AGENDA

I. CALL TO ORDER 6:30 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 3 minutes will be allotted to each speaker)

CLOSED SESSION 6:30 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

II. OPEN SESSION 7:00 p.m.
   1. Call to Order
   2. Roll Call
   3. Pledge of Allegiance
   4. Report of Any Action Taken in Closed Session
   5. Approval of Agenda
   6. Consent Agenda
      (a) Regular Board Meeting Minutes, March 8, 2016
      (b) Personnel Actions
      (c) Warrants and electronic Transfers Drawn on District Funds
      (d) Payroll Warrants drawn on District Funds
      (e) Ratification of Agreements
      (f) Monthly Financial Report
      (g) Budget Adjustments
   7. Comments from the Public - This is a time for the public to address the Board.
   8. Officers' Reports (A maximum of 5 minutes will be allotted to each speaker)
      (a) Vice Presidents
      (b) College President
      (c) Academic Senate
      (d) Professional Support Staff
      (e) Student Representative
      (f) Board Member Comments
9. Board Committee Reports
10. Information/Staff Reports
   (a) Recognition of the Employee of the Month
   (b) Update on Board Goals for 2016
   (c) Update on San Benito County Education Center Development Timeline
   (d) Proposed agreement with County of Santa Clara to assign a Sheriff's Deputy to the Gilroy Campus of Gavilan College
   (e) Administrative Services Reorganization

III. ACTION ITEMS
1. Old Business
   ** (a) Resolution No.1004 Approving Minor Modifications to Trustee Areas Requested by the Santa Clara County Registrar of Voters

2. New Business
   (a) Curriculum
   (b) California Community College Trustees (CCCT) Board Elections, 2016
   (c) Confer Honorary Degree
   (d) Child Development Student Teaching Practicum Memorandum of Understanding (MOU)
   (e) Land Lease Agreement between County of Santa Clara, State of California, by and between Gavilan College Lessor and the Gilroy Garlic Festival Association, Inc. Lessee
   (f) Child Development Center Interior Renovations Project, Change Order #1
   (g) Notice of Completion for the Child Development Center Interior Renovations Project
   (h) IBI Group Architecture and Planning Project Assignment Amendment
   (i) Special Inspector of Record Agreement with Consolidated Engineering Laboratories
   (j) Geotechnical Service Agreement with Cornerstone Earth Group
   (k) Project Inspector Service Agreement with Irick Inspection Services
   (l) Consider and Accept Bid for the Coyote Valley Low Voltage Package
   (m) Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1
   (n) Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project
   (o) Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport
   (p) Notice of Completion for the Water Storage Tank, Distribution and Well Improvements Project

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is May 10, 2016 Hollister City Council Chambers, 375 Fifth Street, Hollister.
2. Adjournment

* Roll Call Vote

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PUBLIC COMMENTS - Individuals wishing to address the Board on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the Board on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 3 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
SUBJECT: Regular Board Meeting Minutes, March 8, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board approve the Regular Board Meeting Minutes, February 9, 2016.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.
Trustee Laura Perry called the meeting to order at 6:05 p.m.

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

(b) Comments from the Public
No comments.

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

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

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

Dr. Kathleen Rose, Executive Vice President, Instructional Services
Frederick E. Harris, Vice President, Administrative Services
Arturo Rosette, Academic Senate
Lucy Olivares, Professional Staff
Nancy Bailey, Recorder

Others in Attendance: Sherrean Carr, Wade Ellis, Anne Ratto, Fran Lopez, Fran Lozano, Jan Bernstein-Chargin, Ron Hannon, Susan Sweeney, Eric Ramones, Randy Brown, Dana Young, Ken Wagman, Priscilla Ahmed, Denise Apuzzo, Bill Avera, Annette Gutierrez, Larry Drury, Veronica Martinez, Blanca Arteaga, Eduardo Cervantes, David DiDenti

3. Pledge of Allegiance
The Pledge of Allegiance was led by Adrian Lopez.
4. Report of any Action Taken in Closed Session
No reportable action taken in closed session.

5. Approval of Agenda
MSC (T. Breen/W. Glines) to approve the agenda.
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

6. Consent Agenda
a. Regular Board Meeting Minutes, February 9, 2016 and Board Facilities Development and Utilization Committee Minutes, February 9, 2016
b. Personnel Actions
c. Warrants and electronic Transfers Drawn on District Funds
d. Payroll Warrants drawn on District Funds
e. Ratification of Agreements
g. Budget Adjustments
h. Santa Clara County Treasury Investment Portfolio Status as of December 31, 2015

MSC (W. Glines/M. Dover) to approve the consent agenda
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

7. Comments from the Public
Larry Drury, Executive Director of Go Kids, Inc. in Gilroy and Co-Chair of the Child Care Planning Council for Santa Clara County, spoke about the "Strong Start" initiative. He said they are asking school boards in the county to invest and support quality early learning. They are focusing on closing the achievement gap by readying children to learn. A resolution will be forwarded for consideration on a future board agenda.

David DiDenti announced a Rho Alpa Mu event on March 19 at the Memorial Hall in Gilroy. The Veteran's Ball is a fundraiser for veteran organizations.

8. Officers' Reports
(a) Vice Presidents
Kathleen Rose - said the Midterm Accreditation Report is complete and the focus is now on a substantive report for Coyote Valley. She said that is a report that changes the location of the Police Academy from Evergreen College to Coyote Valley. Kathleen Rose said an ongoing accreditation task force will begin to address the next cycle with new accreditation standards established since our last visit. She attended a program learning, student learning outcome training and will be sharing the materials. She said work will start this month on Institutional Effective Partnership Initiative indicators (IEPI) in which the college will have to identify institutional standards. Kathleen Rose said Nicki Dequin, Doug Achterman, and Enrique Luna will assist in this work. She said the purpose is to set standards to insure we are looking at how our student success rates are being tracked over time. She said some standards are imposed on us and some we set on our own.
Kathleen Rose said that Congresswoman Zoe Lofgren’s visit to Gavilan this week was an opportunity to showcase the Learning Commons, Teaching and Learning Center and the Veterans’ Resource Center.

Fred Harris – said the final step in the mitigation for Phase II of the Coyote Valley site will be completed this week.

(b) College President
Steve Kinsella spoke about the status of redistricting and said technical adjustments on precincts were needed by Santa Clara County and were made with our demographers input. San Benito County did not request any changes. He said Sabrina Lawrence, Karen Warren, Doug Achterman, and Ryan Shook professionally answered questions from Zoe Lofgren during her short tour. Pertaining to the budget, Steve Kinsella said Gavilan will have 110 unfunded FTES going into FY15-16.

(c) Academic Senate
Arturo Rosette said Senate continues to work on several initiatives including reviewing board policies and procedures. They continue to review BP/AP 3280, Grants, as they feel it needs to be updated and the processes expanded to insure that grant applications are tied to the Strategic Plan and educational plans and that all impacted constituencies are notified and prepared for the grant. He said they are looking at both instructional and business services reorganizations that have been presented to Academic Senate. Arturo Rosette said they will discuss them and make a recommendation. He said Senate is ready to propose a resolution in support of College Hour and they will be including recommendations for a better support structure. He said they are looking at how faculty are currently participating and contributing to the institution.

(d) Professional Support Staff
Lucy Olivares reported that CSEA approved a Tentative Agreement with the District. The unit also voted to increase their chapter dues. They have forwarded 2 representatives to serve on the Equal Employment Opportunity Committee.

(e) Student Representative
Adrian Lopez reported on the use of the new ASGC computer lab as an overflow for the Welcome Center. He reported on the creation of three new student clubs: the Computer Science Club, the Gavilan Film Club and the Supporting Academic Success for Immigrant Students Club. He said an Inter Club Council meeting held was held. Taco Tuesday was held in February which allowed ASGC to recruit and provide information along with collecting surveys on college hour. They hope to present the results of the surveys at the May board meeting. Adrian Lopez said, for the first time in 15 years, ASGC hosted the Region 4 meeting in the Student Center. He said they received comments about the outdated surrounds in the Student Center. ASGC is looking into renovation options related to furniture and technology. Adrian Lopez attended the Nakatani’s “Honor Thy Children” presentation. He announced that he was one of three candidates for the Carl S. Pister scholarship and thanked Dr. Kinsella for the recommendation.

(f) Board Member Comments
Lois Locci – met with fellow San Benito County trustees and discussed options for expanding services in San Benito County. She said she was pleased to see GECA students bringing in local candidates for a political forum.
Tom Breen – took the campus tour with Congresswoman Lofgren and said she asked good questions. He said she visited with the veterans in the resource center.
Walt Glines – congratulated Dr. Kinsella for being named by the Association for California Community College Administrators (ACCCA) as an exceptional administrator and receiving the Harry Buttimer Distinguished Administrator Award. Walt Glines reported that he attended a Teacher’s Aid coalition fundraiser in Morgan Hill. While at the fundraiser he visited with attending wineries who expressed interest in employee training in that field. He noted that this topic was discussed by Sherrean Carr and Kathleen Rose at the last meeting. Walt Glines encouraged everyone to attend the Bach to Blues concert on Saturday, March 12 in the theater. He reported that Alan Hancock Community College was named the 5th best "on-line" community college in the country. He suggested Gavilan staff contact them to take a look at their program for additional ideas.

Jonathan Brusco – congratulated Steve Kinsella on his award and Adrian Lopez for being a scholarship finalist for Gavilan. He said he understood the time and work commitment required to complete the accreditation report.

Mark Dover – congratulated Steve Kinsella and noted what an honor it was for both Dr. Kinsella and the college. He congratulated Adrian Lopez and said he was glad that the students were looking at a student center project. Mark Dover said 100% of the seniors in the Salinas High School District have to take the Accuplacer assessment. He said Hartnell comes to the schools to administer the testing.

Kent Child – also encouraged everyone to attend the Bach to Blues concert and noted it is a good fundraiser for the program. He spoke on the passing of the former Gavilan College Dean of Students and instructor, Don Klein. He said Don Klein had an influence on the Gavilan community by generating a campus wide yearlong effort in applying critical thinking criteria including workshops and a book. Kent Child acknowledged the students who are highlighted in the Portraits of Student Success publication for overcoming barriers to achieve their goals. He commended the staff who work with CalWORKS students.

(g) Board President
Laura Perry – congratulated Dr. Kinsella for winning the Harry Buttimer Distinguished Administrator Award from the Association for California Community College Administrators. She said the Board knew the administrative leadership and qualities they were getting when they hired Dr. Kinsella in 2003. She said it is great that the state is recognizing him. On behalf of the Board she said they were happy with his service to the college and that he deserved the award. She also acknowledged the students in the CalWORKS Portraits of Student Success.

9. Board Committee Reports
No reports.

10. Information/Staff Reports
(a) Recognition of the Employees of the Month
Veronica Martinez spoke about Denise Apuzzo’s many roles during her nine years at Gavilan College. As Program Services Specialist in the Financial Aid Department, Denise has administered critical aid programs like Cal Grants, Federal Work Study, Scholarships, and Full-Time Student Success Grants. Denise Apuzzo is known to go above and beyond in assisting students. She is resourceful and valued as a Gavilan employee.

(b) Gavilan College Student Equity 2014-2015 Year-end Expenditures Report
Kathleen Rose stated this report showed how the money was spent last fiscal year.

(c) Update on the California Work Opportunity and Responsibility to Kids (CalWORKS)
Susan Sweeney and Annette Gutierrez provided information on CalWORKS which is a program that works with students who are parents on cash aid. Susan Sweeney reported
on funding changes since their 2013 report which includes contracts with both Santa Clara County and San Benito County for subsidizing student employment. She noted that they are working at a state level to advocate for legislation that will benefit the students in the program.

Annette Gutierrez reported that the benefit of the county contracts subsidized employment is reflected in the increase in employed students from 32 in FY2013-14 to 54 in FY2014-15. She said that the students’ stories are meaningful to staff. Annette Gutierrez and Susan Sweeney co-chair the statewide publication of the Portraits of Student Success that highlights some of the student stories.

Susan Sweeney noted that they are currently working coordinating the federally funded School Based Medi-Cal Administrative Activities Program. In addition, they have partnered with ASGC to bring the Food Pantry on campus.

Student Priscilla Ahmed expressed her gratitude for Gavilan’s CalWORKS program and staff as it has allowed her to attend college.

(d) Update on the Extended Opportunity Program and Services (EOPS)
Anne Ratte reported that EOPS funding was fully restored this year allowing the program to serve between 450-500 low income students at Gavilan. The funds have also been used to increase the number of book vouchers, more overload counseling and increase outreach to foster youth. EOPS has taken the lead in serving foster youth since 2007 and now, through equity funding, have hired a part time counselor. Anne Ratte outlined the outreach conducted encouraging Gavilan foster youth students to join the EOPS program.

(e) San Benito County Education Center Site Development
Steve Kinsella said he met with the San Benito County board members and discussed the Gavilan property along with community options such as the City’s Leatherback site and a TEL Center concept. He provided information to the board members to help guide them through the conversation of expanding facilities in the county. Steve Kinsella added that how Gavilan proceeds with the expansion will determine how long it will take to establish the Fairview site. Walt Glines and Lois Locci agreed that it is necessary to know the financial cost of the Leatherback site to the district before discussing a MOU with the developer and the City of Hollister.

Gavilan owns 80 acres in San Benito County for expanding facilities and services and is currently leasing space at the Briggs building for $1.30 sq. ft. Enrollment in Hollister is at 250 full time equivalent students (FTES). An enrollment of 500 FTES is needed in Hollister to be considered for state funding. Upon enrollment of 1,000 FTES, the state will provide $1 million annual for operating support.

Discussion took place on whether temporary supplemental space could be used in the area to reach the required enrollment. Kent Child and Laura Perry both reviewed Gavilan’s long history of rented space in San Benito County; saying that nothing has been ideal. Kent Child reported on the discontent of some residents in San Benito County for not having established a facility for expansion and growth. He added that it makes sense to put money into the property we own which will benefit the community for 50 years rather than putting capital into a 15 year commitment on transient property.
Adrian Lopez spoke with a few Hollister students who did not voice a concern as to where a Hollister site would be but rather they would like to have a Gavilan home in Hollister and not commute as often.

Steve Kinsella reviewed that the district has land for a permanent site in San Benito County and a place to grow. He said by purchasing the land the board has planned for and protected the future of a college in the county where it began. He said this is an accomplishment.

(f) Update on the timeline, committee formation and trustee participation in the presidential search process
Arturo Rosette (President, Academic Senate), Denise Apuzzo (President of the California School Employees Associations), Priscilla Ahmed (President of Associated Students of Gavilan College), and Ken Wagman (President of Gavilan College Faculty Association) presented a statement to the Board of Trustees regarding "The composition of the Presidential Search Committee interview panel". In summary, the statement proposes that both of the two representatives chosen by its constituency participate in the panel interview in addition to the screening committee. They also think it's important to have the final candidates participate in campus-wide open forums.

Kent Child announced that the Board's Ad Hoc Presidential Search Subcommittee will be meeting on Wednesday, March 9 at 6:00 p.m. He said, in his experience, a large committee doesn't function well. He said he's considering resigning as chair.

Arturo Rosette said Academic Senate is diligent about getting a good candidate and believe that having both of their chosen representatives on the interview panel will allow for both instructional and student services perspectives. He said there is no intent to disrespect the hard work of the chair and committee and Academic Senate welcomes trustees to attend a meeting to further the conversation. Denise Apuzzo added that the request is for fair representation of the "college voice".

Laura Perry said we welcome the opinions provided and that the Board's Ad Hoc Presidential Search Subcommittee will meet to discuss the process and finalize the timeline.

Walt Glines expressed concern that candidates may not want to participate in an open forum as they may want to keep their candidacy confidential.

III. ACTION ITEMS
1. Old Business
   (a) Sabbatical Leave Requests
      MSC (T. Breen/K. Child)
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      0 Noes

   (b) Accreditation Midterm Report
      MSC (K. Child/J. Brusco)
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
Walt Glines remarked on the tremendous amount of work required to complete the report.

2. New Business
(a) Curriculum
MSC (K. Child/M. Dover)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(b) Water Hydration Stations
David DiDenti said the two hydration stations will be located in the library and in the gymnasium. Both the Morgan Hill and Hollister sites will be considered in a future purchase.
MSC (T. Breen/K. Child)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(c) Agreement with GCFA
MSC (K. Child/J. Brusco)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(d) GCFA/District Contract Proposal ("Sunshine")
MSC (W. Glines/L. Lois)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(e) Ratification of CSEA Tentative Agreement
MSC (K. Child/W. Glines)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(f) Approval of an agreement with Live Oak Associates, Inc. to prepare a CEQA Categorical Exemption for Gavilan College Athletic Fields Renovations Project
MSC (T. Breen/M. Dover)

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(g) Approval of an agreement with Consolidated Engineering Laboratories for the Coyote Valley Educational Center, Increment #1
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(h) Approval of an agreement with Live Oak Associates, Inc. to prepare an Incidental Take Permit and related analyses required for the buildout of Coyote Valley Phase II
MSC (W. Glines/A. Lopez)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(i) Agreement with Cornerstone Earth Group for required geotechnical engineering investigation and testing services for the Gavilan College Student Center Seismic Upgrade Project
MSC (W. Glines/J. Brusco)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(j) IBI Group Architecture and Planning Project Assignment Amendments
MSC (T. Breen/W. Glines)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is April 12, 2016 Gilroy Campus, North/South Lounge.
2. Adjournment
   The meeting was adjourned by consensus at 8:31 p.m.
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 March 8, 2016 thru April 12, 2016.

Background:
Board of Trustees approval is required for all personnel actions. The attached items have been prepared in accordance with existing Board policies and laws related to employees within the California Community College system.

Budgetary Implications:
Funds to pay for salaries and benefits of the assignments are included in the final budget for FY 2015-2016.

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: Eric Ramones, Human Resources Director

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
A. Classified and Unclassified Personnel Actions – April 12, 2016

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

Bonnie Donovan
Computer Programmer Analyst
Administrative Services
April 13, 2016

Rebecca Isaac
Computer Programmer Analyst
Administrative Services
April 13, 2016

Regina Robasciotti
Departmental Assistant
Career Technical Education
April 13, 2016

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Priscilla Ahmed
Financial Aid Technician
Student Services
February 22, 2016 to June 30, 2016

III. PROFESSIONAL EXPERTS

Elizabeth Falvey
Theatre Production Assistant
Liberal Arts and Sciences
February 10, 2016 to June 1, 2016

Jan Janes
Community Education Instructor
Contract and Community Education
April 16, 2016

Susan Dodd
Basketball Scorer’s Table
Kinesiology and Athletics
November 11, 2015 to February 15, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REQUESTS FOR LEAVE

NONE
VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT
NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
Analisa Zanella  
CSIS 8 – Introduction to the Internet

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
NONE

X. ADDITIONAL DUTY/STIPEND
NONE

XI. VOLUNTEERS
NONE

XII. RESIGNATIONS AND RETIREMENTS
Lucy Olivares  
Senior Program Services Specialist  
Extended Opportunity Programs and Services  
Date of Hire: March 29, 1999  
Date of Retirement: July 1, 2016

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

RECOMMENDATION: The Administration recommends approval of the above Classified 
& Unclassified Personnel Actions.
Unless otherwise, please refer to the Faculty Salary Schedule for the following personnel actions:

I. APPOINTMENTS
   NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Arturo Rosette  Art Instructor Overload  
Liberal Arts and Sciences  
February 1, 2016 to May 27, 2016

Dale Clark  Chemistry Instructor Overload  
Liberal Arts and Sciences  
February 1, 2016 to May 27, 2016

David Perez  Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

David Perez  Spanish Instructor Overload  
Liberal Arts and Sciences  
February 1, 2016 to May 27, 2016

Doug Ackterman  Infographics Retreat  
Community Development and Grants Management  
January 26, 2016

Doug Ackterman  Pathways Integration  
Community Development and Grants Management  
January 22, 2016

Ellen Venable  Pathways Integration  
Community Development and Grants Management  
January 22, 2016

Enrique Luna  Pathways Integration  
Community Development and Grants Management  
January 22, 2016

Grant Richards  Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016
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<th>Position</th>
<th>Department</th>
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<td>English Instructor Overload</td>
<td>Liberal Arts and Sciences</td>
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<td>Jason Wolowitz</td>
<td>Curriculum Development</td>
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<td>February 25, 2016 to June 30, 2016</td>
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<td>Infographics Retreat</td>
<td>Community Development and Grants Management</td>
<td>January 26, 2016</td>
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<td>Jennifer Nari</td>
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<td>Liberal Arts and Sciences</td>
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<td>Karen Warren</td>
<td>Pathways Integration</td>
<td>Community Development and Grants Management</td>
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<td>Kathy Campbell</td>
<td>Gavilan Regional Adult and Career Educational Services Consortium Work</td>
<td>Community Development and Grants Management</td>
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<td>Marc Turetzky</td>
<td>Curriculum Development</td>
<td>Community Development and Grants Management</td>
<td>February 25, 2016 to June 30, 2016</td>
</tr>
<tr>
<td>Maria Amirkhanian</td>
<td>Music Instructor Overload</td>
<td>Liberal Arts and Sciences</td>
<td>February 1, 2016 to May 27, 2016</td>
</tr>
</tbody>
</table>
Marla Butler  Mathematics Instructor Overload  Liberal Arts and Sciences  February 1, 2016 to May 27, 2016

Mary Ann Sanidad  English as a Second Language Assessment  Student Services  January 1, 2016 to December 31, 2016

Nicole Cisneros  Gavilan Regional Adult and Career Educational Services  Consortium Work  Community Development and Grants Management  April 1, 2016 to June 30, 2016

Nicole Cisneros  Infographics Retreat  Community Development and Grants Management  January 26, 2016

Nicole Cisneros  Pathways Integration  Community Development and Grants Management  January 22, 2016

Nikki Dequin  Pathways Integration  Community Development and Grants Management  January 22, 2016

Patrick Yuh  Biology Instructor Overload  Liberal Arts and Sciences  February 1, 2016 to May 27, 2016

Patrick Yuh  Curriculum Development  Community Development and Grants Management  February 25, 2016 to June 30, 2016

Rey Morales  Biology Instructor Overload  Liberal Arts and Sciences  February 1, 2016 to May 27, 2016

Russell Lee  Physics Instructor Overload  Liberal Arts and Sciences  February 1, 2016 to May 27, 2016

Sabrina Lawrence  Digital Media Instructor Overload  Career Technical Education  February 1, 2016 to May 27, 2016

Sabrina Lawrence  Pathways Integration  Community Development and Grants Management  January 22, 2016
Sabrina Lawrence  Professional Faculty Development  
Career Technical Education  
February 1, 2016 to May 29, 2016

Scott Sandler  Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

Scott Sandler  English Instructor Overload  
Liberal Arts and Sciences  
February 1, 2016 to May 27, 2016

Scott Sandler  Pathways Integration  
Community Development and Grants Management  
January 22, 2016

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

Aaron Fountain  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Adam Plank  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Alexander Teaford  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Ali Arid  Infographics Retreat  
Community Development and Grants Management  
January 26, 2016

Aloha Sargent  Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

Andrea Barte  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Anthony Alfonso  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Arthur Dimick  South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016
Benjamin Whaley  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Brent Northrup  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Brett Bennett  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Bryan Webber  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Cameron Christensen  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Celise Elkassed  Non-Credit Instructor  Community Development and Grants Management  March 1, 2016 to June 30, 2016

Celise Elkassed  English as a Second Language Instructor  Liberal Arts and Sciences  February 18, 2016 to June 30, 2016

Cheryl Chaffin  Curriculum Development  Community Development and Grants Management  February 25, 2016 to June 30, 2016

Chris Delcour  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Christopher Singleton  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Christopher Wilson  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

Cliff Sloma  South Bay Regional Public Safety Consortium  Volunteer Instructor  April 13, 2016

B. Faculty Personnel Actions
Craig Wilson | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Crystal Seiler | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Daniel Robbins | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Daniel Freitas | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Daniel Montgomery | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

David Gunter | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

David Huff | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Donald Guerra | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Elsie Hartman | Career Fair Representative Career Technical Education | March 16, 2016 to March 24, 2016

Erich Hoppe | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Erin Fong | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

Gabe Vega | South Bay Regional Public Safety Consortium Volunteer Instructor | April 13, 2016

B. Faculty Personnel Actions
Greg Amundson  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Ian Burnham  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Jacob Juarez  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Jaqueline Collins  Infographics Retreat
Community Development and Grants Management
January 26, 2016

Jeffrey Auldridge  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Jeffrey Stewart  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Jennifer Donegan  Curriculum Development
Community Development and Grants Management
February 25, 2016 to June 30, 2016

Jennifer Grohol  Professional Faculty Development
Career Technical Education
February 1, 2016 to May 29, 2016

John Gunderson  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

John Racette  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Jordan Brownlee  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Joseph Sheridan  South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016
Karen Diehl  
Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

Kevin McClish  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Kyle Hull  
Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

Laura Brigantino  
Allied Health Instructor  
Career Technical Education  
February 16, 2016 to May 27, 2016

Lee Tassio  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Louis Lumpkin Jr.  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Lynn Hilden  
Infographics Retreat  
Community Development and Grants Management  
January 26, 2016

Margaret Porter  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Marilyn Chap  
Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016

Mark Carducci  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Mark Eveleth  
South Bay Regional Public Safety Consortium  
Volunteer Instructor  
April 13, 2016

Megan Wong  
Curriculum Development  
Community Development and Grants Management  
February 25, 2016 to June 30, 2016
Morgan Mendoza
Infographics Retreat
Community Development and Grants Management
January 26, 2016

Nicholas Baldrige
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Peter Hansen
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Peter Skeehan
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Phillip Williams
Instructor Supervising Team
Career Technical Education
March 5, 2016 to March 6, 2016

Phillip Williams
Professional Faculty Development
Career Technical Education
February 1, 2016 to May 29, 2016

Rolan Resendiz
Non-Credit Instructor
Community Development and Grants Management
February 24, 2016 to June 30, 2016

Ron Rickabaugh
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Ryan Kennedy
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Sean Cawley
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Sean Terry
South Bay Regional Public Safety Consortium
Volunteer Instructor
April 13, 2016

Sian Sloan
Curriculum Development
Community Development and Grants Management
February 25, 2016 to June 30, 2016

B. Faculty Personnel Actions
IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Lynn Lockhart
Mathematics Instructor
Liberal Arts and Sciences
January 28, 2016 to June 1, 2016

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

David Kier
Political Science Instructor (Part-Time)
Liberal Arts and Sciences
Effective May 28, 2016

VII. REQUEST FOR LEAVE

Ken Wagman
Personal Business Leave
Mathematics Instructor
Liberal Arts and Sciences
March 17, 2016 to April 1, 2016
VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

IX. NEW FSA ASSIGNMENT
NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
Unless otherwise, please refer to the Unrepresented Employees Salary Schedule(s) for the following personnel actions:

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Peter Wruck  Director of Institutional Research
Office of Instruction
June 6, 2016

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

Anne Ratto
Associate Dean, Extended Opportunity Programs and Services and CalWORKs
Student Services
Date of Hire: May 24, 1999
Date of Retirement: July 1, 2016

Fran Lopez
Associate Dean, Disability Resource Center
Student Services
Date of Hire: June 5, 1996
Date of Retirement: July 1, 2016

RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.
SUBJECT: Warrants and electronic transfers drawn on District Funds

Resolution: BE IT RESOLVED,
Information Only
Action Item

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of March 1, 2016 – March 31, 2016.

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>2/1/16 – 2/29/16</td>
<td>18031575 - 18033854</td>
<td>$5,513,327.98</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 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
Gavilan Joint Community College District
Governing Board Agenda

April 12, 2016

Consent Agenda Item No. II.6 (d) Administrative Services

SUBJECT: Payroll Warrants drawn on District Funds

Proposal: Ratification of payroll warrants drawn on district funds for the month of March 2016.

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>March Supplemental 1</td>
<td>March 10, 2016</td>
<td>$327,600.04</td>
</tr>
<tr>
<td>March Supplemental 2</td>
<td>March 16, 2016</td>
<td>$792.26</td>
</tr>
<tr>
<td>March Regular (EOM)</td>
<td>March 30, 2016</td>
<td>$1,772,063.53</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(671 Pay Warrants Issued)</td>
<td>$2,100,455.83</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
Consent Agenda Item No. II.6 (e) Administrative Services

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

SUBJECT: Ratification of Agreements

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

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

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

Budgetary Implications:
The contracts are funded by appropriations included in the Budget for FY 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>CONT9993</td>
<td>$8,602.00</td>
<td>Ellucian Company LP</td>
<td>Banner Operational Data Store Technical Training and Associated Project Management Services Period of Service: 4/1/2016 - 6/30/2016</td>
</tr>
<tr>
<td>CONT9995</td>
<td>$9,984.00</td>
<td>Remote-Learner US Inc</td>
<td>Moodle Software Support Services Period of Service: 1/31/16 - 1/31/17</td>
</tr>
<tr>
<td>CONT9996</td>
<td>$32,000.00</td>
<td>Tanaka Design Group</td>
<td>Landscape Design Services STEM Meadow Restoration Project Period of Service: 4/13/16 - 12/31/16</td>
</tr>
<tr>
<td>CONT9997</td>
<td>$6,000.00</td>
<td>Meltwater News US Inc</td>
<td>Media Monitoring and Newsletter Services Period of Service: 3/22/16 - 3/22/17</td>
</tr>
<tr>
<td>CONT9998</td>
<td>$15,227.11</td>
<td>PG&amp;E</td>
<td>Electrical Hook Up - Second Well Pump Gavilan Campus Date of Service: 3/1/16</td>
</tr>
<tr>
<td>CONT9999</td>
<td>$5,600.00</td>
<td>Hannon Hill</td>
<td>Develop and Maintain a Navigable and Efficient Web Site for Gavilan College Athletic Department Period of Service: 4/2/16 - 5/1/16</td>
</tr>
<tr>
<td>ME001173</td>
<td>$34,105.00</td>
<td>PG&amp;E</td>
<td>Electrical Hook Up - San Martin Aviation Project Date of Service: 2/29/16</td>
</tr>
<tr>
<td>.001190</td>
<td>$64,919.55</td>
<td>PG&amp;E</td>
<td>Electrical Hook Up - Coyote Valley Site Date of Service: 4/13/16</td>
</tr>
<tr>
<td>CON10000</td>
<td>$8,602.00</td>
<td>Ellucian</td>
<td>Banner Operational Data Store Upgrade Services Period of Service: 4/1/16 - 6/30/16</td>
</tr>
</tbody>
</table>
CONSENT AGENDA

Item No. II.6 (f) Information/Staff Reports No.

SUBJECT: Monthly Financial Report

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

Proposal:
The Board of Trustees consider the FY 2015/16 Monthly Financial Report

Background:
The attached Monthly Financial Report compares the FY 2015/16 Revised Budget as of March 30, 2016 to actual revenue and expenditures as of March 30, 2016.

Follow Up/Outcome:
The Administration will continue to review the FY 2015/16 budget and submit budget adjustments as necessary for consideration by the Board.

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

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

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

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Revenues 6/30/2016</th>
<th>Expenses 6/30/2016</th>
<th>Encumbrance</th>
<th>% of Budget Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 General - Unrestricted</td>
<td>$2,833,708</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>1000 - Certified Salaries</td>
<td>$6,498,754</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>2000 - Classified Salaries</td>
<td>$5,603,951</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>3000 - Burdens &amp; Benefits</td>
<td>$6,498,754</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>4000 - Books &amp; Supplies</td>
<td>$559,330</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>5000 - Other Operating Expenses</td>
<td>$5,093,286</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>6000 - Capital Outlay</td>
<td>$550,441</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td>7000 - Other</td>
<td>$1,625,308</td>
<td>$12,204,795</td>
<td>$7,709,051</td>
<td>63.2%</td>
</tr>
<tr>
<td><strong>Total General - Unrestricted</strong></td>
<td><strong>$2,833,708</strong></td>
<td><strong>$33,096,535</strong></td>
<td><strong>$19,161,364</strong></td>
<td><strong>56.0%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Revenue 6/30/2016</th>
<th>Expense 6/30/2016</th>
<th>Encumbrance</th>
<th>% of Budget Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Instructional Equipment</td>
<td>$155,800</td>
<td>$3,695,087</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td>25 Parking</td>
<td>$154,155</td>
<td>$3,695,087</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td>27 General - Restricted</td>
<td>$14,408,198</td>
<td>$243,407</td>
<td>$0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total General - Restricted</strong></td>
<td><strong>$14,408,198</strong></td>
<td><strong>$243,407</strong></td>
<td><strong>$0</strong></td>
<td><strong>0.0%</strong></td>
</tr>
</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Revenues 6/30/2016</th>
<th>Expense 6/30/2016</th>
<th>Encumbrance</th>
<th>% of Budget Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$34,244,351</td>
<td>$20,770,132</td>
<td>$1,158,503</td>
<td>56.0%</td>
</tr>
</tbody>
</table>

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Instructors' salaries are paid August through May (10 months).
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year.

*Fund 34 Capital Project = State Funded Projects*
SUBJECT: Budget Adjustments

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

### DECREASE

<table>
<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program #</th>
<th>Amount</th>
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<tbody>
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<tr>
<td>964210</td>
<td>5831</td>
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### Final (Adopted) Budget Net Change in Fund Balance

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### Estimated Ending Fund Balance 6/30/16 for General Fund 100

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### Fund 100

**Income - Increase/(Decrease)**

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**Expense - Increase/(Decrease)**

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**Total Fund 10:** 365.00

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**Final (Adopted) Estimated Beginning Fund Balance at 7/1/15**

- Change to Actual Fund Balance at 7/1/15: $158,997.00
- Actual Beginning Balance at 7/1/15: $2,674,711.00
- Final (Adopted) Budget Net Change in Fund Balance: $2,833,708.00
- Budget adjustments from current year's previous months to increase (decrease) net change to fund balance: $97,945.00

**Revised Net Change in Ending Fund Balance:** $1,049,870.69

**Estimated Ending Fund Balance 6/30/16 for General Fund 100:** $3,981,523.69

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### Fund 270

**Decrease**

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April 2016 Meeting - Budget Adj (To Board).xlsx
3/30/2016
CTE Transitions

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Transcript Mini Grant

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Total Fund 270: $111,883

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Fund 270

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<th>EXPENSE - Increase/(Decrease)</th>
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April 2016 Meeting - Budget Adj (To Board).xlsx
3/30/2016
Page 3 of 6
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Total Fund 270: 247,998
**Change to Actual Fund Balance at 7/1/15**

**Actual Beginning Balance at 7/1/15**

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/15**

**Change to Actual Fund Balance at 7/1/15**

**Actual Beginning Balance at 7/1/15**

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

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

Current increase in budgeted revenue increases Fund Balance

Current increase in budgeted expenditures decreases Fund Balance

Revised Net Change in Ending Fund Balance

Estimated Ending Fund Balance 6/30/16 for General Fund

---

### Fund 470

#### DECREASE

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**Total Fund 470**

**INCREASE**

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**Total Fund 470**

**April 2016 Meeting - Budget Adj (To Board).xlsx**

3/30/2016

Page 5 of 6
## INCOME - Increase/(Decrease)

<table>
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<tr>
<th>Organization</th>
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<th>Program</th>
<th>Amount</th>
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<tr>
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**Total Fund 470** 2,900

## EXPENSE - Increase/(Decrease)

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

- 931447 8894 (2,900)
- 931447 8894 2,800
- 931447 8894 2,800

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/15**

- $404,026

**Change to Actual Fund Balance at 7/1/15**

- $59,788
- $463,814

**Actual Beginning Balance at 7/1/15**

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

- ($65,233)
- ($90,911)

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

**net change to fund balance**

**Current increase in budgeted revenue increases Fund Balance**

- $2,900

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

- ($2,900)

**Revised Net Change in Ending Fund Balance**

- ($156,144)

**Estimated Ending Fund Balance 6/30/16 for General Fund 470**

**April 2016 Meeting - Budget Adj (To Board).xlsx**

3/30/2016  

Page 6 of 6
INFORMATION
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, March 2016 – Saul Salinas
Saul Salinas is a Senior Computer Hardware/Software Technician in MIS in charge of maintaining our school network. One does not see Saul frequently working, as he is behind the scenes. Oftentimes the front-facing IT personnel receive credit for their work however, Saul’s position (one of the most important IT roles) is not perceived to be tangible. Technology is pervasive. We expect to have internet, e-mail, wireless access, and recover entire systems due to power failures.

Saul Salinas is one of the unsung heroes in the MIS department. Our network has an uptime of 99.7%. Saul ensures that our network is available 364 out of 365 days per year. This leaves Saul with 1 day for maintenance upgrades, power failures, ad fighting viruses caused by a user clicking on that SPAM link. Unlike employees, the network does not take holidays or vacations.

Saul has worked as a Senior Computer Hardware/Software Technician for the past 10 years and continues to do an exceptional job at researching and working on projects. Saul is to be commended for his leadership role and work on many projects during this past year, including working towards a backup solution, providing more cost-effective printing on campus and coordinating upgrades with Charter and AT&T. He also
supports our Active Directory and Exchange implementations. Saul works very effectively with vendors in obtaining specifications and discounted pricing for these projects. He has recently coordinated and provided specifications and support for our network infrastructure audit with Angus-Hamer. This covers all aspects of our network including wireless, fiber, network switches, servers, backup and disaster recovery options. Saul continues to support all aspects of our network, including support for everyone with email and on our wireless system.

Saul communicates well and likes to contribute to issues, always looking at the whole picture to make the best and most informed choices. He takes his job seriously and is collegial. We are lucky to have someone so solid looking after us.

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:  

Agenda Approval:  

C:/WorkGroups/HR/BoardAgenda/04-12-16
SUBJECT: Update on Board Goals for 2016

Resolution: BE IT RESOLVED,

Information Only

Proposal:
That the Board of Trustees review the actions taken so far to achieve the Board's established goals for 2016.

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

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

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

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

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

Agenda Approval: [Signature] for Dr. Steven M. Kinsella

Dr. Steven M. Kinsella, Superintendent/President
Note - not in priority order

1. **A. Complete Phase 1 development of the Coyote Valley Educational site.**
   **B. Finalize instructional offerings that balance the Public Safety Consortium and the general education needs.**
   **C. Develop the staffing and support requirements to operate the site.**

   **Status Update April 12, 2016**
   Phase 1 of Coyote Valley Educational site began at the end of 2015. The site is expected to offer its first courses in the Spring 2017 academic semester.

   South Bay Regional Public Safety Training Consortium has been working with Gavilan personnel to arrange the facilities needed to operate public safety training.

   Courses consistent with the needs of the Coyote Valley area will be offered along with appropriate support personnel.

2. **Develop a realistic plan that will lead to an educational site/center located in the Hollister area that is achievable within the near future.**

    **Status Update April 12, 2016**
    The San Benito County Educational Center Development timeline has been prepared and is included on the April 2016 Board of Trustees Board Agenda as an information item.

3. **Complete the San Martin Airport facility project and relocate the aviation program to the new site.**

    **Status Update April 12, 2016**
    Construction work is in progress with opening at the site expected in Fall 2016. Instructional programming has been adjusted to meet the projections for the new site as of Fall 2016.

4. **Solidify joint efforts with feeder high school districts that will enhance incoming student's preparation and readiness for college-level coursework.**

    **Status Update April 12, 2016**
    Partnerships continue to strengthen with all feeder districts through the High Step program, counselor events, Jump Start, the Student Success Center and Gavilan ACES.
The Counseling division has been reviewing RP Group research on using multiple measures to determine college placement. A pilot with Christopher High School was completed spring 2016 and the effects on student course completion in math/English from this cohort will be evaluated in fall 2016.

Additional review of multiple measure research is being done by the math, English and ESL departments to determine how or whether to implement more broadly. In addition, working with local high schools to assess all juniors and then providing bootcamps during senior year has been written into the new Basic Skills grant proposal. This would require more staff, coordination between high school and college faculty, etc.

5. Implement the by-district election of trustees by the November 2016 election cycle.

Status Update April 12, 2016
Completed

6. Address contract negotiation related issues such as sustainability of benefits and possible training options such as win/win bargaining.

Status Update April 12, 2016
The District and GCFA has approved their respective sunshine proposals for negotiations effective with FY 16/17.

7. Plan for necessary accreditation second-half actions and start planning for initial preparation for the next cycle.

Status Update April 12, 2016
Gavilan College submitted the Accreditation Midterm Report in March 2016 and established the standing Accreditation Oversight Committee in collaboration with the Academic Senate.

8. Begin initial discussion and planning for a future facilities bond issue proposal.

Status Update April 12, 2016
An on-site facilities condition assessment of every district building was recently completed. It is the precursor to next develop a comprehensive facilities master plan to justify a new bond issue. Due to the lack of a state bond since 2006, several major projects (gym, library, theater, student center) and failing infrastructure throughout the campus require new funding.
9. *Enhance the collaborative and collegial climate on campus so that active engagement in shared governance is broadly embraced by the campus community.*

**Status Update April 12, 2016**
Two integrated planning retreats were held on campus in the Learning Commons, the Learning Council continued its work through several Focused inquiry Groups (FIGS), and the college has engaged in a dialogue about setting local measurable set standards through the Institutional Effectiveness Partnership Initiative (IEPI) and scorecard data portal available through the Chancellors Office.

10. *Successfully conduct an effective search for a new superintendent/president to succeed the retiring president. Work with Dr. Kinsella to plan appropriate transitional training on operations and finance related topics.*

**Status Update April 12, 2016**
Applications from candidates were received through March 25, 2016. The screening committees have begun their work.
SUBJECT: San Benito County Educational Center, Phase 1: Estimated cost and timelines

Resolution: BE IT RESOLVED,

Information Only

Proposal:
That the Board of Trustees receive information about the estimated costs and timelines to develop Phase 1 educational facilities at the Fairview Corners site in San Benito County.

Background:
Phase 1 educational facilities at the Fairview Corners site already owned by the District would be the first step in the construction of a comprehensive higher education campus to serve the residents of the Hollister area and San Benito County. The area is experiencing rapid population growth and development. The proposed project consists of 25,700 assigned square feet of instructional and support space. It also includes the site development necessary to implement this first phase of construction.

a. Preliminary Plans and Working Drawings $ 2 million
b. On-Site Work (Soils, Water, Sewer, Power) $ 3 million
c. Off-Site Work (Gavilan share for Entrance Road, etc.) $ 2 million
d. Modular Buildings $ 22 million
d. Furniture and Equipment $ 2 million

Estimated Total Phase 1 Costs $ 31 million

Anticipated Time Schedule
(36 months)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Preliminary Plans</td>
<td>1/1/ Year 1</td>
</tr>
<tr>
<td>Start Working Drawings</td>
<td>4/1/ Year 1</td>
</tr>
<tr>
<td>Complete Working Drawings</td>
<td>11/1/ Year 1</td>
</tr>
<tr>
<td>DSA Final Approval</td>
<td>3/1/ Year 2</td>
</tr>
<tr>
<td>Advertise Bid for Construction</td>
<td>4/1/ Year 2</td>
</tr>
<tr>
<td>Award Construction Contract</td>
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<td>10/1/ Year 2</td>
</tr>
<tr>
<td>Complete Project</td>
<td>12/31/ Year 3</td>
</tr>
</tbody>
</table>
Budgetary Implications: None

Follow Up/Outcome: None

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Proposed agreement with County of Santa Clara to assign a Sheriff's Deputy to the Gilroy Campus of Gavilan College

Resolution: BE IT RESOLVED,

Information Only

Proposal:
That the Board of Trustees consider a two-year agreement with the County of Santa Clara Sheriff to assign a deputy full-time for 10.8 months at a cost of $248,726.40 to provide law enforcement services to Gavilan College in Gilroy.

Background:
Due to a stark increase of armed violence, assault and other crimes on campuses nationwide that have quickly escalated to tragic proportions, the District has been engaged for several months in negotiations with the Santa Clara County Sheriff to assign a full-time law enforcement presence at Gavilan College during the academic year.

The Sheriff's Deputy will work with the students, faculty and staff to build an even stronger and safer college community through better crime control and improved prevention tactics. It is anticipated that the Deputy will start August 1, 2016, and will be on campus from 7:30 am – 3:30 pm. District staff will provide security services at night and on the weekends at the Gilroy campus, and during the week at the offsite centers.

Budgetary Implications:
The $248,726.40 in annualized costs for the Sheriff's Deputy will be offset in part by approximately $180,000 in savings by not filling the vacant Director of Security and the vacant Campus Security Officer positions.

Follow Up/Outcome:
Bring the final agreement back to the board for consideration and adoption at the May 10, 2016 board meeting.

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

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

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

April 12, 2015

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

SUBJECT: Administrative Services Reorganization

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

Proposal:
That the Board of Trustees review the Administrative Services Reorganization in the attached explanation.

Background:
The Director of Security and Support Services retired in December 2015 giving the District an opportunity to combine all Business Services under the direction of the Director, Business Services. In addition the Director, Business Services could oversee the Security Department of the College. The combination of these two Director’s positions into a new title of Associate Vice President, Business Services would generate an overall savings.

Also, at the same time, the two Multi-Media Technician position’s that report to the Dean of Liberal Arts and Sciences would now fall under the direction of the Director, Information Systems as part of MIS. Additional changes to classified staff titles and duties would be negotiated with CSEA representatives.

Budgetary Implications:
Estimated budget savings $115,000 from reorganization.

Follow Up/Outcome:
Bring back to Board in May 2016 as an action item for approval to allow the District to move forward with the Administrative Services Reorganization.
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
BUSINESS SERVICES REORGANIZATION

Purpose of reorganization:

To combine all business services at the District under one person to increase budget efficiencies to help offset additional cost of increasing security and safety for the college.

A) Increased the safety of students and staff and also increase resources from the county for a better overall campus environment.

Also, to put in place an infrastructure to handle the removal of the county payroll preparation to the in house banner payroll solution the currently District owns and in the process of installation.

A) HR/Payroll installation being done to help improve the HR/Payroll processes at the District. To improve internal controls, timelines, and accuracy of employee related transactions.

Changes in personal:

Associate VP of Business Services - increased responsibility to oversee all business services and security.

Supervisor of Budget and Accounting – is needed to help relieve the day to day operational duties of Associate VP of Business Services and the increased responsibility of working with classified staff.

Supervisor of Payroll - increased responsibility of classified staff for payroll preparation, tax reporting, and STRS/PERS reporting as well as payroll entry.

Cashier – increased responsibility to same level as Mayra Cortez for student servicing as backup and off site locations when needed.
OLD BUSINESS
Gavilan Joint Community College District
Governing Board Agenda
April 12, 2016

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

SUBJECT: Resolution No. 1004 Approving Minor Modifications to Trustee Areas
Requested by the Santa Clara County Registrar of Voters

☐ Resolution: BE IT RESOLVED, Resolution No. 1004 be approved
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve Resolution No. 1004, Approving Minor Modifications to the Trustee Area Map Plans Approved by this Board at its November 10, 2015 Meeting, as Requested by the Office of the Santa Clara County Registrar of Voters.

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-trustee area elections in time for the Governing Board’s November 2016 election. In the by-trustee area process Gavilan trustees will be elected by voters in each of seven single-member trustee areas (TAs).

At its meeting of November 10, 2015, this Board adopted, pursuant to Resolution No. 1000, Map Plan IV for use in a by-trustee area election process commencing with the District’s next regularly scheduled governing board member election which will occur on November 8, 2016.

Each trustee area in Map Plan IV contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036. As part of the process of converting its election methodology from an at-large process to the by-trustee area methodology it was necessary to submit Trustee Area Map Plan IV to the County Registrars of Voters for Santa Clara and San Benito Counties.

Pursuant to the Resolution No. 1000, on November 24, 2015, the District’s demographer, Jeanne Gobalet, Ph.D., submitted shapefiles for the adopted trustee areas to each of the Registrars of Voters. The shapefiles are based on census block information which reflects total population, as opposed to being based on individual real estate parcels which the County of Santa Clara uses to create election precincts.

Mr. Robert Nguyen, Geographic Information System Manager (GIS) for the Santa Clara County Registrar of Voters office, asked the District for clarification of some Trustee Area boundaries. The inconsistencies are based on the different mapping data used for purposes of drawing
population based trustee areas, as opposed to real estate parcel based election precincts. The map projection used by the Santa Clara County Registrar of Voters is, therefore, different, and more accurate than that used by the U.S. Census Bureau. Dr. Gobalet met with Mr. Nguyen on February 4, 2016 to discuss minor adjustments that needed to be made in the Trustee Area boundaries adopted by the Board on November 10, 2015, in order to facilitate the plan's implementation in time for the various filing deadlines associated with the November 2016 election. Mr. Nguyen and Dr. Gobalet were able to reach agreement on the minor but necessary changes in the Trustee Area maps.

Dr. Gobalet has estimated the number of people involved in each boundary adjustment. See Table 1, attached as Exhibit 1 to this Resolution. The adjustments would improve Map Plan IV slightly by reducing the population deviation from 6.3 percent to 5.8 percent. In Dr. Gobalet's opinion, these changes are insignificant and do not change the adopted plan in any meaningful way. Maps 1-6 show the adjustments in detail (Exhibit 2 to this Resolution), and the Appendix (Exhibit 3) contains Mr. Nguyen's precinct maps with the adjustments.

The Santa Clara County Registrar of Voters' office requires that these minor modifications be authorized by formal action of this Board. The Trustee Area boundaries in San Benito County are not affected. The San Benito County Registrar of Voters has stated that there is no need for any clarifications or modifications to trustee areas in that County.

Budgetary Implications:
None.

Follow Up/Outcome:
Dr. Gobalet will submit this Resolution and its Exhibits to the Santa Clara County Registrar of Voters.

Recommended By: Dr. Steven M. Kinsella, Superintendent/President
Prepared By: Dr. Steven M. Kinsella, Superintendent/President
Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
RESOLUTION NO. 1004
RESOLUTION OF THE BOARD OF TRUSTEES OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT APPROVING MINOR MODIFICATIONS TO THE TRUSTEE AREA MAP PLANS APPROVED BY THIS BOARD AT ITS NOVEMBER 10, 2015 MEETING, AS REQUESTED BY THE OFFICE OF THE SANTA CLARA COUNTY REGISTRAR OF VOTERS.

WHEREAS, 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-trustee area elections in time for the Governing Board's November 2016 election; and

WHEREAS, in a by-trustee area election process, candidates for the District's Governing Board of Trustees (the "Board") must reside in, and be registered to vote, within a specific geographic subarea of the District called a "trustee area" and candidates are elected only by the voters of that trustee area; and

WHEREAS, District staff and consultants prepared proposed trustee area plans and recommendations (the "Plans") that the Board and public considered; and

WHEREAS, Education Code section 72036 allows community college districts to transition from an at-large election methodology to a by-trustee area election methodology upon the adoption of a resolution by the district’s board in support of transitioning to a by-trustee area election process, and upon the approval of the Board of Governors of the California Community Colleges; and

WHEREAS, Education Code section 72036 allows the Board of Governors to waive the Education Code's requirement of an election in advance of a change to the by-trustee area election methodology; and

WHEREAS, at its meeting of November 10, 2015, this Board adopted, pursuant to Resolution No. 1000, Map Plan IV for use in a by-trustee area election process commencing with the District's next regularly scheduled governing board member election occurring in November of 2016; and

WHEREAS, at its meeting of November 10, 2015, this Board also authorized the Superintendent/President to take all actions necessary to obtain the approval of this change, as well as a waiver of the election requirement from the Board of Governors of the California Community Colleges. The Superintendent/President submitted the District’s Waiver Request form to the Board of Governors on or about November 12, 2015; and

WHEREAS, the Board of Governors unanimously approved the District’s request that the election requirement be waived at its January 19, 2016 meeting; and

WHEREAS, each trustee area in Map Plan IV contains substantially equal population utilizing the most recent decennial federal census data as required by Education Code section 72036; and
WHEREAS, the trustee areas from which governing board members will be elected in November, 2016, are Areas 2, 4 and 6; and

WHEREAS, the trustee areas from which governing board members will be elected in the following governing board member election occurring in November, 2018, are Areas 1, 3 and 7

WHEREAS, the Gavilan Joint Community College District is currently in the process of implementing its conversion of its election methodology to an at-large process of electing its governing board members; and

WHEREAS, as part of the process of converting its elections methodology from an at-large process of electing its governing board members to a by-trustee area methodology it was necessary to submit Trustee Area Map Plan IV to the County Registrars of Voters for Santa Clara and San Benito Counties; and

WHEREAS, pursuant to the Board's direction, on November 24, 2015, the District's demographer, Jeannine Gobalet, Ph.D., submitted shapefiles for the adopted trustee areas to each of the Registrars of Voters. The shapefiles are based on census block boundaries for which the Census Bureau provides population data, as opposed to being based on individual real estate parcels which the County of Santa Clara uses to create election precincts (but for which no population data are available). The Santa Clara County Registrar of Voters requested and received a parcel-based description of the Trustee Areas in that county; and

WHEREAS, Mr. Robert Nguye, Geographic Information System Manager (GIS) for the Santa Clara County Registrar of Voters office, asked the District for clarification of some Trustee Area boundaries. There were inconsistencies resulting from the different geographical units used for purposes of drawing population-based trustee areas, as opposed to real estate parcel-based election precincts. The base map used by the Santa Clara County Registrar of Voters is different, and more accurate than that used by the U.S. Census Bureau. Dr. Gobalet met with Mr. Nguyen on February 4, 2016, to discuss minor adjustments that needed to be made in the Trustee Area boundaries adopted by the Board on November 10, 2015, in order to facilitate the plan's implementation in time for the filing deadline for the November 2016 election. Mr. Nguyen and Dr. Gobalet were able to reach agreement on the minor but necessary changes in the Trustee Area maps; and

WHEREAS, Dr. Gobalet has estimated the number of people involved in each boundary adjustment. See Table 1, attached as Exhibit 1 to this Resolution. The adjustments would improve Map Plan IV slightly by reducing the population deviation from 6.3 percent to 5.8 percent. This change occurs because the population of Trustee Area 3 is slightly reduced because of the minor boundary changes; and

WHEREAS, in Dr. Gobalet's opinion, these changes are very minor and do not change the adopted plan in any meaningful way. Maps 1-6 show the adjustments in detail (Exhibit 2 to this Resolution), and the Appendix (Exhibit 3) contains Mr. Nguyen's precinct maps with the adjustments; and

WHEREAS, the Santa Clara County Registrar of Voters office requires that these minor modifications be authorized by formal action of this Board; and
WHEREAS, the Trustee Area boundaries in San Benito County are not affected. The San Benito County Registrar of Voters has stated that there is no need for any clarifications or modifications to trustee area boundaries in that county; and

NOW THEREFORE, be it resolved by the Governing Board of Trustees of the Gavilan Joint Community College District as follows:

1. That the above recitals are true and correct.

2. That the Board hereby authorizes the revisions to Trustee Areas as set forth in Exhibits 1, 2, and 3 to this Resolution.

3. That the Superintendent/President and/or his/her designee take all actions necessary and proper to accomplish the purposes of this Resolution.

ADOPTED, SIGNED AND APPROVED this ___ day of __________, 2016.

Laura Perry, President of the
Governing Board of the
Gavilan Joint Community College District

I, Lois Locci, Clerk of the Governing Board of the Gavilan Joint Community College District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board held on the ___ day of __________, 2016, and that it was so adopted by the following vote:

AYES: ______________________

NOES: ______________________

ABSTAIN: ____________________

ABSENT: ____________________

Lois Locci, Clerk of the
Governing Board of the
Gavilan Joint Community College District
**EXHIBIT “I”**

**TABLE I**

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<th>Adjusted Population</th>
<th>Deviation</th>
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<th>Original Percent</th>
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<td>1.7%</td>
<td>1.7%</td>
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<td>25,202</td>
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<td>3.2%</td>
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Gavilan Joint Community College District Trustee Areas
Adopted 11/10/15
Adjustments suggested by the Santa Clara Registrar of Voters February 2016

Exhibit 1 – (Page 1 of 1)
EXHIBIT "2"

MAP OVERVIEW OF PLAN ADOPTED NOVEMBER 10, 2015

Gavilan JCCD
Trustee Areas
Plan Adopted October 13, 2015

Map Layers
- Plan Adopted Oct 13, 2015
- City/Geosac Designated Place
- Highway

City
- Aromas
- Gilroy
- Hollister
- Morgan Hill
- Ridgemark
- San Jose
- San Juan Bautista
- San Martin
- Tres Pinos

County
San Benito County
Santa Clara County

Exhibit 2 – (Page 1 of 7)
EXHIBIT "2"
TRUSTEE AREA MAPS

Map 1: TA 1 to TA 2 (est. four people)

- Gavilan JCCD
- Plan Adopted October 13, 2015 (black line)
- Trustee Areas Revised by ROV 2-17-16 (red line)
- Populations Shifted from TA1 to TA2 (gray shaded areas)

Legend:
- Plan Adopted Oct 13, 2016
- Gavilan-JCC: Decided (ROV)
- Water Street
- Road/Water
- City Limits
- Morgan Hill
- San Jose

Population = 4 shifted from TA1 to TA2
EXHIBIT "2"
(continued)

TRUSTEE AREA MAPS (2 of 6)

Map 2: TA 2 to TA 1 (est. three people)

Gavilan JCCD
Plan Adopted October 13, 2015 (black line)
Trustee Areas Revised by ROV 2-17-16 (red line)
Population Shifted from TA2 to TA1 (gray shaded area)

population = 3
shifted from TA2 to TA1

Exhibit 2 – (Page 3 of 7)
EXHIBIT "2"
(continued)

TRUSTEE AREA MAPS (3 of 6)

Map 3: TA 2 to TA 1 (est. six people)

- Gavilan CCD
- Plan Adopted October 13, 2015 (black line)
- Trustee Areas Revised by ROV 2-17-16 (red line)
- Population Shifted from TA2 to TA1 (gray shaded area)

**Population = 6 shifted from TA2 to TA1**
EXHIBIT "2"
(continued)

TRUSTEE AREA MAPS (4 of 6)

Map 4: TA 2 to TA 3 (est. 38 people)

- Gavilan JCCD
- Plan Adopted October 13, 2015 (black line)
- Trustee Areas Revised by ROV 2-17-16 (red line)
- Population Shifted from TA2 to TA3 (gray shaded area)

\[ \text{population} = 38 \]
\[ \text{shifted from TA2 to TA3} \]
EXHIBIT "2"
(continued)

TRUSTEE AREA MAPS (5 of 6)

Map 5: TA 3 to TA 4 (est. 161 people)

- Map Layers
  - Plan Adopted Oct 13, 2015 (black line)
  - JCCD-adjusted (red line)
  - Population Shifted from TA3 to TA4 (gray shaded area)

- Population = 161
  - Shifted from TA3 to TA4
EXHIBIT "2"
(continued)
TRUSTEE AREA MAPS (6 of 6)

Map 6: TA 3 to TA 4 (est. two people)

Gavilan JCCD
Plan Adopted October 13, 2015 (black line)
Trustee Areas Revised by ROV 2-17-16 (red line)
Population Shifted from TA3 to TA6 (gray shaded area)

population = 2
shifted from TA3 to TA6

Exhibit 2 – (Page 7 of 7)
EXHIBIT "3"

ADJUSTED PRECINCT MAPS FROM SANTA CLARA COUNTY REGISTRAR OF VOTERS

Exhibit 3 - (Page 1 of 5)
EXHIBIT "3"  
(continued)

ADJUSTED PRECINCT MAPS FROM  
SANTA CLARA COUNTY  
REGISTRAR OF VOTERS
EXHIBIT "3"
(continued)

ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS

Exhibit 3 - (Page 3 of 5)
EXHIBIT "3"
(continued)

ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS

Exhibit 3 - (Page 4 of 5)
EXHIBIT "3"
(continued)

ADJUSTED PRECINCT MAPS FROM
SANTA CLARA COUNTY
REGISTRAR OF VOTERS

Exhibit 3 - (Page 5 of 5)
NEW BUSINESS
SUBJECT: Curriculum

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

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

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

Budgetary Implications:
None.

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

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

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

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

JLE 302 Prerequisite
Correct Prerequisite based on request from Chancellor’s Office.

NEW COURSE PROPOSAL - FIRST READING

WTRM 136 OSHA Construction Industry Safety Course 1 Units, 1 Lec, 0 Lab
This course covers OSHA standards and requirements as they apply to the construction industry and teaches safety awareness which helps in recognizing and reducing the risk of job site hazards. Emphasis will be on hazard identification, avoidance, control and prevention. Students who successfully complete this course will receive their 10-hour Construction safety course completion certificate/card.

NEW COURSE PROPOSAL - SECOND READING

THEA 30 Dance Appreciation 3 Units, 3 Lec, 0 Lab
Students will explore dance from an aesthetic, historic, and cultural point of view. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe. Attendance at a live dance performance is required.

MODIFICATIONS TO EXISTING COURSES – FORM C

AH 51 Medical Surgical Nursing
AH 51 Advisory
Add advisory AH 8 and AH9

AMT 120 Powerplant Technology
AMT 120 Prerequisite
AMT 120 Textbook Update
Change hours:
From: 14 Units, 9 Lec, 15 Lab
To: 13.5 Units, 9 Lec, 12.5 Lab
Change Advisory to Prerequisite: AMT 100 & 101 Update textbook.

AMT 121 Powerplant Systems Technology
AMT 121 Prerequisite
AMT 121 Textbook Update
Change hours:
From: 14 Units, 9 Lec, 15 Lab
To: 13.5 Units, 9 Lec, 12.5 Lab
Change Advisory to Prerequisite: AMT 100 & 101 Update textbook.
ART 11 Creativity and Imagination
General update: Update student learning outcomes and textbook.

3 Units, 3 Lec, 0 Lab

ART/CD 25A Art Methods
Update textbook, student learning outcomes and methods of evaluation.

3 Units, 2 Lec, 4 Lab

ART/CD 25B Art Methods
Update textbook, student learning outcomes and methods of evaluation.

3 Units, 2 Lec, 4 Lab

CHN 1A Elementary Mandarin
Remove lab hours.
Update content and textbook.

5 Units, 5 Lec, 0 Lab

CHN 1B Elementary Mandarin
Remove lab hours.
Update content and textbook.

5 Units, 5 Lec, 0 Lab

CHEM 12A Organic Chemistry
General Update: Update textbooks and student learning outcomes.

5 Units, 3 Lec, 6 Lab

CHEM 12B Organic Chemistry
General Update: Update textbooks and student learning outcomes.

5 Units, 3 Lec, 6 Lab

CMUN 1A Introduction to Public Speaking
General Update: Update textbooks and student learning outcomes.

3 Units, 3 Lec, 0 Lab

ENGL 2E Introduction to Women Writers
Updating to add to the English ADT.
Update content, cultural diversity, student learning outcomes and textbook.

3 Units, 3 Lec, 0 Lab

ENGL 99 Supplemental Instruction Leader Training
Extend emergency status: We need an extension on the emergency status so we can offer the course for the second time in summer 2016, as needed in preparation for offering supplemental instruction in the 2015-16 academic year. The extension is needed while we go through the process of vetting the proposed LRNA discipline through the academic senate.

1 Unit, 1 Lec, 0 Lab

ESL 543 Intermediate ESL Grammar/Writing II
Change course description:
This course reviews basic verb tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures. Students continue developing sentence and paragraph skills begun in previous courses.
Update content, student learning outcomes and textbook.

5 Units, 5 Lec, 0 Lab

ESL 553 Advanced ESL Composition I
Update textbook and reviewed content and student learning outcomes.

5 Units, 5 Lec, 0 Lab
ESL 563 Advanced ESL Composition II 5 Units, 5 Lec, 0 Lab

ESL 563 Prerequisite:
Prerequisite: ESL 553, Advisory: ESL 554
Update textbook and reviewed content and student learning outcomes.

JFT 209 Wildland Fire Origin and Cause Determination FI-210 .5 Units, .57 Lec, 1.25 Lab
JFT 209 Prerequisite
Change hours:
From: .5 Units, .62 Lec, 1.42 Lab
To: .5 Units, .57 Lec, 1.25 Lab
Change description:
This course is designed to meet the requirements of the National Wildfire Coordinating Group (NWCG) for Wildland Fire Investigator certification, as outlined in the Wildland and Prescribed Fire Qualifications System Guide (PMS 310-1), and the Position Task Book. The concepts taught in this course meet the minimum national performance standards for a Wildland Fire Investigator.
Update content, student learning outcomes and assignments.

JLE 115 Livestock Theft/Rural Crime 1 Unit, .8 Lec, 1.48 Lab
JLE 115 Prerequisite
General update: Update student learning outcomes, textbook and prerequisite.

JLE 155 Officer Safety/Field Tactics .5-1 Units, .34-.8 Lec, .57-1.48 Lab
JLE 155 Prerequisite
General update: Update student learning outcomes, content and prerequisite.

JLE 165 Philosophy of Leadership .5-3 Units, .75-1.70 Lec, .20-5.15 Lab
JLE 165 Prerequisite
Change lecture/lab breakdown:
From: .5-3 Units, 4.5-4.57 Lec, 45-2.28 Lab
To: .5-3 Units, 75-1.70 Lec, 20-5.15 Lab
General update: Update student learning outcomes and prerequisite.

MATH 413 Math Immersion Review - Basic Concepts Level 1 1-2 Units, 1-2 Lec, 0 Lab
Change course title:
From: Math Boot Camp
To: Math Immersion Review - Basic Concepts Level 1
Change description:
A remedial mathematics course designed for those students who need to learn, or re-learn the fundamental concepts of math. The primary focus is on operations with whole numbers, fractions, decimals, percentage and real life problems. This is pass/no pass class. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This class is an intense preparation for Math 402, Math 430, Math 411, and Math 235
Update content, textbook and student learning outcomes.

MATH 415 Math Immersion Review - Algebraic Concepts 1-2 Units, 1-2 Lec, 0 Lab
Change course title:
From: Math Boot Camp 2
To: Math Immersion Review - Algebraic Concepts
Change description:
A remedial mathematics course designed for those students who need to learn, or re-learn the fundamental concepts of math. The primary emphasis is on algebraic expressions, linear/quadratic equations and applications, polynomials, graphing, and functions. This is pass/no pass class. Units earned in this course do not count toward the associate degree and/or certain certificate requirements. This class is an intense preparation for Math 240, Math 242, Math 8A.

Update content, textbook and student learning outcomes.

**MUS 7  Songwriting and Composition**  
3 Units, 3 Lec, 0 Lab  
General update: Update student learning outcomes and textbook.

**THEA 11A, KIN 111A  Dance and Movement for the Theatre A**  
2 Units, 1 Lec, 3 Lab  
Change short title: DANCE AND MOVEMENT-A  
Cross list THEA 11A with KIN 111A.  
Update textbook and student learning outcomes.

**THEA 11B, KIN 111B  Dance and Movement for the Theatre B**  
2 Units, 1 Lec, 3 Lab  
Change short title: DANCE AND MOVEMENT-B  
Cross list THEA 11B with KIN 111B.  
Update textbook and student learning outcomes.

**THEA 11A, KIN 111C  Dance and Movement for the Theatre C**  
2 Units, 1 Lec, 3 Lab  
Change short title: DANCE AND MOVEMENT-C  
Cross list THEA 11C with KIN 111C.  
Update textbook and student learning outcomes.

**DISTANCE EDUCATION – FORM D**

**ART/CD 25A  Art Methods**  
3 Units, 2 Lec, 4 Lab  
Change to hybrid only.  
Hybrid form meets students' and instructors needs for using classroom time/space most efficiently.

**ART/CD 25B  Art Methods**  
3 Units, 2 Lec, 4 Lab  
Change to hybrid only.  
Hybrid form meets students' and instructors needs for using classroom time/space most efficiently.
SUBJECT: California Community College Trustees (CCCT) Board Elections, 2016

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

Background:
The election of members of the CCCT Board will take place between March 10 and April 25. There are eight seats up for re-election on the Board.

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

The 15 trustees who have been nominated for election to the Board are listed on the attached sheet in the Secretary of State’s random drawing order.

Budgetary Implications:
None

Follow Up/Outcome:
Official ballots must be signed and returned to the League office, postmarked no later than April 25.
DATE: February 26, 2016
TO: California Community College Trustees
   California Community College District Chancellors/Superintendents
FROM: Larry Galizia, President/CEO
SUBJECT: CCCT BOARD ELECTION — 2016

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are eight (8) seats up for re-election on the board.

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

The 15 trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of February 12, 2016. This mailing includes the one official ballot to which each community college district is entitled, candidate statements, and biographical sketches of each candidate. Candidates' statements and bios will also be available on the League's website (www.ccleague.org).

Please remember that:

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

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

Although it is not required, you may want to send your ballots via certified mail as we will not have the ability to confirm receipt. Official ballots must be signed and returned to the CCCT Elections Committee, League office, with a postmark dated no later than April 25. A self-addressed return envelope is enclosed for your convenience. Faxed or emailed ballots will not be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT board president with the results announced at the CCCT Annual Conference, April 29 – May 1 in Desert Springs.

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

Attachments:
List of Candidates
CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:
   Official Ballot and Return Envelope
   Candidates' Biographic Sketches and Statements
CCCT 2016 BOARD
OFFICIAL BALLOT

Vote for no more than eight (8) by checking the boxes next to the names.

NOMINATED CANDIDATES
List order based on Secretary of State’s February 12, 2016 random drawing.

☐ Mary Figueroa, Riverside CCD
☐ *Susan “Sue” M. Keith, Citrus CCD
☐ *Linda S. Wah, Pasadena Area CCD
☐ Loren Steck, Monterey CCD
☐ T. J. Prendergast III, South Orange County CCD
☐ Carmen Avalos, Cerritos CCD
☐ Kenneth A. Brown, El Camino CCD
☐ *Sally W. Biggin, Redwoods CCD
☐ *Louise Jaffe, Santa Monica CCD
☐ Marianne Tortorici, Victor Valley CCD
☐ Andra Hoffman, Los Angeles CCD
☐ *Jerry D. Hart, Imperial CCD
☐ *Cy Gulassa, Peralta CCD
☐ Barbara Gaines, Antelope Valley CCD
☐ Shari Giese, Lassen CCD

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:
This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District:

Secretary of the Board

President or Vice President of the Board

CCCT Board Elections Committee • Community College League of California
2017 O Street • Sacramento CA 95811-5211
Gavilan Joint Community College District
Governing Board Agenda
April 12, 2016

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

SUBJECT: Confer Honorary Degree

Resolution: BE IT RESOLVED,  
Information Only  
Action Item

Proposal:
That the Board of Trustees authorize the award of an Honorary Associate of Arts degree to Larry Barr for his support of the communities in the service area of Gavilan College.

Background:
Hollister resident Larry Barr is the Director of Chemical and Linear Operations at Pacific Scientific – Energetic Materials Company, where he has been employed since 2003. Prior to joining Pacific Scientific he spent 27 years at McCormick Selph, Inc, as Director of Chemical Operations.

Mr. Barr has a long history of service to the community. He spent 12 years as president of the San Benito Business Council, finally stepping down in December 2015. He's been the chairperson of the Community Food Bank of San Benito County since 2010, and has also contributed his time and resources as a donor, volunteer, and former Vice Chair. He is a member of the Hollister Rotary and is dedicated to children, education, and the alleviation of poverty.

Mr. Barr studied at the University of Oregon and UC Davis, where he earned a Bachelor's Degree in Math and Physics. He then did post graduate work in Chemical engineering at Stanford University.

Budgetary Implications:
None.

Follow Up/Outcome:
Mr. Barr will be present at the 2016 graduation ceremony and will be appropriately recognized at that time.

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

Prepared By: [Signature]

Agenda Approval: [Signature]  

Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Child Development Student Teaching Practicum Memorandum of Understanding (MOU)

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
Consent to sign MOU between the Aromas San Juan Unified School District and Gavilan Community College for 2016-2018.

Background:
This agreement (attached) supports Gavilan College Child Development and Educational Studies students completing Gavilan courses requiring observation and student teaching lab work. The MOU states the requirements for students completing their student teaching hours in ASJUSD sites. With the closure of the CDES lab on Gavilan campus it is necessary to pursue off site programs willing to host Gavilan students required to complete observations of children and student teaching lab hours in licensed community programs.

Budgetary Implications:
No monetary exchange.

Follow Up/Outcome:
The MOU will be updated on a regular basis and/or as directed by either ASJUSD or Gavilan College.

Recommended By: Sherrean Carr, Dean of Career Technical Education

Prepared By: Pat Henrickson, Faculty, Child Development and Educational Studies

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Child Development Student Teaching Practicum Memorandum of Understanding

Parties: This agreement is entered between the Gavilan Joint Community College District, hereinafter known as "Gavilan", the Aromas San Juan Bautista Unified School District hereinafter known as "ASJUSD", and both organizations when referred together shall be known as "Parties".

Purposes: The purpose of this agreement is to enable Gavilan to partner with ASJUSD with the express purpose of providing on site experiences for student teaching/practicum/student service learning experiences for Gavilan students. ASJUSD will provide the educational program for students to complete required hours for their Gavilan courses.

The purpose of this MOU is to establish roles and responsibilities for Gavilan and ASJUSD and to establish procedures and guidelines for all to comply.

Term: The term of this agreement is March 1, 2016 to September 15, 2018.

Scope: Students completing the requirements for on-site experience/Student Teaching/Practicum/ and Student Service Learning in an early childhood setting under a California Child Development credentialed or permitted teacher.

Insurance:

a. Without in any way limiting Parties' liability pursuant to the "indemnification" section of this Agreement, Gavilan shall procure and maintain during the full term of this Agreement the following insurance amounts and coverage:
   1. Commercial General Liability Insurance with limits not less than $1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage (including coverage for claims of sexual abuse and molestation).
   2. Workers' Compensation Insurance, with Employer's Liability limits not less than $1,000,000 (one million dollars) each accident.
   3. Professional Liability (E & O) Insurance with limits not less than $1,000,000 (one million dollars) each occurrence and in the aggregate. Coverage must at a minimum apply to negligent Errors and Omissions arising out of professional services, performed under the contract, with any deductible not to exceed $100,000 each claim.

b. Commercial General Liability policy must provide the following:
   1. Name as Additional Insured the Aromas San Juan Bautista Unified School District, its Board, officers and employees.
   2. That such policy is primary insurance to any other insurance available to the additional insured, with respect to any claims arising out of this Agreement and that such policies apply separately to each insured against who claim is made or suit is brought.

c. If any policies are written on a claims-made form, Gavilan agrees to maintain such insurance continuously in effect for three years following completion of the Agreement or extend the period for reporting claims for three years following the completion of this Agreement, such that occurrences which take place during the Agreement period shall be insured for three years following completion of the Agreement.
d. Gavilan shall provide the ASJUSD with the appropriate certificate(s) of insurance prior to commencing performance. Gavilan shall also be obligated to notify the ASJUSD in writing at least 30 (thirty) days in advance of any cancellation, non-renewal or reduction of any of its insurance policies required under this Agreement.

Indemnification:

a. With respect to professional services to be provided under this Agreement, the Parties shall indemnify and hold harmless each other's Board, Trustees, agents, and employees from and against any and all actions, claims, damages and losses, that may arise out of or in any way result from the negligent or intentional acts, errors, or omissions of either party.

b. With respect to claims arising under Parties' general liability coverage, Parties shall indemnify and hold harmless each other's, Board, Trustees, agents, and employees from and against any actions, claims, damages or loss, that may arise out of or in any way result from Parties' activities in the performance of its services under this Agreement.

c. Gavilan will not, and will not permit its officers, employees and/or agents, to infringe on any patent right, copyright, trade secret or any other proprietary right or trademark of the ASJUSD in the performance of services under this Agreement. Gavilan shall not disclose to third parties any details of its services for the ASJUSD or actions, inactions or decisions of the Agency, other than disclosure to third parties of the fact that Gavilan represented the ASJUSD in the particular publicly know transactions on which Gavilan works on the ASJUSD's and to describe in general terms only, the consultant's role, the services Gavilan performed, and the nature of such transactions. Such disclosures may be made to current or prospective clients of Gavilan or to others, and may consist of announcements and advertisements placed at Gavilan's own expense in legal, business, financial and other periodicals and publications.

d. Should litigation or arbitration occur between the Parties, each party will be responsible for their own attorneys fees.

In order to participate each student must have a file that is kept onsite that includes the following:

1. General Student Information
2. TB clearance (completed within the last year)
3. Brief description of the experiences to be performed by and with the student under the course guidelines.
4. Number of hours that the student will participate in the onsite experience under this agreement
5. Projected time frame for the onsite experience in the course

Gavilan will be responsible for:

1. Determining the eligibility of the student participating in the onsite experience
2. Collaborating with ASJUSD to arrange for student placement and student expectations before working in the classroom.
3. Communicating to the Gavilan students their specific placements with ASJUSD.
4. Before student placement, submitting to ASJUSD managers’ course expectations and assignments to be performed by students in ASJUSD classrooms.

5. Ensuring that each student will make an appointment with the ASJUSD early childhood education coordinator to complete required volunteer forms, including a criminal background check and submit TB clearance.

6. Taking appropriate actions if the placement is not suitable for a student (students may be removed from on-site experience on a particular assignment or from the ASJUSD programs either on their own initiative or at the request of ASJUSD.)

**ASJUSD will be responsible for:**

1. Ensuring that the student will not be left alone or in charge of children without the presence of an ASJUSD certificate/permitted staff member. Students are regarded as volunteers and are not to replace ASJUSD staff.

2. Work closely with Gavilan Child Development and Educational Studies (CDES) faculty in assigning students to participate in classrooms with an ASJUSD teacher possessing an appropriate credential/permit and meeting the requirements for Title V Lab Teacher Substitutes.

3. Working with the student to make sure that the activities and interactions implemented are appropriate and follow ASJUSD procedures, expectations, curriculum requirements and ASJUSD conduct and ethical code including confidentiality of students.

4. Providing necessary training, equipment, and instruction to the student in order to adequately participate in on-site experience.

5. Maintaining sign in log for hours spent on-site by each student.

**Both parties agree that:**

1. No student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, or national origin, or gender. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub.L. 88-352; 78 Stat.252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts.

2. When difficulties arise students will maintain confidentiality at all times and talk to program managers to resolve issues. Classroom experiences will be shared in the college classroom in a manner in which promotes education and protects the privacy of the children and families of ASJUSD.

3. Neither Gavilan nor ASJUSD will provide transportation for students to and from their on-site assignments.

4. Students will not be compensated by ASJUSD for their participation in the on-site experiences.

5. Gavilan students will not discipline ASJUSD students, be ultimately responsible for daily lessons, feed or diaper children.

6. Gavilan students will not have access to student files, confidential information, ASJUSD passwords or site keys.

7. Gavilan will provide on-site experience services to the ASJUSD Programs at no cost.

8. Either party may terminate this agreement with mutual understanding and proper authorization.
9. Classroom teachers and college students are familiar with the guidelines of volunteer activities and agree to follow them.

10. No funds will be due or payable between Parties.

ASJUSD Program
Authorized Official of Organization

Signature: __________________________
Typed: __________________________
Date: __________________________

Gavilan Joint Community College District
Authorized Official of Organization

Signature: __________________________
Typed: Frederick E. Harris, VP Admin Svcs
Date: March 2, 2016
Gavilan Joint Community College District
Governing Board Agenda
April 12, 2016

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

SUBJECT: Land Lease Agreement between County of Santa Clara, State of California, by and between Gavilan College Lessor and the Gilroy Garlic Festival Association, Inc. Lessee

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

Proposal:
That the Board of Trustees approve entering into a Lease Agreement between the Gilroy Garlic Festival Association, Inc. a non-profit California corporation and jointly the County of Santa Clara, State of California and Gavilan Joint Community College District for the lease of the paved campus parking lots at 5055 Santa Teresa Boulevard, Gilroy, CA 95020, designated on site as Lot A, Lot B and Lot C. Commencing on July 29, 2016 and ending on July 31, 2016.

Background:
Since 1979, the Gilroy Garlic Festival Association, Inc. a non-profit has awarded over $10 million to community non-profit organizations.

Budgetary Implications:
The college will receive payment of $1.00 per the lease agreement term.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda
April 12, 2016

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

SUBJECT: Child Development Center Interior Renovations Project, Change Order #1

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

Proposal:
That the Board of Trustees authorizes the first and final Capital Project change order request for the Child Development Center Interior Renovations Project. Change Order #1 is $12,735.73. Original Agreement to Calstate Construction was $288,999. Total Construction Cost including Change Order #1 is $301,734.73.

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

   Child Development Center Interior Renovations Project
   Calstate Construction, CO #1 for $12,735. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling $12,735.73. The initial estimate for all the change orders totaled $15,018 but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $2,282.27.

The change order was a direct result of the changing the scope of work to delete the fence and gate portion of the project, then revised the site work to include removal of rubber play surface in walkway, remove permanent pergola, clear weeds at sand area, provide and install weed barrier, pour 3" of aggregate ground cover, add 1 sheet vinyl in Unisex Restroom.

Budgetary Implications:
The efficient use of Measure E Funds.
Follow Up/Outcome:
Upon Board approval, the change order will be issued to the contractor.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Change Order for Child Development Center Interior Renovations

CHANGE ORDER #01 - Calstate Construction, Inc.

<table>
<thead>
<tr>
<th>PCCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Door in Room 5107 will remain in place</td>
<td>$(508.92)</td>
<td>0</td>
</tr>
<tr>
<td>002</td>
<td>Add sheet vinyl 1 for use in Unisex Restroom</td>
<td>$479.03</td>
<td>0</td>
</tr>
<tr>
<td>003</td>
<td>Omit from scope of work, material and labor associated with installation of fence, gate, fence post footings and concrete flatwork. Add to scope of work, removal of rubber play surface, clear weeds at sand area, remove 3&quot; of sand and save for District. Provide and install weed barrier. Pour 2-3&quot; of 3/4&quot; aggregate ground cover.</td>
<td>$10,816.02</td>
<td>0</td>
</tr>
<tr>
<td>004</td>
<td>Clear and remove, install 2 lines of sikaflex at entrance walkway</td>
<td>$1,949.60</td>
<td>0</td>
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**TOTAL** $12,735.73 0

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<tr>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
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<tr>
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<td>Net Change By Previously Authorized Change Orders</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Revised Contract Amount Prior to this Change Order</td>
<td>$288,999.00</td>
<td></td>
</tr>
<tr>
<td>Change Order #01</td>
<td>$12,735.73</td>
<td></td>
</tr>
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<td>New Contract Amount Including this Change Order</td>
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<td>Available Construction Contingency</td>
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<td>Change Order #01</td>
<td>$12,735.73</td>
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<td>Remaining Construction Contingency</td>
<td>$16,163.27</td>
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<td>Contract Start Date</td>
<td>September 14, 2015</td>
</tr>
<tr>
<td>Contract Substantial Completion Date</td>
<td>December 11, 2015</td>
</tr>
<tr>
<td>New Contract Substantial Completion Date</td>
<td>December 11, 2015</td>
</tr>
<tr>
<td>(By Previously Authorized Change Orders)</td>
<td></td>
</tr>
<tr>
<td>New Contract Substantial Completion Date</td>
<td>December 12, 2015</td>
</tr>
<tr>
<td>(Including this Change Order)</td>
<td></td>
</tr>
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</table>
Gavilan Joint Community College District
Governing Board Agenda

April 12, 2016

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

SUBJECT: Notice of Completion for the Child Development Center Interior Renovations Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees accept the Child Development Care Interior Renovations Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:
The Child Development Care Interior Renovations Project has been completed as of February 29, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:
The Child Development Center Interior Renovations Project total project cost is approximately $485,747.

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: IBI Group Architecture and Planning Project Assignment Amendment

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approves IBI Group Architects and Planning Project Assignment Amendment (PAA) for a Fire Prevention Consultant to prepare the drawings for a temporary fire tank system at the Coyote Valley Educational Center site.

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

In order to protect the project and to keep the entire Phase 1 Coyote Valley Educational Center project on schedule, temporary water storage is required to be provided on site for approximately 3 months while and after the modular buildings are installed and before the actual connections to the city water source are made. Per this PAA, IBI will secure the services of fire prevention consultant Axiom Engineers to prepare the drawings for a temporary fire tank system at the Coyote Valley Educational Center site.

The scope of work for the Fire Prevention Consultant includes:
- Determining the required water supply storage requirements in accordance with NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting.
- Temporary water storage to protect new 8,640 square foot type V-B Building A, 3,840 square foot type V-B Building B, 6,240 square foot type V-B Building C, 6,240 square foot type V-B Building D, and 6,240 square foot type V-B Building E for approximately 3 months until new municipal water supply and private underground fire service shown on the Increment #1 Civil drawings are available to the site.
- Specification of NFPA 1142 compliant water storage tank(s).
- One (1) meeting with San Jose Fire Marshal for review of proposed Temporary Fire Water Storage Design.
- Response to San Jose Fire Marshal comments and corrections to proposed Temporary Fire Water Storage Design as required to obtain approval.
- Basic service fees of $8,500 from Measure E bond funds.
Budgetary Implications:
The efficient use of Measure E Bond Program funds.

Follow Up/Outcome:
Process the agreements.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Special Inspector of Record Agreement with Consolidated Engineering Laboratories

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approves this Special Inspector of Record Agreement with Consolidated Engineering Laboratories for observations of materials testing and construction inspection services for Coyote Valley Educational Center, Increment #2.

Background:
The District anticipates construction of Coyote Valley Educational Center, Increment #2 located at 560 Bally Avenue, San Jose CA. In connection with construction of this project, the District is required by applicable law to retain a Special Inspector of Record (IOR) services to complete inspection and testing of project construction materials and construction inspections. District wishes to contract with Consolidated Engineering Laboratories for services as the Special Inspector of Record for this project pursuant to Government Code Section 53060.

Special Inspection of Record Agreement for Coyote Valley Educational Center, Increment #2
- Services to include review of construction documents, tests and inspections of construction materials testing and construction inspection services, and preparation all required documentation per DSA requirements.
- Service fees for time and materials not to exceed $19,859.70.

Budgetary Implications:
Efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Geotechnical Service Agreement with Cornerstone Earth Group

Proposal:
That the Board of Trustees approves this Geotechnical Agreement with Cornerstone Earth Group for geotechnical observation and testing services for Coyote Valley Educational Center, Increment #2.

Background:
The District anticipates construction of Coyote Valley Educational Center, Increment #2 located at 560 Baily Avenue, San Jose CA. In connection with construction of this project, the District is required by applicable law to retain Geotechnical of Record (GOR) services to complete inspection and testing of project construction materials and soils. District wishes to contract with Cornerstone Earth Group for special services as the GOR for this project pursuant to Government Code Section 53060.

Geotechnical Service Agreement for Coyote Valley Educational Center, Increment #2
- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation per DSA requirements.
- Service fees for time and materials not to exceed $16,300.

Budgetary Implications:
Efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Project Inspector Service Agreement with Irick Inspection Services

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approve this Project Inspector of Record Agreement with Irick Inspections, Inc. for the Coyote Valley Educational Center, Increment #2.

Background:
The District anticipates construction on the Coyote Valley Educational Center, Increment #2. District is required by applicable law to retain the services of a Division of State Architect (DSA) certified Project Inspector. District wishes to contract with Irick Inspections, Inc. for IOR special services on this project pursuant to Government Code 53060. Services to include review of construction documents, recording, reporting, testing and inspections required by DSA Procedure Regulation.

1. Coyote Valley Educational Center, Increment #2. Service fees for time and materials for inspection services not to exceed $108,000 funded from Measure E funds.

Budgetary Implications:
The efficient use of Measure E Bond Program Funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Consider and Accept Bid for the Coyote Valley Low Voltage Package

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees considers and accepts the bid from Commercial Plumbing & Building, Inc. for the Coyote Valley Educational Center Low Voltage Package.

Background
The bid for this low voltage (telecom, voice, data & fire alarm) project closed on March 29, 2016. A total of one (1) contractor participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Commercial Plumbing & Building, Inc. in the amount of $337,800.

Unfortunately, this contract is not large enough to attract more bidders during the summer when contractors are already booked and are too busy. The original cost estimate for this work was budgeted at $600,000, so this bid response is at a fair price. If we delay this project to get more bids, we will jeopardize the start of school.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated March 31, 2016. 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 and contract.

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
March 31, 2016

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

Re: Bid Analysis
Coyote Valley Increment #2 Low Voltage Package
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, Commercial Plumbing & Building, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Commercial Plumbing & Building, Inc. confirmed their base bid amount of $337,800 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. Budget $600,000
   B. Low Responsive Bid $337,800
   C. Average Bid $337,800
   D. High Bid $337,800
   E. Number of Contractors Contacted 20
   F. Number of Plan Holders 20
   G. Number of Potential Bidders 7
   H. Number of Bidders 1
2. Bond Review
   A. Contractor's Bid Bond
      Commercial Plumbing & Building, Inc. has provided a Bid Bond in the
      required amount of 10% of their bid amount. The surety is Contractors
      Bonding and Insurance Company of Illinois. Their address is 9025 N.
      Lindbergh Dr., Peoria, Illinois, 61615. The contact number is (949) 341-
      9110.

   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 100092860 and the effective date
      is 1/1/16 with American Contractors Indemnity Company. Their address
      is 601 S. Figueroa St. Suite 1600, Los Angeles, California, 90017-5721.

3. Company History & Experience
   Commercial Plumbing & Building, Inc. has been in business since 2000.
   Commercial Plumbing & Building, Inc. is familiar with the Division of State
   Architect (DSA). Commercial Plumbing & Building, Inc. has worked with
   numerous K-12 schools throughout the bay area. To name a few are Pajaro Valley
   Unified School District, Las Lomitas School District, and Franklin-McKinley
   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

5. Reference Check
   A. Franklin-McKinley School District – The director of maintenance and
      auxiliary Veronica Lanto at Franklin-McKinley School District stated
      Commercial Plumbing & Building, Inc. has performed a couple of projects
      successfully for them. These projects varied in size. Veronica mentioned
      that they were cooperative and team oriented and had minimal problems
      with budget or schedule. Veronica said Commercial Plumbing & Building,
      Inc. work quality was great. Veronica said she recommends Commercial
      Plumbing & Building, Inc. for the Coyote Valley Increment #2 Low
      Voltage Package Project.
B. Ben Irick from Ben Irick Inspections has worked on multiple projects with Commercial Plumbing & Building, Inc. Ben said Commercial Plumbing & Building, Inc. really value their relationship with each school district. Ben stated he was satisfied with Commercial Plumbing & Building, Inc. work. Commercial Plumbing & Building, Inc. kept to the schedule and there quality of work was to his expectation. Ben recommends Commercial Plumbing & Building, Inc. for the Coyote Valley Increment #2 Low Voltage Package Project.

6. **Contractor License Check**

| A. License Number:       | 862574         |
| B. License Status:       | Current and Active |
| C. License Issued to:    | Commercial Plumbing & Building, Inc. Corporation |
| D. Expiration Date:      | 8/31/17        |
| E. County of Incorporation: | Santa Clara    |
| F. Claims Against License: | No citations or cases on record |
| G. Type of License(s):  | B - General Building, C-10 - Electrical, C-20 - Warm-Air Heating, Ventilation & Air-Conditioning, C-36 - Plumbing |

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: Steve Sowa, IBI Group  
Casey Michaelis, Gilbane Building Company
<table>
<thead>
<tr>
<th>Bid Amount</th>
<th>Commercial Plumbing &amp; Building, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Proposal</td>
<td>X</td>
</tr>
<tr>
<td>Bid Security</td>
<td>X</td>
</tr>
<tr>
<td>Subcontractors List</td>
<td>X</td>
</tr>
<tr>
<td>Statement of Qualifications</td>
<td>X</td>
</tr>
<tr>
<td>Non Collusion Affidavit</td>
<td>X</td>
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<tr>
<td>DIR Registration</td>
<td>X</td>
</tr>
<tr>
<td>Contractor License</td>
<td>X</td>
</tr>
<tr>
<td>Addendum Acknowledgement</td>
<td>X</td>
</tr>
<tr>
<td><strong>Bid Total</strong></td>
<td><strong>$337,800.00</strong></td>
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Notes:
SUBJECT: Library, Student Center, & Theater Fire Alarm Replacement project Change Order #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees authorize a capital project change order request totaling $44,298 for the Library, Student Center & Theater Fire Alarm Replacement Project.

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

Library, Student Center & Theater Fire Alarm Replacement Project
Atlas Pellizzari Electric, CO #1 for $44,298. A detailed Change Order #1 table is attached for this project.

The change order was due to the installation of an annunciator panel with associated materials at each building, Library, Student Center & Theater, and the connection of the annunciator panels to the campus fire alarm loop. Work also included the installation of 14 new smoke detectors at the Student Center HVAC system, and the Installation of new fire alarm system strobes at the Student Center & Library.

This change order totals $44,298. The initial estimate for this change order was $52,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $7,702.

This budget for this project was initially estimated to be $868,000, from $759,000 in State Scheduled Maintenance and $109,000 Measure E matching funds. Including this Change Order, the completed project came in under budget, with a total project cost reduced to $710,000.
Budgetary Implications:
The efficient use of Measure E and State Schedule Maintenance Funds.

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Change Order for Library, Student Center, & Theater Fire Alarm Replacement Project

CHANGE ORDER #01 - Atlas Pellizzari Electric, Inc.

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<th>Description</th>
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<th>Additional Days (Calendar)</th>
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<td>001</td>
<td>Installation of new conduit, cabling and associated materials to announciator panel to connect Theater to campus fire alarm loop.</td>
<td>$4,933.00</td>
<td>0</td>
</tr>
<tr>
<td>002</td>
<td>Installation of new conduit, cabling and associated materials to annunciator panel to connect Student Center to campus fire alarm loop.</td>
<td>$5,995.00</td>
<td>0</td>
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<tr>
<td>003</td>
<td>Installation of new conduit, cabling and associated materials to annunciator panel to connect Library to campus fire alarm loop.</td>
<td>$4,960.00</td>
<td>0</td>
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<tr>
<td>004</td>
<td>Installation of 8 new fire alarm system strobes and associated materials per code requirements at Student Center.</td>
<td>$5,116.00</td>
<td>0</td>
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<tr>
<td>005</td>
<td>Installation of 11 new duct smoke detectors and associated materials due to unforeseen conditions at HVAC system in the Student Center.</td>
<td>$16,569.00</td>
<td>0</td>
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<td>006</td>
<td>Installation of 3 new duct smoke detectors and associated materials due to unforeseen conditions at HVAC system in the Student Center.</td>
<td>$5,116.00</td>
<td>0</td>
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<tr>
<td>007</td>
<td>Installation of 2 new fire alarm system strobes and associated materials per code requirements at Library building.</td>
<td>$1,609.00</td>
<td>0</td>
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</table>

**TOTAL**                                                                 $44,298.00 | 0

Contract Amount $470,000.00
Net Change By Previously Authorized Change Orders $-
Revised Contract Amount Prior to this Change Order $470,000.00
Change Order #01 $44,298.00
New Contract Amount Including this Change Order $514,298.00

Available Construction Contingency $47,000.00
Change Order #01 $44,298.00
Remaining Construction Contingency $2,702.00

Contract Start Date September 14, 2015
Contract Substantial Completion Date December 12, 2015
New Contract Substantial Completion Date December 12, 2015
(By Previously Authorized Change Orders)
New Contract Substantial Completion Date (Including this Change Order) December 12, 2015
SUBJECT: Notice of Completion for the Library, Student Center, and Theater Fire Alarm Replacement Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees accept the Library, Student Center, and Theater Fire Alarm Replacement Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:
The Library, Student Center, and Theater Fire Alarm Replacement Project was completed on February 1, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:
The Library, Student Center, and Theater Fire Alarm Replacement Project total project cost is approximately $710,000.

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Approval of an agreement with Live Oak Associates, Inc. for HCP compliance services at the Gavilan College Aviation Project at the San Martin South County Airport

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approves an agreement with Live Oak Associates, Inc. for an amount not to exceed $3,203 to complete the following conditions to comply with Santa Clara Valley Habitat Agency’s Habitat Conservation Plan (HCP) requirements at the Gavilan College Aviation Project at the San Martin South County Airport:

- 15 burrowing owl pre-construction survey
- Report of findings of pre-construction survey
- Construction monitoring
- Training
- Related follow-up meetings

Background:
This project qualifies for mitigation under Santa Clara County’s membership in the HCP, which is a more streamlined approach than the District having to separately apply as a Participating Special Entity as in other district projects. In order to fulfill these HCP requirements, the District has hired Live Oak Associates, Inc. to conduct the Pre-Construction Surveys, construction monitoring, training, etc.

Budgetary Implications:
Effective use of Measure E Bond Program Funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: Notice of Completion for the Water Storage Tank, Distribution and Well Improvements Project

Proposal:
That the Board of Trustees accept the Water Storage Tank, Distribution and Well Improvements Project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:
The Water Storage Tank, Distribution and Well Improvements Project has been completed as of March 31, 2016. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:
The Water Storage Tank, Distribution and Well Improvements Project were paid from $6,280,611 of State funds and $369,633 of Measure E funds for a total allocation of $6,650,244.

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

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

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

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