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. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
   Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
   Employee Organization: GCFA

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

3. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
   Agency Negotiators: Dr. Kathleen Rose
   Employee Organization: Unrepresented

4. PUBLIC EMPLOYEE APPOINTMENT – Vice President of Academic Affairs- Closed Session Pursuant to Government Code Section 54957

II. OPEN SESSION 7:00 p.m.
   1. Call to Order
   2. Roll Call
   3. Pledge of Allegiance
   4. Report of Any Action Taken in Closed Session
5. Approval of Agenda

6. Consent Agenda
   (a) Regular Meeting of the Board of Trustees minutes, December 13, 2016 and Board Self Evaluation Meeting, November 29, 2016
   (b) Personnel Actions
   (c) Warrants and electronic transfers drawn on District Funds
   (d) Payroll Warrants drawn on District Funds
   (e) Purchase Order Ratification
   (f) Ratification of Agreements
   (g) Budget Adjustments
   (h) Monthly Financial Report
   (i) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2016

7. Comments from the Public - This is a time for the public to address the Board
   (a max. of 3 minutes allotted to each speaker)

8. Recognitions
   (a) Recognition of the Employee of the Month

9. 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

11. Board Committee Reports

12. Information/Staff Reports
   (a) Community Education Winter/Spring 2017 Classes
   (b) Draft 2017 Board Goals

III. ACTION ITEMS

1. New Business
   (a) Employment Agreement Authorization - Vice President of Academic Affairs
   (b) FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee
   (c) Gavilan Gym Roof Replacement Project, Change Order #1
   (d) STEM Meadow Restoration, Change Order #1
   (e) Coyote Valley Educational Center Increment #2, Change Order #5
   (f) Coyote Valley Low Voltage Package, Change Order #2
   (g) Ellucian Application Management Services
   (h) 5 Year Lease to Upgrade and Consolidate District Copiers and Printers
   (i) Naming the Board Representative for the County Committee

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is February 14, 2017, Gavilan College, Coyote Valley Site, 560 Bailey Avenue, San Jose.

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, CDC123, during regular working hours, or at http://www.gavilan.edu/board/agenda.php

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

January 10, 2017

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

SUBJECT: Regular Meeting of the Board of Trustees Minutes, December 13, 2016 and Board Self Evaluation Meeting, November 29, 2016

Resolution: BE IT RESOLVED,
Information Only
Action Item

Proposal:
That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, December 13, 2016 and Board Self Evaluation Meeting, November 29, 2016.

Background:

Budgetary Implications:

Follow Up/Outcome:

Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By: Nancy Bailey, Executive Assistant
Pilar Copaway, Executive Assistant

Agenda Approval: [Signature]
Dr. Kathleen A. Rose, Superintendent/President
I. CALL TO ORDER 6:00 p.m.
Trustee Laura Perry called the meeting to order at 6:12 p.m.

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

Dr. Kathleen A. Rose, Superintendent/President
Kathleen K. Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Pilar Conaway, Recorder

2. Oath of Office
Mark Dover and Jonathan Brusco were administered the oath of office by Laura Perry, President, Gavilan College Board of Trustees. Rachel Perez was administered the oath of office by Mickie Luna, Hollister City Council Member.

Rachel Perez thanked her family and supporters. Trustee President Laura Perry welcomed Marjorie Regalado-Rodriguez and former Gavilan College President, Rose Marie Joyce.

3. Comments from the Public – This is a time for the public to address the Board
None.

4. Recess to Closed Session (a maximum of 3 minutes will be allotted to each speaker)
The Board recessed to closed session at 6:17 p.m.
II. OPEN SESSION 7:00 p.m.

1. Call to Order
Laura Perry called the meeting to order at 7:02 p.m.

2. Roll Call
Trustees: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, Iris Cueto (Student Trustee).

Dr. Kathleen A. Rose, Superintendent/President
Kathleen K. Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Andrew DeLuna, Academic Senate
Diana Seelie, Professional Support Staff
Pilar Conaway, Recorder


3. Pledge of Allegiance
The pledge of allegiance was led by Lois Locci.

4. Organizational Meeting
   (a) Election of Officers (President, Vice President, Clerk)

President:
MSC 1: (M. Dover/J. Brusco) to nominate Laura Perry for President.
MSC 2: (M. Dover/K. Child) to close nominations.
Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.
Vote 2: 7 ayes for Laura Perry to serve as President: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Vice-President:
MSC 1: (L. Locci/W. Glines) to nominate Jonathan Brusco for Vice President.
MSC 2: (W. Gines/K. Child) to close nominations.
Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.
Vote 2: 7 ayes for Jonathan Brusco to serve as Vice-President: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

Clerk:
MSC 1: (J. Brusco/K. Child) to nominate Lois Locci for Clerk.
MSC 2: (M. Dover/K. Child) to close nominations.
Vote 1: 7 ayes to close nominations: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.
Vote 2: 7 ayes for Lois Locci to serve as Clerk: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry.

(b) Set Meeting Dates/Location
   MSC (K. Child/W. Glines) to approve corrected meeting schedule.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, and Student Trustee Iris Cueto, advisory vote of aye to approve. 0 Noes.

(c) Board Committee Membership
MSC (M. Dover/J. Brusco) to approve
Laura Perry stated there was not a lot of time to review current committees and the way trustees are selected to fill committees. She stated a trustee workshop will be planned in early 2017 and suggested the committees stay as is. She recommended that Trustee Perez consider sitting in on any committee with vacancies or attending any committee that is scheduled to meet before the workshop, knowing that further restructuring will take place (on the date of the workshop).
- Laura Perry expressed interest in serving on the Athletics Committee.
- Kent Child expressed he would like to remove himself from the Board Annual Self-Evaluation Committee and suggested Lois Locci replace him; Lois Locci accepted.
- Jonathan Brusco expressed interest on staying on the Budget as well as the Facilities and Development and Utilization Committees.
- There is a vacancy on the Community Education Committee.
- Laura Perry suggested Rachel Perez serve on the Offsite Educational Centers Committee; Rachel Perez stated she would be willing to serve. Kent Child stated this committee had been created as an ad hoc committee for the sole purpose of searching for and bringing closure to the off sites property sale; it was not intended to be an ongoing standing committee. Kent Child suggested waiting until the trustee workshop to determine whether the Off Site Educational Center Committee should be modified or stay as a standing committee; Trustee Perry stated it was a placeholder for now.

5. Report of Any Action Taken in Closed Session
No reportable action taken in closed session.

6. Approval of Agenda
MSC (J. Brusco/M. Dover) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

7. Consent Agenda
(a) Regular Meeting of the Board of Trustees minutes, November 8, 2016
(b) Personnel Actions
(c) Warrants and electronic transfers drawn on District Funds
(d) Payroll Warrants drawn on District Funds
(e) Purchase Order Ratification
(f) Ratification of Agreements
(g) Budget Adjustments
(h) Monthly Financial Report
(i) Puente Advisory Committee
MSC (K. Child/L. Locci) to approve the consent agenda.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

8. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)

Ken Wagman stated, as GCFA President, the faculty (contract) vote closed; the votes were being counted and he did not have the results. He acknowledged the time, energy and commitment of all the
trustees and congratulated newly elected Trustee Rachel Perez as well as re-elected Trustees Mark Dover and Jonathan Brusco. As Coordinator of Science Alive, Ken stated that as a result of the seismic retrofit in the Student Center, Science Alive will not take place in 2017. Middle schools in the area have been notified that Science Alive will be reactivated in 2018.

9. Recognitions
   (a) Recognition of the Employee of the Month
       Fred Harris recognized Jeff Gopp as Employee of the Month. He praised Jeff for his leadership and expertise that supports solution-based orientation to our campus. He stated Jeff’s nomination came forward through his peers and that he wholeheartedly supported the recognition.

11. Officers’ Reports
    (a) Vice Presidents
        Kathleen Moberg reported on three initiatives that are being directed by the Chancellor’s office. The first of these is the development of guided pathways which is the core concept in the book entitled, “Redesigning America’s Community Colleges”. The premise is to create intentional, guided pathways within each major with fewer choices that help direct students. Kathleen stated she attended the Pathways Conference with Peter Wruck that was hosted by the Chancellor’s Office and that we, as a campus, will be looking at guided pathways in the next semester and moving forward.

        The Integrated Planning initiative supports looking at everything that we do on our campuses from an integrated, non-siloed perspective. Kathleen stated one of the first ways we are going to do that is by combining Basic Skills, SSSP, and Equity into one grouping because we will be reporting these as a triad vs. submitting individual reports for those areas. She stated common assessment and multiple measures are also taking off and our faculty and assessment staff are getting involved in work that is being done at the state level with the RP Group.

        Strategic Enrollment Management is the third initiative that is coming forward through the Institutional Effectiveness group at the Chancellor’s Office. She stated she has been named to the Advisory Board where the focus will be the creation of software tools that colleges will use for strategic enrollment management.

        Fred Harris distributed an informational packet that detailed the status of current campus projects. He stated the Division State Architect added a month of review for the gym bleachers and floors, and the athletics fields. The last page of the informational packet depicted a schematic of one of the two proposed concrete signs for the Coyote Valley site and requested board input. Fred clarified the sign will be concrete but the lettering can be changed, should the need to update the site name arise. He stated “Educational Center” is a stipulated term that is in the regulation and Dr. Rose clarified that until we have full accreditation status through the Accrediting Commission to call the site a campus would infer that we have full services (student, administrative and instructional services) onsite. Kent Child suggested adding the logo to the sign and expressed concern about prematurely calling the Coyote Valley Site a “campus”. After some discussion, Laura Perry summarized the sign details: The first line should list Gavilan College in big letters followed by Coyote Valley on the second line and the address - 560 Bailey Avenue (all in capital letters) on the third line – no logo.

    (b) College President
Dr. Kathleen Rose congratulated Trustees, Rachel Perez, Mark Dover and Jonathan Brusco and stated she was glad they will be present for the next chapter of the college’s history. She reported Fred Harris was selected as the 2016 recipient of the Facilities Leadership Award, in acknowledgement of his efforts in the facilities area state and district-wide. She announced the college will close down after the 22nd of December, although there will be some skeletal crews in Facilities, the Business Office, and HR; winter Intersession starts on January 3, 2017.

(c) Academic Senate
Andrew DeLunas stated an emergency senate meeting took place in order to fill the vacancies for Academic Senate President and Vice-President since no nominations were forthcoming. Arturo Rosette offered to stand in as Academic Senate President, on an interim basis, until June 2017. Andrew DeLunas and Sejal Dharia were nominated for Vice President and Andrew DeLunas was elected Interim Vice President. At the regularly scheduled Academic Senate meeting on December 6 Jane Maringer was elected to the post of Secretary and Martha Johanson was elected Part-time faculty Senator-at-Large. Andrew stated the Academic Senate sub-committee faculty positions are fully staffed. Three projects Interim President Rosette intends to focus on includes the realignment of the Academic Senate office terms so they coincide with the academic year rather than the calendar year, the establishment of a committee that will direct the formation and direction of committees, and the revamping and streamlining of senate by-laws to specifically establish clear lines of succession in order to avoid potential gaps in leadership.

(d) Professional Support Staff
Diana Seelie reported CSEA officer elections for 2017: Denise Apuzzo, President; Diana Seelie, Vice-President; Adriana Servin, Communications Officer; Laura Montes, Treasurer; Tara Myers and Jessica Frohm, Union Stewards. One position is still open and efforts are being made to fill committee positions, including a second participant on President’s Council.

(e) Student Representative
Iris Cueto reported ASGC leaders attended a general assembly for students. The Democratic Club organized a peaceful, post-election march in November in addition to inviting an attorney to campus. She attended an AB540 retreat at UC Irvine with Ryan Shook and found a key presentation entitled “Know Your Rights” to be very helpful. Iris acknowledged the considerable contributions of time and effort by the ASGC members and stated the next meeting is scheduled in the Business building, room 121 on December 15 at 8:30 a.m.

(f) Board Member Comments
Board members congratulated newly elected Board Member, Rachel Perez, and Mark Dover and Jonathan Brusco for their term renewal.

Jonathan Brusco congratulated Dr. Rose for finishing up her first, tremendously successful semester.
Walt Glines reported a recent survey of California residents found each branch of the higher education system to be held in high esteem, despite concerns about college affordability. He stated two queries surfaced as a result of the campus forums: 1) bi-district elections; and 2) status of the Latino Advisory Committee. He requested these be brought back as an information item. He acknowledged Leah Halper and her Gavilan Go game and congratulated the Women’s Volleyball Team who made it to the state finals. He recognized having received a six-page Title V Newsletter that provided a comprehensive report about what we are doing to move students through and improve our student success scores.
Mark Dover stated an article recently cited more than 25% of the community college student population is going hungry and/or homeless. Funding for food is available for K-12 as well as the State and UC system, but not for Community Colleges. He congratulated the Women’s Volleyball and Basketball teams.

Lois Locci stated she recently attended the San Benito Philanthropy event honoring Tom Breen as well as the Gavilan Foundation meeting and noted the Foundation has renewed energy. She encouraged all to consider attending the Teatro Campesino’s presentation of “La Virgen de Tepeyac” in San Juan Bautista.

Rachel Perez stated she is following the articles on Basic Skills and suggested we look at our instruction and curriculum in order to figure out a way to move our students along quickly so they can get into credit courses. She is also tracking what is happening with national politics and the Defense Act for Childhood Arrivals (DACA). She stated that, as an institution, we need to make sure we provide a safe haven for DACA students. She will be participating in the new trustee training and has been contacted by veteran trustees at Evergreen and Foothill College and is looking forward to seeing what things are transpiring on their campuses. She stated she recently joined the board on the Demonstration Gardens which focuses on providing an education on organic produce and they are interested in doing something with Gavilan on organic farming. Rachel stated the campaign provided an opportunity to hone her values and articulate this to the electorate.

Kent Child stated campaigning is a humbling experience and is looking forward to working with Rachel. He attended the Philanthropy Day event and enjoyed Tom Breen’s recognition.

(g) Board President

Laura Perry stated the Latino Advisory Committee was started by Elvira Robinson and that we lost the connection with the Latino community after Elvira was no longer on the board. She stated Gavilan is interested in breathing new life into that committee and suggested Rachel Perez serve as the conduit on this committee. Laura stated Elvira’s son passed away November 29 and that she attended the service. Recently she saw former Student Trustee, Anel Tovar and stated she is on a high speed trajectory to success. Laura congratulated the Women’s Volleyball and Basketball Teams.

12. Board Committee Reports

None.

13. Information/Staff Reports

(a) Noncredit Committee

Dr. Kathleen Rose stated this item will be brought back at a subsequent meeting.

(b) Career Technical Education (CTE) and Emerging Vocational Programs

Dr. Kathleen Rose stated there is a lot of creative, innovative work going on in CTE. Sherrean Carr will provide the highlights and additional in-depth information on key areas can be provided in the future.

Sherrean stated the Governor and State Legislature approved the Strong Workforce Program Funding adding $200 million to CTE for the 113 colleges with the hope of creating one million more middle skilled workers. The goals are to increase the number of students enrolled in CTE programs leading to high demand, high wage jobs and improve program quality as evidenced by students completing or transferring programs. This funding is ongoing and allocations this year are based on job openings for our district, unemployed adults, and CTE equivalent students. In year two, one sixth of the funding will be allocated due to successful workforce outcomes (gainful employment, increase in earnings). 60% of our allocation for this year comes to $639,000 and we have two years to spend it. 40% of the funding comes to $308,000 is limited to regional projects.
Sherrean stated Dr. Rose asked her to form a task force and submit viable recommendations. She gathered members from Community Ed, Non Credit, CTE faculty as well as a representative from Student Services and created a draft recommendation plan. The most important concept the task force members kept in mind at all times were the metrics: goals of the money and identifying what needed to be put in place to ensure the achievement of those goals. Several staff positions were created in order to support the process/goals.

Sherrean highlighted the following programs stating these have varying degrees of development:

- HVAC
- Hospitality and Tourism
- Unmanned Arial Systems (UAS)
- Phlebotomy
- Paramedic
- Marketing
- ICT Cyber Patriot

She stated she is also working with:

- Morgan Hill and Gilroy Unified to map pathways
- CTE Articulation Management System
- Articulating Water Career Pathways
- Portfolium
- Netlog

CTE Program Updates:

- Child Development Educational Studies is creating contextualized English language curriculum.
- Faculty in the newest Title V project are developing a teaching pathway to teach infants through adults.
- Cosmetology has a 98% licensing pass rate – enrollment is consistently at maximum.
- Nursing Department has a colossal skills lab in the CD building. 100% of our nursing students pass the NCLEX (RN licensing exam) the first time.
- Water Program – working with Bay Area Consortium of 26 water agencies. We are now teaching classes in Martinez and Redwood City.
- Alexandre Stoykov, new CSIS instructor, has created the CSIS Club with 17 student members and is starting the Cyber Patriots Contest and will be joining the Cyber League for College Students.
- Title V Joint Grant with Hartnell and CSUMB—Gavilan College is the lead educational agent
  - Created an additional cohort of RNs which eliminated the wait list for our nursing program.
  - Successfully aligned CSIS and Digital Media courses with CSUMB.
- The CTE Counselor coordinated a nursing panel that had three RN’s, two from Gavilan College; all had specialties in labor and delivery, emergency, and medical/surgical. They discussed their education, skills, pay, as well as a typical day in their schedule; 20 students attended.
- A similar panel was coordinated in September with Health Care professionals, a Chiropractor and Nutritionist.

(c) Gavilan College sign at Fairview Corners
Dr. Kathleen Rose stated this item was brought forward by the Board Facilities sub-committee as an information item for discussion by the Board. It was suggested the San Benito County Trustee(s) make a recommendation to the Board. Kent stated to put up a sign in advance of construction may be premature. Rachel stated we need to hear out the community. The board agreed no sign should be placed until there is something concrete to offer.

(d) Update on Board Goals for 2016
Dr. Rose stated she provided an update on board goals. Information had been provided as of April 2016; the board met and after that meeting Dr. Rose provided goals and status updates as of December 2016. She stated this report is provided as information to support the board evaluation process. Laura stated this item will not come back as an action item but will instead move forward for review at the Trustee workshop. The workshop date is to be coordinated by Nancy Bailey. Kent Child expressed his gratitude to Dr. Rose for the time and effort it took to prepare the status report.

III. ACTION ITEMS
1. New Business
(a) Curriculum
MSC (K. Child/W. Glines) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(b) Approve 2 Year Extension of Bookstore Operation Agreement
MSC (J. Brusco/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
Discussion: Fred Harris stated that in order to facilitate the move of the bookstore to the MP Building, Follett absorbed a costly expenditure to reconnect the Visa line. As a result, Follett asked, in good faith, if the operation agreement could be extended a year or so. Rachel inquired about customer satisfaction and if students are getting what they needed. Walt suggested Iris Cueto and ASGC research the customer survey query and provide feedback.

(c) Lease Term Extension for Briggs Building with City of Hollister
MSC (K. Child/W. Glines) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
Jonathan Brusco pointed out a decimal point instead of a comma was used to define the building’s square feet and that it should be 8,984 sq. ft.

(d) Annual Financial and Budget Report, CCFS-311
MSC (M. Dover/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
(e) Disposal of Surplus Personal Property
MSC (W. Glines/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(f) Gilbane Building Company Project Assignment Amendments
MSC (W. Glines/I. Cueto) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(g) IBI Group Architecture and Planning Project Assignment Amendments Augmentations
MSC (J. Brusco/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

* (h) RESOLUTION 1016: Resolution Authorizing the District to enter into a Lease Agreement with South Bay Regional Public Safety Training Consortium Coyote Valley mitigation reimbursement agreement
MSC (W. Glines/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(i) Third Amendment to the Donation Agreement and Joint Escrow Instructions for Coyote Valley Campus Acquisition
MSC (W. Glines/M. Dover) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(j) Coyote Valley Educational Center Increment #2, Change Order #4
MSC (M. Dover/J. Brusco) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(k) Coyote Valley, Off-Site: Project, Change Order #1
MSC (W. Glines/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(l) Gavilan Community College Aviation Program at San Martin South County Airport, Change Order #4
MSC (J. Brusco/K. Child) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

(m) Term Extension for Agricultural Use Leases at Coyote Valley and Fairview Corners MSC (K. Child/L. Locci) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.

* (n) RESOLUTION 1017: Authorizing the District to proceed on a Solar Project on the Gavilan College Gilroy campus as a Clean Renewable Energy Bond Project MSC (J. Brusco/M. Dover) to approve.
Vote: 7 ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry and Student Trustee, Iris Cueto, advisory vote of aye, to approve; 0 Noes.
Discussion: Fred Harris provided an overview of the project and detailed the economic and sustainability aspects of the project. Pine trees near parking lot A will need to be removed. Kent Child expressed the solar panels are not a thing of aesthetic beauty. Jonathan Brusco stated the panels are more practical, seem advanced, and does not see it as a distraction since this would be covering asphalt while providing provides both shade and lighting.

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is January 10, 2017, Gavilan College, Dr. TJ Owens Gilroy Early College Academy, Multi-Purpose Building.
2. Adjournment
   The meeting was adjourned by consensus at 9:13 p.m.

*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.
I. CALL TO ORDER 6:04 p.m.
   1. Roll Call
      Trustees Present: Jonathan Brusco (late arrival), Kent Child, Mark Dover, Walt Glines,
      Lois Locci, and Laura Perry
      Dr. Kathleen Rose, Superintendent/President
      Nancy Bailey, Recorder

   2. Approval of Minutes, October 12, 2015
      MSC (W. Glines/K. Child) 5 ayes, 0 nays to approve

   3. Comments from the Public
      No Comments.

II. DISCUSSION ITEMS
   1. Board Self Evaluation and Goals
      Chair, Kent Child led a discussion. Trustees discussed the self-evaluation as follows:

      Part I
      • Discussion took place about reviewing board committee membership, tenure on committees, and reducing the number of committees. It was agreed to discuss this at another meeting.
      • Comments to some questions reflected a need for discussion. The importance of trustees being on the "same page" was noted.
      • Reporting of continuous improvement of the board was discussed.
      • There was a general consensus that the board self-evaluation survey tool needs to be revised in order to produce useful information. It was suggested to review the process and search for other tools.
      • The president's evaluation process was also discussed for revision and perhaps the timing of it. It was suggested to hold a workshop to go over these reviews and revisions and bring in the newest information from the CCLC on the evaluation processes.
      • It was noted that historically the president's evaluation is timed to be completed prior to renewal of the spring contract. The board self-evaluation has been customarily done in October-November so that the board can use the information to prepare the calendar year goals. These times are for a purpose; not arbitrary.
      • Kathleen Rose reported on the Strategic Planning Committee meeting in which the group brainstormed changes to the Plan to better "fit" the district. They are looking forward to new data brought forward through the Educational Master Plan process. She also said that cabinet will be reviewing the current organizational chart looking for efficiencies. The organizational chart will be shared with the board in the spring.
      • The Educational Master Plan is the college's engine. We need to see where we are going.
Discussion took place on the board's role in terms of making policy and managing at a higher level acknowledging the president as the only employee. Policy is approved by the board but not necessarily initiated or created by the board.

It was suggested that trustees reach out to Dr. Rose prior to a meeting to ask questions or get more information on an agenda item. It is "ok" to ask questions before making a thoughtful decision on an item. Trustees need to do their homework. Dr. Rose discusses the board agenda with the board president the week before the meeting. Ask Dr. Rose for more information when making a difficult decision.

A request was made for a short staff descriptive narrative on each action item.

The role of a trustee should be clear. Although trustees are approached by staff and it is important to listen, it is not their role to solve staff problems. The president should be informed of concerns and given the opportunity to review and resolve it. This topic should be included in the board orientation.

A workshop will be held to discuss the strategic plan goals.

A discussion took place on ensuring financial solvency. It was expressed that there is no available funding for expansion in San Benito County. It will be a challenge to fund the opening, staffing, and maintenance of the Coyote Valley site.

It was recommended that a workshop be dedicated to discuss off-site planning and development. It was stated that there is a disparity in facilities at the sites. Discussion continued with various opinions on the San Benito site expansion. Further discussion needs to take place at a subcommittee meeting. It was stated that research needs to take place about a leaseback option. This topic should be a dedicated workshop.

Comments related to the upcoming new board member orientation include: new trustee should meet individually with other trustees; meet individually with president/vice presidents, big binders will be replaced with digital files; and, orientation will be held week of February 6, 2017.

Brown Act requirements during subcommittee meetings were discussed.

The history of board officer election was provided. The nomination process of officers was discussed.

Part II
Discussion on Concerns Expressed:

- The unanticipated drop in FTE was a lesson for trustees.
- The president’s forums are a rich exchange between students and staff. There is a need to do a better job of communicating with the community and to sell the college, the programs, and the enrollment. Get advice on this from administration.
- Need more marketing. Help prepare for centennial celebration. Could it be a Gilroy Leadership project? Perhaps form a steering committee.

Part III
No discussion.

Part IV
Goals for 2017:

- Explore the need for marketing as it relates to the growth of Foundation and preparation of the Centennial celebration
- Focus on CTE programs and hospitality program; needs of the community
- Discussion on "Dreamers" on campus

There was a suggestion to focus on fewer goals.
Kent Child summarized a process for completing the 2017 calendar goals. He will compile a
draft based on the evaluation meeting along with the survey results by winnowing down
duplication and similar topics. He said the draft list will be a starting point of discussion at a
workshop. It was suggested that each board member identify their top 2 goals. The update
of 2016 goals will also be reviewed and factored in.

III. CLOSING ITEMS
1. Adjournment
The meeting was adjourned by consensus at 8:32 p.m.
Gavilan Joint Community College District
Governing Board Agenda
January 10, 2017

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

SUBJECT: Personnel Actions

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

Proposal:
That the Board of Trustees approve personnel actions the District is entering into during the period of December 13, 2016 thru January 10, 2017.

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 2016-2017.

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

Recommended By: Eric Ramones, Human Resources Director

Prepared By: [Signature]
Eric Ramones, Human Resources Director

Agenda Approval: [Signature]
Dr. Kathleen Rose, Superintendent/President
A. Classified and Unclassified Personnel Actions – January 10, 2017

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

Laura Hagan
Payroll Officer Additional Duty
Business Services
January 1, 2017 to March 31, 2017

Laurel Blakely
Senior Accountant Additional Duty
Business Services
January 1, 2017 to March 31, 2017

Michele Cortes
Academic Scheduling Coordinator
Office of Instruction
January 11, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS
NONE

III. PROFESSIONAL EXPERTS
NONE

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS
NONE

V. REQUESTS FOR LEAVE
NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT
NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH
Norma Najar
BUS 100 – Business Correspondence

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT
NONE
IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

Esteban Talavera BIBL 5103, BIBL 6843, PMIN 6243, PMIN 5133

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Adrian Gallegos Volunteer Worker
Kinesiology and Athletics
December 5, 2016 to June 1, 2017

Brittani Newman Volunteer Worker
Kinesiology and Athletics
January 3, 2017 to June 30, 2017

Trevor Patton Volunteer Worker
Kinesiology and Athletics
December 7, 2016 to June 1, 2017

XII. RESIGNATIONS AND RETIREMENTS

Edward Vasquez Warehouse Technician
Business Services
Date of Hire: January 29, 1986
Date of Retirement: December 16, 2016

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
B. Faculty Personnel Actions – January 10, 2017

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

I. APPOINTMENTS

Diana Reid            Certified Nursing Assistant Instructor
                      Career Technical Education
                      January 10, 2017

Kimberly Montague    Licensed Vocational Nurse Instructor
                      Career Technical Education
                      January 10, 2017

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Douglas Achterman     Library Instructor Overload
                      Office of Instruction
                      August 29, 2016 to December 16, 2016

Elena Dachkova        Mathematics Instructor Overload
                      Liberal Arts and Sciences
                      November 14, 2016 to November 16, 2016

Kathleen Campbell     Gavilan Regional Adult and Career Educational Services
                      Consortium Work
                      Community Development and Grants Management
                      November 18, 2016

Kathleen Campbell     Teacher Share Event
                      Community Development and Grants Management
                      November 18, 2016

Nicole Cisneros       Teacher Share Event
                      Community Development and Grants Management
                      November 18, 2016

Simone Reyes          Basic Skills Faculty Mentor
                      Liberal Arts and Sciences
                      August 23, 2016 to November 8, 2016

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

Diana Wright          Allied Health Instructor
                      Career Technical Education
                      January 30, 2017 to May 26, 2017
Elizabeth Porcella  Teacher Share Event
Community Development and Grants Management
November 18, 2016

Evelyn Sachau  Teacher Share Event
Community Development and Grants Management
November 18, 2016

Gerry Lard  South Bay Regional Public Safety Consortium
Volunteer Instructor
January 11, 2017

Gregory Giusiana  South Bay Regional Public Safety Consortium
Volunteer Instructor
January 11, 2017

James Granucci  South Bay Regional Public Safety Consortium
Volunteer Instructor
January 11, 2017

Jane Godley  Basic Skills Faculty Mentor
Liberal Arts and Sciences
November 1, 2016 to May 27, 2017

Jesus Olivas  Counselor
Student Services
January 15, 2017 to May 27, 2017

Karen Serrano  Teacher Share Event
Community Development and Grants Management
November 18, 2016

Karen Sutton  Curriculum Development
Career Technical Education
January 1, 2017 to January 31, 2017

Kimberly Douglas  English as a Second Language Instructor
Liberal Arts and Sciences
September 30, 2016 to June 30, 2017

Kimberly England  Teacher Share Event
Community Development and Grants Management
November 18, 2016

Lisa Vasquez  English Instructor
Liberal Arts and Sciences
January 25, 2017 to June 30, 2017
Marlene Bumgarner  Curriculum Development  Career Technical Education  January 1, 2017 to January 31, 2017
Martin Garcia  English Instructor  Liberal Arts and Sciences  January 25, 2017 to June 30, 2017
Martin Rodriguez Juarez  Teacher Share Event  Community Development and Grants Management  November 18, 2016
Mary Snyder  English Instructor  Liberal Arts and Sciences  January 25, 2017 to June 30, 2017
Patricia Reinhart  Teacher Share Event  Community Development and Grants Management  November 18, 2016
Phillip Williams  Exploratory Marketplace  Career Technical Education  December 16, 2016
Robert Reese  English Instructor  Liberal Arts and Sciences  January 25, 2017 to June 30, 2017
Sam Lavorato  Administration of Justice Instructor  Career Technical Education  January 30, 2017 to May 26, 2017
Susan Dodd  Gavilan Regional Adult and Career Educational Services  Consortium Work  Community Development and Grants Management  December 5, 2016 to June 1, 2017
Timothy Truby  South Bay Regional Public Safety Consortium  Volunteer Instructor  January 11, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Hope Jukl  Mathematics Instructor  Liberal Arts and Sciences  September 30, 2016 to June 30, 2017
V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

Shelly Smith
Administration of Justice Instructor
Career Technical Education
Date of Hire: January 27, 2016
Date of Resignation: May 26, 2017

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personnel Actions – January 10, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

Kyle Billups  
Interim Information Technology Director  
Administrative Services  
January 1, 2017

II. ADDITIONAL DUTY/STIPEND

Eric Ramones  
Director of Human Resources Additional Duty  
Office of the President  
January 1, 2017 to March 31, 2017

Lucy Alvarez  
Human Resources Technician Additional Duty  
Office of the President  
January 1, 2017 to March 31, 2017

Wade Ellis  
Director of Business Services Additional Duty  
Administrative Services  
January 1, 2017 to March 31, 2017

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

Camillia Arvizu  
Management Information Systems Director  
Administrative Services  
Date of Hire: January 9, 1979  
Date of Retirement: December 30, 2016
RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
D. Administration Personnel Actions – January 10, 2017

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

I. APPOINTMENTS

Rachel Perez                      Board of Trustees Member
                                  Board of Trustees
                                  December 12, 2016

II. ADDITIONAL DUTY/STIPENDS

Susan Sweeney                      CalWorks Coordinator Additional Duty
                                  Student Services
                                  January 1, 2017 to March 31, 2017

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

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

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of December 1, 2016 – December 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>12/1/16 – 12/31/16</td>
<td>18042377-18043056</td>
<td>$3,067,110.04</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 2016-2017.

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. Kathleen A. Rose, Superintendent/President
Consent Agenda Item No. II.6 (d) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Payroll Warrants drawn on District Funds

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

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

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>December Supplemental 1</td>
<td>December 9, 2016</td>
<td>$467,972.89</td>
</tr>
<tr>
<td>December Supplemental 2</td>
<td>December 21, 2016</td>
<td>$7,598.02</td>
</tr>
<tr>
<td>December Regular (EOM)</td>
<td>December 16, 2016</td>
<td>$1,933,353.72</td>
</tr>
<tr>
<td>TOTAL</td>
<td>(754 Pay Warrants Issued)</td>
<td>$2,408,924.63</td>
</tr>
</tbody>
</table>

Budgetary Implications:
Expenditures are included in the Budget for FY 2016/17.

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. Kathleen A. Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

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

SUBJECT: Purchase Order Ratification
☐ Resolution: BE IT RESOLVED,
☐ Information Only
☒ Action Item

Proposal:
That the Board of Trustees approve the attached December 2016 list of purchase orders for FY 2016-17.

Background:
During the fiscal year purchase orders are used to acquire goods and services for the District. California Code of Regulations title 5 §Sec. 81655 requires the Board of Trustees to ratify District purchases orders issued.

Budgetary Implications:
Purchase Orders are needed to accommodate expenditure needs of various departments’ budgets to appropriate 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. Kathleen A. Rose, Superintendent/President
<table>
<thead>
<tr>
<th>Purchase Order</th>
<th>Transaction Date</th>
<th>Vendor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0006989</td>
<td>12/2/2016</td>
<td>Public Agency Law Group</td>
<td>$4,710.40</td>
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<td>P0006990</td>
<td>12/2/2016</td>
<td>Public Agency Law Group</td>
<td>$6,317.60</td>
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<td>CON10039</td>
<td>12/2/2016</td>
<td>ICS - Integrated Communication Systems</td>
<td>$3,975.00</td>
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<td>CON10040</td>
<td>12/2/2016</td>
<td>Campozano, Jose</td>
<td>$1,500.00</td>
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<td>CON10044</td>
<td>12/2/2016</td>
<td>Remote Learner US Inc</td>
<td>$10,500.00</td>
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<tr>
<td>P0006992</td>
<td>12/9/2016</td>
<td>Job Elephant</td>
<td>$1,995.00</td>
</tr>
<tr>
<td>P0006993</td>
<td>12/9/2016</td>
<td>IPMA-HR</td>
<td>$318.00</td>
</tr>
<tr>
<td>P0007007</td>
<td>12/9/2016</td>
<td>Monterey County Office of Education</td>
<td>$300.00</td>
</tr>
<tr>
<td>OP17365</td>
<td>12/9/2016</td>
<td>Monterey Bay Office Products Inc</td>
<td>$2,175.00</td>
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<tr>
<td>P0007008</td>
<td>12/9/2016</td>
<td>Monterey County Office of Education</td>
<td>$100.00</td>
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<td>P0006991</td>
<td>12/9/2016</td>
<td>Houghton Mifflin Harcourt Publishing Co</td>
<td>$143.93</td>
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<td>P0006994</td>
<td>12/9/2016</td>
<td>Cold Craft Inc</td>
<td>$2,952.00</td>
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<td>P0006995</td>
<td>12/9/2016</td>
<td>All Occations Tents</td>
<td>$8,993.50</td>
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<td>P0006996</td>
<td>12/9/2016</td>
<td>Target Pest Control</td>
<td>$680.00</td>
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<td>P0006997</td>
<td>12/9/2016</td>
<td>Daily Journal Corporation</td>
<td>$772.00</td>
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<td>P0006998</td>
<td>12/9/2016</td>
<td>Daily Journal Corporation</td>
<td>$780.00</td>
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<td>P0006999</td>
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<td>Daily Journal Corporation</td>
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<td>P0007000</td>
<td>12/9/2016</td>
<td>Lincoln Equipment Inc</td>
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<td>12/9/2016</td>
<td>Carlon's Fire Extinguisher Sales &amp; Service Inc</td>
<td>$338.13</td>
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<tr>
<td>P0007002</td>
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<td>P0007003</td>
<td>12/9/2016</td>
<td>Pacific Coast Battery Service Inc</td>
<td>$80.42</td>
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<td>P0007004</td>
<td>12/9/2016</td>
<td>Visions Management International Corp</td>
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<td>$289.19</td>
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<td>P0007006</td>
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<td>ME001233</td>
<td>12/9/2016</td>
<td>Crown Moving &amp; Storage</td>
<td>$13,934.87</td>
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<td>ME001234</td>
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<td>CDW Government Inc</td>
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<td>P0007010</td>
<td>12/10/2016</td>
<td>Laerdal Medical Corporation</td>
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<td>OP17366</td>
<td>12/14/2016</td>
<td>Home Depot</td>
<td>$199.01</td>
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<td>OP17367</td>
<td>12/14/2016</td>
<td>Clay Planet</td>
<td>$163.13</td>
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<td>OP17368</td>
<td>12/14/2016</td>
<td>Douglass and Sturges</td>
<td>$460.00</td>
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<td>12/14/2016</td>
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<td>P0007014</td>
<td>12/14/2016</td>
<td>The Print Shop</td>
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<td>P0007015</td>
<td>12/14/2016</td>
<td>Gawf, John</td>
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<td>P0007016</td>
<td>12/14/2016</td>
<td>Sehi Computer Products</td>
<td>$212.62</td>
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<td>P0007017</td>
<td>12/14/2016</td>
<td>Apple Computer Inc</td>
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<td>P0007018</td>
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<td>Multiwave</td>
<td>$59.85</td>
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<td>P0007019</td>
<td>12/14/2016</td>
<td>The Print Shop</td>
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<td>P0007020</td>
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<td>OP17370</td>
<td>12/14/2016</td>
<td>Palace Art &amp; Office Supply</td>
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<td>OP17371</td>
<td>12/14/2016</td>
<td>Follett Higher Education Group</td>
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<td>P0007024</td>
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<td>P0007025</td>
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<td>PO/NO</td>
<td>Date</td>
<td>Vendor</td>
<td>Amount</td>
</tr>
<tr>
<td>--------</td>
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<td>-------------------------------------------------</td>
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<tr>
<td>P0007026</td>
<td>12/14/2016</td>
<td>School Datebooks Inc</td>
<td>$1,618.60</td>
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<tr>
<td>AOP17024</td>
<td>12/14/2016</td>
<td>Gilroy Garlic Festival Assn Inc</td>
<td>$3,200.00</td>
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<tr>
<td>ASB17011</td>
<td>12/14/2016</td>
<td>Trophies Plaques and More</td>
<td>$99.57</td>
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<td>OP17373</td>
<td>12/14/2016</td>
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<td>OP17374</td>
<td>12/14/2016</td>
<td>Dermalogica Inc</td>
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<td>OP17375</td>
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<td>Marianna Industries Inc</td>
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<tr>
<td>OP17376</td>
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## December 2016 Purchase Orders

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Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No.  II.6 (f)  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 $87,800 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 2016-2017.

Follow Up/Outcome:
No further action is required.

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

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

Agenda Approval:  Dr. Kathleen A. Rose, Superintendent/President
<table>
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<td>Lake and Streambed Alteration Agreement</td>
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<td>Permit Package</td>
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<td></td>
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<td>MIS Department</td>
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Consent Agenda Item No. / 11.6 (g)  
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 2016-17.  

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. Kathleen A. Rosa, Superintendent/President
## Fund 100

### DECREASE

<table>
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**Total Decrease:** (1,177)

### INCREASE

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<td>1,177</td>
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**Final (Adopted) Estimated Beginning Fund Balance at 7/1/16:** 3,358,023

**Change to Actual Fund Balance at 7/1/16:** 974,006

**Actual Beginning Balance at 7/1/16:** 4,333,229

### Revised Net Change in Ending Fund Balance

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<th>Budget Entry</th>
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**Revised Net Change in Ending Fund Balance:** (152,029)

**Estimated Ending Fund Balance 6/30/17 for General Fund 100:** 3,585,939

---

## Fund 100

### INCOME - Increase/(Decrease)

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**Total Fund 10:** 0.00

### EXPENSE - Increase/(Decrease)

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**Total Expense:** 0.00

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/15:** $3,358,023.00

**Change to Actual Fund Balance at 7/1/15:** $974,605.78

**Actual Beginning Balance at 7/1/15:** $4,333,228.78

**Final (Adopted) Budget Net Change in Fund Balance:** ($595,261.00)

**Budget adjustments from current year’s previous months to increase (decrease) net change to fund balance:** ($152,029.00)

**Current increase in budgeted revenues increases Fund Balance:** $0.00

**Current increase in budgeted expenditures decreases Fund Balance:** $0.00

**Revised Net Change in Ending Fund Balance:** ($152,029.00)

**Estimated Ending Fund Balance 6/30/16 for General Fund 100:** $3,585,939.78

---
### Fund 270

#### DECREASE

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**Total Fund 270:** (21,515) 21,515

**Final (Adopted) Estimated Beginning Fund Balance at 7/1/16** $0.00

**Change to Actual Fund Balance at 7/1/16** $0.00

**Actual Beginning Balance at 7/1/16** $0.00

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

- **Current decrease in budgeted expenditures increases Fund Balance** $21,515.00
- **Current increase in budgeted expenditures decreases Fund Balance** ($21,515.00)

**Revised Net Change in Ending Fund Balance** $0.00

**Estimated Ending Fund Balance 6/30/17 for General Fund 270** $0.00

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#### Fund 270

**INCOME - Increase/(Decrease)**

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**EXPENSE - Increase/(Decrease)**

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**Total Fund 270** 36,125.84

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January 2016 Meeting - Budget Adj (To Board).xlsx 12/22/2016  Page 2 of 3
## Fund 470

### Income - Increase/(Decrease)

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**Total Fund 470**

$0

### Expense - Increase/(Decrease)

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<tr>
<td>5831</td>
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<td>2,079.00</td>
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<td>4310</td>
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<tr>
<td>5284</td>
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<td>930647</td>
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<tr>
<td>6171</td>
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</tr>
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<td>5240</td>
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<td>93174</td>
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<td>931447</td>
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<td>4711</td>
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</table>

**Total Fund 470**

$0

---

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16
$0.00

Change to Actual Fund Balance at 7/1/16
$0.00

Actual Beginning Balance at 7/1/16
$0.00

Final (Adopted) Budget Net Change in Fund Balance
$0.00

Budget adjustments from current year’s previous months to increase (decrease) net change to fund balance
$0.00

Current increase in budgeted revenue increases Fund Balance
($36,125.84)

Current increase in budgeted expenditures decreases Fund Balance
$36,125.84

Revised Net Change in Ending Fund Balance
$0.00

Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 470
$0.00

---

January 2016 Meeting - Budget Adj (To Board).xlsx
12/22/2016

Page 3 of 3
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

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

SUBJECT: Monthly Financial Report

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

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

Background:

Follow Up/Outcome:
The Administration will continue to review the FY 2016/17 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. Kathleen A. Röse, Superintendent/President
<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2016</th>
<th>Revised Budgets Revenue</th>
<th>Ending Fund Balance 6/30/2017</th>
<th>Year to Date Actual Revenue</th>
<th>% Actual to Budget Revenue</th>
<th>% Actual to Budget Expense</th>
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<tr>
<td>General Fund</td>
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<tr>
<td>10 General - Unrestricted</td>
<td>4,353,229</td>
<td>33,570,201</td>
<td>$4,833,443</td>
<td>14.4%</td>
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<tr>
<td>1000 - Certificated Salaries</td>
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<td>2000 - Classified Salaries</td>
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<td>3000 - Burdens &amp; Benefits</td>
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<td>6000 - Capital Outlay</td>
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<td></td>
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<td></td>
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<tr>
<td>7000 - Other</td>
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<tr>
<td>Total General-Unrestricted</td>
<td>4,333,229</td>
<td>33,570,201</td>
<td>$4,833,443</td>
<td>14.4%</td>
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<td>24 Instructional Equipment</td>
<td>57</td>
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<td>$306,050</td>
<td>118.2%</td>
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<td>26 Parking</td>
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<td>$119,009</td>
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<td>27 General - Restricted</td>
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<td>16,209,516</td>
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<td>4,333,226</td>
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<td>21 Measure E - Debt Service</td>
<td>4,275,476</td>
<td>6,230,637</td>
<td>$4,445,344</td>
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<td>34 Capital Project</td>
<td>75,833</td>
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<td>$559,606</td>
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<td>22,525</td>
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<td>61 Risk Management</td>
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<td>200,000</td>
<td>$200,000</td>
<td>0.0%</td>
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<td>72 Child Development</td>
<td>0</td>
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<td>0</td>
<td>0.0%</td>
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<td>92 Long Term Debt</td>
<td>5,447,176</td>
<td>315,000</td>
<td>16,942</td>
<td>196.5%</td>
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<td>Fiduciary Funds</td>
<td></td>
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<td></td>
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<td>47 Associated Student Body</td>
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<td>149,980</td>
<td>$124,023</td>
<td>82.7%</td>
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<td>48 Financial Aid</td>
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<td>6,494,210</td>
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<td>41.9%</td>
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<td>66 Student Center Fund</td>
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<td>117,390</td>
<td>18,812</td>
<td>16.0%</td>
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<td>Total Fiduciary Funds</td>
<td>488,472</td>
<td>6,721,380</td>
<td>$3,066,729</td>
<td>42.4%</td>
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<td>Totals</td>
<td>25,184,637</td>
<td>71,700,302</td>
<td>16,303,874</td>
<td>22.7%</td>
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</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
Does not include end of the month payroll.
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

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

SUBJECT: Santa Clara County Treasury Investment Portfolio Status as of September 30, 2016

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

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

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

Budgetary Implications:
For information purposes only.

Follow Up/Outcome:
None needed.

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

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

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
Quarterly Investment Report

September 30, 2016
Quarterly Investment Review Table of Contents

Quarterly Investment Report

Table of Contents

<table>
<thead>
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<th>Section</th>
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<tbody>
<tr>
<td>Summary of Cost Values versus Market Values and Yields</td>
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<td>Portfolio Strategy, Compliance, Review and Monitoring</td>
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<td>Commingled Pool: Allocation by Security Types</td>
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<td>Commingled Pool: Allocation by Ratings</td>
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<td>Commingled Pool: Holdings by Issuer</td>
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<td>Commingled Pool: Historical Month End Book Values</td>
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<td>Commingled Pool: Distribution by Maturity</td>
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<td>Approved Issuers and Broker/Dealers</td>
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<td>Commingled Pool: Compliance with Investment Policy</td>
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<td>Holdings Report: Commingled Pool</td>
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<td>Holdings Report: Worker's Compensation</td>
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<td>Holdings Report: Mountain View-Los Altos</td>
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<td>Holdings Report: Palo Alto Unified</td>
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<td>Holdings Report: Park Charter Fund</td>
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<td>Holdings Report: San Jose-Evergreen</td>
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<td>Transaction Activity Report</td>
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Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Teugst, S. Joseph Similian

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

September 30, 2016

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cost Value**</th>
<th>Market Value</th>
<th>Variance</th>
<th>% Variance</th>
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<td>Commingled Investment Pool</td>
<td>$5,088,457,982</td>
<td>$5,097,027,761</td>
<td>$8,569,778</td>
<td>0.17%</td>
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<td>Worker's Compensation</td>
<td>$27,576,336</td>
<td>$27,780,180</td>
<td>$203,844</td>
<td>0.74%</td>
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<td>Mountain View-Los Altos</td>
<td>$2,024,423</td>
<td>$2,024,423</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Palo Alto Unified</td>
<td>$23</td>
<td>$23</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Park Charter Fund</td>
<td>$11,461,477</td>
<td>$11,468,032</td>
<td>$6,555</td>
<td>0.06%</td>
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<tr>
<td>San Jose-Evergreen</td>
<td>$20,003,474</td>
<td>$20,079,199</td>
<td>$75,725</td>
<td>0.38%</td>
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<td>Medical Malpractice Insurance Fund (1)</td>
<td>$12,967,191</td>
<td>$13,102,940</td>
<td>$135,749</td>
<td>1.05%</td>
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<tr>
<td>Total</td>
<td>$5,162,490,906</td>
<td>$5,171,482,558</td>
<td>$8,991,652</td>
<td>0.17%</td>
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</table>

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Jul 31</th>
<th>Aug 31</th>
<th>Sep 30</th>
<th>Sep 30</th>
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<tbody>
<tr>
<td>Commingled Investment Pool</td>
<td>0.96%</td>
<td>0.98%</td>
<td>0.99%</td>
<td>0.68%</td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td>1.20%</td>
<td>1.20%</td>
<td>1.20%</td>
<td>1.21%</td>
</tr>
<tr>
<td>Weighted Yield</td>
<td>0.96%</td>
<td>0.98%</td>
<td>0.99%</td>
<td>0.69%</td>
</tr>
</tbody>
</table>

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

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

**Cost Value is the amortized book value of the securities as of the date of this report.
Santa Clara County Commingled Pool and Segregated Investments

Portfolio Strategy

September 30, 2016

Prior to the surprise electoral victory of Republican presidential nominee Donald Trump, expectations had already been strong that Federal Reserve Bank Federal Reserve policy makers would hike interest rates in December. Solid growth in labor markets over the quarter ending September 30, 2016 and rising consumer prices along with improvements in the overall economy were cited as primary motivating factors. U.S. domestic bond markets apparently did not need a change in Federal Reserve policy to ignite a sell-off. Immediately after the election and even before policy makers met in December, the prices of U.S. Treasury bonds and other domestically traded debt dropped sharply, sending bond yields higher.

Markets quickly responded as investors assessed policy implications for growth, inflation and the federal budget deficit resulting from Donald Trump’s victory. Even with few, if any policy specifics at this point, the Republican’s campaign pledge to cut individual and corporate taxes and spend $550.0 billion on infrastructure improvements to boost growth concerned investors of debt securities. Both initiatives would slightly increase federal deficits and trigger robust growth in inflation, a major risk factor to fixed income securities. Worries also centered on unintended consequences of a new fiscal stimulus plan. If the new president borrows too much too quickly, it could cause consumer prices to increase without a commensurate increase in wages and which may reduce the financial capacity of consumers to spend.

The current economic expansion began in June 2009 and has continued for 99 months, making it the fourth longest period of growth recorded since 1854. Although this expansion has been relatively long, the U.S. economy has only grown at a 2.1 percent annual pace since 2009. A Wall Street Journal survey of economists in early October 2016 forecast the economy would continue to grow at a sluggish pace for the remainder of this cycle. But now, balancing the risk of sharply rising interest rates and more aggressive use of fiscal stimulus, along with other expected presidential initiatives such as trade protectionism and immigration curbs, greater uncertainty has been introduced along with a stronger probability that a policy mistake could interrupt the economy’s current trajectory.

Our portfolio strategy continues to focus on the: (1) acquisition of high quality issuers; (2) identifying and selecting bonds with attractive valuations; (3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near-term obligations; and (4) ensuring that monies targeted for longer-term investments are deployed in vehicles with favorable risk-adjusted yields. Broker-dealers have generally down-sized the amount of securities carried in inventories in response to risk-curbing rules crafted after the 2008 financial crisis, including Basel III and the 2010 Dodd-Frank Act. With more efficient software, we have been addressing this issue by scanning a larger scope of inventory listings to find attractive bonds. Our portfolio structuring does not engage in interest rate anticipation strategies.
SUBJECT: Recognition of the Employee of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

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

Employee of the Month, December 2016 – Olga Rodriguez

Olga came to Gavilan as a student through Adult Education and earned her AA in Social Science. She was also a work study student for MESA and TRIO. Olga was hired in February 2015 as the Office Assistant in the CalWORKs/Fresh Success Office. She is eager and willing to learn, she does not hesitate to ask questions to ensure she is providing accurate information; (CalWORKs/Fresh Success are extremely complicated, and we share our office with two other programs). This is one of the many reasons she learned her job so well in a short time frame. In addition, Olga has provided great value to the CalWORKs/Fresh Success and Food Pantry Programs. Olga has overcome many of the same barriers our student population faces. Gavilan College CalWORKs and Fresh Success programs serve a diverse population in which Olga is always extremely courteous, helpful going above and beyond to assist all students that come into the EOPS/CalWORKs/Fresh Success Office. Her perfect mix of empathy and tough love allows her to serve the meekest, as well as the most challenging student with excellent outcomes. She has worked tirelessly to ensure monthly student reports are completed timely, has helped to build our program numbers and successfully follow up with students to ensure they remain in compliance with their county programs, specifically, ESL students who often struggle with completing monthly forms. Olga takes the extra time to work with these students one on one to
teach them, and ensure their forms are correct and timely. Furthermore, Olga gets along well with all of her peers she always wants to help out in any way that she can. We are truly fortunate to have such an outstanding example of student success and equity working at Gavilan College.

**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. Kathleen Rose, Superintendent/President

Prepared By: 

[Signature]
Eric Ramones, Human Resources Director

Agenda Approval: 

[Signature]
Dr. Kathleen Rose, Superintendent/President
INFORMATION
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No. Community Education
Information/Staff Reports No. II.12 (a)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Community Education Winter/Spring 2017 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 Winter/Spring 2017 Community Education schedule. Classes will be offered through May 2017.

Budgetary Implications:
Projected revenue is approximately $55,000 based on past three past spring terms.

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

Recommended By:

Prepared By: Susan L. Sweeney, Coordinator, CalWORKs

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
SUBJECT: Draft 2017 Board Goals

Proposal:
That the Board of Trustees review and comment as appropriate regarding the 2017 draft board goals developed through their self-evaluation and November 29, 2016 Special Board Meeting.

Background:

Budgetary Implications:

Follow Up/Outcome:
This item will be brought back for a second reading.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Kent Child, Chair of Board Self Evaluation Committee

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
DRAFT BOARD GOALS, 2017

(draft composite for discussion by board. Note, listed in no priority order)

A. Hold a workshop to review the value, timing, process and product of the annual board self-evaluation, and implement changes that may result.

B. Review the annual evaluation process of the President, and revise if necessary.

C. Hold a workshop on the various planning processes and documents, such as the Mission Statement, Strategic Plan, Facilities Plan, Master Plan, etc. Consider function, timing, duplication and integration where appropriate.

D. Explore the need for marketing as it relates to the growth of the Gavilan Educational Foundation, preparation for the Centennial Celebration, and increased effectiveness of informing the communities about college-related topics.

E. Focus on CTE program enhancement and expansion to best serve both student and community needs.

F. Explore a new Facilities Bond, its timing and application.

G. Join the President in the revitalization of the Gavilan College Educational Foundation.

H. Resolve location for an Educational Center that will better serve Hollister. Finalize a viable plan to get it up and running.

I. Complete the Gilroy Main Campus renovation.

J. Address contract negotiation-related issues, such as benefit sustainability, overall process and timing, and participant training.

K. Plan for necessary accreditation actions and processes.

L. Enhance the collaborative and collegial climate on campus so that active engagement in participatory governance is broadly embraced by the campus community.

M. Solidify joint efforts with feeder high school districts that will enhance incoming students readiness for college-level coursework.
N. Open the Coyote Valley Educational Site, and address the issues that will inevitably arise with such a new venture.

O. Maintain the District’s fiscal accountability and stability, including enrollment and debt load.

P. Maximize the Board’s role in support of the new President and assistance in her goal achievement.

Q. Review bus transportation to and from the various communities and educational facilities within the Gavilan District.
Goals Identified During Board Self Evaluation Process

Goals mentioned during self evaluation retreat discussion:
Hold a workshop to consider the timing, process, and product of the board self evaluation
Review evaluation process for president
Review mission and strategic plan
Explore the need for marketing as it relates to the growth of the Gavilan College Educational Foundation, preparation for the Centennial celebration, and informing the communities.
Focus on CTE programs and hospitality program; needs of the community
Discussion on 'Dreamers' on campus
Hold a workshop on Strategic Plan goals.

Goals recorded in the self evaluation survey: (separated by individual trustee input)
Maximize the board’s role in support of the new president-superintendent to achieve her goals.
Update statements of the District mission and vision to inform the Strategic Plan (2016 to 2021).
Cultivate a culture of inquiry that leads to evidence-based continuous improvement while aligned with ACCJC requirements (i.e., standards and data collection).
Plan for a facilities bond.
Assure all District constituencies participate in the development of the Facilities Master Plan and Education Master Plan.
Explore current options for establishing a classroom building at the proposed San Benito Educational Center.
Join the president-superintendent in the revitalization of the Gavilan College Foundation.
Achieve full-time equivalent student (FTES) rates that surpass the apportionment (State funding) of 2015-2016.
Shepard ACES (Adult & Career Education Services) to sustain its initial success moving students through academic and career pathways.
Connect Title V (Civic Engagement Federal grant) students with community-based learning opportunities in each trustee district.

Explore facility bond by county within three years
Complete south campus renovation
Build Hollister off site location
Explore new career pathway programs for Gavilan students
Renovate student center for student usage (modern)
Settle contracts with unions

Improve information and interaction with the San Benito County constituents of the District.
Find a solution for the facility expansion in San Benito County.
Review both the Board Self Evaluation and the President's Evaluation procedures, and refine the goal setting aspect of each so the resulting goals integrate with the Strategic Plan.
Continued progress on Coyote Valley.
Increase enrollment.
Expand CTE programs.
Develop a path for SBC site.
Plan future funding approaches or bond measure.
Continue fiscal accountability efforts.

Provide new supt. pres time to take a league or other new supt training seminar et al.
Continue and improve outreach into the communities and residents within the Gavilan attendance area.
Full speed ahead on a general obligation to have before voters in November 2018.
Increase enrollment by increasing student head count and having students enroll in additional courses.
Phase 2 of coyote valley campus. All aspects including how to pay for staffing, maintenance. Staffing to include faculty, counselors, registration. Don’t make students, staff drive, call or email the main campus for services.
District educational master plan.
Better mesh board goals, supt.pres goals and strategic plan.
Apply for and secure additional grants, including from the private sector.
Increase the number and type of community ed classes.
Increase voc ed certificate classes including grape growing, wine making, hospitality, decide on what to focus on (several) and move forward with new ones annually.
Better communication with students about all phases of college operations and especially those that directly affect them.
Determine if bus transportation to and from San Benito County to the main campus is adequate.
Direct bus transportation from Gilroy campus to coyote valley and downtown Morgan Hill campuses. From Hollister too.
Reach out to Silicon Valley tech firms in conjunction with development of the northernmost campus.
Increase classes, majors and such related to public safety police and fire academies at Coyote Valley.
More opportunities for students to complete enough units to transfer or receive an AA degree in 2 years.
Speed up completion of remedial classes so students can go on with their traditional college course work

Complete Phase 1 development of the Coyote Valley Educational site.
Finalize instructional offerings that balance the Public Safety Consortium and the general education needs.
Develop the staffing and support requirements to operate the site
Reach agreement with VTA for bus lines (stops) at site
Develop a realistic plan that will lead to an educational site/center located in San Benito county that is achievable within the near future. How to fund. Begin planning for academic focus areas there.

Increase enrollment in the San Martin Airport aviation program. Improve signage. Add programs.

Solidify joint efforts with feeder high school districts that will enhance incoming students’ preparation and readiness for college-level coursework.

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

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

Enhance the collaborative and collegial climate on campus so that active engagement in participatory governance is broadly embraced by the campus community.
NEW BUSINESS
Gavilan Joint Community College District
Governing Board Agenda

January 10, 2017

Consent Agenda Item No. 

Information/Staff Reports No. 

Discussion Item No. 

Old Business Agenda Item No. 

New Business Agenda Item No. III.1 (a) 

SUBJECT: Employment Agreement Authorization - Vice President of Academic Affairs

☐ Resolution: BE IT RESOLVED, 

☐ Information Only 

☒ Action Item 

Proposal:
That the Board of Trustees approve an employment agreement with Dr. Michele Bresso to serve as Vice President of Academic Affairs effective January 30, 2017 at an annual contract rate of pay of $165,000 with other provisions and conditions described in the agreement. The term of the agreement is two years.

Background:
Dr. Bresso is currently an Associate Vice Chancellor at Kern Community College District. The proposed agreement term is from January 30, 2017 through June 30, 2019. The contract includes the following provisions for compensation changes:

- January 30, 2017 through June 30, 2018 - base contract amount
- July 1, 2018 through June 30, 2019 - 5% salary increase

The agreement for Vice Presidents includes an expense account for monthly travel, business, and vehicle allowance of $450 per month or $5,400 annually. Standard benefits for administrative employees are the same as other employees and are defined in the employment agreement.

Budgetary Implications:
The cost for this position is included in the unrestricted general fund budget of the college.

Follow-Up/Outcome:
The required processing for new employees will be followed and a contract issued upon approval of the Board.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: 

Eric Ramones, Director of Human Resources

Agenda Approval: 

Dr. Kathleen Rose, Superintendent/President
SUBJECT: FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:
That the Board of Trustees approve the District to charge the following for FY 2017-18:

I. Nonresident Tuition Fee = $234/unit (#2 below)
II. Capital Outlay Fee = $0

Background:
I. Nonresident Tuition Fee – Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 of each year for the succeeding fiscal year. Each district has the option of using one of the following seven categories:

1. The Statewide average cost of education per unit - $234
2. Gavilan College’s cost of education per unit - $266
3. District basis with 10% or more noncredit FTES – n/a
4. The nonresident tuition cost per unit at colleges that are contiguous to Gavilan College’s service area:
   a. Hartnell Information not yet available
   b. San Jose/Evergreen $232
   c. Cabrillo Information not yet available
   d. West Valley $234
   e. Monterey Peninsula Information not yet available
5. No more than the district and no less than the statewide cost - $266-$234
6. Highest years statewide average tuition - $234
7. No more than 12 comparable states’ average tuition - $425
III. **Capital Outlay Fee** – The calculated Capital Outlay Fee is $3.23 per unit.

**Budgetary Implications:**
Since the District does not receive State funding for nonresident FTES, the nonresident tuition fee will help offset the cost of education.

**Follow Up/Outcome:**
Complete and submit the District’s election to the California Community Colleges’ Chancellor’s Office.

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

Prepared By: Wade Ellis, CPA - Director of Business Services

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
**California Community Colleges**  
**2017-18 NONRESIDENT FEES WORKSHEET**

**NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7**

<table>
<thead>
<tr>
<th>2017-18 NONRESIDENT TUITION FEE (EC 76140)</th>
<th>(Col. 1) Statewide</th>
<th>(Col. 2) District</th>
<th>(Col. 3) 10% or More Noncredit FTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Expense of Education for Base Year (2015-16) CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)</td>
<td>$8,024,141,296</td>
<td>$37,486,052</td>
<td></td>
</tr>
<tr>
<td>B. Annual Attendance FTES (Recal 2015-16)</td>
<td>1,188,716</td>
<td>4,881.81</td>
<td></td>
</tr>
<tr>
<td>C. Average Expense of Education per FTES (A ÷ B)</td>
<td>$6,762</td>
<td>$7,679</td>
<td></td>
</tr>
<tr>
<td>D. U.S. Consumer Price Index Factor (2 years)</td>
<td>x 1.038</td>
<td>x 1.038</td>
<td>x 1.038</td>
</tr>
<tr>
<td>E. Average Cost per FTES for Tuition Year (C x D)</td>
<td>$7,019</td>
<td>$7,971</td>
<td></td>
</tr>
<tr>
<td>F. Average Per Unit Nonresident Cost – Semester (Qtr)</td>
<td>$234 (156)</td>
<td>$266</td>
<td></td>
</tr>
<tr>
<td>G. Highest year Statewide average – Semester (Qtr)</td>
<td>$234 (156)</td>
<td>$234</td>
<td></td>
</tr>
<tr>
<td>H. Comparable 12 state average – Semester (Qtr)</td>
<td>$425 (283)</td>
<td>$425</td>
<td></td>
</tr>
</tbody>
</table>

**Annual Attendance FTES** includes all student contact hours of attendance in credit and noncredit courses for resident and nonresident students; Round tuition fee to the nearest dollar.

**Column 3** is an option for use by a district with ten percent or more noncredit FTES *(Section 76140(e)(1)(A)).* If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

**NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7**

**Option 6.** The greater amount of the calculations of statewide nonresident tuition for 2012-13 through 2015-16 is $234 per semester unit or $156 per quarter unit (2015-16).

**Option 7.** The average of the nonresident tuition fees of public community colleges in 2015-16 of no less than 12 states comparable to California in cost of living is $397 per semester unit or $265 per quarter unit.

**Requirement for Use of Option 6 or 7:** The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students *(EC 76140(e)(2)).* Districts meeting one or more criteria below shall be considered in compliance with the requirements of EC 76140(e)(2). Please check all that apply:

- [ ] Revenue from nonresident tuition was less than 5% of total general fund revenue.
- [ ] Actual resident FTES was greater than funded resident FTES.
- [ ] Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- [ ] Percent expenditures for instructional services were greater than statewide average (AC 0100-5800 divided by AC 0100-6700, Cols. 1-3).

*Continue to next page ➤*
The district governing board at its January 10, 2017 meeting adopted a nonresident tuition fee of $234 per semester unit or $——— per quarter unit.

Basis for adoption is (place an X in one box only).

X 1. Statewide average cost, per column 1.
   2. District average cost, per column 2.
   3. District average cost with 10% or more noncredit FTES, per column 3.
   4. Contiguous district. (Specify district and its fee).
   5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
   6. Statewide average cost, from 2015-16 ($234 per semester unit; $156 per quarter unit).
   7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a capital outlay fee to any nonresident student, please compute this fee as follows:

a. Capital Outlay expense for 2015-16 $508,972
b. FTES for 2015-16 5,253.38
c. Capital outlay expense per FTES (line a divided by line b) 96.88
d. Capital Outlay Fee per unit:
   1. Per semester unit (line c divided by 30 units) 3.23
   OR
   2. Per quarter unit (line c divided by 45 units) N/A
e. 2017-18 Nonresident Student Capital Outlay Fee (not to exceed the lesser of line d OR 50% of adopted 2017-18 Nonresident Tuition Fee)

The district governing board at its January 10, 2017 meeting adopted a nonresident capital outlay fee of $0 per semester unit or $ N/A per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2017, please submit a copy of this report by February 15, 2017 to:

California Community Colleges Chancellor's Office
Fiscal Services Unit (attn. Michael Yarber)
1102 Q Street,
Sacramento, CA 95811-6549   FAX (916) 323-8245

District: Gavilan Joint Community College District
Contact Person: Wade W. Ellis, CPA
Phone Number & email: (408) 848-4739   wellis@gavilan.edu
SUBJECT: Gavilan Gym Roof Replacement Project, 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 Gavilan Gym Roof Replacement Project. Change Order #1 is $7,027. Original Agreement to Seward L. Schreder Construction, Inc. was $379,000. Total construction cost including change order #1 is $386,027.

Background:
Public Contract Code § 20859 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:

Gavilan Gym Roof Replacement Project
Seward L. Schreder Construction, Inc., CO #1 for $7,027. A detailed Change Order #1 table is attached for this project.

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. Kathleen Rose, Superintendent/ President
# Change Order for Project

## CHANGE ORDER #01 - Seward L. Schreder Construction, Inc.

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Install 300 LF. of temporary fencing with concrete blocks plus delivery/pick up fee</td>
<td>$1,087.00</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Supply and install new 24 GA, galvanized sheet metal flashing at perimeter and cupola cap</td>
<td>$5,940.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$ 7,027.00</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

- **Contract Amount** $379,000.00
- **Net Change By Previously Authorized Change Orders** $-
- **Revised Contract Amount Prior to this Change Order** $379,000.00
- **Change Order #01** $7,027.00
- **New Contract Amount Including this Change Order** $386,027.00

- **Available Construction Contingency** $37,900.00
- **Change Order #01** $7,027.00
- **Remaining Construction Contingency** $30,873.00

**Contract Start Date**: October 24, 2016  
**Contract Substantial Completion Date**: December 22, 2016  
**New Contract Substantial Completion Date** (By Previously Authorized Change Orders): December 22, 2016  
**New Contract Substantial Completion Date** (Including this Change Order): December 22, 2016
SUBJECT: STEM Meadow Restoration, 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 STEM Meadow Restoration. Change Order #1 is $1,830. Original Agreement to Quality Landscape Service was $194,380. Total construction cost including change order #1 is $196,210.

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:

STEM Meadow Restoration
Quality Landscape Service, CO #1 for $1,830. A detailed Change Order #1 table is attached for this project.

Budgetary Implications:
The efficient use of STEM grant 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. Kathleen Rose, Superintendent/P President
# Change Order for Project

## CHANGE ORDER #01 - Quality Landscape Service

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upgrade remote control valves to pressure reducing models</td>
<td>$1,830.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL** $1,830.00 0

Contract Amount $194,380.00

Net Change By Previously Authorized Change Orders $-

Revised Contract Amount Prior to this Change Order $194,380.00

Change Order #01 $1,830.00

New Contract Amount Including this Change Order $196,210.00

Available Construction Contingency $19,438.00

Change Order #01 $1,830.00

Remaining Construction Contingency $17,608.00

Contract Start Date October 12, 2016

Contract Substantial Completion Date December 11, 2016

New Contract Substantial Completion Date December 11, 2016

(By Previously Authorized Change Orders)

New Contract Substantial Completion Date (Including this Change Order) December 11, 2016
SUBJECT: Coyote Valley Educational Center Increment #2, Change Order #5

Resolution: BE IT RESOLVED,
Information Only
Action Item

Proposal:
That the Board of Trustees authorizes the fifth project Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #5 is $24,079.85. Original Agreement to Meehleis Modular Buildings, Inc. was $6,481,454. Total construction cost including change order #1, #2, #3, #4 and #5 is $6,846,398.08.

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 #5 for $24,079.85. A detailed Change Order #5 table is attached for this project.

There are a total of 5 Change Orders for this project totaling $364,944.08. The initial estimate for this change order totaled $27,579.85 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $3,500.00.

Budgetary implications:
The efficient use of Measure E and Lease Revenue bonds.

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. Kathleen Rose, Superintendent/President
# Change Order for Project

**CHANGE ORDER #05** - Meehleis Modular Buildings, Inc.

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.1</td>
<td>Apply two (2) coats of sealer on approximately 14,000 sq. ft. of VCT flooring, water for building cleaning, extended supervision and extend Builders Risk Insurance</td>
<td>$24,079.85</td>
<td>30</td>
</tr>
</tbody>
</table>

**TOTAL** $24,079.85 30

- **Contract Amount** $6,481,454.00
- **Net Change By Previously Authorized Change Orders** $340,864.23
- **Revised Contract Amount Prior to this Change Order** $6,822,318.23
- **Change Order #05** $24,079.85
- **New Contract Amount Including this Change Order** $6,846,398.08

- **Available Construction Contingency** $648,145.00
- **Change Order #01, #02, #3, #4 and #5** $364,944.08
- **Remaining Construction Contingency** $283,200.92

**Contract Start Date** August 17, 2015
**Contract Substantial Completion Date** December 31, 2016
**New Contract Substantial Completion Date**
**(By Previously Authorized Change Orders)** December 31, 2016
**New Contract Substantial Completion Date** (Including this Change Order) December 31, 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.1(f)

SUBJECT: Coyote Valley Low Voltage Package, Change Order #2

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

Proposal:
That the Board of Trustees authorizes the second project change order request for the Coyote Valley Low Voltage Package. Change Order #2 is $9,607.10. Original Agreement to Commercial Plumbing and Building, Inc. was $337,800. Total construction cost including change orders #1 and #2 is $369,424.10.

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 Low Voltage Package Project
Commercial Plumbing and Building, Inc., CO #2 for $9,607.10. A detailed Change Order #2 table is attached for this project.

There are a total of 2 change orders for this project totaling $31,624.10. The initial estimate for this change order totaled $11,500 but after Gilbane thoroughly reviewing and successfully negotiating with the contractor that amount was reduced by $1,892.90.

Budgetary Implications:
The efficient use of Measure E and Lease Revenue bonds.

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. Kathleen Rose, Superintendent/President
Change Order for Project

CHANGE ORDER #02 - Commercial Plumbing and Building, Inc.

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>Install four (4) fire alarm monitoring modules</td>
<td>$3,018.75</td>
<td>0</td>
</tr>
<tr>
<td>006</td>
<td>Pull string in (E) conduits for fire alarm and data in buildings (B, C, D, E)</td>
<td>$5,945.50</td>
<td>0</td>
</tr>
<tr>
<td>007</td>
<td>Purchase and install 72 wire mold face plates</td>
<td>$642.85</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>$9,607.10</td>
<td>0</td>
</tr>
</tbody>
</table>

Contract Amount $337,800.00
Net Change By Previously Authorized Change Orders $22,017.00
Revised Contract Amount Prior to this Change Order $359,817.00
Change Order #02 $9,607.10
New Contract Amount Including this Change Order $369,424.10

Available Construction Contingency $33,780.00
Change Order #01 & #2 $31,624.10
Remaining Construction Contingency $2,155.90

Contract Start Date April 25, 2016
Contract Substantial Completion Date October 28, 2016
New Contract Substantial Completion Date October 28, 2016
(By Previously Authorized Change Orders)
New Contract Substantial Completion Date October 28, 2016
(Including this Change Order)
Proposal:
That the Board of Trustees approve an agreement with Ellucian Company L.P. to provide Application Management Services for the district’s Banner Enterprise Resource Planning computer system.

Background:
In June 2006 the district contracted with SunGard SCT to provide an integrated Enterprise Resource Planning (ERP) computer system known as Banner, which touches all aspects of district operations including web portal, human resources, student services, financial aid, and finance. SunGard has since been purchased by Ellucian Company L.P.

For several years the district has utilized a contracted database administrator (DBA) to help update and maintain the Banner ERP System. Due to the increasing complexities of the system and increasing costs of the DBA, the district has outgrown that arrangement.

The district has negotiated a new five-year agreement with Ellucian to provide “cloud-based” Application Management Services (AMS) that will manage all Banner applications, databases, operating systems, upgrades, performance tuning, and provide 24/7/365 application and database monitoring, troubleshooting, and support. With AMS, application management is backed by a team of application experts and a single point of contact for resolution of issues.

AMS will relieve district IT program staff from having to stop and manage ERP issues that arise. With the district assuming the responsibility to manage Payroll services from the County, the ERP system especially needs to operate optimally and will benefit from AMS.

Budgetary Implications:
The total annual cost of AMS over the term of the agreement is $1,647,272 payable from the district’s general fund. First year costs will be $283,536, which will be offset by $150,000 in current DBA costs. Also, during the next two years, various required upgrades to our Banner System will need to occur, at a consultant cost of $111,000 that will also be offset by AMS.

Follow Up/Outcome:
Process agreement after Board approval.

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: [Signature]
Dr. Kathleen Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda
January 10, 2017

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

SUBJECT:  5 Year Lease to Upgrade and Consolidate District Copiers and Printers

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

Proposal:
That the Board of Trustees approve a five year lease and maintenance agreement with Konica Minolta Business Solutions USA to consolidate, upgrade, provide supplies and maintain the staff and faculty copiers and printers.

Background:
Currently the district consumes over 4 million pages per year from an aging fleet of multi-function printers (i.e., copy, print, scan, fax) and numerous desktop printers most of which are not connected to the network. This situation is inefficient, expensive and impactful on the environment.

Over a year ago a Printer Consolidation Project was begun to address these issues, and after considerable research, shared governance discussion and review of at least 5 vendor quotes, the district has negotiated with Konica Minolta Business Solutions USA a five-year lease to consolidate and upgrade the district's copying and printing capabilities.

This upgrade will consolidate staff and faculty copying/printing to 33 strategically located color multi-function printers and 18 networked printers. After this consolidation is complete, the remaining student GoPrint printers will also be upgraded.

Benefits of this consolidation include:
- Lower per-page print cost from ~0.03 cents per page to 0.0049 cent per page (B/W)
- Lower per-page print cost from ~0.36 cents per page to 0.039 cents per page (COLOR)
- Increase level of service as devices are warrantied for minimum 5yrs vs 1yr (for desktop)
- Improve Section 508/Accessibility, allow unassisted printing
- Centralize student and staff/faculty print services (allows for web/mobile printing & print release anywhere on campus)
- Reduce cost of devices and number of devices to support on campus
- Reduce paper waste by duplexing by default
- Reduce wasteful volumes of printing
- One free move per year of each unit as needed (savings of $400 per move)

Budgetary Implications:
60 month lease at a monthly cost of $4,060.07 utilizing a Foundation for California Community Colleges pre-negotiated agreement. After 5 years, district will own the equipment for $1.
Follow Up/Outcome:
Process agreement after Board approval.

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: [Signature]
Dr. Kathleen Rose, Superintendent/President
SUBJECT: Board Representative for the County Committee Election

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

Proposal:
That the Board of Trustees select a representative to vote in the election for members of the County Committee on School District Organization.

Background:
The California Education Code § 35023 requires that the governing Board of each school district, at its annual initial meeting select one of its members to vote in the election for members of the County Committee on School District Organization.

Budgetary Implications:

Follow Up/Outcome:
The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the Board.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Kathleen Rose, Superintendent/President

Agenda Approval: [Signature]

Dr. Kathleen Rose, Superintendent/President
Good Afternoon,

I am sending this email and the attached form later than I usually do; most of you place this item on your annual Board meeting. I know that you may not be able to do that this year due to the lateness of my email; if you can that would be great, if not that’s won’t be a problem as I will not need them until February.

The purpose of the attached certificate is to name a board member to complete the County Committee Election ballot that comes to each district in November; the board member indicated on this form will vote in the 2017 County Committee election. The County Committee Board Representative is NOT required to attend County Committee meetings. Instructions for completing and returning the certificate are contained in the document. Forms can be emailed back to suzanne_carrig@sccoe.org or faxed to (408) 453-6869. Please return certificates by February 2017.

If you have any questions regarding this matter, please contact me via email or at (408) 453-6869.

Thank you,
Suzanne
SCHOOL DISTRICT
CERTIFICATE
NAMING THE BOARD REPRESENTATIVE
FOR THE COUNTY COMMITTEE ELECTION

The California Education Code requires that the governing board of each school district, at its annual initial meeting, select one of its members to vote in the election for members of the County Committee on School District Organization. The relevant Education Code Section is as follows:

§ 35023.  Election of representative for county committee

The governing board of each school district of every kind or class shall annually at its initial meeting select one of its members as its representative who shall have one vote for each member to be elected to the county committee as provided by Article 1 (commencing with Section 4000 of Chapter 1 of Part 3). The secretary or clerk of the district shall furnish the county superintendent with a certificate naming the representative selected by the board.

To comply with the Education Code, please provide the information requested below and return to the address below.

Name of School District  Gavilan Joint Community College District

Name of Board Member
Selected to Vote in the County Committee Election

Date of the Board Meeting at Which the Above Board Member was Selected  January 10, 2017

Signature of the Secretary or Clerk of the District

Please return this Certificate to:

Suzanne Carrig
Mail Code 243
Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Fax: (408) 453-6525 email: suzanne_carrig@scoe.org

If you have any questions regarding this procedure, please call (408) 453-6869.