GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, February 14, 2017

COYOTE VALLEY SITE
GRAND OPENING – 4:00 – 6:00 p.m.

CLOSED SESSION – 6:00 p.m.
OPEN SESSION – 7:00 p.m.
560 Bailey Avenue, San Jose, CA 95141
Coyote Valley Site, Building E, Room 108

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. CONFER HONORARY DEGREE – Closed Session Pursuant to Education Code Section 72122

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, January 10, 2017
   (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) Monthly Financial Report
   (h) Mid Year Financial Report
   (i) Measure E Bond Quarterly as of December 31, 2016
   (j) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 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 Head Women’s Volleyball Coach, 2016 Coast Conference Coach of the Year
   (b) 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) Institutional Enrollment Update
   (b) Sabbatical Leave Requests
   (c) Title V Grant, Highlights and Progress

13. Discussion Items
   (a) Resolution of Support and Commitment to Undocumented Students-Examples

III. ACTION ITEMS

1. New Business
   (a) Ratification of GCFA Agreement
   (b) Quarterly Financial Status Report, CCFS 311Q as of December 31, 2016
   (c) Emergency Response Plan
   (d) Citizens’ Oversight Committee Renewal of Terms and Appointments
   * (e) RESOLUTION 1018: Authorizing the District to enter into a lease with Dell Financial Services for Network Infrastructure for Gilroy, Hollister and Morgan Hill campuses
   (f) Coyote Valley Center Increment #2, Change Order #6
   (g) Project Inspector Service Agreement with Irick Inspection Services
   (h) Notice of Completion for the Gym Fire Alarm Replacement
   (i) Consider and Accept Bids for the Swimming Pool Renovation Project
   (j) Geotechnical Service Agreement with Cornerstone Earth Group
   (k) Laboratory of Record Service Agreement with Consolidated Engineering Laboratories
   (l) Project Inspector Service Agreement with Irick Inspections, Inc.
   (m) Gavilan Gym Roof Replacement, Change Order #2
   (n) Student Center Seismic Upgrade, Change Order #1
IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is March 14, 2017, Gavilan College, GECA, Multi-Purpose Building.

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

February 14, 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, January 10, 2017

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

Proposal:
That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, January 10, 2017.

Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By: Nancy Bailey, Executive Assistant

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
GAVILAN COLLEGE
5055 Santa Teresa Blvd., Gilroy, CA 95020 www.gavilan.edu (408) 848-4800
Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, January 10, 2017

CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.
5055 Santa Teresa Boulevard, Gilroy, CA 95020
Gilroy Early College Academy, Multi-Purpose Building

MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.
Trustee Laura Perry called the meeting to order at 6:07 p.m.
1. Roll Call
   Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Laura Perry

   Dr. Kathleen Rose, Superintendent/President
   Frederick E. Harris, Vice President, Administrative Services
   Eric Ramones, Director, Human Resources
   Wade Ellis, Director, Business Services
   Nancy Bailey, Executive Assistant to the President
   Ken Wagman

2. Comments from the Public
   Ken Wagman – is president of GCFA. He thanked the district’s GCFA negotiation team for the work they did on the proposed GCFA Tentative Agreement (TA). He thanked Dr. Rose for her direction of the team. Ken Wagman said he felt the TA reflected a middle ground for both negotiating teams. He said the GCFA executive board voted unanimously to approve the TA.

3. Recess to Closed Session
   The Board recessed to closed session at 6:10 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   President Laura Perry called the meeting to order at 7:10 p.m.

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

   Absent: Iris Cueto (student trustee)

   Dr. Kathleen Rose, Superintendent/President

Board of Trustees: Tom Breen Kent Child Mark Dover Jonathan Brusco
Laura A. Perry, Esq. Walt Glines Lois Locci, Ed.D. Iris Cueto
Frederick E. Harris, Vice President, Administrative Services
Andrew Delunas, Academic Senate representative
Nancy Bailey, Recorder
Others in Attendance: Wade Ellis, Susan Sweeney, Jan Bernstein-Chargin, Ozzy Zamora, Olga Rodríguez, Annette Gutierrez, Michele Bresso, Eric Ramones

3. Pledge of Allegiance
   The Pledge of Allegiance was led by Rachel Perez.

4. Report of any Action Taken in Closed Session
   Laura Perry reported that no action was taken in closed session.

5. Approval of Agenda
   MSC (K. Child/J. Brusco)
   Vote:
   7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, to approve.
   0 Noes
   1 Absent: Iris Cueto (student trustee)

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

   MSC (K. Child/L. Locci)
   Vote:
   7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, to approve.
   0 Noes
   1 Absent: Iris Cueto (student trustee)

7. Comments from the Public
   No comments.

8. Recognitions
   (a) Recognition of the Employees of the Month
   December 2016 – Olga Rodriguez
   Susan Sweeney introduced Olga Rodríguez who has served as the Office Assistant for CalWORKS/Fresh Success Programs since February 2015. Olga Rodríguez came to Gavilan as a student and earned her AA in Social Science. Susan Sweeney said she is eager and willing to learn and is successful in helping students that come into their offices. Olga Rodríguez serves as an outstanding example of student success and equity working at Gavilan College.
9. Officers' Reports

(a) Vice Presidents

Fred Harris – recognized the year-long Banner payroll and human resources implementation project completed by the IT team, Human Resources, and the Payroll staff. The first in-house payroll was run on Tuesday. He reported on the recently released Governor’s budget and noted initial signs of a downward economy. Fred Harris said a 1.48% COLA is presented in the budget. The budget includes one-time funding for an integrated library system and for the implementation of guided pathways. He added that he and Wade Ellis will be attending the State’s budget workshop next week. Fred Harris provided a status report of projects including current information on the Coyote Valley site. He said Coyote Valley would be ready for Gavilan classes by month end.

(b) College President

Kathleen Rose thanked Jeff Gopp and the facilities team for keeping up with weather related problems. She also thanked Veronica Martinez, Admissions and Records, and student services’ staff for their work on the largest winter intersession ever offered. Kathleen Rose reported that spring enrollment is strong and that Gavilan is close to getting beyond stability.

Kathleen Rose spoke at the Gilroy Rotary meeting on Tuesday and said she hopes to host civic events on campus to help bring the community back to the college. She welcomed Dr. Michele Bresso at the meeting and was happy to bring her forward to the Board of Trustees for recommendation of the Vice President of Academic Affairs position.

(c) Academic Senate

Andrew Delunas reported on behalf of Academic Senate president Dr. Arturo Rosette. He said this spring the Senate will focus on restructuring, institutional support in the form of release time, and a review of the formation of committees. They will be accessing the full-time faculty hiring process in hopes of mitigating any negative affects it has on programs.

(d) Professional Support Staff

No report.

(e) Student Representative

No report.

(f) Board Member Comments

Board members welcomed Dr. Michele Bresso to Gavilan College. Jonathan Brusco – said he was excited that the Coyote Valley Site would be opening soon.

Walt Glines – expressed concern that the Governor’s budget projected a deficit due to declining growth in revenue and that public school funding would be affected. He requested a report from administration about the school providing “sanctuary status” for students identified as “Dreamers”. He wanted these students to know that they are welcome at Gavilan. He said he felt it was time for the district to move ahead with hiring a bond consultant. Walt Glines said the solar panels could be beautified and
suggested it as an art project. He noted that the 100 anniversary of Gavilan College was coming up and was interested in the administration’s preparations.

Rachel Perez – has been reading Redesigning America’s Community Colleges. She is impressed with the message and will report on it at the next meeting. Rachel Perez also listened to a presentation on guided pathways. She is interested in how to make this organizational change and what the board can do to support staff in this effort. She attended the Gilroy Rotary meeting and acknowledged Dr. Rose on her message to “put the community back into Gavilan College.” Rachel Perez will be attending the CCLC Effective Trustee Workshop at the end of month. She will be attending the Women’s Bay March on January 21 in San Jose which is a national effort focusing on human rights and civil liberties.

Mark Dover – congratulated staff on the successful winter intersession. He reported on a workshop hosted at Salinas High School which provided information for undocumented students and their parents. Similar workshops have been hosted at Gavilan.

Kent Child – shared memories of working with now retired Eddie Vasquez and Mimi Arvizu.

(g) Board President
Laura Perry complimented Dr. Rose on her rotary presentation and thanked staff for attending the luncheon.

10. Board Committee Reports
No report.

11. Information/Staff Reports
(a) Community Education Winter/Spring 2017 Classes
Susan Sweeney highlighted that the application for approval of the phlebotomy technician program has been submitted to California’s regulatory agency, Laboratory Field Services. They are contracting with a new metalworking instructor as they are finding interest in that program. The Alcohol and Other Drug Counseling program has been sent to the California state regulatory board for approval. Susan Sweeney will provide the number of students being served by Community Education.

(b) Draft 2017 Board Goals
Kent Child pulled the 58 suggestions submitted by the board trustees and compiled them into a draft list. The list will be reviewed and discussed at their Strategic Planning meeting.

III. ACTION ITEMS
1. New Business
(a) Employment Agreement Authorization - Vice President of Academic Affairs
MSC (M. Dover/J. Brusco)
Vote:
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(b) FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee
MSC (W. Glines/J. Brusco)
Discussion: Business Director Wade Ellis provided a review of the average cost of education per unit for our district and also statewide. There has been an increase
which impacts out-of-state students. Wade Ellis added that this revenue is kept by
the district; not turned over to the state.

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(c) Gavilan Gym Roof Replacement Project, Change Order #1
MSC (W. Glines/M. Dover)

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(d) STEM Meadow Restoration, Change Order #1
MSC (W. Glines/J. Brusco)

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(e) Coyote Valley Educational Center Increment #2, Change Order #5
MSC (W. Glines/J. Brusco)

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(f) Coyote Valley Low Voltage Package, Change Order #2
MSC (W. Glines/M. Dover)

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(g) Ellucian Application Management Services
MSC (W. Glines/J. Brusco)

**Discussion:** Fred Harris reviewed the benefits of securing Ellucian’s Application
Management Services. Trustee Brusco expressed a concern over the total cost of the
term of the agreement at $1,647,272. Fred Harris said the service will be an
investment in disaster recovery and responsible for updating and maintaining our
Banner system. This is even more critical with the in-house payroll.

**Vote:**
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel
Perez, Laura Perry, to approve.
0 Noes
1 Absent: Iris Cueto (student trustee)

(h) 5 Year Lease to Upgrade and Consolidate District Copiers and Printers
MSC (K. Child/L. Locci)
Vote:
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Rachel Perez, Laura Perry, to approve.
0 Noes
2 Absent: Walt Glines (left early) and Iris Cueto (student trustee)

(i) Naming the Board Representative for the County Committee
MSC (K. Child/L. Locci)
Discussion: Jonathan Brusco will remain as the representative.
Vote:
6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Rachel Perez, Laura Perry, to approve.
0 Noes
2 Absent: Walt Glines (left early) and Iris Cueto (student trustee)

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
   The meeting was adjourned by consensus at 7:52 p.m.
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. II.6 (b) Human Resources
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 January 10, 2017 thru February 14, 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: 

Eric Ramones, Human Resources Director

Agenda Approval:

Dr. Kathleen Rose, Superintendent/President

C:/WorkGroups/HR/BoardAgenda/02-14-17
A. Classified and Unclassified Personnel Actions – February 14, 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

David Carrillo  Custodian – Coyote Valley Site
Facilities Services
February 15, 2017

David Farmer  Campus Security Officer – Coyote Valley Site
Business Services
February 15, 2017

Douglas Strother  Custodian – Gilroy Site
Facilities Services
February 15, 2017

Emilio Cantu-Gil  Instructional Program Specialist
Liberal Arts and Sciences
February 15, 2017

Pamela Chatten  Campus Security Officer – Gilroy Site
Business Services
February 15, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Mayra Rojas  Program Services Specialist
MESA/TRIO
January 1, 2017 to May 31, 2017

III. PROFESSIONAL EXPERTS

Kenneth Hall  Assistant Baseball Coach
Kinesiology and Athletics
January 15, 2017 to April 30, 2017

Michael Dixon  Assistant Baseball Coach
Kinesiology and Athletics
January 15, 2017 to April 30, 2017

Mohua Chatterjee  Research Assistant
Office of the President
February 6, 2017
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<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Dates</th>
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<td>Paige Miguel</td>
<td>Assistant Softball Coach Kinesiology and Athletics</td>
<td>January 15, 2017 to April 30, 2017</td>
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<tr>
<td>Shawn Novack</td>
<td>Instructor Contract and Community Education</td>
<td>September 29, 2016 to December 31, 2016</td>
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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

<table>
<thead>
<tr>
<th>Name</th>
<th>Course/Program</th>
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<tbody>
<tr>
<td>Diane Christianson</td>
<td>MATH 430 – Algebra I</td>
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<td>Isela Graff</td>
<td>GEOG 1 – Cabrillo College</td>
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<td>Jillian Wilson</td>
<td>History and Culture of Youth Info. Services</td>
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<td>Josefina Olivares</td>
<td>MATH 420 – Algebra II</td>
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<td>Juan Zamora</td>
<td>CSIS 42 – Python Programming</td>
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<td>Kimberly Benjamin</td>
<td>CMUN 8 – Interpersonal Communication</td>
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<td>CMUN 1A – Public Speaking</td>
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<td>Rosalinda Mendoza</td>
<td>MATH 430 – Algebra 1</td>
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<td>Tara Myers</td>
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<td>Personal &amp; Social Ethics</td>
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VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Marvin Lopez  Volunteer Worker
Kinesiology and Athletics
January 3, 2017 to June 30, 2017

Randy Dennis  Volunteer Worker
Kinesiology and Athletics
January 3, 2017 to June 30, 2017

Thomas Dunham  Volunteer Worker
Kinesiology and Athletics
January 30, 2017 to May 26, 2017

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

RECOMMENDATION: The Administration recommends approval of the above Classified & Unclassified Personnel Actions.
I. **APPOINTMENTS**

Dewitt Stuckey  
Disability Resource Center/ Veterans Resource Center Counselor  
Student Services  
February 15, 2017

Vania Parakati  
Basic Skills Counselor  
Liberal Arts and Sciences  
February 15, 2017

II. **FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS**

Blanca Arteaga  
Counselor Overload  
Student Services  
January 3, 2017 to January 26, 2017

Blanca Melchor  
Non-Credit Counselor Overload  
Community Development and Grants Management  
December 19, 2016 to January 26, 2017

Carla Velarde-Barros  
Counselor Overload  
Student Services  
January 3, 2017 to January 26, 2017

Celia Marquez  
Counselor Overload  
Student Services  
January 3, 2017 to January 26, 2017

Cheryl Brown  
Disability Resource Center Instructor Overload  
Disability Resource Center  
January 3, 2017 to January 26, 2017

Christina Salvin  
Training Attendee  
Liberal Arts and Sciences  
January 17, 2017

Dana Young  
Librarian Overload  
Office of Instruction  
January 3, 2017 to January 26, 2017

Diana Reid  
Allied Health Instructor Overload  
Career Technical Education  
January 3, 2017 to January 26, 2017
Debbie Christensen  Counselor Overload
                    Student Services
                    January 3, 2017 to January 26, 2017

Douglas Achterman  Title V Activity Co-Director
                    Community Development and Grants Management
                    December 19, 2016 to August 27, 2017

Elena Dachkova  Mathematics Instructor Overload
                   Liberal Arts and Sciences
                   January 20, 2017 to January 26, 2017

Erik Medina  Anthropology Instructor Overload
                   Liberal Arts and Sciences
                   January 3, 2017 to January 26, 2017

Gary Cribb  Counseling Overload
                   Community Development and Grants Management
                   January 1, 2017 to January 30, 2017

Grant Richards  Humanities Instructor Overload
                   Liberal Arts and Sciences
                   January 3, 2017 to January 26, 2017

Jane Edberg  Art Instructor Overload
                   Liberal Arts and Sciences
                   January 3, 2017 to January 26, 2017

Jessica Gatewood  Reading Apprenticeship Faculty Liaison
                   Community Development and Grants Management
                   January 26, 2017 to June 30, 2017

Jessica Hooper  Social/Emotional Learning Trainer/Coordinator
                   Liberal Arts and Sciences
                   November 21, 2016 to May 30, 2017

Johanna Stewart  Counselor Overload
                    Student Services
                    January 3, 2017 to January 26, 2017

Julian Kearns  Economics Instructor Overload
                   Career Technical Education
                   January 3, 2017 to January 26, 2017

Karen Sato  Disability Resource Center Instructor Overload
                   Disability Resource Center
                   January 3, 2017 to January 26, 2017
Karen Warren  Title V Activity Co-Director
Community Development and Grants Management
December 19, 2016 to August 27, 2017

Kathleen Campbell  Student Assessment Overload
Student Services
January 25, 2017

Kimberly Smith  Training Attendee
Liberal Arts and Sciences
January 17, 2017

Kimberly Smith  English Instructor Overload
Liberal Arts and Sciences
January 9, 2017 to January 13, 2017

Leah Halper  Title V Civic Engagement Co-Lead
Community Development and Grants Management
December 19, 2016 to August 25, 2017

Leslie Tenney  Counselor Overload
Student Services
January 3, 2017 to January 26, 2017

Marc Turetzky  Political Sciences Instructor Overload
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

Mari Garcia  Counselor Overload
Student Services
January 10, 2017 to January 26, 2017

Marla Butler  Training Attendee
Liberal Arts and Sciences
January 17, 2017

Mary Ann Sanidad  Student Assessment Overload
Student Services
January 24, 2017

Mary Ann Sanidad  AB104 Coordinator Overload
Community Development and Grants Management
December 19, 2016 to January 27, 2017

Nicholas Park  Sociology Instructor Overload
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017
Nicole Cisneros  
Student Assessment Overload  
Student Services  
January 11, 2017 to January 26, 2017

Osvaldo Zamora  
Counselor Overload  
Student Services  
December 19, 2017 to January 26, 2017

Paul Agaliotis  
Outreach/Career Exploration  
Career Technical Education  
January 2, 2017 to February 28, 2017

Rosa Sharboneau  
Counselor Overload  
Student Services  
January 3, 2017 to January 26, 2017

Sabrina Lawrence  
Distance Education Coordinator Overload  
Office of Instruction  
January 3, 2017 to January 26, 2017

Scott Sandler  
Training Attendee  
Liberal Arts and Sciences  
January 17, 2017

Scott Sandler  
Title V Civic Engagement Co-Lead  
Community Development and Grants Management  
December 19, 2017 to August 25, 2017

Simone Reyes  
Counselor Overload  
Student Services  
January 18, 2017 to January 26, 2017

Stephen Gaitan  
Disability Resource Center Instructor Overload  
Disability Resource Center  
January 3, 2017 to January 26, 2017

Susan Turner  
Faculty Liaison Professional Development  
Career Technical Education  
August 31, 2016 to December 16, 2016

Tamara Merrill  
Disability Resource Center Instructor Overload  
Disability Resource Center  
January 3, 2017 to January 26, 2017

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

Aloha Sargent  
Instructional Technologist  
Community Development and Grants Management  
January 26, 2017 to May 26, 2017

B. Faculty Personnel Actions
Celise Elkassed  Gavilan Regional Adult and Career Educational Services Consortium Work
Community Development and Grants Management
December 17, 2016 to January 27, 2017

Charles Witt  Instructor
South Bay Regional Public Safety Consortium
June 18, 2016

Cherise Mantia  Mathematics Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 17, 2017 to January 23, 2017

Daune Willahan  English Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

Dewitt Stuckey  Counselor Winter Intersession Assignment
Disability Resource Center
January 3, 2017 to January 26, 2017

Diana Gonzales  Winter Intersession Assignment
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

Deborah Gustlin  Art Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

Dolores Wiemers  Librarian Winter Intersession Assignment
Office of Instruction
January 3, 2017 to January 26, 2017

Elizabeth Falvey  Kinesiology Instructor Winter Intersession Assignment
Kinesiology and Athletics
January 3, 2017 to January 26, 2017

Frank Mendez  Gavilan Regional Adult and Career Educational Services Consortium Work
Community Development and Grants Management
December 17, 2016 to January 27, 2017

Frank Mendez  CSIS Instructor Winter Intersession Assignment
Career Technical Education
January 3, 2017 to January 26, 2017

Gloria Curtis  Librarian Winter Intersession Assignment
Office of Instruction
January 3, 2017 to January 26, 2017
Jane Godley  Counselor Overload  Student Services  January 3, 2017 to January 26, 2017

Jessica Weiler  Counselor Winter Intersession  Career Technical Education  January 3, 2017 to January 26, 2017

Jordan Damerel  Water Management Instructor  Career Technical Education  January 30, 2017 to May 26, 2017

Karen Diehl  Training Attendee  Liberal Arts and Sciences  January 17, 2017

Kendall Sooter  Communications Instructor Winter Intersession Assignment  Liberal Arts and Sciences  January 3, 2017 to January 26, 2017

Kenneth Van Meter  Non-Credit Instructor  Community Development and Grants Management  January 3, 2017 to June 30, 2017

Kirk Stratton  Instructor  South Bay Regional Public Safety Consortium  June 18, 2016

Kyle Hull  Training Attendee  Liberal Arts and Sciences  January 17, 2017

Lawrence Crawford  Kinesiology Instructor  Kinesiology and Athletics  January 30, 2017 to May 26, 2017

Leticia Palacios  Counselor Winter Intersession Assignment  Student Services  January 17, 2017 to January 26, 2017

Marcela Serrano  Counselor Winter Intersession Assignment  Student Services  January 17, 2017 to January 26, 2017

Marcela Serrano  Non-Credit Counselor  Community Development and Grants Management  December 19, 2016 to June 26, 2017
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcia Friedberg</td>
<td>Mathematics Instructor Winter Intersession Assignment</td>
<td>Liberal Arts and Sciences</td>
<td>January 20, 2017 to January 26, 2017</td>
</tr>
<tr>
<td>Maria Lopez</td>
<td>CSIS Instructor Winter Intersession Assignment</td>
<td>Career Technical Education</td>
<td>January 3, 2017 to January 26, 2017</td>
</tr>
<tr>
<td>Marilyn Chap</td>
<td>Sociology Instructor Winter Intersession Assignment</td>
<td>Liberal Arts and Sciences</td>
<td>January 3, 2017 to January 26, 2017</td>
</tr>
<tr>
<td>Martha Johanson</td>
<td>Counselor Winter Intersession Assignment</td>
<td>Disability Resource Center</td>
<td>January 3, 2017 to January 26, 2017</td>
</tr>
<tr>
<td>Mary Paulson</td>
<td>Communications Instructor Winter Intersession Assignment</td>
<td>Liberal Arts and Sciences</td>
<td>January 3, 2017 to January 26, 2017</td>
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<tr>
<td>Matthew Tuttle</td>
<td>Instructor</td>
<td>South Bay Regional Public Safety Consortium</td>
<td>June 18, 2016</td>
</tr>
<tr>
<td>Megan Wong</td>
<td>English Instructor Winter Intersession Assignment</td>
<td>Liberal Arts and Sciences</td>
<td>January 9, 2017 to January 13, 2017</td>
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<tr>
<td>Megan Wong</td>
<td>Learning Commons Coordinator Winter Intersession Assignment</td>
<td>Community Development and Grants Management</td>
<td>December 19, 2016 to August 25, 2017</td>
</tr>
<tr>
<td>Megan Wong</td>
<td>Training Attendee</td>
<td>Liberal Arts and Sciences</td>
<td>January 17, 2017</td>
</tr>
<tr>
<td>Meredith Hurley</td>
<td>Acceleration Trainer</td>
<td>Liberal Arts and Sciences</td>
<td>January 1, 2017 to January 27, 2017</td>
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<tr>
<td>Nathan Osborne</td>
<td>Philosophy Instructor Winter Intersession Assignment</td>
<td>Liberal Arts and Sciences</td>
<td>January 3, 2017 to January 26, 2017</td>
</tr>
<tr>
<td>Nguyen Sinh</td>
<td>Training Attendee</td>
<td>Liberal Arts and Sciences</td>
<td>January 17, 2017</td>
</tr>
</tbody>
</table>
Rachel Mitchell  History Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

Sian Sloan  Training Attendee
Liberal Arts and Sciences
January 17, 2017

Sonia Banks  Business Instructor Winter Intersession Assignment
Career Technical Education
January 3, 2017 to January 26, 2017

Susan Alonzo  Department Meetings Attended
Career Technical Education
January 27, 2017

Susan Dodd  Course Curriculum – Graphic Design Programs
Career Technical Education
November 1, 2016 to January 31, 2017

Susan Dodd  Curriculum Update/ Revision - Accounting
Career Technical Education
January 1, 2017 to May 30, 2017

Susan Dodd  Curriculum Update/ Revision – Waste Water
Career Technical Education
January 1, 2017 to May 30, 2017

Svetlana Tyuleneva  Mathematics Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 20, 2017 to January 26, 2017

Tiffany Palsgrove  Acceleration Trainer
Liberal Arts and Sciences
January 1, 2017 to January 27, 2017

Timothy Mosher  History Instructor Winter Intersession Assignment
Liberal Arts and Sciences
January 3, 2017 to January 26, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE
VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

RECOMMENDATION: The Administration recommends approval of the above Faculty Personnel Actions.
C. Management/Confidential Personnel Actions – February 14, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Susan Peterson  Executive Assistant to Vice President
  Student Services  January 9, 2017 to May 1, 2017

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.
Unless otherwise, please refer to the Administrative Salary Schedule for the following personnel actions:

I. APPOINTMENTS
   NONE

II. ADDITIONAL DUTY/STIPENDS
    NONE

III. BOARD MEMBER APPROVED ABSENCE
     NONE

IV. BOARD MEMBER RESIGNATION
    NONE

V. RESIGNATIONS AND RETIREMENTS
   NONE

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

SUBJECT: Warrants and electronic transfers drawn on District Funds

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

Proposal:
That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of January 1, 2017 – January 31, 2017.

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>1/1/17 – 1/31/17</td>
<td>18043057-18044556</td>
<td>$3,455,631.86</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
Gavilan Joint Community College District
Governing Board Agenda
February 14, 2017

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 January 2017.

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 January 2017:

<table>
<thead>
<tr>
<th>Payroll Period</th>
<th>Pay Date</th>
<th>Total Salaries/Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Supplemental 1</td>
<td>January 10, 2017</td>
<td>$189,870.13</td>
</tr>
<tr>
<td>January Supplemental 2</td>
<td>January 27, 2017</td>
<td>$591.25</td>
</tr>
<tr>
<td>January Regular (EOM)</td>
<td>January 31, 2017</td>
<td>$1,738,589.97</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>(536 Pay Warrants issued)</td>
<td><strong>$1,929,051.35</strong></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: [Signature]
Wade W. Ellis, CPA - Director, Business Services

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

February 14, 2017  

Consent Agenda Item No. II:6 (e)  
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 January 2017 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  
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>PO007054</td>
<td>1/5/2017</td>
<td>Hart Flooring Company Inc</td>
<td>$4,900.00</td>
</tr>
<tr>
<td>PO007039</td>
<td>1/5/2017</td>
<td>Promo1America</td>
<td>$2,978.07</td>
</tr>
<tr>
<td>PO007053</td>
<td>1/5/2017</td>
<td>Casey Printing</td>
<td>$2,405.55</td>
</tr>
<tr>
<td>PO007055</td>
<td>1/5/2017</td>
<td>Adopt A Highway Maintenance Corp</td>
<td>$5,139.00</td>
</tr>
<tr>
<td>PO007057</td>
<td>1/5/2017</td>
<td>Dell Financial Services LLC</td>
<td>$135,886.16</td>
</tr>
<tr>
<td>CON10047</td>
<td>1/6/2017</td>
<td>Dell Financial Services LLC</td>
<td>$135,886.16</td>
</tr>
<tr>
<td>ME001236</td>
<td>1/6/2017</td>
<td>R &amp; B Company</td>
<td>$80,826.71</td>
</tr>
<tr>
<td>ME001228</td>
<td>1/6/2017</td>
<td>Williams Scotsman Inc</td>
<td>$11,358.11</td>
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<tr>
<td>ME001227</td>
<td>1/6/2017</td>
<td>BFGC - IBI Group Architecture Planning</td>
<td>$75,000.00</td>
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<tr>
<td>ME001229</td>
<td>1/6/2017</td>
<td>Seward L Schreder Construction Inc</td>
<td>$379,000.00</td>
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<tr>
<td>CON10042</td>
<td>1/6/2017</td>
<td>Cambridge West Partnership LLC</td>
<td>$61,892.00</td>
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<tr>
<td>ME001230</td>
<td>1/6/2017</td>
<td>Etheric Networks Inc</td>
<td>$9,486.49</td>
</tr>
<tr>
<td>CON10048</td>
<td>1/9/2017</td>
<td>Professional Personnel Leasing Inc</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>CON10043</td>
<td>1/9/2017</td>
<td>Access Communications Inc</td>
<td>$33,307.00</td>
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<tr>
<td>ME001237</td>
<td>1/9/2017</td>
<td>Live Oak Associates Inc</td>
<td>$7,000.00</td>
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<tr>
<td>CON10051</td>
<td>1/9/2017</td>
<td>Martin, Douglas</td>
<td>$20,000.00</td>
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<tr>
<td>CON10050</td>
<td>1/9/2017</td>
<td>Friends of Vision Literacy</td>
<td>$12,523.00</td>
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<tr>
<td>ME001238</td>
<td>1/9/2017</td>
<td>Angus-Hamer Inc</td>
<td>$20,000.00</td>
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<tr>
<td>CON10052</td>
<td>1/9/2017</td>
<td>Calstate Construction Inc</td>
<td>$885,777.00</td>
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<tr>
<td>OP17389</td>
<td>1/10/2017</td>
<td>Gutierrez, Carol</td>
<td>$275.00</td>
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<tr>
<td>ASB17013</td>
<td>1/11/2017</td>
<td>Petros, Richard</td>
<td>$120.00</td>
</tr>
<tr>
<td>PO007059</td>
<td>1/11/2017</td>
<td>Phillip Roy Inc</td>
<td>$405.63</td>
</tr>
<tr>
<td>PO007060</td>
<td>1/11/2017</td>
<td>Facilitron Inc</td>
<td>$1,097.24</td>
</tr>
<tr>
<td>PO007061</td>
<td>1/11/2017</td>
<td>Hollister Downtown Association</td>
<td>$100.00</td>
</tr>
<tr>
<td>PO007062</td>
<td>1/11/2017</td>
<td>Hollister Downtown Association</td>
<td>$30.00</td>
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<tr>
<td>PO007066</td>
<td>1/11/2017</td>
<td>Knyazik, Anna</td>
<td>$90.00</td>
</tr>
<tr>
<td>PO007067</td>
<td>1/11/2017</td>
<td>Alechina, Lidia</td>
<td>$90.00</td>
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<tr>
<td>PO007068</td>
<td>1/11/2017</td>
<td>South County Collaborative</td>
<td>$30.00</td>
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<tr>
<td>PO007069</td>
<td>1/11/2017</td>
<td>Rodriguez, Mariza</td>
<td>$350.00</td>
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<tr>
<td>ASB17014</td>
<td>1/11/2017</td>
<td>Alexander, Alexandra</td>
<td>$60.00</td>
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<tr>
<td>ASB17015</td>
<td>1/11/2017</td>
<td>Stobo, Stacy</td>
<td>$60.00</td>
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<tr>
<td>OP17390</td>
<td>1/11/2017</td>
<td>Ewing Irrigation Products Inc</td>
<td>$500.00</td>
</tr>
<tr>
<td>OP17391</td>
<td>1/11/2017</td>
<td>Follett Higher Education Group</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>OP17392</td>
<td>1/11/2017</td>
<td>Sport Supply Group Inc</td>
<td>$500.00</td>
</tr>
<tr>
<td>OP17394</td>
<td>1/11/2017</td>
<td>Sport Supply Group Inc</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>PO007070</td>
<td>1/11/2017</td>
<td>Moore Medical LLC</td>
<td>$690.35</td>
</tr>
<tr>
<td>PO007073</td>
<td>1/11/2017</td>
<td>Wallcur LLC</td>
<td>$119.52</td>
</tr>
<tr>
<td>OP17395</td>
<td>1/11/2017</td>
<td>Superior Farms</td>
<td>$200.00</td>
</tr>
<tr>
<td>PO007074</td>
<td>1/11/2017</td>
<td>Rebekah Children's Services</td>
<td>$193.13</td>
</tr>
<tr>
<td>PO007075</td>
<td>1/11/2017</td>
<td>Quality Landscape Service Inc</td>
<td>$1,520.00</td>
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<tr>
<td>PO007064</td>
<td>1/11/2017</td>
<td>Dell Marketing</td>
<td>$2,297.93</td>
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<tr>
<td>PO007065</td>
<td>1/11/2017</td>
<td>Dell Marketing</td>
<td>$294.69</td>
</tr>
<tr>
<td>PO007063</td>
<td>1/11/2017</td>
<td>Gilroy Unified School District</td>
<td>$463.50</td>
</tr>
<tr>
<td>OP17393</td>
<td>1/11/2017</td>
<td>Palace Art &amp; Office Supply</td>
<td>$348.00</td>
</tr>
<tr>
<td>PO007071</td>
<td>1/11/2017</td>
<td>Ernie's Plumbing &amp; Repair Service Inc</td>
<td>$1,695.00</td>
</tr>
</tbody>
</table>
### January 2017 Purchase Orders

<table>
<thead>
<tr>
<th>PO#</th>
<th>Date</th>
<th>Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0007072</td>
<td>1/11/2017</td>
<td>Energy Systems</td>
<td>$925.00</td>
</tr>
<tr>
<td>P0007076</td>
<td>1/12/2017</td>
<td>Morgan Hill Chamber Of Commerce</td>
<td>$315.00</td>
</tr>
<tr>
<td>OP17396</td>
<td>1/12/2017</td>
<td>Design A Shirt LLC</td>
<td>$2,500.00</td>
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<tr>
<td>P0007077</td>
<td>1/12/2017</td>
<td>Calif Comm Colleges CalWORKs Assn</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>CON10053</td>
<td>1/13/2017</td>
<td>Quality Landscape Service Inc</td>
<td>$194,380.00</td>
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<tr>
<td>CON10054</td>
<td>1/13/2017</td>
<td>McDonald, Lee</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>ASB17016</td>
<td>1/20/2017</td>
<td>MEGA Clinics LLC</td>
<td>$459.00</td>
</tr>
<tr>
<td>P0007078</td>
<td>1/20/2017</td>
<td>Prestige Graphics Inc</td>
<td>$2,870.00</td>
</tr>
<tr>
<td>P0007079</td>
<td>1/24/2017</td>
<td>Peterson, Christine</td>
<td>$180.00</td>
</tr>
<tr>
<td>CON10055</td>
<td>1/24/2017</td>
<td>Derbin, James</td>
<td>$7,410.00</td>
</tr>
<tr>
<td>OP17397</td>
<td>1/25/2017</td>
<td>Konica Minolta Business Solutions</td>
<td>$10,000.00</td>
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<tr>
<td>P0007081</td>
<td>1/26/2017</td>
<td>Gilroy Elks Lodge No 1567</td>
<td>$1,000.00</td>
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<tr>
<td>P0007082</td>
<td>1/26/2017</td>
<td>Elec-Tran Transmission</td>
<td>$491.41</td>
</tr>
<tr>
<td>P0007083</td>
<td>1/26/2017</td>
<td>Graybar Electric Company</td>
<td>$496.45</td>
</tr>
<tr>
<td>P0007084</td>
<td>1/27/2017</td>
<td>Hawk Photography</td>
<td>$282.75</td>
</tr>
<tr>
<td>OP17398</td>
<td>1/27/2017</td>
<td>Riso, Karen</td>
<td>$440.00</td>
</tr>
<tr>
<td>P0007086</td>
<td>1/27/2017</td>
<td>Dell Marketing</td>
<td>$147.34</td>
</tr>
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<td>OP17399</td>
<td>1/27/2017</td>
<td>Palace Art &amp; Office Supply</td>
<td>$1,450.00</td>
</tr>
<tr>
<td>OP17400</td>
<td>1/27/2017</td>
<td>Palace Art &amp; Office Supply</td>
<td>$1,056.00</td>
</tr>
<tr>
<td>OP17401</td>
<td>1/27/2017</td>
<td>Notary Public Seminars</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>OP17402</td>
<td>1/27/2017</td>
<td>The Print Shop</td>
<td>$200.00</td>
</tr>
<tr>
<td>OP17403</td>
<td>1/27/2017</td>
<td>Magana, Adela</td>
<td>$900.00</td>
</tr>
<tr>
<td>P0007089</td>
<td>1/27/2017</td>
<td>Clarkson Laboratory and Supply Inc</td>
<td>$575.71</td>
</tr>
<tr>
<td>OP17404</td>
<td>1/27/2017</td>
<td>Western State Design Inc</td>
<td>$750.00</td>
</tr>
<tr>
<td>OP17405</td>
<td>1/27/2017</td>
<td>Lowes</td>
<td>$500.00</td>
</tr>
<tr>
<td>P0007093</td>
<td>1/27/2017</td>
<td>Dell Marketing</td>
<td>$2,297.93</td>
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<tr>
<td>P0007088</td>
<td>1/27/2017</td>
<td>Fisher Scientific</td>
<td>$4,286.36</td>
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<tr>
<td>OP17035A</td>
<td>1/27/2017</td>
<td>Santa Clara County Airports</td>
<td>$9,296.77</td>
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<tr>
<td>ME001239</td>
<td>1/27/2017</td>
<td>Quality Landscape Service Inc</td>
<td>$732.00</td>
</tr>
<tr>
<td>P0007085</td>
<td>1/27/2017</td>
<td>Wilco Supply Company</td>
<td>$4,078.95</td>
</tr>
<tr>
<td>P0007087</td>
<td>1/27/2017</td>
<td>Gilroy Tire And Brake</td>
<td>$118.40</td>
</tr>
<tr>
<td>P0007090</td>
<td>1/27/2017</td>
<td>Moore Medical LLC</td>
<td>$1,016.22</td>
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<tr>
<td>P0007091</td>
<td>1/27/2017</td>
<td>Cold Craft Inc</td>
<td>$2,952.00</td>
</tr>
<tr>
<td>P0007092</td>
<td>1/27/2017</td>
<td>Cold Craft Inc</td>
<td>$5,900.00</td>
</tr>
<tr>
<td>P0007094</td>
<td>1/30/2017</td>
<td>Bone Clones, Inc.</td>
<td>$3,880.79</td>
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<tr>
<td>P0007080</td>
<td>1/30/2017</td>
<td>Flinn Scientific Inc</td>
<td>$604.01</td>
</tr>
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</table>

**Total Purchase Orders**

$2,197,587.33
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. I.I.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:
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 $88,300 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 - Director, Business Services

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
<table>
<thead>
<tr>
<th>Agreement Number</th>
<th>Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
</table>
| ME001240         | $10,015.00  | Access Communications Inc     | Audio-Visual Installation Services
Coyote Valley Classrooms E-107 & E-108
Period of Service: 1/24/17 - 3/1/17 |
| ME001241         | $ 4,500.00  | Live Oak Associates           | Incidental Intake Draft Review
Hollister Campus
Period of Service: 1/25/17 - 3/1/17 |
| CON1055          | $ 7,410.00  | James E. Derbin               | Cross Connection Control Survey Report
Gavilan College Water System
Period of Service: 1/19/17 - 5/30/17 |
| CON1056          | $ 2,500.00  | Edfinancial Holdings LLC      | Default Prevention Services
Period of Service: 10/15/16 - 12/10/17 |
| CON1057          | $ 50,000.00 | CCSLI Inc                     | American Sign Language Interpreting Services
Period of Service: 1/30/17 - 5/26/17 |
| CON1058          | No Cost     | Odd-Fellow Rebekah Children's Home of California | Clinical Learning Partnership with Gavilan Nursing Students
Period of Service: 2/1/17 - 1/31/22 |
| CON1059          | $ 28,417.44 | CI Solutions                  | Student and Staff ID Badge System
One Time Purchase |
| CON1060          | $ 4,500.00  | Regents of the University of California Puente Project | Mentor Support Funds
Puente Project
Period of Service: 7/1/16 - 6/30/17 |
Gavilan Joint Community College District  
Governing Board Agenda  

February 14, 2017

Consent Agenda Item No. II.6 (g)  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. Rose, Superintendent/President
<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Description</th>
<th>Beginning Fund Balance 7/1/2016</th>
<th>Revised Budget Revenue</th>
<th>Revised Budget Expense</th>
<th>Ending Fund Balance 6/30/2017</th>
<th>Revenue Year to Date</th>
<th>Encumbrance % Actual to Budget Revenue Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>10 General -Unrestricted</td>
<td>$4,333,229</td>
<td>$33,573,049</td>
<td></td>
<td>$17,024,852</td>
<td>$17,024,852</td>
<td>50.7%</td>
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<tr>
<td></td>
<td>1000 - Certificated Salaries</td>
<td></td>
<td>$11,147.42</td>
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<td>$6,222,114</td>
<td>55.8%</td>
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<tr>
<td></td>
<td>2000 - Classified Salaries</td>
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<td>$5,871,347</td>
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<td>$2,876,584</td>
<td>49.0%</td>
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</tr>
<tr>
<td></td>
<td>3000 - Burdens &amp; Benefits</td>
<td></td>
<td>$6,560,974</td>
<td></td>
<td>$3,209,288</td>
<td>48.9%</td>
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</tr>
<tr>
<td></td>
<td>4000 - Books &amp; Supplies</td>
<td></td>
<td>$502,253</td>
<td></td>
<td>$231,927</td>
<td>80.2%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5000 - Other Operating Expenses</td>
<td></td>
<td>$6,860,675</td>
<td></td>
<td>$3,312,104</td>
<td>66.3%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6000 - Capital Outlay</td>
<td></td>
<td>$768,399</td>
<td></td>
<td>$60,397</td>
<td>29.0%</td>
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<tr>
<td></td>
<td>7000 - Other</td>
<td></td>
<td>$1,473,908</td>
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<td>$754,316</td>
<td>51.2%</td>
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<tr>
<td>Total</td>
<td>General-Unrestricted</td>
<td>$4,333,229</td>
<td>$33,573,049</td>
<td>$33,193,988</td>
<td>$4,713,180</td>
<td>$17,024,852</td>
<td>50.7%</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$16,856,729</td>
<td></td>
<td>$1,577,012</td>
<td>55.0%</td>
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<tr>
<td>24 Instructional Equipment</td>
<td>67</td>
<td>$67</td>
<td>$259,000</td>
<td>$259,000</td>
<td>$343,237</td>
<td>$37,987</td>
<td>188.8%</td>
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<tr>
<td>26 Parking</td>
<td></td>
<td>$0</td>
<td>$119,909</td>
<td>$119,909</td>
<td>$38,067</td>
<td>33.8%</td>
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<tr>
<td>27 General - Restricted</td>
<td>0</td>
<td>$0</td>
<td>$16,386,774</td>
<td>$16,386,774</td>
<td>$8,848,189</td>
<td>52.8%</td>
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<tr>
<td>Total</td>
<td>General Restricted</td>
<td>$4,333,229</td>
<td>$50,338,732</td>
<td>$49,958,781</td>
<td>$4,713,247</td>
<td>$26,236,845</td>
<td>52.1%</td>
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<tr>
<td>21 Measure E - Debt Service</td>
<td></td>
<td>$4,275,476</td>
<td>$6,230,637</td>
<td>$6,080,769</td>
<td>$4,445,344</td>
<td></td>
<td>0.0%</td>
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<tr>
<td>34 Capital Project</td>
<td></td>
<td>$75,633</td>
<td>$8,011,934</td>
<td>$8,087,324</td>
<td>$1,131,595</td>
<td>$330,154</td>
<td>14.1%</td>
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<tr>
<td>60 Measure E</td>
<td></td>
<td>$10,564,384</td>
<td>$22,525</td>
<td>$10,586,909</td>
<td>$16,722</td>
<td>$6,741,374</td>
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<td>61 Risk Management</td>
<td></td>
<td>$0</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$0</td>
<td></td>
<td>0.0%</td>
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<tr>
<td>72 Child Development</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>--</td>
</tr>
<tr>
<td>92 Long Term Debt</td>
<td></td>
<td>$5,447,176</td>
<td>$315,000</td>
<td>$500</td>
<td>$5,761,676</td>
<td>$618,942</td>
<td>196.5%</td>
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<tr>
<td>Fiduciary Funds</td>
<td></td>
<td>$486,472</td>
<td>$163,754</td>
<td>$181,849</td>
<td>$124,448</td>
<td>$73,769</td>
<td>76.0%</td>
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<tr>
<td></td>
<td>47 Associated Student Body</td>
<td></td>
<td>$470,377</td>
<td></td>
<td>$181,849</td>
<td>$124,448</td>
<td>19.3%</td>
</tr>
<tr>
<td></td>
<td>48 Financial Aid</td>
<td></td>
<td>$6,494,210</td>
<td></td>
<td>$3,731,880</td>
<td>$3,928,783</td>
<td>57.5%</td>
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<tr>
<td></td>
<td>66 Student Center Fund</td>
<td></td>
<td>$90,674</td>
<td></td>
<td>$90,374</td>
<td>$31,151</td>
<td>41.1%</td>
</tr>
<tr>
<td>Total</td>
<td>Fiduciary Funds</td>
<td>$486,472</td>
<td>$6,748,638</td>
<td>$7,055,261</td>
<td>$181,849</td>
<td>$939,683</td>
<td>58.4%</td>
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<tr>
<td>Totals</td>
<td></td>
<td>$25,184,637</td>
<td>$71,867,466</td>
<td>$81,730,344</td>
<td>$16,122,069</td>
<td>$31,943,786</td>
<td>44.4%</td>
</tr>
</tbody>
</table>

Instructors salaries are paid August through May (10 months).
Some obligations, such as rent and contracted services, have been encumbered for the entire fiscal year.
Fund 34 Capital Project = State Funded Projects
Does not include end of the month payroll.

Prepared by Laurel Brantly
Monthly Financial Report for Board - December 2016.docx
Gavilan Joint Community College District
Governing Board Agenda

February 14, 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: Mid-Year Financial Report

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

Proposal:
That the Board of Trustees consider the FY 2016/17 Mid-Year 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, Director of Business Services

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
## Final Budget to Current
### General Fund 100

<table>
<thead>
<tr>
<th>Final Budget</th>
<th>Adjustment</th>
<th>Description</th>
<th>Current Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue</td>
<td>$ 11,196,099</td>
<td>$ (152,000) Mandated Costs - to Fund 240 On-time Funds</td>
<td>$ 11,044,099</td>
</tr>
<tr>
<td>Local Revenue</td>
<td>$ 22,521,102</td>
<td>$ 5,000 Go Print Revenue / Athletic Gate Receipts</td>
<td>$ 22,528,950</td>
</tr>
<tr>
<td></td>
<td>$ 2,848 Athletics Gate Receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 33,717,201</td>
<td></td>
<td>$ 33,573,049</td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000: Academic Salaries</td>
<td>$ 11,747,135</td>
<td>$ -</td>
<td>$ 11,747,135</td>
</tr>
<tr>
<td>2000: Non-Instructional Salaries</td>
<td>$ 6,280,631</td>
<td>$ -</td>
<td>$ 6,280,631</td>
</tr>
<tr>
<td>3000: Employee Benefits</td>
<td>$ 7,096,537</td>
<td>$ 5,000 Go Print Revenue</td>
<td>$ 7,096,537</td>
</tr>
<tr>
<td>4000: Books and Supplies</td>
<td>$ 496,547</td>
<td>$ 1,139 Athletics Gate Receipts</td>
<td>$ 502,353</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ (333) Misc Entries to Other Accounts</td>
<td></td>
</tr>
<tr>
<td>5000: Services and Other Operating Expenses</td>
<td>$ 6,369,232</td>
<td>$ 1,709 Athletics Gate Receipts</td>
<td>$ 6,382,274</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 10,000 Public Information - Rave Wireless</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 1,333 Misc Entries to Other Accounts</td>
<td></td>
</tr>
<tr>
<td>6000: Capital Outlay</td>
<td>$ 691,399</td>
<td>(1,000) Misc Entries to Other Accounts</td>
<td>$ 690,399</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 32,681,481</td>
<td></td>
<td>$ 32,699,329</td>
</tr>
<tr>
<td><strong>Excess of Revenues Over Expenditures Prior to Intra/Interfund Transfers</strong></td>
<td>$ 1,035,720</td>
<td></td>
<td>$ 873,720</td>
</tr>
<tr>
<td><strong>Intra/Interfund Transfers Out</strong></td>
<td>$ 1,630,981</td>
<td>(60,000) Fresh Success - Reverse G/F Contribution</td>
<td>$ 1,571,010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 Federal Work Study</td>
<td></td>
</tr>
<tr>
<td><strong>Intra/Interfund Transfers In</strong></td>
<td>$ (595,261)</td>
<td></td>
<td>(697,290)</td>
</tr>
<tr>
<td><strong>Net Change in Ending Fund Balance</strong></td>
<td>$ 3,953,884</td>
<td></td>
<td>$ 4,333,229</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$ 3,356,823</td>
<td></td>
<td>$ 3,636,939</td>
</tr>
</tbody>
</table>

- **Beginning Fund Balance:** $ 3,356,823 (9.79%)
- **Ending Fund Balance:** $ 3,636,939 (10.61%)
# Current Budget to Proposed - Salary/Burdens/Benefits
**General Fund 100**

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>Current Budget FY 16/17</th>
<th>Proposed Adjustments</th>
<th>Description</th>
<th>Revised Budget FY 16/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue</td>
<td>$ 11,044,099</td>
<td></td>
<td></td>
<td>$ 11,044,099</td>
</tr>
<tr>
<td>Local Revenue</td>
<td>$ 22,528,950</td>
<td></td>
<td></td>
<td>$ 22,528,950</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$ 33,573,049</td>
<td></td>
<td></td>
<td>$ 33,573,049</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Current Budget FY 16/17</th>
<th>Proposed Adjustments</th>
<th>Description</th>
<th>Revised Budget FY 16/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000: Academic Salaries</td>
<td>$ 11,747,135</td>
<td>$(100,617) Permanent Employee Adjustments</td>
<td></td>
<td>$ 11,147,142</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(123,868) Categorical Changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(412,829) Vacant Positions / Adjustments to Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(166,461) Reduction in GASB estimate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 203,600 Faculty Adjustment for Medical Cap</td>
<td></td>
<td></td>
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<tr>
<td>2000: Non-Instructional Salaries</td>
<td>$ 6,280,631</td>
<td>$(25,627) Permanent Employee Adjustments</td>
<td></td>
<td>$ 5,871,247</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(80,000) Categorical Changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(296,612) Vacant Positions / Adjustments to Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(7,145) Reduction in GASB estimate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000: Employee Benefits</td>
<td>$ 7,066,537</td>
<td>$(23,752) Permanent Employee Adjustments</td>
<td></td>
<td>$ 6,560,974</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(34,132) Categorical Changes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(186,008) Vacant Positions / Adjustments to Existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(202,189) Sum of GASB</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$(40,727) Sum of 457</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(454,530) Sum of Health &amp; Welfare adjustments</td>
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<tr>
<td></td>
<td></td>
<td>$(45,179) Reduction in GASB estimate</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$ 420,901 Benefit Adjustment</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$ 30,053 Faculty Adjustment for Medical Cap</td>
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</table>
### Current Budget to Proposed -
Direct Expenses and Interfund Transfers
General Fund 100

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Proposed</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000:</td>
<td>Books and Supplies</td>
<td>$ 502,353</td>
<td>$ 502,353</td>
</tr>
<tr>
<td>5000:</td>
<td>Services and Other Operating Expenses</td>
<td>$ 6,382,274</td>
<td>$ 6,869,075</td>
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<tr>
<td></td>
<td>Ellucian - no longer using DBA</td>
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</tr>
<tr>
<td></td>
<td>Public Information - Printing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(9,854) Student Insurance</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>3,000 Charter Hollister</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11,601 Aviation Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(73,236) Aviation Rent</td>
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<tr>
<td></td>
<td>3,880 Hollister Extension rent and utilities</td>
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<tr>
<td></td>
<td>3,410 Morgan Hill Extension rent and utilities</td>
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<td></td>
<td>87,500 Deaf/Hard of Hearing Student Interpreter</td>
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<td></td>
<td>20,500 CunucUNET Annual Support</td>
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<tr>
<td></td>
<td>10,000 Payroll Audit with County</td>
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<tr>
<td></td>
<td>20,000 Annual Audit</td>
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<tr>
<td></td>
<td>250,000 Facilities Master Plan</td>
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<tr>
<td>6000:</td>
<td>Capital Outlay</td>
<td>$ 690,399</td>
<td>$ 768,399</td>
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<td></td>
<td>Furniture Student Center</td>
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<td></td>
<td>15,000 Golf Cart Security</td>
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<td></td>
<td>17,000 Flooring Student Center</td>
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<tr>
<td></td>
<td>16,000 Repairs Student Center</td>
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<td></td>
<td>Total Expenditures</td>
<td>$ 32,699,329</td>
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<td>Excess of Revenues Over Expenditures Prior to</td>
<td>$ 873,720</td>
<td>$ 1,853,859</td>
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<td>Intra/Interfund Transfers</td>
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<tr>
<td></td>
<td>Intra/Interfund Transfers Out</td>
<td>$ 1,571,010</td>
<td>$ 1,473,908</td>
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<td></td>
<td>Science Alive G/F Contribution</td>
<td>(7,400)</td>
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<td>MESA &amp; EOPS G/F Contribution</td>
<td>(30,198)</td>
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<td>Contract Ed G/F Contribution</td>
<td>(52,751)</td>
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<td>Community Ed G/F Contribution</td>
<td>28,075</td>
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<td></td>
<td>Campus Center G/F Contribution</td>
<td>(34,830)</td>
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<td></td>
<td>Intra/Interfund Transfers In</td>
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<tr>
<td></td>
<td>Net Change in Ending Fund Balance</td>
<td>$ (697,290)</td>
<td>$ 379,951</td>
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<td></td>
<td>Beginning Fund Balance</td>
<td>$ 4,333,229</td>
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<td>Ending Fund Balance</td>
<td>$ 3,635,939</td>
<td>$ 4,713,180</td>
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<td></td>
<td>10.61%</td>
<td>14.20%</td>
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SUBJECT: Measure E Bond Quarterly Financial Status Report at December 31, 2016

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

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

Background:
Attached is the Measure E Bond Quarterly Unaudited Financial Status Report for the period October 1, 2016 to December 31, 2016. The column titled “Budget” is based on the Board approved Measure E Master Budget as of June 30, 2016. The expenditures are accounted for on a cash basis during the fiscal year; during year-end some accrued expenses are included in the amounts.

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

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

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

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

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
## Revenue

<table>
<thead>
<tr>
<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proceeds from Bond Sales</strong></td>
<td>Cost of Issuance</td>
<td>$108,000,000</td>
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<td></td>
<td>Total Proceeds from Bond Sales</td>
<td>($265,000)</td>
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<td></td>
<td>Wealth Management Cost of Issuance (FY15/16)</td>
<td>$2,967</td>
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<td></td>
<td>Bond Implementation Costs</td>
<td>($188,623)</td>
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<td><strong>Reimbursement of Bond Expenses</strong></td>
<td>Premium Adjustment</td>
<td>$164,456</td>
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<td></td>
<td></td>
<td>($13,176)</td>
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<td><strong>Portable Lease</strong></td>
<td>GUSD Lease portables over 25 years</td>
<td>$90,059</td>
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<td></td>
<td>GUSD Purchase of Modular Bldgs for GECA</td>
<td>$40,392</td>
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<td></td>
<td>GUSD Purchase of Portables PB4 and PB6</td>
<td>$54,952</td>
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<td><strong>Donation Agreement</strong></td>
<td>Coyote Valley Property</td>
<td>$137,116</td>
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<td><strong>Agricultural Lease</strong></td>
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<td><strong>Bond Interest</strong></td>
<td>Fiscal Year 2003-04</td>
<td>$6,668</td>
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<td></td>
<td>Fiscal Year 2004-05</td>
<td>$562,682</td>
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<td>Fiscal Year 2005-06</td>
<td>$1,046,177</td>
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<td>Fiscal Year 2006-07</td>
<td>$976,073</td>
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<td></td>
<td>Fiscal Year 2007-08</td>
<td>$1,291,655</td>
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<td></td>
<td>Fiscal Year 2008-09</td>
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<td>Fiscal Year 2009-10</td>
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<td></td>
<td>Fiscal Year 2010-11</td>
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<tr>
<td></td>
<td>Fiscal Year 2011-12</td>
<td>$204,720</td>
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<td>Fiscal Year 2012-13</td>
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<td>Fiscal Year 2013-14</td>
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<td>Fiscal Year 2014-15</td>
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<td></td>
<td>Fiscal Year 2015-16</td>
<td>$158,019</td>
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<td></td>
<td>Fiscal Year 2016-17</td>
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<td></td>
<td>Subtotal Bond Interest</td>
<td>$5,622,661</td>
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<tr>
<td><strong>Parking Fund Contribution</strong></td>
<td>Fiscal Year 2007-08</td>
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<tr>
<td><strong>Scheduled Maintenance Contribution</strong></td>
<td>Fiscal Year 2008-2009</td>
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</table>

### Total Revenue

$114,034,491

## Expenditures

### 1 Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Costs through 9/30/2016</th>
<th>No Invoices this period</th>
<th>Total Costs through 12/31/2016</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>060060 - Program Contingency</td>
<td>$25,000</td>
<td>$25,245</td>
<td>$25,245</td>
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<td>060360 - Planning - District</td>
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<td>062260 - Coyote Valley Ed Center</td>
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<td>$13,139,693</td>
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<td></td>
<td>Total Costs through 9/30/2016</td>
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<td>$10,464,065</td>
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<td></td>
<td>4540 - Custodial &amp; Grounds Supplies</td>
<td>$3,045</td>
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<tr>
<td></td>
<td>6250 - Mileage</td>
<td>$589</td>
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<tr>
<td></td>
<td>5610 - Rents &amp; Leases - Equip</td>
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<td></td>
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<tr>
<td></td>
<td>5810 - Legal Services</td>
<td>$8,576</td>
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<td></td>
<td>5831 - Contracted Services</td>
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<td></td>
<td>6220 - Building Construction</td>
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<td></td>
<td>6230 - Inspection Fees</td>
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<td></td>
<td>6235 - Architect Fees</td>
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<td>Total Costs through 12/31/2016</td>
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<td>$13,187,366</td>
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### 2 Land Acquisition

<table>
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<tr>
<th>Program</th>
<th>Total Costs through 9/30/2016</th>
<th>No Invoices this period</th>
<th>Total Costs through 12/31/2016</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>662060/662160 - Coyote Valley Prop (Property/Develop)</td>
<td>$21,239,072</td>
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<td>Total Costs through 9/30/2016</td>
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<td>$22,092,685</td>
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<td>5510 - Rents &amp; Leases - Equip</td>
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<td>5831 - Contracted Services</td>
<td>$516,230</td>
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<td></td>
<td>6405 - Equipment &gt; $5,000</td>
<td>$46,988</td>
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<td></td>
<td>Total Costs through 12/31/2016</td>
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<td>$22,668,670</td>
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### Current Projects

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<th>Project/Vendor</th>
<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>603060/603100 - San Benito Prop (Property/Developer)</td>
<td>Total Costs through 9/30/2016</td>
<td>$9,838,755</td>
<td>$9,438,391</td>
<td>$401,364</td>
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<td>5610 - Legal Services</td>
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<td>Total Costs through 12/31/2016</td>
<td>$9,457,117</td>
<td>$401,236</td>
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<tr>
<td>670560 - Physical Education Building</td>
<td>Total Costs through 9/30/2016</td>
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<td>$561,081</td>
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<td>5150 - Printing</td>
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<td>5810 - Legal Services</td>
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<td>5831 - Contracted Services</td>
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<td>5820 - Building Construction</td>
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<td>5825 - Architect Fees</td>
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<td>Total Costs through 12/31/2016</td>
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<td>671360-1 Demo CJ500, Old Acad. PB Rebuild</td>
<td>Total Costs through 9/30/2016</td>
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<td>5630 - Repair &amp; Maintenance</td>
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<td>5810 - Legal Services</td>
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<td></td>
<td>5831 - Contracted Services</td>
<td>$2,552</td>
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<td></td>
<td>5820 - Building Replacement/Remodel</td>
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<td>Total Costs through 12/31/2016</td>
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<td>671460 - South County Airport Development</td>
<td>Total Costs through 9/30/2016</td>
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<td>5250 - Mileage</td>
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<td>5820 - Building Replacement/Remodel</td>
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<td>5825 - Architect Fees</td>
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<td>680960 - Technology, Phase 2</td>
<td>Total Costs through 9/30/2016</td>
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<td>5831 - Contracted Services</td>
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### Inactive Projects

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<th>Description of Services</th>
<th>Budget</th>
<th>Expended</th>
<th>Balance</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>670760 - Student Center/Administration</td>
<td>Total Costs through 9/30/2016</td>
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<td>670960 - Library/Media</td>
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<tr>
<td></td>
<td>Total Costs through 12/31/2016</td>
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### Closed Projects

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<th>Balance</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>660560 - Planning - Main Campus</td>
<td>Total Costs through 9/30/2016</td>
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<td>664080 - Land Residual</td>
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<td>Total Costs through 12/31/2016</td>
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<tr>
<td>665080 - Local Funds Off-Site Development</td>
<td>Total Costs through 9/30/2016</td>
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<td>(0)</td>
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<tr>
<td>Project/Vendor</td>
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Prepared by: [Name]  
[Date]

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Notes:
1. OCC ED project budget contains funding for Science and Gym roof repairs
2. Moved expenses to Fund 340 for State Reimbursement
3. PG&E Refund for Chiller Controls Installation-Optimization Project
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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

SUBJECT: Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2016

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

Proposal:
That the Board of Trustees review the Retiree Health Benefit Trust Investment Portfolio.

Background:
The District’s contribution to the Retiree Health Benefit Program JPA is invested with US Bank of California, trustee of this irrevocable trust. Attached is a summary of their report for the period October 1 through December 31, 2016. The full report is available for inspection in the President’s Office.

As of December 31, 2016, the portfolio market value is $7,043,032.41. The total actuarial accrued liability is $7.6 million. The actuarial accrued liability for the retired pool of employees currently receiving benefits is estimated to be $4.1 million and for active employees it is estimated to be $3.5 million. This liability fluctuates as the composition of the retired and active employees receiving benefits changes.

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, Business Services

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
Account Number: 6746018006
RETIREE HEALTH BENEFITS FUNDING
PROGRAM JOINT POWERS AGENCY
GAVILAN CCD-BALANCED

This statement is for the period from October 1, 2016 to December 31, 2016

Questions?
If you have any questions regarding your account or this statement, please contact your Account Manager.

Account Manager:
SARAH VIELE
555 SOUTHWEST OAK ST, PL-6
PORTLAND OR 97204
Phone: 503-464-3778
E-mail: sarah.viele@usbank.com
## MARKET AND COST RECONCILIATION

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<td>64,708.27</td>
</tr>
<tr>
<td>Realized Gain/Loss</td>
<td>19,691.08</td>
<td>19,691.08</td>
</tr>
<tr>
<td>Other Earnings</td>
<td>-89,915.36</td>
<td>-89,915.36</td>
</tr>
<tr>
<td><strong>Total Investment Activity</strong></td>
<td>-5,516.01</td>
<td>-5,516.01</td>
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<tr>
<td><strong>Plan Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust Fees</td>
<td>-125.00</td>
<td>-125.00</td>
</tr>
<tr>
<td><strong>Total Plan Expenses</strong></td>
<td>-125.00</td>
<td>-125.00</td>
</tr>
<tr>
<td><strong>Net Change in Market And Cost</strong></td>
<td>-5,641.01</td>
<td>-5,641.01</td>
</tr>
<tr>
<td><strong>Total Ending Market And Cost</strong></td>
<td>7,043,032.41</td>
<td>7,043,032.41</td>
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## ASSET SUMMARY

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>12/31/2016 MARKET</th>
<th>12/31/2016 BOOK VALUE</th>
<th>% OF MARKET</th>
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<tbody>
<tr>
<td>Cash And Equivalents</td>
<td>0.57</td>
<td>0.57</td>
<td>0.00</td>
</tr>
<tr>
<td>Master Trusts</td>
<td>7,043,031.84</td>
<td>7,043,031.84</td>
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<td>7,043,032.41</td>
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</tr>
<tr>
<td>Accrued Income</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Grand Total</td>
<td>7,043,032.41</td>
<td>7,043,032.41</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Estimated Annual Income: 0.00
ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

For further information, please contact your account manager or relationship manager.

@ No current price is available.
<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>CASH</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2016</td>
<td>Allocation Of Earnings Distribution</td>
<td>6,660.88</td>
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<tr>
<td>11/30/2016</td>
<td>Allocation Of Earnings Distribution</td>
<td>4,100.09</td>
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<td>12/31/2016</td>
<td>Allocation Of Earnings Distribution</td>
<td>53,947.30</td>
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<td></td>
<td><strong>Total Rbpt-Balanced Portfolio Master Tr.</strong></td>
<td>64,706.27</td>
</tr>
<tr>
<td></td>
<td><strong>Total Income</strong></td>
<td>64,706.27</td>
</tr>
<tr>
<td></td>
<td><strong>Other Earnings</strong></td>
<td></td>
</tr>
<tr>
<td>11/30/2016</td>
<td>Allocation Of Unrealized Gains</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Allocation Of Unrealized Loss</strong></td>
<td></td>
</tr>
<tr>
<td>10/31/2016</td>
<td>Rbpt-Balanced Portfolio Master Tr.</td>
<td>24,357.99</td>
</tr>
<tr>
<td>12/31/2016</td>
<td>Rbpt-Balanced Portfolio Master Tr.</td>
<td>-110,955.79</td>
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<td></td>
<td><strong>Total Allocation Of Unrealized Loss</strong></td>
<td>-114,273.35</td>
</tr>
<tr>
<td></td>
<td><strong>Total Other Earnings</strong></td>
<td>-88,915.36</td>
</tr>
<tr>
<td>DATE</td>
<td>DESCRIPTION</td>
<td>SHARES/FACE AMOUNT</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>11/09/2016</td>
<td>Purchased 125 Units Of First American Govt Oblig Fund Cl Z</td>
<td>125,000</td>
</tr>
<tr>
<td></td>
<td>Trade Date 11/9/16 31846V567</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total First American Govt Oblig Fund Cl Z</strong></td>
<td>125,000</td>
</tr>
<tr>
<td>11/30/2016</td>
<td>Purchased 32,877.8 Units Of Rhbpt-Balanced Portfolio Master Tr.</td>
<td>32,877.80</td>
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<tr>
<td></td>
<td>Trade Date 11/30/16 Earnings Distribution 9SPMTH8U3</td>
<td></td>
</tr>
<tr>
<td>12/31/2016</td>
<td>Purchased 65,901.1 Units Of Rhbpt-Balanced Portfolio Master Tr.</td>
<td>65,901.10</td>
</tr>
<tr>
<td></td>
<td>Trade Date 12/31/16 Earnings Distribution 9SPMTH8U3</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Rhbpt-Balanced Portfolio Master Tr.</strong></td>
<td><strong>98,778.900</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Miscellaneous</strong></td>
<td>98,778.900</td>
</tr>
<tr>
<td></td>
<td><strong>Total Purchases</strong></td>
<td>98,903.900</td>
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</table>
### SALES AND MATURITIES (continued)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>SHARES/ FACE AMOUNT</th>
<th>COMMISSION</th>
<th>TRANSACTION PROCEEDS</th>
<th>BOOK VALUE</th>
<th>REALIZED GAIN/LOSS</th>
<th>PRIOR MARKET / PRIOR MARKET GAIN/LOSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/2016</td>
<td>Allocation of Capital Gains of Rbpt-Balanced Portfolio Master Tr. Earnings Distribution 9SPMTH8U3</td>
<td>.00</td>
<td>.00</td>
<td>15,271.36</td>
<td>.00</td>
<td>15,271.36</td>
<td>.00</td>
</tr>
</tbody>
</table>

Total Rbpt-Balanced Portfolio Master Tr.:
-104,419.910 | .00 | 124,110.99 | -104,419.91 | 19,691.08 | -104,419.91 | .00 |

Total Miscellaneous:
-104,419.910 | .00 | 124,110.99 | -104,419.91 | 19,691.08 | -104,419.91 | .00 |

Total Sales And Maturities:
-104,544.910 | .00 | 124,235.99 | -104,544.91 | 19,691.08 | -104,544.91 | .00 |

### SALES AND MATURITIES MESSAGES
Realized gain/loss should not be used for tax purposes.
Glossary

Accretion - The accumulation of the value of a discounted bond until maturity.

Adjusted Prior Market Realized Gain/Loss - The difference between the proceeds and the Prior Market Value of the transaction.

Adjusted Prior Market Unrealized Gain/Loss - The difference between the Market Value and the Adjusted Prior Market Value.

Adjusted Prior Market Value - A figure calculated using the beginning Market Value for the fiscal year, adjusted for all asset-related transactions during the period, employing an average cost methodology.

Amortization - The decrease in value of a premium bond until maturity.

Asset - Anything owned that has commercial exchange value. Assets may consist of specific property or of claims against others, in contrast to obligations due to others (liabilities).

Bond Rating - A measurement of a bond's quality based on the issuer's financial condition. Ratings are assigned by independent rating services, such as Moody's, or S&P, and reflect their opinion of the issuer's ability to meet the scheduled interest and principal repayments for the bond.

Cash - Cash activity that includes both income and principal cash categories.

Change in Unrealized Gain/Loss - Also reported as Gain/Loss in Period in the Asset Detail section. This figure shows the market appreciation (depreciation) for the current period.

Cost Basis (Book Value) - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Book Value method maintains an average cost for each asset.

Cost Basis (Tax Basis) - The original price of an asset, normally the purchase price or appraised value at the time of acquisition. Tax Basis uses client determined methods such as Last-In-First-Out (LIFO), First-In-First-Out (FIFO), Average, Minimum Gain, and Maximum Gain.

Ending Accrual - (Also reported as Accrued Income) Income earned but not yet received, or expenses incurred but not yet paid, as of the end of the reporting period.

Estimated Annual Income - The amount of income a particular asset is anticipated to earn over the next year. The shares multiplied by annual income rate.

Estimated Current Yield - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by taking the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.

Ex-Dividend Date - (Also reported as Ex-Div) For stock trades, the person who owns the security on the ex-dividend date will earn the dividend, regardless of who currently owns the stock.

Income Cash - A category of cash comprised of ordinary earnings derived from investments, usually dividends and interest.

Market Value - The price per unit multiplied by the number of units.

Maturity Date - The date on which an obligation or note matures.

Payable Date - The date on which a dividend, mutual fund distribution, or interest on a bond will be made.

Principal Cash - A category of cash comprised of cash, deposits, cash withdrawals and the cash flows generated from purchases or sales of investments.

Realized Gain/Loss Calculation - The Proceeds less the Cost Basis of a transaction.

Settlement Date - The date on which a trade settles and cash or securities are credited or debited to the account.

Trade Date - The date a trade is legally entered into.

Unrealized Gain/Loss - The difference between the Market Value and Cost Basis at the end of the current period.

Yield on/at Market - The annual rate of return on an investment expressed as a percentage. For stocks, yield is calculated by the annual dividend payments divided by the stock's current share price. For bonds, yield is calculated by the coupon rate divided by the bond's market price.

The terms defined in this glossary are only for use when reviewing your account statement. Please contact your Relationship Manager with any questions.
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. Department of Kinesiology & Athletics
Recognitions II.8 (a)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Recognition of the Head Women's Volleyball Coach, 2016 Coast Conference Coach of the Year

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

Proposal:
The Department of Kinesiology and Athletics is proud to recognize Kevin Kramer, Head Women's Volleyball Coach, as the 2016 Coast Conference Coach of the Year. An award presentation will be made at tonight's Board meeting.

Background:
In 2016, the Women's Volleyball Team at Gavilan College had the best season in the history of the program. In short, here are a few of the team’s achievements:

☞ 2016 Coast Conference Champions (4th championship in school history, 4th championship under Kevin Kramer since 2009 season)
☞ Advanced to the Elite 8 of the CCCAA State Women's Volleyball Championships
☞ Overall record 23-7, 12-0 in Coast Conference
☞ Final Rankings: State: #6; NorCal #3 (Both highest rankings ever by women's volleyball team in school history))

Proof is in the Player Development:

☞ (2) 2nd Team All-Coast Conference Selections (Liz Pearce & Serena Adame)
☞ (4) 1st Team All-Coast Conference Selections (Madison Hartman, Courtney Borja, Val Rodgers, & Erica Chapa)
☞ The Coast Conference Most Valuable Player (Erica Chapa)
☞ (1) 1st Team All-State Selection (Erica Chapa)
(1) American Volleyball Coaches Association 1st Team All-American Selection (Erica Chapa...a first in Gavilan College Women's Volleyball History)

As a result of this historic season, Coach Kramer was recognized by his Coast Conference peers with his 4th Coach of the Year honor in 10 years as the Rams head coach.

Recommended By: Ron Hannon, Dean of Kinesiology & Athletics

Prepared By: [Signature]
Ron Hannon, Dean of Kinesiology & Athletics

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

February 14, 2017

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

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, January 2017 – Analisa Zanella
Lisa Zanella from the Business office is the January employee of the month. Although she’s been at Gavilan a short period of time, her smile and welcoming personality have made such a difference, and her prompt response to requests is outstanding. She has excellent customer service skills and is very efficient. We appreciate all that she does!

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
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No.  Office of Institutional Research
Information/Staff Reports No. 12(a)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Institutional Enrollment Update

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

Proposal:
The Office of Institutional Research (OIR) will provide an update on current enrollment, enrollment projections, and highlights of current OIR projects

Background:

Budgetary Implications:

Follow Up/Outcome:
OIR will continue to provide updates to the board as requested.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Peter J. Wruck, Director, Office of Institutional Research

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
FTES Projections

<table>
<thead>
<tr>
<th>Term</th>
<th>2015-2016</th>
<th>2016-2017</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>334</td>
<td>402</td>
<td>68 ↑</td>
</tr>
<tr>
<td>Fall</td>
<td>2,327</td>
<td>2,373</td>
<td>46 ↑</td>
</tr>
<tr>
<td>Spring</td>
<td>2,394</td>
<td>2,414</td>
<td>20 ↑ (Projected)</td>
</tr>
<tr>
<td>Total</td>
<td>5,055</td>
<td>5,189</td>
<td>133 ↑ (Projected)</td>
</tr>
<tr>
<td>Fall-Spring ONLY:</td>
<td>4,721</td>
<td>4,787</td>
<td>66 ↑ (Projected)</td>
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</tbody>
</table>

BE CAUTIOUS USING THESE PROJECTIONS: THEY ARE ONLY ESTIMATES BASED ON PAST TRENDS
Division Share of Total FTES

Spring 2016 (final) | Spring 2017 (as of Feb. 2)

<table>
<thead>
<tr>
<th>Division</th>
<th>2017 - As of Today</th>
<th>2016 - Final</th>
<th>Change in Sections in FTES</th>
<th>Change in FTES Per Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>CandG</td>
<td>24</td>
<td>21</td>
<td>3</td>
<td>(5)</td>
</tr>
<tr>
<td>CTE</td>
<td>346</td>
<td>416</td>
<td>(70)</td>
<td>(147)</td>
</tr>
<tr>
<td>DRC</td>
<td>66</td>
<td>67</td>
<td>(1)</td>
<td>39</td>
</tr>
<tr>
<td>KIN</td>
<td>91</td>
<td>73</td>
<td>18</td>
<td>7</td>
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<td>LAS</td>
<td>440</td>
<td>390</td>
<td>50</td>
<td>48</td>
</tr>
<tr>
<td>N/C</td>
<td>78</td>
<td>55</td>
<td>23</td>
<td>(20)</td>
</tr>
<tr>
<td>TBD</td>
<td>14</td>
<td>40</td>
<td>(26)</td>
<td>0</td>
</tr>
<tr>
<td>Total (including IPA)</td>
<td>1,059</td>
<td>1,062</td>
<td>(3)</td>
<td>(91)</td>
</tr>
</tbody>
</table>

CTE (excluding IPA) | 275 | 317 | (42) | 79 | 0.5 |
### FTES by Location

<table>
<thead>
<tr>
<th>Location</th>
<th>2017 - As of Today</th>
<th>2016 - Final</th>
<th>Change in Sections</th>
<th>Change in FTES Per Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># of Sctns</td>
<td>FTES Per Section</td>
<td># of Sctns</td>
<td>FTES Per Section</td>
</tr>
<tr>
<td>Aviation</td>
<td>3</td>
<td>16</td>
<td>5.3</td>
<td>CAMPUS DID NOT EXIST</td>
</tr>
<tr>
<td>Coyote Valley</td>
<td>7</td>
<td>7</td>
<td>1.1</td>
<td>CAMPUS DID NOT EXIST</td>
</tr>
<tr>
<td>Gilroy</td>
<td>694</td>
<td>1,453</td>
<td>2.1</td>
<td>675</td>
</tr>
<tr>
<td>Hollister</td>
<td>58</td>
<td>137</td>
<td>2.4</td>
<td>48</td>
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<tr>
<td>Morgan Hill</td>
<td>49</td>
<td>135</td>
<td>2.8</td>
<td>38</td>
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<td>NOT CODED</td>
<td>1</td>
<td>0</td>
<td>0.1</td>
<td>0</td>
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<tr>
<td>Off Campus</td>
<td>247</td>
<td>554</td>
<td>2.2</td>
<td>301</td>
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<tr>
<td><strong>Total</strong></td>
<td>1,059</td>
<td>2,302</td>
<td>2.2</td>
<td>1,062</td>
</tr>
</tbody>
</table>

----

### What else is OIR up to?

- Higher Ed Profiles
- FTES forecasting, institutional enrollment update
- Revamped Enrollment Management committee
- Education Master Plan coordination
- Acceleration evaluation
- Multiple measures for placement evaluation
- Institutional effectiveness / process work
- SLO / PLO / ILO
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017
Office of Academic Affairs

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

SUBJECT: Sabbatical Leave Requests

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

Proposal:
That the Board of Trustees review the sabbatical leave requests as information only. The administrative recommendation will be submitted to the Board for action no later than the March Board Meeting.

Background:
The Faculty Professional Learning Committee met to review the qualified sabbatical leave requests. The requests were submitted ranked as follows:

1) Rosa Rivera-Sharboneau – Spring 2018
2) Leah Halper – Spring 2018

Budgetary Implications:
Position(s) will be backfilled by additional part-time faculty.

Follow Up/Outcome:
Deans will hire appropriate part-time faculty to backfill the vacancies left by the full-time faculty on sabbatical.

Recommended By: Dr. Kathleen A. Rose

Prepared By: Michele M. Bresso, Vice President of Academic Affairs

Dr. Michele M. Bresso, Vice President of Academic Affairs

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
GAVILAN COLLEGE
SABBATICAL LEAVE APPLICATION

I. Name: Rosa Rivera Sharboneau  Date: November 1, 2016

II. Gavilan College Date of Employment: 1991

III. Have you had a previous sabbatical leave? Yes
   If yes, what year was it taken? 2005
   What were the objectives of the leave?
      Created online counseling services

IV. Proposed dates of this Sabbatical Leave: Spring 2018

V. Sabbatical Proposal: Provide a brief overview of your proposed project.
   See Attached Proposal
   Using additional sheets, attach a statement describing in detail (1) the project's goals;
   (2) specific objectives; (3) activities intended to meet the objectives and the locations of
   the activities; (4) the anticipated outcomes; and (5) the benefits of the project to
   students, to you as an instructor, to your department, and/or to other departments and
   disciplines.

VI. Departmental Review: Departmental approval is not required; however, applications
   must be reviewed by the applicant's department and signed by the department chair.
   Department's comments regarding the project's benefits:
   Using technology to expand student services, including counseling, is a goal of
   the Counseling department, Student Services, and supported by the Student
   Success Act of 2012 and the Online Education Initiative.

VII. Department Chair Signature

   Date: 11/28/16

   Applicant's Signature

   Date: 11/28/16

Sabbatical Leave Application
Academic Senate FPLC Rev. 4-19-16
Application for Sabbatical Leave
Rosa Rivera Sharboneau

Overview of Project

The primary focus of my project is to implement software technology that will offer an “in-office” experience to individuals who are unable to use Student Services programs and services at our campus locations. The implementation of Cranium Café will expand and personalize student services for our online, evening, off-site, and non-traditional students. Best practices, policies, and procedures related to the use of the technology will be explored and used. I will train counseling faculty and student services professionals on the use and evaluation of the additional service-delivery system.

Project Goals and Objectives

GOAL A: Implement Cranium Café for Student Services and Counseling Services

Students continually seek out ways to obtain the range of Student Services that are necessary to their success. Nevertheless, not all students (online and evening) have the ability to obtain these services at our physical locations. Service departments that offer comprehensive web pages to provide students information still lack the ability to provide personalized services equivalent to the “in-person” experience.

The General Counseling department has been delivering online counseling services since 2005. The current technology is old and the service delivered is limited due to the inability to confirm a student’s identity. The system is also asynchronous and thus it takes several interactions, over a period of days, before student needs have been met. The current delivery system is antiquated using today’s standards and it is time consuming for the counselor and student.

To personalize, improve and expand virtual Student Services and the Counseling experience, Cranium Café will be integrated and embedded in the range of services already offered and expanded to all campus locations, including Coyote Valley. The technology allows for document sharing, signature collection, and screen sharing; all the necessary components that simulates an “in-office, in-person” experience.

Ensuring that our campus delivers a robust Student Service program to all students (including off-campus, online, and evening) is required by accreditation, Student Success Act of 2012, Gavilan’s Strategic Plan, and Distance Education guidelines. This project seeks to meet these mandates by strengthening student interactions with
student services personnel by making connections so we can build relationships and help students overcome obstacles that impact their retention and persistence rates.

Successful project implementation could have large, positive implications on how future tutoring, library, faculty office hours, and online courses (to name a few) are delivered to online, evening, off-site, and non-traditional students.

Objective I
Establish the infrastructure for implementation

The Distance Education Department, VP of Student Services, Counseling Faculty, and a variety of student services programs have already expressed informal support for the use of Cranium Café to modernize the delivery of services. The technology is ADA and FERPA compliant and approved by the Online Educational Initiative. Funding for the software has been identified in the 3SP budget.

- Garner formal support from the Technology Committee, Student Services, and Counseling Department
- Create an advisory group for implementation and usage needs
- Obtain implementation support from MIS
- Participate in training sessions for implementation and product use
- Create training material for use in individual service areas
- Ensure data reporting elements are established for on-going data collection
- Create system to provide feedback on implementation, use, and technical issues

Objective II
Implement Cranium Café for the Counseling Department

Since the General Counseling department has been delivering online services for eleven years, they are a natural starting point. The opportunity to create a synchronous exchange, which allows for a student’s identity to be verified, will expand the topics the counselor and student can address. Document sharing capabilities will allow for the creation of educational plans, completion of petitions and appeals that are not available with the current system.

- Identify counselors within the General Counseling department who are willing to use the new technology
• After successful implementation within the General Counseling Department, counselors from categorical programs and services (EOPS, DRC, TRIO/MESA, Basic Skills, etc) who are willing to use the new technology will be trained.

• Train counselors on use of new technology

• Train counselors on best practices, policies, and procedures related to service area

• Create internal systems on how technology will be used

• Ensure data is uploaded into SARS for reporting purposes

• Collect student use data and feedback

• Collect counselor feedback on use and improvements

Objective III
Implement Cranium Café for the Welcome Center

The Welcome Center is the first point of contact for many new students. Potential students are not always able to get to one of the physical locations and thus being available to ask questions in a different way has the potential of connecting more students to the campus. Peer Mentors will be able to a “real-person” connection with a potential student.

• Identify Peer Mentors within the Welcome Center who are willing to use the new technology – at least one from each location (Gilroy, MH, and Hollister)

• Train Peer Mentors on use of new technology

• Train Peer Mentors on best practices, policies, and procedures related to service area

• Create internal systems on how technology will be used

• Collect student use data and feedback

• Collect Peer Mentor feedback on use and improvements

Objective IV
Implement Cranium Café for Admissions & Records and Financial Aid
Online and evening students have difficulties accessing services during the day. Having the ability for an "in-office" interaction with staff from the A&R and FA offices may reduce the number of student emails and phone calls the offices handle. Document sharing and screen sharing will help students access the correct forms and submit paperwork in a timely manner.

- Identify staff within the A&R and Financial Aid offices who are willing to use the new technology
- Train staff on use of new technology
- Train staff on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect staff feedback on use and improvements

Objective V
Implement Cranium Café for Off-Site Centers

The off-site centers offer an array of services.

- Identify staff who are willing to use the new technology
- Train staff on use of new technology
- Train staff on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect staff feedback on use and improvements

Objective VI
Implement Cranium Café for Peer Mentors and Outreach

The use of this technology will expands how a student can interact with a Peer Mentor and outreach personnel.

- Identify Peer Mentors and Outreach personnel who are willing to use the new technology
• Train staff on use of new technology
• Train staff on best practices, policies, and procedures related to service area
• Create internal systems on how technology will be used
• Collect student use data and feedback
• Collect staff feedback on use and improvements

GOAL B: Collect Best Practices, Policies, and Practices for the use of Cranium Café

I will contact colleges that are using the new technology with the goal of learning best practices, challenges of implementation, use, and adoption. I will obtain policies and procedures that have helped institutions.

Objective I
Explore how local colleges use Cranium Café

I will visit the following colleges, which are all at different levels of implementation, and learn from their experiences. I will connect with the implementation team and staff who use the technology.

• Fresno City College – Week 2
• Foothill College – Week 2
• Butte College – Week 2
• Monterey Peninsula College – Week 2
• Ohlone College – Week 3
• Hartnell College – Week 3
• Cabrillo College – Week 3
• CSU Stanislaus – will investigate how CSU uses the technology - Week 4

Objective II
Obtain best practices, policies, and procedures used at local colleges for implementation and use of technology. Understand challenges with implementation, training, delivery and maintenance.
Review all documentation, obtain feedback from campus stakeholders, and adapt for our college

- Collect documentation
- Share documentation with departments that are implementing service
- Obtain recommendations from Distance Education department and VPSS
- Create draft of local policies and procedures for campus adoption
- Create a plan that mitigates challenges with implementation, delivery, training, and maintenance

**GOAL C: Evaluate the use of Cranium Café at Gavilan College**

Obtaining feedback from students, staff, and faculty regarding their satisfaction with the technology and its ease of use will be critical to ensure the technology is appropriate for the campus. Data will be collected to determine if there was an increase in student use.

**Objective I**

**Collect staff and student feedback**

With the input of the Office of Institutional Research, a survey that collects satisfaction and ease-of-use of technology will be created and distributed

- Create staff and student survey and test instrument with respected groups
- Ensure that all users receive survey after technology is used
- Conduct focus group with staff to obtain feedback regarding use and additional needs for continued use of technology

**Objective II**

**Collect Data**

Collect data on the frequency of use of technology

- Review analytical reports
- Help departments establish measures to compare if use of technology has reduced the number of emails and phone calls.
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with student services professionals for volunteers. Attend meetings and present opportunity. Contact vendor.</td>
<td>Meet with student services professionals for volunteers. Attend meetings and present opportunity. Meet Vendor.</td>
<td>Meet with student services professionals for volunteers. Attend meetings and present opportunity. Review webinars.</td>
<td>Meet with student services professionals for volunteers. Attend meetings and present opportunity. Review webinars.</td>
<td>Meet with MIS, IR, Distance Ed, and stakeholders. Purchase software. Create implementation timeline.</td>
</tr>
<tr>
<td>3</td>
<td>Visit Ohlone College Learn software Test survey instruments with cohorts.</td>
<td>Visit Hartnell College Learn software Test survey instruments with cohorts.</td>
<td>Visit Cabrillo College Learn software Test survey instruments with cohorts.</td>
<td>Organize visitation notes and documents. Learn software.</td>
<td>Draft of procedures, practices, policies Learn software Test survey instruments with cohorts.</td>
</tr>
<tr>
<td>4</td>
<td>Visit CSU Stanislaus Learn software Update counseling webpage to include new delivery. Revise surveys based on feedback — redistribute surveys for final approval.</td>
<td>Draft of procedures, practices, policies meet with core implementation team Learn software Start training counseling faculty.</td>
<td>Draft of procedures, practices, policies meet with core implementation team train counseling faculty.</td>
<td>Draft of procedures, practices, policies Update counseling webpage to include new delivery train counseling faculty.</td>
<td>meet with core implementation team — revise and final draft of procedures, practices. Update counseling webpage to include new delivery train counseling faculty.</td>
</tr>
<tr>
<td>5</td>
<td>Launch Counseling Final surveys (staff and student) Provide technical support Collect data.</td>
<td>Launch Counseling Final surveys (staff and student) Provide technical support Collect data.</td>
<td>Launch Counseling Final surveys (staff and student) Provide technical support Collect data.</td>
<td>Launch Counseling Final surveys (staff and student) Provide technical support Collect data.</td>
<td>Launch Counseling Final surveys (staff and student) Provide technical support. meet with core implementation team.</td>
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<tr>
<td>6</td>
<td>Review/revise student/ staff surveys Provide technical support.</td>
<td>Review/revise student/ staff surveys Provide technical support.</td>
<td>Provide technical support Collect data Peer Mentor and counseling.</td>
<td>Provide technical support Collect data Peer Mentor and counseling.</td>
<td>Provide technical support. meet with core implementation.</td>
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<td>7</td>
<td>Provide technical support</td>
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<td>Launch Welcome Center and other Counseling programs</td>
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<td>8</td>
<td>establish measures use of technology has reduced the number of emails and phone calls. Provide technical support</td>
<td>establish measures use of technology has reduced the number of emails and phone calls</td>
<td>establish measures use of technology has reduced the number of emails and phone calls</td>
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<td>Launch Peer Mentors and Outreach</td>
<td>Launch Peer Mentors and Outreach</td>
<td>Collect data</td>
<td>Collect data</td>
<td>Confirm SARS data collected</td>
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<td>13</td>
<td>Provide technical support to all areas</td>
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R. Sharboneau
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<td>Meet with core implementation team</td>
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<th>Review analytical reports</th>
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<td>Staff feedback meeting</td>
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<td>Meet with core implementation team</td>
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<th>Provide technical support</th>
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| 18 | Create data report        | Create data report        | Create survey and data report | Write up Sabbatical Report |

**Benefits to students, instructor, department, and/or other departments or disciplines**

**Students**
- Opportunity to have real “in-person” office experience without being at a campus physical location
- Students will be able to access Counseling services to develop educational plans, review graduation petitions, complete appeals, and other services that require counselors to verify student identity.
- Students or potential students will be able to access Welcome Center, Admissions & Records, Financial Aid, Outreach, and Off-site services via internet connection using a computer, cell, laptop, or notebook
- Students will be able to review and/or submit paperwork online that require signatures
- Students will be able to make “personal” connections with counselors and student service professional —humanizing an interaction
- Students will find helpful resources easier through screen sharing
- Students will have direct personal contacts versus interactions via phone messages or emails. Based on research, this type of connection, contributes to student retention and persistence.

**Instructor**
- Counseling faculty will help expand how technology can be used to serve a broader base of students
- Counseling faculty will model how technology could be used while maintain a “high-touch” service.
- Counseling faculty will learn and use vetted product from the Online Education Initiative and the experience from other colleges will serve as models
• Counseling faculty will build relationships with the OEI partners and selected community colleges that are implementing the product so we can be a resource to one another.
• The conclusion of the project will help set the foundation for the possible expansion of the project.

Department
• Student Services can expand their reach to students who traditionally are unable to obtain services at the campus.
• Counseling and Student Services programs will reach students in the modality students are comfortable using
• Student Services will role model how technology could be used while maintain high standards.

College
• Gavilan will be responding to accreditation, Student Success, and the Strategic Plan mandates by ensuring online students obtain services equivalent to “in-person” services.
• While Gavilan is not a pilot college for the Online Education Initiative, the adoption of this project will position the campus to easily adopt all standards set by OEI.
• The college could attract additional students who are comfortable with the OEI platform.
• With successful implementation of the project, the college will be set up to expand the technology in other areas of the campus (Library, tutoring, instructional office hours, information center, front-staff from different areas, etc).
I. Name: Leah Halper
   Date: 25 Nov 2016

II. Gavilan College Date of Employment: 1990

III. Have you had a previous sabbatical leave? Yes, twice

IV. If yes, what year was it taken? 1999, 2007

What were the objectives of the leave?

1999 to research oral history technology, complete key oral histories of Gavilan College founders and write a college history, now at http://hhh.gavilan.edu/Ilhalper/Gavhistory.html, and write a First Amendment history for Mass Media class

2007 to research and pilot Service Learning at Gavilan

V. Proposed dates of this Sabbatical Leave: spring 2018

VI. Sabbatical Proposal: Provide a brief overview of your proposed project.

Gavilan College History project: In time for the college’s 100th birthday in 2019, I propose to research and complete a Gavilan College history project that can both showcase and deepen the archive of student work currently being developed under the Title V Civic Engagement grant auspices. My project would involve researching best practices in documenting the history of institutions of higher education, completing several key oral histories to include a rich variety of perspectives on college history, designing means for history students to collect shorter narratives from an even wider variety of Gavilan community members, assembling a on-line nucleus of key historical documents and artifacts pertaining to the college, writing interpretive material for selected documents, and completing the unfinished college history I began during my 1999 sabbatical.

Using additional sheets, attach a statement describing in detail (1) the project’s goals; (2) specific objectives; (3) activities intended to meet the objectives and the locations of the activities; (4) the anticipated outcomes; and (5) the benefits of the project to students, to you as an instructor, to your department, and/or to other departments and disciplines.

VII. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant’s department and signed by the department chair.
Department's comments regarding the project's benefits:

Awesome proposal! I hope it gets funded!

Your sabbatical leave application is very well thought-through and well-written. Chronicling Gavilan College's history is an important project that needs to be completed. The institution should want to support this endeavor because the outcome of it will be something that the College can take pride in and be added to in the future as Gavilan College's history unfolds.

Department Chair Signature

Date: 11/28/16

Department Chair Signature

Date: 11/29/16

VIII. Applicant's Signature

---As an individual, and in my role as Department Co-Chair, I strongly support your sabbatical leave proposal. The proposed project and activities are in line with the goals of the Social Science department, and the college as a whole. Based on the many projects that you have already completed, I am confident that the product of your efforts will be of the highest quality. The project is timely and can easily be used in public forums as we promote the past and future of the college. *
Gavilan College History project goals

Goal 1: Discover best practices in documenting the history of institutions of higher education

Objectives:
--To identify and implement best practices in documenting Gavilan's history by first studying what other institutions have done
--to identify and avoid pitfalls from the outset
--to answer questions about the anticipated end use and future of materials collected by seeing how other institutions plan for their collections to be used
--to document how collections at other institutions actually are used

Activities:
--develop a survey that asks questions we don't yet have answers to at Gavilan
--survey and evaluate on-line archives of at least three other institutions of higher education
--visit at least one archive to see the collection and its employees in person

Anticipated Outcomes:
--a set of best practices for moving forward
--state of the art information on technological aspect of developing an institutional history

Benefits:
--more effective and efficient use of resources we have
--stronger plan for timely completion of project
--better basis for future use of collection by college, community, and scholars
--better understanding of what student scholars or work study aides can and probably cannot or should not contribute to this project

Goal 2--Complete several key oral histories to include a rich variety of perspectives on college history

Objectives:
--To identify key Gavilan community members whose work illuminates key aspects of the college's history
--to document aspects of college life (disability programs, EOPS, athletics, student government, and others) that are currently not well documented
--to include classified, community, and student perspectives in any history taken
--to attempt a reasonable representation of Gavilan College stakeholders by gender, ethnicity, class, and sexual orientation and to explore these lenses in each interview
--to involve Work Study students in taking college oral histories

Activities:
--hire, orient, train, and deploy student interviewers to do some of the oral history collection; evaluate their work and oversee the final preparation of the interviews
--set up and complete recorded interviews with a variety of members of the Gavilan College community, including (possibly, depending on availability, but not limited to): Angie Oropesa (EOPS, support staff), Ken Wagman (math, leadership), Karen Sato and/or Jane Maringer (DRC), Sherrean Carr (DRC, Voc Tech), Rachel Perez (non-credit), Rosa Sharboneau (counseling), Gloria Luna (EOPS), Rose Hernandez (cosmetology), Loretta Carillo and/or Alan Porcella (ESL), Marilyn Abad (theatre/TV), Fran Lozano (English, Liberal Arts and Sciences), John Lango, Bobby Garcia, and/or Susan Dodd (athletics), Kaye Bedell/Debbie Amaro (nursing), Shuk Au-Young (library), Ted Brett, Matthew Johnston, and Jane Rekedal (part-time faculty); Mimi Arvizu (MIS), Arthur Juncker (music), Eddie Cervantes (MESA), Esther Castaneda (admissions), Connie Philips (business office), Charlene Arnberg and/or Donna Avina (PIO), Trish Stracner or Ana Garcia (security).
--identify and include interviews of former students who have gone on to work in Silicon Valley and in a variety of other professions
--investigate having student interviewers at Gavilan events and around campus to record on-the-spot interviews with students and alumni that can be incorporated as mini-perspectives on aspects of college history (Stanford model)
--oversee transcription and editing of this material

Anticipated Outcomes:
--At least a dozen longer oral histories that illuminate aspects of college life
--a document of Gavilan's commitment to access and to a high quality education
--a participatory archive in which past and current students are well represented
--an ongoing process in which students in future history classes will be able to collect short narratives about Gavilan for inclusion in the archive

Benefits:
--documenting the history of Gavilan is a way to document the opening of opportunity for the thousands of people who have passed through Gavilan College
--a more complete understanding of college history will be available to prospective applicants, students, staff, scholars, and policy makers
--Gavilan's connection to Silicon Valley has not been well established, but is important and strong
--inclusion of a variety of perspectives is essential to a credible history of any institution, especially a college
--A good college history is an aid to grant writing, fundraising, and planning to commemorate anniversaries such as the upcoming 100th.
Goal 3--Assemble a on-line archive of key historical documents and artifacts pertaining to the college

Objectives:
--To identify and preserve important documents in the history of the college
--To create a resource for future employees, policy makers, and scholars regarding the history of access, opportunity, and scholarship at Gavilan
--To model for students who will collect documents on local or family history the interpretive skills necessary to “decode” primary documents

Activities:
--To develop criteria for collecting key college documents/artifacts with historical value and interest
--To survey college staff regarding key documents/artifacts they may suggest
--To collect, scan or photograph, and return documents/artifacts offered
--To write interpretive material for at least three documents/artifacts

Anticipated Outcomes:
--clear guidelines for what to collect
--broad participation in the search for important documents/artifacts
--a strong start to a college document/artifact online collection, with at least a dozen such documents
--model interpretive essays of different lengths for students to refer to when starting their own document/artifact work

Benefits:
--colleges with such archives clearly communicate their pride in institutional history, commitment to ongoing improvement, and understanding how the past shapes the present and future
--key documents will not be lost
--key documents will be widely available
--interpretive materials will help history students understand how historians think about primary documents

Goal 4--Complete the unfinshed historical essay on Gavilan College history I began during my 1999 sabbatical well ahead of 2019 centennial.

Objectives:
--To bring the history up to date since 2000
--To include perspectives that were left out for lack of time
--To have a finished and polished document in time for the 100th anniversary

Activities:
--Using materials collected and transcribed under Goal 2, expand and update historical essay

Anticipated Outcomes:
An inclusive, comprehensive history of Gaviilan College and thus an important window into the functions, philosophy, values, and priorities of a 20th century community college in California.

Benefits:
--in an rapidly changing higher educational system, it is valuable to understand history, values, and philosophy that underlay today's priorities and choices.
--practically speaking, Gaviilan college and its employees and students can better research local history, write and win grants, do community projects, and show continuity for programs and ideas when a solid history of the institution is available.

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<tr>
<th>WEEK</th>
<th>ACTIVITY</th>
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<th>NOTES</th>
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<tbody>
<tr>
<td>1</td>
<td>Develop survey for other colleges; contact Bay Area colleges with archives/institutional history projects to set up conversations/meetings; solicit Gaviilan community contacts and recommendations for local interviewees. Get HR cooperation on contact information. Write and publicize student job descriptions.</td>
<td>Gavilan, Gilroy</td>
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<tr>
<td>2</td>
<td>Meet with program personnel at other colleges to understand their collections and philosophy. Develop list of possible informants, circulate to collaborators. Draft job description for work study students.</td>
<td>Stanford, San Jose State, UCLA? Gilroy</td>
<td>I will need a group of collaborators in and out of the history department, library, and Title V to serve as a sounding board for the work.</td>
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<tr>
<td>3</td>
<td>Meet with program personnel at other</td>
<td>Bay Area, LA? Gilroy</td>
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<tr>
<td>4</td>
<td>Meet with program personnel at other colleges to understand their collections and philosophy. Complete Work Study paperwork, design training in oral history methods for student workers. Identify college events involving alumni where on-the-spot oral histories can be gathered, create calendar of these events</td>
<td>Bay Area, LA</td>
<td>Oral history requires good equipment; the library has some, I have some at home, and the Social Science Department and Title V may both be acquiring more state of the art recorders and Title V may buy a good scanner.</td>
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<td>5</td>
<td>Train work study students; pilot short interviews with digital recorders. Pilot uploading.</td>
<td>Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan</td>
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<td></td>
<td>Indexing, tagging and transcription of these interviews. Begin interviews with informants who will contribute longer interviews.</td>
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<td>6</td>
<td>Complete survey of best practices, write up and share results. Draft Gavilan History collection philosophy and guidelines, circulate at Gavilan to collaborators. Continue student interviews and my own.</td>
<td>Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan</td>
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<tr>
<td>7</td>
<td>Evaluate student work and address any training deficiencies. Continue student interviews and my own. Ask staff and retirees to suggest documents that should be collected. Compile list. Begin collecting and photographing or scanning documents or artifacts.</td>
<td>Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan</td>
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<td>8</td>
<td>Continue student interviews and my own. Collect and photograph or scan documents or artifacts.</td>
<td>Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan</td>
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<td>9</td>
<td>Continue student interviews and my own. Collect and</td>
<td>Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan</td>
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At some point, I will need to interface with the college's 100th anniversary committee, when it is set up.
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<tr>
<td></td>
<td>photograph or scan documents or artifacts.</td>
<td>Juan</td>
</tr>
<tr>
<td>10</td>
<td>Continue student interviews and my own. Collect and photograph or scan documents or artifacts.</td>
<td>Gilroy and surrounding area</td>
</tr>
<tr>
<td>11</td>
<td>Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Begin working on interpretive essays about three documents/artifacts.</td>
<td>Gilroy and surrounding area</td>
</tr>
<tr>
<td>12</td>
<td>Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.</td>
<td>Gilroy and surrounding area</td>
</tr>
<tr>
<td>13</td>
<td>Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.</td>
<td>Gilroy and surrounding area</td>
</tr>
<tr>
<td>14</td>
<td>Continue student interviews and my own. Begin writing up findings to integrate them into the existing Gavilan history. Finish up document/artifact collection and complete three interpretive essays.</td>
<td>Gilroy and surrounding area</td>
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<tr>
<td>15</td>
<td>Continue to write college history, give Gilroy and surrounding area</td>
<td>Gilroy and surrounding area</td>
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<td></td>
<td>drafts out for feedback.</td>
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<tr>
<td>16</td>
<td>Complete written college history.</td>
<td>Gilroy and surrounding area</td>
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Consent Agenda Item No.  Title V
Information/Staff Reports No. II.12 (c)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Title V Grant, Highlights and Progress

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

Proposal: The Title V activity directors will provide an update on the past year's accomplishments and planned initiatives.

Background:

Budgetary Implications:

Follow Up_Outcome:
Title V representatives will provide regular updates to the board on activities and outcomes.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Randy Brown, Assoc. Dean of Community Development  
Noncredit Adult Education
Karen Warren & Doug Achterman, Title V Activity Directors

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
Gavilan College Title V Grant 2015-2020:
Engaging for Success

Goal: Raise the level of student engagement in community and academic life to increase success, retention, completion, and transfer.

Civic Engagement
Learning Commons
Distance Education

Presentation to the Governing Board, February 14, 2017
Doug Achterman & Karen Warren

On October 1, 2015, Gavilan received an award of $2.6 million to strengthen learning and increase student engagement. Year One has been highly successful, with key initiatives launched in three areas:

1. The Gavilan Online Teacher Training Academy, under Sabrina Lawrence, has provided training in best practices for distance education.
2. Civic engagement activities included Service Learning courses and training, facilitated by Leah Halper and Scott Sandler, with project-based learning activities fostered by Enrique Luna, along with campus and community lectures and events.
3. Learning Commons support has been provided to athletes and basic skills and transfer-level courses, under the direction of Megan Wong, reaching over 2,000 students.
4. Funding was provided to support an upgrade of campus wifi and switches to increase internet capacity.

See our newsletter for a more complete description of our activities:
http://www.gavilan.edu/administration/title5/docs/Title%20IVNovember2016newsletter.pdf

Additional efforts planned for Year Two include:
- Coordinating efforts with Child Development and Educational Studies faculty to support future educators.
- Participating in integrated planning with campus partners, including SSSP, Equity, and Basic Skills, to leverage resources for greater impact.
- Offering contextualized developmental courses connected to career/transfer pathways to reach more students with campus services and accelerate progress towards completion.

Our federal grant report was submitted Dec. 2016. See full report here:

In addition to the activity directors, the Title V team includes Dr. Randy Brown, Associate Dean of Community Development and Grants Management, and Sydney LaRose, Program Services Specialist.
DISCUSSION
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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

SUBJECT: Resolution of Support and Commitment to Undocumented Students-Examples

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

Proposal:  
That the Board of Trustees review and discuss a resolution of support and commitment to undocumented students.

Background:  
Attached for board of trustee review are examples of resolutions and letters in support of undocumented students from the following:  
• Supporting Immigrant Students and Creating a Safe Campus Environment Under the New Presidential Administration by Atkinson, Andelson, Loya, Ruud & Romo  
• Monterey Peninsula College, Resolution December 14, 2016  
• Foothill-De Anza Community College District, December 12, 2016  
• Los Rios Community College District, January 11, 2017  
• Gilroy Unified School District, January 26, 2017  
• Morgan Hill City Council, December 14, 2016

Budgetary Implications:

Follow Up/Outcome:  
In March, the Board will review for approval a final resolution of commitment for Gavilan College students.

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

Agenda Approval:  
______________________________  
Dr. Kathleen Rose, Superintendent/President
SUPPORTING IMMIGRANT STUDENTS AND CREATING A SAFE CAMPUS ENVIRONMENT UNDER THE NEW PRESIDENTIAL ADMINISTRATION

An Overview Of Immigration Enforcement And Undocumented Students

*What is Deferred Action for Childhood Arrivals (DACA)?*

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several guidelines may request consideration of Deferred Action for a period of two years, subject to renewal. They are also eligible for work authorization. Deferred Action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Deferred Action does not provide lawful status.

Recent Affirmative Measures Taken by California Public Postsecondary Institutions

In a letter sent November 29, 2016, University of California President Janet Napolitano joined with California State University Chancellor Timothy White and Eloy Ortiz Oakley, Chancellor-Designate of the California Community College System, in calling upon President-Elect Donald Trump to continue the Deferred Action for Childhood Arrivals (DACA) program and allow California and the nation’s students known as Dreamers to continue to pursue their education in the United States.


The California Community College League of California Reaffirms Commitment to Educational Opportunity for All Post-Election:

- Link: http://www.ccleague.org/j4a/pages/index.cfm?pageid=1

Additional Affirmative Measures Taken By California Public Postsecondary Institutions And Other Colleges

Board of Governors Resolution:

- Link:

  National Letter of Support for the DACA program and students participating in the program:

  - Link: http://www.cccco.edu/ResourcesforUndocumentedStudents.aspx
1/25/17 Presidential Executive Order on Interior Enforcement of Immigration

On January 25, 2017, President Trump signed an executive order setting a new tone with regard to federal immigration policy. The order declares that entities labeled “sanctuary jurisdictions” by the Secretary of the Department of Homeland Security will be “not eligible” for federal grants, and it directs the Office of Management and Budget to compile federal grant money currently going to sanctuary jurisdictions. Any attempts to enact this provision will almost certainly face a legal challenge — past court rulings have weighed in on the government stripping funds from states and cities to enforce policies and have found the measures must relate to the policy in question, must promote the general welfare and cannot be coercive.

The text of President Trump’s Executive Order on Interior Enforcement of Immigration can be found here:

- Link:


What Are Other Campuses Doing?

Reaffirm to faculty, staff, student and families in your community, your college district’s values of diversity and inclusion and make clear that unlawful discrimination against students will not be tolerated

Distribute resources to students, educating them about their right to a safe and inclusive educational environment

Remind faculty, staff, and campus security that student information is private and not to be shared except in specific legally defined circumstances

Establish a space where community college staff, faculty and students can receive resources and information regarding immigration and undocumented status

Possible Scenarios

Scenario 1: DACA continues and affirmative promise by the administration not to end the program.

Scenario 2: DACA continues and no idea if administration plans to keep it.

Scenario 3: DACA ends and DACA and work permits valid until expiration.

Scenario 4: DACA ends and DACA and work permits immediately invalidated.

Unknown what will be done with the information applicants shared.

Unknown how this may affect Advance Parole.
Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

Special Business Agenda Item No. A

Proposal:

That the Governing Board approve a resolution in support of providing higher education services to undocumented students.

Background:

Monterey Peninsula College’s mission is to be “an open access institution that fosters student learning achievement within its diverse community.” MPC supports the academic and career goals of all of our students, including undocumented students, through our educational and student services programs. Due to the recent uncertainty regarding potential changes to immigration policies that may negatively impact our undocumented students, the Superintendent/President and Board of Trustees reiterate their commitment to the District’s mission. In addition, the attached resolution of support is meant to reassure the campus and broader community that the District stands with our undocumented students. The resolution reaffirms the same principles which the Chancellor’s Office issued in the attached, “California Community Colleges Chancellor’s Office Statement of Values and Commitment to Undocumented Students.”

If approved, the resolution will be forwarded to the state Chancellor’s Office.

Budgetary Implications:

None.

☒ RESOLUTION: BE IT RESOLVED, That the resolution of support and commitment to undocumented students, be approved.

Recommended By: Walt A. Tribley
Dr. Walter Tribley, Superintendent/President

Prepared By: Vicki Nakamura
Vicki Nakamura, Assistant to the President

Agenda Approval: Walt A. Tribley
Dr. Walter Tribley, Superintendent/President
MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2016-17/48

RESOLUTION OF SUPPORT AND COMMITMENT TO UNDOCUMENTED STUDENTS

WHEREAS, it is the mission of the Monterey Peninsula Community College District to be an open-access institution that fosters student learning achievement within its diverse community; and

WHEREAS, the Monterey Peninsula Community College District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities; and

WHEREAS, the Monterey Peninsula Community College District strives to provide a welcoming and safe environment for all of our students; and

WHEREAS, uncertainty has arisen regarding potential changes to immigration policies that may negatively impact undocumented members of our campus; and

WHEREAS, the California Community Colleges are open to all students who meet the minimum requirements for admission, regardless of immigration status; and

WHEREAS, financial aid for certain undocumented students is protected by California state law; and

WHEREAS, the California Community Colleges Chancellor’s Office has issued a statement of values and commitment to undocumented students to provide guidance to Districts regarding providing support to these students;

NOW, THEREFORE, BE IT RESOLVED, that the Monterey Peninsula Community College District security officers shall not question any individual solely on the basis of (suspected) undocumented status; and

BE IT FURTHER RESOLVED, that the Monterey Peninsula Community College District shall not cooperate with any federal effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race, or sexual orientation; and

BE IT FURTHER RESOLVED, that the Monterey Peninsula Community College District shall not release confidential student records, including information related to immigration status, without a judicial warrant, subpoena or court order, unless authorized by the student.

PASSED AND ADOPTED by the Governing Board of the Monterey Peninsula Community College District this 14th day of December 2016, by the following vote:

Ayes: Charles Brown, Margaret-Anne Coppernoll, Marilynn Dunn Gustafson, Rick Johnson, Loren Steck
Noes: None
Absent: None
Abstentions: None
November 29, 2016

President-Elect Donald J. Trump
Trump Tower
725 5th Avenue
New York, New York 10022

Dear President-Elect Trump:

College and university leaders across the country, and here in California, are concerned about reports regarding potential actions you might be considering, including ending the Deferred Action for Childhood Arrivals (DACA) program. On behalf of DACA students currently pursuing their dream of higher education in the United States, we urge you to continue this important program and allow these young people to continue to pursue a college education and contribute to their communities and the nation.

DACA is rooted in the fundamental premise that no one should be punished for the actions of others. In order to be eligible for DACA, an individual must have been brought to this country as a minor, stayed out of trouble, and continued to pursue an education. These sons and daughters of undocumented immigrants are as American as any other child across the nation, in all but in the letter of the law. Some never even spoke the language of their native land. They do not represent a public safety threat. In fact, they represent some of the best our nation has to offer. They voluntarily came forward, out of the shadows, to participate in the DACA program.

The University of California, California State University, and the California Community College systems each have thousands of DACA students studying at our institutions. They are constructive and contributing members of our communities. They should be able to pursue their dream of higher education without fear of being arrested, deported, or rounded up for just trying to learn.

There will be time for a vigorous debate and dialogue around immigration reform in the days ahead, and we look forward to engaging with you in a healthy and constructive conversation on this important issue. But now, as you continue to
President-Elect Donald J. Trump  
November 29, 2016  

build your new Administration and appoint members of your Cabinet, on behalf of these Dreamers, we implore you to let them know they are valued members of our communities and that they will be allowed to continue to pursue the American dream.

Yours very truly,

Janet Napolitano  
President  
University of California

Timothy P. White  
Chancellor  
California State University

Eloy Ortiz Oakley  
Chancellor-Designate  
California Community Colleges
Resolution 2016-43 of the Board of Trustees of the Foothill-De Anza Community College District in Support of the Deferred Action for Childhood Arrivals (DACA) Program

WHEREAS, college and university leaders across the country are concerned about reports regarding the potential ending of the Deferred Action for Childhood Arrivals (DACA) program;

WHEREAS, DACA is rooted in the fundamental premise that no one should be punished for the actions of others;

WHEREAS, to be eligible for DACA, an individual must have been brought to this country as a minor, demonstrated lawful conduct, and continued to pursue an education;

WHEREAS, DACA students do not represent a public safety threat but represent some of the finest young individuals on whom our country’s future depends;

BE IT RESOLVED, that the Foothill-De Anza Community College District heartily supports the November 29, 2016, request of President-Elect Trump issued by the University of California, the California State University, and the California Community Colleges that he announce his support to continue DACA, thereby allowing these students to better their lives and their communities.

PASSED AND ADOPTED by the Board of Trustees of the Foothill-De Anza Community College District this 12th day of December, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Judy Miner, Chancellor and Secretary to the Board of Trustees
BACKGROUND:
Since the November 2016 Presidential election, students and staff in the Los Rios Community College District community have expressed concern about the future of the Deferred Action for Childhood Arrivals (DACA) Program and the impact that any changes to national immigration policy would have on students’ ability to complete their education. In light of national discussions, community college districts and other institutions of higher education around the state of California are passing resolutions to reaffirm their organizational values and make commitments to stand by their students.

STATUS:
The Los Rios Community College District is known throughout the state of California as a leading voice on behalf of under-represented communities. The proposed resolution reaffirms the core organizational values set forth in the district’s 2016-2021 Strategic Plan and provides a clear message for the Los Rios community about the Board’s interest in taking every possible measure to protect the safety of all Los Rios students, particularly those in targeted populations.

RECOMMENDATION:
It is recommended that the Board of Trustees approve the attached Resolution Number 2017-02 in support of students and employees covered by the Deferred Action for Childhood Arrivals (DACA) Program.
RESOLUTION
No. 2017-02

The Los Rios Community College District Board of Trustees Stands in Support of Students and Employees Covered by the Deferred Action for Childhood Arrivals (DACA) Program

WHEREAS, the Los Rios Community College District’s mission is to “provide a vibrant learning environment that empowers all students to achieve their educational and career goals”; and

WHEREAS, the Los Rios Community College District’s Strategic Plan articulates the values that guide and inspire our work on behalf of students; and

WHEREAS, among those values is “Equity,” defined in part by our “responsibility to empower underrepresented segments of our community and to ensure that all populations have the access, support and opportunities to succeed”; and

WHEREAS, also among those values is “Diversity,” defined in part by how “diverse backgrounds and perspectives contribute to the Los Rios District’s strength as a dynamic, inclusive educational community”; and

WHEREAS, the Los Rios Community College District Board of Trustees reaffirms these values; and

WHEREAS, the Deferred Action for Childhood Arrivals (DACA) program is a federal program that provides lawful status and work authorization to certain persons;

WHEREAS, to be eligible for DACA, an individual must have been brought to this country as a minor, demonstrated lawful conduct, and continued to pursue their education; and

WHEREAS, DACA is rooted in the fundamental premise that no one should be punished for the actions of others; and

WHEREAS, DACA students represent some of the finest young individuals on whom our region’s successful future depends; and

WHEREAS, the future of the DACA program is in doubt given the rhetoric of the recent national election; and

WHEREAS, the DACA program is consistent with the District’s aforementioned values; and wherefore

BE IT RESOLVED, the Los Rios Community College District Board of Trustees stands firmly in support of our students with DACA status and will take every action
allowable by law to protect the rights and civil liberties of our students, particularly those in targeted populations; and

BE IT FURTHER RESOLVED that the faculty, staff, students and administrators of the Los Rios Community College District will take every possible measure to ensure the safety of all students, particularly those in targeted populations, so that they may successfully achieve their educational and career goals; and

BE IT FURTHER RESOLVED that the Los Rios Police Department should not detain, question or arrest any individual solely on the basis of (suspected or actual) undocumented immigration status; and

BE IT FURTHER RESOLVED that the District will not cooperate with any federal effort to create a registry of individuals based on any protected characteristics such as religion, national origin, race or sexual orientation unless required by law; and

BE IT FURTHER RESOLVED that the District will not disclose confidential student records without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.

PASSED AND ADOPTED as Los Rios Community College District Resolution No 2017-02 this eleventh day of January, 2017, by the following called vote:

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Attest:

Ruth Scribner, Board President
Brian King, Chancellor and Secretary to the Board
GILROY UNIFIED SCHOOL DISTRICT
RESOLUTION # 16/17-34
AFFIRMING SUPPORT OF STUDENTS AND FAMILIES REGARDING IMMIGRATION ENFORCEMENT ACTIONS AT SCHOOLS

WHEREAS, all children in the United States are entitled to equal access to a public elementary and secondary education, regardless of their or their parents' actual or perceived national origin, citizenship, or immigration status; and

WHEREAS, as summarized in the National School Boards Association and the National Education Association publication titled, Legal Issues for School Districts Related to the Education of Undocumented Children, “in 1982, the Supreme Court held in Plyler v. Doe that Texas violated the Equal Protection Clause of the Fourteenth Amendment to the U.S. Constitution by denying undocumented school-age children a free public education. Reasoning that such children are in this country through no fault of their own, the Court concluded that they are entitled to the same K-12 education that the state provides to children who are citizens or legal residents”; and

WHEREAS, a letter from the US Department of Justice and Department of Education dated May 8, 2014 reaffirms that all school districts must “comply with these Federal civil rights laws, as well as the mandates of the Supreme Court” ensuring that districts “do not discriminate on the basis of race, color, or national origin, and that students are not barred from enrolling in public schools at the elementary and secondary level on the basis of their own citizenship or immigration status or that of their parents or guardians. Moreover, districts may not request information with the purpose or result of denying access to public schools on the basis of race, color, or national origin”; and

WHEREAS, the Gilroy Unified School District Board of Education is concerned about the safety and security of our region’s immigrant youth and families; and

WHEREAS, school attendance should be encouraged, and sensitive locations, such as schools, should be safe sanctuaries for families; and

WHEREAS, the policy from the Director of Homeland Security dated October 24, 2011 entitled “Enforcement Actions at or Focused on Sensitive Locations” requires that Immigration and Customs Enforcement (“ICE”) “officers and agents exercise sound judgment when enforcing federal law at or focused on sensitive locations and make substantial efforts to avoid unnecessarily alarming local communities”; and

WHEREAS, the above-referenced October 24, 2011 U.S. Department of Homeland Security policy (“ICE Policy”) states that “the sensitive locations covered by this policy include but are not limited to, schools (including pre-schools, primary schools, secondary schools, post-secondary schools up to and including colleges and universities, and other institutions of learning such as vocational or trade schools)”; and
WHEREAS, the ICE Policy discourages enforcement actions at schools and other sensitive locations without prior approval by specified individuals unless special circumstances exist such as:

- The enforcement action involves a national security or terrorism matter;
- There is an imminent risk of death, violence, or physical harm to any person or property;
- The enforcement action involves the immediate arrest or pursuit of a dangerous felon, terrorist suspect, or any other individual(s) that present an imminent danger to public safety; or
- There is an imminent risk of destruction of evidence material to an ongoing criminal case; and

WHEREAS, the Gilroy Unified School District Board of Education concurs with the U.S. Department of Homeland Security’s conclusion that schools are sensitive locations and that enforcement actions at schools should be discouraged; and

WHEREAS, the Family Educational Rights and Privacy Act (FERPA) generally prohibits school districts from providing third parties, such as ICE, information about students contained in student records. More specifically, unless another exemption provided by law applies, FERPA generally prohibits school districts from disclosing personally identifiable information in a student’s “education records” to outside agencies without written parental consent, judicial order, or a lawfully-issued subpoena; and

WHEREAS, involving campus security or police in enforcing federal civil immigration laws may decrease students’ likelihood of cooperating with campus security or police based on fears that this would lead to their deportation or the deportation of family members;

NOW, THEREFORE, BE IT RESOLVED, by the Gilroy Unified School District Board of Education, that administrators and staff are encouraged to work with and support students and families who express concern about immigration enforcement actions at school, including students who may not be attending school because of such concerns; and

BE IT FURTHER RESOLVED, that administrators and staff shall treat all students equitably in the receipt of all school services, including, but not limited to, the free and reduced lunch program, transportation, and educational instruction; and

BE IT FURTHER RESOLVED, that administrators and staff are encouraged to make available rapid-response resources, such as legal guardianship documents and referrals to social and legal service providers, to assist students whose family members have been detained; and

BE IT FURTHER RESOLVED, that Gilroy Unified School District schools and programs be considered sanctuaries for students to the fullest extent allowed by law, by ensuring that school or program personnel, including campus police or security:

1. Shall not inquire about or record a student’s or a family member’s citizenship or immigration status; and
2. Shall promptly forward to the Office of the Superintendent any request by an ICE officer or agent, or any other individual seeking to enforce federal immigration law, for detainer of a student, information about a student, or access to a school site or program, so that the Office of the Superintendent may ask for the officer’s or agent’s credentials and the basis for the request, and so that the Office of the Superintendent may seek legal advice if needed before responding to the request; and

3. Shall not enter into agreements related to federal immigration enforcement with federal, state or local law enforcement agencies, including ICE, except as required by law.

PASSED AND ADOPTED by the Gilroy Unified School District Board of Education at a meeting held on January 26, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Deborah A. Flores, Ph.D.
Superintendent

Patricia Midtgaard,
Board President
To Morgan Hill Residents,

Sam Licardo, Mayor of San Jose, recently sent out a newsletter with an article addressing the impact that recent national events are having on his city and giving reassurance that the city will stand up for all its residents. On behalf of the Morgan Hill City Council and our staff, we are providing many of the same reassurances to our residents.

Like San Jose, a large percentage of our residents are foreign-born and many fear that changes in immigration rules or enforcement could separate their families. There are also concerns about proposed federal "registries" of community members of the Muslim faith. And the recent nationwide spike in "hate crimes" is causing even more fear. Here in Morgan Hill, we cannot control the events in Washington, D.C., but we can do much to care for each other here at home. We want to assure you that:

"Hate Crimes" will not be tolerated in Morgan Hill
Our Police Department is committed to enforcing laws against commitment of hate crimes without regard to the immigration status of the victim or reporting party. Please report all incidents to the Police Department at 408-779-2101.

Our Police will not be used for federal immigration enforcement
Changes to immigration laws and enforcement are the responsibility of federal policy makers. Local police should not be involved in federal immigration enforcement and our Police Officers will continue to focus their time on high priority crimes. In accordance with best practices of local law enforcement professionals nationally, we will stay out of immigration enforcement. Our priority is to maintain the trusting relationship Morgan Hill Police Officers have with our community.

Anyone who witnesses or is a victim of any crime can contact the Police Department without fear of inquiry regarding their immigration status.

Your Constitutional rights will be protected
We cannot know if assertions made during national campaigning -- like Muslim "registries" -- will come to fruition. We will monitor any proposed legislation or executive actions from Washington and work closely with our national, state and local representatives, other cities, and if necessary, the courts, to protect the Constitutional rights of our residents.

Discrimination based on race, national origin, ethnicity, religion, age, gender, sexual orientation, color or disability is prohibited under federal and/or state law. We will protect the rights of all our residents, regardless of background or sexual orientation.

Morgan Hill residents are highly ethical; we have a set of ethical values that are fundamental to the character of our community. Foremost among the ethical values is respect. Because we respect those we interact with, we treat them honestly, fairly and responsibly. In this time of uncertainty and fear, we encourage all our residents to maintain a high level of respect in all their interactions.

Thank you for making Morgan Hill a well respected and inclusive community.
ACTION ITEMS
NEW BUSINESS
Gavilan Joint Community College District  
Governing Board Agenda  
February 14, 2017

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

SUBJECT: Ratification of GCFA Agreement

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

Proposal:  
That the Board of Trustees take action on the tentative agreement between the District and the Gavilan College Faculty Association (GCFA).

Background:  
The District and GCFA teams have concluded negotiations for FY 2016-17.

The following items are a few highlights of the Agreement:

- Annual maximum district contribution for benefits at the following levels: $28,500 for employee plus two or more dependents; $22,000 for employee plus one dependent; and $11,500 for employee only.
- Three percent (3%) salary adjustment correlated with the maximum district contribution for benefits
- Additional salary step for part time faculty
- Academic Calendars for 2017-18 and 2018-19

Budgetary Implications:  
Estimated cost of $237,000 funds will come from the budget for FY 2016-2017 to support these changes.

Follow Up/Outcome:  
Upon approval, staff will implement the changes.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By: Eric Ramones, Director of Human Resources

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
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<th>Item</th>
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<tbody>
<tr>
<td>1. Article 1 Agreement</td>
<td>District and GCFA have agreed to <strong>Draft #1 1-17-17 District</strong> language regarding Reopeners, specifically Article 1.4</td>
<td>ER</td>
</tr>
<tr>
<td>2. Appendix H: Academic Calendar</td>
<td>District and GCFA have agreed to <strong>2017-18 Academic Calendar Draft #4 and 2018-19 Academic Calendar Draft #3.</strong></td>
<td>ER</td>
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<tr>
<td>3. Article 16 Appointment of Faculty</td>
<td>No change to existing language.</td>
<td>ER</td>
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</tbody>
</table>
| 4. Article 23 Salary | District and GCFA agree effective for the beginning of the Fall 2017 semester to add Step #7 for PT Faculty Lecture; Step #5 for PT Faculty Lab; and #5 to the Non-Credit PT Faculty Salary Schedules. The following Step Placement Intervals apply:  
Credit PT Faculty Salary Schedule-Lecture  
- Step #5 11-14 Terms  
- Step #6 15-16 Terms  
- Step #7 17+ Terms  
Credit PT Faculty Salary Schedule-Lab  
- Step #3 11-13 Terms  
- Step #4 14-16 Terms  
- Step #5 17+ Terms  
Non-Credit Part-Time Salary Schedule  
- Step #3 11-13 Terms  
- Step #4 14-16 Terms | ER |
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<td>6.</td>
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<td>7.</td>
<td>Article 29 Department Chairperson</td>
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<td>8.</td>
<td>Article 30 Retiree Benefits</td>
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</table>

Dana Young  
Lead Negotiator, GCFA  

1/30/17  
Date  

Eric Ramones  
Lead Negotiator, Gavilan JCCD  

1-24-17  
Date
ARTICLE 1

AGREEMENT

1.1 AGREEMENT

The articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Board of Trustees of the Gavilan Joint Community College District ("Board") and the Gavilan College Faculty Association/CTA/NEA ("Association"), an employee organization.

1.2 GOVERNMENT CODE

This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code ("Act").

1.3 TERM

The term of this Agreement will be from July 1, 2015 through June 30, 2018 (2015/16 – 2018/17 – 2017/2018) subject to the provision of law.

1.4 REOPENERS

(a) 2017/18: Compensation, Employee Benefits (Article 27) and Department Chairperson (Article 29) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.

(b) 2018/19: Compensation and Employee Benefits (Article 27) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.

(c) 2019/20: Compensation and Employee Benefits (Article 27) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.
# Gavilan Joint Community College District

## District Calendar 2017 - 2018

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## Academic Calendar 2017 - 2018

### SUMMER 2017 - 29 days
- **June 19**: First Day of Instruction
- **July 4**: Holiday (Independence Day)
- **July 28**: Last Day of Instruction

### FALL 2017 - 84 days
- **August 6**: Aviation First Day of Instruction
- **August 23**: Part-Time Faculty Orientation (evening)
- **August 24**: New Full-Time Faculty Orientation
- **August 25**: Flex Day (Mandated)
- **August 28**: First Day of Instruction
- **September 4**: Holiday (Labor Day)
- **September 11**: First Census
- **November 10**: Holiday (Veterans' Day, Observed)
- **November 23, 24**: Holiday (Thanksgiving)
- **December 11-16**: Final Exams
- **December 22, 25**: Holiday (Christmas)
- **December 29, January 1**: Holiday (New Year's)

### WINTER INTERSESSION - 17 days
- **January 4**: First Day of Instruction
- **January 15**: Holiday (Martin Luther King)
- **January 25**: Last Day of Classes

### SPRING 2018 - 84 days
- **January 11**: Aviation First Day of Instruction
- **January 26**: Flex Day (Mandated)
- **January 29**: First Day of Instruction
- **February 12**: First Census
- **February 16, 19**: Holiday (Presidents' Day)
- **April 2-8**: Spring Instructional Break
- **May 19-25**: Final Exams
- **May 25**: Last Day of Semester
- **May 25**: Graduation
- **May 28**: Holiday (Memorial Day)

### SUMMER 2018 - 29 days
- **June 18**: First Day of Instruction
- **July 4**: Holiday (Independence Day)
- **July 27**: Last Day of Instruction
- **Flex Days (Mandated)
- **Flex Days (Contract)**

---

- **First Day of Instruction**
- **Institutional Break**
- **Staff Development Day (Limited Serv. A&R Only) (Mandated)**
- **Instructional Saturday**
- **Holiday (Campus Closed)**
- **Faculty Orientation**
- **Christmas/New Year Break (Limited Serv)**
# Gavilan Joint Community College District

## District Calendar

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<td>10 11 12 13 14 15 16</td>
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## Academic Calendar

### Summer 2018 - 29 days

- First Day of Instruction: June 18
- Holiday (Independence Day): July 4
- Last Day of Instruction: July 27

### Fall 2018 - 84 days

- Aviation First Day of Instruction: August 18
- Part-Time Faculty Orientation (evening): August 22
- New Full-Time Faculty Orientation: August 24
- Flex Day (Mandated): August 27
- First Day of Instruction: August 27
- Holiday (Labor Day): September 3
- First Census: September 10
- Holiday (Veterans' Day, Observed): November 12
- Holiday (Thanksgiving): November 22, 23
- Final Exams: December 10, 11
- Last Day of Semester: December 15
- Holiday (Christmas): December 24, 25
- Holiday (New Year's): December 31, January 1

### Winter Interim - 17 days

- First Day of Instruction: January 2
- Holiday (Martin Luther King): January 21
- Last Day of Classes: January 25

### Spring 2019 - 84 days

- Aviation First Day of Instruction: January 10
- Part-Time Faculty Orientation (evening): January 24
- Flex Day (Mandated): January 25
- First Day of Instruction: January 25
- First Census: February 11
- Holiday (President's Day): February 18, 19
- Spring Instructional Break: April 1-7
- Final Exams: May 18-24
- Last Day of Semester: May 20
- Graduation: May 24
- Holiday (Memorial Day): May 27

### Summer 2019 - 29 days

- First Day of Instruction: June 17
- Holiday (Independence Day): July 4
- Last Day of Instruction: July 26

**Notes:**
- First Day of Instruction
- Staff Development Day (Limited Serv. A&R Only) (Mandated)
- Instructional Saturday
- Holiday (Campus Closed)
- Faculty Orientation
- Spring Instructional Break
- Instructional Saturday
- Holiday (Campus Closed)
- Christmas/New Year Break (Limited Serv)

**Numbers:**
- 168
- 2
- 175
**Full-Time Faculty Salary Schedule**  
**FY 2016 - 2017**  
**Effective January 1, 2017**  

3% increase over FY 2015 - 2016  
Doctoral Stipend Included in TRACK V

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Steps 15 - 19  
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Increments  

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Step 22 is a Longevity Increment  

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Initial placement above step 6 requires administrative approval.  
Doctorate stipend of $3,352.65 added to each cell in Track IV to determine corresponding cell in Track V.
## CREDIT PART-TIME FACULTY SALARY SCHEDULE

FY 2017-2018  
Effective Fall Semester 2017  
*Includes additional step*

### LECTURE

30 Unit Lecture Load Per Year  
Pay Per One (1) Credit Semester Lecture Unit

### DRAFT

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# Non Credit Part-Time Faculty Salary Schedule

**FY 2017-2018**  
Effective Fall Semester 2017  
*Includes additional step*

## DRAFT

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ARTICLE 25
OTHER DUTY AND COMPENSATION

25.1 ADDITIONAL DUTY (Extra Duty) - The District and the Association agree that the following process will be followed when establishing an extra duty assignment. No faculty member/s working on a stipend or reassigned basis shall assume supervisory responsibilities for other personnel.

By mutual agreement between the Unit Member and a District Administrator, the member may select to work days and hours beyond the prescribed Appendix H calendar, and/or beyond their regular faculty assignment.

25.1.1 When the District determines the need for an extra duty assignment, GCFA will be notified of the scope and compensation for the assignment.

25.1.2 It shall be the joint responsibility of the District and the Association to notify faculty of the availability of an assignment and the opportunity to apply. An application time-line will be stipulated.

25.1.3 Interested faculty must apply in writing to the designated supervising administrator within the stipulated time-line.

25.1.4 The supervising administrator shall select a faculty member from the applicants and notify the Association of the selection.

25.1.5 Monetary compensation shall be paid as a stipend and shall be a flat sum amount. Unless otherwise stated, stipends shall be paid in two (2) installments in December and May.

25.1.5.1 Unless already specified in the Contract as a listed dollar amount, the monetary compensation shall be established by the Administration.

Only where appropriate, the dollar amount shall be arrived at in consideration of the approximate hours required for the assignment and at a pay level equal to that designated as the Additional Duty Rate in the Overload Pay Schedule (Appendix A).

GCFA shall be notified of the assigned compensation.

25.2 RELEASE TIME (Alternative Faculty Assignment) - By mutual agreement between the Unit Member and a District Administrator, the member may elect to work days and hours in lieu of his/her regular faculty assignment, or a portion thereof. Some release time assignments are ongoing in nature and maybe specific to a particular discipline and/or an externally imposed regulation.

25.2.1 Except for Department Chairs determination, selection and notification shall be conducted as delineated above (Sections 25.1.1 through 25.1.4).

25.2.2 The amount of full-time load designated for the alternative assignment shall be determined by the Administration in consideration of the approximate hours required, and commensurate with regular faculty load parameters (i.e., lecture/lab ratios, hours of counseling).

25.2.3 The Association and Academic Senate Presidents each will receive forty percent (40%) of release time per term. When necessary, the percent will be rounded off to the nearest whole number.
25.2.4 The District will provide three (3) 0.20% FTE Faculty Development Liaison positions to support instructional improvement efforts to include emphasis on accreditation standards, mentoring and professional development.

25.3 STIPENDS (Established Assignments) - Some extra duty assignments are ongoing in nature and may be specific to a particular discipline and/or externally imposed regulations. The list of specific assignments may be added to, modified, or deleted as mutually agreed by the District and the Association.

25.3.1 Department Chairpersons (See Article 29)

25.3.2 Coaching Pay Schedule

25.3.2.1 Full-time faculty who coach a sport as part of their regular load shall receive, as additional remuneration, a stipend as listed below.

25.3.2.2 Full-time faculty who coach a sport as an overload, and part-time faculty who coach shall receive a stipend as listed below in addition to the appropriate overload/part-time pay.

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<th>TITLE</th>
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<tr>
<td>B. Assistant Coach (All Sports)</td>
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Assistant coaches shall receive a stipend as listed above. In certain cases, without changing the total amount of funds, stipend amounts may be adjusted based on specific job descriptions with corresponding duties and responsibilities.

25.3.2.3 Coaching remuneration will be divided into equal monthly payments, as determined by the number of months in each sport’s season.

25.3.2.4 Should a sport be canceled due to low enrollment, no compensation will be given. The resulting underload will be adjusted per Article 22.4.

25.3.2.5 The number and type of sports offered and the number of coaches and assistant coaches is at the discretion of the District.

25.3.3 Designated leads of the following programs with externally imposed regulations requiring frequent, detailed reporting to the external agencies:

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<td>B. Cosmetology</td>
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<tr>
<td>C. Department Chair Stipends - For Department</td>
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25.3.4 Mutually agreed to assignments which require frequent and consistent time demands and responsibilities in excess of what would be considered reasonable and normal expectations of a faculty member's out-of-class responsibilities and L.E.H. load.

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<td>B. Drama Advisor</td>
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<td>C. ASGC Advisor</td>
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</tr>
<tr>
<td>D. Head Librarian</td>
<td>$2,789.91</td>
</tr>
<tr>
<td>E. Study Abroad Faculty *</td>
<td>$9,800.00</td>
</tr>
</tbody>
</table>

* Study Abroad Faculty stipend is a total of $9,800. If more than one faculty member travels with the class, the amount will be divided.

25.3.5 The District will provide $2,274.17 in stipends to each of the GCFA's four (4) designated negotiating team members. The GCFA grievance officer shall receive a $2,274.17 stipend each academic year. Such stipends shall be compensation in lieu of release time for grievance processing and negotiation activities.

25.4 OVERLOAD

By mutual agreement between the Unit Member and the appropriate District Administrator, the Unit Member may instruct additional days and/or hours beyond the prescribed Appendix H calendar.

By mutual agreement this overload may be adjusted per Article 22 or the overload may be compensated per the Overload Pay Schedule (Appendix A).

25.5 MEETINGS

By mutual agreement between the Unit Member and a District Administrator, the member may elect to attend meetings beyond the days prescribed in Appendix H calendar. If compensation is agreed to it shall be paid at the Meeting Rate specified in the Overload Pay Schedule (Appendix A) or as a stipend.

25.6 CANCELLED COURSES

In the event that a part-time faculty member loses their assignment per contract rights (Article 16.4.9), the District shall compensate the employee for courses cancelled the week prior to the start date of the semester and through the last date to add a class. The part-time faculty member shall be compensated a total of three (3) hours at the lab rate for class preparation in addition to any amount owed for actual teaching hours in the classroom prior to cancellation.
ARTICLE 27

EMPLOYEE BENEFITS

27.1 It is a goal of the District to provide full-time employee benefits near to the 35th placement of those provided by all California community colleges.

Effective academic year 1998-99 (July 1, 1998 for implementation purposes), The District will provide full medical, dental and vision insurance for full-time employees and their families, and $50,000 term life insurance coverage for the full-time employee only, except for members who desire full family coverage (full-time employee plus two (2) dependents) under the PERS Care plan.

Effective January 1, 2017, the District will pay a maximum annual contribution to health benefit costs for each full-time employee at the following levels:

- Employee Only: $11,500
- Employee + One Dependent: $22,000
- Employee + Two or More Dependents: $28,500

Effective January 1, 2017, a three percent (3%) one time salary increase for full-time and part-time faculty which modifies the existing salary schedule will be put into place. This increase is a salary adjustment, correlated directly to the health benefit contribution.

GCFA and the District agree that health benefit cost containment efforts remain a high priority for both parties. As a result, GCFA and the District shall continue to negotiate appropriate cost containment and quality assurance measures during the life of this Agreement based on the recommendations of the mutually established Benefits Committee.

An employee who selects PERS Care coverage at the employee plus two (2) dependent rate will contribute $3,000 for each ten (10) months contract year to offset the cost of the PERS Care insurance. This exception applies to the PERS Care plan in effect in 1998 and will apply to any comparable plan that may exist in subsequent academic years through 2002/2003.

This Article does not apply to retirees who retire prior to January 1, 1998.

BENEFITS 2003-2007:

The intent of the health benefit changes is to reduce district costs moving forward while providing access to plans that are fully funded by the District.

Unit member eligibility for two-party and/or family benefits shall follow carrier definitions including California AB #26 (Migden, 2001). See Article 27.9.

The lowest cost available PPO is the standard. All current members and their dependents, if applicable, will have fully-paid health benefits for the lowest cost PPO (currently PERS Choice) and all HMO's (the lowest cost PPO and all HMO's are hereafter referred to as fully funded plans).

All 2002-03 members who are on higher cost PPO's (currently only PERS Care) will pay 50% of the increases in costs of their plan beginning January 1, 2004. The District will pay the other 50%. These
members with the family option will continue to pay $300 per month in addition to 50% of the increases in costs beginning January 1, 2004.

All 2002-03 faculty not on a higher-cost PPO will have a one-time opportunity to "upgrade" to a higher-cost PPO during the next open enrollment period (approximately September—October 2003). After this enrollment period, "upgrades" to a higher-cost PPO will follow the same rules as new faculty members specified below.

New faculty members, beginning fall semester 2003, will have fully paid health benefits for fully-funded plans. If new faculty members choose a higher cost PPO, they will pay 100% of the difference between the highest cost fully-funded plan and the higher cost PPO, and 100% of all future increases. The difference will be between the same-like plans, e.g., a single-member choosing a higher-cost PPO plan will pay the difference between the single rate of the highest cost fully-funded plan and the single rate of the higher-cost PPO plan.

All other benefits including vision, dental and life insurance remain the same as 2002-2003 and will be fully paid by the District.

27.2 Effective July 1, 1998, full-time employees with proof of medical coverage may waive medical benefits and receive $2,000 cash payment per ten (10) month contract year. A full-time employee selecting the $2,000 benefit waiver will also receive single rate coverage for dental and vision insurance and the $50,000 term life insurance coverage. Full-time employees selecting the benefit waiver payment may purchase dental and vision insurance for their dependents at their own cost. Annually, employees will need to show proof of insurance coverage if covered from an alternate insurance plan outside of Gavilan College.

The benefit waiver is available each year. An election to waive benefits may be made any time during the year and may be paid to the full-time employee as a one-time payment or pro rata over the course of the academic year. Full-time employees who waive medical benefits will be allowed to enroll in medical benefits if they lose their primary medical coverage. Full-time employees are required to sign a waiver that certifies that they are covered under a medical plan.

Retired full-time faculty members may receive the medical benefit waiver payment if a net savings accrues to the District.

27.3 The TSA/cash back benefit is hereby eliminated effective March 1, 1997.

27.4 All full-time employees are required to have vision and dental insurance.

27.5 Medical, dental and/or vision insurance for full-time faculty family members is optional.

27.6 Full-time retiree supplemental health insurance in compliance with statutory regulations (Chapter 901, AB 528) will be provided at the full-time employee’s expense.

27.7 This District agrees to maintain Section 125 of the Internal Revenue Service Code to the benefit of Unit Members at their option. (10/6/89)

27.8 The District will provide coverage to domestic partners of Unit Members to the same extent that the District provides coverage to spouses of Unit Members, provided the definition of domestic partnership meets all the criteria of Section 297 of the California Family Code. In order to qualify for domestic partner benefits, the Unit Member must present the District with proof that a valid declaration of domestic partnership has been filed pursuant to the above Family Code section.

27.8 The District will establish a Benefits committee in Spring 2017. The committee, represented by all groups, will study, identify, and recommend health plan options for employees with the goal of allowing part-time employees to be enrolled in plans for the 2018 plan year at no cost to the District.
27.9 Both parties will study, identify, and recommend a benefits cost-sharing for all health insurance costs, subject to negotiations.
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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 (b)

SUBJECT: Quarterly Financial Status Report, CCFS 311Q at December 31, 2016

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

Proposal:
That the Board of Trustees approve the Quarterly Financial Status Report to the Chancellor’s Office, California Community Colleges for the quarterly period ended December 31, 2016.

Background:
The Quarterly Financial Status Report, CCFS 311Q for the quarter ending December 31, 2016 has been prepared for submission to the Chancellor’s Office, California Community Colleges.

Budgetary Implications:
This report satisfies State reporting requirements.

Follow Up/Outcome:
The Quarterly Financial Status Report, CCFS 311Q will be forwarded to the Chancellor’s Office.

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

Prepared By: Wade W. Ellis, CPA

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

Wade W. Ellis, CPA - Director, Business Services
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.
Chief Business Officer
CBO Name: Frederick E. Harris
CBO Phone: 408-848-4715
CBO Signature:
Date Signed:

Chief Executive Officer Name: Dr. Kathleen A. Rose
CEO Signature:
Date Signed:
Electronic Cert Date: 02/02/2017

Change the Period: Fiscal Year: 2016-2017
Quarter Ended: (Q2) Dec 31, 2016

District Contact Person
Name: Wade W. Ellis, CPA
Title: Director, Business Services
Telephone: 408-848-4739
Fax: 408-848-4789
E-Mail: wellis@gavilan.edu
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR’S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

District: (440) GAVILAN

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:
   A. Revenues:
      A.1 Unrestricted General Fund Revenues (Objects 8100, 8500, 8800) 28,756,014 30,175,048 34,522,593 33,573,049
      A.2 Other Financing Sources (Object 8900) 0 0 0 0
      A.3 Total Unrestricted Revenue (A.1 + A.2) 28,756,014 30,175,048 34,522,593 33,573,049

   B. Expenditures:
      B.1 Unrestricted General Fund Expenditures (Objects 1000-6000) 27,240,214 28,234,919 31,280,242 32,699,329
      B.2 Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) 1,747,859 1,812,274 1,722,828 1,571,010
      B.3 Total Unrestricted Expenditures (B.1 + B.2) 28,988,073 30,047,193 33,003,070 34,270,339

   C. Revenues Over(Under) Expenditures (A.3 - B.3) -232,059 127,855 1,519,523 -697,290

   D. Fund Balance, Beginning
      D.1 Prior Year Adjustments + (-)
      D.2 Adjusted Fund Balance, Beginning (D + D.1) 2,937,919 2,705,860 2,833,715 3,053,884

   E. Fund Balance, Ending (C. + D.2)
      F.1 Percentage of GF Fund Balance to GF Expenditures (E. / B.3) 9.3% 9.4% 13.2% 9.5%

II. Annualized Attendance FTES:
    G.1 Annualized FTES (excluding apprentice and non-resident) 5,224 5,321 5,179 5,256

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of June 30 for the fiscal year specified
Quarter Ended: (Q2) Dec 31, 2016

As of the specified quarter ended for each fiscal year

https://misweb.cccco.edu/cc311q/view.aspx
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>33,717,201</td>
<td>33,573,049</td>
<td>17,024,852</td>
<td>50.7%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>33,717,201</td>
<td>33,573,049</td>
<td>17,024,852</td>
<td>50.7%</td>
</tr>
<tr>
<td></td>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-8000)</td>
<td>32,681,481</td>
<td>32,699,329</td>
<td>15,838,463</td>
<td>48.4%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>1,630,981</td>
<td>1,571,010</td>
<td>754,316</td>
<td>48%</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>34,312,462</td>
<td>34,270,339</td>
<td>16,592,779</td>
<td>48.4%</td>
</tr>
<tr>
<td></td>
<td>Revenues Over(Under) Expenditures (I.3 - J.3)</td>
<td>505,262</td>
<td>-607,950</td>
<td>432,073</td>
<td></td>
</tr>
<tr>
<td>K.</td>
<td>Adjusted Fund Balance, Beginning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.</td>
<td>Fund Balance, Ending (C. + L.2)</td>
<td>3,953,884</td>
<td>3,953,884</td>
<td>3,953,884</td>
<td></td>
</tr>
<tr>
<td>L.1</td>
<td>Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)</td>
<td>9.8%</td>
<td>9.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: *(if multi-year settlement, provide information for all years covered.)*

<table>
<thead>
<tr>
<th>Contract Period Settled</th>
<th>Management</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify)</td>
<td>Total Cost</td>
<td>Total Cost</td>
<td>Total Cost</td>
<td>Total Cost</td>
</tr>
<tr>
<td>YYYY-YY</td>
<td>Increase</td>
<td>Increase</td>
<td>Increase</td>
<td>Increase</td>
</tr>
<tr>
<td>a. SALARIES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1: 2015-16</td>
<td>17,285</td>
<td>1.5%</td>
<td></td>
<td>94,715</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
<td></td>
<td></td>
<td>3%</td>
</tr>
</tbody>
</table>
Year 3:  

<table>
<thead>
<tr>
<th>h. BENEFITS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: 2016-17</td>
<td>3,512</td>
</tr>
<tr>
<td>Year 2:</td>
<td></td>
</tr>
<tr>
<td>Year 3:</td>
<td>22,196</td>
</tr>
</tbody>
</table>

*As specified in Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The District will pay for these increases through medical benefit savings

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?  

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?  

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

| This year? | NO |
| Next year? | NO |
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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 (c)

SUBJECT: Emergency Response Plan

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

Proposal:
That the Board of Trustees approves an updated Emergency Response Plan to provide a comprehensive framework for district-wide emergency management.

Background:
Pursuant to Board Policy 3505, the district is required to have in place emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campuses. The plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), and other relevant programs.

The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. The plan also acknowledges that per Government Code Section 3100-3101, all District employees are declared “Disaster Services Workers” subject to such disaster service activities as may be assigned to them by their superiors or by law. The new plan can be downloaded on the district’s Public Safety webpage at: http://www.gavilan.edu/student/public_safety/emerg_res_plan.php

Budgetary Implications:
The district’s previous plan was last completed in 2009. $19,500 cost approved by the board on May 10, 2016 for the Public Safety Training Institute to write this updated plan in coordination with district staff. Having such a plan in place is a requirement to receive federal disaster assistance after a declared disaster.

Follow Up/Outcome:
Train personnel and organize periodic practice sessions based on processes and procedures contained in the plan in order to be better prepared to respond in any future disaster.

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
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. Office of the President
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. III. 1 (d)

SUBJECT: Citizens' Oversight Committee Renewal of Terms, Appointments, and Resignations

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

Proposal:
That the Board of Trustees approve renewal of terms for Citizens' Oversight Committee (COC) member:
Issa Al Joumy September, 2016 – September, 2019; or until disbanding of COC

That the Board of Trustees appoint new representatives to the Gavilan College Citizens' Oversight Committee as follows:
Abraham Gomez February, 2017 – February, 2020; or until disbanding of COC
John Gould February, 2017 – February, 2020; or until disbanding of COC
Daniel Kenney February, 2017 – February, 2020; or until disbanding of COC

That the Board of Trustees accept the resignation of Citizens' Oversight Committee member:
Donna Bakich September, 2014 – September, 2016

Background:
Board Resolution No. 815 established the Gavilan College Citizens' Oversight Committee to comply with California Education Code Section 15278. The Gavilan College Citizens' Oversight Committee Bylaws state, in part:

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

Section 5.5 Membership: Members of the committee shall be appointed by the Board.
Budgetary Implications:
None

Follow Up/Outcome:
Hold COC meeting with new membership on February 27, 2017.

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

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

Agenda Approval: Dr. Kathleen A. Rose, Superintendent/President
Gavilan Joint Community College District  
Governing Board Agenda  
February 14, 2017

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

SUBJECT: RESOLUTION 1018: Authorizing the District to enter into a lease with Dell Financial Services for Network Infrastructure for Gilroy, Hollister and Morgan Hill campuses

☐ Resolution: BE IT RESOLVED, that Resolution No. 1018 be approved.
☐ Information Only
☐ Action Item

Proposal:
That the Board of Trustees approves Resolution 1018 authorizing the District to enter into a 5 year tax exempt lease to procure upgraded Network Infrastructure and equipment for the Gilroy, Hollister and Morgan Hill campuses.

Background:
This new infrastructure upgrade will support a 40 Gigabyte network “backbone”, which translates into a faster, more reliable and secure network which is Cloud/Virtual infrastructure ready. It replaces 8-10 year old building network closet switches that are near or past their useful life. It should handle our network connectivity needs for the next 7 years.

Budgetary Implications:
Five annual payments of $27,177.23 totaling $135,886.16 from the General Fund equipment budget of the IT department. Pricing is competitive from a Western States Contracting Alliance pre-negotiated master agreement. After the lease is paid off, the district will own the equipment.

Follow Up/Outcome:
Upon adoption of Resolution 1018, the Vice President of Administrative Services shall be authorized to sign the lease agreement.

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
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 1018

RESOLUTION AUTHORIZING THE DISTRICT TO ENTER INTO A LEASE AGREEMENT
WITH DELL FINANCIAL SERVICES

I, Lois Locci, do hereby certify that:

(i) I am the duly elected, and qualified Clerk of the Board of the Gavilan Joint Community College District, (the "Public Entity").

(ii) Each of the persons whose name, title and signature appear below is a duly authorized representative of the Public Entity and holds on the date of this Certificate the formal title set forth opposite his/her name and the signature appearing opposite each such person's name is his/her genuine signature:

<table>
<thead>
<tr>
<th>NAME OF AUTHORIZED SIGNATORY</th>
<th>TITLE OF AUTHORIZED SIGNATORY</th>
<th>SIGNATURE OF AUTHORIZED SIGNATORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frederick E. Harris</td>
<td>Vice President of Admin Services</td>
<td>Frederick E. Harris</td>
</tr>
</tbody>
</table>

(iii) Each such representative is duly authorized for and on behalf of the Public Entity to execute and deliver that certain Lease Agreement No. 810-9913047-001 (the "Agreement") and any related Lease Schedules from time to time thereunder (the "Schedules") between the Public Entity and Dell Financial Services L.L.C., a Delaware limited liability company or its assignee (collectively, "Lessor"), and all agreements, documents, and instruments in connection therewith, including without limitation, schedules, riders and certificates of acceptance.

(iv) The execution and delivery of any such Agreement and/or Schedule and all agreements, documents, and instruments in connection therewith for and on behalf of the Public Entity are not prohibited by or in any manner restricted by the terms of the Charter or other document pursuant to which it is organized or of any loan agreement, indenture or contract to which the Public Entity is a party or by which it or any of its property is bound.

(v) The Public Entity did, at a duly called regular meeting of the governing body of the Public Entity attended throughout by the requisite majority of the members thereof held on February 14, 2017, by motion duly made, seconded and carried, in accordance with all requirements of law, approve and authorize the execution and delivery of the Agreement, the related Schedule(s) and all agreements, documents, and instruments in connection therewith on its behalf by the authorized representative(s) of the Public Entity named in paragraph (ii) above. Such action approving the Agreement, the related Schedule(s) and all agreements, documents, and instruments in connection therewith and authorizing the execution thereof has not been altered or rescinded by the Public Entity.

(vi) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default (as such term is defined in the Agreement) exists at the date hereof.

(vii) All insurance required in accordance with the Agreement is currently maintained by the Public Entity.

(viii) The Public Entity has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Rent payments scheduled to come due during the first Fiscal Period and to meet its other obligations for the first Fiscal Period (as such terms are defined in the Agreement) and such funds have not been expended for other purposes.

(ix) The Fiscal Period of the Public Entity is from July 1, 2016 to June 30, 2017.

(x) The foregoing authority and information shall remain true and in full force and effect, and Lessor shall be entitled to rely upon same, until written notice of the modification, rescission, or revocation of same, in whole or in part, has been delivered to Lessor, but in any event, shall be effective with respect to any documents executed or actions taken in reliance upon the foregoing authority prior to the delivery to Lessor of said written notice of said modification, rescission or revocation.
IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of February, 2017.

By: 

Name: Lois Locci

Title: Clerk of the Board
SUBJECT: Coyote Valley Center Increment #2, Change Order #6

Proposal:
The Board of Trustees authorizes the sixth project Change Order request for the Coyote Valley Center Increment #2. Change Order #6 is $5,131.09. Original Agreement to Meehlies Modular Buildings, Inc. was $6,481,454. Total construction cost including change order #1, #2, #3, #4, #5 and #6 is $6,851,529.17.

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
Meehlies Modular Building, Inc., CO #6 for $5,131.09. A detailed Change Order #6 table is attached for this project.

There are a total of 6 Change Orders for this project totaling $370,075.17.

Budgetary Implications:
The efficient use of Measure E and lease revenue bond funds.

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

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
## Change Order for Project

### CHANGE ORDER #06 - 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>20</td>
<td>Add ground bars in MDF cabinets in Rooms D101 &amp; D104, extended Builder's Risk Insurance coverage from 1/1/17 - 1/31/17 premium is $3,171.34</td>
<td>$5,131.09</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$5,131.09</td>
<td>30</td>
</tr>
</tbody>
</table>

Contract Amount: $6,481,454.00  
Net Change By Previously Authorized Change Orders: $364,944.08  
Revised Contract Amount Prior to this Change Order: $6,846,398.08  
Change Order #06: $5,131.09  
**New Contract Amount Including this Change Order**: $6,851,529.17

Available Construction Contingency: $648,145.00  
Change Order #01, #02, #3, #4, #5 and #6: $370,075.17  
Remaining Construction Contingency: $278,069.83

*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
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

Consent Agenda Item No. Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. Ill.1 (g)

SUBJECT: Project Inspector Service Agreement with Irick Inspection Services

☐ Resolution: BE IT RESOLVED,

☐ Information Only

☒ Action Item

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

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

1. Coyote Valley Educational Center, Increment #2. Service fees for time and materials for inspection services increase by $18,000. The original Agreement was $108,000. The project has been extended to due unforeseen conditions and the IOR is required to continue his inspection services. The new total on the Agreement will be $126,000 funded from Measure E funds.

Budgetary Implications:
The efficient use of Measure E and lease revenue bond funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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 (h)

SUBJECT: Notice of Completion for the Gym Fire Alarm Replacement

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

Proposal:
That the Board of Trustees accept the Gym Fire Alarm Replacement project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:
The Gym Fire Alarm Replacement project has been completed as of January 25, 2017. Various documents are now required by the Division of the State Architect to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:
The Gym Fire Alarm Replacement total project cost is approximately $235,767.

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

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

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

Agenda Approval:  _________________________________
Dr. Kathleen Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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 (i)

SUBJECT: Consider and Accept Bids for the Swimming Pool Renovation Project

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

Proposal:
That the Board of Trustees considers and accepts the bid from Calstate Construction, Inc. for the Swimming Pool Renovation Project.

Background
The bid for this project closed on January 5, 2017. A total of two (2) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Calstate Construction, Inc. in the amount of $1,698,000.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated January 25, 2017. The letter includes a bid tabulation form.

Budgetary Implications:
The efficient use of lease revenue bonds.

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

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
<table>
<thead>
<tr>
<th>Item</th>
<th>Cal State Construction, Inc.</th>
<th>ICC General Contractors, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Proposal</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Bid Security</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Subcontractors List</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Statement of Qualifications</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non Collusion Affidavit</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dir R Registration</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Contractor License</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Addendum Acknowledgement</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

| Bid Total                      | $1,696,000.00                | $1,884,000.00                 |

Notes:
January 20, 2017

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

Re: Bid Analysis
Swimming Pool Renovation
Gavilan Joint Community College District

Dear Fred:

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

Gilbane reviewed the apparent low bidder’s, Calstate Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Calstate Construction, Inc. confirmed their base bid amount of $1,698,000 and stated they would honor it.

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

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

1. Comparative Pricing (See attached Bid Tabulation Form)
   A. Estimate $1,550,000
   B. Low Responsive Bid $1,698,000
   C. Average Bid $1,791,000
   D. High Bid $1,884,000
   E. Number of Contractors Contacted 20
   F. Number of Plan Holders 8
   G. Number of Potential Bidders 6
   H. Number of Bidders 2
2. **Bond Review**
   A. **Contractor’s Bid Bond**
      Calstate Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Guarantee Company of North America USA. Their address is 1800 Sutter St. Suite 880, Concord, CA 94520. The contact number is (925) 566-6040.
   
   B. **Contractor’s License Bond**
      All California contractors are required to file a bond with the State in the amount of $15,000. The bond number is 220408 and the effective date is 01/01/2016 with Suretec Indemnity Company. Their address is 1330 Post Oak Blvd., Suite 1100, Houston, Texas, 77056.

3. **Company History & Experience**
   Calstate Construction, Inc. is familiar with the Division of State Architect (DSA). Calstate Construction, Inc. has performed work at many community college’s and K-12 schools throughout the bay area. To name a few are Foothill - De Anza Community College District, West Valley - Mission Community College District and Cupertino Union School District. Calstate Construction was the General Contractor that renovated the CDC Building in 2016. They meet schedule and project budget with success and a positive outcome to the project. Calstate Construction is currently working on the Student Center Seismic project with success and a team approach.

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

5. **Reference Check**
   A. Art Heinrich from Foothill-De Anza Community College District worked with Calstate Construction, Inc. on a few renovations projects at Foothill College. All projects consisted of renovating existing buildings. Art mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Art said Calstate Construction, Inc. work quality was great. Art said he recommends Calstate Construction, Inc. for the Swimming Pool Renovation Project.
B. Mark Finney from Sugimura & Associates worked with Calstate Construction, Inc. on a few renovations projects. Calstate Construction, Inc. quality of work was excellent. Mark stated they were very satisfied with Calstate Construction, Inc. work ethics and had a positive experience working with Calstate Construction, Inc.

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

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

Sincerely,

Donna Martin

Donna Martin
Project Manager

Enclosures: Bid Tabulation Form

cc: Ken Moeller, Arch Pac
    Casey Michaelis, Gilbane Building Company
SUBJECT: Geotechnical Service Agreement with Cornerstone Earth Group

Proposal:
That the Board of Trustees approves this service agreement with Cornerstone Earth Group for geotechnical observation and testing services for Gavilan College Swimming Pool Renovation Project.

Background:
The District anticipates construction of works of improvement on the Swimming Pool Renovation Project. The District is required by applicable law to retain Geotechnical of Record (GOR) services to complete inspection and testing of project construction materials and soils. District wishes to contract with Cornerstone Earth Group for special services as the GOR for this project pursuant to Government Code Section 53060.

Geotechnical Service Agreement for Gavilan College Swimming Pool Renovation Project:
- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation.
- Service fees for time and materials not to exceed $18,000.

Budgetary Implications:
Efficient use of lease revenue bond Funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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 (k)

SUBJECT: Laboratory of Record Service Agreement with Consolidated Engineering Laboratories

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

Proposal:
That the Board of Trustees approve this Laboratory of Record service agreement with Consolidated Engineering Laboratories for the Gavilan College Pool Renovation Project.

Background:
The District anticipates construction of works of improvement on the Swimming Pool. The District is required by applicable law to retain the services of a Division of State Architect (DSA) certified Laboratory of Record for special inspections. District wishes to contract with Consolidated Engineering Laboratories for LOR special testing services on this project pursuant to Government Code 53060. Services to include review of construction documents, recording, reporting, testing and inspections required by DSA Procedure Regulation.

1. **Gavilan College Pool Renovation Project.** Service fees for time and materials for inspection services not to exceed $16,899.75.

Budgetary Implications:
The efficient use of lease revenue bond funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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

SUBJECT: Project Inspector Service Agreement with Irick Inspections, Inc.

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

Proposal:
That the Board of Trustees approve this project inspector service agreement with Irick Inspections, Inc. for the Gavilan College Pool Renovation Project.

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

1. Gavilan College Pool Renovation Project. Service fees for time and materials for inspection services not to exceed $34,155.

Budgetary Implications:
The efficient use of lease revenue bond funds.

Follow Up/Outcome:
Process agreement after Board approval.

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/ President
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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

Administrative Services

SUBJECT: Gavilan Gym Roof Replacement, 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 Gavilan Gym Roof Replacement for $4,874. There are a total of 2 Change Orders for this project totaling $11,901. Original Agreement to Seward L. Schreder Construction, Inc. was $379,000. Total construction cost including change order #1 and #2 is $390,901.

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:

Gavilan Gym Roof Replacement Project
Seward L. Schreder Construction, Inc., CO #2 for $4,874. A detailed Change Order #2 table is attached for this project.

Budgetary Implications:
The efficient use of Measure E and lease revenue bond funds.

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

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
Change Order for Gym Roof Replacement Project

CHANGE ORDER #02 - 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>3 &amp; 4</td>
<td>Unforeseen structural reattachment of part of the roof to the building, which involved removal and tightening of bolts installed backwards along seating of the gutter including scissor lift delivery and rental</td>
<td>$4,409.00</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Removal of antenna on top of cupola</td>
<td>$465.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$4,874.00</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Contract Amount $379,000.00
Net Change By Previously Authorized Change Orders $7,027.00
Revised Contract Amount Prior to this Change Order $386,027.00
Change Order #02 $4,874.00
New Contract Amount Including this Change Order $390,901.00

Available Construction Contingency $37,900.00
Change Order #01 & #02 $11,901.00
Remaining Construction Contingency $25,999.00

Contract Start Date October 24, 2016
Contract Substantial Completion Date December 22, 2016
New Contract Substantial Completion Date December 22, 2016
(By Previously Authorized Change Orders)
New Contract Substantial Completion Date (Including this Change Order) December 22, 2016

Page 1 of 1
Gavilan Joint Community College District
Governing Board Agenda

February 14, 2017

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

SUBJECT: Student Center Seismic Upgrade, Change Order #1

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

Proposal:
That the Board of Trustees authorizes the first change order on the Student Center Seismic Upgrade Project for a credit of $108,137. Original Agreement to Calstate Construction was $885,777. Total Construction Cost including Change Order #1 is $777,640.

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:

Student Center Seismic Upgrade Project
Calstate Construction, CO #1 is a credit of $108,137. A detailed Change Order #1 table is attached for this project.

There is a total of 1 change order for this project totaling a credit of $108,137. The initial estimate for this change order was a credit of $102,238, but after thoroughly reviewing and successfully negotiating with the contractor that amount was increased by $5,899.

Budgetary Implications:
The efficient use of State Scheduled Maintenance and lease revenue bond funds.

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

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

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

Agenda Approval: Dr. Kathleen Rose, Superintendent/President
# Change Order for Student Center Seismic Upgrade

**CHANGE ORDER #01** - Calstate Construction, Inc.

<table>
<thead>
<tr>
<th>PCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Value Engineered: Credit for deleting VAT flooring in Dining Room (171); Credit for deleting acoustical ceiling work; Credit for deleting painting in Rooms #163, 164, 165, 166, 167, 172; Credit for deleting wall finish in Rooms #167 &amp; 172; Credit for deleting trailer for IOR.</td>
<td>$(124,741.00)</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Cost to abate existing exposed flooring in Rooms 139 &amp; 140 per the Hygienist (unforeseen conditions)</td>
<td>$6,463.00</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Flooring protection in Dining Room in order to prevent further abatement costs</td>
<td>$2,483.00</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Cost to remove asbestos safe in Room #132</td>
<td>$1,132.00</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Unforeseen conditions for further soil preparation for seismic bracing on east wall</td>
<td>$6,526.00</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$(108,137.00)</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td>$885,777.00</td>
</tr>
<tr>
<td>Net Change By Previously Authorized Change Orders</td>
<td>$-</td>
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<tr>
<td>Revised Contract Amount Prior to this Change Order</td>
<td>$885,777.00</td>
</tr>
<tr>
<td>Change Order #01</td>
<td>$(108,137.00)</td>
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<tr>
<td><strong>New Contract Amount Including this Change Order</strong></td>
<td>$777,640.00</td>
</tr>
<tr>
<td>Available Construction Contingency</td>
<td>$88,577.00</td>
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</table>

**Contract Start Date**: November 28, 2016

**Contract Substantial Completion Date**: April 21, 2017

**New Contract Substantial Completion Date**

(By Previously Authorized Change Orders)

**New Contract Substantial Completion Date**

(Including this Change Order): April 21, 2017
SUBJECT: Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

Proposal:
The Board of Trustees authorizes the fifth project Change Order request for the Gavilan College Aviation Program at San Martin South County Airport. Change Order #5 is $2,342. Original Agreement to Seward L. Schreder Construction, Inc. was $2,900,800. Total construction cost including change orders #1 - #5 is $3,048,773.91.

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:

Gavilan College Aviation Program at San Martin South County Airport Project
Seward L. Schreder Construction, Inc., CO #5 for $2,342. A detailed Change Order #5 table is attached for this project.

There are a total of 5 Change Orders for this project totaling $147,973.91.

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:

Agenda Approval:
Dr. Kathleen Rose, Superintendent/President
Change Order for the San Martin Aviation

**CHANGE ORDER #05 - Seward L. Schreder Construction, Inc.**

<table>
<thead>
<tr>
<th>RCCO #</th>
<th>Description</th>
<th>Amount</th>
<th>Additional Days (Calendar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>021</td>
<td>Install CAT 3 cable from the MDF to the Portable IDF for the telephone system to operate.</td>
<td>$2,342.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**  
$2,342.00  
0

- **Contract Amount**: $2,900,800.00
- **Net Change By Previously Authorized Change Orders**: $145,631.91
- **Revised Contract Amount Prior to this Change Order**: $3,046,431.91
- **Change Order #05**: $2,342.00
- **New Contract Amount Including this Change Order**: $3,048,773.91

- **Available Construction Contingency**: $290,080.00
- **Change Orders #01, #02, #03, #04 and #05**: $147,973.91
- **Remaining Construction Contingency**: $142,106.09

**Contract Start Date**: January 18, 2016  
**Contract Substantial Completion Date**: July 29, 2016  
**New Contract Substantial Completion Date (By Previously Authorized Change Orders)**: July 29, 2016  
**New Contract Substantial Completion Date (Including this Change Order)**: July 29, 2016