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(s): Dr. Steven M. Kinsella/Ron Hannon
Employee Organization: GCFA

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

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 REAL PROPERTY NEGOTIATORS – Closed Session Pursuant to Government Code Section 54956.8
Property: 555 Bailey Avenue, San Jose, CA 95141
Agency Negotiator: Dr. Steven M. Kinsella
Negotiating Parties: IBM
Under Negotiation: Terms of payment, conditions
II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of any Action Taken in Closed Session
5. Approval of Agenda
6. Consent Agenda
   (a) Regular Meeting of the Board of Trustees Minutes, August 11, 2015, Athletic Ad Hoc Committee Meeting Minutes, August 11, 2015 and Community Meeting Notes, August 24, 2015
   (b) Personnel Actions
   (c) Warrants and electronic transfers drawn on District Funds
   (d) Payroll Warrants drawn on District Funds
   (e) Ratification of Agreements
   (f) Budget Adjustments
   (g) Measure E Bond Quarterly Financial Status Report as of June 30, 2015
7. Comments from the Public - This is a time for the public to address the Board. (A maximum of 5 minutes will be 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) Recognition of the Employee of the Month
    (b) Institutional Effectiveness Committee (IEC) Report
    (c) Gavilan College Community Spirit Awards
    (d) Board of Trustees Self Evaluation
    (e) Community Education Fall 2015 Classes

III. ACTION ITEMS

1. Old Business
   *** (a) Public Hearing on Draft Trustee Area Election Maps
2. New Business
   *** (a) Public Hearing and Approval of the Final Budget FY 2015/16
   (b) Bay Area Shared Regional Information and Communications Technology (ICT) Lab Memorandum of Understanding
   (c) Change in Retiree Health Benefits Vesting and Entitlement for Classified and Academic Administrators
   ** (d) Consideration and Approval of Classified Layoff Resolution No. 998 (Child Development Center Positions); Employee Organization: CSEA
   ** (e) Approve Resolution No. 999 to Rescind Child Development Contract #CSPP-4530, Program Type: California State Preschool Program, Project Number: 43-6947-00-5 and Resolution No. 997
   (f) Expenditure Plan for FY 2015-2016 Proposition 30 Education Protection Act Funds
   (g) Designate Gavilan Representative and Alternate for the Governing Board of the Gavilan Regional Adult and Career Education Services Consortium
   (h) Citizens' Oversight Committee Resignation and Renewal of Terms
(i) Disposal of Surplus Property
(j) Consider and Accept Bids for the Library, Student Center & Theater Fire Alarm Replacement Projects
(k) Consider and Accept Bids for the CDC Interior Renovations Project

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

** Open and Close Public Hearing Prior to Action Items
** 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.

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you. http://www.gavilan.edu
CONSENT
Consent Agenda Item No. 6 (a)  Office of the President

SUBJECT: Regular Meeting of the Board of Trustees Minutes, August 11, 2015, Athletic Ad Hoc Committee Meeting Minutes, August 11, 2015 and Community Meeting Notes, August 24, 2015

 Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item  

Proposal:  
That the Board approve the Regular Meeting of the Board of Trustees Minutes, August 11, 2015, Athletic Ad Hoc Committee Meeting Minutes, August 11, 2015, and Community Meeting Notes, August 24, 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 6:30 p.m.
   Trustee Walt Glines called the meeting to order at 6:31 p.m.

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

2. Comments from the Public
   No comments.

3. Recess to Closed Session
   Walt Glines identified the closed session items to be discussed. The Board recessed to closed session at 6:33 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   Walt Glines called the meeting to order at 7:01 p.m.

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

   Dr. Steven Kinsella, Superintendent/President
   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 (Lapkoff & Gobalet Demographic Research, Inc.) Shawn Mulcare, Fran Lozano, Susan Sweeney, Ron Hannon, Wade Ellis, David DiDenti, Eric Ramones, Mickie Luna, Elizabeth Zepeda, Andres Rodriguez, Patty Peña, Bob Armendariz, Juan López, Sally Armendariz, Barbara Del Villa, Sandra Cruz, Diane Stone, Kailani Simms and Family, Judy Rodriguez, Vanessa Rodriguez, Eduardo Cervantes, Gabriel Katrich, Gabe Katrich, Neal Andrade, Linda Bernabe

3. Pledge of Allegiance
   The Pledge of Allegiance was led by Jonathan Brusco.
4. Report of any Action Taken in Closed Session
No reportable action took place in closed session.

5. Approval of Agenda
Walt Glines asked the Board to revise the agenda to accommodate guests by moving Item 8. Recognitions and Item 11(a) Recognition of the Employee of the Month before Item 6. "Consent Agenda".
MSC (T. Breen/M. Dover)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve.

Item 8. Recognitions
(a) Gavilan College Student-Athlete of the Year Award
Dean of Kinesiology and Athletics Ron Hannon, on behalf of the Department, introduced Gabe Katich of the baseball team as the recipient of the Gavilan College Student-Athlete of the Year Award. Gabe Katich was one of 30 student-athletes to be recognized for their accomplishments as student-athletes of the month. Gabe received the Year Award for his outstanding leadership, academic achievements, accomplishments on the baseball field, and community involvement.

(b) 2015 Coast Conference Coach of the Year
Ron Hannon recognized Neal Andrade with the 2015 Coast Conference Coach of the Year Award. Under Neal Andrade's leadership, the Rams Baseball Team had one of its best seasons in the history of the program. Mr. Hannon listed the team's achievements. Neal Andrade said the accomplishments of the team don't happen without quality assistance over a period of time. He recognized the recruitment efforts, coaching staff, and department staff.

Mark Dover coached Neal Andrade as a Rams player. He acknowledged his work and leadership.

(c) Junior Rams Club Essay Winner – Morgan Hill
Judy Rodriguez, Hollister Site Director, introduced Kailani Simms as the essay writing award winner. Kailani Simms attends the Charter School of Morgan Hill and wants to be an architect. Kailani read her essay.

Item 11(a) Recognition of the Employee of the Month
Nancy Bailey has been a Gavilan employee since 1998 and held the position of Executive Assistant to the Vice President of Administrative Services for 17 years. Last year she was selected to serve the Board of Trustee and Superintendent/President as the Executive Assistant. While in Administrative Services she kept processing going during several vice president absences and interims.

6. Consent Agenda
(a) Regular Meeting of the Board of Trustees Minutes, July 14, 2015
(b) Personnel Actions
(c) Warrants and Electronic Transfers Drawn on District Funds
(d) Payroll Warrants drawn on District Funds
(e) Ratification of Agreements
(f) Budget Adjustments
(g) Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2015
Kent Child asked for a correction on the Consent Agenda item 6(a). Regular Board Meeting of the Board of Trustees Minutes, July 14, 2015. Page 2 to reflect the vote be revised to read "Vote: 5 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry; 0 Noes: 2 Absent: K. Child Mark Dever and L. Locci; Student Trustee Adrian Lopez, advisory vote of aye to approve."
MSC (T. Breen/M. Dover)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve with the correction.

7. Comments from the Public
Diane Stone provided the board members with an invitation to the Kinesiology and Athletics Welcome Back BBQ celebrating their student-athletes. It will be held on August 20. She noted that the athletes enjoy seeing board members in attendance at their athletic events and provided each member with an annual pass.

8. Recognitions
AGENDA AMENDED TO MOVE THIS ITEM AFTER APPROVAL OF THE AGENDA

9. Officers' Reports
(a) Vice Presidents
Fred Harris – reported on three facility items. He said the new address for the South County San Martin Airport site is 13021 Murray Avenue. He reviewed that this site will allow the Aviation Maintenance Technology program to increase enrollment. He said that site will be occupied by next spring. Phase I of Coyote Valley will be available for occupancy in fall 2016. Fred Harris reported that Sobrato Development Companies transferred the funds for mitigation per the agreement. He said that the Incidental Take Permit for the Fairview property in San Benito County is in the final stages of approval in the regulatory process.

Kathleen Moberg – reported that the TRIO grant was restored. She said Dr. Eduardo Cervantes received updates on three (3) former MESA students: one is entering veterinary school; one is attending dental school; and, one who graduated and is working in New York City.

Kathleen Moberg said the Welcome Center has been expanded to the Morgan Hill and Hollister sites. She said a peer mentoring class was offered for the first time this summer. This is part of certificated program in peer mentoring. All of the students enrolled this summer passed the national certification test.

(b) College President – Dr. Kinsella said the college will need to address items related to enhancing public accountability. He said the accreditation standards higher education act is being reauthorized and we are to start the re-authorization process this year. SLOs and SLO assessments are an area that colleges are still struggling with; identifying what students are actually learning in various courses and programs. As an accreditation commissioner, Dr. Kinsella has received training on SLOs and assessments. He said that it will be the national focus along with public accountability in education. He added that our accreditation standards are the same as everyone else’s. The State Assembly is considering legislation that would put California at risk of violating the federal regulations and requirements. He encouraged national and statewide training regarding changes in higher education.
Dr. Kinsella said there is an opportunity for trustee training at the Association of Community College Trustees’ National Leadership Conference being held in October in San Diego.

Dr. Kinsella said we have an influx of resources from the state this year. He said the college will work at using the funds effectively and deliberately as the planning has already occurred. The major focus will shift to consistency of internal processes and technology infrastructure.

Dr. Kinsella introduced Linda Bernabe as the Morgan Hill Site Director.

(c) Academic Senate  
No report.

(d) Professional Support Staff  
Lucy Olivares reported Denise Apuzzo and Carol McEwan Suarez attended the Annual Conference. She said negotiations are still ongoing and they are waiting for the classification study report.

(e) Student Representative  
Adrian Lopez reported that they continue to plan for fall projects. He will attend a Student Trustee workshop this month.

(f) Board Member Comments  
Lois Locci – thanked the board members for their patience while she attended to family business out of the country.  
Jonathan Brusco – welcomed Dr. Locci back. He said he was excited with the progress on the facility projects and pleased to see additional revenue coming to the college. He said he attended all three community meetings on redistricting and was happy to see community involvement including the LULAC plan being submitted. Mr. Brusco said the feedback will assist the trustees in making an informed decision for the betterment of the district.  
Laura Perry – no report.  
Kent Child – no report  
Mark Dover – no report  
Tom Breen – attended a MACE celebration in Hollister honoring Paul Chavez.

(g) Board President  
Walt Glines reported on the success of the use of the Gavilan parking lot for Garlic Festival handicap parking. He reported on his involvement with a group of citizens that are requesting VTA provide additional bus transportation in the area. Mr. Glines reported that San Jose City College and Evergreen Valley College just got off an accreditation watch which had been issued because of SLOs and faculty evaluations. He encouraged campus interest and support in SLO assessments.

10. Board Committee Reports  
Athletics Committee – Mark Dover reported on the August 11 meeting in which members received information on student-athlete academic progress and the plans for expanded student services. He said they discussed tracking student-athletes that transfer. He said cost estimates for various physical education facilities were reviewed. Mr. Dover reported on the need for partnering with the community, the athletic department, and Gavilan College.
Facilities and Utilization – Mark Dover reported that a draft "Drought Landscape Plan" was reviewed along with the Physical Education renovations. Conceptual plans of the Coyote Valley site in two years were viewed. Reports were given on the status of the nearly completed water tank project and San Martin Airport site.

Budget Committee – Kent Child reported that they received a detailed overview of the FY15-16 budget. He indicated that a similar overview will be presented in Item 11 (d).

11. Information/Staff Reports
   (a) Recognition of the Employee of the Month
   AGENDA AMENDED TO MOVE THIS ITEM AFTER APPROVAL OF THE AGENDA

   (b) Redistricting Community Meetings Report
   Dr. Jeanne Gobalet (Lapkoff & Gobalet Demographic Research, Inc.) reviewed that the Board, at their July 14 meeting, voted to ask for public comments on Draft Plans I, II, and II at community meetings on July 29 in Morgan Hill, on August 1 in Hollister, and on August 4 at the Gilroy campus. Community members attended two of the meetings. No one attended the July 29 meeting in Morgan Hill within 30 minutes of the start time. She said the most noteworthy feedback was the receipt of a redistricting plan from LULAC/MALDEF (LULAC Plan) at the August 1 community meeting. She said the LULAC Plan was the result of a committee of community members within the district working together. Dr. Gobalet said she reconstructed that plan and will present a comparison of the LULAC Plan to the district's three draft plans. Dr. Gobalet said her presentation was posted on the Gavilan website with the August 11 board of trustee agenda. She recommended that a more visible link be provided on the homepage.

   Dr. Gobalet reviewed the trustee area (TA) lines in the LULAC plan and noted that it kept San Juan Bautista and part of Hollister in the same TA. She said keeping the two areas together as a community of interest was a request received at a community meeting. She determined this was an option also for Draft Plans II and III and made the recommendation that the board discuss this as a modification. She presented an updated comparison chart of the TA plans that included the LULAC Plan. Dr. Gobalet noted that a different methodology was used by MALDEF in estimating the Hispanic shares of total Citizen Voting Age Population (CVAP) in each TA. She said she used her own CVAP estimates when comparing plans in order to be consistent. She noted that Draft Plan I differs from the other plans in that Plan I has only two TAs with Hispanic CVAP majorities, while each of the others has three.

   Dr. Gobalet said that because one needs to try to develop plans that keep communities of interest together, she examined the distribution of the "rural" population (not located in incorporated cities or Census Designated Places). She found that TA 6 in Draft Plan I has the largest rural population share. The geographically largest TA (in terms of square miles) is TA 7 in the LULAC Plan.

   Dr. Gobalet reminded everyone that the TA plans presented are drafts and that with further review, boundaries could be adjusted to keep more election precincts intact.

   Dr. Gobalet compared the plans noting the pairing of trustees in a TA. The only plan that avoids trustee pairings is Draft Plan III.
Dr. Gobalet provided a comparison of the percentage of registered voters by county. She noted that Draft Plans II and III provide an opportunity for San Benito County to elect 3 trustees while Draft Plan I and the LULAC Plan would most likely result in the election of 2 trustees from San Benito County.

Dr. Gobalet will continue to look at ways to improve the draft plans by making them cleaner, respective of communities of interest, and/or easier to implement. She said she will look forward to direction from the trustees. She reminded everyone that the Board will hold hearings at its regular meetings on September 8 and October 13 to gather public input and potentially make plan revisions.

Tom Breen noted that some of the plans isolate the areas around San Juan Bautista and he believes they think of themselves as a part of that community. Kent Child concurred and noted that Ridgemark identifies itself with Hollister. Dr. Gobalet will review the options and added that there are a lot of communities of interest and the board will need to decide which are more important for the overall district.

Mark Dover was disappointed that no feedback came from the Morgan Hill community. Jonathan Brusco agreed. Jonathan Brusco added that the feedback from LULAC was great and that their submitted plan brought a lot of ideas to the table. He did, however, feel a north/south approach to splitting the TAs in the northern part of the district made more sense. He said Plans I and III provide that split. He said he was not in agreement with the large rural TA in the LULAC Plan. He suggested that the redistricting conversations taking place at the Morgan Hill Unified School District could provide insight.

Public Comment on Item 11 (b)
Mickie Luna – spoke on behalf of LULAC. She’s experienced in the redistricting process and said public input is very important. She said the Board needs to hear from the people being impacted. She spoke about the need to communicate better with the community. She said about 30 members from various communities met to discuss a draft plan within 24 hours of getting an email from the district’s Public Information Officer. She said LULAC represents those that are not able to attend meetings. She added that Gavilan needs to take the extra step in getting information out to the public.
Sally Armendariz – spoke as a native of Gilroy who has had many family members attend Gavilan College. She is concerned about who represents them on the board. She said people from both Gilroy and Morgan Hill attended the Hollister meeting to talk about the creation of the LULAC/MALDEF plan. She said everyone has the goal of having a board that represents the people who live in the district.
Sandra Cruz-Perez – (statement read by S. Armendariz) is a CARAS Board member, resident of Gilroy, and graduate of UC Berkeley. She supports the LULAC/MALDEF Plan and asked the board to consider it to ensure a more profound equal representation of the community. She indicated this was essential to a healthy community.
Juan López – is a Morgan Hill resident, CARAS member, and attorney at law. He supports the LULAC Plan as fair, well represented, and encompassing the needs of all communities. He will speak to community members and encourage them to attend the next meeting. He also encouraged the board to make more of an effort to inform the community of the importance of the meetings and the dates. He wants the board to be better informed through the community in general.
Patty Peña – attended Gavilan, native of Gilroy, LULAC and CARAS member. She supports the LULAC/MALDEF Plan. She said everyone wants the best representation for their community. She thanked the board for presenting the LULAC Plan. She said she advocates for other folks. She said everyone took time from their busy schedules to meet
as a group to develop the plan and attend tonight's meeting. She asked that the community be invited and be kept informed.

Walt Glines announced the upcoming board meeting dates both taking place on the Gavilan Gilroy campus at 7:00 p.m. The dates are September 8 and October 13.

Elizabeth Zepeda - is a resident of Hollister, a CSUMB student, and a LULAC member. She indicated she was representing friends, family, and other students. Her major point of concern in the draft TA plans was the separation of Hollister and San Juan Bautista in different trustee areas. She said the communities have a community of interest. She said she sees that the board is working toward the betterment of communities and Gavilan's future and asked to keep the communities of San Juan Bautista and Hollister together.

Andres Rodriguez - is a resident of Hollister and graduate of California State-Northridge. He has many family members and friends that have graduated or still attend Gavilan. He wants to shed light on the community of interest that exists between Hollister and San Juan Bautista. He felt students of college age should speak out on the importance of having the board elected by a district that they will represent. He commended the board for taking this step now. He asked that the board consider their recommendations.

Jonathan Brusco and others confirmed that incumbent areas were the lowest priority when developing the draft TAs.

Kent Child felt that large TAs that spanned two counties would not be fiscally possible for many candidates. He liked the LULAC Plan. He said ultimately what is needed is a plan that will last, make logical sense, allow candidates to fiscally run and be successful. He encouraged TAs with a sense of identity and was hopeful that elected trustees would make decisions that were in the best interest of the entire district when resolving concerns.

Mark Dover expressed a concern for the future as some of the draft TAs include Gilroy but have fingers into other communities and could result in an imbalance of Gilroy based trustees. This would result in minimal representation from northern Santa Clara County and San Benito County.

Tom Breen suggested that San Juan Bautista's TA include surrounding areas including the Aromas portion. He did not think Hollister and San Juan Bautista needed to be in the same area. He also suggested that TA 7 in the LULAC Plan be parceled out as it was too large. He thought, with some adjustments, it was a good plan.

Jonathan Brusco agreed with Tom Breen. He added that a line be drawn in Gilroy to put the rural areas north of Gilroy into other districts. He suggested getting rid of draft TA Plan II or III.

Laura Perry wanted to clarify that the boundaries being discussed were related to trustee election areas only and not the Gavilan College district boundaries. San Juan Bautista residents are part of the district boundaries.

Lois Locci said that eventually the head to head incumbents would be a nonissue.

Jonathan Brusco wanted to get more feedback from Morgan Hill community members. He wanted to review the TA lines in north Santa Clara County and did not like the east/west split. He suggested scheduling a second Morgan Hill community meeting.
The method for soliciting Morgan Hill community interest was discussed including news articles and social media contacts. Kent Child said the news articles already published did not bring in community members; reaching out to Mickie Luna did work. He said students need to know this and he felt people would be interested.

Laura Perry has heard negative comments from community members about the redistricting efforts and some have expressed a desire to leave the areas alone. They are happy with the service Gavilan College provides. She said there are distinct differences in the culture of the communities that Gavilan serves. She is not opposed to offering another community meeting but said attendance may be low again with attendees from LULAC echoing what was expressed tonight but not those that think everything is fine.

Mickie Luna responded saying it was the board’s responsibility to reach out to the community and suggested the use of social media. She said people do care and want the representation.

Monday, August 24 at 6:00 p.m. in room 10 at the Gavilan Morgan Hill campus was selected for a community meeting.

(c) Gavilan College Community Spirit Award Calendar
Dr. Kinsella provided the information on the Community Spirit Award. Nominations can be turned into Jan Bernstein Chargin, PIO.

(d) Update on 2015-2016 Budget
Business Director Wade Ellis gave an update on the FY2015-16 budget. Since the Tentative Budget was approved in June, changes have been tracked; many from the Chancellor’s Office. However, the apportionment numbers given to the colleges are only estimates and will be adjusted by the Chancellor’s office within 3 weeks. Additional new revenues have been added to Gavilan’s base revenue; “rural community colleges” ($1,134,000) and “small college” ($193,000). The total new base revenue is $29,538,000; a 7.6% increase over prior years.

Mr. Ellis reported a net increase of three (3) new full time faculty in the budget. This is in addition to replacing two retirees. Four (4) new salaries were added to the budget to prepare for the new Banner implementation of payroll and human resources. The changes in the budget also reflect increases in STRS and employee health benefits and adjustments due to the closing of the child development center care program. Mr. Ellis said the projected increase in the general fund balance is $310,000.

III. ACTION ITEMS
1. Old Business
   (a) Strategic Plan 2015-2016 Through 2019-2020
MSC (T. Breen/M. Dover)
   Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve.

2. New Business
   (a) Consider and Accept Bids for the San Martin Modular Relocatable Restroom Project
MSC (T. Breen/M. Dover)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve

(b) Consider and Accept Bids for the Coyote Valley Ed Center Modular Buildings, Covered Walkways & Canopies Project
MSC (J. Brusco/T. Breen)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(c) Approve the Rodriguez Real Estate Services, LLC Agreement for Consultant Services related to Campus and Off-Site Land Development Projects
MSC (J. Brusco/T. Breen)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve.

(d) Approval of eTranscript Institution Agreement between XAP Corporation and Gavilan Joint Community College.
MSC (T. Breen/M. Dover)
Vote: 7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, and Walt Glines; 0 Noes: 0 Absent; Student Trustee Adrian Lopez, advisory vote of aye to approve

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is September 8, 2015, Gavilan College, North/South Lounge.

2. Adjournment
The meeting was adjourned by consensus at 9:36 p.m.
I. OPEN SESSION 5:00 p.m.
   1. Call to Order
      Mark Dover called the meeting to order at 5:00 p.m.

   2. Roll Call
      Mark Dover, Walt Glines

      Also in attendance: Dr. Steven Kinsella, Frederick Harris, Ron Hannon, Dr. Lois Locci, Jeff Gopp, Susan Peterson, Adrian Lopez, and Nancy Bailey (recorder)

   3. Comments from the Public: This is a time for the public to address the committee
      None.

   4. Approval of Minutes: November 10, 2014
      MSC (W.Glines/M.Dover) 2 ayes, 0 nays to approve

II. DISCUSSION ITEM
   1. Academic Progress
      Dean of Kinesiology and Athletics Ron Hannon presented a “2014-15 Team Academic Report as of 8-4-15”. Ron Hannon identified key numbers such as “GPA” and “Avg. Units Passed”. He noted that scholar-athletes must complete at least two semesters and maintain a GPA of 3.0 or better while completing at least 12 units. In addition, the analysis of “Attempted Hours” per semester compared to “Completed Hours” is a good indicator of how student-athletes are doing. Ron Hannon said the remedial work required to prepare students for college level work has been greater. The department is working with Student Services Vice President Kathleen Moberg to be able to receive additional resources for the student-athletes through SSSP funding. Increasing the hours of the counselor will be part of the discussion as will tutoring and lab work.

      Mark Dover suggested including the summer or intersession in the analysis to provide a complete snapshot of their progress. He also suggested collecting and reporting data on where students transfer. Ron Hannon reported that state requirements have increased for student-athletes to parallel with the focus on academic success.
2. Physical Education Building renovations
   Vice President of Administrative Services Frederick Harris shared a cost estimate report on
   projects identified by the Athletics Ad Hoc Committee at their November 10, 2014 meeting. 
   The renovation projects for the Gymnasium and Sports Fields Projects total $6,727,368. The
   allotted budget is $6,500,000. Mr. Harris said that based on bidding information scope
   reduction or other means of funding may have to be considered.

   Mark Dover noted that the track renovation estimate referred to an asphalt surface and that
   they would like to have a synthetic surface. Ron Hannon said the surface will be prepared so
   that a rubber surface can be added when funding is available.

3. Hall of Fame
   Discussion took place on engaging community members and alumni in assisting with a
   fundraiser through the foundation. Dr. Kinsella said this will take a while to develop and
   suggested a different name such as "Leaders and Legends". Representatives from all the
   district's communities will be desirable. Ron Hannon and Mark Dover will meet to develop
   some suggestions.

III. CLOSING ITEMS
    1. Adjournment
       The meeting was adjourned by consensus at 5:30 p.m.
Dr. Jeanne Gobalet of Lapkoff & Gobalet Demographic Research, Inc., welcomed everyone to the fourth community meeting on the public presentation of draft trustee area maps. It is the second meeting held in Morgan Hill.

Dr. Gobalet said the Board values public interest and concerns in support of the district’s mission. She said that is why the Board has decided to move forward with a change in the election methodology. Dr. Gobalet reviewed the next steps in the process that allow for opportunities for public comment.

- At the September 8, regular Board of Trustees meeting at Gilroy campus at 7:00 p.m., Dr. Gobalet will present her report. The Board will discuss comments and feedback received at the community meetings. A public hearing on draft trustee area plans will be on the agenda.
- On October 13, at the regular Board of Trustees meeting at Gilroy campus at 7:00 p.m. discussion will continue along with a public hearing on draft trustee area plans.

As a result of the meetings, Dr. Gobalet said there may be revisions to the Draft Trustee Area (TA) Plans currently being viewed. She said no plan will be adopted until after at least 2 more board meetings.

**Review reasons for changing method of election** - Dr. Gobalet explained that the District 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 current 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. In the by-district trustee area process Gavilan trustees will be elected by voters in each of seven single-member trustee areas (TAs).

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

**Review draft districting plans** - Dr. Gobalet presented four seven-district draft trustee area scenarios called Draft Plans I, II, III and the LULAC/MALDEF Plan. She emphasized that they are all drafts and may need revisions. Dr. Gobalet reported that her complete presentation is posted on the Gavilan webpage [http://www.gavilan.edu/board/agenda.php](http://www.gavilan.edu/board/agenda.php).
Dr. Gobalet explained that each TA must have a total population of approximately one-seventh of the District's total population (with up to 10% deviation from the ideal trustee area population of 24,543), must use Census 2010 data, and must conform to requirements of the Federal Voting Rights Act (FVRA). She provided a table comparing the four plans based on both required and permitted criteria. Dr. Gobalet said the FVRA requires that jurisdictions avoid diluting the voting power of protected groups when drawing election districts. However, U.S. Supreme Court rulings indicate race or ethnicity cannot be a "predominant" factor when drawing boundaries. Other permitted considerations include K-12 feeder districts, geography, existing prescient boundaries, avoiding head-to-head contests between incumbents.

The district will be required to check the population counts again after the 2020 census data are released to determine if population equality still exists.

Dr. Gobalet pointed out in Draft Plans II and III that San Juan Bautista is split. She has reviewed the criteria and will be recommending to the Board that all of San Juan Bautista be in TA area 5 to keep that community intact. Dr. Gobalet said it is not a requirement to keep an incumbent in a trustee area. She said when more than one trustee is in a TA, the trustee whose term expires first will leave the board. They may run again after the term of the other trustee expires.

Dr. Gobalet stated that just before the August 1st public meeting in Hollister she received a plan drafted by LULAC/MALDEF. She said she replicated the LULAC/MALDEF Plan in order to be able to compare it with Draft TA Plans I, II, and III using the same criteria. During the review of the LULAC/MALDEF Plan a community member noted that Morgan Hill was part of three different TA areas. Dr. Gobalet added that this is due to population size.

Draft Plans II, III, and the LULAC/MALDEF Plan all have 3 trustee areas with Hispanic majorities. Draft Plan I has two areas.

Dr. Gobalet provided a comparison of the percentage of registered voters by county. She noted that Draft Plans II and III provide an opportunity for San Benito County to elect 3 trustees while Draft Plan I and the LULAC Plan would most likely result in the election of 2 trustees from San Benito County.

**Answer questions & record comments**

*Speaker: Armando Benavides, Attorney, Community Advocacy Coalition member*

*Comment:* Mr. Benavides is interested in the redistricting change to a by-district election. He liked that the LULAC/MALDEF Plan has three Hispanic majority trustee areas. In that Plan, Morgan Hill (TA 2) has a 29% Latino voter representation. Mr. Benavides said this is a crucial factor for Morgan Hill residents. He would like to see a change in (TA 2) boundaries for a higher percentage. He said 33% of students from that area attend Gavilan College. He favored increasing the chances of a governing board member representing the community at large.

*Speaker: Sally Casas*

*Comment:* Ms. Casas commented on the LULAC/MALDEF Plan because it represented the rural areas. She said that would be an all-encompassing representation of both the majority and minority populations.

*Speaker: Alicia Cortez, Morgan Hill resident, Community College educator*

*Comment:* Ms. Cortez said Gavilan College is a Hispanic serving institution and a board should reflect the population of the students it serves. She liked that the LULAC/MALDEF Plan presented 3 Latino majority seats. She said all areas were well represented.

*Speaker: Juan Lopez, Attorney at Law*
Comment: Mr. Lopez thinks the LULAC/MALDEF Plan is equitable. He said it was apparent by the community members present at the meeting that Latino Morgan Hill residents care about redistricting. He said the Voters Rights Act is very important and he was happy that Gavilan trustees voted for district elections. He said the LULAC/MALDEF Plan, if adopted, will benefit the students by having a board that is representative of the district.

Any further comments should be forwarded to nbailey@gavilan.edu

Total attendance: 14 community members, 1 staff, 3 board members
Gavilan Joint Community College District
Governing Board Agenda

September 8, 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 August 11, 2015 thru September 8, 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: [Signature]
Eric Ramones, Human Resources Director

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

C:\WorkGroups\HR/BoardAgenda/09-08-15
A. Classified and Unclassified Personnel Actions – September 8, 2015

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

I. APPOINTMENTS/PROMOTIONS/TRANSFERS/PERMANENT SCHEDULE CHANGES/WORKING OUT-OF-CLASS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diane Christianson</td>
<td>Accounting Technician</td>
<td>Business Services</td>
<td>September 9, 2015</td>
</tr>
<tr>
<td>Juan Vazquez</td>
<td>Custodian</td>
<td>Maintenance and Facilities</td>
<td>September 9, 2015</td>
</tr>
<tr>
<td>Maria Rodriguez</td>
<td>Job Developer</td>
<td>Disability Resource Center</td>
<td>August 4, 2015</td>
</tr>
<tr>
<td>Rebecca Northon</td>
<td>Head Athletic Trainer</td>
<td>Kinesiology and Athletics</td>
<td>August 1, 2015</td>
</tr>
<tr>
<td>Rosita Anzualda</td>
<td>Office Assistant</td>
<td>Human Resources</td>
<td>August 4, 2015</td>
</tr>
<tr>
<td>Sylvia Ramirez</td>
<td>Office Assistant</td>
<td>Business Services</td>
<td>August 4, 2015</td>
</tr>
<tr>
<td>Tara Myers</td>
<td>Office Assistant</td>
<td>Business Services</td>
<td>August 11, 2015</td>
</tr>
</tbody>
</table>

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Office</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amparo Arteaga</td>
<td>Office Assistant</td>
<td>Human Resources</td>
<td>September 1, 2015 to October 31, 2015</td>
</tr>
</tbody>
</table>
III. PROFESSIONAL EXPERTS

Alvin Medina  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Angel Trejo  
Assistant Men’s Soccer Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Christopher Spence  
Assistant Women’s Volleyball Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

DaShaun Ross  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Heather Stewart  
Assistant Women’s Basketball Coach  
Kinesiology and Athletics  
October 15, 2015 to February 30, 2016

James Jimenez  
Assistant Softball Coach  
Kinesiology and Athletics  
January 15, 2016 to April 30, 2016

Jason Dupler  
Assistant Women’s Volleyball Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

John Montante  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Johnnie Skinner  
Assistant Men’s Basketball Coach  
Kinesiology and Athletics  
October 15, 2015 to February 30, 2016

Kevin Woodson  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Kyle Bennett  
Assistant Baseball Coach  
Kinesiology and Athletics  
January 15, 2016 to April 30, 2016
Lucy Navarro  
Spanish Translator  
Liberal Arts and Sciences  
August 10, 2015 to August 31, 2015

Melissa Llanes  
Assistant Women's Basketball Coach  
Kinesiology and Athletics  
October 15, 2015 to February 30, 2016

Robert Otis  
Assistant Women's Basketball Coach  
Kinesiology and Athletics  
October 15, 2015 to February 30, 2016

Robert Sanchez  
Assistant Baseball Coach  
Kinesiology and Athletics  
January 15, 2016 to April 30, 2016

Rowen Tupuviao  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Ryan Dikes  
Football Field Painting  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Steven Purdy  
Assistant Men's Soccer Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Thomas Andrade  
Soccer Field Painting  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Tim Powers  
Assistant Football Coach  
Kinesiology and Athletics  
August 15, 2015 to November 30, 2015

Vince Bautista  
Assistant Men's Basketball Coach  
Kinesiology and Athletics  
October 15, 2015 to February 30, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Patricia Claros  
Office Assistant  
Community Development and Grants Management  
August 10, 2015 to June 30, 2015
V. REQUESTS FOR LEAVE
NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT
NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
Eric Dietze CSIS 182 – Operating Systems
Juan Alex Zamora CSIS 182 – Operating Systems
Maribel Galvez CSIS 121 – Spreadsheet Microsoft Excel
Tricia Stracner ECON 1 – Principals of Macroeconomics

BUS 1 – Fundamentals of Business

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
Josefina Olivares BOT 191A, CSIS 121, DM 85, SPAN 1A, HIST 2 and CSIS 6

X. ADDITIONAL DUTY/STIPEND
NONE

XI. VOLUNTEERS
Josue Salgado Volunteer Worker
Kinesiology and Athletics
August 13, 2015 to December 18, 2015

Robert Otis Volunteer Worker
Kinesiology and Athletics
July 1, 2015 to June 30, 2016
XII. RESIGNATIONS AND RETIREMENTS

Lawrence Lin  
Mobility Aide  
Disability Resource Center  
Date of Hire: November 18, 2013  
Date of Resignation: August 25, 2015

Stanley Botto  
Campus Security Officer  
Security and Support Services  
Date of Hire: March 11, 1998  
Date of Retirement: November 1, 2015

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – September 8, 2015

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

I. APPOINTMENTS

Kelly Glass
Communications Instructor
Liberal Arts and Sciences
August 31, 2015

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Debbie Amaro
Interim Allied Health Director
Career Technical Education
August 31, 2015 to December 18, 2015

Debbie Klein
Faculty Liaison Professional Development
Office of Instruction
August 28, 2015 to May 1, 2016

Ellen Venable
Title V Activity Director
Career Technical Education
October 1, 2015 to September 30, 2016

Ellen Venable
Title V Pathway Lead
Career Technical Education
October 1, 2015 to September 30, 2016

Jane Maringer-Cantu
Department Chair
Disability Resource Center
August 28, 2015 to May 27, 2016

John Lango
Strength and Conditioning Head Coach
Kinesiology and Athletics
August 31, 2015 to May 27, 2016

Karen Warren
Faculty Liaison Instructional Improvement
Office of Instruction
August 28, 2015 to May 1, 2016

Kevin Kramer
Women’s Sand Volleyball Head Coach
Kinesiology and Athletics
January 15, 2016 to April 30, 2016

Kevin Kramer
Women’s Sand Volleyball Recruiting
Kinesiology and Athletics
February 1, 2016 to May 31, 2016
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Kramer</td>
<td>Women's Volleyball Head Coach</td>
<td>Kinesiology and Athletics</td>
<td>August 15, 2015 to November 30, 2015</td>
</tr>
<tr>
<td>Kevin Kramer</td>
<td>Women's Volleyball Recruiting</td>
<td>Kinesiology and Athletics</td>
<td>February 1, 2016 to May 31, 2016</td>
</tr>
<tr>
<td>Neal Andrade</td>
<td>Baseball Recruiting</td>
<td>Kinesiology and Athletics</td>
<td>February 1, 2016 to May 31, 2016</td>
</tr>
<tr>
<td>Neal Andrade</td>
<td>Baseball Field Maintenance</td>
<td>Kinesiology and Athletics</td>
<td>July 1, 2015 to June 30, 2016</td>
</tr>
<tr>
<td>Neal Andrade</td>
<td>Head Baseball Coach</td>
<td>Kinesiology and Athletics</td>
<td>January 15, 2016 to April 30, 2016</td>
</tr>
<tr>
<td>Nikki Dequin</td>
<td>Department Chair</td>
<td>Kinesiology and Athletics</td>
<td>August 31, 2015 to May 23, 2016</td>
</tr>
<tr>
<td>Nikki Dequin</td>
<td>Head Softball Coach</td>
<td>Kinesiology and Athletics</td>
<td>January 15, 2016 to April 30, 2016</td>
</tr>
<tr>
<td>Nikki Dequin</td>
<td>Softball Field Maintenance</td>
<td>Kinesiology and Athletics</td>
<td>July 1, 2015 to June 30, 2016</td>
</tr>
<tr>
<td>Nikki Dequin</td>
<td>Softball Recruiting Coach</td>
<td>Kinesiology and Athletics</td>
<td>February 1, 2016 to May 31, 2016</td>
</tr>
<tr>
<td>Rey Morales</td>
<td>STEM Intern Supervisor/Arboretum</td>
<td>Liberal Arts and Sciences</td>
<td>June 1, 2015 to August 14, 2015</td>
</tr>
<tr>
<td>Robert Overson</td>
<td>Faculty Liaison Mentoring</td>
<td>Office of Instruction</td>
<td>August 28, 2015 to May 1, 2016</td>
</tr>
</tbody>
</table>

### III. PART-TIME FACULTY (CREDIT & NON-CREDIT) ASSIGNMENTS/STIPENDS
Alejandro Zavala          Counselor                       Student Services
                        August 31, 2015 to June 30, 2016

David Kaplansky        Men's Basketball Head Coach
                        Kinesiology and Athletics
                        October 15, 2015 to February 28, 2016

David Kaplansky        Men's Basketball Recruiting
                        Kinesiology and Athletics
                        February 1, 2016 to May 31, 2016

Debbie Christensen     Transfer Day Coordinator
                        Student Services
                        November 4, 2015

Elsie Hartman          Aviation Maintenance Technology Instructor
                        Career Technical Education
                        August 12, 2015 to June 30, 2016

Erik Nelson            Women's Basketball Head Coach
                        Kinesiology and Athletics
                        October 15, 2015 to February 28, 2016

Erik Nelson            Women's Basketball Recruiting
                        Kinesiology and Athletics
                        February 1, 2016 to May 31, 2016

Erin Crook             Institutional Effectiveness Committee Chair
                        Office of Instruction
                        August 28, 2015 to May 1, 2016

John Gomez             Sociology Instructor
                        Liberal Arts and Sciences
                        August 26, 2015 to December 18, 2015

Kalisa Beagle          French Instructor
                        Liberal Arts and Sciences
                        August 26, 2015 to December 23, 2015

Michael Dovenberg      Football Recruiting
                        Kinesiology and Athletics
                        February 1, 2016 to May 31, 2016

Michael Dovenberg      Head Football Coach
                        Kinesiology and Athletics
                        August 15, 2015 to November 30, 2015
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE
VI. RESIGNATIONS AND RETIREMENTS
NONE

VII. REQUEST FOR LEAVE
NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

IX. NEW FSA ASSIGNMENT
NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personnel Actions – September 8, 2015

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

   Natalia Cordoba-Velasquez               Director of Institutional Research
                                         Office of Instruction
                                         September 21, 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.
Unless otherwise, please refer to the Administrative Salary Schedule for the following personnel actions:

I. APPOINTMENTS
   NONE

II. ADDITIONAL DUTY/STIPENDS
    NONE

III. BOARD MEMBER APPROVED ABSENCE
     NONE

IV. BOARD MEMBER RESIGNATION
    NONE

V. RESIGNATIONS AND RETIREMENTS
    NONE

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

September 8, 2015

Consent Agenda
Item No. 6 (c) Administrative Services

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

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

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of August 1 – August 31, 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>8/1/15 – 8/31/15</td>
<td>18022501 - 18023714</td>
<td>$2,340,266.30</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 and FY 2015-2016.

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
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 August 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 August 2015:

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>August Supplemental 1</td>
<td>August 10, 2015</td>
<td>$209,611.55</td>
</tr>
<tr>
<td>August Supplemental 2</td>
<td>August 12, 2015</td>
<td>$17,780.88</td>
</tr>
<tr>
<td>August Regular (EOM)</td>
<td>August 31, 2015</td>
<td>$1,408,798.91</td>
</tr>
<tr>
<td>TOTAL (671 Pay Warrants Issued)</td>
<td></td>
<td>$1,636,191.34</td>
</tr>
</tbody>
</table>

Budgetary Implications:
Expenditures are included in the Budget for FY 2015/16.

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
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 2015-2016.

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
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONT9938</td>
<td>$4,800.00</td>
<td>Center for Community Education</td>
<td>Social Justice Pedagogical Presentation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>XITO</td>
<td>Period of Service: 9/18/2015</td>
</tr>
<tr>
<td>CONT9939</td>
<td>$60,000.00</td>
<td>Ellucian</td>
<td>Consulting and Data Base Support for Banner</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period of Service: 7/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9940</td>
<td>$48,800.00</td>
<td>Santa Clara County Office of</td>
<td>Payroll Processing Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Education</td>
<td>Period of Service: 7/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9941</td>
<td>$12,000.00</td>
<td>Santana Paving and Grading</td>
<td>Restripe Campus Parking Lots A through G</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period of Service: 8/28/15 - 9/11/15</td>
</tr>
<tr>
<td>CONT9942</td>
<td>$1,920.00</td>
<td>MacKay Meters Inc</td>
<td>Parking Meter Service Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period of Service: 3/2/15 - 3/2/16</td>
</tr>
<tr>
<td>CONT9943</td>
<td>$3,750.00</td>
<td>Gal Moya DBA: Maktinta</td>
<td>Swimming Pool Engineering Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period of Service: 9/1/15 - 6/30/16</td>
</tr>
<tr>
<td>CONT9944</td>
<td>$3,900.00</td>
<td>Chancellor's Office of the</td>
<td>Facilitate Information Reporting Requirements of the Student-Right-To-Know</td>
</tr>
<tr>
<td>Per Year</td>
<td></td>
<td>California Community Colleges</td>
<td>Act</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Period of Service: 7/1/15 - 6/30/17</td>
</tr>
</tbody>
</table>
SUBJECT: Budget Adjustments

☐ Resolution: BE IT RESOLVED,

☐ Information Only

X Action Item

Proposal:
That the Board of Trustees approve the attached budget adjustments for FY 2015-16.

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
Fund 100

<table>
<thead>
<tr>
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<td>5630</td>
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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) net change to fund balance: $362,790.00
Current decrease in budgeted expenditures increases Fund Balance: $108.00
Current increase in budgeted expenditures decreases Fund Balance: (108.00)
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 270

<table>
<thead>
<tr>
<th>Income - Increase/(Decrease)</th>
<th>Expense - Increase/(Decrease)</th>
<th>Budget Entry</th>
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<tr>
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<tr>
<td>VTEA</td>
<td>746127</td>
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<td>GUSD/ Gavilan College Adult Edu</td>
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<td>GUSD/21st Century Afterschool Program</td>
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Total Fund 270: 0.00

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

---

September 2015 Meeting - Budget Adj (To Board).xlsx 8/31/2015
### Fund 470

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<th>INCREASE</th>
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<td>470</td>
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<td><strong>Total Fund 470</strong></td>
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**Budget adjustments from current year's previous months to increase (decrease) net change to fund balance**

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

- Current increase in budgeted revenue increases Fund Balance: $58.00
- Current increase in budgeted expenditures decreases Fund Balance: ($58.00)

**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
SUBJECT: Measure E Bond Quarterly Financial Status Report at June 30, 2015

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

Background:
Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period July 1, 2014 to June 30, 2015. The column titled "Budget" is based on the Board approved Measure E Master Budget as of September 9, 2014. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

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

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 4 Fiscal Year 2014-2015 (6/30/2015 thru 6/30/2015)
Based on Board Approved September 2014 Budget

<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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<td>Bond Implementation Costs</td>
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<td>Subtotal Bond Interest</td>
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<td>Total Revenue</td>
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**Total Costs through 3/31/2015** | $39,629,844 | $39,629,844 | (0) |       |
<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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<tbody>
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<td>Total Costs through 6/31/2015</td>
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<td>665060 - Local Funds Off-Site Development</td>
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<td></td>
<td>Total Costs through 6/31/2015</td>
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3 Current Projects

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<th>Project/Vendor</th>
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<tr>
<td>670560 - Physical Education Building</td>
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<td></td>
<td>5831 - Contracted Services</td>
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<td>5810 - Legal Services</td>
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<td>673060 - Multi-Purpose Building Upgrades</td>
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### Gaviian Joint Community College District

Massive E Bond Quarterly Financial Status Interim Report

Received and Expended to Date for Qtr 4 Fiscal Year 2015 (3/31/2016 thru 6/30/2015)

Based on Board Approved September 2014 Budget

<table>
<thead>
<tr>
<th>ProjectVendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>680680 - Technology, Phase 2</td>
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<td>$ 215,702</td>
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<td>5831 - Contracted Services</td>
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<td>670760 - Student Center/Administration</td>
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<td>671380-1 Demo CJSCO, Old Acad, PB Rebuild</td>
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<td>Total Costs through 6/30/2016</td>
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### INACTIVE PROJECTS

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<tr>
<th>ProjectVendor</th>
<th>Description of Services</th>
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<td>Total Costs through 6/30/2015</td>
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<td>Total Costs through 6/30/2015</td>
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<td>670360-1 Electrical Service Loop</td>
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<td>670600 - Humanities/Music Hall</td>
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<td>$ 4,308,348</td>
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<td>No Invoices this Period</td>
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<td></td>
<td>Total Costs through 6/30/2015</td>
<td>$ 4,308,348</td>
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</table>
# Quarterly Financial Status Interim Report

**Gavilan Joint Community College District**  
**Measure E Bond Quarterly Financial Status Interim Report**  
**Received and Expended to Date for Qtr 4 Fiscal Year 2014-2015 (3/31/2016 thru 6/30/2015)**  
**Based on Board Approved September 2014 Budget**

<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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<tr>
<td>670800 - Cosmetology/Business</td>
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<tr>
<td>671200 - Cafeteria Renovations &amp; HVAC</td>
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<td>671360 - Parking Lot/Campus Lighting</td>
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<tr>
<td></td>
<td>Total Costs through 6/31/2016</td>
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<tr>
<td>680100 - Technology / ERP System</td>
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<td>$3,511,130</td>
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<tr>
<td></td>
<td>Total Costs through 6/31/2016</td>
<td>$3,511,130</td>
<td>$3,511,130</td>
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<td>680250 - Computer / Phone System</td>
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<td>Total Costs through 6/31/2015</td>
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<td>680350 - Existing Well Replacement</td>
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<td>- Debt Payment</td>
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<tr>
<td></td>
<td>Total Costs through 6/31/2015</td>
<td>$3,625,798</td>
<td>$3,625,798</td>
<td>$0</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Oct Ed project budget contains funding for Science and Gym roof repairs  
2. Moved expenses to Fund 340 for State Reimbursement  
3. PG&E Refund for Chiller Controls Installation-Optimization Project

**Total Previous Expended (Through 3/31/2015):** $89,081,957  
**Total Invoices this Period (4/1/2016 through 6/30/2016):** $90,562  
**Total Expended to Date (Through 6/31/2016):** $90,974,349  
**Total Construction Budget:** $113,556,308  
**Total Revenue to Date:** $22,977,839
SUBJECT: Recognition of the Employee of the Month

Resolution: BE IT RESOLVED,

Information Only

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

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

Employee of the Month, June 2015 – Blanca Arteaga
In her first year as ASGC’s advisor, Dr. Arteaga helped guide ASGC to reflect on its mission, goals, and commitment to Gavilan students. This resulted in revised mission statement, bylaws, and a year-long dialogue about ASGC’s role and how to better engage and serve students on campus. She spent many hours assisting students and ASGC outside of her regularly assigned time, and encouraged ASGC to work through interpersonal and philosophical differences and focus on results.

Blanca always exceeds expectations when it comes to ASGC and her students. She has come back to school after her work hours to help out and set up for events. She has also come to campus on weekends for ASGC retreats. She is very punctual and organized. She makes it a point to know every students name and even goes further to try and make a personal connection with each student. We think this has a lot to do with why students specifically request her by name. We have seen about 7 students waiting in the counseling area, and they were all there to see Blanca. We think that shows how much of an impact she has on students.
Budgetary Implications:
None

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

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

Prepared By: Eric Ramones, Human Resources Director

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

September 8, 2015

Consent Agenda Item No. 11 (b) Information/Staff Reports
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.


Resolution: BE IT RESOLVED,
Information Only
Action Item

Proposal:
That the Board of Trustees review and comment as appropriate on the 2014-2015 IEC Annual Report.

Background:
The IEC reviewed nine programs during the 2014-15 academic year: Apprenticeships, General Counseling, JPA/South Bay Regional Consortium, MESA, Natural Sciences – Biology, Natural Sciences – Mathematics, Public Information Office, Student Success Center, TRiO.

Budgetary Implications:
Unit Plans will be tied into the annual budget development process.

Follow Up/Outcome:
Programs will present follow up information to the IEC until recommendations have been completed.

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

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

Agenda Approval: ____________________________
Dr. Steven Kinsella, Superintendent/President
Committee:
Kathleen Rose, Susan Sweeney, Randy Brown, Connie Phillips, Eduardo Cervantes
Erin Crook, Kyle Billups, Jan Bernstein-Chargin, Linda Stubblefield, Mari Garcia.

Programs Reviewed
- Apprenticeships
- General Counseling
- JPA/South Bay Regional Consortium
- MESA
- Natural Sciences - Biology
- Natural Sciences - Mathematics
- Public Information Office
- Student Success Center
- TRiO

Status Updates
- Athletics
- Business Services
- Child Development Center
- Child Development/Educational Studies
- Computer Lab Facilities
- Human Resources
- Kinesiology
- MIS
- Natural Sciences/Engineering
- Security
- Tutoring/Computer Place
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Introduction

Overview
The Institutional Effectiveness Committee (IEC) reviewed the following programs during the 2014-2015 academic year: Apprenticeships, General Counseling, JPA/South Bay Regional Consortium, MESA, Natural Sciences/Chemistry, Natural Sciences/Mathematics, Public Information Office, Student Success Center and TRiO.

The IEC Annual Report includes two sections:
1. Programs undergoing review this year
   a. IEC Executive Summary, submitted by the IEC, summarizing the program’s main goals and the committee’s recommendations.
   b. Self-Study Summary, submitted by each program as part of their self-study report
2. Status updates on programs that are in the middle of their four-year cycle.

Process
Programs to be reviewed were notified at the beginning of Fall 2014 semester and were provided an orientation in September of 2014. The orientation introduced the programs to their IEC support team and explained the process, including a tour of the website and self-study forms. Two committee members were assigned to each program under review and assumed a support function, supporting and communicating with the program representatives throughout the process. Drafts of the self-study were due in early February. Committee members read each submission for review and provided comments and suggestions for revision. The suggestions were forwarded to the programs under review. The complete text of each self-study report as presented to the committee may be found on the IEC website.

The IEC was able to adequately evaluate and suggest revision strategies for reports that came to the committee in a timely manner. However, many reports came to the committee late this year, more than in the past two years since major changes were implemented. As a result, many of the self-studies were not revised by the program constituents, and those Executive Summaries were based on the first drafts of the self-studies rather than on a revision incorporating the suggestions of the committee. Additionally, the committee was unable to meet in person with representatives of the committee to discuss the revisions.

The face-to-face meetings with the program representatives has proven in the past to be a helpful component in the process, insuring that the revision suggestions from the committee are understood, and emphasizing the need for the revisions to be submitted on time.

The reasons for the lateness of submissions, and the lack of revision by some programs, are varied. Firstly, the IEC is still cycling through the first round of programs since the implementation of the changes to the process. These first-round programs, unfamiliar with the
changes to the process, seem often to still regard it with some apprehension, rather than as a helpful resource and an opportunity for meaningful dialogue. To address this misapprehension about the committee’s role and intent, it may be helpful to emphasize the changes in the process more forcefully from the beginning, and to have the Support Teams meet more frequently with the program reps, as well as their supervisors, when necessary, during the drafting of the Self-Study, so as to provide more support and more oversight.

It seems to have been helpful in the past to provide continuous gentle pressure not only from the Support Teams, but also from the committee chair. That pressure was not applied by the committee chair during this cycle, and the result was that the gains seen in the past couple of years with regard to the timeliness and quality of the submissions were nowhere near as evident in this round. The reports were not as polished as they have been in years past, and many of the requests and suggestions from the committee for revision were ignored. This is a disappointing regression that must be addressed in the coming cycle.

For the next cycle, it may be helpful to meet with the program reps after the draft of the Executive Summaries, as opposed to before, so they might offer their input into the committee’s recommendations. This suggested change in the process will be presented to the committee at the first meeting in fall 2015, and discussed as a possible way to make the process even more meaningful to the programs under review.

Furthermore, in addition to more oversight from the Support Teams and the committee chair, it may prove helpful to include supervisors in all electronic communications with the programs under review.

Another challenge facing the committee this year, besides the lack of oversight by the committee chair, and the lack of enforcement of the policy of getting input from supervisors, is the dramatic turnover of the committee membership. The committee lost several of its more seasoned members this year, and many of the new members came to the process mid-cycle. As a result of having not been a part of the cycle from the beginning, and the failure of the chair to take the proper initiative, the new members were not adequately oriented, and there was some residual confusion about the role of the Support Team. More thorough orientation at the beginning of the next cycle will help to alleviate this confusion, and will help to solidify the oversight that - it is becoming more and more evident - is necessary for the timely submission of quality reports and revisions.

This year was the third year that the budget committee used IEC recommendations as a criterion in the budget process. Since many people were not aware of this change, first implemented the year before last, the committee made sure to emphasize it during the initial steps of the process. There was universal agreement from the program representatives that this change makes the self-study process more relevant and meaningful than it has been viewed in the past. However, there seems to be a need for more, and repeated, emphasis on this link between the IEC and the budget process, in order to overcome the perception that the Program Review process is another series of hoops to jump through rather than a meaningful part of a program’s self-reflection and planning for the future.
In addition to including supervisors in all electronic communications, and more continuous oversight from the Support Team and committee chair, it will likely be effective to continue to require approval and input from the Managers, Deans and Department Chairs. This step was not enforced as much as it should have been during this cycle, and the resulting reports demonstrated the clear need for that enforcement. More frequent check-ins, as well as reminders about the deadlines, will certainly help in future cycles.

As part of the annual evaluation of the process, the committee will continue to review and make improvements to the forms used by the program representatives, particularly the Self-Study. Just as important is an annual evaluation of the tools and forms used by the committee to communicate with the program representatives, such as the feedback form and the Executive summary, and also of the ways the committee communicates internally, through the Gavilan iLearn system and via email. The purpose of this evaluation is to streamline communication between the committee and the programs under review, and between the members of the committee, so that all members have a better sense of the activity of the Support Teams as they work with their program constituents. The committee will continue to experiment with the best combination of outreach, oversight, and helpful, user-friendly communication formats, to ensure that the process continues to improve, rather than regress.

At the first meeting of the next cycle, in September of 2015, these and other suggestions for improving the process will be discussed. Meanwhile, the IEC continues to encourage the campus community to read the findings from all reports as they relate to the strategic planning process, as well as in preparation for future program reviews and overall college improvement.
IEC Executive Summary

Academic Year: 2014-2015
Program Name: Apprenticeship

Major Program Goals:
1. Keep up to date with industry standards.
2. Maintain a clear and accessible path to certification and AA.
3. Recruitment of women and veterans.

Concerns/Trends:
1. Oversight is at times outside the purview of Gavilan College.
2. Predicted boom in construction, with a third of the workforce poised to retire.
3. Recruitment and retention of students.

Plans for Addressing Concerns:
1. Support students through the process to journey level.
2. Work with Carpenter Training Committee for Northern California to grow program responsibly.
3. Recruiting vets and women, in conjunction with Helmets to Hardhat, and Tradeswomen, Inc.

IEC Recommendations:
1. Work with CTE and outside agencies to formulate a plan for recruiting and retaining enough apprentices to meet the workforce needs in the next 5 years.
2. Create Program Plan for next cycle.
3. Add more detail to SLO assessment.
4. Continue to work with Carpenter Training Committee for Northern California to ensure state-of-the-art training.
5. Develop specific plan for recruiting vets and women, in conjunction with Helmets to Hardhat, and Tradeswomen, Inc.
Self Study Summary

Academic Year 2014-2015

Name of Program: Apprenticeships

Gavilan College, in cooperation with the Carpenter Training Committee for Northern California (CTCNC), conducts both Carpenter and Drywall/Lathing Apprenticeship Programs which can lead to a Certificate of Achievement and/or Associates of Arts Degree. An apprenticeship program is a formal system of occupational training lasting four years that combines paid employment, on-the-job training and job-related college level instruction in order to develop highly skilled workers.

We have contact with each of our apprentices each week they are in class. We also do field visits and document how the apprentices are being trained on the job. We mentor them while they attend class as well as during on the job visits. Our goal is to graduate our apprentices to journey level.

We continue to use industry standards as the benchmark for our Apprenticeship training. The construction industry is an ever changing environment. New products and certifications are being developed on a constant basis and both our instructors and the students must keep abreast of these changes. In our effort to support and improve student achievement we: (1) Send our instructors to the Carpenters International Training Center for certification updates. These would include Fall Protection, Scaffold Users, Aerial Lifts, Fork Lift and OSHA-10 certifications. (2) Provide instructor meeting times to discuss any possible changes in curriculum. (3) Incorporated ITC books in our classes. (4) Introduced form panels, which was a result of industry changes regarding how formwork is conducted. (5) Provided new computers in the classroom and new big screen monitors for better clarity of presentations and videos. (6) Purchased a new set of Concrete Form Panels for the training center. (7) Submitted 3 new courses for approval: CARP 218 – Commercial Concrete, CARP 219 – Rigging and CARP 220 – Commercial Door Hardware. (8) Meet regularly with our Advisory Committees and review changes and get input from them. (9) Solicit student evaluations at the end of each course requesting comments regarding the projects, curriculum and any other pro or con comments they would like to make in their own words.

Our industry is growing rapidly. The construction industry is on the edge of a huge construction boom. Growth projections range from 5% - 15% growth over the next 5 years. We are recruiting more than ever before. We have a great partnership with Helmets to Hardhat. This partnership allows Veterans to enter the apprenticeship directly and start their careers immediately. We also have a relationship with Tradeswomen Inc. This organization helps us recruit women and provide tradeswomen to speak to female candidates about our program at different recruitment events. When an interested woman finishes their program orientation, they can be moved to the top of our applicant list to attend our pre-apprenticeship class.
Both of these entities as well as our other recruitment efforts will help fulfill the industries’ needs. Having the ability to gain a Certificate of Achievement, by changing how students take the required welding class and possible AA degree may benefit our students in respect to moving into other positions that will also be vacated due to retirement of our industry workers. As approximately 30% of the workforce will be retiring in the next 5 years.

Our mission is to provide a qualified workforce for the residential, industrial and commercial building industry. We want to keep our students on the cutting edge of technology so they can compete at the highest level of efficiency and safety.
IEC Executive Summary

Academic Year: 2014-2015
Name of Program: General Counseling

Major Program Goals:
1. Provide students with comprehensive and accessible services, including intervention and expansion of course offerings.
2. Retain students who are in academic jeopardy.

Concerns/Trends:
1. Large number of new initiatives underway; it can be difficult to assess.
2. Fragmentation of efforts by counseling due to the increasing number of part time counselors from other funding sources.
3. Decreased office space.

Plans for Addressing Concerns/Trends:
1. Establish regular presence at off-sites.
2. Expand online options for guidance courses and orientation.
3. Ensure all students have Ed Plan by the end of the first term.
4. Implement intervention strategies for all students.
5. To ensure consistency, group all counseling services under the leadership of VPSS.

IEC Recommendations:
1. Develop plan for counseling resources to fall under the leadership of VPSS.
2. Collect data and assess for effectiveness of new initiatives.
3. Work with VPSS and grant-funded part time counselors to minimize fragmenting.
4. Continue intrusive intervention for students at risk.
5. Develop more strategies for online delivery of services.
Self-Study Summary

Academic Year: 2014-2015

Name of Program: General Counseling

IEC Report, General Counseling

Fall 2010-Fall 2014

Under the general supervision of the Vice President of Student Services, faculty within the general counseling department are available to serve all students and potential students of Gavilan College. In addition to providing academic, career, vocational, and personal counseling, including crisis intervention, the department offers approximately 30 sections of guidance courses per year. The department also coordinates specific programs, training, and projects for functions such as transfer, articulation, New Student Orientation, ASB leadership, the Puente Program, Intervention Services, Welcome Center services, and High Step. There are currently five full-time counseling faculty members and seven counseling adjunct within general counseling who work in tandem with thirteen counselors in the college’s categorical and grant-funded programs.

In its continuing efforts to provide the most comprehensive and accessible services to Gavilan students, the counseling department has focused much of its recent efforts on expanding counseling services, creating prescribed counseling interventions, and expanding course options. Additionally, the department is honing its ability to retain students who are in academic jeopardy and implementing the new mandates as dictated by the Student Success Act of 2012 and Student Equity goals. As such, the department has recently focused on the following strategic initiatives:

- establishment of a regular presence at both off-sites throughout the year (including guidance courses, Kick Start sessions, and summer and intersession counseling services)
- expansion of online delivery options for guidance courses as well as the student orientation program (Kick Start and First Year College Student Seminar)
- streamlining college entry and matriculation systems
- ensuring all students have an abbreviated educational plan prior to the first term of enrollment and a comprehensive plan by the end of the first term of enrollment
- continued use and support of Degree Works, an electronic educational planning tool
- implementation of the college’s intervention services targeting undecided, basic skills, ESL, transfer-bound under-represented students, students in poor academic standing, and those seeking to complete transfer degrees
• development of online and face-to-face workshops for students in probationary or dismissal status; undecided students; and transfer-bound students

• Advocate for a college organizational structure that supports an institutional vision and mission for all counselors; seeking for all counseling resources to fall under the leadership of the VPSS for an institutional approach to addressing student success

Due to the number and scope of initiatives that the department has undertaken, a comprehensive evaluation of each has been challenging without the ability to collect data. The department has spent considerable time advocating for and ensuring that systems are created and are in place to collect data for reporting and program improvement. We need data to ensure that our practices are effective and efficient. Additionally, the department is involved with the creation of an online student check-list that outlines matriculations components and what the consequences are if actions are not completed.

Despite the large growth that the college has experienced since 2010, the counseling department has continued to function with essentially the same full-time staffing levels from 2007. The addition of part time faculty, though, has allowed for the expansion of services; once the college is in a financial position to hire the full time counseling faculty, the department will assertively advocate for the hiring of additional full-time counselors. The 2005 “Five-Year Faculty Plan” supported additional counselors (2 based on growth; 2 to back-fill retirements), the plan is not being followed due to changes in hiring processes starting Spring 2015.

Included in the challenges that confront the department are the ever-increasing number of categorical/grant/program funded part-time counselors that have different supervising managers and goals. This practice continues to fragment the efforts and expertise of the department that seeks to institutionalize global counseling efforts for maximum student success. Other challenges include diminishing office space for general counselors; insufficient full time faculty to keep pace with growing enrollments; training of new part-time counselors; and the need to keep up with technological upgrades designed to serve students. In spite of these challenges, the department continues to operate with the needs and goals of our students as our first priority. The information contained in this report details many of the results of our efforts and our plans to continue the growth of the department.

Submitted by: Rosa Rivera Sharboneau, Ed.D. Spring 2015; Contributions by all FT and PT General Counselors
IEC Executive Summary

Academic Year 2014-2015
Program Name: JPA/South Bay Regional Consortium

Major Program Goals:
1. Provide the opportunity for students to earn an AA Degree and/or Certificate of Achievement in Law Enforcement with the newly revised (2014) format.
3. Establish an AA and AST in Fire Technology.
4. Establishment of Paramedic program.
5. Relocate to Gavilan College’s Coyote Valley site and be the cornerstone of success at that site.

Concerns/Trends:
1. Need for new campus site since the Evergreen Valley College location has been removed.
2. Navigating the enrollment and curriculum articulation processes for ten community colleges continues to be a challenge.
3. Since South Bay’s course delivery is based upon both the industry need and the colleges’ need, it is often a challenge to match the two. Commitments from the colleges can vary from year to year which creates challenges when determining budgetary and personnel allocation.

Plans for Addressing Concerns:
1. Develop fire safety program, Paramedic program.
2. Work closely with members of the community in relevant industries to ensure smooth integration of students.

IEC Recommendations:
1. Develop and make a plan to assess the fire safety program and paramedic program.
2. Research possible sites for new campus.
3. Continue to work closely with members of the community in order.
The South Bay JPA was created in 1994 by Gavilan College and Evergreen Valley College through a California Community College Chancellor’s Office Grant, specifically to address the education/training needs of the public safety community. As such our mission is to provide basic and continuing professional training and education in a cost efficient manner using economies of scale created by the Joint Powers Agreement. Since 1994 eight additional colleges – Foothill College, Hartnell College, Monterey Peninsula College, Ohlone College, College of San Mateo, San Jose City College, Mission College, and Lake Tahoe Community College – have joined this innovative partnership to support public safety training.

The South Bay JPA was created to provide a higher quality of public safety education and training through a cooperative effort between the community colleges and public safety professionals. The courses established were articulated through the colleges to compliment the courses and programs already being offered through the member colleges.

This is the first IEC Review conducted on South Bay Regional Program. The South Bay JPA’s initial courses were limited to Law Enforcement and provide an alternate route to completing an Associate’s Degree with most of our member colleges. The basic law enforcement courses have also been approved as Certificate Programs through the State Chancellor’s Office. As the JPA has expanded, so has the curriculum and public safety communities being served. South Bay JPA currently provides basic and re-certification education and training for law enforcement, fire technology, emergency medical technicians, dispatch, and corrections. South Bay JPA is working with the member colleges to establish all basic courses as part of the appropriate Associate’s Degree program as well as a stand-alone Certificate Program where possible. South Bay JPA has partnered with the California Commission on Peace Officer Standards and Training (POST) to deliver required first line supervisory training, an upper level management course, and a series of required and recommended investigators courses. South Bay JPA is determining the possibility and the viability of developing Certificate Programs or Associate Degree Programs inclusive of these courses as part of the Law Enforcement/Administrative of Justice Programs with the member colleges.

South Bay JPA also partners with the State and County Emergency Medical Service Agencies and the State Fire Marshal’s Office to deliver certified EMT and Fire Fighter 1 courses. South Bay JPA continues to grow our relationship with the State Fire Marshal and similar to our relationship with California POST, we are recognized as a Regional Training Center presenting number State Fire Marshal certified advanced skills courses. We are in the process of developing a Fire Fighter 2 course which will also be certified through State Fire. Successful students will have even greater employment opportunities after completing this course. South Bay JPA is also in the infancy stages of establishing a Paramedic Program which has a natural nexus to both the Fire Technology and Emergency Medical Technician Programs.
In support of the basic courses, South Bay JPA will continue to develop and articulate recertification courses to assist actively employed and those continuing to attempt to secure employment maintain their certifications.

South Bay is continually reviewing instructors and providing update training to assist and ensure the delivery of courses and the program are student centered. We are implementing the use of technology, as appropriate, in the classroom and as a resource to instructors and students to enhance learning. Through our internal review process we re-evaluated the Law Enforcement Associate Degree and Certificate programs and modified them to improve student achievement and success. We regularly review course content and student learning outcomes to ensure they are consistent with industry and educational standards. South Bay consistently has high student retention and success rates. Most of our courses contain rigorous content delivered in a short-term format. Students must make a serious commitment to the program and their education to be successful. South Bay realizes a much higher rate of perfect attendance as well as successful completion of the courses as noted in Section V above.

South Bay JPA offers a full array of courses and services from middle and high school preparatory courses, pre-employment testing and training, basic public safety training, continuous professional training, and advanced career development training courses. We provide students with access and the support to begin pursuing a career in public safety through promotion to upper management positions within a public safety organization. Our courses lead to Associate Degrees and Certificates, and our Management course is articulated with two UC Colleges for upper division credit.

The South Bay Program is driven by the needs of the public safety industry and the needs of the member colleges. The economy, hiring limitations and member college enrollment trends create a 5 to 7 years somewhat cyclical ebb and flow for the enrollment within South Bay. Our strong agency partnerships have proven to be a great benefit to our students. Agencies recognize the economies in hiring students who have successfully completed their required course work, rather than the agency paying for the student to complete the training. Over the past 5 years approximately 70% of students completing a South Bay Basic Academy have secured gainful employment within the public safety profession.

Establishing South Bay at the new Gavilan College Coyote Valley Educational Center will be the starting point for most of our long term goals. We have already begun working toward completing the short-term goals involving the modification of the Law Enforcement Associate Degree and Certificate programs. We are currently updating the curriculum associated with a Fire Technology Certificate and will be initiating discussions surrounding the viability and development of a complimentary Associate Degree. We have established curriculum for a Paramedic Program. The new Coyote Valley facility is key to begin expanding our programs to include the Paramedic track, the Fire Fighter 2 curriculum, and a Fire Technology Associate Degree.
IEC Executive Summary

Academic Year: 2014-2015
Program Name: MESA

Major Program Goals:
1. Increase the number of economically and educationally disadvantaged students pursuing degrees in mathematics, engineering, science, and technology who are eligible to transfer to a four-year college or university.
2. Fully implement transfer agreements, mechanisms, and practices that enable MESA students to transfer to four-year colleges and universities.
3. Implement strategies to increase the rate at which MESA students are deemed transfer ready in STEM (science, technology, engineering, and mathematics) majors.
4. Improve the academic performance of MESA students.
5. Increase the leadership skills and raise the educational expectations of MESA students.
6. Strengthen the relationships among educators, prospective employers in business and industry, and MESA students; establish student internships and other career opportunities.
7. Establish and maintain partnerships with MESA Engineering Programs (MEP), MESA Schools Programs (MSP), and California Alliance for Minority Participation, in order to provide students with optimum internship and scholarship opportunities.

Concerns/Trends:
1. Combination of TRiO and MESA counselors, elimination of one position.
2. Lack of funds for counseling support.
3. Lack of funds for technology to deliver services.
4. Students leave for other two-year colleges, affecting MESA’s transfer rate, due to lack of engineering program.

Plans for Addressing Concerns:
1. Apply for TRiO/STEM grant to expand on the MESA model.

IEC Recommendations:
1. Continue to seek funding for technology and counseling support.
2. Apply for additional funding to expand and further institutionalize MESA model.
3. Apply for additional funding to secure technology.
4. Work with engineering department to reinvigorate Engineering program for student retention.
Academic Year: 2014-2015

Name of Program: MESA

Gavilan College's MESA Program has a goal to help underrepresented students majoring in STEM based majors to transfer to four-year universities. The program has a holistic approach to serving students that includes intrusive counseling service, academic support with tutoring, leadership development, connections with business, an academic study center, and opportunities to develop a strong community of mutual support.

The following outline some of the program's significant accomplishments since the last review period.

Industry and Government Grant Funding
- Secured three separate grants from Lockheed Martin totaling $20,000. This is the first industry funding that has ever been secured locally for MESA
- Applied for over a million dollars in additional federal funding to support the MESA program. We will be notified this summer if funding is awarded

Business and Industry Partnerships
- Partnership with UCSC's CALTEACH Program for STEM majors.
- Cisco Mentorship Program
- NASA Internships
- Lockheed Space Industries activities and grants

Student Achievement Transfer and Success
- Significant accomplishments that the program has achieved including having strong 3 year cohort transfer rates that range from 46%-49%.
- Notably MESA success in transfer rates for Hispanic students has increased from 41% to 52% which is significant given that the college has identified a significant inequity in the college's Hispanic transfer rate.
- MESA Students' success rates increased from Fall 2013 to Fall 2014 by about 10%, ASEM Student success rates from Fall 2013 to Fall 2014 increased by about 20%.
- MESA Students' success rates in Fall 2014 were nearly 5% above the average of the college (MESA 75.66% College 71%) and ASEM Students' success rates for Fall 2014 were about 9% above the average of the college (ASEM 80.43% College 71%) Long Term Impact
- Long term impacts have begun to become apparent as MESA Alum are now in Doctoral programs in astrophysics at Princeton University, Completing medical residencies on the path to becoming doctors and work for companies such as PG&E, Cisco Systems and Lockheed Space Industries. The staffing for the program has resulted in several shifts. First the administrator for the program also began to oversee a second program, TRIO Student Support Services. Furthermore, the STEM Department Assistant began to provide administrative support for MESA via the STEM and TRIO grants. Lastly, the MESA counselor and STEM counselor were combined in an effort to maximize efforts in helping students.
STEM students. Trends that have continued to impact the program include the continued lack of funds allocated by the MESA grant which is only $50,500 per academic year. The challenge is that additional funds are consistently having to be sought to continue the MESA model. The Engineering program being put on hold also poses a significant issue. Many students are starting to leave to other two year colleges before transferring. This can impact MESA’s Transfer rates. Furthermore, it is difficult for the counselors to know how to help the students plan if they do not know what courses will be offered each semester. Future goals and objectives are contingent upon securing adequate funding to continue the MESA model. Ideally the model should be expanded but current resources do not make this possible.
IEC Executive Summary

Academic Year: 2014-2015
Program Name: Natural Science - Biology

Major Program Goals:
1. Alignment of all biology courses in the major with C-ID’s so that we can submit the Biology AS-T Degree.
2. Update Biotechnology curriculum to increase enrollment and help sustain program.
3. Articulate courses with local four-year colleges and regional high schools.
4. Further development of the Biology SI program and development of the professional led Academic Excellence Workshop for Biology.
5. Develop Supplemental Instruction program for Biology.

Concerns/Trends:
1. Lab technician split between Chemistry and Biology.
2. Limited lecture and lab space.
3. Lack of offerings at off-sites.

Plans for Addressing Concerns:
1. Hire additional full time faculty and lab technicians.
2. We need to develop curriculum to offer at satellite campuses, possibly virtual labs with Human Biology and/or Ocean Science.
3. The Biology program needs to work with other programs, especially Physics and Chemistry to increase retention and increase number of Biology graduates.

IEC Recommendations:
1. Continue working with Reading Apprenticeship and assess effectiveness of this interdisciplinary approach.
2. Develop AS-T for Biology.
3. Update and assess Biotechnology curriculum.
4. Develop and assess Supplemental Instruction Program for Biology.
5. Hire full time instructor and 2 lab technicians.
Self Study Summary

Academic Year Name of Program: Natural Science - Biology
2014-2015

The Biological department at Gavilan offers a variety courses for both science and non-science majors. We offer degrees in Biological Science, Allied Health, and a newly added Certificate of Achievement in Biotechnology. This past year we have returned to our renovated Life Science building (financed by Measure E) and with the help of the STEM grant have made many modifications within the program to support college-level strategic initiatives. We have modified and enhanced existing curricula, improved student instructional support services (by providing Supplementary Instruction for all biological science courses). The program has updated technological and material resources. We have also included cross-curricular learning environments such as Learning Communities and have introduced new pedagogies such as Service Learning both of which have enriched student learning. Biology program faculty and staff have continued their education by attending and participating in consortiums, workshops, training sessions and working with the community and local industry and colleges. The Biology Department is a vital growing program that works hard to meet student needs. Our greatest strengths are the student study center, supplemental instruction, improved facilities and resources (both equipment and staff) and most important, improved student cohesiveness. This is a vital component of our program and is supported by MESA, TRIO, Tutoring Center & clubs like Science Alliance and Rho Alpha Mu.

Our program weaknesses are inadequate space, a high adjunct: full-time faculty ratio and a need for additional supporting staff and budgetary resources. Our primary goals are to prepare students to transfer to a 4-year college, enter programs that require our courses as prerequisites, and prepare students for possible employment upon completing certificate and/or graduating with an A.S. degree. It is also our intent to encourage our students to gain practical experience in biological science by working with our faculty, local industry and community organizations. The biology program has made many modifications within the program to support college-level strategic initiatives during the past three years. The biology faculty have modified existing curriculum and have added new curriculum. Additional student services improve the Life Science facility and incorporated new technology and pedagogy. Faculty members continually update knowledge and skills, maintain and update college and university articulation agreements as well as with local high schools. Faculty and staff are continuously assessing and fine-tuning their approach to adapt to new technologies and learning styles.

Finally, the biology program has identified strengths and weaknesses. Gavilan College Institutional Research March, 13 With the dramatic growth in the program from 2005 to 2015, as seen in the increase in enrollment, the new course offerings and an increase in biology and chemistry sections from (fig. 10), the program recommends that we extend the FT lab tech hours to 40 hr./week for the support and development of new courses. Hire lab techs, biology aide as budget allows, and data supports. We will also seek grant funding to support the hiring of a biology aide-supplemental instructor (SI) leader (20 hr./week) to help maintain the equipment,
models and supplies in the Biology Study room and assist with data collection and mentoring of new SI leaders. If our charge from STEM II is to develop a Magnet program for Natural Science and Math then Gavilan should support the development of innovative curriculum, programs should be allowed to incubate and mature (at least within the time limit of the grant) to establish its basis, and that we have proper support and resources available to compete with neighboring colleges.
IEC Executive Summary

Academic Year: 2014-2015
Program Name: Natural Science - Mathematics

Major Program Goals:
4. To deliver quality instruction in mathematics to a diverse group of students in a manner that is both rigorous and sensitive to student needs.
5. To increase retention and first time success rates of students enrolled in remedial math courses (Math 400, Math 402, Math 430, Math 240 and their various iterations).
6. To increase the number of students completing an AS degree in mathematics.
7. To provide opportunities for faculty members to communicate with math faculty at other institutions and enhance both our curriculum and their teaching skills.
8. To continue to work cooperatively with area high schools to increase student preparedness and align curriculum.
9. To incorporate more technology into our classrooms.
10. To continue to promote interest in mathematics and science on our campus and in our community via existing outreach programs such as Science Alive and Mathematics competitions.

Concerns/Trends:
5. Expanding the Math Lab coverage.
6. Creation of Math Labs at both the Morgan Hill and Hollister sites.
7. Keeping up department standards when there are so many part-time faculty. With 17 to 25 part-time faculty a semester, maintaining the standards is a challenge.
8. Graduating Mathematics AS and AS-T students when the college has completely cut the second year of the engineering program.

Plans for Addressing Concerns:
1. Department will be altering the material covered in Algebra 1 and Algebra 2 next year.
2. Will expand math lab coverage by the instructional assistants instead of part time faculty.
3. A full-time Math Lab instructional assistant would be able to facilitate such an expansion.
4. Expanding the department back to its 2011 level of six full-timers will assist in mitigating some of this challenge.

IEC Recommendations:
1. Hiring one full time faculty.
2. Hire one full time instructional assistant.
3. Assess the effectiveness of the changes in Algebra sequence; adjust if necessary.
4. Create math labs at off-sites.
Self Study Summary

Academic Year 2014-2015

Name of Program: Natural Science - Mathematics

The Mathematics program at Gavilan College offers both developmental and transfer level courses. The Math Faculty and Staff provide instruction and preparation at three levels:
1. We prepare students for the completion of the AA degree (remediation, as needed, and completion of Math 240 requirement).
2. We prepare students for transfer to four-year institutions (completion of lower division mathematics requirements).
3. We prepare students for degrees in Math, Science, and Engineering (completion of the Calculus series and other associated courses).

The primary goals of the Mathematics program are:
1. To deliver quality instruction in mathematics to a diverse group of students in a manner that is both rigorous and sensitive to student needs.
2. To increase retention and first time success rates of students enrolled in remedial math courses (Math 400, Math 402, Math 430, Math 240 and their various iterations).
3. To increase the number of students completing an AS degree in mathematics.
4. To provide opportunities for faculty members to communicate with math faculty at other institutions and enhance both our curriculum and their teaching skills.
5. To continue to work cooperatively with area high schools to increase student preparedness and align curriculum.
6. To incorporate more technology into our classrooms.
7. To continue to promote interest in mathematics and science on our campus and in our community via existing outreach programs such as Science Alive and Mathematics competitions.

One of the unique characteristics of our program is the breadth of course offerings. Our students run the gamut from those at an elementary school level (Math 400 and Math 402), requiring extreme remediation to those preparing for transfer to the four institutions with the intention of pursuing a degree in science, technology, engineering, and mathematics, requiring the full lower division program. This situation coupled with a departmental policy that all instructors teach all courses, requires that each instructor be both content experts and students of remedial pedagogical techniques. In addition, the Math Lab is crucial to these students success and the department is looking to add instructional support on the Gilroy campus and to expand support to the off sites.

Several trends continue to affect departmental decisions related to course offerings and staffing needs. The first trend is the presence of severely underprepared students requiring basic skills remediation (Math 400, Math 402, and Math 430). Their lack of preparation extends beyond mathematical skills to general student behavior skills.
The second trend is the increase in the number of CSU/UC bound students who are eligible to attend the university but are unable to afford tuition due to the increase in fees. Due to the influx of these students due to GECA and the engineering program, the enrollment numbers for the Calculus sequence increased significantly. This trend will be cut off at the highest level due to the cancelling of the second year engineering courses.

**Our significant accomplishments have been:**

1. Expansion of the Math Boot Camps, offered at the end of summer and winter breaks. Including camps for Precalculus students has been a success.
2. Science Alive, a math and science conference for middle school children. In its thirteenth year of operation, this annual conference has become a staple of the Natural Sciences Department which is widely anticipated and well attended by the middle school students in the Gavilan College district.

Over the last 7 years, the Natural Sciences Department has had a considerable influx of funds from the STEM grant. These additional resources have enabled the mathematics department to increase the number of student and professional tutors, expand Math Lab hours, fund materials and assistants for the Math Boot Camp, fund reassigned time for full time instructors thereby allowing them the additional time necessary to study trends in achievement and attend conferences, and fund student internships over the summer. This funding will be ending within the next 18 months and the department is concerned at the level the college will pick up the crucial programs and support services necessary for continued student success.
IEC Executive Summary

Academic Year: 2014-2015
Program Name: Public Information Office

Major Program Goals:
1. Build and maintain a positive image of Gavilan College.
2. Provide professional internal and external communications.
3. Provide leadership on communications and public information issues of concern.
4. Actively support college operations and governance.
5. Provide marketing and promotional support and guidance for new initiatives.

Concerns/Trends:
1. Relatively small advertising budget compared to some other colleges.
2. Lack of workflow and job tracking procedures.
3. Changes in media environment: i.e., social media, mobile devices.
4. Changes in mission of community colleges at state level.
5. Transition to new web Content Management System (CMS).
6. Lack of both staff and student awareness regarding governance and events.
7. Need to budget to support new initiatives (e.g., Coyote Valley Phase I, Centennial).

Plans for Addressing Concerns:
1. Develop a workflow system with priority criteria and procedures.
2. Together with appropriate college committee, guide transition to new CMS system.
3. Implement email guideline and continue with weekly new emails.
4. Purchase and program electronic signage.
5. Develop and implement social media outreach and communication strategy.
6. Include specific marketing budgets for new initiatives in program plan.

IEC Recommendations:
1. Work within shared governance to develop social media and student email guidelines.
2. Develop workflow system along with job priority criteria and share with campus community.
3. Purchase and implement electronic signage.
4. Work towards successful implementation of Website CMS, including internal marketing.
Self-Study Summary

Academic Year  Name of Program:  Public Information Office
2014-2015

The Public Information Office continues to adapt, and help the college adapt, to a changing media and technology landscape. Whereas once print media was the most prominent arena for public communication, it is increasingly the digital and electronic platforms that command the greatest mindshare. As the staff and faculty are, in many cases, several decades older than the students, this creates an internal communications challenge in encouraging use of the new media.

The Public Information Office will have to work with the business office to develop processes for purchasing online advertising on social media sites (which generally requires a credit card purchase rather than a P.O.) and relatively less print advertising, which research shows to be the least effective means to reach students.

The Public Information Office needs to complete several of the items identified during the last review, and which have begun. These include the redesign and implementation of a Content Management System for the website, a community perceptions survey, and additional student media usage surveys. A few items must make their way through shared governance: the Student Email Guidelines and the Social Media Guidelines.

One of the challenges identified by many groups on campus is that many people feel that they don't know what is going on at the college – in terms of events, activities, or shared governance meetings. Continuing to work with the Communications FIG and the Webheads team on an integrated online event calendar, and integration of calendars throughout the website, are one activity already in progress. Improvements in wireless technology and the upgrade of the campus internet pipeline now make it a good time to investigate digital signage for key locations on campus. Over the next year, the Public Information Office will move from the temporary location Portable Building 2 to a new workspace. Hopefully this will enhance productivity by providing a shared space for staff, sufficient worktables for graphics projects, and a vented space for the color copier.
IEC Executive Summary

Academic Year: 2014-2015

Program Name: Student Success Center

Major Program Goals:
1. Increase the student success rate.
2. Increase the rate of students who can transfer within two years.
3. Promote a college innovation pathway, which moves ideas from concept to pilot, evaluation, implementation, and institutionalization.

Concerns/Trends:
1. Conclusion of Title V grant and funding uncertainty.
2. Uncertainty about the implementation of early alert.
3. Turnover in staffing.
4. Changes in direction, focus, and messaging of the center.
5. Limited counseling hours to provide counseling support to basic skills classes.

Plans for Addressing Concerns:
1. Finalize the institutionalization of Student Success center and integrate resources and staff into college services.
2. Continue to collaborate with Basic Skills disciplines.
3. Provide additional counseling hours.
4. Collaborate with the existing services for example new student center to create a seamless system of frontloading student support.

IEC Recommendations:
1. Conduct discussions with student services leadership and staff to outline a program direction.
2. If available, analyze and summarize existing data to determine what aspects of the prior program are/were effective.
3. Incorporate successful aspects of the prior success center model into the future program.
In the four years of its existence, the Student Success Center (SSC) has become a place on campus where students can come to study and use computers, but can also store and warm up their lunches or grab a cup of coffee; it has a dual identity of being serious-studious and homey-comfortable. Students like and take advantage, additionally, of the fact that there are counselors on site with whom they can make appointments.

Over the 2013-14 year, 728 students made 4,685 visits to the Center, spending a total of 5,199 hours. 273 counseling appointment were made. Title V grant funded, the SSC has piloted a number of activities for primarily first-year, basic skills students in addition to being a place where they come to access technology and to study. Some of the activities were short-term due to scheduling conflicts, while others have endured over the period. For example, for a couple of semesters, ESL students came for “Coffee Talk,” which was an informal opportunity for them to come in and, over coffee, have casual conversation with native speakers. Another activity included student athletes, who came in the late afternoon to be tutored and/or to do homework in the quiet study rooms.

Activities that have endured over time include workshops and counseling. Approximately 20 workshops are offered per semester on topics such as time management, financial literacy, using Degree Works and Banner, and use of social media. Surveys given at the end of these workshops indicate that students find them useful and informative. Due to the fact that the Title V and Basic Skills grants have funded the counseling positions (known as “success” or “basic skills” counseling) in the SSC, the number of counselors has varied from semester to semester as dollars are available. The greatest number of part-time counselors to work concurrently in the SSC has been four although there are currently only two. These counselors help students with major and career exploration, create Comprehensive Ed Plans, track academic progress and provide early intervention counseling, and engage in crisis intervention and referral to psychological/mental health counseling. They have also recently assumed responsibility for KickStart orientations for ESL students. These two counselors are also linked to special programs: one counsels students who have received alerts; the other provides support for students who are in the accelerated JumpStart Program for below college-level English and math students. The SSC has managed to create a presence for first-year/basic skills students through its study space, varied activities, and welcoming atmosphere.

The staff of the SSC is particularly proud of efforts such as the Early Alert system (EA) and the JumpStart Program, endeavors which SSC counselors support. Like the SSC, EA has also been used for the past four years. Data reflects better rates with each passing year. Currently, the success rate of students in Early Alert-using classes is 11.82% higher than those in non EA-using classes. This increase is attributed to the timely response of the Early Alert counselor to provide assistance to faltering students. JumpStart counseling supports the success of basic skills students in the accelerated program. The JumpStart counselor gives advisory sessions so that students
understand the program requirements, organizes a Welcome Event to promote a sense of community among peers and between students, teachers, and counselors, makes class visits, and tracks and has follow up sessions with the students throughout the semester. Before the wraparound services of counseling were added to the JumpStart Program, data already showed that 26.08% (English) students and 24.9% (math) students were more successful in their subsequent college-level class after having completed accelerated coursework than those who did not. Current research demonstrates that programs with wraparound services have a greater level of success. In its infancy on our campus, wraparound service data will be available in the next self-study cycle. We expect that Gavilan College success rates will increase at a higher rate with this addition to the accelerated program.

To build on these efforts, several key items of support are necessary: continued and concerted collaboration with Basic Skills departments (and others) for workshop attendance and required use of Early Alert; consistent referrals to the JumpStart Program; and a larger and more consistent number of counselors to provide Basic Skills counseling.

Everyone knows: “Students don’t do optional.” They don’t see counselors, attend workshops, visit instructors during office hours, get extra help in the Tutoring Center, and so on. Students lead busy lives. They need those who they respect most – their instructors – to tell them to do these things. To that end, instructors need to require their students to attend workshops. Students stand to gain both content knowledge and success-related habits by participating, as well as joining a larger community of students who strive to attain more from their academic life. To be successful means to have knowledge and resources, but it is also achieved by creating community and growth mindset. In addition to requiring workshop attendance, instructors should make use of the Early Alert system. When utilizing the system as intended, instructors let students know how they are doing, thus increasing the level of communication. It signals to students that they are not invisible to their instructor and that their teachers care. They want them to do well. Coupled with the counselors, they form a safety net. The team works with one another to identify and follow up on concerns. In the next phase of EA expansion, counselors will be able to refer students electronically to campus resources and be able to confirm/have confirmed student use of said services. The team works with staff to ensure student success.

Basic Skills/Student Success counselors have begun to do outreach at Gilroy High School and will extend activity little by little to include all local schools; however, not all students choose to complete their math or English courses at the outset of their college careers. Therefore, it is important that [basic skills] instructors and counselors alike identify those who would benefit from accelerated coursework and guide them to it early on in their college career in order to have students better prepared for their college classes.

Finally, as the JumpStart Program and EA grow, more counselors are needed to provide wraparound and follow-up services. In Fall 2014, there were three reading/writing-linked, accelerated English courses and one accelerated math course at the pre-Algebra level; in Fall 2015, there will be five linked English courses and 3 math courses within the pre-Algebra and algebra levels. The JumpStart counselor currently provides 13 hours of counseling a week as she also spends 10 hours a week as SSC coordinator. It is not known whether this dual responsibility
is sustainable without external funding. In Fall 2014, fourteen instructors participated in EA. While it is currently unknown how many instructors will use the system in Fall 2015, it is hoped that all basic skills instructors will participate and that eventually all Gavilan instructors will utilize the system. (Early Alert is a student follow-up service component of the California Community College student success and support program (3SP).) The current EA counselor provides 18 hours of counseling a week. Both counselors also provide outreach, give workshops, and support other activities, such as referral services. Since both efforts have demonstrated solid outcomes, it will be important to add more basic skills counselors as the programs expand. Service data will be available in the next self-study cycle.

The vision of the Center is to be on the front end of the student experience, assisting new, first-time Basic Skills students get their bearing and place in the community as they begin college life. The Center should be the hub of counseling, career exploration, and academic workshop support for students; the Center guides and shapes students so that they find purpose for college study and a pathway for themselves. Already the Center has become the linchpin for fastening the Instruction and Student Services divisions. It should, likewise, work directly with Assessment, Orientation, the RAMbassadors and the Welcome Center to collaborate and coordinate the front-loading.

In order to anchor the program and to be able to scale up to meet future JumpStart and EA needs and to have consistency in service, our wish is to procure funding for full-time counseling positions, as well as a departmental assistant or coordinator to oversee the operations.
IEC Executive Summary

Academic Year Program Name: TRiO
2014-2015

Major Program Goals:
1. Increase number of students graduating with Associate’s Degrees.
2. Expand and solidify MESA and TRiO models.
3. Ensure all students have comprehensive education plans.

Concerns/Trends:
1. Few students graduating with AS degrees.
2. Effects of reorganization (combination of MESA and TRiO).

Plans for Addressing Concerns:
1. Intrusive counseling to increase number of AS degrees.
2. Contract with a Clinical Supervisor to oversee Intern Program.
3. Reestablish the Vision Grant from the Gavilan College Educational Foundation which provides eye exams and basic glasses for students with no resources.

IEC Recommendations:
1. Continue working with Student Peer Leadership Program and summer Bridge program.
2. Continue intrusive counseling to increase the number of graduates.
3. Monitor and assess the effects of the reorganization (the combination of MESA and TRiO) on student success rates.
4. In conjunction with MESA, provide students more opportunities for cultural events and community building activities.
TRIO student support services offers educational enhancement programing to underrepresented students that are from low income, first generation and/or disabled IEC - Institutional Support Program Self Study Rev.12-10-2013 Page 19 students. After a recent reorganization the program is now offering a more holistic set of services to students, which resulted in increased rates of success. The following is a snapshot of services provided.

- Enhanced academic counseling intervention services-personal advisement and crisis support-case management and enhanced tracking.
- Tutoring support services.
- A dedicated study center.
- Summer Bridge program.
- Dedicate TRIO Grants.
- Access to Technology such as computers, free printing, and calculators.
- Transfer and graduation support.
- A MESA/TRIO Student success conference.
- Peer Leadership program and peer support Programing has shown excellent results.
- TRIO’s Fall 2009 cohort transfer rate was 24%, which is significant when compared to the college’s 2009 transfer rate, which was at 12.69%.
- While TRIOS persistence rate dropped slightly by 4% from the 2012-2013 academic year from 89% to 85%. However, the persistence rate still remained 10% above what is required by the TRIO grant. TRIOS persistence rate was at 85% and the grants requires 75%.
- TRIO’s persistence rate remained 17%-41% above the persistence rate of the college. Fall 2011-Fall 2011 TRIO Persistence rate was at 77% and the college was at 59.80%. Fall 2012-Fall 2013 TRIO’s Persistence rate was at 89% and the college was at 48.10%.

An area of improvement that TRIO needs to make is increasing the number of students earning associate degrees. In the 2013-2014 academic years report cohort data showed that 31% of students earned degrees, which is about 9% below the grant requirement of 40%. However, the percentage of students earning degrees has shown steady improvement and has increased by about 13%.

TRIO’s 2009 cohort transfer rate was at 20% within 4 academic years and about 26% for Hispanic Students. While we can’t do a precise comparison for the sake of a loose reference, the college’s 3-year transfer rate was at 12.69%. TRIO’s Summer Bridge program is an intensive
and important part of the program. Given this significant effort it is important to highlight some of summer bridges outcomes:

- About 56% of students tested 1-3 course levels above the level they initially tested into at the start of the 5-week program.
- Students that initially tested into Math 400 arithmetic or Math 411 integrated algebra showed the most significant improvement with about 71% of the students increasing 2-3 course levels more after completing Summer Bridge. IEC - Institutional Support Program Self Study Rev.12-10-2013 Page 20.
- In the summer bridge students first semester (fall 2014) a significant number of students enrolled in math 430. The students’ success rate was about 26% more than the average of the college. (62% for TRIO and 36% for the college).
- An area of improvement for Summer Bridge was the success rate for the Guidance 6 course, in which two students did not complete. At the time of this report TRIO Student Support services five year grant cycle and been completed and a renewal TRIO grant has been submitted to the department of education. Along with the regular TRIO Student Support Services grant another TRIO STEM grant was also submitted to further solidify and expand the TRIO and MESA models.
IEC STATUS UPDATE

Academic Year: 2014-2015  
Name of Program: Athletics  
Date of last review: AY2012-2013

**Recommendation 1:**  
Through dean, initiate discussions regarding Bio course availability and facility scheduling.  

**Progress:**  
Ongoing discussions are taking place within the Dean’s Council to address program needs within all departments, not just the sciences. This began at the Dean’s Retreat hosted by Dr. Kathleen Rose this past summer. We believe students that have priority registration will have a greater advantage to access these courses before the general population. It is our understanding the Division of Liberal Arts and Sciences is currently evaluating their curriculum, cycles and course offerings. The issue that needs to be addressed is whether or not the District can create ample lab space to accommodate the demand for these classes. At this point, we’re waiting to hear from Liberal Arts & Sciences and the college of whether more space can be created.

**Recommendation 2:**  
Development of recruitment plan and materials for athletic programs.  

**Progress:**  
This is ongoing. We’re in the process of discussing campus nights for recruiting; developing marketing materials; creating Facebook pages for individual sports as well as implementing other social mediums to advance our department. Additionally, a couple of our teams starting streaming their games live on the internet. This helps with the broader marketing of our programs/department.

Funding is the key to producing marketing materials. Currently the request for funding has been identified in our Program Plan. Some items have been produced in house, but for the marketing brochure, that would be created with an outside agency. Recruiting nights would be based on when teams are in or out of season. Our thought is to host multiple sessions in both the fall and spring terms.

**Recommendation 3:**  
Work with foundation to re-energize outside funding streams to potentially supplement state funding plan to advance facility updates.  

**Progress:**  
During the fall of 2014, we worked with the Gavilan College Educational Foundation to bring back our Casino Night event to help promote and support our athletic department. It was a huge success raising almost $9,000. We would like to see the Foundation be more visible with events and activities that not only support our program, but the rest of the campus.

We believe the college needs to invest into an executive director who can manage the Foundation as well as all activities and events. The college is currently assessing other options for facility improvements due to the state not allocating funding for our project. Funds raised from Casino Night
will be allocated for improvements once the college finalizes its plan for moving forward.

**Recommendation 4**
Secure additional hours for departmental assistant and counselor as funding becomes available.

**Progress:**
Our Division Assistant was moved to full time status in February of 2014!!! We are working on additional hours/full time status for our academic counselor. Currently there is no movement on increasing the hours for this position. No timeline has been created.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Business Services
Date of last review: AY2012-2013

Recommendation 1:
Hire 1.0 FTE Accounting Assistant.
Progress:
No Progress to Date: While the department would greatly benefit from an additional 1.0 FTE Accounting Assistant, there is no funding available to add additional staff at this time. This recommendation will roll forward for future consideration.

Recommendation 2:
Explore seasonal Purchasing/Receiving Clerk.
Progress:
No Progress to Date: This recommendation is still being considered but the additional position would be competing with other campus requests for additional classified positions.

Recommendation 3:
Explore benefit of hiring technical writer for the purpose of generating reports from Banner Financials.
Progress:
In progress: The department is currently exploring options to contract a professional expert or independent contractor to develop ARGOS reports that would provide budget information in a format that would be meaningful for department budget managers, as well as financial reports for internal use.

Recommendation 4:
Continue to improve customer service skills in response to campus demands.
Progress:
In progress: With the successful rehiring of the Office Assistant, the Cashier’s Office is now able to offer extended hours and is open Monday through Friday.

Recommendation 5:
Include above in Program Plan.
Progress:
Completed.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Child Development Center
Date of last review: AY2012-2013

Recommendation 1:
Work with faculty and administration to develop a transparent plan for strengthening the CDC, and re-establishing it as a lab program.

Progress:
CDC staff have worked with CDES faculty to re-establish it as a lab program. Staff are in meetings to ensure that we are teaching the children the same philosophy that is being taught.

Recommendation 2:
Develop plan for emergency and crisis situations (i.e. lockdowns, natural disasters, etc.).

Progress:
The CDC has designated a “Safe Room” that is used for our practice drills in case of a lockdown. Drills are practiced monthly.

Classroom doors are locked that have access to the children. We practice fire drills monthly. Doorbells are on the classroom doors as well as the front doors so we know when someone has entered or left the building.

Recommendation 3:
Continue outreach efforts to bring CDC up to full capacity.

Progress:
Email to all staff, Board by Financial Aid office, fliers on club day. Enrollment was in the process of being up in the beginning of Fall but due to various reasons parents did not follow through with enrollment. One parent moved out of the area, another did not get classes, some ended up over income and did not qualify. Staff and children go on walks so that they are observed on campus. There is a Board up by the Financial Aid office letting people know also.

Recommendation 4:
Rehire receptionist for safety and security purposes.

Progress:
This was not done and there is no plan for this to happen. I do have a Work Study sometimes in the reception area. Doorbells were put on both the front and classroom doors. Director tries to complete some work in the reception area for coverage in that area.
**Recommendation 5:**
Reinstate meal services for children enrolled in the center.

**Progress:**
Meal service has continued and was never stopped. GUSD delivers lunch when they are in session but Director does the setup for meals. In the summer Director cooks the meals. At times other staff also have to assist with the process.

**Recommendation 6:**
Develop plan for recruiting and training interns.

**Progress:**
The plan will be to have the CDC go to the first practicum class in the fall and talk about the center. In the fall 2015 students will be here on set dates and times.
FY 13-14 the CDC had 2 interns.
FY 14-15 the CDC has 5 interns.

**Recommendation 7:**
In conjunction with administration, develop a plan for integrating CDC and CDES more closely, emphasizing transparency to ensure that all stakeholders are consulted and informed on any developments.

**Progress:**
Part of the building will be designated for staff offices. This process started by a staff member coming to the center and saying she was here to check out the building for offices. Center staff had no idea this was happening. Many times the CDC staff did not know what was happening and were not in the loop. Through the Dean we were able to get some information so we knew what was happening.

**Recommendation 8:**
Work with campus and community partners to ensure that CDC is supported and effectively utilized so that CDES students leave Gavilan prepared to take their places in the early childhood workforce.

**Progress:**
The CDC has been a resource center for students in developing environments for children, for completing observations of children and for student interns to complete their required lab. Director is currently meeting with the students twice a month to address any areas they may need assistance with. A section of the building will be going to offices for campus staff so the environment setup will not be there.

**Recommendation 9:**
Track numbers of students who uses the CDC as a lab program (i.e. Allied Health 15 students, CDES students who observe the children, etc.) to further demonstrate the instructional value of the CDC.

**Progress:**
Students sign in when they complete their observations. Starting Fall 2014 students are logging in stating their purpose is observations to make it easier to track. Counts have not been totaled for this.
Allied Health does not utilize the CDC as a lab anymore. Due to the cutbacks of the ages of children served and only having one classroom the CDC no longer met their needs.

Medical Assisting students complete their vision screening at the CDC.

CDES students have been completing their observations at the center. In the summer CD 32 completed observations. Observations for Fall 2014 are being completed by CD2/Psych2; CD 4; CD5; CD 32; and CD 30.

CDES used room 139 to set up environments for their classes. In Fall 2013 the classes that used it were CD 13, CD 32; and CD 30B. Summer 2014 CD 32 used the room and Fall 2014 CD 32 and CD 30A are setting up environments in this room.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Child Development/Education Studies
Date of last review: AY2012-2013

Recommendation 1:
Hire faculty to fill vacant positions.

Progress:
Full time Faculty Member: Marlene Bumgarner retired summer of 2013. In discussion with the Division Chair and Department Dean CDES was to be placed on a “list” for filling the vacant position. The position has not been funded to date. No timeline has been given.

Recommendation 2:
Work with tutoring resources to make tutoring available during evenings and weekends, and at off-sites.

Progress:
CDES is part of the CA Early Childhood Mentor Program which has a “virtual mentor” available for our students. This has come with mixed reviews as students want and need face to face support. We have been unsuccessful in providing increased tutoring in the evening/weekend and at off-sites. We are posting all the workshops and schedules from the college services such as DRC, Writing Center, and Student Success Center.

Recommendation 3:
Update instructional equipment as funding becomes available.

Progress:
Updated technology (computer, projector) in CDC100 classroom during the summer of 2013.
Updated technology (computer/printer) in one faculty office during the summer of 2014.
Updated technology (computers) in the computer lab.

Recommendation 4:
Request outside funding for support in fingerprinting students working with children in centers in the community.

Progress:
Met with local and state offices to discuss the need for fingerprints of students taking CDES classes and observing or completing student teaching lab in community programs. Even though it was clarified that students are exempt we discussed the fingerprinting concern with CDES faculty and CDES Advisory Committee. All were in agreement to continue to pursue outside funding for fingerprinting students even though students are exempt (see below). In the interim we are having students complete a Criminal Record Statement (LIC508).

We worked with Santa Clara County Office of Education and developed a “Professional Services Agreement” which included SCCOE fingerprinting all student teachers that work with county
programs. This MOU is currently in revision, but we expect the fingerprints to remain. We are currently in negotiation with Gilroy Unified School District to complete and MOU, but they are clear that they want all students to have fingerprints completed at their own expense.

Exemption Policies:
CA health and Safety Code, Section 1596.871 (b)(4)(ii)
“A student enrolled or participating at an accredited education institution shall be exempt from the requirements of this subdivision (getting a fingerprint clearance) if the student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption, the facility has an agreement with the educational institution concerning the placement of the student, the student spends no more than 16 hours per week at the facility, and the student is not left alone with the children in care.”

Title 22, Section 101170 under Criminal Record Clearance (b)(4): “A student who is enrolled or participating at an accredited educational institution is exempt from the requirement to submit fingerprints if all of the following apply:
(A) The student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption.
(B) The facility has an agreement with the educational institution concerning the placement of the student.
(C) The student spends no more than 16 hours per week at the facility.
(D) The student is not left alone with the children in care.

CA DSS Manual 102370 Criminal record clearance for Family Child Care Homes: The following individuals are exempt from the requirement to submit fingerprints:
(3) a student who is enrolled or participating at an accredited educational institution if all of the following apply:
(A) The student is directly supervised by the licensee or a facility employee with a criminal record clearance or exemption.
(B) The facility has an agreement with the educational institution concerning the placement of the student.
(C) The student spends no more than 16 hours per week at the facility.
(D) The student is not left alone with the children in care.

Recommendation 5:
In conjunction with administration, develop a plan for integrating CDC and CDES more tightly, emphasizing transparency to ensure that all stakeholders are consulted and informed.

Progress:
CDC Director and lead CDES faculty meet weekly. We continue to face issues concerning the integration of the CDC and CDES. Both CDC and CDES staff strive to meet the highest quality standards, accreditation by the National Association for the Education of Young Children. Even with the roadblocks we face, we are all clear that the highest standards need to be our goals for children, families, college students and our community.

The administration has decided to reduce rooms and staffing at the CDC. The CDC is now staffed to lowest standards allowed by CA Title 22. The CDC has 1 part time teacher, 2 full time aides. The
cook and administrative assistant positions have been transferred to other departments on campus. The Director position is now being discussed as a position to be "portioned out" to include other responsibilities on campus. This is in contradiction to the lowest standards (Title 22).

Non instructional offices are being moved into the CDC building, rooms used by CDES students to practice professional skills will no longer be available for use. CDES is tasked with training students to work with children birth-8. With no accredited programs in our area to provide programs of high quality we have modified some of the rooms in the center according to the classes being offered each semester. Students have the opportunity to design and set up programs for children birth to 8.

With these changes neither the CDC nor CDES will be able to qualify for national accreditation. We are limited in our ability to seek funding for programs while we are in this state of constant change.

**Recommendation 6:**
Work with CDC staff to strengthen lab school practicum and re-establish the CDC as a quality lab program.

**Progress:**
During the academic school year CDC Staff and CDES faculty meet weekly to strengthen lab school practicum experiences. Student assignments are discussed, reviewed and reflected on weekly. Staff and faculty attend workshops together and plan environmental growth accordingly. Student teachers meet with the CDC Director and faculty weekly to reflect and discuss current issues. As problems arise all involved meet to discuss and problem solve. A midterm and end of term evaluation is now being completed by staff, faculty and students.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Computer Lab
Date of last review: AY2012-2013

Recommendation 1:
Develop a program plan item to replace obsolete computers and software.

Progress:
Program Plan completed and purchase of computers completed.
This Summer 2014 all the computers in the Computer Lab and in Lib. 171 were replaced with new computers including new updated software.

Recommendation 2:
Seek funding from grants to support extending the hours that the computer lab is accessible to students.

Progress:
No action or progress on this recommendation.

Recommendation 3:
Develop a mission statement.

Progress: Completed
In collaboration with area administrator this has been completed (see below).
To provide access and support for students to effectively utilize technology to succeed in their courses and programs.
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Progress</th>
</tr>
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<tbody>
<tr>
<td><strong>1:</strong> Research and implement electronic HR/Payroll operations.</td>
<td>Elucian Banner has been identified as a viable electronic HR/Payroll system. MIS, Business Office, and HR collaborated on a series of meetings with the goal of full implementation. We are currently in the planning phase.</td>
</tr>
<tr>
<td><strong>2:</strong> Provide employee training on role of HR as a resource for employee benefits/rights.</td>
<td>HR has coordinated trainings on mandated reporting/child abuse, management rights, discrimination and harassment, and labor relations. More general training on employee benefits/rights is still needed. HR will meet with Staff Development Committee to determine a topic of interest for an upcoming training.</td>
</tr>
<tr>
<td><strong>3:</strong> Delineate the role of personnel in HR and communicate campus wide.</td>
<td>The role of HR staff still needs to be delineated. The priority has shifted to provide adequate training, mentoring, and support to the HR Assistant who is new to the field of human resources.</td>
</tr>
<tr>
<td><strong>4:</strong> Assess current and future staffing needs and increase as needed.</td>
<td>Current and future staffing needs have been assessed and are in the program plan/budget requests.</td>
</tr>
</tbody>
</table>
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Kinesiology
Date of last review: AY2012-2013

Recommendation 1:
Through dean, initiate discussions regarding Bio course availability and facility scheduling.

Progress:
Ongoing discussions are taking place within the Dean’s Council to address program needs within all departments, not just the sciences. This began at the Dean’s Retreat hosted by Dr. Kathleen Rose this past summer.

We believe students that have priority registration will have a greater advantage to access these courses before the general population. It is our understanding the Division of Liberal Arts and Sciences is currently evaluating their curriculum, cycles and course offerings. The issue that needs to be addressed is whether or not the District can create ample lab space to accommodate the demand for these classes. At this point, we’re waiting to hear from Liberal Arts & Sciences and the college of whether more space can be created.

Recommendation 2:
Development of recruitment plan and materials for KIN programs.

Progress:
This is ongoing. We’re in the process of developing a flyer/brochure to promote our personal training certificate as well as other areas within our department. We’ve also added a Facebook page for the KIN Department. This is separate from the athletics page. Funding is the key to producing marketing materials. Currently the request for funding has been identified in our Program Plan. The marketing brochure would be created outside.

Recommendation 3:
Continue to seek funding for much-needed updates in facilities.

Progress:
Measure E funds are available for renovation of our facilities. However, the state has not produced their matching portion for the project. Currently, we’re downsizing the project from $14m to $6.5m. Architects are doing their review at this time. Expected construction is expected in 2016-17.

Recommendation 4:
Continue to develop curriculum including personal trainer program, dance, combatives in progress.

Progress:
This past summer (2014) we introduced a new internship program through our KIN 22 class that allows for our personal training students to gain hands on experience while working in professional
fitness center environment. Oversight is by one of our personal training/kinesiology instructors. Additional classes such as stability ball training and boot camp training are two new courses set to come online in spring of 2015.

We are reviewing our course options for combatives. Currently karate and fencing are inactive. Other courses we are considering are Self Defense and kick boxing.

**Recommendation 5:**
Secure additional hours for departmental assistant and counselor as funding becomes available.

**Progress:**
Our Division Assistant was moved to full time status in February of 2014!!! We’re working on additional hours/full time status for our academic counselor.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: MIS
Date of last review: AY2012-2013

Recommendation 1:
Investigate/purchase software for backup systems.

Progress:
This has been included as a Program Plan and Budget Request for the past 5 years. It always gets a high ranking, but funding has not been available. It continues to be requested for the 2014-2015 budget year.

Recommendation 2:
Hire personnel for Banner support.

Progress:
This has also been included as a Program Plan and Budget Request for 6 years, since we went live with Banner. This too has received a high ranking but has not been funded. It continues to be requested for the 2014-2015 budget year.

Recommendation 3:
In conjunction with PIO, increase use of Luminis and create style guide.

Progress:
The Style Guide committee has been working on a style guide for the past few years. The draft is now posted on the intranet. It is being developed in conjunction with a branding project which is using the expertise of Articulate Solutions. This project should be completed this year. Articulate Solutions is an established creative agency that helps build businesses through cohesive branding and identity design, cutting edge website development, social media marketing, and search engine optimization. This company is also working on the new Gavilan logo.

Recommendation 4:
Determine tech needs of expanded facilities, and develop plan for addressing those needs.

Progress:
Additional staff for the expanded facilities has been included as a Program Plan and Budget Request for several years. The actual needs for technology will need to be developed once we know what kinds of classes and labs will be required at the new locations.
**Recommendation 5:**
Develop plan for management of BYOD on campus network.

**Progress:**
So far we have been able to handle the needs of BYOD on campus by requiring user login information to allow access to our wireless network.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Natural Science - Engineering
Date of last review: AY2012-2013

Recommendation 1:
Since the submitted report was almost entirely focused on the Engineering program, increase involvement of other physical science disciplines in the development of future program plans and reviews.
Progress:
An AS-T in Physics has been prepared and submitted to the Curriculum Committee for consideration.

Recommendation 2:
Coordinate with STEM, MESA, and Career center to identify appropriate internship opportunities.
Progress:
Several conversations recently with the Transfer Center have identified great opportunities for students with both mentorship and internship opportunities. STEM has provided internship opportunities at SJSU that have been described by students as hit and miss. MESA has not provided any internship opportunities for students. Engineering faculty have helped students with applications to REU opportunities.

Recommendation 3:
Regularly assess all course and program SLOs.
Progress:
Course SLO assessments are up-to-date with the exception of courses that are due for assessment this semester. Assessments will be completed at the end of the semester.

Recommendation 4:
Continue efforts to educate campus on the engineering program and the rigors of the corresponding pipeline.
Progress:
Education of students about the rigors of the coursework and the importance of mastering courses in the prerequisite pathway was highly effective. Enrollments in 2013/2014 were approximately 12-15 in the second year lower division core Engineering (ENG) classes (ENG 2, 3, 4). Unfortunately, these students had poor preparation in Physics (instructor issues that were resolved) and were not adequately advised of the importance of mastering their prerequisite classes the prior year. Attrition in both Physics and Engineering was fairly high. After the education program was begun, students in the 2014/2015 cohort learned from the previous group and began the year much better prepared in the prerequisite Physics classes. Eight to ten students...
were enrolled in Fall 2014 and it is believed that all of these students would have been successful in completing the core Engineering courses with passing grades and achieving transfer acceptance to various four-year schools of Engineering. Unfortunately, the 2014/2015 cohort will not achieve this success at Gavilan because of the cancellation of two essential core Engineering classes. We were on a great trajectory of program growth (65 students in Physics 2A in Fall 2015, a cohort of excellent, hard-working students in second-year engineering classes to mentor and act as role models for the next cohort, and tremendous student interest in Engineering. Faculty are convinced that steady growth would have been observed. Currently, Gavilan’s Engineering program is “on-hold” while different scenarios are considered that will best serve all of the students in our service area and be supported by the District as a program that is viable within the financial constraints of the District. Education of the campus community has been slower than education of students. Essential support programs have been slow to master the subtleties of the Engineering transfer curriculum and advising problems are frequent. General counseling has been open to suggestions and faculty have spoken at Counseling meetings to help ensure that all counselors are “on the same page” when it comes to understanding the subtleties of the Engineering transfer curriculum. Faculty have also spoken to all levels of the Administration to ensure they, too, understand the subtleties of the Engineering transfer curriculum.

Recommendation 5:
Develop an outreach plan and materials, utilizing the newly formed Engineering Club.

Progress:
All outreach plans, materials, and their distribution were limited to those produced and delivered by the Engineering faculty. Recent conversations with the Transfer Center were encouraging. Broader based support, and inclusion of the community, will hopefully make the reconfiguration of the program for future activation a booming success in serving our community. Recent published studies continue to show that the Engineering fields surpass all other fields for job opportunities and high pay. We owe it to our community to provide them with the opportunity to be competitive for these jobs.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Security/Support Services
Date of last review: AY2012-2013

Recommendation 1:
Establish workload/efficiency baselines and as warranted determine additional staffing in all areas.

Progress:
Each Department has been tracking workload since last year. We will be able to track District need and efficiency in those departments depending on the data collected at the end of the year.

Recommendation 2:
If not feasible after researching outsourcing, replace outdated reprographics equipment or consider combination of both.

Progress:
Two new copiers were purchased and installed during the Winter break last year (December 2013). The Reprographics Operator was trained during the break and subsequent trainings throughout the Spring Semester. The Operator is now completely trained and both machines are operating at full capacity.

Recommendation 3:
Provide updated training for R25 Scheduling.

Progress:
The Facility Use Scheduler, and Eric Dietze from MIS, attended advanced training for R25 (CollegeNet) at their headquarters in Portland, Oregon in 2013. The District has purchased “R25 Live” and will upgrade once integration and training issues are worked out.
IEC STATUS UPDATE

Academic Year: 2014-2015
Name of Program: Tutoring Center
Date of last review: AY2012-2013

Recommendation 1:
Develop a program plan.
Progress:
Completed program plan in collaboration with administrator.

Recommendation 2:
Secure reinstatement of full time Program Specialist as funding becomes available.
Progress:
Not much has happened due to the district’s budget situation. Hopefully within the next several years the district could be in a much better financial situation in order to reinstate the Program reinstate this position. This position has been included in program plan.

Recommendation 3:
Collaborate with the Library to share quiet study rooms for tutoring.
Progress:
The tutoring Center has collaborated with the Library staff regarding the use of the quiet rooms. They are now aware that the quiet rooms are open to all Gavilan enrolled students. The quiet study rooms currently are being used by Gavilan students and for group tutoring.

Recommendation 4:
Research the applicability of SARS Grid currently in use in various departments. The SAR’s system was reviewed and it was determined it was not workable for the tutor center system.
Progress:
The tutoring center staff has reviewed other software programs in order to help us out with our daily student appointments schedule grid. We are currently reviewing at WConline as a possibility.

Recommendation 5:
Continue the discussion with the area dean and administration to clarify how the Tutoring Center integrates into the college’s organizational structure.
Progress:
The area administrator is currently meeting with other student support services and administrators to discuss regulation requirements compliance and further integration.
SUBJECT: Gavilan College Community Spirit Awards

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

Proposal:
That the Board of Trustees grant the Gavilan College Community Spirit Awards for Gilroy, Morgan Hill, and San Benito County.

Background:
Each year, Gavilan College recognizes individuals, organizations, and businesses that provide service and contribute in a positive way to the community. Three sets of awards are given: one for Morgan Hill, one for Gilroy, and one for San Benito County. Anyone may submit a nomination for a worthy candidate.

Recommendations will be presented at the board meeting.

Budgetary Implications:
The cost of sponsoring the award receptions is approximately $900 (plaques and food).

Follow Up/Outcome:
See calendar and nomination form, attached.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President
Prepared By: Jan Bernstein Chargin, Public Information Officer

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

September 8, 2015

Consent Agenda Item No. Information/Staff Reports No. Discussion Item No.
11 (d)

Old Business Agenda Item No.

New Business Agenda Item No.

SUBJECT: Board of Trustees Self Evaluation

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees review the process and schedule meetings as appropriate for their self evaluation.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
BP 2745  Board Self-Evaluation

Reference:

_ACCJC Accreditation Standard—IV.B.1.-e & -gIV.C.10_

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

A committee of the Board shall be appointed in December to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.

The Board of Trustees is committed to a policy of self-evaluation in order to improve the effectiveness of the Board in carrying out its responsibilities to the citizens of the District. The trustees will meet annually for the purpose of discussing their performance as a Board and suggest changes if needed. The meeting shall be held no later than November. The Student Trustee shall be included in the process.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the President of the Board.

A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year. All self-evaluation results are available to the public.

Based on the results of the Board's self-evaluation, the Board will assess its practices and its effectiveness in promoting and sustaining academic quality. Self-evaluation results should include any recommendations to improve board performance, academic quality and institutional effectiveness.

Amended by the Board of Trustees: November 13, 2012
Approved by the Board of Trustees: June 12, 2001
SUBJECT: Community Education Fall 2015 Classes

Resolution: BE IT RESOLVED,

Information Only

Proposal:
That the Board of Trustees review and comment as appropriate on the Community Education classes.

Background:
Attached is the Fall 2015 Community Education schedule. Classes will be offered September 2015 through January 2016

Budgetary Implications: Projected Revenue is $85,000

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

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

Prepared By: ________

Terry Newman, Director, Contract and Community Education

Agenda Approval: ________

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

September 8, 2015

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

SUBJECT: Public Hearing on Draft Trustee Area Election Maps

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees conduct a public hearing in order to gather input and discuss Draft Trustee Area Election Maps.

Background:
The Board of Trustees, at its April 14, 2015 meeting, took action to amend Board Policy 2100, Board Elections, and to state its intention to transition to a system of by-district trustee area elections in time for the Governing Board’s November 2016 election. In the by-district trustee area process Gavilan trustees will be elected by voters in each of seven single-member trustee areas (TAs).

At the July 14, 2015 regular meeting the Board approved holding community meetings to present three (3) draft trustee area maps for public comment and input. A total of four (4) community meetings were held: two in Morgan Hill on July 29, and August 24, 2015; one in Hollister on August 1, 2015; and one in Gilroy on August 4. At the August 1st meeting, a plan drafted by LULAC/MALDEF was received. The LULAC/MALDEF plan was included as a fourth (4th) Draft Trustee Area (TA) Plan and included in presentations by Dr. Gobalet at all subsequent community meetings and the August 11 regular Board of Trustee meeting.

Budgetary Implications:
None.

Follow Up/Outcome:
Hold a second public hearing at the regular board meeting scheduled for October 8, 2015.

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

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

Agenda Approval: __________________________
Dr. Steven M. Kinsella, Superintendent/President
Demographer's Report about the Public Meetings concerning Trustee Area Plans, with Suggestions
Gavilan Joint Community College District

September 2, 2015

Relatively small numbers of community members attended the meetings in Hollister, Gilroy, and Morgan Hill.

• Most attendees said they were Gavilan JCCD ("District") residents.
• Many attended the meeting closest to where they live, although some attended more than one meeting.
• Most who made formal statements during the comment period backed the LULAC/MALDEF Plan.
• Many of the attendees complimented the Board for taking steps to change from at-large to by-district elections.
• Members of the local news media attended the meetings.

I investigated three specific demographic questions that were raised during the meetings:

1. Can a Trustee Area ("TA") be configured to keep San Juan Bautista and its sphere of influence in a single trustee area?

I assumed that the San Juan Bautista (SJB) community of interest centers on the Aromas-San Juan Unified School District (ASJUSD), whose population in 2010 was 4,461. This area must be combined with other areas with a total population of nearly 20,000 to approach the ideal TA population of 24,543. There isn’t enough population outside of Hollister and Gilroy to reach this number, so the SJB-ASJUSD Trustee Area must include part of one of these cities.

I have determined that Draft Plans II and III can be modified so that all of the ASJUSD population is in TA 5. The plan deviations would be under 10%, and San Benito County voters would be able to elect three Trustees.

I checked whether any other scenarios could be drafted to all of the ASJUSD population in a single TA. The plans I was able to draw could have three Hispanic CVAP-majority TAs but the shares are not as balanced as in Draft Plans II, III or the LULAC/MALDEF Plan. These experiments feature two complete TAs inside San Benito County, but a third must cross into Santa Clara County. Because most of the population of the third district is in Santa Clara County, San Benito County voters would be able to elect only two trustees.

2. Can the northern TAs be configured in a way that anticipates the opening of the Coyote campus? Would this feature east-west boundary lines between TAs?
Morgan Hill Unified School District has a total population of 59,911, which is enough territory for 2.4 TAs. Therefore, the two or three northernmost TAs could be viewed as within the Coyote campus sphere of influence. Although I did some experiments with other configurations, TAs 1 and 2 in Draft Plans II and III would meet this criterion and these plans have other advantages.

3. **Can/should the rural parts of the District be grouped together in a single trustee area?**

In general, the District’s Santa Clara County population is concentrated in and near the Monterey Road/Highway 101 corridor. Almost all of the people living outside of the cities and unincorporated communities live very close to these population concentrations.

The District’s San Benito County population outside of cities and unincorporated communities is distributed fairly broadly across the northern part of the county.

The creators and supporters of the LULAC/MALDEF Plan have said that the plan’s TA 7 would represent the rural community of interest well. This proposed TA stretches the length of the District, and is geographically much larger than any other TA. However, 94% of the TA 7 population is in San Benito County and most of the 1,532 Santa Clara County residents are concentrated on the outskirts of San Martin and northeastern Gilroy. It seems to me that those people may feel they have more in common with their neighbors than with rural populations of San Benito County.

The distribution of lightly-populated areas of the District among the TAs is more equal in Draft Plans II and III than in the LULAC/MALDEF Plan.

**Possible Next Steps:**

The Board should begin to focus on which of the nine districting criteria should be emphasized when evaluating the various draft plans. The draft plans differ in the extent to which they meet five of the criteria. The table on the next page specifies the concerns and provides some recommendations.

At the September 8 Board meeting, I will focus on the possible next steps detailed in the table. I hope that the Board will provide guidance regarding whether any of the plans should be eliminated from consideration, as well as whether I should modify any of the plans.

*Jeanne Gobalet, PhD, Demographer*
**Next Steps: Comments and recommendations about selected districting criteria**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Demographer's comments and suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. (Required) Meet federal Voting Rights Act requirements</td>
<td>Draft Plan I features two Hispanic Citizen Voting Age Population majority districts, while each of the other plans features three. Draft Plan I might be eliminated from consideration.</td>
</tr>
<tr>
<td>4. (Permitted) Respect for communities of interest: counties, cities and rural areas</td>
<td>Draft Plans II and III would allow San Benito County voters to elect three trustees, but in the other plans they could elect only two.</td>
</tr>
<tr>
<td></td>
<td>Draft Plans II and III can be modified so that the San Juan Bautista community is kept intact. I recommend that the Board ask me to adjust these two plans accordingly and that henceforth the modifications (Draft Plans IIa and IIIa) should replace the originals.</td>
</tr>
<tr>
<td></td>
<td>Draft Plans II and III would provide San Benito County voters to elect three trustees, while the other plans would not.</td>
</tr>
<tr>
<td></td>
<td>The LULAC/MALDEF Plan may not respect rural communities of interest to the extent stated by its creators.</td>
</tr>
<tr>
<td>6. (Permitted) Geographical compactness, topography, contiguity</td>
<td>Draft Plans II and III have more compact TAs than the LULAC/MALDEF Plan. The Board might consider investigating whether the LULAC/MALDEF Plan could be modified to reduce the extent of TA 7.</td>
</tr>
<tr>
<td>8. (Permitted) Use existing precinct boundaries when possible</td>
<td>Draft Plans II, III, and the LULAC/MALDEF Plan all could be refined to conform to precincts a bit better. However, this should wait until the Board reduces the number of plans under consideration.</td>
</tr>
<tr>
<td>9. (Permitted) Avoid head-to-head contests between incumbents</td>
<td>Draft Plans I and II have one set of paired incumbents. The LULAC/MALDEF Plan has two sets of paired incumbents. Draft Plan III does not pair incumbents. The Board may wish to decide whether any of the pairings are acceptable.</td>
</tr>
</tbody>
</table>
SUBJECT: Public Hearing and Approval of the Final Budget FY 2015/16

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
1. Conduct public hearing for the public to comment on the Final Budget FY 2015/16.
2. That the Board of Trustees approve the Final Budget FY 2015/16.

Background:
The Final Budget FY 2015/16 has been available for public view since August 31, 2015. In the interest of reducing paper, a hard copy of the Final Budget FY 2015/16 is attached for Board members only. The Final Budget Report can be viewed at the following link: http://www.gavilan.edu/budget/index.html. Hard copies are available upon request from the Office of the President.

The Final Budget has been developed using revenue estimates provided by the Chancellor's Office, California Community Colleges and judgments made by staff as to the amounts of local revenues anticipated from the college's various activities. For example, the Final Budget is based on 1.02% salary COLA and 2.28% funding COLA. Expenditure projections have been made in consideration of all known and anticipated expenditures. Expenditures include resources to meet the District's collective bargaining commitments, projected increases in health and welfare benefits, and general operations.

For FY 2015/16, the Final Budget provides for a projected ending fund balance in the Unrestricted General Fund at June 30, 2016 of $2,772,655 or 8.22% of total expenditures and transfers out.

The attached Final Budget has been reviewed by the Board Budget Committee.

Budgetary Implications:
The FY 2015/16 Final Budget shows projected revenues exceed expenditures by $97,945.
Follow Up/Outcome:
Make adjustments as required.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Bay Area Shared Regional Information and Communications Technology (ICT) Lab Memorandum of Understanding

Proposal: This Memorandum of Understanding (MOU) outlines partnership agreements related to the implementation of a "Shared Regional ICT Lab" project, which will create, staff and provide a regional shared ICT lab facility used, initially, by 25 of the 28 Bay Region community colleges. This project is funded with a State of California 40% CTE Enhancement Fund grant awarded by the Bay Area Community College Consortium (BACCC) with and in-kind contributions from several of the Participating Colleges. This MOU sets forth the terms and conditions between Cabrillo College, the physical and fiscal host institution, and Participating Colleges, as named in this MOU.

Background:
The Bay Area Shared Regional ICT Lab will initially use NETLAB+, a network appliance developed by Network Development Group (NDG), in combination with other networking, server and software solutions. NETLAB+ is a hardware and software system that allows students remote access to hands on labs to develop essential skills needed by employers of the Information and Communication Technologies (ICT) workforce.

This combined solution enables participating faculty and students to remotely access centrally located ICT lab facilities from any Internet accessible location, 24/7.

The NETLAB+ system already provides over 450 proven ICT labs that enable participating colleges to offer courses, incumbent worker training and preparation for industry and vendor neutral certifications in ICT related areas ranging from introductory computer classes to cutting edge courses focused on cyber security, virtualization, big data, operating system administration, network configuration and design.
Purpose
The purpose of this MOU is to spell out the parameters for shared use of the NETLAB+ system. Signatories to the MOU commit to participating during the "pilot period" of the project (the date of this agreement through June 30, 2016).

Budgetary Implications:
Contribute $3,356 to the project by redirecting this amount from their 40% allocation share of $46,429, to Cabrillo Community College

Follow Up/Outcome: Enrollment and savings in instructional equipment will be assessed at the end of the Academic Year 2015-2016.

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

Prepared By: Sherrean Carr, Dean of Career Technical Education

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Bay Area Shared Regional ICT Lab
Memorandum of Understanding

This Memorandum of Understanding (MOU), outlines partnership agreements related to the implementation of a “Shared Regional ICT Lab” project, which will create, staff and provide a regional shared ICT lab facility used, initially, by 25 of the 28 Bay Region community colleges. This project is funded with a State of California 40% CTE Enhancement Fund grant awarded by the Bay Area Community College Consortium (BACCC) with and in-kind contributions from several of the Participating Colleges. This MOU sets forth the terms and conditions between Cabrillo College, the physical and fiscal host institution, and Participating Colleges, as named in this MOU.

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Purpose
The purpose of this MOU is to spell out the parameters for shared use of the NETLAB+ system. Signatories to the MOU commit to participating during the “pilot period” of the project (the date of this agreement through June 30, 2016).
Services that Participating Colleges will receive:

- Access to the inventory of remote lab activities to support at least one course delivered at their college during the 2015/16 school year.
- Professional development (training on how to use NETLAB+, practice with self-selected lab activities, exposure to best practices for pedagogy and implementation, etc.)
- Access equal to what they are currently providing with that equipment for partnering colleges which have made in-kind equipment loans to the project.

Roles & Responsibilities

Cabrillo College Responsibilities:

As project physical and fiscal host, Cabrillo College will:

1. Provide fiscal and project management for the project
2. Provide data center space for the project as an in-kind contribution
3. Modify the data center space to meet Lab space, cooling and electrical needs
4. Provide physical security for the Lab
5. Acquire and manage dedicated, reliable, high-speed Internet access for the Lab
6. Acquire dedicated equipment for the Lab
7. Manage and maintain the Lab to keep it current with software updates
8. Upgrade software and support for donated or loaned equipment with grant funds
9. Manage the installation and provisioning of Lab equipment and software
10. Hire and manage staff and student interns to provide quality technical support
11. Document and communicate technical support procedures
12. Test and perform quality assurance on the Lab
13. Hire a part-time Project Outreach Coordinator to engage participating college faculty, coordinate professional development, assist with project evaluation, seek funding to sustain Lab, and manage new lab development efforts
14. Administer project funding for faculty professional development and new lab exercise development
15. Make good faith efforts to keep the system up and available at all times and communicate proactively and in advance with participating colleges about any required maintenance windows
16. Make a good faith effort to have the Lab available for use by fall semester 2015
Participating College Responsibilities

- Contribute $3,356 to the project by redirecting this amount from their 40% allocation share of $46,429, to Cabrillo
- Deliver at least one course at their college during the 2015/16 school year utilizing the Lab
- Provide college/department Microsoft Dreamspark subscription to fulfill licensing requirements for NETLAB activities that incorporate Microsoft operating systems. Colleges can use CTE Enhancement Funds to purchase this
- If possible, join at no cost the national Convergence College Network (CCN), providing ICT educators resources (that include NETLAB labs for CompTIA A+, Network+, and Linux+ and Cybersecurity courses in Ethical Hacking and Digital Forensics).
- Ensure faculty participate in professional development to learn to use the Lab
- Make adjustments to course lab times as needed to accommodate the flexible lab times offered by the Lab's 24x7 availability
- Participate in the community of practice that will collaborate to make this work well for all by actively participating in conference calls, meetings and other activities convened by the Project Team and to develop a sustainability model during the grant funding period, with the idea that it can be supported, in subsequent years, through regional grant applications, college contributions made possible in part by colleges’ cost savings, or other strategies developed by the group
- Provide at least 30 days’ notice to Cabrillo College if the participating college intends to withdraw
- Colleges that have made in-kind equipment loans to the project, agree to allow all colleges associated with the project, to share the use of the equipment

Deputy Sector Navigator Responsibilities

- Provide $25,000 each in grant funding to support professional development, faculty engagement, and other services as needed by the project and allowed by the funding source
- Assist in the effort to identify and secure ongoing funding to sustain operation of the Shared Regional ICT Lab
- Assist the Project Team in engaging colleges and faculty to actively participate in the project and make use of the Lab
- Assist with consolidation of existing email lists, and update and maintain those lists to ensure effective communication with the region
- Support organizing face to face meetings, including providing support for meeting logistics
BACCC Responsibilities
- Convene the NetLab Planning Team monthly to ensure regular communication around project implementation
- Communicate with the region (CEOs/CIOs/CTE Deans/regional stakeholders...) as to project status
- Agendize NetLab on monthly BACCC calls, based on interest from the region in keeping abreast of project implementation
- Work with the CTE Leadership Group to clarify the purview/purpose of an administrative level support group and convene this group with the Planning Team to provide guidance and support on topics such as curriculum/course scheduling, avoiding oversaturation of the labor market, technical/professional development and sustainability
- Provide use of the baccc.net domain
- Post past meeting notes / recordings at baccc.net such that the region can access them easily

Disclaimer
Participating Colleges, by signing this MOU acknowledge and accept the following:
- NetLab 100% uptime cannot be guaranteed
- There is currently no backup internet connection in place
- There is currently no power backup in place
- Backup strategies were not budgeted into this grant, thus will have to be addressed outside of the grant, if at all. However, in the past, internet connection problems have been very rare at Cabrillo

Participating College’s In-Kind Equipment
Unless otherwise agreed to outside of this MOU, it is understood and agreed that Participating Colleges retain legal ownership of any equipment loaned to the project during the pilot period. Should a Participating College decide to withdraw from the project, it is their right to take back any loaned equipment.

Duration
This MOU shall become effective upon signature by the authorized officials from the signing partners and will remain in effect through June 30, 2016. A participating college may withdraw at any time by providing thirty days written notice to the Cabrillo College Authorizing Administrator and Project Director.
Signature Page
This MOU is signed and executed by an authorized representative of each institution / partnering college. Each partnering college is also designating and providing contact information for its primary contact(s) to actively participate in the Bay Area Shared ICT Lab community of practice.

Cabrillo College

<table>
<thead>
<tr>
<th>Authorizing Administrator</th>
<th>Project Director</th>
</tr>
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<tr>
<td>Printed Name</td>
<td>Project Director, Shared Regional ICT Lab</td>
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<tr>
<td>Michael Robins</td>
<td>Gerlinde Brady</td>
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<tr>
<td>Director of Purchasing, Contracts, Risk Management &amp; Auxiliary Services</td>
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<tr>
<td>Email</td>
<td><a href="mailto:gebrady@cabrillo.edu">gebrady@cabrillo.edu</a></td>
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<tr>
<td><a href="mailto:mirobins@cabrillo.edu">mirobins@cabrillo.edu</a></td>
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<tr>
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<tr>
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Institution / Participating College Name - 

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</table>
SUBJECT: Change in Retiree Health Benefits Vesting and Entitlement for Classified and Academic Administrators

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees approve a change in benefits for classified and academic administrators who join Gavilan Joint Community College District as a permanent full-time employee on or after October 1, 2015. The changes proposed are as follows:

1. Change the vesting period from ten (10) years to fifteen (15) years of continuous service immediately prior to retirement AND
2. Change the age of entitlement for retiree benefits from 55 years of age to 60 years of age

Background:
The college pays for up to ten years of health benefits for retired employees. The cost of these benefits has risen dramatically over the years. Last year, the average age of employees who retired from service was 65. The average age of existing employees is 50. Currently, ninety-four employees are age 55 and over.

Budgetary Implications:
Long-term cost control will allow the college the flexibility to adjust how it provides compensation for current employees and assist to the extent appropriate for long-term employees who retire from Gavilan College.

Follow Up/Outcome:
No current employees are directly affected by the proposed change. As new employees are hired they will enter service with the adjusted retirement benefit. Appropriate changes will be made to the form contract used to employ administrative employees.

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

Prepared By: Eric Ramones, Director of Human Resources

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

Gavilan Joint Community College District
Governing Board Agenda

September 8, 2015

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

SUBJECT: Consideration and Approval of Classified Layoff Resolution No. 998 (Child Development Center Positions)
Employee Organization: CSEA

Resolution: BE IT RESOLVED, that Resolution No. 998 be approved.

Information Only

Action Item

Proposal:
That the Board of Trustees review and vote to approve the Classified Layoff Resolution No. 998 to eliminate three (3) positions in the Child Development Center.

Background:
Attached is resolution No. 998 that will impact three (3) CSEA positions. The employees have been reassigned and the positions are currently vacant.

Budgetary Implications:
Approximate savings of $172,056 annually for FY 15-16.

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

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

In the Matter of the
Elimination of Classified Services for the 2015-2016 School Year

) ) ) ) RESOLUTION No. 998

WHEREAS, Education Code sections 88014, 88117, and 88127 authorize the District to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and

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

WHEREAS, the positions selected for elimination are currently vacant.

NOW, THEREFORE, BE IT RESOLVED that as of the 7th day of November, 2015, the following positions be eliminated:

Teacher, CDC (1) one 25-hour position (10 month)
Assistant Teacher, CDC (1) one 40-hour position (10 month)
Assistant Teacher, CDC (1) one 40-hour position (10 month)

BE IT FURTHER RESOLVED that notices to affected employees are not required because the positions are currently vacant.

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

The foregoing Resolution was adopted at a regularly called meeting of the Governing Board of the GAVILAN JOINT COMMUNITY COLLEGE DISTRICT on the 8th of September, 2015 by the following vote:

AYES: 
NOES: 
ABSENT: 

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD
Gavilan Joint Community College District
Governing Board Agenda

September 8, 2015

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

SUBJECT: Approve Resolution No.999 to rescind Child Development Contract # CSPP-5521, Program Type: California State Preschool Program, Project Number: 43-6947-00-5 and Resolution No. 997

X Resolution: BE IT RESOLVED, that Resolution No. 999 be approved.

☐ Information Only

X Action Item

Proposal: 
That the Board of Trustees approve Resolution No.999 to rescind the Child Development’s State Contract # CSPP-5521, Program Type: California State Preschool Program, Project Number: 43-6947-00-5 and Resolution No. 997.

Background: 
This is the Child Development Center’s State Contract for children ages 3-5 years old that are not 5 by September 1st of the current fiscal year. The contract is a Minimum, Child Days of Operation (CDE) requirement of 4,384 and Minimum Days of Operation (154). The contract was for $158,266. The Child Development Center has been permanently closed since August 3, 2015.

Budgetary Implications:
The Child Development Center will no longer have the state contract for $158,266.

Follow Up/Outcome:
The State Department of Education has been informed of the Child Development Center’s permanent closure as of August 3, 2015.

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

Prepared By: Sherrean Carr, Dean of Career Technical Education

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 999

RESCIND CHILD DEVELOPMENT CONTRACT # CSPP-5521, PROGRAM TYPE:
CALIFORNIA STATE PRESCHOOL PROGRAM, PROJECT NUMBER: 43-6947-00-5

WHEREAS, the Board of Trustees ("Board") of Gavilan Joint Community College District
("District") approved the Child Development Contract # CSPP-5521, Program Type: California
State Preschool Program, Project Number: 43-6947-00-5 by Resolution No. 997 at its regular
Board of Trustee meeting on July 14,

WHEREAS, the District has informed the State Department of Education of the Child
Development Center’s permanent closure as of August 3, 2015;

NOW THEREFORE, the following Resolution is adopted:

RESOLVED, the Board hereby rescinds Resolution No. 997; and the Child Development
Contract # CSPP-5521, Program Type: California State Preschool Program, Project Number:
43-6947-00-5.

SECRETARY/CLERK CERTIFICATE

The undersigned Secretary/Clerk of the Gavilan Joint Community College District hereby
certifies that the foregoing is a true and correct copy of the Resolution duly adopted by the
Board of Trustees of the Gavilan Joint Community College District at a regularly scheduled
public meeting thereof on the 8th day of September, 2015, by the following vote of the
members thereof:

AYES
NOES
ABSTAIN
ABSENT

Secretary/Clerk
Gavilan Joint Community College District
SUBJECT: Expenditure Plan for FY 2015-2016 Proposition 30 Education Protection Act Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the Board of Trustees approves the allocation of the Proposition 30 funds for FY2015-2016 as detailed on the attached worksheet.

Background:
Proposition 30, The Schools and Local Public Safety Protection Act of 2012, temporarily increases the state sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. It was approved by voters in November 2012. To ensure that the funds are used as intended, several requirements were included in the proposition:
- Governing Boards must determine how the funds will be spent at a public meeting
- Districts may not use Proposition 30 for administrative costs
- Revenues and expenditures must be reported in the annual fiscal audit
- Accounting of funds must be published annually on the District’s website

For FY2015-2016, the District Proposition 30 amount is estimated at $4,640,514.

Budgetary Implications:
The Proposition 30 funds are already reflected in the FY2015/16 budget; this is not additional income to the college.

Follow Up/Outcome:
Spending plan for Proposition 30 funds will be published on the District’s website and reported in the annual fiscal audit.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

SCHOOLS and Local Public Safety Protection Act
Prop 30 EPA Expenditure Report

SUPPLEMENTAL DATA

For Actual Year: 2015-2016  District ID: 440  Name: Gavilan Joint Community College District

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Revenu less Expenditures 0

*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.

CCFS-311
Gavilan Joint Community College District
Governing Board Agenda

September 8, 2015

Community Development and Grants Management

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

SUBJECT: Designate Gavilan Representative and Alternate for the Governing Board of the Gavilan Regional Adult and Career Education Services Consortium

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

Proposal:
Designate Dr. Randy Brown as Gavilan College’s representative on the governing board of the Gavilan Regional Adult and Career Education Services Consortium. The alternate representative is Debra Casella.

Background:
In order to receive the state’s AB86 adult education consortium allocation, the Gavilan Regional Adult and Career Education Services consortium must establish a governing board made up of representatives from the five partner organizations, Gavilan College, Gilroy Unified School District, Morgan Hill Unified School District, Hollister High School District, and San Juan/Aromas School Unified District. Dr. Randy Brown, the Associate Dean of Community Development and Grants Management, has been representing the college on the AB86 planning consortium and will continue as the college’s governing board representative.

Budgetary Implications:
The establishment of a governing board and policies and procedures will allow the Gavilan Regional Adult and Career Education Services consortium to access its $750,000 state allocation.

Follow Up/Outcome:
No further action is required.

Recommended By:  Dr. Randy Brown, Ph.D.
Prepared By:  Dr. Randy Brown Ph.D.
Agenda Approval:  Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Citizens' Oversight Committee Resignation and Renewal of Terms

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees accept a resignation and approve renewal of terms for Citizens' Oversight Committee members as follows:

- Suzanne Bullé: July, 2015 - July, 2017
- Ryan Shook: July, 2015 - July, 2017
- Tim Day: November, 2015 - November, 2017
- Cindy Dalla: Resignation; served August, 2013 - August, 2015

Background:
An independent Citizens' Oversight committee (COC) is required by Education Code section 15278 in connection with issuance of bonds under the Gavilan Joint Community College District's Measure E. Resolution No. 815 Established a COC on April 13, 2004 and members were appointed.

The bylaws of the committee, Section 5.4, Term states: Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board or the date at which the Amended and Restated Bylaws are approved by the Board of Trustees. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members serving on the original Measure E Committee shall remain on the Committee and may serve for new terms as described herein.

The amended and restated bylaws approved by the Board of Trustees at their May 14, 2015 meeting increased the total consecutive terms from two (2) two-years terms to three (3) two-year terms.

Budgetary Implications:
None

Follow Up/Outcome:
None
Subject: Disposal of Surplus Property

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approve identified property as surplus property and find that the property be disposed of.

Background:

The District is currently storing surplus property that is no longer of value to the District. This property consists of the following items:

(1) 4 – Old parking permit machines (inoperable).

(2) 9 – pallets of e-waste including old computer towers, keyboards and monitors.

(3) 1 - Lifecycle (inoperable).

(4) 1 – Healthrider Treadmill (inoperable).

It has been determined by District staff that the property is surplus and no longer of any value to the District. Further, the District believes that the property does not exceed the value of $5,000 and that the value of the property is insufficient to defray the costs of arranging a public auction and sale.

California Education Code 81450.5 states in part that a community college district may exchange for value, sell for cash, or donate any personal property if all of the following criteria are met:
“(a) The District determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable districtwide or schoolsite technology plan of the recipient district.”

In addition, California Education Code 81452(a) states that:

“If the governing board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.”

Budgetary Implications:
Deposit any proceeds to the Districts General Fund.

Follow Up/Outcome:
With Board approval, the District staff plans to dispose of the equipment in compliance with state law.

Recommended By: Frederick E. Harris, Vice President of Administrative Services
Prepared By: Ana Garcia, Director of Security & Support Services
Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Consider and Accept Bids for the Library, Student Center & Theater Fire Alarm Replacement Projects

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees consider and accept the bid from Atlas Pellizzari Electric, Inc. for the Library, Student Center & Theater Fire Alarm Replacement Projects.

Background
The bid for this project closed on August 25, 2015. A total of two (2) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Atlas Pellizzari Electric, Inc. in the amount of $470,000.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated August 28, 2015. The letter includes a bid tabulation form.

Budgetary Implications:
The efficient use of 2015-16 Scheduled Maintenance Funds.

Follow Up/Outcome:
Upon Board approval, issue a Notice-to-Proceed.

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
August 28, 2015

Mr. Frederick E. Harris  
Vice President of Administrative Services  
Gavilan Joint Community College District  
5055 Santa Teresa Boulevard  
Gilroy, CA 95020

Re: Bid Analysis  
Fire Alarm Replacement Project – Library, Student Center & Theater  
Gavilan Joint Community College District

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder’s, Atlas Pellizzari Electric, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Atlas Pellizzari Electric, Inc. confirmed their base bid amount of $470,000 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

Bid Analysis  
The following items were considered in our bid analysis:
1. Comparative Pricing  
2. Bond Review  
3. Company History & Experience  
4. Bid Form Review  
5. Reference Check  
6. Contractor License Check

1. Comparative Pricing (See attached Bid Tabulation Form)
   A. Estimate  
   B. Low Responsive Bid  
   C. Average Bid  
   D. High Bid  
   E. Number of Contractors Contacted  
   F. Number of Plan Holders  
   G. Number of Potential Bidders  
   H. Number of Bidders
2. **Bond Review**

A. **Contractor’s Bid Bond**
   Atlas Pellizzari Electric, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is RLI Insurance Company. Their address is 250 Montgomery St #720, San Francisco, CA 94104. The contact number is (415) 981-1900.

B. **Contractor’s License Bond**
   All California contractors are required to file a bond with the State in the amount of $12,500. The bond number is SC616690 and the effective date is 03/02/2009 with American Contractors Indemnity Company. Their address is 601 S Figueroa St., Suite 1600, Los Angeles, California, 90017-5721.

3. **Company History & Experience**
   Atlas Pellizzari Electric, Inc. has indicated they have been in the construction business since 1908. Atlas Pellizzari Electric, Inc. is familiar with the Division of State Architect (DSA). Atlas Pellizzari Electric, Inc. has worked with numerous K-12 and Community Colleges throughout the bay area. To name a few are San Mateo Community College District, Belmont Redwood Shores School District, and Union School District.

4. **Bid Form Review**

   A. **Contractor’s Proposal Form**
      No Exception Taken
   B. **Bid Pricing**
      No Exception Taken
   C. **Addenda Acknowledgement**
      No Exception Taken
   D. **Contractor’s License Information**
      No Exception Taken
   E. **Subcontractor’s List**
      No Exception Taken
   F. **Non-Collusion Affidavit**
      No Exception Taken
   G. **Bid Security**
      No Exception Taken
   H. **DIR Registration**
      No Exception Taken

5. **Reference Check**

   A. Don Dias from Redwood City School District which is a k-8 district worked with Atlas Pellizzari Electric, Inc. on many school projects. All projects consisted of electrical work, new install and renovations. Atlas Pellizzari Electric, Inc. is the go to contractor for the district. Don mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Don said Atlas Pellizzari Electric, Inc. work quality was excellent. Don said he recommends Atlas Pellizzari Electric, Inc. for the Fire Alarm Replacement Project.
B. Ed Watkins from Cabrillo Unified School District which is a k-12 district worked with Atlas Pellizzari Electric, Inc. at many different schools. Cabrillo Unified School District recommends Atlas Pellizzari Electric, Inc quality of work. Cabrillo Unified School District stated they were very satisfied with Atlas Pellizzari Electrical, Inc. work ethic and had a positive experience working with Atlas Pellizzari Electrical.

6. Contractor License Check
   A. License Number: 375862
   B. License Status: Current and Active
   C. License Issued to: Atlas Pellizzari Electric, Inc.
   D. Expiration Date: 5/31/17
   E. County of Incorporation: San Mateo
   F. Claims Against License: No citations or cases on record
   G. Type of License(s): C10 -- Electrical

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Edgar S. Esquivel
Edgar S. Esquivel
Project Engineer

Enclosures: Bid Tabulation Form

cc: Dean Aron Tatsuno, IBI Group
    Casey Michaelis, Gilbane Building Company
PRELIMINARY RESULTS:

Bid Recording Sheet  |  Project: Gavilan Community College  |  8/20/2015

ITEM: Gavilan Community College  |  Fire Alarm Replacement Project

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<tr>
<td>Addendum Acknowledgement</td>
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| Bid Total          | $590,450.00         | $470,000.00               |

Notes:
SUBJECT: Consider and Accept Bids for the CDC Interior Renovations Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees consider and accept the bid from Calstate Construction, Inc. for the CDC Interior Renovations Project

Background
The bid for this project closed on August 25, 2015. A total of three (3) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Calstate Construction, Inc. in the amount of $288,999.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated August 31, 2015. The letter includes a bid tabulation form.

Budgetary Implications:
The efficient use of Measure E Funds.

Follow Up/Outcome:
Upon Board approval, issue a Notice-to-Proceed.

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
August 31, 2015

Mr. Frederick E. Harris  
Vice President of Administrative Services  
Gavilan Joint Community College District  
5055 Santa Teresa Boulevard  
Gilroy, CA  95020

Re:  Bid Analysis  
    CDC Interior Renovations Project  
    Gavilan Joint Community College District

Dear Frederick:

We are pleased to provide our analysis of the bid results for the above referenced project.

Gilbane reviewed the apparent low bidder's, Calstate Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Calstate Construction, Inc. confirmed their base bid amount of $288,999 and stated they would honor it.

Please refer to our analysis and findings below for more detail.

Bid Analysis  
The following items were considered in our bid analysis:

1.  Comparative Pricing
2.  Bond Review
3.  Company History & Experience
4.  Bid Form Review
5.  Reference Check
6.  Contractor License Check

1.  Comparative Pricing (See attached Bid Tabulation Form)
   A.  Estimate  
       $331,626
   B.  Low Responsive Bid  
       $288,999
   C.  Average Bid  
       $353,938
   D.  High Bid  
       $469,000
   E.  Number of Contractors Contacted  
       8
   F.  Number of Plan Holders  
       4
   G.  Number of Potential Bidders  
       4
   H.  Number of Bidders  
       3
2. **Bond Review**
   
   **A. Contractor’s Bid Bond**
   Calstate Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Guarantee Company of North America USA. Their address is 1800 Sutter St. Suite 880, Concord, CA 94520. The contact number is (925) 566-6040.

   **B. Contractor’s License Bond**
   All California contractors are required to file a bond with the State in the amount of $12,500. The bond number is 220408 and the effective date is 02/15/2015 with Suretec Indemnity Company. Their address is 1330 Post Oak Blvd., Suite 1100, Houston, Texas, 77056.

3. **Company History & Experience**
   Calstate Construction, Inc. is familiar with the Division of State Architect (DSA). Cal State Construction, Inc. has performed worked at many community college’s and K-12 schools throughout the bay area. To name a few are Foothill - De Anza Community College District, West Valley Mission Community College District and Cupertino Union School District.

4. **Bid Form Review**
   
   **A. Contractor’s Proposal Form**
   No Exception Taken
   **B. Bid Pricing**
   No Exception Taken
   **C. Addenda Acknowledgement**
   No Exception Taken
   **D. Contractor’s License Information**
   No Exception Taken
   **E. Subcontractor’s List**
   No Exception Taken
   **F. Non-Collusion Affidavit**
   No Exception Taken
   **G. Bid Security**
   No Exception Taken
   **H. DIR Registration**
   No Exception Taken

5. **Reference Check**
   
   **A.** Art Heinrich from Foothill-De Anza Community College District worked with Calstate Construction, Inc. on a few renovations projects at Foothill College. All projects consisted of renovating existing buildings. Art mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Art said Calstate Construction, Inc. work quality was great. Art said he recommends Calstate Construction, Inc. for the CDC Interior Renovations Project.

   **B.** Mark Finney from Sugimura & Associates worked with Calstate Construction, Inc. on a few renovations projects. Calstate Construction, Inc. quality of work was excellent. Mark stated they were very satisfied
with Calstate Construction, Inc. work ethics and had a positive experience working with Calstate Construction, Inc.

6. **Contractor License Check**
   
   A. License Number: 856043
   B. License Status: Current and Active
   C. License Issued to: Calstate Construction, Inc.
   D. Expiration Date: 3/13/17
   E. County of Incorporation: Alameda
   F. Claims Against License: No citations or cases on record
   G. Type of License(s):
      - A – General Engineering Contractor
      - B – General Building Contractor

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

*Edgar S. Esquivel*

Edgar S. Esquivel
Project Engineer

Enclosures: Bid Tabulation Form

cc: Dean Aron Tatsuno, IBI Group
    Casey Michaelis, Gilbane Building Company
### Preliminary Results:

**Bid Recording Sheet**

**Project:** Gavilan Community College

** CDC Interior Renovations Project**

<table>
<thead>
<tr>
<th>Bid Amount</th>
<th>Tombelson Incorporated</th>
<th>Seward L Schreder Construction Inc.</th>
<th>Calstate Construction Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Proposal</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bid Security</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Subcontractors List</td>
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<tr>
<td>Statement of Qualifications</td>
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<tr>
<td>Non Collusion Affidavit</td>
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<td>DIR Registration</td>
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<tr>
<td>Contractor License</td>
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<tr>
<td>Addendum Acknowledgement</td>
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<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

| Bid Total           | $303,815.00            | $469,000.00                        | $288,999.00               |

**Notes:**