AGENDA

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

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

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSALRELEASE- Closed Session Pursuant to Government Code Section 54957

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

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

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

5. CONFERENCE WITH LEGAL COUNSEL – Faculty Association Demand for Arbitration on Grievance # 15-16, 002

6. PUBLIC EMPLOYEENT – Request for a Leave of Absence, Superintendent/President – Closed Session Pursuant to Government Code Section 54957

7. PUBLIC EMPLOYEE APPOINTMENT – Executive Vice President and Chief Instruction Officer - Closed Session Pursuant to Government Code Section 54957
8. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Administrative Services - Closed Session Pursuant to Government Code Section 54957

9. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Student Services - Closed Session Pursuant to Government Code Section 54957

10. PUBLIC EMPLOYEE APPOINTMENT – Superintendent/President - Closed Session Pursuant to Government Code Section 54957

II. OPEN SESSION 7:00 p.m.
1. Call to Order
2. Oath of Office – Student Trustee
3. Roll Call
4. Pledge of Allegiance
5. Report of Any Action Taken in Closed Session
6. Approval of Agenda
7. Action: Appointment of Superintendent/President and Ratification of Employment Contract
8. Consent Agenda
   (a) Regular Board Meeting of the Board of Trustees Minutes, May 10, 2016 and Board Budget Committee Minutes, April 20, 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
9. Comments from the Public - This is a time for the public to address the Board (a max. of 3 minutes allotted to each speaker)
10. Recognition
    (a) Jr. Rams Essay Writing Award
    (b) Recognition of the Employees of the Month
11. Officers' Reports
    (a) Vice Presidents
    (b) College President
    (c) Academic Senate
    (d) Professional Support Staff
    (e) Student Representative
    (f) Board Member Comments
    (g) Board President
12. Board Committee Reports
13. Information/Staff Reports
    (a) President’s Honor Roll, Fall 2015 and Dean’s List, Fall 2015
    (b) Community Education Summer 2016 Classes
    (c) Institutional Effectiveness Partnership Initiative (IEPI)
    (d) College Hour
    (e) Discovery Counseling Center
    (f) Lease-Purchase Financing

III. ACTION ITEMS
1. Old Business
   (a) Corrected Resolution No. 1006, Order of Election, Specifications of the Election Order and Consolidation Request
   (b) Updates to Board Policies
2. New Business
   (a) Curriculum
   (b) Employee Agreement Authorization – Vice President of Student Services
   (c) Employee Agreement Authorization – Vice President of Administrative Services
   (d) Approval of Equal Employment Opportunity (EEO) Plan and Certification Form
   (e) CSEA/District Contract Initial Proposals
   (f) Geotechnical Service Agreement with Cornerstone Earth Group
   (g) Coyote Valley Educational Center Increment #1, Change Orders #1
   (h) Coyote Valley Educational Center Increment #2, Change Order #1
   (i) 2018-22 Five Year Capital Construction Plan
   *(j) 2019-20 State Capital Outlay Initial Project Proposals, Resolution No. 1007
   *(k) 2018-19 State Capital Outlay Final Project Proposal, Resolution No. 1008
   *(l) Appropriations Limit for FY 2016/17, Resolution No. 1009
   (m) FY 2016-17 Tentative Budget
   (n) Measure E Bond Final Expenditure Plan
   (o) AB 104 Adult Education Block Grant (AEBG) Consortium Member Allocation

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is July 12, 2016, Gavilan College, Social Science Room #206.
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.

Members of the public may inspect agenda documents distributed to the Board of Trustees at the President’s Office, SC130, during regular working hours, or at http://www.gavilan.edu/board/agenda.php1.50
ACTION ITEM #7
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Action No. 7 Office of the President

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

SUBJECT: Appointment of Superintendent/President and Ratification of Employment Agreement

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

Proposal:
That the Board of Trustees approve the appointment of Dr. Kathleen Rose as Superintendent/President effective July 1, 2016 with compensation as follows:

Contract Year 1 – Effective July 1, 2016 through June 30, 2017 a base salary of $239,000 annually.

Contract Year 2 – For the period July 1, 2017 through June 30 2018 the base salary will be reviewed and evaluated by the Board of Trustees

Background:
In January 2016, the Gavilan Joint Community College District Board of Trustees conducted a nationwide search for a new Superintendent/President with the assistance of a professional consultant. Three finalists were recommended by a screening committee comprised of board members, administrators, staff, faculty, students, and community members. The Board of Trustees selected Dr. Kathleen Rose who is currently the Executive Vice President and Chief Instructional Officer of the District.

Budgetary Implications:
The cost is included in the District’s FY16/17 budget

Follow Up/Outcome:
If approved by the Board of Trustees, the Superintendent/President employment agreement will be executed subject to the terms and conditions approved by the Board.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By: Eric Ramones, Director of Human Resources
CONSENT
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. 8 (a)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Regular Board Meeting Minutes, May 10, 2016, Special Board Meeting, May 16, 2016, Special Board Meeting, May 23, 2016 and Board Budget Committee Minutes, April 20, 2016

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

Proposal:
That the Board approve the Regular Board Meeting Minutes, May 10, 2016, Special Board Meeting, May 16, 2016, Special Board Meeting, May 23, 2016 and Board Budget Committee Minutes, April 20, 2016.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant

Agenda Approval: [Signature] for Steven M. Kinsella

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 6:00 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 6:02 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
Kathleen Moberg, Vice President, Student Services
Frederick E. Herris, Vice President, Administrative Services
Arturo Rosette, Academic Senate
Diana Seelie, Professional Staff
Nancy Bailey, Recorder

Board of Trustees: Tom Breen
Laura A. Perry, Esq.
Kent Child
Walt Glines
Jonathan Brusco
Lois Locci, Ed.D.
Mark Dover
Adrian Lopez, Student Trustee
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 (A. Lopez/K. Child) 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, April 12, 2016 and Board Policy Committee Minutes, April 12, 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) Ratification of two new Bank Accounts
   (g) Monthly Financial Report
   (h) Budget Adjustment
   (i) Measure E Bond Quarterly Financial Status Report at March 31, 2016
   (j) Retiree Health Benefit Trust Investment Portfolio Status as of March 31, 2016

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

7. Comments from the Public
   Diane Stone reminded everyone about the 2016 Staff Recognition Dinner on Friday, May 13, at the Gilroy Elks Club. She said 14 retirees will be honored in addition to 40 staff members receiving years of service awards. She invited the Trustees to the annual Department of Kinesiology and Athletic reception on May 27. She said they want to thank the trustees, faculty, and staff for supporting their programs.

   Marty Richman said he protested the misuse and misappropriation of Measure E Funds in Coyote Valley that belonged to San Benito County. He quoted Proposition 39 and the Measure E Bond language of 2003 and stated that the Board of Trustees did not do these things.

   Roy Lompa said he had the same sentiments as the previous speaker. He said that San Benito County students were not getting any benefits from Gavilan College since the junior college moved to Gilroy. He said the college should get revenue from the property owned in San Benito County.

8. Recognition
   (a) Student Trustee Adrian Lopez
Board President Laura Perry acknowledged Adrian Lopez for his service as student trustee for the 2015-16 academic year. She said he was a fantastic trustee and will be missed. Laura Perry said that Adrian Lopez brought the student’s voice to the board, helped the board make decisions, and shared the board’s information with the students.

Adrian Lopez thanked the board members for their warm welcome, his instructors, his advisor, and his parents. He said he will remember this experience with long lasting rewards.

(b) All Community College Public Relations Organizations (CCPRO) Award
Steve Kinse la recognized Jan Bernstein Chargin for receiving the CCPRO Award from her peers. Jan Bernstein Chargin said she enjoys talking about the achievements of students and staff and serving the community.

9. Officers’ Reports
(a) Vice Presidents
Fred Harris – said the State May revise will be released on May 13 with a 0% COLA. He said a webcam is set up at the Coyote Valley site and building installation will begin in a week. He said the project is on track for classes to begin after the first of the year. Fred Harris said the athletic field project will be going to the Division of State Architects on May 20 for review with the bid targeted for October/November and completion in August 2017. He said the hangar at the aviation site is being built with project completion by mid-July. Fred Harris said the incidental take permit at Fairview Corners is in line for a high level review by the Department of Fish and Wildlife.

Kathleen Rose – noted that with the consent agenda approval two new full time faculty will join Gavilan. She said Erik Medina will be a new Mathematics Instructor and Claire Boss will be the full time Child Development Instructor. Kathleen Rose said Curriculum Specialist Bonnie Donovan has moved to the MIS Department as a programmer. Next semester the automated process of CurricuNet will be implemented. She reported that 183 faculty evaluations were completed this year; both part-time and full-time faculty. Kathleen Rose said that end of year celebrations have begun and she attended the 28th Annual Puente Celebration at Gavilan. She acknowledged Kimberly Smith and Celia Marquez for their work on the event. She also attended Gavilan’s “Twelfth Night” theater performance and commented on the great student performances, set design, and costumes. Kathleen Rose said a special thank you to Kyle Billups, Candice Whitney, Jan Bernstein Chargin, and the MIS Department for working diligently over the weekend to recover from a Banner vendor technology glitch. The countless hours of work resulted in registration being available to students on Monday.

Kathleen Moberg – also acknowledged the work and late hours spent by the Banner recovery team so that students could register on Monday. She noted that last month was Sexual Assault Awareness month and Alice Dufresne-Reyes arranged for a viewing of the “Hunting Ground” video. Kathleen Moberg said that May is “Mental Health Awareness” month and an ice cream social event is scheduled. She reported on two events that took place in April; Signing Day and Preview Day. Kathleen Moberg reported on the new Food Pantry established on campus which is operated in conjunction with 2nd Harvest Food Pantry and St. Joseph’s. She thanked Susan Sweeney for coordinating the creation of the pantry. Kathleen Moberg reported that 127 students were served in the first four (4) days.

(b) College President
Steve Kinsella reminded everyone of the upcoming year end activities. He said the Staff Recognition Dinner was on May 13 and Graduation on May 27. He noted that Larry Barr, a great supporter of education, will be Gavilan’s honorary degree recipient.

(c) Academic Senate
Arturo Rosette reported that Academic Senate continues to work on their organizational structure to streamline, strengthen, and optimize the energy put into shared governance. He said 5 senators will attend a leadership institute in June. Arturo Rosette said the Senate is reviewing an online education initiative to move from Moodle to Canvas which he stated will save the college money and is a better learning platform. He reported that, in addition to the resolutions on the May board agenda, a resolution was passed by the Academic Senate regarding the grants process. He added that a considerable amount of time was spent by faculty in reviewing and preparing tonight’s resolutions.

(d) Professional Support Staff
Diane Seelige reported that CSEA members are completing a survey related to openers for negotiations and are hoping to “sunshine” at the June meeting. She reported that CSEA week is May 15 – 21 and members will receive lunch at their meeting. Diane Seelige said that Ericson Estamo was selected as Employee of the Year.

(e) Student Representative
Adrian Lopez attended Signing Day and thanked Student Services and the Counseling Department for their participation. He also attended the Sexual Assault Awareness activity and Denim Day. He reported that 5 students attended General Assembly along with advisor Dr. Blanca Arteaga. Adrian Lopez said he participated on the Presidential Search Screening Committee and said it was a good experience. He recognized Veteran’s Club for raising $4,780 in the fundraising event “Walk a Mile in Her Shoes”. Adrian Lopez announced a reception for graduates and their families on May 27 immediately following the graduation ceremony. He thanked everyone for their support during his year as student trustee.

(f) Board Member Comments
Mark Dover – no report.
Jonathan Brusco – congratulated and thanked Adrian Lopez for being one of the best student trustees. He also congratulated Jan Bernstein Chargin on her award and acknowledged her role on campus and in the community.
Tom Breen – thanked Adrian Lopez for talking to the board members and sharing information. He said it was very helpful.
Walt Glines – said the campus Food Pantry will be very helpful to a lot of students. He attended the Elks Lodge Scholarship night and noted their interest in participating in a Gavilan student scholarship. He commented about the great article on President Kinsella in the gmh TODAY magazine. He said that Adrian Lopez was an excellent student trustee.
Lois Locci – said she visited the Tutoring Center and met staff in that area. She had a wonderful time at the Cinco de Mayo activity led by Adrian Lopez. Lois Locci sat as an evaluator for the GECA senior projects. She was very impressed with the students and their outstanding presentations and performances. She noted the high level work of the GECA students in current events as observed in the political forums they held for local candidates. Lois Locci will be meeting with Adrian Lopez to prepare an article for Benitolink on his experience.
Kent Child – congratulated Adrian Lopez and said he knows Adrian will thrive at USC-Santa Cruz. He said he has been a wonderful trustee and enjoyed working with him. Kent
Child said he was happy for Bonnie Donovan’s career move and appreciated her work on curriculum.

(g) Board President
Laura Perry – congratulated everyone who is retiring this year and those being celebrated at the Staff Recognition dinner. She announced that her daughter will be graduating from Gavilan’s RN program this year. Laura Perry said that as a trustee she knew Gavilan’s nursing program was strong. Now through her daughter’s positive experiences in the field, she is reminded of Gavilan’s reputation. She said it is a compliment to everyone as all have been involved in creating that reputation. She said she looks forward to graduation day and what it means to the graduates and their families.

10. Board Committee Reports
   Board Budget Subcommittee – Kent Child reported that the committee reviewed the status of the current year. He noted that new funding is one-time funding which affects long term planning. He appreciated the “readability” of the material presented.

11. Information/Staff Reports
   (a) Sabbatical Leave Report
   Art Instructor Dr. Arturo Rosette presented a report on his fall 2015 sabbatical leave. He provided an overview of his goals 1) to improve student success for Art 3A through drawing tutorials, and 2) provide a model for similar studio art courses considering hybrid online curricular options. Arturo Rosette provided examples of the finished tutorials, discussed the creation process, results in the classroom, and benefits. In responding to a question, Arturo Rosette said it is possible to develop a hybrid class and continues to look into the options.

   (b) Gavilan College Student Equity 2015-16 Carry-over Authority and 2015-16 Mid-year Expenditures Report
   Kathleen Moberg provided the report sent to the Chancellor’s Office which indicates Gavilan used the funds and will not be returning or asking for additional funds.

   (c) Update on the TRIO Student Support Services Program and Mathematics Engineering Science Achievement Program (MESA)
   Dr. Eduardo Cervantes, Coordinator for TRIO, SSS, and MESA provided a historical review of the TRIO and MESA programs and said they were outcomes of the social justice movements in the late 60s. He said both programs are intended to help underrepresented, first generation, low income students either transfer or graduate to four year universities. MESA is a STEM based program. He said these students tend to face a lot of challenges and in turn high levels of stress. Eduardo Cervantes described some of the activities in the program to aid in the students’ success such as the Summer Bridge program, Family Nights, Milestone Celebration, counseling, tutoring, workshops, and conferences. He said the program outcomes have been strong. TRIO graduation rates have improved every year and students in both programs have an average academic standing rate of 90%.

   (d) Board Policies and Administrative Procedures
   Steve Kinsella presented revisions to Board Policies and Administrative Procedures for first reading. The Board Policies will return to the Board of Trustees in June for action.

III. ACTION ITEMS
1. Old Business
Resolution No.1004 Approving Minor Modifications to Trustee Areas Requested by the Santa Clara County Registrar of Voters
Dr. Jeanne Gobalet of Lapkoff & Gobalet Demographic Research, Inc. reviewed events since the passing of the Board resolution establishing a trustee area (TA) plan on November 10, 2015. She said she worked with the Santa Clara County Registrar of Voters (SCCROV) staff who requested some minor modifications in trustee area boundaries to reconcile the differences between the district using census block data and the County’s preference for parcel based. Dr. Gobalet made the following comments about the modifications being brought forward for action:
- Formal board action required by SCCROV
- The minor adjustments were made to TAs 1, 2, 3, 4 and 6
- The adjustments did not affect incumbents’ TAs
- No modification required by San Benito County Registrar of Voters

MS (K. Child/J. Brusco)
Discussion: The trustees asked for some clarifications on the TA modifications. Regarding the election year sequence, Walt Glines asked whether the board wanted to have both TAs in San Benito County to be elected in the same year. He pointed out that other areas (Gilroy, Morgan Hill) have alternate elections years. He suggested that both seats being elected in the same year for San Benito County may not provide continuity. Jonathan said a change at this point may delay the implementation of trustee areas for the November 2016 election. He said a review is required by law after the 2020 census and this could be addressed and changes made at that time. Dr. Gobalet did not recommend making the change at this time due to California Voting Rights Act. Laura Perry reminded everyone that the trustees will be representing 7 different TAs.

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

(a) Issue a Request for Bids for Sworn Police Officer Services
President Steve Kinsella reported that the action item for police officer services has been adjusted since discussed at the April 12 board meeting and the reason was that the City of Gilroy Police Department has expressed an interest. The board is being asked to consider requesting bids for sworn police officer services. Steve Kinsella said the focus is on the right level and configuration of security. He said his opinion, based on increased violent activities in the world, is to provide greater security for staff, students, and faculty. He said Gavilan has an Emergency Response Plan and staff have been trained on how to deal with natural disasters. Steve Kinsella said additional training has taken place and discussions to blend security with a police officer began in October.

Public Comment:
Connor Subocz-Quinn identified himself as President of the Gavilan Veterans Club, member of Rho Alpha Mu, and volunteer member of Team Rubicon. He said he served 9 years in the US Army with 2 tours in Afghanistan and experiences PTSD. He referred to a broad statement made during the public comment portion of the April board meeting that suggested that an armed police officer on campus might cause anxiety for veterans. He said he personally feels this is false and he wants to stop stereotyping of veterans. Connor Subocz-Quinn said many veterans work in law enforcement, EMS, and public service. He said the Vets Club discussed the topic of law enforcement on campus and he reported that they did not come to a consensus. Connor Subocz-Quinn said he would prefer to have
something and not need it than need something and not have it. He said a trained professional to stop an active shooter is needed.

Laura Perry thanked Connor Subocz-Quinn for being a student at Gavilan and serving as the Veteran's Club president. She said she appreciated his opinion and also his military service.

Iris Cueto said she is wheelchair bound as a result of gun violence in Salinas. Although she resides in Prunedale, she chose Gavilan College because she felt safe and this was important to her as she suffers from PTSD. Iris Cueto said having a police officer on campus would increase her anxiety.

George Kyriakopoulos said he was looking for answers as he was not aware until recently that a sheriff officer might be placed on campus. He was concerned about safety after the sheriff’s shift was over and was wondering if there would be security after 3:30. He said he believes a sheriff on campus would create more student stress psychologically and was concerned that more stress could cause problems.

David Di Denti spoke about the resolution ASGC passed on this topic. He identified the students’ concerns: increase of shooting of the mentally ill by law enforcement, number of students on campus with mental health issues, and problem in law enforcement training on dealing with people with mental health issues. He said Gavilan security staff may not have training on mental health issues but he has seen security diffuse incidents without armed presence. David Di Denti said the last concern was on the shared governance process followed for this item. He clarified that the students do not object to the proposed business reorganization but do object to an armed officer on campus. He suggested utilizing our security staff and investing funds in a proactive approach to mental health.

Robin Egbert a long time student of Gavilan College said mental health processes won’t work when you have an active shooter on campus; experienced professionals are needed. He said the shooter may not even be part of the campus community. He said security officers lost respect when “dress blues” were no longer their uniform.

Denise Apuzzo spoke on behalf of CSEA’s request for the board to consider hiring the full time security position which has been vacant since October. She added that the vacancy should be filled regardless of the outcome of the vote to request bids. Denise Apuzzo said CSEA has been meeting with the District over the past year and advocating for more security personnel and improved training. She said that over the past 8 months the District has been relying on part time security officers and other full time CSEA employees to work extended hours while the position remains vacant. Denise Apuzzo said the communication from the District on this topic has been confusing, without supporting data, and with many questions unanswered. She provided National Center for Education statistics on school shootings indicating the risk level is low.

Lauren Collins, CSEA Labor Relations Representative, spoke about the legal implications on this topic. She stated that CSEA does not support the abolishment of any position. She said the unit is looking forward to meeting and negotiating if the position is eliminated. She said the District may be contracting out one of the bargaining unit functions; patrolling campus.

Arturo Rosette spoke on behalf of Academic Senate and reviewed the two proposals presented by the District related to a Business Services Reorganization and an MOU with
the Sheriff’s Department in April. He said Senate spent a considerable amount of time studying the two topics and drafting related resolutions. He reported that since the District is now presenting a bid proposal not totally dependent upon reorganization funding it has become confusing.

**Blanca Arteaga** reported on the Business Services Reorganization Proposal (BSR). The resolution emphasizes limited information and lack of adequate time for input through the shared governance process. She said it also undermines Gavilan’s current security program. The Academic Senate BSR recommends that administration move forward with business services and payroll changes but postpone any changes in the security program. In addition, they request that both the Director of Security and Support Services and vacant Security Officer positions be filled immediately. They also recommend that a Security and Emergency Response Task Force be created and given until December 15, 2016 to report back to the Board of Trustees. Lastly, Blanca Arteaga urges administration to continue to refine the manner in which it participates in shared governance.

**Russell Lee** identified the highpoints of the Academic Senate Resolution regarding the Deputy Sheriff Proposal. He said Senate spent a considerable amount of time with limited information, data and details in the three weeks before the topic was addressed at President’s Council. He said this limited and changing information made it difficult to provide feedback. Russell Lee identified alternative means of increasing safety such as lockable doors, public announcement system, trainings, and mental health counseling. He talked about the three Senate conclusions: 1) not to approve the Deputy Sheriff proposal; 2) creating a Security and Emergency Response Task Force to do a full analysis based on data; and, 3) continue to refine the shared governance process. Russell Lee concluded by saying that Gavilan has always been a place where community concerns and voices have been heard. He added that as a GCFA Executive Board member they stand in solidarity with their colleagues not to eliminate positions.

Steve Kinsella said the core issue is whether the district has a sworn police officer or security officer. He said conversations have been ongoing since October and details have emerged through those conversations. He said cost information wasn’t available until March. He added that this is a board decision.

Laura Perry reminded everyone that the action item was to authorize staff to get requests for bids. She said since last month the Gilroy Police Department has indicated an interest in providing a bid.

**MS (J. Brusco/T. Breen)**

**Discussion:** Adrian Lopez said ASGC led a rally for the purpose of starting a conversation, get more information, and get input from the students. He said ASGC received 600 signatures from students who are opposed to armed officers but noted that it can’t be assumed that is the consensus of all students. He reviewed the ASGC resolution on this topic which stated that no data was provided supporting the need and that ASGC does not support a deputy sheriff or sworn officers.

Mark Dover spoke about his experiences with active shooters. He was present at 3 different incidents at 3 different schools resulting in 2 fatalities. He said you never know where and when an event will occur. He is in favor of having a trained armed individual on campus as an additional resource on campus, an insurance policy, and does not see it as replacing a .ob.
Walt Glines encouraged everyone to stay in the conversation.

Arturo Rosete urged the board to create a task force in addition to going out for bids.

Kent Child said Gavilan needs individuals that are properly trained and equipped along with an integrated public safety security staff. He said discussions will be ongoing during the summer so interested individuals should continue to attend meetings.

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines aye, to approve
0 Noes: Student Trustee Adrian Lopez, advisory vote of no.

2. New Business
** (a) Approval to Certify the Appointment of a Representative to Joint Powers Authority for Liability and Property Protection, Resolution No.1005
MSC (T. Breen/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

** (b) Order of Election, Specifications of the Election Order and Consolidation Request, Resolution No. 1006
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

(c) Instructional Material Fees
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

(d) Student Trustee Rights and Responsibilities
MSC (K. Child/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

(e) Quarterly Financial Status Report, CCFS 311Q at March 31, 2016
MSC (J. Brusco/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

(f) Accept Bid for the Coyote Valley Off-Site Improvements Package
MSC (W. Glines/T. Breen)
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) Gilbane Building Company Project Assignment Amendment for the STEM Meadow Restoration Project
MSC (T. Breen/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

(h) Curriculum
MSC (K. Child/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

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is June 14, 2016 in Social Science Building, Room 206 at the Gilroy Campus.
2. Adjournment
   The meeting was adjourned by consensus at 9:12 p.m.
I. CLOSED SESSION - CALL TO ORDER 2:45 p.m.
Trustee Laura Perry called the meeting to order at 2:47 p.m.

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

2. Comments from the Public
No comments.

3. Recess to Closed Session
The Board recessed to closed session at 2:47 p.m.

II. OPEN SESSION
1. Comments from Public
None

2. Report of Any Action Taken in Closed Session
None

3. Adjournment
The meeting was adjourned.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING, BOARD OF TRUSTEES
Monday, May 23, 2016
Gavilan College
5055 Santa Teresa Boulevard, Gilroy, CA 95020

Human Resources Conference Room 101
CLOSED SESSION – 6:00 p.m.

MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.
Trustee Laura Perry called the meeting to order at 6:00 p.m.

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

2. Comments from the Public
   No comments.

3. Recess to Closed Session
   The Board recessed to closed session at 6:00 p.m.

II. OPEN SESSION
1. Comments from Public
   None

2. Report of Any Action Taken in Closed Session
   None

3. Adjournment
   The meeting was adjourned.
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Board Budget Committee Minutes
April 20, 2016

Committee Members: Jonathan Brusco, Kent Child, and Mark Dover
Committee Resources: Steve Kinsella, Fred Harris, Wade Ellis, and Eric Ramones

1) Call Meeting to Order – Chair Child called the meeting to order at 6:00 p.m.

2) Approve Minutes - The minutes of August 11, 2015 were approved. Moved by Dover, seconded by Brusco, 3-0 to approve.

3) Comments from the Public – No public present

4) Update on FY 2016-17 State Budget
Mr. Harris reported the Governor’s Budget is going through the legislative budget subcommittee process, and the budget may end up looking different than what was introduced. We have not received a lot of detailed information in terms of the allocation for the budget year at the District level. Generally speaking when you look at the state dollar amounts based on their FTES and take a half percent that would be our approximate FTES share. Two percent growth is being proposed in the Governor’s Budget, and three percent growth was provided in the current year. We are riding the cycle of prosperity that the State has been experiencing. The Governor’s Budget was based on the stock market that preceded the holidays, which took a plunge but is currently recovering. The current year one-time CTE/Workforce funds are proposed for ongoing funding in the budget, and most of the proposed one-time funds were put into scheduled maintenance and instructional equipment.

There is an initiative for an education facilities bond on the November ballot. We will see what happens with the overall budget on June 30th and report back to the Board. Trustee Dover asked if the funds for deferred maintenance would help the college projects that have been started, fire alarms, etc. Mr. Harris reported that the proposed funds are for new projects, and the fire alarms have been done for some buildings, but not the gym and APE buildings.

Dr. Kinsella referred to the latest State Apportionment Exhibit C report for the District for the P1 Apportionment period, which showed total growth revenue of $1,078,753. When the District’s 320 Enrollment Report was prepared it indicated a drop of 150-200 FTES, and if that is the case it would have meant the $1 million is gone. Fortunately Vice President of Student Services Kathleen Moberg discovered that the annualizer was mistakenly changed in the District’s 320 enrollment report. If that information had not been discovered in time, classes and costs could have been unnecessarily cut, because half a million dollars would have been wiped out. Since we lost the FTES from the Sheriff as well as the Apprenticeship and CWE programs, we may not get the full $1 million, but we will probably get $750,000; we need at least $500,000 because that is what we put in the budget. If we are not close to $500,000 in growth then we have other savings in the budget that we have to take out. We have to drive up the base revenue in the next three years before the next recession. Trustee Child inquired about data processing and the annualizer data. Dr. Kinsella will work with Admissions and Records to obtain more accurate target numbers.
5) **Final Measure E Project Expenditures**
Mr. Harris reported on the Project Status Report, this was an effort to show the differences between what was initially budgeted and current total cost estimates. The one change on the Report was for the pool renovation, which was $100,000 less because the expansion of the pool to add more lanes for water polo is being shown as an add alternate. We will continue to spend all the Measure E funds to comply with IRS requirements. At this time, there is $4 million in unexpended but budgeted cash after all the expenditures and encumbrances. Dr. Kinsella noted that current estimates to complete current projects are now of $12.3 million what was originally budgeted in Measure E, and $5 million of that amount will be paid over time by South Bay. Mr. Harris indicated the San Martin project had initial cost estimating problems and did not include the cost of furniture and the cost of the move, which all total an increase in costs of $1 million. The Student Center seismic upgrade has become a more complicated project and will expend more than the state scheduled maintenance funds initially budgeted. There will be a need for staff in the building to be relocated into swing space on campus, which in rough estimate could be $50,000-$100,000. We are attempting to come up with current cost estimates. There are savings on the Child Development Center, fire alarm, and water tank projects. The state bond funds for the water tank project will revert back to the state if they are not spent. Trustee Dover asked why the funds for the water tank project would go back to the state if the college contributed Measure E funds. Mr. Harris stated that the college spent all of the Measure E money on particular things that are not state supportable. Trustee Dover indicated that this was a health and safety project because the college received emergency funding for the project, and that no money should go back to the State. Dr. Kinsella stated that the college had to spend approximately $500,000 just rebuilding the well before it received approval from the state for the emergency funding even after they approved it. If the college pays anything on the project before they sign and issue the contract then the college owns that part of the project. The pump station had to be done, as well as environmental issues with the tank, and eminent domain and the State would not pick up the cost. If the college spends more than the amount approved by the State in the category, as we did on the legal fees and CEQA mitigation, then the college is responsible for the remainder of the cost.

6) **Future Budget Impacts**

a) **Debt Service to complete various projects**
Trustee Dover would like to see, prior to June 30, all projects be put into an MOU (internal) stating that projects “cannot go back” once a new president has been hired. Dr. Kinsella recommended preparing an approved Facilities Plan document from the Board.

b) **MIS Core Computing Needs**
Mr. Harris reported that the college will use $200,000 in the current year for partial implementation of the MIS Core Computing Infrastructure upgrade project. There is a need for further core computing upgrades, including the development of a cost effective local cloud network based on virtual drives, connections within the systems, including the Wi-Fi system. These upgrades are essential to ensure essential functions, including payroll which the college will begin processing its own payroll on January 1, 2017. This scored very high in the local budget committee process. Mr. Harris will provide additional information to the committee regarding questions raised about cost.

c) **Sheriff’s Deputy on campus**
Mr. Harris reviewed the board agenda item that the County is negotiating with the college to have a deputy on campus (10.8 months), beginning fall 2016, for an estimated cost of $220,000. Trustee Dover stated that he would not vote for the reorganization until the new President is on campus. Trustee Dover liked the idea of the deputy, but does not like the idea of paying a deputy more than a president. Dr. Kinsella stated that the deputy will be paid $106,000, burdens and benefits an additional $83,000, a car and telecommunication ability. Trustee Dover requested the costs from colleges that do have law enforcement on campus. Trustee Dover would like an armed officer on campus, but feels the college is being overcharged. Trustee Child noted that the campus is a more dangerous place at night. Dr. Kinsella stated that the college is hiring a POST certified sworn police officer, which includes the cost of maintaining certification. Trustee Dover suggested freezing the two security positions for two years and if the Sheriff does not work out the college can bring the positions back. Trustee Child still concerned about the number of hours that the Sheriff is on campus. Trustee Dover concerned about a rape on campus. It was recommended that the item on the board agenda should be a question of whether the college wants a Sheriff on campus.

7) Alternatives to Contain Employee Healthcare Benefit Costs

Dr. Kinsella reviewed an underwriting quote for alternative health care coverage from SISC, the nation’s largest PA that provides health care benefits to community college and K-12 districts throughout California. Their costs are not cheaper than CalPERS, but they provide more options. Need to negotiate on a cap on District contributions on health benefits, and take whatever the cost of the cap or project to be and work that onto the base salary schedule. Cap benefits likely at $18,000-$20,000 per year. Problem, 47% of employees have dependents, which is the most expensive combination. Several alternatives were discussed, including a HSA account funded by the school to the deductible rate, school puts the funds into the employee account, zero out of pocket, move to a high deductible plan, the funds not used by employee is rolled over. SISC does not allow opting out.

8) Adjournment – Meeting adjourned at 7:36 p.m. Moved by Dover, seconded by Brusco, 3-0 to adjourn.
Consent Agenda Item No. 8 (b)  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  

SUBJECT: Personnel Actions  

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

Proposal:  
That the Board of Trustees approve personnel actions the District is entering into during the period of May 10, 2016 thru June 14, 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 Ramonea, Human Resources Director  

Prepared By:  

Eric Ramonea, Human Resources Director  

Agenda Approval:  

Dr. Steven M. Kinsella, Superintendent/President  

C:\WorkGroups/HR/BoardAgenda/06-14-16
A. Classified and Unclassified Personnel Actions – June 14, 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

Denise Apuzzo  Senior Program Services Specialist Out of Class Pay Student Services  
June 2, 2016 to June 14, 2016

Denise Apuzzo  Senior Program Services Specialist – Outreach and Financial Aid  
Student Services  
June 15, 2016

Laura Hagan  Payroll Officer Out of Class Pay Administrative Services  
May 1, 2016 to October 31, 2016

Trisha Quan  Athletic Trainer  
Kinesiology and Athletics  
June 15, 2016

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

Franz Meyerhofer  Online Spanish Program Update  
Liberal Arts and Sciences  
January 4, 2016 to May 31, 2016

Jan Janes  Writer/Photographer  
Office of the President  
May 1, 2016 to June 30, 2017

Luz Elena Cervantes  GED/Computer Literacy Adult Education Instructor  
Gavilan College Adult Education Program  
January 30, 2016 to June 1, 2016

Philip Williams  Contract Education Instructor  
Career Technical Education  
June 13, 2016 to June 16, 2016

Tai Bambusa  English as a Second Language Adult Education Instructor
Gavilan College Adult Education Program  
January 30, 2016 to June 1, 2016

Vi Nhiem  
Academic Excellence Workshop  
Biology  
Liberal Arts and Sciences  
January 28, 2016 to May 27, 2016

William K lipstine  
Theater House Manager  
Liberal Arts and Sciences  
April 10, 2016 to May 17, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Christiana Ka‘eialii  
Athletic Trainer  
Kinesiology and Athletics  
June 15, 2016 to June 15, 2017

Jeri Allen  
Assessment Specialist  
Student Services  
July 1, 2016 to June 30, 2017

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Deanna Souza  
CSIS 26 – Discrete Structures

Eric Dietze  
CSIS 6 – Webpage Authoring

Esteban Talavera  
THEO 5213 – Christian Theology: An Introduction  
PMIN 6323 – DS: Biblical Preaching and Teaching

Gilbert Horta  
SPAN 8A – Conversational Spanish

Isela Graff  
WS-1 – Intro to Women’s Studies

Juan Zamora  
CSIS 6 – Webpage Authoring  
CSIS 48 – Unix/Linux OS  
CSIS 183 – Intro to MS Servers

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

A. Classified and Unclassified Personnel Actions
IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

NONE

XII. RESIGNATIONS AND RETIREMENTS

Kurt Lambertz Webmaster
Management Information Systems
Date of Hire: October 28, 2014
Date of Resignation: May 20, 2016

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – June 14, 2016

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

I. APPOINTMENTS

Debra Farris-Amaro  
Allied Health Director  
Career Technical Education  
July 1, 2016

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Albert Marques  
Immersion Program  
Liberal Arts and Sciences  
June 1, 2016 to July 1, 2016

David Perez  
Immersion Program  
Liberal Arts and Sciences  
June 1, 2016 to July 1, 2016

Doug Achterman  
Title V Co-Director  
Community Development and Grants Management  
July 1, 2016 to June 30, 2017

Elena Dachkcva  
Math Acceleration Lead  
Community Development and Grants Management  
August 1, 2016 to December 31, 2016

Enrique Luna  
Title V Civic Engagement Co-Lead  
Community Development and Grants Management  
July 1, 2016 to June 30, 2017

Gary Cribb  
Non-Credit Instructor  
Community Development and Grants Management  
August 22, 2016 to August 25, 2016

Jennifer Nari  
Gavilan Regional Adult and Career Educational Services  
Consortium Work  
Community Development and Grants Management  
June 6, 2016 to June 30, 2016

Jessica Hooper  
Gavilan Regional Adult and Career Educational Services  
Consortium Work  
Community Development and Grants Management  
June 6, 2016 to June 30, 2016
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Warren</td>
<td>Title V Co-Director</td>
<td>Community Development and Grants Management</td>
<td>July 1, 2016 to June 30, 2017</td>
</tr>
<tr>
<td>Leah Halper</td>
<td>Title V Civic Engagement Co-Lead</td>
<td>Community Development and Grants Management</td>
<td>July 1, 2016 to June 30, 2017</td>
</tr>
<tr>
<td>Scott Sandler</td>
<td>Gavilan Regional Adult and Career Educational Services</td>
<td>Consortium Work</td>
<td>Community Development and Grants Management</td>
</tr>
<tr>
<td>Scott Sandler</td>
<td>Title V Civic Engagement Co-Lead</td>
<td>Community Development and Grants Management</td>
<td>July 1, 2016 to June 30, 2017</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celise Elkassed</td>
<td>Gavilan Regional Adult and Career Educational Services</td>
<td>Consortium Work</td>
<td>Community Development and Grants Management</td>
</tr>
<tr>
<td>Diana Narva</td>
<td>Professional Development Symposium Participation</td>
<td>Community Development and Grants Management</td>
<td>June 6, 2016 to June 8, 2016</td>
</tr>
<tr>
<td>Frank Mendez</td>
<td>Gavilan Regional Adult and Career Educational Services</td>
<td>Consortium Work</td>
<td>Community Development and Grants Management</td>
</tr>
<tr>
<td>Jennifer Donegan</td>
<td>Title V Pathways Activities Lead</td>
<td>Career Technical Education</td>
<td>April 1, 2016 to June 30, 2016</td>
</tr>
<tr>
<td>Judith Dunham</td>
<td>Gavilan Regional Adult and Career Educational Services</td>
<td>Consortium Work</td>
<td>Community Development and Grants Management</td>
</tr>
</tbody>
</table>
Karen Diehl  Gavilan Regional Adult and Career Educational Services  Consortium Work  Community Development and Grants Management  January 1, 2016 to June 30, 2016

Kyle Hull  Curriculum Development  Community Development and Grants Management  April 15, 2016 to June 30, 2016

Luz Elena Cervantes  Gavilan Regional Adult and Career Educational Services  Consortium Work  Community Development and Grants Management  May 6, 2016 to June 30, 2016

Marlene Bumgarner  Professional Development Presenter  Community Development and Grants Management  June 6, 2016

Patricia Claros  Professional Development Symposium Participation  Community Development and Grants Management  June 6, 2016 to June 8, 2016


Susan Dodd  Curriculum and Program Development - Aviation  Career Technical Education  April 1, 2016 to June 30, 2016

Susan Dodd  Curriculum and Program Development - Hospitality  Career Technical Education  March 1, 2016 to June 30, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

Shelley Giacalone  Communications Instructor  Liberal Arts and Sciences  Date of Hire: August 29, 2007  Date of Resignation: May 27, 2016
VII. REQUEST FOR LEAVE
NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS
NONE

IX. NEW FSA ASSIGNMENT
NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personel Actions – June 14, 2016

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS
   NONE

II. ADDITIONAL DUTY/STIPEND
    NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS
    Suzanne Bulle    Executive Assistant to Vice President
                     Administrative Services
                     April 26, 2016 to October 1, 2016

IV. REQUEST FOR LEAVE
    NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
    NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH
    NONE

VII. RESIGNATIONS AND RETIREMENTS
     NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – June 14, 2016

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

I. APPOINTMENTS

Brooke Boeding
Interim Associate Dean, Disability Resource Center
Student Services
July 1, 2016

Kathleen Rose
Interim Superintendent/President
Office of the President
June 1, 2016 to June 30, 2016

II. ADDITIONAL DUTY/stipends

NONE

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.
Gavilan Joint Community College District
Governing Board Agenda
June 14, 2016

Consent Agenda Item No. 8 (c) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Warrants and electronic transfers drawn on District Funds

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

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of May 1, 2016 – May 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>5/1/16 – 5/31/16</td>
<td>18034400 - 18035151</td>
<td>$2,654,514.31</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
June 14, 2016

Consent Agenda Item No. 8 (d) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Payroll Warrants drawn on District Funds

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

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

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>May Supplemental 1</td>
<td>May 10, 2016</td>
<td>$401,264.56</td>
</tr>
<tr>
<td>May Supplemental 2</td>
<td>May 13, 2016</td>
<td>$2,420.53</td>
</tr>
<tr>
<td>May Regular (EOM)</td>
<td>May 31, 2016</td>
<td>$1,780,523.05</td>
</tr>
<tr>
<td>TOTAL</td>
<td>( 707 Pay Warrants Issued )</td>
<td>$2,184,208.14</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: [Signature]
Wade W. Ellis, CPA - Director, Business Services

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

C:/Board/Forms/Payroll Board Item - June 2016
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. 8 (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: [Signature] Wace W. Ellis, CPA - Director, Business Services

Agenda Approval: [Signature] Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
</table>
| CON10006         | $80,000.00| The RP Group                  | Title V Outside Evaluator Services  
Period of Service: 6/15/16 - 9/30/20                                                                                                       |
| CON10007         | $1.00     | City of Hollister - Police Department | Sub-Lease Classrooms at Brigg’s Bldg  
2016 Hollister Independence Rally  
Period of Service: 6/30/16 - 7/3/16                                                                                                         |
| CON10008         | $14,925.00| AAA Fence Company, Inc        | Install Chain Link Fence  
Water Tank Location  
Period of Service: 5/19/16 - 6/30/16                                                                                                     |
| CON10009         | $10,075.00| AAA Fence Company, Inc        | Install Chain Link Fence  
Well Location  
Period of Service: 5/19/16 - 6/30/16                                                                                                     |
| CON10010         | $4,960.00 | EnviroScience, Inc            | Student Center Seismic Retrofit Project  
Pre Survey; Site Inspection; HazMat;  
Analytical; Report Writing Services & Abatement Specifications  
Period of Service: 5/31/16 - 6/30/15                                                                                                      |
| CON10011         | $10,000.00| Community Foundation of San Benito County | Healthy Community Dashboard on BenitoLink  
Period of Service: 7/1/15 - 6/30/17                                                                                                      |
| CON10012         | $66,000.00| Discovery Counseling Center   | Preventive Services/Mental Health First Aid; Early Intervention & Measured Response; Mental Health Treatment  
Period of Service: 7/1/2016 - 6/30/2018                                                                                                    |
| CON10013         | $254,535.00| County of Santa Clara Social Services Agency | CalWORKS Liaison Services & CalWORKS College Work Study Program  
Period of Service: 7/1/16 - 6/30/17                                                                                                       |
| ME001168         | $131,580.00| Ellucian Company LP           | HR/Payroll Additional Consultant Training Hours  
Period of Service: 4/1/16 - 6/30/17                                                                                                       |
| CON10014         | $22,240.00| Salas O'Brien                 | Gym Offices AC Design  
Period of Service: 5/11/16 - 6/30/17                                                                                                      |
Subject: Monthly Financial Report

Proposal:
That 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 April 28, 2016 to actual revenue and expenditures as of May 26, 2016.

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
## GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
### Monthly Financial Report
#### Summary of All Funds
##### Fiscal Year 2015-16
###### May 27, 2016

<table>
<thead>
<tr>
<th>Fund / Fund Description</th>
<th>Beginning Fund Balance 7/1/2015</th>
<th>Revised Budget Revenue</th>
<th>Revised Budget Expense</th>
<th>Ending Fund Balance 5/30/2016</th>
<th>Revenue Year to Date</th>
<th>Expense Encumbrance</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10 General - Unrestricted</td>
<td>$2,833,708</td>
<td>$34,244,351</td>
<td></td>
<td>$26,487,214</td>
<td>$10,172,597</td>
<td>$0</td>
<td>77.3%</td>
<td>83.3%</td>
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<td>1000 - Certificated Salaries</td>
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<td>2000 - Classified Salaries</td>
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<tr>
<td>3000 - Burdens &amp; Benefits</td>
<td>$6,458,054</td>
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<td>4000 - Books &amp; Supplies</td>
<td>$557,671</td>
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<tr>
<td>5000 - Other Operating Expenses</td>
<td>$6,000,183</td>
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<tr>
<td>6000 - Capital Outlay</td>
<td>$550,183</td>
<td></td>
<td></td>
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<tr>
<td>7000 - Other</td>
<td>$1,625,935</td>
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<tr>
<td><strong>Total General-Unrestricted</strong></td>
<td>$2,833,708</td>
<td>$34,244,351</td>
<td>$33,096,535</td>
<td>$26,487,214</td>
<td>$26,846,079</td>
<td>$996,290</td>
<td>77.3%</td>
<td>84.1%</td>
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<tr>
<td>24 Instructional Equipment</td>
<td>$67</td>
<td>$155,600</td>
<td>$155,600</td>
<td>$155,600</td>
<td>$57,087</td>
<td>$27,882</td>
<td>100.0%</td>
<td>54.6%</td>
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<tr>
<td>26 Parking</td>
<td>$0</td>
<td>$140,396</td>
<td>$140,396</td>
<td>$161,577</td>
<td>$126,020</td>
<td>$3,999</td>
<td>115.1%</td>
<td>96.2%</td>
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<tr>
<td>27 General - Restricted</td>
<td>$0</td>
<td>$14,001,689</td>
<td>$14,001,689</td>
<td>$8,441,464</td>
<td>$8,589,106</td>
<td>$1,311,633</td>
<td>60.3%</td>
<td>70.7%</td>
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<tr>
<td><strong>Total General Fund</strong></td>
<td>$2,833,776</td>
<td>$48,542,036</td>
<td>$47,394,220</td>
<td>$35,245,856</td>
<td>$35,820,292</td>
<td>$2,344,804</td>
<td>72.6%</td>
<td>80.1%</td>
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<tr>
<td>21 Measure E - Debt Service</td>
<td>$3,935,864</td>
<td>$6,072,004</td>
<td>$6,072,004</td>
<td>$3,935,864</td>
<td>$3,333,301</td>
<td></td>
<td>55.7%</td>
<td>0.0%</td>
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<tr>
<td>34 Capital Project</td>
<td>$55,891</td>
<td>$2,240,391</td>
<td>$2,240,391</td>
<td>$1,722,723</td>
<td>$1,178,174</td>
<td>$503,420</td>
<td>76.9%</td>
<td>79.6%</td>
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<tr>
<td>60 Measure E</td>
<td>$23,010,578</td>
<td>$100,000</td>
<td>$22,767,546</td>
<td>$282,647</td>
<td>$6,688,559</td>
<td>$12,553,651</td>
<td>282.6%</td>
<td>84.4%</td>
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<td>72 Child Development</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>92 Long Term Debt</td>
<td>$5,447,176</td>
<td>$315,000</td>
<td>$500</td>
<td>($13,114)</td>
<td>$375</td>
<td>$0</td>
<td>--2.2%</td>
<td>75.0%</td>
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<td><strong>Fiduciary Funds</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>47 Associated Student Body</td>
<td>$463,814</td>
<td>$108,814</td>
<td>$264,958</td>
<td>$307,670</td>
<td>$165,900</td>
<td>$128,305</td>
<td>152.5%</td>
<td>50.6%</td>
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<tr>
<td>48 Financial Aid</td>
<td>$0</td>
<td>$6,494,210</td>
<td>$6,494,210</td>
<td>$6,034,126</td>
<td>$6,067,588</td>
<td>$0</td>
<td>92.9%</td>
<td>93.4%</td>
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<tr>
<td>66 Student Center Fund</td>
<td>$0</td>
<td>$128,808</td>
<td>$128,808</td>
<td>$86,754</td>
<td>$63,302</td>
<td>$0</td>
<td>67.4%</td>
<td>49.1%</td>
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<td><strong>Total Fiduciary Funds</strong></td>
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<td>$6,731,832</td>
<td>$6,887,976</td>
<td>$6,286,779</td>
<td>$6,259,195</td>
<td>$5,713</td>
<td>93.4%</td>
<td>91.0%</td>
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<tr>
<td><strong>Totals</strong></td>
<td>$35,747,098</td>
<td>$64,001,263</td>
<td>$65,362,637</td>
<td>$46,908,192</td>
<td>$49,727,595</td>
<td>$15,507,589</td>
<td>73.3%</td>
<td>76.4%</td>
</tr>
</tbody>
</table>

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

Prepared by Lauren Stokley
Monthly Financial Report for District - May 2016.xlsx
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. 8 (g) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Budget Adjustments

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

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

Background:
During the fiscal year various budget adjustments are needed to align revenues and expenditures. California Code of Regulations title 5 §58307 requires the Board of Trustees approve all changes in the budget.

Budgetary Implications:
Changes to the Final Budget are needed to accommodate expenditure needs of various departments and to appropriate revenue for the general fund and categorical programs.

Follow Up/Outcome:
No further action is required.

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

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

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

<table>
<thead>
<tr>
<th>DECREASE</th>
<th>INCREASE</th>
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<tr>
<td><strong>Organization</strong></td>
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<td>984010</td>
<td>5831</td>
</tr>
<tr>
<td>600210</td>
<td>4570</td>
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<tr>
<td>600210</td>
<td>5210</td>
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<tr>
<td>984410</td>
<td>4711</td>
</tr>
<tr>
<td>984410</td>
<td>5300</td>
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<tr>
<td>984410</td>
<td>5612</td>
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<td>984410</td>
<td>5831</td>
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<td>984210</td>
<td>4310</td>
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<td>950210</td>
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<td>970710</td>
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<td>630010</td>
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<td>100410</td>
<td>4510</td>
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<tr>
<td>493710</td>
<td>4310</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(9,047)</strong></td>
</tr>
</tbody>
</table>

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/15**: 2,674,711

**Change to Actual Fund Balance at 7/1/15**: 158,997

**Actual Beginning Balance at 7/1/15**: 2,833,708

**Final (Adopted) Budget Net Change in Fund Balance**: 97,945

**Budget adjustments from current year's previous months to increase (decrease)**: 1,049,871

**Net change to fund balance**: 9,647

**Current decrease in budgeted expenditures decreases Fund Balance**: 9,647

**Current increase in budgeted expenditures decreases Fund Balance**: (9,647)

**Revised Net Change in Ending Fund Balance**: 1,049,871

**Estimated Ending Fund Balance 6/30/16 for General Fund 100**: 3,981,524

---

### Fund 270

<table>
<thead>
<tr>
<th>DECREASE</th>
<th>INCREASE</th>
</tr>
</thead>
<tbody>
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<td><strong>Organization</strong></td>
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<td>642827</td>
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<td>Organization</td>
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<td>8626</td>
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<tr>
<td>640327</td>
<td>8626</td>
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</table>

**Total Fund 270: 64,581.00**

Final (Adopted) Estimated Beginning Fund Balance at 7/1/15 $0.00
Change to Actual Fund Balance at 7/1/15 $0.00
Actual Beginning Balance at 7/1/15 $0.00
Final (Adopted) Budget Net Change in Fund Balance $0.00
Budget adjustments from current year's previous months to increase (decrease) $0.00
net change to fund balance
Current increase in budgeted revenue increases Fund Balance ($64,581.00)
Current increase in budgeted expenditures decreases Fund Balance $64,581.00
Revised Net Change in Ending Fund Balance $0.00
Estimated Ending Fund Balance 6/30/16 for Restricted General Fund 270 $0.00
Fund 48

**INCOME - Increase/(Decrease)**

<table>
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<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program</th>
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<tr>
<td>641548</td>
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<td>($200,000)</td>
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<tr>
<td>641448</td>
<td>8114</td>
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<td>($200,000)</td>
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<tr>
<td>641048</td>
<td>8119</td>
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<td>($67,502)</td>
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<tr>
<td>641248</td>
<td>8115</td>
<td></td>
<td>($6,017,233)</td>
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<tr>
<td>041546</td>
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<td></td>
<td>$200,000</td>
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<tr>
<td>641448</td>
<td>8152</td>
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<td>$200,000</td>
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<tr>
<td>641248</td>
<td>8150</td>
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<td>$6,017,233</td>
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**Total Fund 480**

0.00

**EXPENSE - Increase/(Decrease)**

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<thead>
<tr>
<th>Organization #</th>
<th>Account Code</th>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
</table>

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

Final (Adopted) Estimated Beginning Fund Balance at 7/1/15 $0.00
Change to Actual Fund Balance at 7/1/15 $0.00
Actual Beginning Balance at 7/1/15 $0.00
Final (Adopted) Budget Net Change in Fund Balance $0.00
Budget adjustments from current year's previous months to increase (decrease) $0.00
net change to fund balance $0.00
Current increase in budgeted revenue increases Fund Balance $0
Current increase in budgeted expenditures decreases Fund Balance $0
Revised Net Change in Ending Fund Balance $0
Estimated Ending Fund Balance 6/30/16 for Restricted General Fund 480 $0

BU1652
RECOGNITION
II. 10 (a) Recognitions – Jr. Rams Essay Writing Awards

Presenter: Judy Rodriguez, Director of Instructional Site, Hollister

Background:
A selected winner/s will be reading their essay that was selected from the entries. The Jr. Rams Club was created in 2008 as a project of the Gavilan Leadership Development Class. Its purpose is to provide middle school students with information and resources to help them properly plan for their higher educational goals. A major component of this is showing students how Gavilan Community College can fit into these plans.
SUBJECT: Recognition of the Employees of the Month

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

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

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

Employee of the Month, April 2016 – Bonnie Donovan
Bonnie Donovan was a Senior Program Services Specialist working specifically on Curriculum and she was at the center of Curriculum committee work: deadlines, forms, inputting, advice and much more. Her job enabled the faculty and the college at large to manage the complicated task of making changes to existing curriculum, proposing new curriculum, and keeping track of the many state requirements. Her job was essential though many don’t know what she does or how effectively she does her job outside of the faculty who consult with her every semester and/or attend committee meetings. She comes every day and does her job diligently with integrity. She likes to operate fairly and follow agreed upon rules. She has made a serious and valuable contribution to the college in maintaining our curriculum work updated. She is serious about what she does. Very recently, Bonnie has been promoted to a Computer Programmer Analyst position in the Management Information Systems department.

Employee of the Month, May 2016 – Rebeca Silva
Rebeca is a new member of our custodian team. Her custodial route includes the Student Center, Administration, and the Physical Science building. She works the night shift from 2:00 PM until 11:00 PM. Rebeca is professional with everyone she interacts with. The bathrooms, which are hardest to keep clean, are well kept, thanks to Rebeca.
She has systematically gone through each office and open area, cleaning away cobwebs, dusting all surfaces, mopping floors (we didn’t realize the tile was white, we always thought it was grey!) and cleaning years’ worth of grudge. It makes such a difference! Becky has received kudos from everyone on her route and has on multiple occasions been pursued down the hall way of the building in order to be thanked and given a hug. We are glad to have her on our team.

Employee of the Month, June 2016 – Juan Vazquez
Juan Vazquez is our most recently hired Groundskeeper. Since his arrival on campus, Juan has made an amazing and most beneficial difference in the upkeep of the North Entrance to the campus, Parking Lot B and I am sure in several other areas. His hard work is very much noticed and appreciated. He is also very friendly and personable and always has a smile on his face. Juan is a cherished employee and we are lucky to have him join the Gavilan family!

Budgetary Implications:
None

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

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

Prepared By: Eric Ramones, Human Resources Director

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
INFORMATION
Consent Agenda Item No. 13 (a)  President's Office
Information/Staff Reports No. 13 (a)  Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: President's Honor Roll, Fall 2015 and Dean's List, Fall 2015

Resolution: BE IT RESOLVED,

X Information Only

Action Item

Proposal:
That the names of the students on the President's Honor Roll, Fall 2015 and Dean's List, Fall 2015 be presented to the Board of Trustees.

Background:
In the Fall 2015 semester, the students named on the attached lists met the criteria set for the President's Honor Roll and the Dean's List. The criteria is:

President's Honor Roll
Special recognition is accorded to students who earn a 3.5 or higher grade point average during any semester in which they accumulate at least 15 graded units (A, B, C, D, F) at Gavilan College. President's Honor Roll achievement shall be noted on the student's transcript, and additional special recognition shall be given.

Dean's List
Special recognition is accorded students who maintain a 3.0 (B) grade point average during any semester in which they accumulate at least 12 graded (A, B, C, D, F) units at Gavilan College. Dean's List achievement shall be noted on the student's transcript.

Budgetary Implications: None

Follow Up/Outcome: None

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
<table>
<thead>
<tr>
<th>Jorge Alvarado</th>
<th>Emily Jennings</th>
<th>Andy Tan</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Angel</td>
<td>Megan Jones</td>
<td>Crystal Townley</td>
</tr>
<tr>
<td></td>
<td></td>
<td>James Tran</td>
</tr>
<tr>
<td>Jack Baker</td>
<td>Kailey Lamonica</td>
<td></td>
</tr>
<tr>
<td>Justin Baker</td>
<td>Sophia Lastra</td>
<td>Jose Velasquez</td>
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<tr>
<td>Myles Baxter</td>
<td>Murlin Lee</td>
<td>Jude Villanueva</td>
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<td>Mariana Becerra Mata</td>
<td>Jacob Livingston</td>
<td>Celina Waddy</td>
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<td>Edwin Bedolla</td>
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<td>Christine Watson</td>
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<td>Samuel Burton</td>
<td>Mariana Martinez</td>
<td>Noah Zertuche</td>
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<td>Craig Campbell</td>
<td>Sami Medina</td>
<td>Tiffany Ziegelman</td>
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<td>Franz Canares</td>
<td>Holly Minarik</td>
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<td>Desirae Canela</td>
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<td>Edwin Carmona</td>
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<td>Brandon Carr</td>
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<td>Matthew Carroll</td>
<td>Candice Nasaire</td>
<td>Stephen Patzke</td>
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<td>Jeffrey Carter Jr.</td>
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<td>Veronica Casillas</td>
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Dallas Achirica
Danielle Acosta
Andy Adams
Kristy Adams
Arlette Aguilar
Betsy Aguilar
Jonathan Aguilar
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Rodrigo Aguilera
Candace Alameda
Angel Alegría Carrillo
Javier Alejo
Adriana Alfaro Lezama
Maddison Alipaz
Rachel Allen
Michael Altamiranc
Elizabeth Alvarez
Giovanni Amador
Christian Anderson
Amanda Anderson
Greg Ange
Gregory Anguiano
Erica Apor
Eusbaldo Arenas
Marisol Arrondo
Melissa Atanacio
Kalianna Avera
Andy Avila
Manuel Avila
Gabriela Ayala
Vivian Ayala
Ulysses Ayora
Shelby Bailey
Madison Ballesta
Jose Banuelos
Zara Bapu
Jimena Barocio Silva
Adam Barrett
Drianna Barron
Alejandra Barron
Jamie Barrow
Daniel Baumer
Arjaey Bautista
Jacob Baxter
Cameron Bazargan
Pedro Beas
Jacquelyn Bishop
Tamie Bittle
Madeline Boettcher
Ashley Bollenbacher
Christopher Bonk
Lindsay Bonk
Nathan Bonsell
Courtney Borja
Jade Bousfield
Nick Bradley
Amanda Brewer
Brittany Budisch
Denise Burdett
Ashly Burnham
Sherelle Butler
Brent Butler
Jacklyn Cabatic
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Anthony Calderon
Ritma Calderon
Jose Camacho
Karina Camarena
Isaiah Campos
Guillermo Campos
Marques Cannon
Cydney Caradonna
Martin Carcamo
Bianca Cardoza
Brianna Carlisle
Brian Carmack
Cesar Carranza
Joseph Carrillo
Brenda Carrillo
Bailee Casby
Dominic Castagnoli
Christina Castaneda
Andrea Castellanos
Steven Castelo
Jose Castillo
Jezmíne Castro
Danika Cauthen-Wright
Rebecca Cavanaugh
Diana Cazola
Geoleal Celestino
Erica Chapa
Melissa Chapa
Tyler Chargin
Courtney Chavez
Arturo Chavez
Bradley Clark
Shelley Clark
Yocelyn Clemente
Kayla Cole
Emily Collins
Lauren Colwill
Jordan Conrigan
Maria Contreras
Jose Cordova
Aylin Corona
Martin Corona-Barron
Shermaine Corpuz
Morgan Coyle
Rose Croft
Celine Croft
Gerardo Cruz
Alejandra Cruz
Ian Cruz Lopez
Angel Cruz Velasco
Justin Cupp
Callie Cuthbertson
Alexandria Davis
Elijah Davis
Hazzle De Jesus
Priscilla DeAnda
Kenzie Dearden
Michael Decker
Michelle Deleon
Ciarl Kyle Delima
Jacob Deliz
Ruben Deltoro
Amanda Deshazer
Luz Diaz
Sevina Diaz
Michele Diaz
Yolanda Diaz
Kenneth Dipko
Michael Divia
Taneeshia Dodge
Kassandra Dominguez
Jacob Dorado
Austin Downing
Jeffrey Driggs
Kaitlin Dukelow
Hung Duong
Stephanie Duran
Ryan Eaton
Krista Edwards
Branden Elam
Kimberly Enderle
Kalea Enzensperger
Marta Escobar
Sofia Espina
Christopher Estes
Omar Estrada
Carla Estrada Pena

Alan Favela
Caitlyn Fernandez
Maria Paola Ferreyra
Allyson Forman
Robin Fox
Aaron Francis
Jennifer Frechette
Jared Freitas
Jonathan Freitas
Dai Fukamoto
Frankie Fullerton

Maritza Gabriel
Matthew Gallion
Abraham Garcia
Alexis Garcia
Genesis Garcia
Miriam Garcia Vargas
Amanda Garza
Analia Garza

Makayla Gause
Andrew Glover
Jared Godinez
Oscar Gomez
Damaris Gomez
Rodrigo Gomez
Katherine Gonzales
Jose Gonzalez
Ramon Gonzalez
Maria Gonzalez
Jorge Gonzalez
Jose Gonzalez
Ciara Gonzalez
Ixchel Gonzalez Lopez
Emily Good
Spencer Greiss

Sukhbir Grewal
Cameron Griffith
Sally Guevara Gutierrez
Patricia Guillen Ochoa
Davis Gunter
Lucero Gutierrez
Joceline Gutierrez Guzman
Edward Gutierrez
Kate Guzman
Maria Guzman Perez

Laura Haggett
Natalie Hall
Tanner Hallinan
Megan Harding
Mallory Harmel
Amber Harmon
Chrystal Harrigan
Sean Harris
Ambar Harvey
Haleigh Hawkins
John Hayes
Alexandra Hayes
Anicka Haygood
Zachary Headley
Nathaniel Hebert
Salma Helwa
Lauren Hemingway
Erin Henningsen
Joanne Heredia
Ignacio Hernandez
Jonathan Hernandez
Joshua Hernandez
Maria Hernandez Rodriguez
Ryan Hiatt
Harshal Hira
Hung Hoang
Sarahmarie Hoeft
Morgan Hoggard
Amelia Hollis
Poliva Hou
Jeanie Hubbs
Maribel Hurtado

Jonathan Jennings
Daniel Jimenez
Edward Jimenez
Tina Jimenez
Henry Jimenez
Deja Johnson
Jason Jones
Kalei Jud

Peter Kabai
Sahebjeet Kaur
Cherish Keelin
William Kendrick
Jay Kerbs
Reena Deep Khaira
Eunice Kim
Katherine Kimmich
Nicholas Kinoshita
Morgan Kissinger
Cheyenne Kistner
Nicholas Klinger
Derek Koen
Demitra Kouretas

Thomas Laird
Simran Lall
Trevor Large
Hector Leal
Haley Leibold
Alisha Lemmon
Christopher Len
Caitlin Lesondak
Carmen Leveque
Josue Llamas
Sydney Locsin
Skyler Lombardo
Rachel Lopes
Maria Lopez
Paola Lopez
Saul Lopez
Omar Lopez
Raymond Lopez
Adrian Lopez
Gavin Lopez
Rene Lopez-Enriquez
Abigail Lotten
Nicole Lowe
Chawntell Lowe
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<td>Noah Spremich</td>
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Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. 13 (b)  Community Education
Information/Staff Reports No.  Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Community Education Summer 2016 Classes

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

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

Background:
Attached is the Summer 2016 Community Education schedule. Classes will be offered through August 2016.

Budgetary Implications: Projected Revenue is approximately $28,000 registration revenue based on past 3 summer terms.

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

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

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

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

June 14, 2016

Consent Agenda Item No.  Instruction Office  
Information/Staff Reports No.  13 (c)  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.  

SUBJECT: Institutional Effectiveness Partnership Initiative (IEPI)  

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

Proposal: That the Board of Trustees review and comment on the 2016-17 IEPI report outlining the framework and College District goals.

Background: Recently enacted legislation established a new system of indicators and goals that are intended to encourage improvement in institutional effectiveness at California community colleges. As a condition of receipt of Student Success and Support Program funds, each college is required to adopt a framework of indicators and set goals in four specific areas: 1) student performance and outcomes (student achievement); 2) accreditation; 3) fiscal viability; and 4) compliance with state and federal guidelines. This year, each college is required to adopt short-term (1-year) and long-term (6-year) goals for each of the indicators.

Budgetary Implications: None.

Follow Up/Outcome: To engage in a campus-wide discussion about the IEPI indicators with specific focus on the following goals: 1) maintain continuous review of the non-credit program and ESL credit courses to further understand the patterns of students who begin non-credit ESL, move through credit ESL and into the transfer level courses; 2) track students who persist to a third consecutive semester but are not identified in any categorical programs as a freshman.

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

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

Agenda Approval:  
Dr. Steven M. Kinsella, Superintendent/President
## California Community Colleges Chancellor's Office
### INSTITUTIONAL EFFECTIVENESS

## Indicator Rates - Gavilan CCD

### District Contact Information
- **Contact Name**: Kathleen Rose
- **Contact Phone**: 408-848-4760
- **Contact Email**: krose@gavilan.edu

### District Fiscal Viability Indicators

1. **Fund Balance (Required)**
   Ending unrestricted general fund balance as a percentage of total expenditures
   
<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
</tr>
</thead>
</table>

2. **Salary and Benefits (Optional)**
   Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures
   
<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
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<tbody>
<tr>
<td>2010-2011 82.3</td>
<td>2011-2012 83.7</td>
</tr>
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</table>

3. **Annual Operating Excess/(Deficiency) (Optional)**
   Net increase or decrease in general fund balance
   
<table>
<thead>
<tr>
<th>Historical Values</th>
<th>Goals</th>
</tr>
</thead>
</table>

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[https://misweb.cccco.edu/e/DistrictRates.aspx](https://misweb.cccco.edu/e/DistrictRates.aspx)
4. Cash Balance (Optional)
Unrestricted and restricted general fund cash balance, excluding investments

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<td>(1,321,717)</td>
<td>5,156,128</td>
<td>2,704,582</td>
<td>3,200,640</td>
<td>$4815298</td>
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District Programmatic Compliance with State and Federal Guidelines Indicators

5. Audit Findings - Audit Opinion Financial Statement (Required)
A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an ‘unmodified’ or ‘unqualified’
independent audit opinion (minimal or no material weaknesses or significant deficiencies)

<table>
<thead>
<tr>
<th>Historical Value</th>
<th>Goals</th>
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<td>Short-term (1 Year Goal)</td>
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<td>2014-2015</td>
<td>Yes</td>
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6. Audit Findings - State Compliance (Required)
A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an ‘unmodified’ or ‘unqualified’
independent audit opinion (minimal or no material weaknesses or significant deficiencies)

<table>
<thead>
<tr>
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<tr>
<td>2014-2015</td>
<td>Yes</td>
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</table>

7. Audit Findings - Federal Award/Compliance (Required)
A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an ‘unmodified’ or ‘unqualified’
independent audit opinion (minimal or no material weaknesses or significant deficiencies)

<table>
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<tr>
<th>Historical Value</th>
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<td>Short-term (1 Year Goal)</td>
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<tr>
<td>2014-2015</td>
<td>No</td>
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</table>

College Indicators for Gavilan College

College Student Performance and Outcomes
8. Completion Rate (Scorecard) - College Prepared (Optional)
Percentage of degree, certificate, and/or transfer seeking College Prepared (Student's lowest course attempted in Math and/or English was college level) students starting first time tracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

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<td>Short-term (1 Year) Goal (goal for 2016-2017)</td>
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<td>Long-term (6 Years) Goal</td>
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<td>71.0%</td>
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</tbody>
</table>

9. Completion Rate (Scorecard) - Unprepared for College (Optional)
Percentage of first time degree, certificate, and/or transfer seeking students tracked for six years who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

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<td>Short-term (1 Year) Goal (goal for 2016-2017)</td>
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<td>50.0%</td>
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</table>

10. Completion Rate (Scorecard) - Overall (Optional)
Percentage of degree, certificate, and/or transfer seeking students starting first time in 2009-2010 tracked for six years through 2014-2015 who attempted any level of Math and/or English in the first three years, who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

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<td>52.0%</td>
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</table>

11. Remedial Rate (Scorecard) - Math (Optional)
Percentage of credit students tracked for six years who started below transfer level in Math and completed a college-level transfer course in Math (Goal should be set as rate)

<table>
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<td>Long-term (6 Years) Goal</td>
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12. Remedial Rate (Scorecard) - English (Optional)
Percentage of credit students tracked for six years who started below transfer level in English
and completed a college-level transfer course in English (Goal should be set as rate)

<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short-term (1 Year) Goal</td>
</tr>
<tr>
<td>2010-2011</td>
<td>38.0%</td>
</tr>
<tr>
<td>2011-2012</td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td></td>
</tr>
<tr>
<td>2013-2014</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td></td>
</tr>
</tbody>
</table>

13. Remedial Rate (Scorecard) - ESL (Optional)
Percentage of credit students tracked for six years who started below transfer level in ESL and completed a college-level transfer course in ESL (Goal should be set as rate)

<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short-term (1 Year) Goal</td>
</tr>
<tr>
<td>2010-2011</td>
<td>4.9%</td>
</tr>
<tr>
<td>2011-2012</td>
<td></td>
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<tr>
<td>2012-2013</td>
<td></td>
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<tr>
<td>2013-2014</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td></td>
</tr>
</tbody>
</table>

14. Career Technical Education Rate (Scorecard) (Optional)
Percentage of students tracked for six years who started first time and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate, or transferred (Goal should be set as rate)

<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short-term (1 Year) Goal</td>
</tr>
<tr>
<td>2010-2011</td>
<td>44.0%</td>
</tr>
<tr>
<td>2011-2012</td>
<td></td>
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<tr>
<td>2012-2013</td>
<td></td>
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<tr>
<td>2013-2014</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td></td>
</tr>
</tbody>
</table>

15. Successful Course Completion (Datamart) (Required)
Percentage of Fall term credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

<table>
<thead>
<tr>
<th>Historical Rates</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short-term (1 Year) Goal</td>
</tr>
<tr>
<td>2010-2011</td>
<td>72.0%</td>
</tr>
<tr>
<td>2011-2012</td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td></td>
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<tr>
<td>2013-2014</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td></td>
</tr>
</tbody>
</table>

16. Completion of Degrees (Datamart) (Optional)
Number of associate degrees completed (Goal should be set as count)

<table>
<thead>
<tr>
<th>Historical Counts</th>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short-term (1 Year) Goal</td>
</tr>
<tr>
<td>2010-2011</td>
<td></td>
</tr>
<tr>
<td>2011-2012</td>
<td></td>
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<td>2012-2013</td>
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<td>2013-2014</td>
<td></td>
</tr>
<tr>
<td>2014-2015</td>
<td></td>
</tr>
</tbody>
</table>
### District Indicator Rates

17. Completion of Certificates (Datamart) (Optional)

Number of Chancellor's Office approved certificates completed (Goal should be set as count)

<table>
<thead>
<tr>
<th>Historical Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>144</td>
</tr>
</tbody>
</table>

Goals

<table>
<thead>
<tr>
<th>Short-term (1 Year) Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(goal for 2016-2017)</td>
</tr>
<tr>
<td>415</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long-term (6 Years) Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
</tr>
</tbody>
</table>

18. Transfers to 4-year Institutions (Datamart) (For Information Only)

Number of students who transfer to a four-year institution, including CSU, UC, private and out of state universities (No goal required)

<table>
<thead>
<tr>
<th>Historical Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>392</td>
</tr>
</tbody>
</table>

### College Accreditation Status Indicators

19. Accreditation Status (Required)

ACCJC accreditation status

<table>
<thead>
<tr>
<th>Historical Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
</tr>
</tbody>
</table>

Accreditation Status Descriptions

- FA-N: Fully Accredited - No Action
- FA-RA: Fully Accredited - Reaffirmed
- FA-SR: Fully Accredited - Sanction Removed
- FA-SR/RA: Fully Accredited - Sanction Removed and Reaffirmed
- FA-W: Fully Accredited - Warning
- FA-P: Fully Accredited - Probation
- FA-SC: Fully Accredited - Show Cause
- FA-PT: Fully Accredited - Pending Termination
- T: Accreditation Terminated (No longer used by the accrediting agency after July 2015)
- WD: Accreditation Withdrawn
- FA-RS: Fully Accredited - Restoration
- IA: Initial Accreditation
- RE-AP: Re-Application for Accreditation

Next Accreditation Visit

Term: Spring 2019

### College Fiscal Viability Indicators
20. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

<table>
<thead>
<tr>
<th>Historical Counts</th>
<th>Goals</th>
<th>Long-term (6 Years) Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,526.2</td>
<td>5,217.3</td>
<td>5,174.5</td>
</tr>
</tbody>
</table>

College Choice Indicators

21. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 9, 11, 12, or 13 above. In the narrative box below, note which indicator has been chosen.

The college will select indicator #13. Continuous review of the non-credit program and reduction of the levels of ESL credit courses will be studied to further understand the patterns of students who begin in non-credit ESL, move through credit ESL and into the transfer level courses.

22. Optional College Choice (Optional)

College may self-identify an indicator related to any topic. Briefly explain the indicator and provide short-term and long-term goals. Goals must be presented as counts, percentages, or rates.

Among students who enter with the intent to get a degree, certificate, or transfer, how many students persist to enroll in a third consecutive semester? Gavilan College is interested in tracking students who enter the college but are not identified in any categorical program as freshman. With the help of our new Director of Institutional Research and new Data Analyst (June and August 2016) the college will begin the dialogue and data review of students who are in the "murky middle", which preliminary reports indicate can be up to 50% of new students each year.

Yes ▼ Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?
INSTITUTIONAL EFFECTIVENESS GOALS CERTIFICATION FORM

District          Gavilan
Report Year       2016

Pursuant to Education Code section 84754.6, I hereby certify that:

Gavilan College

adopted the framework of indicators that was approved by the Board of Governors on
November 15, 2015, and adopted and posted institutional goals for each of the following areas:

1. Student Performance and Outcomes: Course Completion Rate
2. Accreditation Status: Accreditation Status
3. Fiscal Viability: Fund Balance
4. Programmatic Compliance with State and Federal Guidelines: Audit Opinion Financial Statement
5. Programmatic Compliance with State and Federal Guidelines: State Compliance
6. Programmatic Compliance with State and Federal Guidelines: Federal Award/Compliance
7. College Choice Student Achievement
8. Optional College Choice

I also certify that the adopted goals for the college(s) referenced above are consistent with those
posted to the Chancellor’s Office Institutional Effectiveness Monitoring Portal.

California Community Colleges, Chancellor’s Office
1102 Q Street Sacramento, California 95811
Send questions to IE | InstEffect@cccco.edu
© 2015 State of California. All Rights Reserved.

College/District Approvals:

[Signature]
Chancellor or President

Date

Please print, complete, and mail this signature page to:
California Community Colleges Chancellor’s Office
Attention: Ronnie Slimp
1102 Q Street
Sacramento, CA 95811

In lieu of mailing, a scanned copy can be emailed to:
InstEffect@cccco.edu
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. 1
Information/Staff Reports No. 13 (d)
Discussion Item No. 3
Old Business Agenda Item No. 0
New Business Agenda Item No. 0

SUBJECT: College Hour

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

Proposal:
That the Board of Trustees review the College Hour Report and results of the 2nd year analysis.

Background:
The College Hour was created to allow for purposeful planning of student events and club activities and to add value to the college community by providing opportunities for students, faculty, and staff to engage with one another and discuss topics of mutual concern.

Budgetary Implications:
None.

Follow Up/Outcome:
The College Hour will be evaluated annually to ensure that high quality activities are supporting development, student success and faculty engagement.

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

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

Agenda Approval: [Signature]
Dr. Steven M. Kinsella, Superintendent/President
Gavilan College Academic Senate Resolution

RE: College Hour Support

DATE: March 15, 2016: Approved

Whereas both the Academic Senate and the Associated Students of Gavilan College (ASGC) on behalf of a majority of the faculty and the students supported the creation of a College Hour for the purpose of enabling collegiality and professional development;

Whereas College Hour began operating in the Spring Semester 2014 in its Tuesday and Thursday instructional slot from 12:50 to 1:50, and college staff and students were surveyed separately on their use of College Hour in the Spring Semester 2015;

Whereas the Academic Senate has reviewed the results of the survey on College Hour given to college staff and is aware of the general results of the separate survey done by the ASGC;

Whereas the Academic Senate continues to support College Hour and believes that concrete measures and strategies are needed on a college-wide basis to ensure that it remains a viable institutional option;

Resolved, the Academic Senate requests that the administration of Gavilan College implement the suggestions below in order to strengthen the College Hour initiative and provide the needed support to faculty, students, and staff in order to optimize participation and success:

1) Establish an institutionally supported College Hour Steering Committee to be co-chaired by an administration representative and one from the ASGC; general membership for this steering committee will consist of pertinent constituent groups including the Academic Senate;

2) The responsibilities for the College Hour Steering Committee will include the following:
   
   - Explicitly state College Hour objectives, practicality and expected outcomes so that College Hour can be effectively and fairly evaluated against those objectives and outcomes;
   
   - Create a calendar of College Hour activities and make them easily accessible and displayed prominently throughout the campus and on the Gavilan College homepage;
   
   - Work closely with the Professional Development liaison and the Faculty Mentorship Liaison to ensure that College Hour activities are centrally managed,
distributed throughout the academic year and are optimized to engage full-time and part time faculty, students, and staff;

- Collect and analyze data to make recommendations regarding the status of the College Hour. Recommendations will be presented to the Academic Senate, Associated Students of Gavilan College and the President’s Council during the spring semester.

- Monitor the number of College Hour course exemptions and make recommendations to departments on ways to avoid offering courses during College Hour.

- Work closely with the Academic Senate to have its programs and departments create and sponsor College Hour activities throughout the academic year; work closely with the Associated Students of Gavilan College to encourage full student participation.

Resolved, the Academic Senate urges the Gavilan College administration and its Board of Trustees to recognize that College Hour is currently an institutional initiative that needs institutional support in the form of a steering committee as described above.

Resolved, the Academic Senate requests that any proposed changes to College Hour should come as a data-driven recommendation from the College Hour Steering.
1. HAVE YOU HEARD ABOUT COLLEGE HOUR?

- 66% of students answered Yes
- 34% of students answered No
2. DO YOU KNOW WHEN COLLEGE HOUR TAKES PLACE?
- 46% of students answered Yes
- 54% of students answered No

3. HAVE YOU EVER PARTICIPATED IN COLLEGE HOUR?
- 31% of students answered Yes
- 69% of students answered No
4. IF YOU DID PARTICIPATE IN COLLEGE HOUR, WHAT DID YOU DO DURING THAT TIME?

- 38% of students left blank
- 10% of students answered Work
- 16% of students answered completed homework
- 9% of students answered attended workshop
- 13% of students answered ASGC Event
- 23% of students answered Had lunch
- 1% of students answered Other

5. IF YOU DID NOT PARTICIPATE IN COLLEGE HOUR ACTIVITIES, PLEASE INDICATE WHY:

- 14% of students Left blank
- 12% of students answered Work
- 26% of students answered Class
- 19% of students answered No time
- 6% of students answered event/workshop/activity times are inconvenient
- 31% of students answered Unaware of events/workshops/activities
- 8% of students answered Other
6. ARE YOU INTERESTED IN PARTICIPATING IN COLLEGE HOUR OR IN FINDING OUT MORE ABOUT HOW TO GET INVOLVED AT GAVILAN COLLEGE?

- 3% of students Left blank
- 39% of students answered Yes
- 58% of students answered No

7. WHAT ARE YOUR SUGGESTIONS FOR IMPROVING COLLEGE HOUR EVENTS, WORKSHOPS, AND ACTIVITIES?

- 10% of students Left Blank
- 45% of students answered More Advertisement
- 30% of students answered Earlier notice about events
- 14% of students answered More diversity
- 13% of students answered I would like to receive email notice about events
- 11% of students answered other
8. PLEASE LIST ACTIVITIES/WORKSHOPS/EVENTS YOU WOULD LIKE TO SEE OFFERED DURING COLLEGE HOUR:

- Financial Aid/FAFSA workshops
- Student Services workshops
- Volunteering/job/career workshops
- Rocky The Ram appearances
- Club workshops
- Free food/drinks
- Art/games/movies
- Music
- Guest speakers
- Workshops to help with writing
- Tutoring
Gavilan Joint Community College District
Governing Board Agenda

Date: March 8, 2016

Consent Agenda Item No.
Information/Staff Reports No. 13 (e)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Discovery Counseling Center

☐ Resolution
☒ Information Only
☐ Action Item

Proposal:
That the Board approve the services to be provided to Gavilan College by Discovery Counseling Center beginning September 2016 through June 2018.

Background:
Discovery Counseling Center (DCC) will begin providing psychiatric/therapy services to students on a referral bases (by Gavilan Counseling faculty) beginning Fall 2016. DCC staff will be house in the current Student Success Center.

Budgetary Implications:
The district agrees to pay compensation up to an amount not to exceed $66,000 (in first two years) payable at a rate not to exceed $36,000 per year to be paid through Student Equity funds.

Follow Up/Outcome:
Re-assessment will take place 2017.

Recommended By: Kathleen Moberg
Vice President, Student Services

Prepared By: [Signature]
Grace Cardinali, Executive Assistant, Student Services

Agenda Approval: [Signature]
Kathleen Moberg, Vice President of Student Services

Agenda Approval: [Signature]
Steven Kinsella, President/Superintendent
Exhibit A
Scope of Work to be provided by Discovery Counseling Center

It is expected that staff will only provide services based on their credential (i.e., license, education, training, and experience) and utilize current evidence-based methods of intervention. Further limitations may be due to lack of experience in the specific service category or by an agency’s restrictions. Volunteers remain subject to scope of practice.

<table>
<thead>
<tr>
<th>Behavioral Health Service Activities</th>
<th>DCC staff who will provide this activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL I: PREVENTION SERVICES / MENTAL HEALTH FIRST AID</strong></td>
<td>Licensed or post-graduate registered (license-waivered) social workers, marriage &amp; family therapists, or professional clinical counselors.</td>
</tr>
<tr>
<td>- Faculty In-service Trainings</td>
<td></td>
</tr>
<tr>
<td>- Parent Workshops</td>
<td></td>
</tr>
<tr>
<td>- Psychoeducational Groups &amp; Assemblies</td>
<td></td>
</tr>
<tr>
<td>- Student-centered advocacy</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL II: EARLY INTERVENTION &amp; MEASURED RESPONSE</strong></td>
<td>Post-graduate registered (license-waivered) social workers, marriage &amp; family therapists, or professional clinical counselors.</td>
</tr>
<tr>
<td>- Case Management / Consultation</td>
<td></td>
</tr>
<tr>
<td>- Collateral to significant natural supports</td>
<td></td>
</tr>
<tr>
<td>- Community Rehabilitation (individual, group)</td>
<td></td>
</tr>
<tr>
<td>- Crisis Intervention</td>
<td></td>
</tr>
<tr>
<td>- School-based Counseling</td>
<td></td>
</tr>
<tr>
<td>- Therapeutic Education &amp; Process Groups</td>
<td></td>
</tr>
<tr>
<td>- Threat Assessment</td>
<td></td>
</tr>
<tr>
<td>- Treatment Plan Development &amp; Implementation</td>
<td></td>
</tr>
<tr>
<td>- Triage Assessment &amp; Diagnostic Evaluation (including psychometric testing, as appropriate)</td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL III: MENTAL HEALTH TREATMENT</strong></td>
<td>Licensed or post-graduate registered (license-waivered) social workers, marriage &amp; family therapists, or professional clinical counselors, and physicians.</td>
</tr>
<tr>
<td>- Assessment &amp; Diagnostic Evaluation (including psychometric testing, as appropriate)</td>
<td></td>
</tr>
<tr>
<td>- Case Management / Consultation</td>
<td></td>
</tr>
<tr>
<td>- Collateral to significant natural supports</td>
<td></td>
</tr>
<tr>
<td>- Community Rehabilitation (individual, group)</td>
<td></td>
</tr>
<tr>
<td>- Crisis Intervention</td>
<td></td>
</tr>
<tr>
<td>- Medication Support</td>
<td></td>
</tr>
<tr>
<td>- Therapy (individual, group, family)</td>
<td></td>
</tr>
<tr>
<td>- Treatment Plan Development &amp; Implementation</td>
<td></td>
</tr>
</tbody>
</table>

* Level III Services are defined under federal law as reserved for the treatment of Serious Emotional Disturbance (SED) or Serious Mental Illness (SMI). These services will be transitioned to designated DCC sites or other authorized providers in the community depending upon third-party coverage or ability to pay, and billed accordingly outside of District’s obligation.

In addition: Employee Assistance Program services to faculty (to be decided).

Professional Services Agreement, Discovery Counseling Center (Exhibit A)
<table>
<thead>
<tr>
<th>Behavioral Health Service Activities</th>
</tr>
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<td><strong>LEVEL I: PREVENTION SERVICES / MENTAL HEALTH FIRST AID</strong></td>
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<td>- Parent Workshops</td>
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<tr>
<td>- Psychoeducational Groups &amp; Assemblies for Student Body</td>
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<tr>
<td>- Student-centered advocacy</td>
</tr>
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<td><strong>LEVEL II: EARLY INTERVENTION &amp; MEASURED RESPONSE</strong></td>
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<tr>
<td>- Treatment Plan Development &amp; Implementation</td>
</tr>
<tr>
<td>- Triage Assessment &amp; Diagnostic Evaluation (including psychometric testing, as appropriate)</td>
</tr>
</tbody>
</table>
SUBJECT: Lease-Purchase Financing

☐ Resolution: BE IT RESOLVED,

☒ Information Only

☐ Action Item

Proposal:
Consider a Resolution Authorizing the Execution and Delivery of Legal Documents in connection with a Lease-Purchase Financing scheduled for Action at the July 2016 Board meeting.

Background:
Insufficient funds remain in Measure E and from other sources to complete all of the remaining high priority capital outlay projects currently under or planned for construction. These projects include the Coyote Valley Educational Center, San Martin Aviation Maintenance Technology Project, Student Center Seismic Upgrade Project, Athletic Fields Projects and the Swimming Pool Renovation.

It has therefore been determined that it is in the best interest of the District to obtain financing to fund these capital improvements. The Board is being asked to approve a Resolution permitting the participation in the sale of Lease Revenue Bonds by the California Community College Financing Authority (a JPA of the Community College League of California) to obtain $10 million to fund the cost to complete these projects.

The Authority would issue the Lease Revenue Bonds, the debt service upon which would be paid from lease payments due from the District pursuant to a lease transaction with the Authority. The Bonds would be secured by a leasehold interest in the Coyote Valley Educational Center and the promise of the District to appropriate sufficient amounts each year to pay the debt service.

The maximum amount authorized to be borrowed would be $11,500,000 which includes an amount necessary to cover municipal bond insurance and a surety bond, if necessary, as well as costs of issuance. We currently estimate that the costs of issuance will be closer to $825,000, so the likely amount financed will be approximately $10,825,000. However, that amount will be established at the time of sale of the bonds. The term of the financing is not-to-exceed 35 years.

The Resolution would also approve the form of the Lease-Purchase Agreement, Trust Indenture, Site Lease, Contract of Purchase and Preliminary Official Statement, as well as authorize the Superintendent/President and the Vice President of Administrative Services to take any and all actions necessary to consummate the issuance of the Bonds.
Budgetary Implications:
Twice a year payments totaling approximately $660,000 annually from the District’s Unrestricted General Fund for debt service beginning in Year 3 after issuance. As long as this Lease-Purchase financing is outstanding, it is anticipated that the South Bay Regional Public Safety Training Consortium, who will be occupying the Coyote Valley Educational Center site during the day, will share in the costs of this debt service, thereby offsetting some of the district’s debt payment costs.

Follow Up/Outcome:
Upon Board approval of the resolution in July 2016, the bonds will be sold and the related documents finalized.

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

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

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

RESOLUTION NO. 101X

A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF LEGAL DOCUMENTS IN CONNECTION WITH A LEASE-PURCHASE FINANCING

WHEREAS, Gavilan Joint Community College District (the "District") desires to finance certain capital improvements of the District, including the construction, modernization and improvement of the Coyote Valley Education Center, San Martin Aviation Program, gymnasium and sports fields projects, swimming pool and seismic upgrades to the Student Center (the "Project") and other costs as permitted by the Marks-Roos Local Bond Pooling Act of 1985, constituting Article 4, Chapter 5, Division 7, Title 1 (commencing with Section 6584) of the California Government Code, as amended (the "Act"), to be more particularly described in that certain Lease-Purchase Agreement, dated as of August 1, 2016 (the "Lease"), by and between the District and the California Community College Financing Authority (the "Authority"); and

WHEREAS, the District has determined that it is in the best interest of the District to utilize the Authority for the purpose of financing the Project through the sale by the Authority of its Lease Revenue Bonds, Series 2016A (the "Bonds") for the benefit of the District; and

WHEREAS, the proceeds from the sale of the Bonds will be applied to the financing of the Project, to purchase a municipal bond debt service reserve insurance policy, and to pay certain of the costs incurred in connection with the execution and delivery of the Lease and the costs of issuance of the Bonds; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Authority is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Gavilan Joint Community College District (the "Board") as follows:

1. **Site Lease.** The proposed Site Lease (including all Exhibits thereto), dated as of August 1, 2016, between the District and the Authority, on file with the Secretary of the Board, is hereby approved. The President of the Board, the Superintendent/President of the District, the Vice President of Administrative Services of the District, and any designee thereof (each, an "Authorized Officer"), each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to execute, deliver and record the Site Lease in substantially said form, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

2. **Lease-Purchase Agreement.** The proposed Lease-Purchase Agreement and the Memorandum of Lease (collectively, the "Lease") (including all Exhibits thereto), dated as of August...
1, 2016, between the District and the Authority, on file with the Secretary of the Board, are hereby approved. The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to execute, deliver and record the Lease in substantially said form, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by the execution and delivery thereof, so long as (i) the principal amount of the Lease does not exceed $11,500,000; (ii) the net interest cost of the Lease does not exceed maximum allowable by law; and (iii) the term of the Lease does not exceed 35 years. The payment dates, interest components, terms of prepayment and other terms of the Lease Payments shall be as provided in the Lease, as finally executed.

3. **Sale of Bonds by Authority.** The District is hereby authorized to participate in the sale of the Bonds at a public offering, in one or more series of taxable or tax-exempt bonds. The proposed form of Purchase Contract between the Authority and Morgan Stanley & Co. LLC, as underwriter (the “Underwriter”), and accepted and acknowledged by the District, on file with the Secretary of the Board, is hereby approved, and the Authorized Officers, each alone, are hereby authorized to execute and deliver the Purchase Contract in substantially said form, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same may approve, such approval to be conclusively evidenced by the execution and delivery thereof, so long as the terms thereof satisfy the conditions of Section 2 hereof and the Underwriter’s discount does not exceed one percent (1.0%) of the principal amount of the Bonds, exclusive of original issue discount.

4. **Preliminary Official Statement.** The Preliminary Official Statement relating to the Bonds, substantially in the form on file with the Secretary of the Board is hereby approved and the Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deliver such Preliminary Official Statement to the Underwriters to be used in connection with the offering and sale of the Bonds. The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to deem the Preliminary Official Statement “final” pursuant to Rule 15c2-12 of the Securities Exchange Act of 1934, prior to its distribution and to execute and deliver to the Underwriters a final Official Statement, substantially in the form of the Preliminary Official Statement, with such changes therein, deletions therefrom and modifications thereto as the Authorized Officer executing the same shall approve. The District and the Underwriters are hereby authorized to distribute copies of the Preliminary Official Statement to persons who may be interested in the purchase of the Bonds and are directed to deliver copies of any final Official Statement to the purchasers of the Bonds. Execution of the Official Statement shall conclusively evidence the District’s approval of the Official Statement.

5. **Continuing Disclosure.** The Authorized Officers, each alone, are hereby authorized and directed, for and in the name and on behalf of the District, to execute, acknowledge and deliver to the Trustee a Continuing Disclosure Certificate for the Bonds, substantially in form attached to the Preliminary Official Statement, with such changes therein as such officer or person or persons may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.
6. **Other Actions: Appointment of Professionals.**

   a. The Authorized Officers are hereby authorized and directed to execute such letters, certificates, agreements, papers or instruments and to take such other steps and do such acts and things as in their judgment may be necessary, appropriate or desirable in order to carry out the terms and provisions of the Lease, the Site Lease, Purchase Contract and the Official Statement and to consummate the transactions herein and therein contemplated, including the purchase of a policy of insurance on the Bonds.

   b. All of the acts taken by the Authorized Officers, and other officers of the District, which have been undertaken to date or which shall be undertaken with respect to the planning, negotiation, authorization, approval or implementation of the financing are hereby ratified, confirmed and approved in all respects.

   c. The Board hereby approves the appointment of Stradling Yocca Carlson & Rauth, a Professional Corporation, as Bond Counsel and Disclosure Counsel, Dale Scott & Co. as financial advisor, and Morgan Stanley & Co. LLC as underwriter, with respect to the issuance of the Bonds and agrees to pay the fees thereof so long as such fees are contingent on the sale and delivery of the Bonds.

7. **Recitals.** The recitals and findings set forth in this resolution are hereby approved and confirmed.

   [REMAINDER OF PAGE LEFT BLANK]
8. **Effect.** This resolution shall take effect immediately upon its passage.

**ADOPTED, SIGNED AND APPROVED** this 12th day of July, 2016, by the Board of Trustees of the Gavilan Joint Community College District, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTENTIONS:**

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Trustees of the Gavilan Joint Community College District.

________________________
President of the Board of Trustees

**ATTEST:**

________________________
Clerk of the Board of Trustees
CLERK'S CERTIFICATE

I, Dr. Lois Loei, Clerk of the Board of Trustees, certify that the foregoing resolution was adopted by the Board of Trustees of the Gavilan Joint Community College District, at a meeting held on the 12th day of July, 2016.

Dated: July __, 2016

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

By: ________________________________
    Clerk of the Board of Trustees
ACTION ITEMS
OLD BUSINESS
SUBJECT: Correction to Resolution No.1006, Order of Election, Specifications of the Election Order and Consolidation Request

Resolution: BE IT RESOLVED, that Corrected Resolution No. 1006 be approved.

Proposal: That the Board of Trustees approve the Correction to Resolution No. 1006, Order of Election, Specifications of the Election Order and Consolidation Request.

Background: The Board of Trustees approved Resolution No. 1006, Order of Election, Specifications of the Election Order and Consolidation Request, at their May 10 regular meeting. Resolution No. 1006 was submitted to the Santa Clara County, Registrar of Voter’s Office. The district was subsequently contacted by that office noting a clerical omission in the resolution. The Corrected Resolution No. 1006 is being presented for approval.

Budgetary Implications:

Follow Up/Outcome: Once approved, the corrected resolution will be forwarded to the Office of the Registrar of Voters.

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

Prepared By: Nancy Bailey, Executive Assistant to Superintendent/President

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/ President
CORRECTED RESOLUTION NO. 1006

ORDER OF ELECTION, SPECIFICATIONS OF THE ELECTION ORDER AND CONSOLIDATION REQUEST

WHEREAS, a Biennial District General Election has been order to be held on Tuesday, November 8, 2016, in the Gavilan Joint Community College District of Santa Clara County for the purpose of electing 3 members of the Governing Board of the District; and

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California and Section 5342 of the Education Code of the State of California, such election may be either completely or partially consolidated;

WHEREAS, pursuant to Section 5322 of the Education Code of the State of California this Board must adopt a resolution constituting a "Specifications of the Election Order";

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That pursuant to Section 5342 of the Education Code and Section 10400 of the Election Code, the Board of Trustees of the Gavilan Joint Community College District calls for an election to be held on November 8, 2016 and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Trustees of the Gavilan Joint Community College District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be selected by division.

Section 4. That the divisions, if any, from which said trustees are to be elected, and the number of offices to be filled from each, are:

| Trustee Area 2 | 1 office |
| Trustee Area 4 | 1 office |
| Trustee Area 6 | 1 office |
| (Division)     | (Number of Offices) |

Section 5. That pursuant to Section 10514 of the Elections Code of the State of California, the qualifications for election to said offices, as prescribed by the principal act, are:

Over 18 years old, registered voter, and resident in the Gavilan Joint Community College District.
Section 6. That pursuant to the provision of Section 5420 of the Education Code of the State of California, each district involved in a general district election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the general district election for that district.

Section 7. That the candidates' statements of qualifications shall be limited to 200/400 words; that the cost of printing, translating, and distributing said statements shall be borne by the district candidates who file such statements, and that each candidate who files such a statement shall/shall not be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 8. That pursuant to Section 10522 of the Elections Code of the State of California, a current map showing the boundaries of the district and the boundaries of the divisions of the district is herewith submitted.

Section 9. That the method of determining the winner or winners in the event of a tie vote shall be by lot/special runoff.

Section 10. That the names of all current Board Members & date each term ends are: (Please indicate all members and for those who are appointed incumbents, note the name of the elected incumbent who was replaced and the date elected incumbent's term would have ended if term had been fulfilled.)


Tom Breen, 2016            Lois Locci, 2018         Walt Glines, 2018

Mark Dover, 2016

PASSED AND ADOPTED this 14th day of June, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST: ____________________________
Signature of Officer/Clerk of the Board authorized by law

of Gavilan Joint Community College District
Hi Nancy,

We noticed an omission in Section 1 of your resolution. It reads “That pursuant to Section 5342 of the Education Code Section 10400, the Board of Trustees…”

It should read “That pursuant to Section 5342 of the Education Code and Section 10400 of the Election Code…”

If you would like to provide a revised version, that would be fine. It is optional, however. We will still accept your current submitted resolution. We just wanted you to be aware of the omission.

Best regards,

Ralph
SUBJECT: Updates to Board Policies

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board review and approve the revisions to the Board policies as attached.

Background:
The policies have gone through the shared governance process. This is the second reading presented to the Board.

Budgetary Implications:

Follow Up/Outcome:
The policies will be publicized to the college community and posted as appropriate.

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

Prepared By: Nancy Bailey
Nancy Bailey, Executive Assistant to the Superintendent/President

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
BP 1100 The Gavilan Joint Community College District

Reference: 

*Education Code Section 72000(b)*

The District has been named the Gavilan Joint Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following college(s) and/or education center(s) and/or site(s):

- Gavilan College
- Coyote Valley Educational Center
- San Benito Educational Center
- Gavilan College, Hollister Briggs Site
- Gavilan College, Morgan Hill Site

Reviewed and adopted by the Board of Trustees: 
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2015  Student Member(s)

Reference:

*Education Code Section 72023.5*

The Board shall include one (1) non-voting student member. The term of office shall be one year. A student trustee is limited to two one-year terms as trustee commencing June 1.

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student is not required to give up employment with the District. The student shall maintain a 2.0 grade point average.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any or all of the following privileges:

- The privilege to make and second motions;

- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;

- The privilege to receive compensation for meeting attendance at a level of $264.60 (excluding health benefits). See BP 2725 titled Board Member Compensation;

- The privilege to serve a term commencing on June 1;

- The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

Reviewed and Approved by the Board of Trustees:  
Amended by the Board of Trustees: March 11, 2014  
Amended by the Board of Trustees: November 13, 2012  
Amended by the Board of Trustees: January 13, 2009  
Amended by the Board of Trustees: November 14, 2006  
Approved by the Board of Trustees: June 12, 2001
BP 2105  Election of Student Members

Reference:
   Educational Code Sections 72023.5, 72103

A Gavilan college student elected by the Associated Students of Gavilan College shall serve as a member of the Gavilan Joint Community College Governing Board in accordance with California Education Code Section 72023.5.

The student member shall be elected by all the student body in a general election held in the spring semester in order to fill the office by June 1 of a given year. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendents/President.

Special elections may be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other viable reasons. A special election, when called, will occur within thirty (30 days) after notice of the vacancy comes to the attention of the President of the College.

Candidates for the vacancy may nominate themselves or be nominated by others by the filing of an application certifying that the candidate's eligibility for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures established by the President of the College.

See Administrative Procedures #2105

Amended by the Board of Trustees:
Amended by the Board of Trustees: November 13, 2012
Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: June 12, 2001
BP 2110  Vacancies on the Board

Reference:

*Education Code Sections 5090, et seq.*

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code 5090.

Within 30 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date no less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The President of the College shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

See Administrative Procedures #2110

Reviewed and Approved by the Board of Trustees:

Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: February 8, 2005
BP 2210 Officers

Reference:

_Education Code Section 72000_

At the annual organizational meeting, the Board shall elect from among its members the President of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:
- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the President of the College on board meeting agendas;
- Communicate with individual board members about their responsibilities;
- Appoint all board subcommittee members
- Participate in the orientation process for new board members;
- Assure Board compliance with policies on board education, self-evaluation and President’s evaluation;
- Represent the Board at official events or ensure board representation.

The duties of the Vice President of the Board are:
- Shall perform duties of the President of the Board in the absence of the President
- Shall perform other functions as designated by the Board

The duties of the Clerk of the Board are:
- Shall attest to certain reports and documents as prescribed by law

The President of the College shall serve as Secretary to the Board.
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post board meeting agendas;
- Have prepared for adoption minutes of board meetings;
- Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.
- Keep record of all meetings.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Reviewed and Approved by the Board of Trustees: ______________
Approved by the Board of Trustees: June 12, 2001
BP 2220 Committees of the Board

Reference:
Government Code Section 54952

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the California Public Meetings Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the California Public Meetings Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Board committee agendas will include the names of the assigned board members. The Board has established the following board sub committees:

* Policy
* Budget
* Facilities Development and Utilization
+ Evaluation of the President of the College
* Strategic Planning Steering
* Athletic
* Community Education
* Board Self Evaluation
+ Off Site Educational Centers
+ School District Collaboration
* Retirement Board

* Standing Committee
+ Ad Hoc Committee

Reviewed and Approved by the Board of Trustees:
Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2305  Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

The annual organizational meeting of the Board will be held between the first and fifteenth of the date that elected governing board members take office, generally at the regular meeting held the first two weeks of December. The purpose of the annual organizational meeting is to elect a president, vice president and clerk and conduct any other business as required by law or determined by the Board.

Reviewed and Approved by the Board of Trustees: ____________________________

Approved by the Board of Trustees:  June 12, 2001
BP 2310  Regular Meetings of the Board

Reference:

Government Code Section 54954; 54952.2, 54953 et seq.; 54961
Education Code Section 72000(d)

Regular meetings of the Board shall be held on the second Tuesday of each month. Regular meetings of the Board shall normally be held at Gavilan College, 5055 Santa Teresa Boulevard, Gilroy, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reviewed and Approved by the Board of Trustees: ____________________
Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: October 11, 2005
BP 2315  Closed Sessions

Reference:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4
Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District’s position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the President of the College. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reviewed and Approved by the Board of Trustees:
Amended by the Board of Trustees: November 10, 2014
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2320  Special and Emergency Meetings

Reference:

_Government Code Sections 54956, 54956.5, 54957;
Education Code Section 72129_

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The President of the College shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure #2320

Reviewed and Approved by the Board of Trustees: ______________
Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: October 11, 2005
BP 2330 Quorum and Voting

Reference:
Education Code Section 72000(d)(3, 81310 et seq., 81365, 81511,81432;
Government Code Section 53094, 54950, et seq.;
Code of Civil Procedure Section 1245.240

A quorum of the Board shall consist of four members. However, in all meetings the affirmative vote of at least four Board members shall be necessary in order to pass any action, unless otherwise provided for by law, since this number constitutes a majority of the Board.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reviewed and Approved by the Board of Trustees:
Amended by the Board of Trustees: November 10, 2014
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2340  Agendas

Reference:
Government Code Sections 54950, et seq., 6250 et seq.;
Education Code Sections 72121, 72121.5

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the
meeting time for regular meetings. The agenda shall include a brief description of each item of
business to be transacted or discussed at the meeting.

No business may be acted on or discussed which is not on the agenda, except when one or
more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency
  meetings;
- two-thirds of the members (or all members if less than two-thirds are present)
  determine there is a need for immediate action and the need to take action came to
  the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more
  than five days earlier.

The order of business may be changed by consent of the Board.

The President of the College shall establish administrative procedures that provide for public
access to agenda information and reasonable annual fees for the service.

Agendas shall be developed by the President of the College in consultation with the
President of the Board.

Agenda items submitted by members of the public must be received by the Office of the
President two weeks prior to the regularly scheduled board meeting to assure compliance with
the Brown Act.

Members of the public may place matters directly related to the business of the District on an
agenda for a board meeting by submitting a written summary of the item to the President of the
College. The initiator must sign the written summary. The Board reserves the right to consider
and take action in closed session on items submitted by members of the public as permitted or
required by law.

Agenda items initiated by members of the public shall be placed on the Board's agenda
following the items of business initiated by the Board and by staff. Any agenda item submitted
by a member of the public and heard at a public meeting cannot be resubmitted before the
expiration of a 90-day period following the initial submission.

See Administrative Procedure #2340

Reviewed and Approved by the Board of Trustees: ________________
Approved by the Board of Trustees: June 12, 2001
Amended by the Board of Trustees: October 11, 2005
BP 2345 Public Participation at Board Meetings

Reference:

*Government Code Section 54954.3 and 54957.5;*
*Education Code 72121.5*

The Board shall provide opportunities for members of the general public to participate in the business of the Board. Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

  Members wishing to present such items shall submit a written request at the beginning of the meeting to the President of the College/President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

- Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

  A written summary of the item must be submitted to the President of the College at least two weeks prior to the board meeting to assure compliance with the Brown Act. The initiator must sign the summary; contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President no later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

Reviewed and Approved by the Board of Trustees:

Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2350  Speakers

References:

Government Code Sections 54950, et seq.;
Education Code Section 72121.5

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.

- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.

- The request shall include the person’s name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

- No member of the public may speak without being recognized by the President of the Board.

- Each speaker will be allowed a maximum of three minutes per topic. Twenty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of the Chair, these time limits may be extended.

- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

- The Board will designate “Public Comments” on the agenda before any action is taken.

Reviewed and Approved by the Board of Trustees: ______________________
Approved by the Board of Trustees: June 12, 2001
BP 2355 Decorum

References:

Education Code Section 72121.5;
Government Code Section 54954.3 (b)

The presiding officer will rule out of order:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Reviewed and Approved by the Board of Trustees: _______________________
Approved by the Board of Trustees: June 12, 2001
BP 2360  Minutes

Reference:

*Education Code Section 72121(a); Government Code Section 54957.5*

The President of the College shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be a public record and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record:

- Names of board members and the Secretary to the Board
- All motions, names of those making and seconding motions
- Votes, and names to reflect who voted how specifically on each item when there is an abstention, split vote, or roll call vote
- Major discussion points

Reviewed and Approved by the Board of Trustees: ____________________
Amended by the Board of Trustees: September 13, 2011
Amended by the Board of Trustees: November 13, 2007
Amended by the Board of Trustees: October 11, 2005
Approved by the Board of Trustees: June 12, 2001
BP 2365  Recording

References:

*Government Code Sections 54953.5, 54953.6;*
*Education Code Section 72121(a);*

Any audio or video recording of an open and public meeting made by or at the direction of the Board, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, *et seq.* The President of the College is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Board minutes will be maintained for thirty (30) days following the District’s taping or recording of the Board meetings.

*See Administrative Procedure #2365*
BP 2510 Participation in Local Decision Making: Faculty

References:

*Education Code Section 70902(b)(7);*
*Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), 51023.7 (Students)*
*ACCJC Accreditation Standards IV.A and IV.D.7*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative procedures for President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

**Academic Senate(s) (Title 5, Sections 53200-53206.)**
The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

**Staff (Title 5, Section 51023.5.)**
Professional Support Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Professional Support Staff will be given every reasonable consideration.

**Students (Title 5, Section 51023.7.)**
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, *et seq.*

See Administrative Procedure #2510

Amended by the Board of Trustees: 
Approved by the Board of Trustees: June 12, 2001
BP 2610 Presentation of Initial Collective Bargaining Proposals

Reference:

Government Code Section 3547

The President of the College is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

Timelines in the District's collective bargaining agreements shall be followed.

See Administrative Procedure #2610

Reviewed and Approved by the Board of Trustees: ____________________________
Approved by the Board of Trustees: June 12, 2001
BP 2710 Conflict of Interest

References:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.;
Title 2, Sections 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or board of which they are members.

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district. A board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving the board, former members shall not, for a period of one year act as an attorney, agent or otherwise represent for compensation others appearing before the board.

In compliance with law and regulation, the President of the College shall establish administrative procedures to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Board members are encouraged to seek counsel from the district's legal advisor in every case where any question arises.

See Administrative Procedures #2710
BP 2715 Code of Ethics/Standards of Practice

Reference:

Accreditation Standard IV.B.1.a, e. & h

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

The Gavilan Joint Community College District Governing Board, in recognition of its responsibility to the community it serves, and to the students and staff of the college for whom it must provide wise governance, affirms its commitment to the following statements of ethical conduct. These statements enlarge upon, or are in addition to, many of the Board's legal obligations, which are outlined in the Board Policies Handbook.

Members of the Governing Board will:

1. understand that the Board's function is to provide leadership to the District through its review and evaluation of programs, planning, the development of policy, and maintaining the fiscal integrity of the District;

2. work together in a spirit of harmony and cooperation;

3. base their Governing board decisions upon all available facts;

4. use their position as a Board member solely for the benefit of the college district;

5. comply fully with the provisions of the Ralph M. Brown Act. Maintain confidentiality of closed sessions;

6. maintain the confidentiality of privileged and closed session information;

7. in an honest and forthright manner, communicate to the college the needs of the community;

8. responsibly represent the educational needs of the District to all citizens;

9. ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations;

10. prevent conflicts of interest and the perception of conflicts of interest;

11. exercise authority only as a board;

12. use appropriate channels of communication;

13. respect others; acting with civility; and,

14. devote adequate time to board work.
Ethical Conduct of the Governing Board

Act as a Unit:
The Board is a corporate body. It governs as a unit, with one voice. This principle means that individual Trustees have authority only when they are acting as a Board. They have no power to act on their own or to direct College employees or operations.

In order for Boards to be cohesive and well-functioning units, Trustees must work together as a team, toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently. Boards should have agendas that are clear and informative and Board meetings should be run in an appropriate manner.

The power of governance is expressed through one voice. As individuals, Trustees make no commitments on behalf of the Board to constituents, nor do they criticize or work against Board decisions.

To be effective, Trustees and Boards must:
- Integrate multiple perspectives into Board decision-making
- Establish and abide by rules for conducting Board business
- Speak with one voice; support the decision of the Board once it is made
- Recognize that power rests with the Board, not individual Trustees

Equity in Attitude:
- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expression of different opinions and listen with an open mind to others’ ideas.

Trustworthiness in Stewardship:
- I will be accountable to the public by representing the College policies, program priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in College activities and by communicating priorities and concerns.
- I will work to ensure prudent and accountable use of College resources.
- I will make no personal promise or take private action that may compromise performance of my responsibilities.

Honor in Conduct:
- I will tell the truth.
- I will share my views while working for consensus.
- I will respect and uphold the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or pulse of the group.

Integrity of Character:
- I will refuse to surrender judgment to any individual or group at the expense of the College as a whole.
- I will consistently uphold all applicable laws, rules, policies and governmental procedures.
- I will keep confidential information that is privileged by law, closed session, and/or that which will cause harm to the College if disclosed.
Commitment to Service:
- I will focus my attention on fulfilling the College's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend College Trustee meetings.
- I will avoid personal involvement in activities delegated to the Office of the President.
- I will seek continuing education that will enhance my ability to fulfill my responsibilities effectively.

Procedures for Sanctioning Members Who Commit Ethical Violations
As with any set of rules a group chooses to impose upon itself, there must be a consequence for actions that violate the established ethic of the group. Making the Board Chair or the President aware of a violation or ethical misconduct should be seen as good *stewardship* rather than as *whistle blowing*. The first order of business should be the determination of whether, in fact, a rule has been violated. The Board Chair, College President, or member should immediately consult with one another when either is made aware of a possible violation. In the event the Chair may have performed the violation, the Vice-Chair will then substitute. Any violation of law should be immediately reported to the appropriate authority.

There are a number of factors that should be considered in the event that disciplinary action is deemed necessary. First and foremost, there needs to be a determination that a violation has occurred and a determination of the gravity of said infraction. Was there intent, is it a pattern of violation, is it a violation of rule or law, has there been a violation of the Brown Act, can the damage, if any, be mitigated? The answer to these questions, as Reviewed and Adopted by the Board Chair, College President and/or member, would then lead to the imposition of discipline. The Trustee being investigated and potentially disciplined will have the right to have full knowledge of the extent of the violations being suggested, and the right to fully defend themselves.

BOARD DISCIPLINARY ACTIONS FOR VIOLATIONS:
Based upon the findings of the investigation, the Board may take any and/or all of the following actions:
- **No Violation.** Determine that the alleged misconduct did not occur or was not a violation of the code of ethics and that no further action should be taken.
- **Corrective Action Unnecessary.** Determine that a violation occurred, but that the violating Trustee is unlikely to repeat the offense and therefore no corrective action is needed unless and until a future violation occurs.
- **Warning.** Find that a violation occurred and officially warn the Trustee specifically identifying the misconduct. The warning may direct the Trustee to take specified corrective action. Failure of the violating Trustee to take such corrective action may result in Reprimand.
- **Reprimand.** Find that a violation occurred and officially reprimand the Trustee, specifically identifying and condemning the misconduct. The Reprimand may include direction to the violating Trustee to undertake ethical training, perform restitution, or otherwise take specified corrective action. Failure of the violating Trustee to take such corrective action may result in Censure.
- **Censure.** Find that a violation occurred and censure the Trustee. Censure not only expresses the Board's disapproval of the misconduct, but expresses the Board's disapproval of the Trustee based upon the Trustee's likelihood of continuing with ethical misconduct as a Trustee. The Censure shall be made publicly and may:
  - Expressly warn the College community and public that the violating Trustee has no authority to speak or act for the Board or the College, but instead is acting on his or her own.
o Publicly disavow the misconduct and reaffirm that the Board finds such misconduct unethical and unacceptable, and does not condone or tolerate such misconduct.

o To the extent the misconduct involves violation of public meeting laws, including the confidentiality of closed session meetings, take action to protect the lawfulness of Board meetings, which may include initiating appropriate legal action against the Trustee to ensure compliance with public meeting laws through the exclusion of the Trustee from closed session meetings.

o To the extent the misconduct involves a Trustee’s conflict of interest, the Trustee may be excluded from such meetings where the Trustee’s presence would be a violation of conflict of interest laws.
BP 2716 Political Activity

Reference:
Education Code Sections 7054, 7051.1 7056;
Government Code Section 8314

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the district. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of district bond issues or other ballot measures.

Reviewed and Approved by the Board of Trustees: ______________
Amended by the Board of Trustees: January 14, 2014
Amended by the Board of Trustees: April 9, 2013
Approved by the Board of Trustees: October 11, 2005
BP 2717 Personal Use of Public Resources

References:
Government Code Section 8314; Penal Code Section 424

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Reviewed and Approved by the Board of Trustees:
Approved by the Board of Trustees: October 11, 2005
BP 2720  Communications Among Board Members

Reference:

Government Code Section 54952.2

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.
BP 2725  Board Member Compensation

Reference:

*Education Code Section, 72024*

Members of the Board who attend all board meetings shall receive $264.60 per month and the student member, $264.60 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of board members by five percent. However, any increase is subject to rejection in a referendum by a majority of the voters in the district.

Reviewed and Approved by the Board of Trustees: ____________
Amended by the Board of Trustees: March 11, 2014
Amended by the Board of Trustees: January 14, 2014
Amended by the Board of Trustees: November 13, 2007
Approved by the Board of Trustees: June 12, 2001
BP 2730 Board Member Health Benefits

Reference:
Government Code Sections 53201 and 53208.5

Members of the Board shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefit programs shall not be greater than the most generous schedule of benefits being received by any category of nonsafety employee of the District.

The Board of Trustees may participate in medical, dental and vision insurance programs only. The District shall pay the insurance premiums up to an amount to be set each year by the Board of Trustees.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former board members may continue to participate in the District's health benefits programs on a self-pay basis.

Reviewed and Approved by the Board of Trustees: 
Amended by the Board of Trustees: October 9, 2012
Approved by the Board of Trustees: June 12, 2001
BP 2735  Board Member Travel

Reference:

*Education Code Section 72423*

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

See Administrative Procedure #2735

Reviewed and Approved by the Board of Trustees: __________________________

Approved by the Board of Trustees:  June 12, 2001
BP 2750  Board Member Absence from the State

Reference:
  Government Code Section 1064

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of community college district with the approval of the Board.

- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Reviewed and Approved by the Board of Trustees: ____________________
Approved by the Board of Trustees: October 9, 2012
BP 3100 Organizational Structure

Reference:

*Education Code 72400*

The President of the College shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

Organizational charts are to be updated no less than annually and will be included in the College's Final Budget each year.

Reviewed and Approved by the Board of Trustees: 

Approved by the Board of Trustees December 11, 2001
BP 3225 Institutional Effectiveness

References:

*Education Code Sections 78210 et seq., and 84754.6;*
*ACCJC Accreditation Standard I.B.5 - 9*

The Board is committed to developing goals that measure the ongoing condition of the District’s operational environment. The Board regularly assesses the District’s institutional effectiveness.

Approved by the Board of Trustees: ____________________
BP 3300 Public Records

Reference:

_Government Code Sections 6250, et seq._

The President of the College shall establish procedures for records management, including access by the public that complies with the requirements of the California Public Records Act.

See Administrative Procedures #3300

Reviewed and Approved by the Board of Trustees: ______________________
Approved by the Board of Trustees December 11, 2001
BP 3310  Records Retention and Destruction

Reference:
*Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45*

The President of the College shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

See Administrative Procedure #3310
BP 3420  Equal Employment Opportunity

References:
   Education Code Sections 87100, et seq.;
   Title 5 Sections 53000 et seq.;
   ACCJC Accreditation Standard III.A.12

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

Approved by the Board of Trustees:  ____________________
BP 3430  Prohibition of Harassment

References:
   Education Code Sections 212.5, 44100, 66252, and 66281.5;
   Government Code Sections 12940 and 12950.1;
   Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and
procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns and, volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedures #3430 and #3435
BP 3440  Service Animals

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

See Administrative Procedure #3440.
NEW BUSINESS
Gavilan Joint Community College District
Governing Board Agenda
June 14, 2016

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

SUBJECT: Curriculum

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

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

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

Budgetary Implications:
None.

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

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

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

Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
NEW COURSE PROPOSAL -- SECOND READING

**CD 8C**  
Introduction to Elementary Education  
3 Units, 3 Lec, 0 Lab  
This course introduces students to the concepts and issues related to teaching diverse learners in today’s contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California’s content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California’s diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

**CSIS 162**  
Introduction to Database Systems  
3 Units, 3 Lec, 0 Lab  
CSIS 162 Prerequisite: CSIS 45 or CSIS 5 or CSIS 24  
CSIS 162 Prerequisite documents  
An introduction to database systems, including the design, use and administration of databases.

**HTM 101**  
Introduction to Hospitality and Tourism Management  
3 Units, 3 Lec, 0 Lab  
An introduction to the careers in the field of hospitality and tourism management, including a survey of trends and developments in the industry. An overview of hospitality, tourism, lodging operations, foodservice establishments and management will be provided.

**HTM 203**  
Restaurant and Banquet Operations  
1 Unit, 1 Lec, 0 Lab  
This course prepares individuals for entry-level positions in restaurant and hospitality banquet operations. It covers front of the house service for all types of foodservice operations and prepares the student to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification exams.

**JLE 189**  
Community Service Officer  
9.5 - 11.5 Units, 8.4-10.5 Lec, 4.5 Lab  
This course provides basic training for Community Service Officers as well as incorporating PC832 Certification. The content includes all topics required for PC832 Laws of Arrest as well as: Juvenile law, Haz Mat, Prop 115 certification, First aid/CPR with extensive focus on traffic control, investigations, and report writing. Emphasis on practical application of skills.

MODIFICATIONS TO EXISTING COURSES – FORM C

**CHEM 30A**  
Elementary Chemistry  
4 Units, 3 Lec, 3 Lab  
Update textbooks and student learning outcomes.

**CHEM 30B**  
Elementary Organic and Biochemistry  
4 Units, 3 Lec, 3 Lab  
Update textbooks and student learning outcomes.
JLE 105  Correctional Officer Basic Academy
10.5-14.5 units, 8.57-10.28 Lec, 7.42-14.85 Lab
Changes units and lecture/lab breakdown:
From: 4-12 units, 6.28-19.2 Lec, 2.85-8.22 Lab
To: 10.5-14.5 units, 8.57-10.28 Lec, 7.42-14.85 Lab
Change description:
This course is designed to meet the California Corrections Standard Authority (CSA)
requirements for entry-level training of Correctional Officers for adult institutions. The course
includes lecture and practical application skills and knowledge including roles and
responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and
proper techniques to maintain the safety and security of inmates. (260-440 hours)
Update content, student learning outcomes, cultural diversity and textbook.

THEA 25  Theatre 25 - Introduction to Costume Design  3 Units, 3 Lec, 0 Lab
THEA 25 Advisory
Change Prerequisite to Advisory: THEA 15 or THEA 7
Update student learning outcomes and textbook.

DISTANCE EDUCATION – FORM D

CSIS 162  Introduction to Database Systems  3 Units, 3 Lec, 0 Lab
Add online and hybrid to make course available to wider range of students.
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

Consent Agenda Item No. Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III.2 (b)

SUBJECT: Employee Agreement Authorization – Vice President of Student Services

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

Proposal:
That the Board of Trustees approve an employment agreement with Kathleen Moberg, Vice President of Student Services, from July 1, 2016 through June 30, 2018 with compensation as follows:

Contract Year 1 – Effective July 1, 2016 base compensation of $174,787 with all other existing terms and conditions remaining unchanged.

Contract Year 2 – For the period July 1, 2017 through June 30 2018, an increase of 5% in base compensation plus any nominal cost of living allowance provided to California Community Colleges.

All other provisions of the administrator employment agreement remain the same.

Background:
Gavilan has historically had difficulty finding the right person for key administrative positions. The proposed changes are a way to allow step increases for Kathleen Moberg for a total of the next two years in addition to any state cost-of-living allowance, if there is an allocation. This will provide stability in the executive leadership of the College.

Budgetary Implications:
The cost for FY16/17 is $8,323 plus payroll burdens.

Follow Up/Outcome:
If approved by the Board of Trustees, the College President will prepare the appropriate employment agreement for Kathleen Moberg’s services, subject to the terms and conditions approved by the Board.

Recommended By: Eric Ramones, Director of Human Resources
Prepared By: Eric Ramones, Director of Human Resources
Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda
June 14, 2016

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

SUBJECT: Employee Agreement Authorization – Vice President of Administrative Services

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

Proposal:
That the Board of Trustees approve an employment agreement with Frederick E. Harris, Vice President of Administrative Services, from July 1, 2016 through June 30, 2018 with compensation as follows:

Contract Year 1 – Effective July 1, 2016 base compensation of $174,787 with all other existing terms and conditions remaining unchanged.

Contract Year 2 – For the period July 1, 2017 through June 30 2018, an increase of 5% in base compensation plus any nominal cost of living allowance provided to California Community Colleges.

All other provisions of the administrator employment agreement remain the same.

Background:
Gavilan has historically had difficulty finding the right person for key administrative positions. The proposed changes are a way to allow step increases for Fred Harris for a total of the next two years in addition to any state cost-of-living allowance, if there is an allocation. This will provide stability in the executive leadership of the College.

Budgetary Implications:
The cost for FY16/17 is $18,045 plus payroll burdens.

Follow Up/Outcome:
If approved by the Board of Trustees, the College President will prepare the appropriate employment agreement for Fred Harris' services, subject to the terms and conditions approved by the Board.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By: Eric Ramones, Director of Human Resources

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

June 14, 2016

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

SUBJECT: Approval of Equal Employment Opportunity (EEO) Plan and Certification Form

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approve the Equal Employment Opportunity (EEO) Plan as required under Education Code Title 5.

Background:
According to Title 5, the governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans shall be submitted to the Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis.

The District's EEO advisory committee drafted the attached EEO Plan based on Title 5 criteria which included but are not limited to the following:

(1) the designation of the district employee or employees who have been delegated responsibility and authority for implementing the plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;
(2) the procedure for filing complaints pursuant to section 53026 and the person with whom such complaints are to be filed;
(3) a process for notifying all district employees of the provisions of the plan and the policy statement required under section 53002;
(4) a process for ensuring that district employees who participate on screening or selection committees receive training, prior to their participation. Training shall include, but need not be limited to:
   (A) the requirements of this subchapter and of state and federal nondiscrimination laws;
   (B) the educational benefits of workforce diversity;
   (C) the elimination of bias in hiring decisions; and
   (D) best practices in serving on a selection or screening committee.
Budgetary Implications:
N/A

Follow Up/Outcome:
Upon approval, the District's Equal Employment Opportunity Advisory Committee will execute the plan and make further revisions as necessary.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By: Eric Ramones, Director of Human Resources

Agenda Approval: [Signature for Steven M. Kinsella]
Dr. Steven M. Kinsella, Superintendent/President
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Equal Employment Opportunity Plan

Adopted: June 2016 (pending approval)
Updated: May 2016
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Introduction

Gavilan Joint Community College District continues to encourage a welcoming work environment that fosters and celebrates diversity which promotes and rewards employee excellence. This Equal Employment Opportunity Plan illustrates the District’s commitment to diversity, equity, inclusion, cultural competency and equal employment opportunity.

To properly serve a diverse community, the District will endeavor to attract, hire, and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves. This plan is intended to assist with this important conversation of inclusion and equity.

Our vision is to provide a supportive learning environment enriched by diversity, which promotes personal and professional success, leadership, innovation, responsibility, and a sense of community through the principles and practices of Equal Employment Opportunity.

Dr. Steven Kinsella, DBA
Superintendent/President
Definitions

Adverse Impact:
a statistical measure (such as those outlined in the EEO Commission’s Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Chancellor’s Office:
the California Community College’s Chancellor’s Office.

Diversity:
a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience, and other enriching characteristics.

Equal Employment Opportunity:
means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy and free expression of ideas and that is welcoming to men and women, persons with disabilities and individuals from all ethnic groups protected from discrimination by Title 5, section 53000 et seq.

Equal Employment Opportunity Plan:
a written document in which a District’s workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs:
all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

Ethnic Group Identification:
means an individual’s identification in one or more of the ethnic groups reported to the CCC Chancellor pursuant to section 53004. These groups shall be more specifically defined by the CCC Chancellor consistent with state and federal law.

In-house or Promotional Only Hiring:
means that only existing District employees are allowed to apply for a position.
Monitored Group:
means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).

Person with a Disability:
any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person’s major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is “limited” if the condition makes the achievement of the major life activity difficult.

Reasonable Accommodation:
the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. “Reasonable accommodations” may include the items designated in section 53025.

Screening or Selection Procedures:
any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

Significantly Underrepresented Group:
any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
Policy Statement

Gavilan Joint Community College District is committed to the principles of equal employment opportunity to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. An Equal Employment Opportunity Plan (Plan) will be maintained to ensure implementation of equal employment opportunity principles that conform to federal and state laws.

Delegation of Responsibility, Authority & Compliance

It is the goal of Gavilan Joint Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the District’s Plan at all levels of District operation, and for ensuring equal employment opportunity as described in the Plan.

Superintendent/President

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District’s equal employment opportunity policies and procedures. The Superintendent/President shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

Equal Employment Opportunity Officer

The District has designated the Director of Human Resources as its Equal Employment Opportunity (EEO) Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The EEO Officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

Equal Employment Opportunity Advisory Committee

The District has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the EEO Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal
regulations and guidelines, assist in monitoring equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

Agents of the District
Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

Good Faith Effort
The District shall make a continuous good faith effort to comply with all the requirements of this Plan.

Advisory Committee
The District has established a District Equal Employment Opportunity Advisory Committee to assist the District in implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, trainings, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity.

The EEO Officer shall train the advisory committee on equal employment compliance and the Plan itself. The committee shall receive training in all of the following:

a) The requirements of this subchapter and of state and federal nondiscrimination laws;
   b) identification and elimination of bias in hiring;
   c) the educational benefits of workforce diversity; and
   d) the role of the advisory committee in carrying out the District’s EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this objective, it will document efforts made to recruit advisory committee members who represent diversity. The committee shall be composed of but not limited to two (2) faculty members appointed by the Academic Senate President, two (2) classified members appointed by the Classified Employees Union, two (2) directors, one (1) confidential, two (2) community members, one (1) board member appointed by the Board of Trustees, and the EEO Officer.

The committee shall hold a minimum of one meeting per year, with additional meetings if needed to review equal employment opportunity and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the governing board, the Superintendent/President, and the EEO Officer.
Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026):
The District has established the following process permitting any person to file a complaint alleging that
the requirements of the equal employment opportunity regulations have been violated. Any person who
believes that the equal employment opportunity regulations\(^1\) have been violated may file a written
complaint describing in detail the alleged violation. All complaints shall be signed and dated by the
complainant and shall contain, to the best of the complainant’s ability, the names of the individuals
involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the
alleged violation. Complaints involving current hiring processes must be filed as soon as possible after
the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the
complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.
Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as
soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after
such occurrence unless the violation is ongoing. As directed by the Chancellor’s Office, the decision of
the District in complaints pursuant to Section 53026 is final. (See California Community Colleges
Chancellor’s Office Guidelines for Minimum Conditions Complaints at:

http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm )

The District may return without action any complaints that are inadequate because they do not state
clear violation of the EEO regulations. All returned complaints must include a District statement of the
reason for returning the complaint without action.

The complaint shall be filed with the EEO Officer. If the complaint involves the EEO Officer, the
complaint may be filed with the Superintendent/President. A written determination on all accepted
written complaints will be issued to the complainant within ninety (90) days of the filing of the
complaint. If this is not practical, a written notification will be provided to the complainant as to the
reasons for the extension and estimated date of completion. The EEO Officer will forward copies of all
written complaints to the Chancellor’s Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be
processed according to the requirements of Section 59300 et seq.

Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.):
The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The
EEO Officer is responsible for receiving such complaints and for coordinating their investigation.

\(^1\) The equal employment opportunity regulations are found in California Code of Regulations, title 5, section 53000
et seq.
Notification to District Employees

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and the Plan. The Plan and subsequent revisions will be distributed to the District’s Board of Trustees, Superintendent/President, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The policy and Plan will be available on the District’s website and employees will be notified electronically. The Human Resources department will provide all new employees with a copy of the written notice described above when they commence their employment with the District. Each year, the District will inform all employees of the Plan’s availability including a written summary of the provisions of the Plan. The annual notice will emphasize the importance of the employee’s participation and responsibility in ensuring the Plan’s implementation.

Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment, screening, and interviewing of applicants shall receive training on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District’s Equal Employment Opportunity Plan; the District’s policies on nondiscrimination, recruitment, and hiring; training on elimination of bias in hiring and employment; principles of diversity and cultural proficiency; and the value of a diverse workforce. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/interview committees. The EEO Officer is responsible for providing the required training. Every individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of applicants, is subject to the equal employment opportunity requirements of Title 5 and the District’s Equal Employment Opportunity Plan.

2 “Cultural proficiency” involves successful teaching and other interactions with both students and colleagues from a variety of cultures. It requires a contextual understanding that numerous social and institutional dynamics, including the effects of inequities, affect how students have been taught and treated, and translates that understanding to the removal of barriers to student success. “Culture” refers to those things that are shared within a group or society: shared knowledge and beliefs, shared values, shared behavioral expectations, and principles that are widely used or recognized. “Culture” therefore refers to more than simply race and ethnicity.
Annual Written Notice to Community Organizations

The EEO Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will include a summary of the Plan, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the District advertises its job openings and the Human Resources department phone number to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations, which will receive this notice, is attached as Appendix A of this Plan. This list may be revised from time to time as necessary.

Analysis of District Workforce & Applicant Pool

The Human Resources department will annually monitor the District’s workforce composition and applicant pools for employment on an ongoing basis to evaluate the District’s progress in implementing the Plan, to provide data needed for the analysis required by this Plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, and persons with disabilities.

For the purpose of this analysis, applicants and employees are afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. The composition of the initial applicant pool is recorded and reviewed by EEO Officer. Persons may designate as many ethnicities as they identify with. This information is kept confidential and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s). At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1. Executive/Administrative/Managerial
2. Faculty and other Instructional Staff
3. Professional Non-faculty
4. Secretarial/Clerical
5. Technical and Paraprofessional
6. Skilled Crafts
7. Service and Maintenance

The District’s current workforce and applicant pools will be analyzed and included in this section.
Recruitment and Hiring Procedures to Ensure Equal Employment Opportunity

The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups that are protected from discrimination. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/interview process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all full-time and part-time hiring, including any hiring meant to address the ratio of full-time to part-time faculty that may be required by Education Code section 87482.6.

To address any identified underrepresentation of monitored groups pursuant to Plan, the District will revise its recruitment and hiring procedures and policies in accordance with the following provisions. These provisions will be in place henceforth, whether or not underrepresentation exists, because the provisions are also valuable in ensuring equal employment opportunity. The District’s Recruitment and Hiring Procedures will be revised to include in its section on recruitment the following provisions:

Recruitment
It is the policy of the District to aggressively pursue a program of verifiable recruitment that is inclusive and open to all individuals.

Efforts will be undertaken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. The GAVILAN COLLEGE Equal Employment Opportunity Advisory Committee is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants. All recruitment announcements will state that the District is an “Equal Employment—Affirmative Action Employer.” The District will include in the recruitment section of its Recruitment and Hiring Procedures the following provisions:

a) For any job category where continuing underrepresentation exists, the District will apply the recruitment procedures set forth in Title 5, section 53021 to conduct full and open recruitment for all new openings and will not invoke the provisions for in-house interim appointments or the exception under 53021(c)(7) for engaging an administrator through a professional services contract unless the Superintendent/President or his/her designee first notifies the governing board and the Equal Employment Opportunity Advisory Committee in writing of the compelling reason to limit the persons who may be considered for a vacancy in a job category where underrepresentation persists.

b) Recruitment for all open positions shall include, but not be limited to, placement of job announcements in the following instruments:
   i. General circulation newspapers, general circulation publications, and general market radio and television stations, including electronic media.
   ii. Local and regional community newspapers.
iii. Newspapers, publications, and radio and television stations that provide information in languages other than English and to low-income communities.

iv. Publications, including electronic media that are distributed to the general market and to newspapers, publications, and radio and television stations, whose primary audience is comprised of groups found to be underrepresented in the District's workforce.

v. Recruitment booths at job fairs or conferences oriented to the general market and the economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District’s workforce.

c) District employees will be surveyed on a regular basis requesting resources and locations where open positions may be advertised to ensure recruitment is as inclusive and broad as possible and includes recruitment of monitored groups. Human Resources will compile, store, and update this list.

Job Announcements

The District’s Recruitment and Hiring Procedures section on “Job Announcements” will be revised to include the following provisions:

a) Job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students. For faculty and administrative positions, requirements will also include knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination. All faculty and administrative positions will state as a preferred or desired qualification knowledge of multiculturalism and training in cultural proficiency. Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the District is an “Equal Employment–Affirmative Action Employer.”

b) For identified public contact or community liaison positions, bilingual ability in the language spoken by a significant number of students may be a required qualification. Before bilingual ability in the identified languages can be made a required qualification, the District will conduct an analysis to ensure that such a requirement meets the standard for a bona fide occupational requirement. The District will identify the specific positions that may require bilingual ability and the language(s) needed; and in which positions bilingual ability in a particular language may be listed as a required, preferred, or desired qualification.

Review of Initial and Qualified Applicant Pools

Initial applicant pools will be reviewed for projected representation of monitored groups. Once the initial pool is approved, the pool will be screened for minimum qualifications, resulting in a qualified applicant pool. The qualified applicant pool will be reviewed so that no monitored group is adversely impacted. Once the qualified applicant pool is approved, the pool may be forwarded to the screening/selection committee. The District’s Recruitment and Hiring Procedures will include the following provisions:
a) The application for employment will afford each applicant an opportunity to voluntarily identify his or her gender, ethnic group and, if applicable, his or her disability.

b) Initial Applicant Pool: The initial applicant pool is composed of applications received by the application deadline. The following steps will be taken when reviewing the initial applicant pool.

Step 1: The composition of the initial applicant pool will be analyzed to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures.

Step 2: If projected representation has not been met, the application deadline may be extended so that additional recruitment can be conducted that eliminates discriminatory recruitment procedures and ensures that recruitment efforts provide a full and fair opportunity for participation to a wide diversity of potential applicants.

Step 3: When recruitment efforts have offered an opportunity for participation to a wide diversity of potential applicants or further recruitment efforts would be futile, applications will be screened to determine which candidates satisfy the minimum qualifications set forth in the job description.

c) Qualified Applicant Pool: The qualified applicant pool is composed of those applicants from the initial applicant pool who satisfy the minimum qualifications set forth in the job description. Before the qualified applicant pool is forwarded to the screening/selection committee, its composition will be analyzed to ensure that no monitored group is adversely impacted. If adverse impact is found to exist, effective steps will be taken to address the adverse impact before the selection process continues. Such steps may include, but are not limited to:

Step 1: Extending the deadline and undertaking inclusive outreach efforts to ensure that members of the adversely impacted group have equal opportunity to seek employment with the District.

Step 2: Including all applicants who were screened out on the basis of any locally established qualifications beyond the state minimum qualifications which have not been specifically demonstrated to be job-related and consistent with business necessity through a process meeting the requirements of federal law.

Step 3: If the minimum qualifications stated on the job announcement are changed, the job announcement will be reposted.

Step 4: If adverse impact persists after taking Steps 1 and 2 above, the selection process may proceed only if:

i. The job announcement does not require qualifications beyond the statewide minimum qualifications, or

ii. Locally established qualifications beyond state minimum qualifications, if any, are demonstrated to be job-related and consistent with business necessity through a
process meeting the requirements of federal law and suitable alternative selection procedures to reduce the adverse impact were unavailable.

Step 5: Once the qualified applicant pool is approved, the pool will be forwarded to the screening/selection committee for paper screening, interviews, and final recommendations for hiring consideration.

d) The District will not advertise or utilize in future hiring processes for the same position or a substantially similar position any locally established qualifications beyond state minimum qualifications that the District was unable to verify under Step (c) 2 above unless such qualifications are so verified in advance of commencing any such future hiring process.

Screening/Selection Committee Procedures
The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit, and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria. The District’s Recruitment and Hiring Procedures will include in its section on applicant screening by screening/selection committees the following provisions:

a) All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:
   1) Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
   2) Designed to ensure that for all faculty and administrative positions, meaningful consideration is given to the extent to which applicants demonstrate knowledge of multiculturalism, of training in cultural proficiency, and knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination;
   3) Based solely on job-related criteria; and
   4) Designed to avoid an adverse impact, and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group.

b) When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Selection/screening committees will be encouraged to include members from monitored groups.

c) The equal employment opportunity officer should approve the makeup of selection/screening committees. If the equal employment opportunity officer does not approve a selection/screening committee for lack of diversity, he or she should take necessary steps to remedy the lack of diversity.

d) Before a person can serve on a selection/screening committee, he or she must receive equal employment opportunity and diversity training.
e) Interviews must include at least one question which assess the candidate's understanding of and commitment to equal employment opportunity and his or her level of cultural proficiency. Reference checks must include at least one question addressing such issues.

f) All screening materials must be approved for compliance with equal employment opportunity principles.

g) Monitoring for adverse impact will occur at each of the following stages of the screening/selection committee process:
   1) After the selection/screening committee has conducted the paper screening and prior to contacting any of the applicants for interviews. Interviews cannot be scheduled until the applicant pool has been approved and cleared for adverse impact.
   2) After the applicants have been interviewed and prior to forwarding finalists to the hiring administrator. Finalists cannot be forwarded for hiring consideration until the applicant pool has been approved and cleared for adverse impact.

h) If monitoring for adverse impact reveals that any selection technique or procedure has adversely impacted any monitored group, the chief executive officer or his/her designee will do the following:
   1) Suspend the selection process and take timely and effective steps to remedy the problem before the selection process resumes.
   2) When appropriate, assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures, which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed.
   3) If adverse impact results from locally established qualifications beyond state minimum qualifications that have not been verified as job-related and consistent with business necessity, the use of such locally established qualifications will be immediately discontinued and any applicants eliminated on the basis of such qualifications will be placed back in the pool and continue to be considered during the hiring process.
   4) Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.

i) The District will not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, disability, or medical condition, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.

j) The governing board or its designee shall make all final hiring decisions based upon careful review of the candidate or candidates recommended through the screening/selection committee. This includes the right to reject all candidates and to order further review or to reopen the position where necessary to achieve the objectives of the Plan or to ensure equal employment opportunity.

k) The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the Plan, the district will request the Equal Employment Opportunity Advisory Committee to recommend new methods to meet the Plan objectives, or if necessary, to modify the Plan itself to ensure equal employment opportunity.
Additional Steps to Remedy Significant Underrepresentation

In order to address instances of significant underrepresentation, the District will take the following steps:

1) The District will request that the Equal Employment Opportunity Advisory Committee, in conjunction with appropriate human resources staff, review the District’s recruitment procedures and make recommendations on modifications that would address the underrepresentation.

2) The District will consider an increase to the advertising and recruitment budget for a three-year period to ensure that recruitment is broad and inclusive.

3) The District will require that the responsible administrator for the division or department where the significant underrepresentation occurs develop, in conjunction with the equal employment opportunity officer, a recruitment and hiring program to assist in addressing the significant underrepresentation. The plan will include, but is not limited to:
   a) additional locations or resources to advertise positions that would likely attract candidates from the significantly underrepresented groups;
   b) promotion of curricular offerings that would assist in attracting candidates from significantly underrepresented groups;
   c) additional trainings for current faculty and staff on the value of a diverse workforce; and
   d) recommended changes to the job posting and screening criteria, including interview questions, which may reasonably be expected to attract candidates from the significantly underrepresented group.

4) The District will actively monitor the representation rate of each group, which was identified as being significantly underrepresented in one or more categories. If significant underrepresentation persists for a particular group in the job category in question, after the measures described above have been in place for a period of at least three years, the District will:
   a) Review each locally established “required,” “desired,” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of federal law.
   b) Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements in the previous paragraph only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of the previous paragraph, and be expected to have a less exclusionary effect.
   c) Consider an increase to the recruitment budget for another three years.
   d) Develop a recruitment committee composed of the Superintendent/President, the Chief Human Resources Officer, the dean or responsible administrator for the division or department where the significant underrepresentation persists and members of the Equal Employment Opportunity Advisory Committee to review the effectiveness of the recruitment and hiring program described in section 3 above. The committee will provide recommendations to modify the recruitment and hiring program to better address the significant underrepresentation. The college president will be evaluated on his/her ability to successfully implement the recruitment and hiring program.
Other Measures Necessary to Further EEO

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the District will implement a diversity program. Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well planned out, well funded, and supported by the leadership of the District can be of great value. The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing such methods, the District may do the following:

1) Establish a formal diversity initiative that is part of the structure of the District and that will be adequately funded and supported by the District and campus leadership.
2) The District EEO advisory committee will work with the Equity Committee to develop an implementation strategy and stated goals.
3) Conduct campus climate studies to identify hidden barriers.
4) Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
5) Highlight the District’s equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
6) Conduct diversity dialogues, forums, and cross-cultural workshops.
7) Work with the Equity Committee to assist in the development of a “Diversity Instructional Tool Kit” as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
8) Review and revise District publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
9) Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
10) Offer a series of EEO/diversity workshops during convocation and classified staff development days.
11) Evaluate administrators on their efforts to meet the District’s equal employment opportunity and diversity efforts.
12) Establish an “Equal Employment Opportunity and Diversity” online presence by highlighting the District’s diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District’s website. The website will also list contact persons for further information on all of these topics.
13) Promote sabbaticals that will assist the District in achieving its equal employment opportunity and diversity objectives.
14) Promote various cultural celebrations on campus.
15) Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
16) Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a high-level supervisory position.
17) Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.
Annual Certification to Chancellor’s Office

Annually the District shall certify to the state Chancellor’s Office that it has timely complied with each of the following requirements of Title 5:

1) Recorded, reviewed, and reported the data required regarding qualified applicant pools;
2) Reviewed and updated, as needed, the strategies component of the District’s EEO plan; and
3) Investigated and appropriately responded to formal harassment and discrimination complaints filed pursuant to Title 5 (commencing with section 59300).

Persons with Disabilities: Accommodations

1) Reasonable Accommodations
   Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

   The ADA coordinator is responsible for handling requests for accommodations from current employees. The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process. Requests can be made on the “Request for Reasonable Accommodations” form.

2) Procedures When Underrepresentation is Found
   When persons with disabilities are found to be significantly underrepresented, measures required in this Plan will be implemented.

3) Analysis of Workforce and Applicant Data
   Since an employee’s disability status may change during their service, every three years the college will survey current employees to collect updated information on disability status.

Future Careers in the Community College System

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.
Gavilan Joint Community College District
Governing Board Agenda

June 14, 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: CSEA/District Contract Initial Proposals

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

Proposal:
That the Board of Trustees accept the initial proposals submitted separately by both parties for negotiations between the District and the California School Employees Association (CSEA) Chapter 270.

Background:
Attached are copies of the initial proposals for negotiations for FY 2016-2017.

California Government Code Section 3547 requires that prior to commencing negotiations, all initial proposals be presented at a public meeting. The District and CSEA have submitted separate initial proposals and are prepared to commence negotiations.

Budgetary Implications:
N/A

Follow Up/Outcome:
Upon approval, District and CSEA negotiations will commence.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By: Eric Ramones, Director of Human Resources

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

PUBLIC PRESENTATION OF INITIAL PROPOSALS
June 14, 2016

Whereas the Gavilan Community College District ("District") has committed to utilizing interest-based bargaining principles in the conduct of their labor negotiations with CSEA, the District developed the following statement as the initial proposals for upcoming labor negotiations for the 2016-2017 contract:

The District is interested in discussing Article 8 Compensation and Benefits to contain the costs of health benefits premium increases.

Eric Ramones, Director of Human Resources
Chief Negotiator For District
May 17, 2016

Eric Ramones, Director of Human Resources  
Gavilan Community College  
5055 Santa Teresa Blvd.  
Gilroy, CA 95020

RE: Sunshine Proposal

Dear Director Ramones:

The California School Employees Association (CSEA) and its local Chapter #270 are submitting its “initial bargaining proposals” in accordance with Section §3547 of the Government Code for the upcoming “reopener” negotiations for the 2016-2017 school year.

CSEA respectfully submits the following bargaining proposals:

**Article 8: Compensation and Benefits**

CSEA has an interest in discussing fair and competitive salary increases.

**Article 10: Hours**

CSEA has an interest in modifying the language relating to workweek and summer assignment shifts. Additionally, CSEA has an interest in modifying the language to reflect the needs of the members.

**Article 12: Transfers and Reassignments**

CSEA has an interest developing language related to promotions, and clarifying transfer language. Additionally, CSEA has an interest in modifying the current vacancy procedures.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

[Signature]
Lauren Collins  
Labor Relations Representative

cc: Denise Apuzzo, Chapter President #270  
LeeAnne Gaxiola, Regional Representative #56  
Marcos Gonzales, Area C Director  
Charles Goetchius, Field Director/Chapter File #270
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 Off-Site Improvements project.

Background:
The District anticipates construction of Coyote Valley Off-Site Improvements project, 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 Off-Site Improvements Project
- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation per the City of San Jose requirements.
- Service fees for time and materials not to exceed $21,500.

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
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: Coyote Valley Educational Center Increment #1, Change Order #1

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
The Board of Trustees authorizes the first project change order request for the Coyote Valley Educational Center Increment #1, Change Order #1 is $67,479.29. Original Agreement to Teichert Construction, Inc. was $4,354,885. Total construction cost including change order #1 is now $4,422,364.29.

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:

Coyote Valley Educational Center Increment #1 Project
Teichert Construction, Inc. CO #1 for $67,479.29. A detailed Change Order #1 table is attached for this project.

There are a total of 1 change orders for this project totaling $67,479.29. The initial estimate for all these change orders totaled $106,422.18, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $38,942.89.

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: [Signature for Steven M. Kinsella]
Dr. Steven M. Kinsella, Superintendent/President
## Change Order for Coyote Valley, Increment #1

### CHANGE ORDER #01 - Teichert Construction

<table>
<thead>
<tr>
<th>PCCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>002</td>
<td>Change underground piping for Storm and Sewer water</td>
<td>$6,231.57</td>
<td>7</td>
</tr>
<tr>
<td>004</td>
<td>Revise electrical site work per ASI #3, increase conduit and decrease</td>
<td>$(2,700.00)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>electrical equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>Revise trenching in areas and additional grading was necessary to bring up</td>
<td>$17,486.51</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>the existing rough grade to the required grade.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>Due to El Nino conditions (heavy rains) and the timeline on import being</td>
<td>$12,500.00</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>brought onto the site, the District requested premium time for weekend work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to accelerate the 'drying out of the site to be able to accept import.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>009</td>
<td>Revised plumbing piping locations and lengths for the Storm, Sewer and</td>
<td>$2,205.01</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Domestic water line to the buildings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>014</td>
<td>City of San Jose Fire Department required temporary water (40,000 gallons)</td>
<td>$21,541.20</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>on site for construction as there are combustibles (modulars).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>015</td>
<td>The Domestic and Sanitary water lines are required to be tested before</td>
<td>$10,215.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>asphalt is laid. Temporary hydro trucks are required, due to high pressure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements to perform the testing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00</td>
<td>Add additional non-compensatory days to the contract due to: heavy rains of</td>
<td>$-</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>El Nino, challenges in importing dirt to the site, the initial set-up of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>project due to the Santa Clara Habitat Agency requirements on the temporary</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>fence boundaries.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $67,479.29

Contract Amount $4,354,885.00
Net Change By Previously Authorized Change Orders $-
Revised Contract Amount Prior to this Change Order $4,354,885.00
Change Order #01 $67,479.29
New Contract Amount Including this Change Order $4,422,364.29

Available Construction Contingency $435,488.00
Change Order #01 $67,479.29
Remaining Construction Contingency $368,008.71

Contract Start Date November 2, 2015
Contract Substantial Completion Date May 19, 2016
New Contract Substantial Completion Date July 28, 2016
(By Previously Authorized Change Orders)
New Contract Substantial Completion Date July 28, 2016
( Including this Change Order)
Gavilan Joint Community College District  
Governing Board Agenda  
June 14, 2016  

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

SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #1  

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

Proposal:  
That the Board of Trustees authorizes the first project change order request for the Coyote Valley Educational Center Increment #2. Change Order #1 is $156,189. Original Agreement to Meehleis Modular Buildings, Inc. was $8,481,454. Total construction cost including change order #1 is now $6,637,643.

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:

Coyote Valley Educational Center Increment #2 Project  
Meehleis Modular Building, Inc., CO #1 for $156,189. A detailed Change Order #1 table is attached for this project.

There are a total of 1 change orders for this project totaling $156,189. The initial estimate for all these change orders totaled $181,000, but after thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $24,811.

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 Project

### CHANGE ORDER #01 - Meehleis Modular Buildings, Inc.

<table>
<thead>
<tr>
<th>RCCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Provide one cabinet in rooms D102 &amp; D103. Provide one Mitsubishi Wall Mount split System HVAC. Add Power Panels. Add blocking and framing, IT requirements</td>
<td>$57,685.00</td>
<td>0</td>
</tr>
<tr>
<td>002</td>
<td>Delete base cabinets at rooms A107 &amp; A127. Revise cabinets in rooms A101 &amp; A134. Provide flush backbox/single gang with empty 1&quot; conduit for future security camera. Add in-wall blocking for cabinets</td>
<td>$7,849.00</td>
<td>0</td>
</tr>
<tr>
<td>003</td>
<td>Add Bilco 30&quot; X 36&quot; Roof Hatch, safety post and painted ladder in rooms A106 &amp; C106 for roof access.</td>
<td>$7,431.00</td>
<td>0</td>
</tr>
<tr>
<td>004</td>
<td>Remove butt hinges and install continuous hinges per district request.</td>
<td>$5,642.00</td>
<td>0</td>
</tr>
<tr>
<td>005</td>
<td>Add Hazard Severity Zone Area Requirements per DSA</td>
<td>$2,533.00</td>
<td>0</td>
</tr>
<tr>
<td>006</td>
<td>Substitute Schlage Style 6 Pin &quot;E&quot; Keyways IC core locks. Re-drill of doors to incorporate new Schlage locks. Schlage locks are what the district currently uses.</td>
<td>$6,530.00</td>
<td>0</td>
</tr>
<tr>
<td>007</td>
<td>Installation of temporary water for construction. Due to fire marshal requirements.</td>
<td>$6,133.00</td>
<td>0</td>
</tr>
<tr>
<td>008</td>
<td>1-Hr Rated Assemblies at corridors. DSA requested Change</td>
<td>$54,379.00</td>
<td>0</td>
</tr>
<tr>
<td>009</td>
<td>Termite Treatment at underslab of Modular Buildings as a preemtive measure.</td>
<td>$8,007.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL** $156,189.00

- **Contract Amount** $6,481,454.00
- **Net Change By Previously Authorized Change Orders**
- **Revised Contract Amount Prior to this Change Order** $6,481,454.00
- **Change Order #01** $156,189.00
- **New Contract Amount Including this Change Order** $6,637,643.00

- **Available Construction Contingency** $648,145.00
- **Change Order #01** $156,189.00
- **Remaining Construction Contingency** $491,956.00

- **Contract Start Date** April 4, 2016
- **Contract Substantial Completion Date** October 28, 2016
- **New Contract Substantial Completion Date**
  - (By Previously Authorized Change Orders) October 28, 2016
  - (Including this Change Order) October 28, 2016
Gavilan Joint Community College District
Governing Board Agenda

June 14, 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 (i)

SUBJECT: 2018-22 Five Year Capital Construction Plan

☐ Resolution:
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve the submission and priority order of projects contained in the proposed District Five Year Capital Construction Plan for 2018-22.

Background:
In order to be eligible for state capital funds, districts are required to submit annually a 5 year capital construction plan (5YCCP) to the State Chancellor’s Office (SCO) for review and approval. The information in the district’s 5YCCP, which is a prioritized statement of need for the district based on the district’s most recent Facilities Master Plan, is then rolled into a systemwide 5YCCP which the SCO submits to the Legislature and the state Department of Finance as a statement of systemwide needs. This systemwide 5YCCP has traditionally formed the basis for the system to lobby the Legislature and the Governor for increasingly larger amounts of funds for community colleges if and when state bond dollars are available.

The last state education bond act was approved by the voters in 2006. The Coalition for Adequate School Housing (CASH) and the California Building Industry Association have placed a $9 billion K-14 education general obligation bond on the November 2016 ballot. Community colleges are slated to receive $2 billion from that education bond initiative. From that amount the Board of Governors plans to allocate approximately $500 million dollar per year.

A major component of the district’s annual 5YCCP, is the enclosed “District Projects Priority Order”. It is from this prioritized listing that the state chooses what project(s) to fund.

Budgetary Implications:
The efficient use of potential funding from the State of California.

Follow Up/Outcome:
Submit the Plan and Proposals to the Office of the Chancellor, California Community Colleges before the July 1, 2016 deadline.

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
<table>
<thead>
<tr>
<th>No.</th>
<th>Project Description</th>
<th>Occupancy</th>
<th>ASF Total Cost</th>
<th>Source</th>
<th>Schedule of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REPLACE WATER SUPPLY SYSTEM</td>
<td>0</td>
<td>2014/2015</td>
<td>$6,239,000</td>
<td>State</td>
</tr>
<tr>
<td>2</td>
<td>SAN MARTIN AIR FACILITY</td>
<td>3,478</td>
<td>2015/2016</td>
<td>$2,861,475</td>
<td>NonState</td>
</tr>
<tr>
<td>3</td>
<td>COYOTE VALLEY-PHASE I SITE DEV &amp;</td>
<td>26,570</td>
<td>2016/2017</td>
<td>$17,000,000</td>
<td>NonState</td>
</tr>
<tr>
<td>4</td>
<td>MODERNIZE PHYSICAL EDUCATION B</td>
<td>-455</td>
<td>2020/2021</td>
<td>State</td>
<td>(P)(W)</td>
</tr>
<tr>
<td>5</td>
<td>SAN BENITO COUNTY CENTER - SITE</td>
<td>18,850</td>
<td>2021/2022</td>
<td>State</td>
<td>(P)(W)</td>
</tr>
<tr>
<td>6</td>
<td>LIBRARY/MEDIA REMODEL</td>
<td>1,148</td>
<td>2022/2023</td>
<td>$17,908,000</td>
<td>State</td>
</tr>
<tr>
<td>7</td>
<td>STUDENT SERVICES/ADMINISTRATIVE</td>
<td>7,661</td>
<td>2022/2023</td>
<td>$12,409,000</td>
<td>State</td>
</tr>
<tr>
<td>8</td>
<td>THEATER REPLACEMENT</td>
<td>13,288</td>
<td>2022/2023</td>
<td>$20,980,000</td>
<td>State</td>
</tr>
<tr>
<td>9</td>
<td>COYOTE VALLEY-PHASE II SITE DEV</td>
<td>18,075</td>
<td>2022/2023</td>
<td>$28,125,000</td>
<td>State</td>
</tr>
<tr>
<td>10</td>
<td>STUDENT CENTER REMODEL</td>
<td>838</td>
<td>2023/2024</td>
<td>$2,148,000</td>
<td>State</td>
</tr>
</tbody>
</table>
Gavilan Joint Community College District
Governing Board Agenda

June 14, 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 (j)

SUBJECT: 2019-20 State Capital Outlay Initial Project Proposals, Resolution No.1007

☒ Resolution: BE IT RESOLVED, that Resolution No. 1007 be approved.
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve the submission of five Initial Project Proposals for 2019-20 via Resolution No. 1007.

Background:
Each year districts are invited to submit to the State Chancellor’s Office for consideration of funding from state education bonds in the Governor’s Budget Initial Project Proposals (IPPs) that are derived from the district’s five year capital construction plan. Once an IPP is approved, the district can submit it the subsequent year as a Final Project Proposal.

This year the following IPPs are proposed for funding in 2019-20, which requires the board to approve Resolution No. 1007 to authorize them:

a. San Benito County Center-Site Development & Phase 1 Academic Facilities;
b. Library/Media Remodel
c. Student Services/Administrative Center
d. Theater Replacement, and
e. Coyote Valley – Phase II Site Dev & Academic Facilities.

Budgetary Implications:
The efficient use of potential funding from the State of California.

Follow Up/Outcome:
Submit the IPPs to the State Chancellor’s Office before the July 1, 2016 deadline.

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
RESOLUTION NO. 1007

BEFORE THE BOARD OF TRUSTEES
OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

INITIAL PROJECT PROPOSALS FOR:
SAN BENITO COUNTY CENTER-SITE DEVELOPMENT & PHASE I ACADEMIC FACILITIES,
LIBRARY/MEDIA REMODEL, STUDENT SERVICES/ADMINISTRATIVE CENTER,
THEATER REPLACEMENT,
AND COYOTE VALLEY-SITE DEVELOPMENT & PHASE II ACADEMIC FACILITIES

WHEREAS, under provisions of Education Code §§70901(B) (5), the Board of Governors of the California Community Colleges ("BOG") has established regulations, rules and policies for community college districts' development and updating of Facilities Master Plans and to establish facilities planning space and utilization standards to determine eligibility amongst community college districts' proposed projects for state construction funds ("the Project Approval Process").

WHEREAS, on or about July 1, 2016, the District will submit its Five Year Facilities Master Plan to the BOG for the 2016-2022 Fiscal Years ("the Five Year Plan").

WHEREAS, the Project Approval Process requires that for each project identified by the District in the Five Year Plan be submitted for review as an Initial Project Proposal ("IPP").

WHEREAS, in conformity with applicable BOG rules and regulations, the District's facilities staff and District consultants have developed IPPs for the following projects identified in the Five Year Plan: San Benito County Center-Site Development & Phase 1 Academic Facilities, Library/Media Remodel, Student Services/Administrative Center, Theater Replacement, and Coyote Valley-Site Development & Phase II Academic Facilities.

NOW, THEREFORE, the following Resolution is adopted:

RESOLVED that the President/Superintendent and/or his designee are hereby, authorized to take such actions or to cause actions to be taken to submit the IPPs for San Benito County Center-Site Development & Phase 1 Academic Facilities, Library/Media Remodel, Student Services/Administrative Center, Theater Replacement, and Coyote Valley-Site Development & Phase II Academic Facilities to the BOG for review and approval; such actions shall include without limitation execution of applications and authentication forms on behalf of the District for such Projects.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community College District at a meeting of the Board of Trustees held on June 14, 2016:

AYES: ______
NOES: ______
ABSTAIN ______
ABSENT: ______

Secretary, Board of Trustees
Gavilan Joint Community College District
Consent Agenda Item No.  
Information/Staff Reports No. 
Discussion Item No. 
Old Business Agenda Item No. 
New Business Agenda Item No. III.2 (k)

SUBJECT: 2018-19 State Capital Outlay Final Project Proposal, Resolution No. 1008

X Resolution: BE IT RESOLVED, that Resolution No. 1008 be approved.

Information Only

Action Item

Proposal:
That the Board of Trustees approve the resubmission to the State Chancellor’s Office via Resolution No. 1008 the 2018-19 Final Project Proposal for the Modernization of Physical Education Building.

Background:
Each year districts are invited to submit to the State Chancellor’s Office for consideration of funding from state education bonds in the Governor’s Budget Initial Project Proposals that are derived from the district’s five year capital construction plan. Once an IPP is approved, the district can submit it the subsequent year as a Final Project Proposal (FPP).

In order for the Modernization of Physical Education Building FPP to be considered for state funding in 2018-19, the board needs to approve Resolution No. 1008.

Budgetary Implications:
The efficient use of potential funding from the State of California.

Follow Up/Outcome:
Submit the FPP for the Modernization of Physical Education Building to the State Chancellor’s Office before the July 1, 2016 deadline.

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
RESOLUTION NO. 1008

BEFORE THE BOARD OF TRUSTEES
OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

FINAL PROJECT PROPOSAL FOR
MODERNIZE PHYSICAL EDUCATION BUILDING

WHEREAS, under provisions of Education Code §§70901(B) (5), the Board of Governors of the California Community Colleges ("BOG") has established regulations, rules and policies for community college districts' development and updating of Facilities Master Plans and to establish facilities planning space and utilization standards to determine eligibility amongst community college districts' proposed projects for state construction funds ("the Project Approval Process").

WHEREAS, on or about July 1, 2016, the District will submit its Five Year Facilities Master Plan to the BOG for the 2018-2022 Fiscal Years ("the Five Year Plan").

WHEREAS, the Project Approval Process requires that for each project identified by the District in the Five Year Plan be submitted for review as a Final Project Proposal ("FPP").

WHEREAS, in conformity with applicable BOG rules and regulations, the District’s facilities staff and District consultants have developed this FPP for the Project identified in the Five Year Plan as Modernize Physical Education Building Project.

NOW, THEREFORE, the following Resolution is adopted:

RESOLVED that the President/Superintendent and/or his designee are hereby, authorized to take such actions or to cause actions to be taken to submit the FPP for the Modernization of Physical Education Building Project to the BOG for review and approval; such actions shall include without limitation execution of applications and authentication forms on behalf of the District for the Projects.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community College District at a meeting of the Board of Trustees held on June 14, 2016:

AYES:  
NOES:  
ABSTAIN  
ABSENT:  

Secretary, Board of Trustees
Gavilan Joint Community College District
Gavilan Joint Community College District
Governing Board Agenda
June 14, 2016

Consent Agenda Item No. ________________________________ Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No. __________________________ III.2 (1)
New Business Agenda Item No. __________________________

SUBJECT: Appropriations Limit for FY 2016/17, Resolution No. 1009

☑ Resolution: BE IT RESOLVED, that Resolution No. 1009 be approved
☐ Information Only
☐ Action Item

Proposal:
That the Board of Trustees approve Resolution No 1009 establishing an estimated appropriations limit of $55,699,755 for FY 2015/16.

Background:
Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, require that all community college districts compute an annual appropriations limit. That limit is adjusted annually for changes in price index, populations and other factors. This limit is commonly referred to as the GANN Limit.

Budgetary Implications:
Government Code Section 7908 (c) requires each community college to report to the Chancellor of the California Community College at least annually its apportionment limit, the appropriations subject to the limit, the amount of State aid apportionment and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. The appropriations limit is calculated using a worksheet attachment that has been prepared to identify each of the reporting elements required under Government Code Section 7908 (c).

Follow Up/Outcome:
Submit the report to the Chancellor of the California Community Colleges as part of the Annual 311 report.

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

C:/Board Agenda GANN Limit wwe
Appropriations Limit for FY 2016/17
Gavilan Joint Community College District
Resolution #1009

WHEREAS, in November, 1979, the California electorate did adopt Proposition 4, Commonly called the GANN Amendment; and

WHEREAS, the provisions of that amendment establish maximum appropriations Limitations, commonly call “GANN Limits” for public agencies, including Community college districts; and

WHEREAS, the Gavilan Joint Community College District must establish a GANN Limit for the 2015/16 fiscal year and an estimated GANN Limit for the 2016/17 fiscal year in accordance with the provisions of the GANN Amendment and applicable stator law;

NOW< THEREFORE< BE IT RESOLVED that the Governing Board for the Gavilan Joint College Community College District does provide public notice that the 2015/16 GANN Limit is $55,699,755 that the 2016/17 estimated GANN Limit is $59,999,637 that the calculation were made in accordance with Applicable Constitutional and Statutory Law, and that this Board does Hereby declare that subject appropriations do not exceed the limitations Imposed by the GANN Amendment.

PASSED AND ADOPTED by the Governing Board of the Gavilan Joint Community College District this 14th day of June 2016.

________________________________________
Lois Locci, ED D.
Clerk for the Board of Trustees

AYES: __________
NOES: __________
ABSENT: __________
CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
2016-2017  

DISTRICT NAME:  
Gavilan Joint Community College  
DATE: 06/14/16  

I. 2016-17 Appropriations Limit:  
A. 2015-16 Appropriations Limit $ 55,699,755  
B. 2016-17 Price Factor: 1.0537  
C. Population factor:  
   1 2014-15 Second Period Actual FTES 5,321.38  
   2 2015-16 Second Period Actual FTES 5,440.09  
   3 2016-17 Population change factor 1.0223  
   (line C.2. divided by line C.1.)  
D. 2016-16 Limit adjusted by inflation and population factors $ 59,999,637  
   (line A multiplied by line B and line C.3.)  
E. Adjustments to increase limit:  
   1 Transfers in of financial responsibility $ -  
   2 Temporary voter approved increases 0  
   3 Total adjustments - increase  
       Sub-Total $ -  
F. Adjustments to decrease limit:  
   1 Transfers out of financial responsibility $ -  
   2 Temporary voter approved increases 0  
   3 Total adjustments - decrease  
G. 2016-17 Appropriations Limit $ 59,999,637  

II. 2016-17 Appropriations Subject to Limit:  
A. State Aid (General Apportionment, Apprenticeship Allowance,  
   Prop 30 Education Protection Account tax revenue) $ 12,441,376  
B. State Subventions (Home Owners Property Tax Relief,  
   Timber Yield tax, etc.) 104,200  
C. Local Property taxes 17,754,562  
D. Estimated excess Debt Service taxes -  
E. Estimated Parcel taxes, Square Foot taxes, etc. -  
F. Interest on proceeds of taxes 5,000  
G. Local appropriations from taxes for unreimbursed State,  
   court, and federal mandates  
H. 2016-17 Appropriations Subject to Limit $ 30,305,138
Gavilan Joint Community College District
Governing Board Agenda

June 14, 2016

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

SUBJECT: FY 2016-17 Tentative Budget

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

Proposal:
That the Board of Trustees approve the Fiscal Year 2016-17 Tentative Budget.

Background:
Pursuant to California Code of Regulations, each district shall approve a tentative budget on or before July 1 of each fiscal year. The Tentative Budget has been developed to fulfill this requirement. The District is also required to establish a date for a public hearing on the Final (Adopted) Budget. The date, location, and time of the public hearing are as follows:

Tuesday, September 13, 2016
Gavilan Joint Community College District
Student Center, North Lounge
5055 Santa Teresa Boulevard
Gilroy, CA 95020

Time 7:00 p.m.

In the interest of reducing paper, a hard copy of the Tentative Budget FY 2016-17 is attached for board members only. The Tentative Budget Report can be viewed at the following link: http://www.gavilan.edu/budget/index.html. Hard copies are available upon request from the Office of the President.

The Tentative Budget has been developed using revenue estimates provided by the Chancellor's Office, California Community Colleges and judgments made by staff as to the amounts of local revenues anticipated from the college's various activities. For example, the Tentative Budget is based on 0.00 % COLA and .86% growth revenue. Expenditure projections have been made in consideration of all known and anticipated expenditures. Expenditures include resources to meet the District's collective bargaining commitments, projected increases in health and welfare benefits, and general operations.

For FY 2016-17, the Tentative Budget provides for a projected ending fund balance at June 30, 2016 of $3,981,524 or 12% of total expenditures and transfers out.

C:/Board Agenda Tent Budget  wwe
The attached Tentative Budget has been reviewed by the Board Budget Committee, the College Budget Committee, and President’s Council.

**Budgetary Implications:**
The FY 2016-17 Tentative Budget shows a balanced budget as projected expenditures are equal to projected revenues.

**Follow Up/Outcome:**
Develop a Final (Adopted) Budget for FY 2016-17 to present to the Board on September 13, 2016.

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

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

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

SUBJECT: Measure E Bond Final Expenditure Plan

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

Proposal:
Adopt a final expenditure plan for Measure E In-Progress projects.

Background:
On March 2, 2004 District voters approved Measure E, a $108 million facilities and equipment local general obligation bond measure. Following is a list of completed and in-progress projects:

Measure E Completed Projects:
- Tennis court repairs
- Boiler replacement
- Infrastructure replacement
- Computer replacement
- Enterprise Resource System
- Interim housing
- Parking lot expansion / resurfacing
- Land purchase - Coyote Valley
- Land purchase - San Benito County
- Cosmetology / Business buildings renovation
- Roof repair for gymnasium and science buildings
- Campus and building signage
- Social Science building renovation
- Gilroy Campus modernization project

Measure E In-Progress Projects:
- San Martin Airport instructional facility for aviation
  - Anticipated substantial completion July 15, 2016
  - Measure E Budget $3,000,000
  - Total actual and planned expenditures $3,737,307
  - Estimated Measure E shortfall -$737,307
- Coyote Valley Phase 1
  - Anticipated substantial completion January 2017
  - Measure E Budget $13,139,693
    - Total actual and planned expenditures $21,851,486
    - Estimated Measure E shortfall -$8,711,793

- Gymnasium and Sports Fields renovations
  - Anticipated substantial completion August 2017
  - Measure E Budget $6.5 million
    - Estimated expenditures $7,722,347 - $10,048,791 (with Add Alternates)
    - Estimated Measure E shortfall -$1,222,347 (-$3,548,791 with Add Alternates)
  - Current Project Scope: Cost Estimates
    - Football Field & Track Renovations 3,566,111
    - Baseball Renovation 2,264,392
    - Softball Renovation 292,561
    - Sand Volleyball Court 400,914
    - Accessible Ramp to Gym 293,784
    - Changing Rooms at Dugouts 386,513
    - Gym/Locker Room Roofing Replacement 518,072
    - Current Project Scope Sub-Total $7,722,347

  - Athletic Fields Add Alternates: Cost Estimates
    - Softball Backstop 90,879
    - 5 Row Bleachers at Volleyball 16,080
    - Track & Field Lighting 536,000
    - 8 foot tall Entry Fence at Ball Fields 58,582
    - Baseball Field Lighting 536,000
    - Replacement of Gym Bleachers & Floors 813,903
    - Upgrade Electrical Service 165,000
    - Upgrade Changing Room from modular to CMU 110,000
    - Add Alternates Sub-Total $2,326,444

- CJ500 and Old Police Academy Demolition
  - Anticipated substantial completion August 2016
  - Measure E Budget $40,000
    - Total planned expenditures $45,000
    - Estimated Measure E shortfall -$5,000

- Amount of extra funding needed to complete:
  - Measure E In-Progress Projects ($10,676,447 - $13,002,891)
    - $737,307 for the San Martin Aviation project
    - $8,711,793 for Coyote Valley Phase 1
    - $1,222,347 with Athletic Fields Current Scope only
    - $3,548,791 with Athletic Fields Add Alternates
    - $5,000 for CJ500 and Old Police Academy Demolition
  - Other In-Progress Projects ($1,864,693)
    - Swimming Pool renovation = $1,454,893
    - Student Center Seismic Upgrade = $400,000
Budgetary Implications:
It is anticipated that funds from Measure E will be fully expended by September 2016. In order to complete the above listed Measure E and other In-Progress Projects, the Board will consider later in this agenda an information item for an initial issuance of Lease-Purchase financing for $10 million.

The annual debt service payments for the Lease-Purchase financing will be approximately $660,000 from the District's Unrestricted General Fund beginning in Year 3 after issuance. As long as this Lease-Purchase financing is outstanding, it is anticipated that the South Bay Regional Public Safety Training Consortium, who will be co-located at the Coyote Valley Educational Center site, will share in the costs of this debt service, thereby offsetting some of the District's debt payment costs.

Any additional Lease-Purchase financing and attendant annual debt service payments may place a strain on the District's General Fund budget, especially if a future local general obligation bond to pay off this interim financing is not passed by the voters.

Follow Up/Outcome:
After Board adoption of Final Expenditure Plan of Measure E In-Progress projects, seek interim financing and complete projects.

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

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

Agenda Approval: 
Dr. Steven M. Kinsella, Superintendent/President
SUBJECT: AB 104 Adult Education Block Grant (AEBG) Consortium Member Allocation

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

Proposal:
Upon Board approval, the Gavilan Regional ACES consortium partner members will sign MOU agreements regarding 2016-17 allocations and method of disbursements.

Background:
Gavilan College serves as fiscal agent for the AEBG Block grant. In the 2016-17 year, Gavilan College will receive approximately $1,368,513 from the State. These funds represent both grant allocation and individual school district Maintenance of Effort apportionments.

Budgetary Implications:
None.

Follow Up/Outcome:
The AB 104 Project Director will report grant activity progress regularly to the Board.

Recommended By: Dr. Kathleen Rose, Executive Vice President and CIO
Prepared By: Mary Ann Sanidad, AB104 Project Director, ESL Instructor
Agenda Approval: Dr. Steven M. Kinsella, Superintendent/President
Gavilan Regional Adult and Career Education Services (ACES)
AB 104 Adult Education Block Grant (AEBG) Consortium Member Allocation
Memorandum of Understanding with Gavilan Joint Community College District and Gilroy Unified School District
for Distribution of Funds and Required Information for State Reporting

This Memorandum of Understanding is entered into between Gavilan Joint Community College District, hereinafter referred to as “Gavilan College” or “Fiscal Agent”, and Gilroy Unified School District, hereinafter referred to as “Member District”. This agreement will commence on February 11, 2016 and conclude on June 30, 2017. The purpose of this agreement is to establish the responsibilities of both parties in serving the Gavilan Regional Adult and Career Education Services Consortium, hereinafter referred to as “Consortium.”

Basis & Terms: Member District will receive their approved allocation in the sum of no more than $245,199, to be paid by Gavilan College. An open purchase order in that amount will be used. Member District will submit both a report by summary object code and invoice the fiscal agent, CC’ing the AB 104 Project Director for approval, on the last working day of the month, where reimbursement will be made by withdrawal from said open purchase order within 30 days of invoice date. In cases when larger amounts of funds have been spent and more immediate reimbursement is necessary, member district will invoice the fiscal agent, and a separate check will be cut. Invoicing may be done by physically bringing in the documents, sending them by postal service, or by emailing them to accounts payable@gavilan.edu. Funds will be disbursed during the 2016-17 fiscal year and members will have an additional 2 years to spend the funds, if needed. A new, open PO will be opened in subsequent years for that purpose. Each district is allowed indirect costs, which is included in the approved allocation. As fiscal agent, Gavilan College will not receive indirect costs.

Fiscal Agent Responsibilities: The Fiscal Agent will make use of monthly reports to prepare and submit bi-annual reports to the State.

Member District Responsibilities: Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the ACES 2016-17 regional and annual plan, as prescribed by AB104 AEBG budget language, AEBG allowable uses, Program Guidance Instructions, Terms & Conditions for Performance Year 2016-17, and AEBG legislation. See Attachment B for approved 2016-17 activities. Member District will also comply with the monitoring and reporting requirements described in the section below.

Monitoring & Reporting Requirements:
Member District shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent shall require in order to fulfill the responsibilities of State reporting. This includes any necessary student participation data, expenditure documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes.

Member District will designate a person/persons with proper authority to certify all information submitted to the Fiscal Agent. Member District acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Furthermore,
Member District accepts all liability for any disallowed costs, should they arise.

Member District is required to separate expenditures for “Maintenance of Effort (MOE)” and Consortium expenditures by the seven program areas and by objective. See Appendix A for object codes template. A narrative of expenditures will also be provided to the Fiscal Agent as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis according to the timeline in this agreement.

1. Equipment and Facilities
   Member District will provide all necessary equipment and facilities to render Member District services pursuant to this Agreement unless the parties to this Agreement specifically agree in writing that said equipment and facilities will be provided in a different manner. Any equipment purchased by the Member District will be Member District’s exclusive property.

2. Employment of Additional Workers by Member District
   Member District will not be prohibited from employing additional workers or subcontractors necessary for the completion of this Agreement. However, these individuals must be fully qualified to complete their assigned tasks and shall not be employees of the Gavilan College. The provisions of this Agreement are applicable to such Member District’s employees and/or subcontractors as they are to the Member District. Gavilan College will be promptly notified in writing of any and all subcontracting under this Agreement and reserves the right to disapprove any subcontractor.

Timeline:
Member District will provide the Fiscal Agent with reports on AB104 expenditures and progress prior to the State reporting due dates using the following timeline. Additional/other reporting dates may be required by State and this information will be communicated to Member District. (Dates subject to change):

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Dates</th>
<th>Report Due from Member District to Fiscal Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/1/16 - 6/30/16</td>
<td>7/15/16</td>
</tr>
<tr>
<td>2</td>
<td>7/1/16 - 12/31/16</td>
<td>1/15/17</td>
</tr>
<tr>
<td>3</td>
<td>1/1/17 - 6/30/17</td>
<td>7/15/17</td>
</tr>
<tr>
<td>4</td>
<td>7/1/17 - 12/31/17</td>
<td>1/15/18</td>
</tr>
<tr>
<td>5</td>
<td>To be announced</td>
<td>To be announced</td>
</tr>
</tbody>
</table>
Notices: Any notice or demands required by this agreement shall be delivered personally or by United States mail, as follows:

<table>
<thead>
<tr>
<th>Correspondence to the Member District:</th>
<th>Correspondence to the Fiscal Agent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Alvaro Meza, Assistant Superintendent/CBO 7810 Arroyo Circle Gilroy, CA 95020</td>
<td>Gavilan College Joint Community College District Attn: Wade Ellis, Chief Financial Officer 5055 Santa Teresa Blvd. Gilroy, CA 95020</td>
</tr>
</tbody>
</table>

Non-Discrimination: Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.

General conditions:

a. Relationship of the Parties
   It is understood that this is an agreement by and between Member District and Gavilan College and is not intended to, and shall not be construed to, create the relationship of agent, employee, partnership, joint venture or association, or any other relationship whatsoever.

b. Indemnification
   Member District shall indemnify, defend and hold the District, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney’s fees and costs, incurred in connection with or in any manner arising out of Member District’s performance of the work contemplated by this Agreement.

   Fiscal agent shall indemnify, defend and hold the District, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney’s fees and costs, incurred in connection with or in any manner arising out of Fiscal Agent’s performance of the work contemplated by this Agreement.

c. Insurance
   Acceptance of this agreement constitutes that Member District is not covered under District’s general liability insurance and that the Member District agrees, during the term of this Agreement, to maintain, at the Member District’s sole expense, all necessary insurance for its officers, agents, and employees including property & liability coverage and any other coverage required by law.

d. Nonassignability
Member District shall not assign performance under this Agreement or any portion thereof to a third party without the prior written consent of GAVILAN COLLEGE. Any attempted assignment without such prior written consent in violation of this section shall automatically terminate this Agreement.

e. Member Payment Terms
Payment terms are net 30 days, computed either from the date of delivery and acceptance of the contract services or from the date of receipt of correct and proper claims for expenditure prepared in accordance with the terms of this Agreement, whichever date is later. Claims for expenditures should be sent to the Gavilan College grant agreement originator for approval and forwarding to Accounting.

f. Time Extension
No time extension will be allowed past February 2019. Member District agrees to notify Gavilan College if it will be unable to fully expend funds within the performance period in sufficient time to allow funds to be redirected to other consortium members.

g. Changes or Alterations
This Agreement may be modified or amended at any time by written mutual agreement of the parties. No changes, alterations or variations of any kind to this agreement are authorized without the written consent of Gavilan College. Only the Gavilan College President, Vice President of Business Services, or designee within their authority, as defined by District procedures, may authorize extra and/or changed work. The parties expressly recognize that other district personnel are without authorization to either order extra and/or changed work or waive contract requirements, and the Member District, after any unauthorized extra work, shall be entitled to no compensation whatsoever for the performance of such work.

This agreement may be revised by mutual written consent of the agencies involved and may be terminated by either agency upon thirty (30) days advance written notice. To become effective, this agreement must be signed and returned to Gavilan College prior to June 30, 2016.

FISCAL AGENT
Gavilan Joint Community College District
5055 Santa Teresa Blvd.
Gilroy, CA  95020

By:  Wade Ellis
Title:  Chief Financial Officer
Date:  ____________________________

MEMBER DISTRICT
Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA  95020

By:  Alvaro Meza
Title:  Assistant Superintendent/CBO
Date:  ____________________________
This Memorandum of Understanding is entered into between Gavilan Joint Community College District, hereinafter referred to as “Gavilan College” or “Fiscal Agent”, and Morgan Hill Unified School District, hereinafter referred to as “Member District”. This agreement will commence on July 1, 2016 and conclude on June 30, 2017. The purpose of this agreement is to establish the responsibilities of both parties in serving the Gavilan Regional Adult and Career Education Services Consortium, hereinafter referred to as “Consortium.”

Basis & Terms: Member District will receive their approved allocation in the sum of no more than $589,030, to be paid by Gavilan College. An open purchase order in that amount will be used. Member District will submit both a report by summary object code and invoice the fiscal agent, CC'ing the AB 104 Project Director for approval, on the last working day of the month, where reimbursement will be made by withdrawal from said open purchase order within 30 days of invoice date. In cases when larger amounts of funds have been spent and more immediate reimbursement is necessary, member district will invoice the fiscal agent, and a separate check will be cut. Invoicing may be done by physically bringing in the documents, sending them by postal service, or by emailing them to accountspayable@gavilan.edu. Funds will be disbursed during the 2016-17 fiscal year and members will have an additional 2 years to spend the funds, if needed. A new, open PO will be opened in subsequent years for that purpose. Each district is allowed indirect costs, which is included in the approved allocation. As fiscal agent, Gavilan College will not receive indirect costs.

Fiscal Agent Responsibilities: The Fiscal Agent will make use of monthly reports to prepare and submit bi-annual reports to the State.

Member District Responsibilities: Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the ACES 2016-17 regional and annual plan, as prescribed by AB104 AEBG budget language, AEBG allowable uses, Program Guidance Instructions, Terms & Conditions for Performance Year 2016-17, and AEBG legislation. See Attachment B for approved 2016-17 activities. Member District will also comply with the monitoring and reporting requirements described in the section below.

Monitoring & Reporting Requirements:
Member District shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent shall require in order to fulfill the responsibilities of State reporting. This includes any necessary student participation data, expenditure documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes.

Member District will designate a person/persons with proper authority to certify all information submitted to the Fiscal Agent. Member District acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Furthermore,
Member District accepts all liability for any disallowed costs, should they arise.

Member District is required to separate expenditures for “Maintenance of Effort (MOE)” and Consortium expenditures by the seven program areas and by objective. See Appendix A for object codes template. A narrative of expenditures will also be provided to the Fiscal Agent as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis according to the timeline in this agreement.

1. Equipment and Facilities
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Timeline:
Member District will provide the Fiscal Agent with reports on AB104 expenditures and progress prior to the State reporting due dates using the following timeline. Additional/other reporting dates may be required by State and this information will be communicated to Member District. (Dates subject to change):

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Notices: Any notice or demands required by this agreement shall be delivered personally or by United States mail, as follows:

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<th>Correspondence to the Member District:</th>
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<tr>
<td>Morgan Hill Unified School District</td>
<td>Gavilan College Joint Community</td>
</tr>
<tr>
<td>Attn: Victoria Knutson, Director Fiscal</td>
<td>College District</td>
</tr>
<tr>
<td>Services</td>
<td>Attn: Wade Ellis, Chief Financial Officer</td>
</tr>
<tr>
<td>15600 Concord Circle</td>
<td>5055 Santa Teresa Blvd.</td>
</tr>
<tr>
<td>Morgan Hill, CA 95037</td>
<td>Gilroy, CA 95020</td>
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Non-Discrimination: Neither party to this agreement shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.

General conditions:

a. Relationship of the Parties
   It is understood that this is an agreement by and between Member District and Gavilan College and is not intended to, and shall not be construed to, create the relationship of agent, employee, partnership, joint venture or association, or any other relationship whatsoever.

b. Indemnification
   Member District shall indemnify, defend and hold the District, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney’s fees and costs, incurred in connection with or in any manner arising out of Member District’s performance of the work contemplated by this Agreement.

   Fiscal agent shall indemnify, defend and hold the District, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney’s fees and costs, incurred in connection with or in any manner arising out of Fiscal Agent’s performance of the work contemplated by this Agreement.

c. Insurance
   Acceptance of this agreement constitutes that Member District is not covered under District’s general liability insurance and that the Member District agrees, during the term of this Agreement, to maintain, at the Member District’s sole expense, all necessary insurance for its officers, agents, and employees including property & liability coverage and any other coverage required by law.

d. Nonassignability
Member District shall not assign performance under this Agreement or any portion thereof to a third party without the prior written consent of Gavilan College. Any attempted assignment without such prior written consent in violation of this section shall automatically terminate this Agreement.

e. Member Payment Terms
Payment terms are net 30 days, computed either from the date of delivery and acceptance of the contract services or from the date of receipt of correct and proper claims for expenditure prepared in accordance with the terms of this Agreement, whichever date is later. Claims for expenditures should be sent to the Gavilan College grant agreement originator for approval and forwarding to Accounting.

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No time extension will be allowed past February 2019. Member District agrees to notify Gavilan College if it will be unable to fully expend funds within the performance period in sufficient time to allow funds to be redirected to other consortium members.

g. Changes or Alterations
This Agreement may be modified or amended at any time by written mutual agreement of the parties. No changes, alterations or variations of any kind to this agreement are authorized without the written consent of Gavilan College. Only the Gavilan College President, Vice President of Business Services, or designee within their authority, as defined by District procedures, may authorize extra and/or changed work. The parties expressly recognize that other district personnel are without authorization to either order extra and/or changed work or waive contract requirements, and the Member District, after any unauthorized extra work, shall be entitled to no compensation whatsoever for the performance of such work.

This agreement may be revised by mutual written consent of the agencies involved and may be terminated by either agency upon thirty (30) days advance written notice. To become effective, this agreement must be signed and returned to Gavilan College prior to June 30, 2016.

FISCAL AGENT

Gavilan Joint Community College District
5055 Santa Teresa Blvd.
Gilroy, CA  95020

By: Wade Ellis
Title: Chief Financial Officer
Date: ___________________________

MEMBER DISTRICT

Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA  95037

By: Victoria Knutson
Title: Director, Fiscal Services
Date: ___________________________
This Memorandum of Understanding is entered into between Gavilan Joint Community College District, hereinafter referred to as “Gavilan College” or “Fiscal Agent”, and San Benito High School District, hereinafter referred to as “Member District”. This agreement will commence on July 1, 2016 and conclude on June 30, 2017. The purpose of this agreement is to establish the responsibilities of both parties in serving the Gavilan Regional Adult and Career Education Services Consortium, hereinafter referred to as “Consortium.”

**Basis & Terms:** Member District will receive their approved allocation in the sum of no more than $30,633.00, to be paid by Gavilan College. An open purchase order in that amount will be used. Member District will submit both a report by summary object code and invoice the fiscal agent, CC'ing the AB 104 Project Director for approval, on the last working day of the month, where reimbursement will be made by withdrawal from said open purchase order within 30 days of invoice date. In cases when larger amounts of funds have been spent and more immediate reimbursement is necessary, member district will invoice the fiscal agent, and a separate check will be cut. Invoicing may be done by physically bringing in the documents, sending them by postal service, or by emailing them to accounts payable@gavilan.edu. Funds will be disbursed during the 2016-17 fiscal year and members will have an additional 2 years to spend the funds, if needed. A new, open PO will be opened in subsequent years for that purpose. Each district is allowed indirect costs, which is included in the approved allocation. As fiscal agent, Gavilan College will not receive indirect costs.

**Fiscal Agent Responsibilities:** The Fiscal Agent will make use of monthly reports to prepare and submit bi-annual reports to the State.

**Member District Responsibilities:** Funds allocated pursuant to this agreement shall be used by the Member District exclusively for costs associated with the ACES 2016-17 regional and annual plan, as prescribed by AB104 AEBG budget language, AEBG allowable uses, Program Guidance Instructions, Terms & Conditions for Performance Year 2016-17, and AEBG legislation. See Attachment B for approved 2016-17 activities. Member District will also comply with the monitoring and reporting requirements described in the section below.

**Monitoring & Reporting Requirements:**
Member District shall be responsible for monitoring their own activities and providing the Fiscal Agent with all information the Fiscal Agent shall require in order to fulfill the responsibilities of State documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes.

Member District will designate a person/persons with proper authority to certify all information submitted to the Fiscal Agent. Member District acknowledges and accepts all responsibility for program related expenditures and certifies that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Furthermore,
Member District accepts all liability for any disallowed costs, should they arise.

Member District is required to separate expenditures for “Maintenance of Effort (MOE)” and Consortium expenditures by the seven program areas and by objective. See Appendix A for object codes template. A narrative of expenditures will also be provided to the Fiscal Agent as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis according to the timeline in this agreement.

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<td>Attn: Wade Ellis, Chief Financial Officer</td>
</tr>
<tr>
<td>1220 Monterey Street</td>
<td>5055 Santa Teresa Blvd.</td>
</tr>
<tr>
<td>Hollister, CA 95023</td>
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FISCAL AGENT

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5055 Santa Teresa Blvd.
Gilroy, CA 95020

By: Wade Ellis
Title: Chief Financial Officer
Date: ______________________

MEMBER DISTRICT

San Benito High School District
1220 Monterey Street
Hollister, CA 95023

By: Roseanne Lascano
Title: Director, Finance and Operations
Date: ______________________
Attachment A
Object Codes

1110 FT faculty
1280 Project Director
1310 PT Faculty
1312 PT Faculty Stipends
1340 FT Faculty Stipends
1490 Faculty Stipends-NON-instructional

2110 Office Assistant
2315 Hourly Workstudy

3100 B/B

4310 Instructional Supplies
4330 Assessment/Testing (LD)
4510 Office Supplies
4570 Meeting Supplies
4711 Clothing/Uniforms

5100 Contracted Services
5140 Consultants (PD training)
5150 Print
5210 Travel/Conference
5250 Mileage
5300 Membership
5610 Rent/Leases
5710 Indirect Costs
5831 Contracted Services

6400 Equipment under 5K
6402 Media Services
6405 Equipment over 5K
6409 Desk tops
6411 Printers
6412 Software

7520 Books, Supplies, Fees (st. assist.) to transfer

TOTALS
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<tr>
<td>Adult ed/college math/English instructor work group- to determine need of range in instruction to prepare students for college work</td>
<td>Fall 2015-Spring 2016</td>
<td>MHUSD, GC</td>
<td>Informed decision-making for ABE and HSD curriculum and workshops.</td>
<td>Successful completion of college-level math and English classes by Adult Ed graduates.</td>
</tr>
<tr>
<td>Counseling</td>
<td>Fall 2015-Spring 2016</td>
<td>MHUSD, GC</td>
<td>Students who are better informed of their academic and workplace opportunities and have fully developed educational plans</td>
<td>Number of educational plans made</td>
</tr>
<tr>
<td>Student Advisors</td>
<td>Spring 2016</td>
<td>MHUSD, GUSD, GC</td>
<td>Students who are more knowledgeable about program classes and services</td>
<td>Number of students advised</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education (ABE) coursework</td>
<td>Fall 2015-Spring 2016</td>
<td>MHUSD, GUSD, GC, SBHSD</td>
<td>Creation of curriculum for ABE classes, workshops, and boot camps</td>
<td>Instructor observation of student preparedness</td>
</tr>
<tr>
<td>High School Diploma Program (HSD)</td>
<td>Fall 2015-Spring 2016</td>
<td>MHUSD, GUSD</td>
<td>Creation of HSD program for GUSD to be able to offer HSD in the three cities in our consortium</td>
<td>Number of students enrolled and earning credits in the GUSD</td>
</tr>
<tr>
<td>Contextualized ESL</td>
<td>Fall 2015-Spring 2016</td>
<td>MHUSD, GUSD, GC</td>
<td>Creation of two levels of ESL in four CTE areas</td>
<td>Number of students who are able to go into the workforce</td>
</tr>
<tr>
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<tr>
<td>Review ways to accelerate credit ESL program course sequence</td>
<td>Fall 2015-Fall 2016</td>
<td>GC Credit ESL faculty</td>
<td>Fewer units, integrating academic courses and possible compression</td>
<td>Improved progression rates</td>
</tr>
<tr>
<td><strong>4.4a. Activity</strong></td>
<td><strong>4.4b. Timeline</strong></td>
<td><strong>4.4c. Consortium Members Involved</strong></td>
<td><strong>4.4d. Outcomes Expected</strong></td>
<td><strong>4.4e. Method of Assessing Impact</strong></td>
</tr>
<tr>
<td>Pre-Semester Spring Meeting</td>
<td>January 2016</td>
<td>MHUSD, GUSD, GC, SBHSD</td>
<td>Reiterate purpose of the consortium, review gains of small work groups, present 2015-16 plans</td>
<td>Observation of continued positive work dynamic</td>
</tr>
<tr>
<td>2-3 day symposium</td>
<td>Spring 2016</td>
<td>MHUSD, GUSD, GC, SBHSD</td>
<td>Further bonding, heightened knowledge of best practices</td>
<td>Use of workshop methods in classroom instruction</td>
</tr>
<tr>
<td><strong>4.5a. Activity</strong></td>
<td><strong>4.5b. Partner(s)</strong></td>
<td><strong>4.5c. Contribution(s) Made</strong></td>
<td><strong>4.5d. Consortium Members Involved</strong></td>
<td><strong>4.5e. Timeline</strong></td>
</tr>
<tr>
<td>Literacy and Computer Literacy keyboarding classes</td>
<td>Vision Literacy, Gilroy</td>
<td>Class offerings in downtown Gilroy and MH; Create Processing Center in downtown to do intake, assess and place students in consortium programs</td>
<td>MHUSD, GC</td>
<td>Fall 2015- Spring 2016</td>
</tr>
<tr>
<td>Business/</td>
<td>El Pajaro</td>
<td>Advise</td>
<td>MHUSD, GUSD,</td>
<td>Fall</td>
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<td>entrepreneurship workshops</td>
<td>Community Development Corporation, Watsonville</td>
<td>curriculum development in the Business ESL class and to provide more intensive follow-up business incubation services</td>
<td>GC</td>
<td>2015-Fall 2015</td>
</tr>
<tr>
<td></td>
<td>First 5</td>
<td>Facility Use</td>
<td>GC</td>
<td>Fall 2015-Spring 2016</td>
</tr>
<tr>
<td></td>
<td>County Library System</td>
<td>Facility Use</td>
<td>GC</td>
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