this data is used to make enrollment projections and adjust sections as needed. High Step offerings have expanded to include Gilroy HS, Christopher HS, San Benito HS, Morgan Hill (Sobrato, Central and Live Oak) and Anzar HS. Talks are underway with the Flex Academy in Morgan Hill to expand the High Step offerings. Math faculty held an articulation summit with K-12 faculty and counselors to review common core standards and pathway programs.

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.

Update: July 14, 2015
Participating Special Entity status was approved by the Santa Clara Valley Habitat Agency in May 2015 for the new Coyote Valley Educational Center site on Bailey Avenue. Plan approvals for Phase 1 of the project are anticipated by the end of July from the Division of the State Architect and City of San Jose Water Department. Construction could start in late September when grading would commence.

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.

Update: July 14, 2015
Much of the focus over the past year has been to develop the non-credit program in accordance with AB86 and the local Gavilan Academic and Career Education Services (ACES) consortium which impacts the San Benito County area. As a result of these partnerships, the college has expanded the non-credit offerings and locations to better serve the community. Currently Gavilan non-credit is working with the Department of Probation to offer non-credit courses (Life Skills, GED, ESL) in the newly developed Transition Center. At the Briggs Center, discussions continue with the Director about course sequencing and scheduling to maximize offerings to support general education requirements. Plans are underway to pilot courses in child development and lab science.
Goal #4: Ensure that remaining bond funds are utilized in the most strategic, efficient and timely manner.

Update: July 14, 2015
Plans have been developed and projects are moving toward completion. The three remaining projects are Physical Education Building and playing field renovation, San Martin Airport relocation of Aviation Mechanic program and the Coyote Valley Phase 1 Education Center project. A fourth project is underway to update several technology applications and replace old computers. All projects are expected to be completed by June 2016 assuming no major problems arise during construction.

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

Update: July 14, 2015
Done.

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

Update: July 14, 2015
A number of key activities have been accomplished in this area. The regional consortium planning concluded as a part of a 2 year Chancellor's Office grant that enabled Gavilan to collaborate with area adult schools, K-12 partners, Gavilan credit and non-credit faculty, and community agencies. The Gavilan College ACES meets regularly and has developed a website. In addition, a curriculum institute was held to develop stackable certificate programs in the future. The Gusd MOU was renewed with Gavilan for a second year to provide adult literacy and ESL non-credit instruction in addition to the Gavilan non-credit program.

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

Update: July 14, 2015
The FY 15/16 budget presented to the Board of Trustees in August will be balanced consistent with the Tentative Budget approved by the Board in June 2015.

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

Update: July 14, 2015
The Associates Students of Gavilan College (ASGC) promoted implementation of College Hour in FY 13/14. Since that time, a number of events and activities have
been offered with limited participation. A survey of students and internal campus users reveals little interest and participation by students. The Vice President of Student Services will continue working with the ASGC to appropriately support student life on campus.

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

**Update: July 14, 2015**

- **Roofing Replacement:**

- **Fire Alarm Replacement:**
  Current: Preparing base drawings for ATCE, electrical consultant.

- **Bleacher/Floor Replacement:**
  Current: Preparing base drawings.

- **Athletic Fields Renovation:**
  Current: Geotechnical Report & Survey to be complete the week of 7/6/2015

**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.*

**Update: July 14, 2015**

Trustees have participated in a regional trustee training program hosted at Monterey Peninsula College in March 2015 and other conference activities hosted by the Community College League of California. A review of the college's internal governance process was discussed at the Board retreat in January 2015.

Information, not necessarily in the form of a training model format, is provided regularly to the Board on accreditation matters, planning activities, the range of student support services provided to students and on aspects of the instructional programs at the college. Specific training important to topics confronted by the Board is provided on an as needed basis.
Gavilan Joint Community College District
Governing Board Agenda

July 14, 2015

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

SUBJECT: Budget Act of 2015 Update

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

Proposal:
That the Board of Trustees review and comment as appropriate on this 2015-16 budget update and analysis as of July 7, 2015.

Analysis:
On June 24, 2015 Governor Brown signed AB 93, Weber, the Budget Act of 2015, which provides funding for the 2015-16 fiscal year. It includes funding to increase access by 3% systemwide, large increases for SSSP and Student Equity Plans, a 1.02% COLA, rate equalization for CDCP, significant funding for mandate reimbursement and for deferred maintenance/instructional equipment, fully eliminates the remaining $94.5 million in year-over-year deferrals, and funding for hiring more full-time faculty. There are a lot of one-time funds provided in the budget.

We appreciate the renewed commitment to community colleges in this annual spending plan. One reason Gavilan weathered the last economic downturn – and will be prepared when the next economic downturn comes – is because of our core values of fiscal prudence and responsibility. So, as we celebrate the Budget Act, we will also continue to thoughtfully plan for the many challenges ahead – especially as the one-time funds expire, funding the increases in PERS and STRS retirement costs, and as Proposition 30 goes away – the sales tax increase component terminates December 2016, and the personal income tax terminates December 2018.

Here is a closer look at the Budget Act of 2015 as we know it at this time, and how it affects Gavilan in several major areas:

Access and Growth: The budget provides a 3% increase in funding for increased enrollment. Based on the new growth funding formula, our growth rate will be set at 2.19% or $521,195.

Cost of Living Adjustment (COLA): The statutory COLA is 1.02%, which means $228,907 for Gavilan. The governor also proposes the same COLA of 1.02% for DSPS, EOPS, CalWORKs and Childcare Tax Bailout Programs.
$266.7 Million for General Operating Expenses: The budget provides a base apportionment increase of $266.7 million. For Gavilan, this would result in an increase of $1,446,175 to fund general operating expenses. This is comprised of an increase of $192,965 as a Single Small College, and an increase of $1,253,210 from a new Rural/Small College allocation.

$62.3 Million for Full-Time Faculty: These proposed new funds to bolster full-time faculty would be allocated based on enrollment. A complex formula is emerging for how the dollars would be spent, based in part on a district’s progress toward the 75% goal for full-time faculty.

Increases in SSSP and Student Equity Funds: An increase of $100 million for a total of $285.2 million for the Student Success and Support Program (SSSP), and an increase of $85 million for a total of $155 million for Student Equity Plans.

Adult Education: The budget continues to fund $500 million for Adult Education. These funds cannot be spent on additional college credit or non-credit course sections.

Deferred Maintenance and Instructional Materials: $148 million available for use until June 30, 2017. There is no district match requirement, and it has been expanded to include water conservation projects. Gavilan’s share is $689,646.

Proposition 39: Provides $32.7 million for Energy Efficiency and Renewable Generation Projects. Gavilan’s share will be $152,244.

One-Time Funds: A substantial part of the new funding proposed for community colleges are one-time funds, including $603.7 million toward past claims for unfunded mandates. For Gavilan, we estimate our share of this allocation to be $2.8 million. The College Budget Committee has established a priority list of one-time funded proposals that will be utilized in this expenditure.

Other Proposals: Includes $60 million for Basic Skills Grants to expand programs that support accelerating students through developmental courses; $29.1 million increase in Apprenticeship Program funding and $48 million in CTE expenditures per SB 1070; $49 million in Career Development and College Preparation (CDCP) rate equalization; and $33.7 million increase for a total of $123 million for the Extended Opportunity Program and Services (EOPS).

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. 1 (a)

SUBJECT: Resolution No. 996 Authorizing the Presentation of Draft Trustee Area Maps for Discussion at Community Meetings

☑️ Resolution: BE IT RESOLVED, that Resolution No. 996 be approved.
☐ Information Only
☐ Action Item

Proposal:
Approval is requested to submit no less than two draft Trustee Area Maps for community input at community meetings to be determined by the Board of Trustees.

Background:
The District currently elects its Governing Board members using an election methodology referred to as "at-large" voting. This means all of the voters in the District can vote on any of the candidates on the ballot regardless of where the voter resides. However, in the District's form of at-large elections, while the candidates must reside within one of three trustee areas they are still voted upon by all of the voters in the district.

According to the California Voting Rights Act of 2001 (Elections Code § 14025 et seq., the "Act"), if an at-large election methodology impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election that methodology can be challenged in court, and a public entity, such as the District, can be required to change to an election methodology where trustees are elected by only the voters of the area in which they reside. By transitioning to the "by-trustee" area election methodology, the Board can preclude the significant financial consequences associated with CVRA litigation.

The Board, at its April 14, 2015 meeting, took action to amend Board Policy 2100 and to state its intention to transition to a system of by-trustee area elections in time for the Governing Board's November 2016 election.

In order to change to the by-trustee area election methodology, the Board through its attorneys has retained a demographer, Dr. Jeanne Gobalet of Lapkoff & Gobalet, Demographic Researchers Inc., who has prepared draft maps showing how trustee areas may be configured...
for purposes of implementing the by-trustee area election methodology. Dr. Gobalet’s full “Demographer’s Report on Draft Trustee Area Plans, for Gavilan Community College District”, updated June 10, 2015, can be viewed at http://www.gavilan.edu/board/documents/LGDR%20presentation%20Gavilan%20Board%206.9.15%20updated%206.10.15.pdf

It is important to recognize that the maps presented at the meeting are drafts only, and they may change during this process, based on either Board input, or based on input received from the community, or based on recommendations of the demographer. If the attached resolution and draft maps are approved by the Board for discussion at a series of community meetings, the maps will be presented to the community at these meetings by Dr. Gobalet, who will receive the public’s input, consider revisions to the existing maps or the development of additional maps, and report her findings to the Board at a subsequent meeting.

Each map accompanying this agenda item has a page summarizing the relevant demographic information. The summary includes information regarding the total population of each of the proposed trustee areas contained in the draft map along with information as to the demographic make-up of that trustee area, the voting age population in each proposed area, and information regarding the estimated Citizen Voting Age Population (“CVAP”) for each proposed trustee area based on the most recent release of the American Community Survey (2009-2013).

In determining which map to eventually select, the Board must take into account legal criteria such as the constitutional and statutory requirement of one-person one-vote, i.e., each elected official must represent about the same number of people. (No map can have a variation or deviation of more than 10% when the largest and smallest trustee areas by total populations are added together.) The maps may take into account other standard districting criteria; however, the District’s population distribution does limit the number of different maps that may be drawn.

**Budgetary Implications:**
Future demographic and legal services in the range of $30,000 from the General Fund.

**Follow Up/Outcome:**
Hold community meetings and public hearings for public discussion and take other action as described in Resolution No. 996

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

Prepared By:  

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

Agenda Approval:  

[Signature]
Dr. Steven M. Kinsella, Superintendent/President
BEFORE THE GOVERNING BOARD OF THE
GAVILAN COMMUNITY COLLEGE DISTRICT

In the Matter of the Establishment
of Trustee Areas

RESOLUTION NO. 996

A Resolution by the Governing Board of the Gavilan Community College District ("Board") Approving Draft Trustee Area Maps for Discussion at Community Meetings; Establishing the Dates, Times and Locations of the Community Meetings; Authorizing the Submission of a Waiver Request to the Board of Governors to Permit a Change in Election Methodology Without an Election; and Identifying Additional Future Action to be Considered by the Board.

RECITALS

WHEREAS, at its meeting of July 14, 2015, the Board has considered three draft trustee area maps proposing that each Board member reside in a trustee area and be elected by the registered voters of that particular trustee area (Education Code section 5030(b).); and

WHEREAS, the purposes of presenting the three draft trustee area maps is to have the Board authorize the presentation of the maps to the community at a series of three meetings in order to receive public input and address any questions or concerns the public may have with respect to changing the District’s election methodology; and

WHEREAS, at the public meeting the Board considered three draft maps for the election of trustees by area prepared and presented by Dr. Jeanne Gobalet of Lapkoff & Gobalet Demographic Research Inc., copies of which are attached to this Resolution as draft Plan Maps I, II, and IIb; and

WHEREAS, draft Plan Maps I, II, and IIb were prepared in a manner which complies with the constitutional rule of one person one vote, i.e., that each of the seven trustee areas has approximately the same number of people based on the 2010 decennial census, and that any variation in total population between the least populated area and the most populated area does not exceed ten percent (10%); and

WHEREAS, in preparing the draft maps Dr. Gobalet considered the standard criteria normally used in creating election districts including: respect for communities of interest such as K-12 feeder districts, cities, socioeconomic groups (farming regions, affluent areas, groups protected under the federal Voting Rights Act); use of whole census geography (census blocks); geographical compactness, topography, and contiguity; and avoiding head-to-head election contests between incumbents.
WHEREAS, the Board wants to receive the public’s input with respect to the draft maps; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby finds the foregoing recitals to be true and correct; and

BE IT FURTHER RESOLVED that the Board directs that draft Plan Maps I, II, and IIb (attached hereto as Exhibits I, II, and IIb) be presented by Dr. Gobalet at community meetings for public comment and discussion; and

BE IT FURTHER RESOLVED that community meetings for the purpose of receiving further public input on the draft maps be held as follows: on __________________________ at the Gavilan Wing, Room 10 of the Morgan Hill Community and Cultural Center, Morgan Hill, CA 95037; and on __________________________ at the Gavilan site at the Briggs Building, Hollister, CA 95023, and on __________________________ at Gavilan College, Student Center, North/South Lounge, Gilroy, CA 95020.

BE IT FURTHER RESOLVED that the Superintendent/President or designee is directed to disseminate to the public information as to the time, place and purpose of the meetings at which the community is invited to provide its input with respect to the draft maps; and

BE IT FURTHER RESOLVED that the Board directs Dr. Gobalet to report back to the Board at a subsequent meeting or as soon thereafter as the matter may be considered, with respect to the comments received at the community meetings, and present any recommended changes to the draft maps, or any additional maps, which in her professional judgment should be considered by the Board; and

BE IT FURTHER RESOLVED that if further amendments to the draft maps are either not recommended by Dr. Gobalet, and the Board agrees, or no changes are directed by the Board, the Board may at that meeting recess to and conduct the first public hearing on the maps as required by Elections Code section 10010, and that the second public hearing will be held at the Board’s __________, 2015 meeting, or at such other time as the Board may determine. If the Board determines to proceed in this manner the Superintendent/President will provide notice to the public of the meetings with respect to draft maps in the following manner: Notice of the meetings and content will be provided on the district website, posted on the main campus, at the Morgan Hill center, at the Briggs Building in Hollister, and in local community newspapers; and

BE IT FURTHER RESOLVED that, in the alternative, if changes to the draft maps are recommended by Dr. Gobalet, or requested by the Board, such changes will be brought back to the Board for consideration at a subsequent meeting of the Board, at which time the Board may schedule two public hearings to be held pursuant to Elections Code section 10010; and

BE IT FURTHER AND FINALLY RESOLVED that following the second public hearing, either at the same meeting or a subsequent meeting, the Board will consider adoption of a final map and authorize the Superintendent/President or designee to request that the Board of
Governors, pursuant to Education Code section 72036, waive the requirement of an election prior to the District's change in election methodology.

ADOPTED, SIGNED AND APPROVED this 14th day of July, 2015.

__________________________
President of the Governing Board for the  
Gavilan Community College District

I, __________________________, Clerk of the Governing Board of the  
Gavilan Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the 14th day of July, 2015, and that it was so adopted by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:  

______________________________
Clerk of the Governing Board of the  
Gavilan Community College District
Draft Plan IIb – modified TA 6 - TA 7 boundary

Draft Plan IIb
variation of boundary between TAs 6 and 7
following city limits

San Jose

Morgan Hill

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

SUBJECT: Child Development Contract # CSPP-5521, Program Type: California State Preschool Program, Project Number: 43-6947-00-5 and Resolution # 997

☑️ Resolution: BE IT RESOLVED, that Resolution #997 be approved.
☐ Information Only
☑️ Action Item

Proposal:  
That the Board of Trustees approve the Child Development Contract # CSPP-5521, Program Type: California State Preschool Program, Project Number: 43-6947-00-5 and Resolution #997

Background:  
This is our state contract for children ages 3-5 years old that are not 5 by September 1st of the current year fiscal year. The contract has a Minimum Child Days of Operation (CDE) requirement of 4,384 and Minimum Days of Operation (154). The contract is for $158,266. These numbers are based on a part day contract of having 46 children. The center will have a maximum of 27 children. After the contract is submitted to the state, Gavilan can request to relinquish some of the funding.

Budgetary Implications:  
The center will receive approximately $92,640, if the center is at capacity. Actual income will depend on the enrollment.

Follow Up/Outcome:  
Request to relinquish funds that will not be utilized. State reports submitted to the Child Development Division on a quarterly basis.

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

Prepared By: Sherreen Carr, Dean of Career Technical Education

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
RESOLUTION #997

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction and subsequent amendments with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2015-16.

RESOLUTION

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

authorizes entering into local agreement number CSPP-5521 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven M. Kinsella</td>
<td>President/Superintendent</td>
<td></td>
</tr>
<tr>
<td>Sherrean Carr</td>
<td>Dean, Career Technical Educatiion</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS 14th day of July 2015, by the Governing Board of Gavilan Joint Community College District of Santa Clara County, in the State of California.

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

(Clerk's signature) (Date)
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR’S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State’s obligations under this Agreement.

The period of performance for this Agreement is July 01, 2015 through June 30, 2016. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $36.10 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $158,266.00.

SERVICE REQUIREMENTS
Minimum Child Days of Enrollment (CDE) Requirement 4,384.0
Minimum Days of Operation (MDO) Requirement 154

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ftc2015.asp.

---

STATE OF CALIFORNIA

CONTRACTOR

SIGNATURE OF ACCOUNTING OFFICER
See Attached

PROGRAM/CATEGORY (CODE AND TITLE)
Child Development Programs

FUND TITLE
Department of General Services

NOTE: All funds in the Child Development Programs fund are to be spent in accordance with the terms of this Agreement.

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

DATE

SIGNATURE OF ACCOUNTING OFFICER
See Attached

NOTE: All funds in the Child Development Programs fund are to be spent in accordance with the terms of this Agreement.

DATE

SIGNATURE OF ACCOUNTING OFFICER
See Attached
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACTOR'S NAME: GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC-610)*; the STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement.

Funding of this Agreement is contingent upon appropriation and availability of sufficient funds. This Agreement may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State’s obligations under this Agreement.

The period of performance for this Agreement is July 01, 2015 through June 30, 2016. For satisfactory performance of the required services, the Contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $36.10 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $158,266.00.

SERVICE REQUIREMENTS
Minimum Child Days of Enrollment (CDE) Requirement 4,384.0
Minimum Days of Operation (MDO) Requirement 154

Any provision of this Agreement found to be in violation of Federal and State statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this Agreement.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. These documents can be viewed at http://www.cde.ca.gov/tg/aa/cd/ftc2015.asp.

---

STATE OF CALIFORNIA

CONTRACTOR

BY (AUTHORIZED SIGNATURE)

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE OF PERSON SIGNING
Sueeshil Chandra, Manager

PRINTED NAME AND TITLE OF PERSON SIGNING
Steven M. Kinsella, President/Superintendent

TITLE
Contracts, Purchasing and Conference Services

ADDRESS
5055 Santa Teresa Blvd, Gilroy, CA 95020

AMOUNT ENCUMBERED BY THIS DOCUMENT $158,266

PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $0

TOTAL AMOUNT ENCUMBERED TO DATE $158,266

PROGRAMCATEGORY (CODE AND TITLE)
Child Development Programs

FUND TITLE

(Optional Use)

ITEM
See Attached

CHAPTER

STATUTE

FISCAL YEAR

702

OBJECT OF EXPENDITURE (CODE AND TITLE)

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

SIGNATURE OF ACCOUNTING OFFICER
See Attached

T.B.A. NO.

R.R. NO.

DATE
<table>
<thead>
<tr>
<th>Contract Number: CSPP-5521</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount Encumbered by This Document</th>
<th>Program/Category (Code and Title)</th>
<th>Fund Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,855</td>
<td>Child Development Programs</td>
<td>Federal</td>
</tr>
</tbody>
</table>

Prior Amount Encumbered

<table>
<thead>
<tr>
<th>Amount Encumbered by This Document</th>
<th>Prior Amount Encumbered</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,855</td>
<td>$0</td>
</tr>
</tbody>
</table>

Object of Expenditure (Code and Title)

<table>
<thead>
<tr>
<th>Item</th>
<th>Chapter</th>
<th>Statute</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.10.020.001</td>
<td>B/A</td>
<td>2015</td>
<td>2015-2016</td>
</tr>
<tr>
<td>6110-194-0890</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Signature of Accounting Officer

T.B.A. No.

B.R. No.

Date
CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<table>
<thead>
<tr>
<th>Contractor/Bidder Firm Name (Printed)</th>
<th>Federal ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gavilan Joint Community College District</td>
<td>94-2278279</td>
</tr>
</tbody>
</table>

By (Authorized Signature)

[Signature]

Printed Name and Title of Person Signing

Steven M. Kinsella, President/Superintendent

Date Executed

Executed in the County of

Santa Clara

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;
2) the person's or organization's policy of maintaining a drug-free workplace;
3) any available counseling, rehabilitation and employee assistance programs; and, 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and,
2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the
certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,
or the Department of Justice to determine the contractor’s compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts over $100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.


1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

3
2. **LABOR CODE/WORKERS' COMPENSATION**: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. **AMERICANS WITH DISABILITIES ACT**: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. **CONTRACTOR NAME CHANGE**: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. **CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA**:

   a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

   b. "Doing business" is defined in R & TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

   c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. **RESOLUTION**: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. **AIR OR WATER POLLUTION VIOLATION**: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. **PAYEE DATA RECORD FORM STD. 204**: This form must be completed by all contractors that are not another state agency or other governmental entity.
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45 CFR Part 93, “New restrictions on Lobbying,” and 45 CFR Part 76, “Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over $100,000 as defined at 45 CFR Part 93, Sections 93.105 and 93.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The danger of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title,
to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571.

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
5055 Santa Teresa Blvd.
Gilroy, Santa Clara, CA 95020

Check [ ] if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE
(Grantees who are individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610-

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571.
Notice shall include the identification number(s) of each affected grant.

ENVIRONMENTAL TOBACCO SMOKE ACT

As required by the Pro-Children Act of 1994, (also known as Environmental Tobacco Smoke), and implemented at Public Law 103-277, Part C requires that:

The applicant certifies that smoking is not permitted in any portion of any indoor facility owned or leased or contracted and used routinely or regularly for the provision of health care services, day care, and education to children under the age of 18. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day. (The law does not apply to children's services provided in private residence, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for in-patient drug and alcohol treatment.)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

<table>
<thead>
<tr>
<th>NAME OF APPLICANT (CONTRACTOR)</th>
<th>CONTRACT #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gavilan Joint Community College District</td>
<td>CSPP - 5521</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steven M. Kinsella, President/Superintendent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
SUBJECT: IBI Group Architecture and Planning Project Assignment Amendments

☐ Resolution: BE IT RESOLVED,

☐ Information Only

X Action Item

Proposal:
That the Board of Trustees approve IBI Group Architecture and Planning Project Assignment Amendments (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. Therefore, it is recommended that the Board ratify the following seven (7) PAAs:

Athletic Fields Renovations and Additions
- Preliminary Plans, Working Drawings, DSA Approval, Bidding, and Construction Administration for:
  a. Replacement and reconfiguration of the baseball dugouts, backstops and fencing.
  b. Replacement of the stadium turf with artificial turf.
  c. Replacement of the cinder track with all-weather track
  d. Replacement of the restroom/storage building with a modular building
  e. Addition of a sand volleyball court (softball field location)
  f. Addition of accessible ramps and walkways
  g. Replacement of softball backstop (additive alternate bid item)
- Basic service fees $500,000 from Measure E funds.

Replacement of Gymnasium Bleachers & Floors
- Architectural Services for the replacement of the bleachers and wood floor in the Gymnasium and ADA path of travel (Restroom & Drinking Fountain) upgrades as required by DSA.
- Basic service fees $50,000 from Measure E funds, IF savings are realized in the other athletic fields/gymnasium projects
Gymnasium/Locker Room Roofing Replacement:
- Basic services to provide consultation, design, construction document, bidding, and construction administration for this project.
- Basic service fees $25,000 from Measure E funds.

Gymnasium Fire Alarm Replacement
- Consultation, Design, Construction Documents, DSA Approval, Bidding and Construction Administration for the Gymnasium Fire Alarm Replacement Project.
- Basic service fees $54,600 from 2015-16 Scheduled Maintenance funds.

STEM Project AOR (Revision)
- Basic services to provide consultation, design, construction document, DSA approval for pedestrian bridge (replacement of culvert design).
- Anticipating DSA backcheck end of July, and Santa Clara Valley Habitat Agency Participating Special Entity application approval in September; Anticipated Construction completion 12/31/2015
- Basic service fees $15,000 from STEM Grant funds.
- This original PAA was approved by the Board on February 11, 2014 for $35,000, and included work on the Pond Overlook and Riparian Habitat projects. This revision includes an additional $15,000 for extra work on the Riparian Habitat project due to unexpected environmental regulatory requirements.

Student Center Seismic Upgrade
- Architectural Services for the voluntary seismic upgrade of the Student Center including path of travel (Restroom, doors & ramp) update as required by DSA.
- Basic service fees $85,000 from 2015-16 state Scheduled Maintenance funds.

IBM Bailey Road Assessment
- Provide architectural and structural engineering services to assist the District in determining the feasibility of converting the existing IBM Bailey Road office complex to an educational center with the focus on the Division of the State Architect (DSA) requirements for seismic performance. Services will include review of owner (IBM) supplied documents, code analysis and preliminary meetings with DSA.
- Basic service fees $10,000 payable from funds provided by the Santa Clara County Open Space Authority.
- Action to approve this PAA also includes approval of an agreement with the Santa Clara County Open Space Authority regarding the receipt of the $10,000 provided by the Authority to pay for these PAA services.

Budgetary Implications:
The efficient use of Measure E Bond Program, state Scheduled Maintenance, STEM Grant, and reimbursement funds.

Follow Up/Outcome:
Process the agreements.
Recommended By: Frederick E. Harris, Vice President of Administrative Services

Prepared By: Frederick E. Harris

Agenda Approval: Steven M. Kinsella

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

July 14, 2014

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

SUBJECT: Water Tank Replacement Project Change Order #6

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

Proposal:
That the Board of Trustees authorize the sixth and final capital project change order request for the Water Tank, Distribution and Well Improvements Project totaling $109,761.

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 #6 for $109,761. A detailed Change Order #6 table is attached for this project.

This project was initially approved in 2010 to be paid from $5,737,471 in state bond funds. Due to a variety of unexpected real estate easement and environmental regulatory requirements & delays, costs for this project increased to the point that it required an additional $502,000 in state funds and $372,000 in Measure E funds to complete this project. Both water tanks are installed and the new well should be completed soon. Project completion is scheduled for September 2015.

There are a total of 6 change orders for this project totaling $437,274. The initial estimate for all these change orders totaled $555,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $117,726.

A majority of these change orders were a direct result of having to reroute most of the new water lines on campus due to several unforeseen underground utilities and to also repair several of the unforeseen underground utilities that were actually damaged when excavating for the new water lines. Also, one of the change orders included additional electrical work at the new well site for PG&E.

Budgetary Implications:
The efficient use of Measure E and State Bond 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: Steven M. Kinsella, Superintendent/President
# Change Order for Water Tank, Distribution & Well Improvements Project

## CHANGE ORDER #06 - 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>23r02</td>
<td>PG&amp;E changes to the water well site. Changes to include installation of underground electrical conduit, pull boxes, and Tesco panel modifications.</td>
<td>$55,536.00</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>Pipe re-route due to unforeseen underground utilities at chemistry, pool deck, Mayhock house, and restrooms at athletic fields.</td>
<td>$24,353.00</td>
<td>0</td>
</tr>
<tr>
<td>25r01</td>
<td>Division of State Architect required a field change to weld rebar at both tank foundations.</td>
<td>$8,564.00</td>
<td>0</td>
</tr>
<tr>
<td>28</td>
<td>Premium time for work over a weekend for fire main tie ins at the pool deck. In order to minimize impact to the campus.</td>
<td>$1,002.00</td>
<td>0</td>
</tr>
<tr>
<td>29r01</td>
<td>Installation of additional valves throughout campus in order to create isolation zones for future water shutdowns and the replacement of existing fire hydrants that are non compliant.</td>
<td>$40,306.00</td>
<td>0</td>
</tr>
<tr>
<td>30</td>
<td>Credit for the removal of all chain link fence from project contract.</td>
<td>($18,000.00)</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**  
$109,761.00  
0

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td>$4,375,000.00</td>
<td></td>
</tr>
<tr>
<td>Net Change By Previously Authorized Change Orders</td>
<td>$327,513.00</td>
<td></td>
</tr>
<tr>
<td>Revised Contract Amount Prior to this Change Order</td>
<td>$4,702,513.00</td>
<td></td>
</tr>
<tr>
<td>Change Order #06</td>
<td>$109,761.00</td>
<td></td>
</tr>
<tr>
<td>New Contract Amount Including this Change Order</td>
<td>$4,812,274.00</td>
<td></td>
</tr>
</tbody>
</table>

- **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