



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, August 8, 2017

Gavilan College Morgan Hill Site, Rooms 10 and 11  
17060 Monterey Road  
Morgan Hill, CA 95037

CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

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: Kathleen Rose/Eric Ramones  
Employee Organization: GCFA
- 2) CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6  
Agency Negotiators: Kathleen Rose, Eric Ramones, Kathleen Moberg, and Wade Ellis  
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) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);  
One Case #16-CV-2493-NC



Board of Trustees: Jonathan Brusco  
Laura A. Perry, Esq.

Kent Child  
Lois Locci, Ed.D.

Mark Dover  
Rachel Perez

Walt Glines  
Daniel Chavez

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, July 13, 2017 and Special Meeting/Board Retreat minutes, July 22, 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) Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2017
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. Recognition
  - (a) Gavilan College Student-Athlete of the Year Award
  - (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
10. Board Committee Reports
11. Information/Staff Reports
  - (a) Gavilan College Community Spirit Awards
  - (b) Community Coffee and Conversation Schedule
  - (c) Revisions to Committees of the Board and Trustee Assignments

III. ACTION ITEMS

1. Old Business
  - (a) Approval of Revisions to Board Policies
2. New Business
  - (a) Ratification of CSEA Agreement
  - (b) Compensation for Unrepresented/Management Employees
  - (c) Employment Agreement - Superintendent/President
  - (d) Retiree Health Benefit Trust Contribution
  - \* (e) Approval to Certify the Appointment of a Representative to Joint Powers Authority for Liability and Property Protection. Resolution No. 1026
  - (f) Sale of Surplus Personal Property
  - (g) General Obligation Bond Measure Pre-Election Survey
  - (h) Financial Advisory Services Addendum
  - (i) Bond Counsel Services
  - (j) Lease Lab Classrooms at San Benito High School in Hollister

- (k) Coyote Valley Educational Center Increment #1, Change Order #3
- (l) Swimming Pool ADA Parking Renovation
- (m) Athletic Fields Upgrade, DSA Project Inspector Services Revision #1
- (n) Laboratory of Record Service Agreement with Earth Systems
- (o) Gymnasium Flooring and Bleachers, Change Order #1
- (p) Gavilan Swimming Pool Renovation, Change Order #3
- (q) Swimming Pool Renovation, DSA Project Inspector Services Revision #1
- (r) Student Center Seismic Upgrade, Change Order #4
- (s) Notice of Completion for the Student Center Seismic Upgrade
- (t) Notice of Completion for the STEM Meadow Restoration

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is September 12, 2017, **Student Center Lounge**.
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, SC131, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

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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**

August 8, 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, July 11, 2017 and  
Special Meeting/Retreat minutes, July 22, 2017

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

**Proposal:**

That the Board of Trustees review and approve the regular meeting of the Board of Trustees minutes, July 11, 2017 and Special Meeting/Retreat minutes, July 22, 2017.

**Background:**

**Budgetary Implications:**


None.

**Follow Up/Outcome:**

Post approved minutes on the Gavilan College website.

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

Prepared By:

  
\_\_\_\_\_  
Nancy Bailey, Executive Assistant

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen A. Rose, Superintendent/President



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING, BOARD OF TRUSTEES  
Tuesday, July 11, 2017

5055 Santa Teresa Boulevard, Gilroy, CA 95020  
T.J. Owens 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 6:14 p.m.

1. Roll Call

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

Dr. Kathleen Rose, Superintendent/President  
Kathleen Moberg, Vice President, Student Services  
Dr. Michele Bresso, Vice President of Academic Affairs  
Fred Harris, Vice President of Administrative Services  
Wade Ellis, Associate Vice President of Business & Security Services  
Nancy Bailey, Executive Assistant to the President

2. Comments from the Public

No comments.

3. Recess to Closed Session

The Board recessed to closed session at 6:15 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:09 p.m.

2. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry and Daniel Chavez (student trustee)

Kathleen Rose, Superintendent/President  
Kathleen Moberg, Vice President, Student Services  
Michele Bresso, Vice President, Academic Affairs  
Fred Harris Vice President of Administrative Services  
Nikki Dequin, President, GCFA  
Jessica Fromm, Professional Support Staff Representative  
Nancy Bailey, Executive Assistant to the President (Recorder)

Board of Trustees: Tom Breen  
Laura A. Perry, Esq.

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Daniel Chavez



Others in Attendance: Peter Wruck, Susan Sweeney, Shawn Mulcare, Ken Wagman, Bobbi Jo Palmer, Adam Lopez, Alice Dufresne-Reyes, Wade Ellis

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mark Dover.

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 (J. Brusco/M. Dover) to approve the agenda.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

6. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, June 13, 2017 and Board Policy Committee minutes, June 13, 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) Budget Adjustments

MSC (M. Dover/J. Brusco) to approve with the correction on Page 5 of 6 for Faculty Personnel Actions on Lynn Lockhart's assignment listed as English Instructor Substitute. It should read "Math Instructor Substitute.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve with correction noted.

0 Noes

7. Comments from the Public

Ken Wagman –acknowledged everyone for bringing the district out of stability. He added that gains in enrollment can be attributed to part time faculty taking on extra classes.

8. Recognition of the Employees of the Month

May 2017, Eric Dietz - Fred Harris said Eric Dietz has worked as a Senior Computer Hardware/Software Technician for 15 years and has taken the lead role on many IT projects. Eric Dietz was acknowledged for providing excellent customer.

June, 2017. Alice Dufresne-Reyes - Kathleen Moberg provided Alice Dufresne-Reyes' history with the college and noted the successful events and changes she has brought to Gavilan College students. Alice Dufresne-Reyes has many community partnerships that assist the college with additional services and resources. Kathleen Moberg said Alice Dufresne-Reyes is a willing partner and resource.

Alice Dufresne-Reyes thanked everyone and gave a brief report on what's new in Health Services including strengthening the tobacco free policy with the legalization of marijuana. She also commented on a hands free CPR event along with strengthening the AED program. She invited everyone to the October 4th Health Faire.

## 9. Officers' Reports

### (a) Vice Presidents

Fred Harris – reported that the fence and gate around the Coyote Valley site is complete while the landscaping is to be completed at the end of August. The athletic field construction fencing is being installed. Field structures are to be demolished in a week. The ADA required improvements in the restrooms and gym bleachers have a completion target date of mid October. The pool project is moving along with a completion date of September 5. Fred Harris said that Student Center signage is complete. The solar project has been submitted to the California Geological Survey for oversight on seismic concerns due to the location of the college. The Public Utility Commission made a finding on time and use rates which extended the deadline to August. Fred Harris said the grandfathered rates may mean up to \$2 million in savings long term.

Michele Bresso –reported on a meeting she and Dean Fran Lozano had with the San Benito High School superintendent where they discussed a vision for growth in the community and partnership. They discussed several areas of growth opportunity. Michele Bresso announced a Cyber Security Summer Camp hosted by Gavilan and run by Alex Stoykov. She reported that Professor Taylor Robinson presented a paper at the 3rd Annual Biology Conference in Greece. Michele Bresso talked about the Scheduling Summit on August 22. She said the purpose of the summit is to create a student centered schedule that meets the needs of the students. They will be developing a set of guidelines to help advise schedulers.

Kathleen Moberg – reported said that she serves on the Advisory Committee for the strategic enrollment management initiative through the institutional effectiveness department at the Chancellor's Office. She talked about a draft primer on the enrollment management process. Once the document is approved she will share with anyone that is interested. Kathleen Moberg acknowledged the schedulers and A&R staff that made sure all the JPA enrollment was input before that the 320 report deadline. She should this was not an easy task. She also announced an accreditation meeting for student services' staff working on that standard. Student services will be looking at integrated planning with all the different funding streams and how that relates to services. A retreat is planned for student services managers and program specialists on student outcomes. They will address any gaps in service to students and how it impacts student outcomes. Kathleen Moberg concluded by saying that they are reconfiguring their outreach and recruitment efforts.

### (b) College President

Kathleen Rose - acknowledged faculty for their efforts and commitment in getting out of stability. She also gave a special thank you to the business services' staff, Wade Ellis, the vice presidents and the Board of Trustees for their work and support in getting out of stability. She said it takes most colleges 3 years to get out stability and Gavilan College has done it within a year. She said this is an indication that we are responsive and care about where we work. She reported on the various retreats that are taking place or are planned prior to classes starting. Kathleen Rose spoke about the article in the "Gilroy Dispatch" on aviation instructor Herb Spenner. She said our social media outlets are very active. Kathleen Rose said convocation will be building on and practicing what we know. The keynote speaker is from the Educational Advisory Board, Matthew Pellish who will speak on the guided pathways movement. The Coffee and Conversation events will start in fall. She introduced Adam Lopez the ASGC President.



(c) Academic Senate

Nikki Dequin announced that Academic Senate has not been meeting over the summer. She reported that 5 members attended the Academic Senate Leadership Institute and said it was very valuable. An academic senate retreat is being planned before school starts.

(d) Professional Support Staff

No report

(e) Student Representative

Daniel Chavez - attended an ASGC meeting where they began drafting a new mission statement. ASGC set up an August 22nd retreat. Daniel Chavez will be part of the panel for the scheduling summit.

(f) Board Member Reports

Kent Child – acknowledged Jane Rekedal for making and donating bowls for the Farm to Table Arts Council event in San Benito County at the end of July.

Lois Locci – no report.

Walt Glines – applauded the upcoming student centered scheduling summit. He recognized Eric Ramones for receiving his doctorate. Walt Glines noted that the fencing around the Coyote Valley site is not attractive. He said he would like to see the enrollment figures by site. Walt Glines would like Gavilan to address the speeding traffic concerns on Bailey Road.

Mark Dover – thanked Michele Bresso for holding the scheduling summit. Michele Bresso added that it was initiative by department chairs. Mark Dover thanked the Gavilan family for getting out of stability.

Rachel Perez – attended the Gavilan College STEM Professional Career Panel on July 6 which was organized Marla Dresch and Diana Gonzalez. Her take away was that math and science touch everything. She acknowledged Rosie Armstrong, who recently resigned, for her contributions in community education. Rachel Perez also acknowledged Leah Halper and Rey Morales for supporting the Gilroy demonstration garden.

Jonathan Brusco – Congratulated everyone who worked toward getting the college out of stability and Eric Ramones on his doctorate degree.

(g) Board President

Laura Perry - also thanked staff for getting out of stability and congratulated Dr. Eric Ramones. She noted that Gavilan's image in the community is changing as a result of Kathleen Rose's efforts.

10. Board Committee Reports

Mark Dover reported on the Facilities Subcommittee which met with Jared Boigon of TBWB Strategies to consider the firm's services for general obligation bond measure pre-election public information campaign services. With full board approval, a feasibility survey would be conducted in the district's service area. The survey would be an important step to determine whether the community would support a bond measure. Mark Dover said that Jared Boigon was invited to attend the July 22 Board Special Meeting and Retreat to speak to the full board regarding their services. An action item regarding TBWB Strategies' services will be on that agenda.

11. Information/Staff Reports

(a) Board Policies and Administrative Procedures

Kathleen Rose presented revisions recommended for Board Policies and Administrative Procedures, 3500 – 3900. They have been reviewed in the college's shared governance structure and also by the Board's Policy Committee. She requested feedback.

(b) Gavilan College Educational Foundation (GCEF) Update

Kathleen Rose recognized Bobbi Jo Palmer the Coordinator for GCEF and Alumni Relations. Bobbi Jo Palmer reviewed the information covered by the Directors of the GCEF at their June 28, 2017 meeting. Most importantly, the GCEF approved three (3) new directors. The new directors are Amy Garber, Tom Breen, and Mark Roberts. She noted some upcoming events for the fall including a joint chamber ribbon cutting to open the renovated student center. April 28 will be the Gala event. Bobbi Jo Palmer said additional information is available on the updated GCEF webpage. Mark Dover asked about a display case to highlight the district's history.

III. ACTION ITEMS

1. New Business

(a) Claim Against the District

MSC (W. Glines/M. Dover) to approve.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve the denial of the claim.

0 Noes

(b) Contract for Gavilan College for Strong Workforce Program Regional (40%) Funding

MSC (W. Glines/J. Brusco) to approve.

Discussion: The marketing of the drone education and training program was discussed.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

(c) Contract for Gavilan College for Strong Workforce Program Regional (40%) Funding (MOU)

MSC (W. Glines/K. Child) to approve.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

(d) Implementation of the Classification and Compensation Study for Management Employees

MSC (K. Child/W. Glines) to approve.

Discussion: Kathleen Rose reviewed all the events leading up to the completion of the study. She thanked senior staff and in particular, Eric Ramones, for their time commitment to the study. Kathleen Rose said all staff have been evaluated and contracts are in place for management. Each manager has set goals. Kathleen Rose will provide the board with an update next July.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

(e) Athletic Fields Upgrade Project Change Order #1

MSC (W. Glines/D. Chavez) to approve.

Discussion: In response to a question, the \$700,000 contingency is built into the \$7million project budget. Kathleen Rose said although the football field project is not included in the construction contract, donations are being accepted through the GCEF and alternatives and options are still being reviewed.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

- (f) Approval of an agreement with Storm Water Inspection and Maintenance Services, Inc. to provide QSP (Qualified SWPPP Practitioner) for the Athletic Fields Upgrade Project  
MSC (W. Glines/J. Brusco) to approve.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

- (g) Geotechnical Service Agreement with Cornerstone Earth Group  
MSC (W. Glines/M. Dover) to approve.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

- (h) Laboratory of Record Service Agreement with Consolidated Engineering Laboratories  
MSC (M. Dover/W. Glines) to approve.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Daniel Chavez – student trustee) to approve.

0 Noes

#### IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is August 8, 2017, Morgan Hill site, Morgan Hill.
2. Adjournment – The meeting was adjourned at 8:08 p.m.



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
SPECIAL MEETING/RETREAT, BOARD OF TRUSTEES  
Saturday, July 22, 2017

5055 Santa Teresa Boulevard, Gilroy, CA 95020  
Adapted Physical Education Building, Room 120

MINUTES

I. CALL TO ORDER 8:30 a.m.

Trustee Laura Perry called the meeting to order at 8:38 a.m.

1. Roll Call

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

Kathleen Rose, Superintendent/President

Kathleen Moberg, Vice President, Student Services

Fred Harris, Vice President of Administrative Services

Wade Ellis, Associate Vice President of Business & Security Services

Eric Ramones, Associate Vice President of Human Resources and Labor Relations

Nancy Bailey, Executive Assistant to the President

Ken Wagman, Faculty and GCFA President

Jared Boigon, TBWB Strategies

2. Approval of Agenda

MSC (W. Glines/M. Dover) to move agenda item **III.2, Topic Three – Accreditation** before **Topic One – Operations**.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry to approve.

0 Noes

3. Comments from the Public

No comments.

II. ACTION ITEMS

1. New Business

(a) Consider Approval of an Agreement with Terris Barnes Walters Boigon Heath Inc. (TBWB) to provide General Obligation Bond Measure Pre-Election Public Information Campaign and Strategy Services

MSC (W. Glines/M. Dover)

Discussion: Jared Boigon, consultant from TBWB and Fred Harris answered questions from the trustees related to pre-election bond campaign services and a possible feasibility study.

Board of Trustees: Tom Breen  
Laura A. Perry, Esq.

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Daniel Chavez



The feasibility study would be a separate agreement considered by the Board at their August 8 regular meeting. Results from a feasibility study would be available in September, 2017. The survey instrument would be developed with input from administration and the governing board. The methodology of survey collection was reviewed along with the outreach to communities.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry to approve.

0 Noes

(b) Solar Photovoltaic Carport Battery Services Agreement

MSC (W. Glines/J. Brusco)

Discussion: Fred Harris said that by entering into a 10-lease agreement the battery storage system would maximize the District's savings realized by the Solar Photovoltaic Carport System. Kathleen Rose acknowledged the efforts by Fred Harris on researching and bringing together the components of this project. Trustees provided input.

Vote:

7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry to approve.

0 Noes

### III. DISCUSSION ITEMS

#### 1. Review Board's and President's Goals

Kathleen Rose shared the 2017 Vision for Success document recently released by the Chancellor's Office and viewed at:

<http://www.californiacommunitycolleges.cccco.edu/Portals/0/Reports/vision-for-success.pdf>

She summarized the biggest challenges facing community colleges as identified in the report:

- Most students who enter a community college never complete a degree or certificate or transfer to a 4-year university.
- CCC students who do reach a defined educational goal such as a degree or transfer take a long time to do so, often accumulating many excess course credits along the way.
- Older and working CCC students are often left behind in the system, lacking services and financial aid that suit their needs.
- CCCs are more expensive than they appear—both to students and taxpayers—because of slow time-to-completion and a lack of financial aid to cover students' living expenses.
- Serious and stubborn achievement gaps persist across the CCCs and high-need regions of the state are not served equitably.

To address the challenges, the Chancellor's office has announced six (6) goals. Kathleen Rose said the goals were set high.

Kathleen Rose shared Chancellor Eloy Oakley's message to the CEO's at the Wheelhouse Institute.

Discussion took place on the high number of students requiring remedial coursework. Kathleen Moberg said some college administrators are anticipating that funding may be outcome associated. Kathleen Rose said the student services division has done a lot of work to help address the gaps in onboarding incoming students and they are now looking at year 2.

Kathleen Rose shared a conversation she had with IBM representative who indicated their interest in partnering with Gavilan. She also noted that our new membership with Silicon Valley Leadership Group has brought forward this opportunity and others.

## 2. Brief Review of Three (3) Discussion Topic Areas

### **Topic Three – Accreditation (moved forward on agenda)**

Kathleen Rose reviewed the leadership changes at the Accrediting Commission for Community and Junior Colleges (ACCJC). She identified some of the challenges facing Gavilan as we begin our accreditation self-study. They are:

- Providing the evidentiary based activities/documents/actions that show we are in adherence with the standards;
- the quality focused essay; and,
- SLO, PLO and ILO.

Kathleen Rose , Kathleen Moberg, and Ken Wagman reviewed the status of Gavilan's SLOs, PLOs, and ILOs. Regardless of resistance, SLOs will need to be completed and a suggestion has been made to pare down the number of SLOs. Kathleen Rose said more data is being provided to the faculty; however, making it meaningful in the classroom is the focus. Gavilan College needs to demonstrate ongoing continuous work of the institution.

Ken Wagman identified two (2) places in which board members can participate; the self-study of Standard IV, Governing Board, and as a board's liaison on the accreditation steering team. Kent Child served on the steering committee in the past and agreed to continue throughout his trustee term. Ken Wagman provided a brief overview of the timeline and tasks. Kathleen Rose encouraged board members to participate on a site visit.

### **Topic One – Operational**

#### **- Community Spirit Award Selection Process**

Kathleen Rose reviewed the current nomination, criteria and selection process for community spirit awards. She identified the committee membership and suggested that the Coordinator for the Foundation, Bobbi Jo Palmer, be added. Kathleen Rose reviewed that awards are given out at the 3 community chamber meetings. After discussion of the current process, a request was made to provide the names of nominees to the board chair in advance for a quick review and consider inviting winners to an additional event on campus to be recognized.

#### **- Board Annual Evaluation Process**

Trustees reviewed the Board Evaluation process for any modifications. Suggestions were made to edit the evaluation survey instrument but to continue to request comments while rating as they provide more meaning. The Board Self Evaluation Committee will the survey instrument for redundancy of questions in Part 1 and 2, and omit Part 3. The Committee will review all questions for alignment with accreditation standards, goals, and strategic planning.

#### **- Subcommittees**

The past practice of using general consensus for the selection of committee membership and chair appointments was discussed. Laura Perry suggested that the Board of Trustee president be a member of the Evaluation of the College President and Strategic Planning committees. After discussion several edits were proposed to committees and committee membership. It was requested that committee descriptions be reviewed and updated as needed.

#### **- Graduation**

Kathleen Rose requested feedback and general comments on May's graduation ceremony. She added that staff are gathering information about moving the venue outside. Trustee comments included:

- Best graduation ceremony ever.
- Need a venue where more family members can attend.
- Gymnasium is no longer adequate.
- Scheduling questions; weather, traffic issues, time of day, different day.
- Can bios of the speakers be provided in advance?

- Board Calendar of Events

A 5:00 p.m. budget workshop will be held prior to the September 12 Board of Trustees meeting. A December board retreat is another opportunity for training and in depth topic discussions.

A list of past board information reports was provided and feedback was requested from trustees. A suggestion was made for two (2) information items per agenda and perhaps scheduling them at the beginning of the agenda. The importance of sharing the student scoreboard with the community was requested along with highlighting a student success story.

- BoardDocs

Kathleen Rose reviewed "BoardDocs" software that is commonly used by community colleges for agenda preparation and viewing. Benefits include immediate delivery of the agenda upon completion and the ability to archive and search for documents. Administration will look at cost of purchase, implementation, and equipment. Trustees were interested in piloting the product.

- Centennial / Gala

A college Centennial Committee met to develop preliminary plans for Gavilan's Centennial Celebration which will be a year of activities. Kathleen Rose asked trustees to share any ideas for the celebration. The date for the Gala is set for April 28; "Sewing Seeds and Nurturing Dreams."

**Topic Two - Funding and Budget**

- General Obligation Bond

In summary, the feasibility study for a bond measure will be the next step. The board would be able to review the survey results this fall.

- Enrollment Management

Kathleen Moberg serves on the Advisory Committee for the strategic enrollment management initiative through the institutional effectiveness department at the Chancellor's Office. She presented a draft primer on "Understanding FTES and its Role in California Community College Funding" which was created by the Chancellor's office as a reference. She reviewed a holistic approach to strategic enrollment management which has many components with an important piece being a student based schedule. Kathleen Moberg said Gavilan is using data to determine the effectiveness of current practices and whether they should continue them.

Kathleen Moberg discussed the upcoming Scheduling Summit scheduled for August that will include students, faculty, and deans. She said the goal of the summit is to implement some initial changes in the spring of 2018. Discussion continued on scheduling dynamics.

Wade Ellis said each department will be provided with standards, goals, and budgets for generating FTES.

A discussion took place about increasing enrollment at Coyote Valley. Several ideas were brought forward.

- Annual Budget Process to include potential Basic Aid

Wade Ellis reviewed that the tentative budget approved by the board in June 2017 is undergoing changes based upon the state's final budget figures. The changes will be discussed with the Board Budget Committee in August and also at the Board Budget Workshop in September.

Wade Ellis presented an analysis of revenue spanning from FY 2011-12 to estimated revenue in 2020-21. He discussed the computation involved and the need for disciplined spending if Gavilan becomes a basic aid college.

#### Facility/Education Master Plans

Kathleen Rose said the Educational Master Plan will be a topic for her Coffee and Community Conversations starting in August. The schedule for the conversations will be completed and distributed soon. Board members were invited to attend.

#### IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is August 8, 2017, Morgan Hill Site.
2. Adjournment – The meeting was adjourned at 2:27 p.m.



# Gavilan Joint Community College District Governing Board Agenda

August 08, 2017

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

**Human Resources**

**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 July 11, 2017 thru August 08, 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 2017-2018.

**Follow Up/Outcome:**

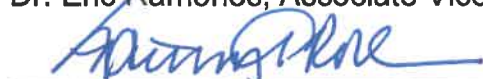
Human Resources will notify employees of the approved personnel actions and issue authorization to allow processing of payroll when due.

Recommended By: Dr. Eric Ramones, Associate Vice President of Human Resources

Prepared By:

  
\_\_\_\_\_  
Dr. Eric Ramones, Associate Vice President of Human Resources

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen Rose, Superintendent/President

## **A. Classified and Unclassified Personnel Actions – August 08, 2017**

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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**

Annette Gutierrez                      Program Services Specialist  
Out of Class Pay  
Student Services  
July 1, 2017 to September 30, 2017

Jillian Wilson                              Instructional Program Specialist  
Out of Class Pay  
Academic Affairs  
March 10, 2017 to October 30, 2017

### **II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS**

Christina Muirhead                      Mobility Aide  
Student Services  
July 01, 2017 to June 30, 2018

Rosangela Navarro                      Office Assistant  
Student Services  
June 19, 2017 to December 16, 2017

### **III. PROFESSIONAL EXPERTS**

Amber Bruce                                High School Boot Camp Instructor  
Liberal Arts and Sciences  
June 01, 2017 to August 25, 2017

Patricia Bove-Stewart                    Community Education Instructor  
Community Education  
June 29, 2017 to June 29, 2017

Timothy Hammer                         Community Education Instructor  
Community Education  
July 14, 2017 to June 28, 2018

### **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**

Josefina Olivares                      CMUN 10 – Small Group Communications

Ryan Shook                                SW 540 – Human Behavior  
SW 510 – Foundations of Social Work  
SW 501 – Diversity & Social Justice

Tara Myers                                PSY 201A – Social Psychology  
PSY 245A – Life Span Psych and Development  
PSY 301A – Theories of Personality

**VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT**

NONE

**IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH**

Juan Zamora                                CSIS 6, CSIS 183, CSIS 48 and CSIS 42

Rosalinda Mendoza                      CMUN 8, HIST 2, AH 11, SOC 1A and AH 3

Tara Myers                                BIB 230A, CIS 201A, INT 211A, INT 212A and CLP 474A

**X. ADDITIONAL DUTY/STIPEND**

Sarahmarie Hoeft                        Mobility Aide  
Student Services  
June 19, 2017 to July 28, 2017

Priscilla De Anda                        Office Assistant  
Student Services  
July 03, 2017 to July 31, 2017

**XI. VOLUNTEERS**

Felicia Lee-Cardenas                      Volunteer Worker  
Kinesiology  
May 1, 2017 to June 30, 2018

**XII. RESIGNATIONS AND RETIREMENTS**

NONE

**XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS**

NONE

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

## **B. Faculty Personnel Actions – August 08, 2017**

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

### **I. APPOINTMENTS**

Jessica Weiler                      Counselor  
Career Technical Education  
August 24, 2017

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

Blanca Arteaga                      Basic Skills Faculty Mentor  
Liberal Arts and Sciences  
June 01, 2017 to August 24, 2017

Debbie Christensen                      Basic Skills Faculty Mentor  
Liberal Arts and Sciences  
January 30, 2017 to May 26, 2017

Erin Crook                              Department Book Team Participant  
Liberal Arts and Sciences  
June 28, 2017 to August 25, 2017

Herbert Spenner                      Aviation Faculty  
Career Technical Education  
January 12, 2017 to January 26, 2017

Jennifer Nari                              ACES Consortium Work  
Community Development and Grants Management  
July 1, 2017 to June 30, 2018

Jessica Gatewood                      Department Book Participant/ Training Team Leader  
Liberal Arts and Sciences  
June 28, 2017 to August 25, 2017

Jessica Hooper                              Department Book Training Project Director  
Liberal Arts and Sciences  
June 28, 2017 to August 25, 2017

Karen Warren                              Department Book Team Participant  
Liberal Arts and Sciences  
June 28, 2017 to August 25, 2017

Patrick Yuh                              Contract Education Instructor  
Community Education  
July 01, 2017 to December 31, 2017

|               |  |
|---------------|--|
| Rey Morales   | STEM Meadow and Interns<br>Liberal Arts and Sciences<br>July 11, 2017 to August 28, 2017                           |
| Scott Sandler | Department Book Participant /Training Team Leader<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017 |
| Susan Turner  | Exam Proctor<br>Career Technical Educational<br>May 01, 2017 to May 05, 2017                                       |

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

|                     |  |
|---------------------|--|
| Angela Mora         | Department Book Participant<br>Liberal Arts and Sciences<br>June 26, 2017 to August 25, 2017           |
| Bryan Sterkel       | Part-Time Instructor<br>South Bay Regional Public Safety Consortium<br>August 03, 2017                 |
| Celise ElKassed     | ACES Consortium Work<br>Community Development and Grants Management<br>July 1, 2017 to August 25, 2017 |
| Debbie Luoma        | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017      |
| Glenda Mora         | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017      |
| Jennifer McMillen   | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017      |
| Jennifer Penkethman | Department Book Team Participant<br>Liberal Arts and Science<br>June 28, 2017 to August 25, 2017       |
| Jennifer Roscher    | English Profile Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                                |
| Jide Osikomaiya     | Department Book Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017           |

|                         |   |
|-------------------------|---|
| Karen Diehl             | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                                       |
| Kyle DeOcera            | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                                       |
| Kyle Hull               | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                                       |
| Marlene Bumgarner       | Child Development Instructor<br>Community Development and Grants Management<br>July 10, 2017 to August 27, 2017 |
| Marlene Bumgarner       | Contextualized Learning Workshop<br>Community Development and Grants Management<br>July 14, 2017                |
| Martin Garcia           | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 29, 2017 to August 25, 2017               |
| Martin Rodriguez Juarez | ACES Consortium Work<br>Community Development and Grants Management<br>July 1, 2017 to August 25, 2017          |
| Megan Wong              | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017               |
| Monica Hertz            | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017               |
| Monica Hertz            | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                                       |
| Philip William          | Curriculum Development<br>Community Development and Grants Management<br>June 30, 2017 to December 30, 2017     |
| Sera Hirasuna           | Dance Instructor<br>Community Education<br>June 22, 2017 to June 30, 2017                                       |

|                       |   |
|-----------------------|---|
| Sera Hirasuna         | Dance Instructor<br>Community Education<br>July 18, 2017 to July 31, 2017                         |
| Sera Hirasuna         | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017 |
| Sian Sloan            | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017 |
| Steve Stump           | Part-Time Instructor<br>South Bay Regional Public Safety Consortium<br>July 10, 2017              |
| Susan Dodd            | Curriculum Development<br>Career Technical Education<br>July 01, 2017 to December 30, 2017        |
| Susan Dodd            | Curriculum Development<br>Career Technical Education<br>July 01, 2017 to April 30, 2018           |
| Tiffany Palsgrove     | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                         |
| Tiffany Palsgrove     | Department Book Coordinator<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 2017      |
| Tim Han               | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                         |
| Vincent Park          | English Portfolio Assessment<br>Liberal Arts and Sciences<br>May 12, 2017                         |
| Wilson De Ocera Cudal | Department Book Team Participant<br>Liberal Arts and Sciences<br>June 28, 2017 to August 25, 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/Confidentials Personnel Actions – August 08, 2017**

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

### **I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS**

Employment Contracts for the following employees extended to June 30, 2018.

| <b>NAME</b>          | <b>POSITION</b>                      | <b>DEPARTMENT</b>       |
|----------------------|--------------------------------------|-------------------------|
| Bernabe, L.          | Director, Instructional Site         | Student Services        |
| Bernstain-Chargin, J | Director, Public Information         | Office of the President |
| Cervantes, E.        | Coordinator, MESA/TRiO               | Student Services        |
| Gopp, J.             | Director, Facilities                 | Administrative Services |
| Martinez, V.         | Director, Financial Aid              | Student Services        |
| Rodriguez, J.        | Director, Instructional Site         | Student Services        |
| Sweeney, S.          | Director, Comm. Ed & Career Pathways | Academic Affairs        |
| Whitney, C.          | Director, Admissions and Records     | Student Services        |
| Wruck, P.            | Director, Institutional Research     | Office of the President |

Marissa Haro  
Human Resources Technician  
Human Resources  
August 14, 2017

Michaela Gonzalez  
Human Resources Technician  
Human Resources  
August 14, 2017

### **II. ADDITIONAL DUTY/STIPEND**

NONE

### **III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

NONE

### **IV. REQUEST FOR LEAVE**

NONE

### **V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH**

NONE

### **VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH**

NONE

**VII. RESIGNATIONS AND RETIREMENTS**

NONE

**RECOMMENDATION: The Administration recommends approval of the above Management/Confidential Personnel Actions.**

## **D. Administration Personnel Actions – August 08, 2017**

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

### **I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS**

Employment Contracts for the following employees extended to June 30, 2018.

| <b>NAME</b>  | <b>POSITION</b>                        | <b>DEPARTMENT</b>       |
|--------------|--|-------------------------|
| Brown, R.    | Assoc. Dean, Comm. Dev. & Grants Mgt.  | Academic Affairs        |
| Carr, S.     | Dean, Career Technical Education       | Academic Affairs        |
| Cisneros, C. | Assoc. Dean, EOP&S and CalWORKS        | Student Services        |
| Hannon, R.   | Dean, Kinesiology and Athletics        | Office of the President |
| Harris, F.   | Vice President Administration Services | Office of the President |
| Lozano, F.   | Dean, Liberal Arts and Sciences        | Academic Affairs        |
| Moberg, K.   | Vice President Student Services        | Office of the President |

Brooke Boeding  
Interim Associate Dean, Disability Resource Center  
Student Services  
July 01, 2017 to December 31, 2017

### **II. ADDITIONAL DUTY/STIPENDS**

NONE

### **III. BOARD MEMBER APPROVED ABSENCE**

NONE

### **IV. BOARD MEMBER RESIGNATION**

NONE

### **V. RESIGNATIONS AND RETIREMENTS**

NONE

**RECOMMENDATION: The Administration recommends approval of the above Administrative Personnel Actions.**

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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 July 1, 2017 – July 31, 2017.

**Background:**

In accordance with Education Code Section 85266.5 the Board of Trustees will review for ratification of warrants issued.

**Warrants:**

| Dates            | Warrant Numbers     | Amount         |
|------------------|---------------------|----------------|
| 7/1/17 – 7/31/17 | 18049771 - 18050655 | \$2,087,568.78 |

**Electronic Transfers:**

| Dates          | Description | Amount |
|----------------|-------------|--------|
| None to report |             |        |

The complete warrant and electronic transfer list is available for review in the President's Office.

**Budgetary Implications:**

Expenditures are included in the budgets for FY 2016-2017 and 2017-2018.

**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 – Associate Vice President, Business Services & Security

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

## Gavilan Joint Community College District Governing Board Agenda

August 8, 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 July 2017.

**Background:**

The Board of Trustees has directed the district to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the district during the month of July 2017:

| Payroll Period      | Pay Date      | Total Salaries/Wages   |
|---------------------|---------------|------------------------|
| July Supplemental 1 | July 10, 2017 | \$ 201,380.41          |
| July Regular (EOM)  | July 31, 2017 | \$ 1,217,304.68        |
| <b>TOTAL</b>        |               | <b>\$ 1,418,685.09</b> |

*( 565 Pay Warrants Issued )*

**Budgetary Implications:**

Expenditures are included in the Budget for FY 2017/18.

**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 – Associate Vice President, Business Services & Security

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

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

**SUBJECT:** Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve the attached July 2017 list of purchase orders for FY 2017-18.

**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 – Associate Vice President, Business Services & Security

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

| Purchase Order | Transaction Date | Vendor Name                        | Amount       |
|----------------|------------------|------------------------------------|--------------|
| CON10092       | 7/1/2017         | Ex Libris                          | \$ 8,328.00  |
| CON10096       | 7/1/2017         | Thermal Mechanical Inc             | \$ 17,580.00 |
| CON10097       | 7/1/2017         | JB Consulting LLC                  | \$ 8,000.00  |
| CON10098       | 7/1/2017         | DigitalMix                         | \$ 6,000.00  |
| CON10101       | 7/1/2017         | Barnett, Kayla                     | \$ 13,230.00 |
| CON10102       | 7/1/2017         | Ewing, Heather                     | \$ 17,460.00 |
| CON10108       | 7/1/2017         | Professional Personnel Leasing Inc | \$ 26,000.00 |
| CON10110       | 7/1/2017         | Higher Ed Profiles                 | \$ 12,000.00 |
| CON10113       | 7/1/2017         | First 5 San Benito                 | \$ 40,200.00 |
| CON10115       | 7/1/2017         | CampusLogic, Inc                   | \$ 3,125.00  |
| CON10116       | 7/1/2017         | Community College League Of CA     | \$ 13,485.00 |
| CON10119       | 7/1/2017         | Instructure                        | \$ 1,086.00  |
| CON10122       | 7/1/2017         | San Benito County Fair             | \$ 410.00    |
| CON10123       | 7/1/2017         | Metro Publishing Inc               | \$ 956.00    |
| CON10124       | 7/1/2017         | Outfront Media LLC                 | \$ 10,000.00 |
| CON10126       | 7/1/2017         | Syllogize Inc                      | \$ 60,000.00 |
| OP18004        | 7/5/2017         | Enterprise Holdings LLC            | \$ 1,750.00  |
| OP18005        | 7/5/2017         | Enterprise Holdings LLC            | \$ 5,000.00  |
| OP18006        | 7/5/2017         | Enterprise Holdings LLC            | \$ 5,000.00  |
| OP18007        | 7/5/2017         | Enterprise Holdings LLC            | \$ 1,000.00  |
| OP18008        | 7/5/2017         | San Jose Charters Inc              | \$ 10,000.00 |
| OP18009        | 7/5/2017         | Praxair Distribution Inc           | \$ 1,000.00  |
| OP18010        | 7/5/2017         | Gilroy Unified School District     | \$ 5,000.00  |
| OP18011        | 7/5/2017         | Tap Plastics Inc                   | \$ 200.00    |
| OP18012        | 7/5/2017         | Palace Art & Office Supply         | \$ 1,000.00  |
| OP18013        | 7/5/2017         | San Martin County Water District   | \$ 492.00    |
| OP18014        | 7/5/2017         | AmeriGas Propane LP                | \$ 3,000.00  |
| OP18016        | 7/5/2017         | PG&E                               | \$ 12,000.00 |
| OP18019        | 7/5/2017         | Magnum Aviation Inc                | \$ 100.00    |
| OP18020        | 7/5/2017         | Aircraft Spruce & Specialty Co     | \$ 1,500.00  |
| OP18021        | 7/5/2017         | Harbor Freight Tools               | \$ 150.00    |
| OP18022        | 7/5/2017         | Home Depot                         | \$ 150.00    |
| OP18023        | 7/5/2017         | Magnum Aviation Inc                | \$ 200.00    |
| OP18024        | 7/5/2017         | Wine Country Balance               | \$ 1,370.00  |
| OP18027        | 7/5/2017         | Evoqua Water Technologies LLC      | \$ 1,000.00  |
| OP18028        | 7/5/2017         | Palace Art & Office Supply         | \$ 800.00    |
| OP18029        | 7/5/2017         | Cosmoprof                          | \$ 4,400.00  |
| OP18030        | 7/5/2017         | Marianna Industries Inc            | \$ 33,000.00 |
| OP18031        | 7/5/2017         | Pivot Point International          | \$ 1,100.00  |
| OP18003        | 7/5/2017         | Enterprise Holdings LLC            | \$ 500.00    |
| OP18015        | 7/5/2017         | Pacific Bell Telephone Company     | \$ 2,400.00  |
| OP18025        | 7/5/2017         | Stellar Optical                    | \$ 2,736.00  |
| OP18026        | 7/5/2017         | Marianna Industries Inc            | \$ 4,500.00  |
| OP18032        | 7/5/2017         | San Benito High School District    | \$ 46,525.00 |



|          |           |                                     |               |
|----------|-----------|-------------------------------------|---------------|
| OP18033  | 7/5/2017  | Santa Clara County Airports         | \$ 26,060.00  |
| OP18034  | 7/5/2017  | Morgan Hill Unified School District | \$ 595,630.00 |
| OP18036  | 7/5/2017  | Carolina Biological Supply          | \$ 1,000.00   |
| OP18017  | 7/5/2017  | Aircraft Spruce & Specialty Co      | \$ 117.00     |
| OP18018  | 7/5/2017  | Harbor Freight Tools                | \$ 50.00      |
| OP18001  | 7/5/2017  | Palace Art & Office Supply          | \$ 7,000.00   |
| OP18037  | 7/6/2017  | Ward's Natural Science              | \$ 300.00     |
| OP18038  | 7/6/2017  | Palace Art & Office Supply          | \$ 4,000.00   |
| OP18039  | 7/6/2017  | DMV                                 | \$ 150.00     |
| OP18040  | 7/6/2017  | Abbott's Pro Power                  | \$ 1,000.00   |
| OP18041  | 7/6/2017  | Home Depot                          | \$ 1,000.00   |
| OP18042  | 7/6/2017  | Spray Mart II                       | \$ 500.00     |
| OP18043  | 7/6/2017  | Lowes                               | \$ 500.00     |
| OP18044  | 7/6/2017  | Palace Art & Office Supply          | \$ 2,000.00   |
| OP18045  | 7/6/2017  | Home Depot                          | \$ 2,000.00   |
| OP18046  | 7/6/2017  | Edges Electrical Group LLC          | \$ 5,000.00   |
| OP18047  | 7/6/2017  | Cold Craft Inc                      | \$ 20,000.00  |
| OP18049  | 7/6/2017  | Ferguson Enterprises Inc            | \$ 2,000.00   |
| OP18050  | 7/6/2017  | Carquest Auto Parts                 | \$ 800.00     |
| OP18051  | 7/6/2017  | Vanderford, Lawrance                | \$ 4,500.00   |
| OP18054  | 7/6/2017  | Cintas Corp #630                    | \$ 8,500.00   |
| OP18055  | 7/6/2017  | Gilroy Unified School District      | \$ 226,229.00 |
| OP18056  | 7/6/2017  | SiteOne Landscape Supply LLC        | \$ 3,000.00   |
| OP18057  | 7/6/2017  | Star Sanitation LLC                 | \$ 4,000.00   |
| OP18058  | 7/6/2017  | Hardy Diagnostics                   | \$ 200.00     |
| OP18059  | 7/6/2017  | Fisher Scientific                   | \$ 400.00     |
| OP18060  | 7/6/2017  | Cynmar LLC                          | \$ 800.00     |
| OP18061  | 7/6/2017  | Marketlab Inc                       | \$ 200.00     |
| OP18062  | 7/6/2017  | Modern Biology Inc                  | \$ 175.00     |
| OP18063  | 7/6/2017  | Sonoma Valley Worm Farm LLC         | \$ 125.00     |
| OP18064  | 7/6/2017  | Labworks Equipment Service Inc      | \$ 800.00     |
| OP18065  | 7/6/2017  | Carolina Biological Supply          | \$ 1,000.00   |
| OP18066  | 7/6/2017  | Fisher Scientific                   | \$ 1,500.00   |
| OP18067  | 7/6/2017  | Hardy Diagnostics                   | \$ 1,200.00   |
| OP18074  | 7/6/2017  | Follett Higher Education Group      | \$ 40,000.00  |
| OP18068  | 7/6/2017  | Edvotek                             | \$ 200.00     |
| OP18069  | 7/6/2017  | Fisher Scientific                   | \$ 800.00     |
| OP18070  | 7/6/2017  | Flinn Scientific Inc                | \$ 600.00     |
| OP18071  | 7/6/2017  | Commercial Service Company          | \$ 460.00     |
| OP18072  | 7/6/2017  | Carolina Biological Supply          | \$ 400.00     |
| OP18073  | 7/6/2017  | Ward's Natural Science              | \$ 200.00     |
| OP18075  | 7/6/2017  | Palace Art & Office Supply          | \$ 500.00     |
| P0007580 | 7/7/2017  | Global Software LLC                 | \$ 18,491.00  |
| OP18078  | 7/10/2017 | Greenwaste Recovery Inc             | \$ 3,189.00   |
| OP18076  | 7/10/2017 | Palace Art & Office Supply          | \$ 2,000.00   |
| OP18077  | 7/10/2017 | Palace Art & Office Supply          | \$ 1,500.00   |
| OP18079  | 7/10/2017 | Recology South Valley               | \$ 4,500.00   |

|          |           |  |               |
|----------|-----------|--|---------------|
| P0007583 | 7/10/2017 | Follett Higher Education Group         | \$ 436.00     |
| P0007588 | 7/10/2017 | CCCCFA                                 | \$ 145.00     |
| P0007589 | 7/10/2017 | Sportdecals Inc                        | \$ 730.66     |
| P0007590 | 7/10/2017 | City Of Gilroy                         | \$ 1,950.00   |
| P0007591 | 7/10/2017 | Northern Calif Football Assn           | \$ 2,275.00   |
| P0007592 | 7/10/2017 | Sport & Cycle                          | \$ 2,219.75   |
| P0007593 | 7/10/2017 | Gabriella Grant Consulting             | \$ 2,500.00   |
| P0007595 | 7/10/2017 | CollegeNet Inc                         | \$ 3,190.00   |
| P0007596 | 7/10/2017 | CollegeNet Inc                         | \$ 3,190.00   |
| P0007597 | 7/10/2017 | Computerland Of Silicon Valley         | \$ 16,074.00  |
| P0007598 | 7/10/2017 | S.D.E.S. Hall                          | \$ 3,600.00   |
| P0007599 | 7/10/2017 | 4 Imprint                              | \$ 334.57     |
| P0007600 | 7/10/2017 | Moore Medical LLC                      | \$ 168.83     |
| P0007601 | 7/10/2017 | Palace Art & Office Supply             | \$ 255.86     |
| OP18081  | 7/10/2017 | Pivot Point International              | \$ 1,200.00   |
| OP18080  | 7/10/2017 | Palace Art & Office Supply             | \$ 2,000.00   |
| OP18082  | 7/10/2017 | City Of Hollister                      | \$ 112,812.00 |
| OP18083  | 7/10/2017 | PG&E                                   | \$ 7,700.00   |
| P0007602 | 7/10/2017 | Moore Medical LLC                      | \$ 75.53      |
| OP18093  | 7/10/2017 | Fisher Scientific                      | \$ 1,000.00   |
| OP18084  | 7/10/2017 | AT&T                                   | \$ 14,930.00  |
| OP18089  | 7/10/2017 | Hardy Diagnostics                      | \$ 200.00     |
| P0007584 | 7/10/2017 | Praxair Distribution Inc               | \$ 769.91     |
| P0007585 | 7/10/2017 | Praxair Distribution Inc               | \$ 389.61     |
| P0007586 | 7/10/2017 | Praxair Distribution Inc               | \$ 452.00     |
| P0007587 | 7/10/2017 | Praxair Distribution Inc               | \$ 6.49       |
| OP18002  | 7/11/2017 | Medco Supply Inc                       | \$ 7,000.00   |
| OP18053  | 7/11/2017 | South Bay Metals & Salvage             | \$ 150.00     |
| OP18085  | 7/11/2017 | Carolina Biological Supply             | \$ 800.00     |
| OP18090  | 7/11/2017 | University of California San Francisco | \$ 3,121.40   |
| OP18091  | 7/11/2017 | University of California San Francisco | \$ 3,121.40   |
| OP18092  | 7/11/2017 | Ward's Natural Science                 | \$ 1,000.00   |
| OP18086  | 7/11/2017 | Carolina Biological Supply             | \$ 800.00     |
| P0007603 | 7/11/2017 | ITC Systems (USA) Inc                  | \$ 8,810.88   |
| P0007604 | 7/11/2017 | ACCT                                   | \$ 4,311.00   |
| P0007605 | 7/11/2017 | Community College League Of CA         | \$ 2,000.00   |
| P0007606 | 7/11/2017 | Accrediting Commission                 | \$ 25,091.00  |
| OP18088  | 7/11/2017 | Carolina Biological Supply             | \$ 600.00     |
| OP18087  | 7/11/2017 | Carolina Biological Supply             | \$ 800.00     |
| P0007607 | 7/12/2017 | Medco Supply Inc                       | \$ 1,012.83   |
| OP18048  | 7/12/2017 | Abbott's Pro Power                     | \$ 6,000.00   |
| OP18052  | 7/12/2017 | Mouser Electronics                     | \$ 1,000.00   |
| OP18094  | 7/12/2017 | Home Depot                             | \$ 1,000.00   |
| OP18095  | 7/12/2017 | Aircraft Spruce & Specialty Co         | \$ 1,000.00   |
| OP18096  | 7/12/2017 | Palace Art & Office Supply             | \$ 4,500.00   |
| P0007608 | 7/12/2017 | Moore Medical LLC                      | \$ 436.71     |
| P0007609 | 7/13/2017 | Twenty Six Design LLC                  | \$ 715.00     |

|          |           |                                 |              |
|----------|-----------|---------------------------------|--------------|
| P0007611 | 7/13/2017 | Follett Higher Education Group  | \$ 1,380.64  |
| P0007612 | 7/13/2017 | iHeartMedia + Entertainment Inc | \$ 10,040.00 |
| P0007613 | 7/13/2017 | Konica Minolta Business         | \$ 2,303.70  |
| P0007614 | 7/13/2017 | A Festive Affair                | \$ 700.00    |
| OP18097  | 7/13/2017 | Voyager Fleet Systems Inc       | \$ 10,000.00 |
| P0007617 | 7/13/2017 | Amsterdam Printing & Litho      | \$ 76.99     |
| P0007610 | 7/13/2017 | Sehi Computer Products          | \$ 305.72    |
| P0007615 | 7/13/2017 | Pacific Library Partnership     | \$ 1,500.00  |
| P0007616 | 7/13/2017 | OCLC Inc                        | \$ 667.68    |
| P0007618 | 7/13/2017 | CDW Government Inc              | \$ 2,536.27  |
| OP18098  | 7/17/2017 | United Site Services Inc        | \$ 4,000.00  |
| OP18099  | 7/17/2017 | CM Analytical Inc               | \$ 540.00    |
| OP18104  | 7/17/2017 | Labby, Carolina                 | \$ 150.00    |
| P0007619 | 7/17/2017 | Regal Forms                     | \$ 2,719.55  |
| OP18106  | 7/17/2017 | U.S. Security Associates Inc    | \$ 500.00    |
| OP18112  | 7/17/2017 | San Benito High School District | \$ 5,775.00  |
| OP18113  | 7/17/2017 | Palace Art & Office Supply      | \$ 5,425.00  |
| OP18114  | 7/17/2017 | Palace Art & Office Supply      | \$ 5,425.00  |
| OP18115  | 7/17/2017 | Follett Higher Education Group  | \$ 10,000.00 |
| OP18116  | 7/17/2017 | Amazon.Com Corporate Credit     | \$ 5,000.00  |
| OP18118  | 7/17/2017 | South Valley Family             | \$ 500.00    |
| OP18119  | 7/17/2017 | Follett Higher Education Group  | \$ 7,000.00  |
| OP18120  | 7/17/2017 | Follett Higher Education Group  | \$ 90,000.00 |
| OP18121  | 7/17/2017 | Palace Art & Office Supply      | \$ 2,500.00  |
| OP18122  | 7/17/2017 | Palace Art & Office Supply      | \$ 2,000.00  |
| OP18123  | 7/17/2017 | Palace Art & Office Supply      | \$ 1,000.00  |
| P0007620 | 7/17/2017 | Quality Assurance Travel        | \$ 1,152.00  |
| P0007621 | 7/17/2017 | Delgadillo, Eliana              | \$ 1,500.00  |
| OP18108  | 7/17/2017 | Palace Art & Office Supply      | \$ 300.00    |
| OP18109  | 7/17/2017 | PG&E                            | \$ 1,031.00  |
| OP18111  | 7/17/2017 | City Of Morgan Hill             | \$ 1,072.00  |
| P0007622 | 7/17/2017 | Continental Athletic Supply     | \$ 579.03    |
| P0007623 | 7/17/2017 | The Print Shop                  | \$ 54.05     |
| OP18110  | 7/17/2017 | City Of Morgan Hill             | \$ 772.00    |
| P0007624 | 7/17/2017 | CCFOA                           | \$ 5,383.00  |
| OP18124  | 7/17/2017 | San Benito High School District | \$ 3,256.00  |
| OP18125  | 7/17/2017 | Palace Art & Office Supply      | \$ 3,000.00  |
| OP18126  | 7/17/2017 | Follett Higher Education Group  | \$ 2,000.00  |
| OP18130  | 7/17/2017 | El Pajaro Community Devel       | \$ 17,250.00 |
| P0007627 | 7/17/2017 | Classic Cleaners                | \$ 600.00    |
| P0007628 | 7/17/2017 | Centurion Holdings I LLC        | \$ 960.00    |
| OP18131  | 7/17/2017 | Palace Art & Office Supply      | \$ 5,000.00  |
| OP18132  | 7/17/2017 | Follett Higher Education Group  | \$ 600.00    |
| OP18128  | 7/17/2017 | Pitney Bowes Bank, Inc          | \$ 17,963.00 |
| P0007626 | 7/17/2017 | Sehi Computer Products          | \$ 4,103.19  |
| OP18100  | 7/17/2017 | Palace Art & Office Supply      | \$ 1,000.00  |
| OP18101  | 7/17/2017 | Palace Art & Office Supply      | \$ 2,000.00  |

|          |           |  |              |
|----------|-----------|--|--------------|
| OP18102  | 7/17/2017 | Palace Art & Office Supply                 | \$ 1,000.00  |
| OP18103  | 7/17/2017 | Palace Art & Office Supply                 | \$ 500.00    |
| OP18105  | 7/17/2017 | Palace Art & Office Supply                 | \$ 400.00    |
| OP18107  | 7/17/2017 | Palace Art & Office Supply                 | \$ 600.00    |
| P0007625 | 7/17/2017 | Sehi Computer Products                     | \$ 8,558.68  |
| OP18129  | 7/17/2017 | Palace Art & Office Supply                 | \$ 500.00    |
| OP18127  | 7/17/2017 | Palace Art & Office Supply                 | \$ 22,000.00 |
| P0007629 | 7/17/2017 | Williams Scotsman Inc                      | \$ 819.90    |
| P0007631 | 7/17/2017 | Rydin Decal                                | \$ 1,847.55  |
| P0007630 | 7/17/2017 | Palace Art & Office Supply                 | \$ 839.30    |
| OP18133  | 7/18/2017 | Charter Communications                     | \$ 7,070.00  |
| OP18134  | 7/18/2017 | PG&E                                       | \$ 22,534.00 |
| OP18135  | 7/18/2017 | Palace Art & Office Supply                 | \$ 1,000.00  |
| OP18136  | 7/18/2017 | Palace Art & Office Supply                 | \$ 5,000.00  |
| OP18137  | 7/18/2017 | Frontier California Inc                    | \$ 9,500.00  |
| OP18138  | 7/18/2017 | Clay Planet                                | \$ 2,289.00  |
| OP18139  | 7/18/2017 | Palace Art & Office Supply                 | \$ 1,000.00  |
| OP18140  | 7/18/2017 | Palace Art & Office Supply                 | \$ 1,000.00  |
| OP18142  | 7/18/2017 | Corodata Shredding Inc                     | \$ 2,500.00  |
| OP18143  | 7/18/2017 | Palace Art & Office Supply                 | \$ 1,250.00  |
| P0007633 | 7/18/2017 | CCCSAA                                     | \$ 75.00     |
| P0007634 | 7/18/2017 | Dell Marketing                             | \$ 833.80    |
| P0007635 | 7/18/2017 | Murray, Dale                               | \$ 300.00    |
| P0007636 | 7/18/2017 | Williams Party Rentals                     | \$ 676.11    |
| P0007637 | 7/18/2017 | HSACCC                                     | \$ 150.00    |
| OP18141  | 7/18/2017 | Access Communications Inc                  | \$ 10,000.00 |
| P0007638 | 7/18/2017 | Dell Marketing                             | \$ 4,692.32  |
| OP18117  | 7/18/2017 | PG&E                                       | \$ 3,000.00  |
| P0007632 | 7/18/2017 | Scrip-Safe Security Products Inc           | \$ 300.00    |
| OP18144  | 7/18/2017 | City of San Jose                           | \$ 7,000.00  |
| OP18146  | 7/19/2017 | Palace Art & Office Supply                 | \$ 300.00    |
| P0007639 | 7/19/2017 | 4 Imprint                                  | \$ 382.09    |
| P0007640 | 7/19/2017 | Scantron Corporation                       | \$ 132.62    |
| P0007641 | 7/19/2017 | Riddell All American                       | \$ 4,834.10  |
| P0007642 | 7/19/2017 | Garlic City ShirtWorks                     | \$ 217.89    |
| P0007643 | 7/19/2017 | Sehi Computer Products                     | \$ 1,810.50  |
| P0007644 | 7/20/2017 | Medco Supply Inc                           | \$ 2,316.26  |
| OP18149  | 7/24/2017 | TData Corp                                 | \$ 650.00    |
| OP18148  | 7/24/2017 | AT&T Mobility                              | \$ 6,000.00  |
| P0007645 | 7/24/2017 | Rave Wireless Inc                          | \$ 8,996.40  |
| OP18150  | 7/24/2017 | Palace Art & Office Supply                 | \$ 500.00    |
| P0007647 | 7/24/2017 | The Print Shop                             | \$ 430.55    |
| OP18151  | 7/24/2017 | Pitney Bowes Global Financial Services LLC | \$ 6,043.59  |
| P0007649 | 7/24/2017 | The Print Shop                             | \$ 162.15    |
| P0007652 | 7/24/2017 | Sport & Cycle                              | \$ 1,153.71  |
| OP18152  | 7/24/2017 | Palace Art & Office Supply                 | \$ 1,090.00  |
| P0007653 | 7/24/2017 | Sport & Cycle                              | \$ 4,323.13  |

|          |           |                                |               |
|----------|-----------|--------------------------------|---------------|
| P0007654 | 7/24/2017 | Sport & Cycle                  | \$ 5,081.77   |
| P0007655 | 7/24/2017 | Sport & Cycle                  | \$ 2,075.36   |
| P0007656 | 7/24/2017 | Ellucian Support Inc           | \$ 266,819.00 |
| P0007657 | 7/24/2017 | Carver, Bonni                  | \$ 834.40     |
| P0007658 | 7/24/2017 | Gawf, John                     | \$ 1,641.16   |
| OP18154  | 7/24/2017 | Burmax Company                 | \$ 2,000.00   |
| OP18155  | 7/24/2017 | Palace Art & Office Supply     | \$ 3,500.00   |
| P0007659 | 7/24/2017 | Parrot, Inc                    | \$ 976.49     |
| P0007660 | 7/24/2017 | The Print Shop                 | \$ 119.90     |
| P0007661 | 7/24/2017 | Amazon Business                | \$ 31.68      |
| OP18153  | 7/24/2017 | Fergon, Tim                    | \$ 750.00     |
| P0007662 | 7/24/2017 | Amazon Business                | \$ 29.74      |
| P0007651 | 7/24/2017 | EDUCAUSE                       | \$ 40.00      |
| OP18147  | 7/24/2017 | Palace Art & Office Supply     | \$ 150.00     |
| P0007646 | 7/24/2017 | Dell Marketing                 | \$ 928.34     |
| P0007650 | 7/24/2017 | CCPRO                          | \$ 180.00     |
| P0007648 | 7/24/2017 | The Print Shop                 | \$ 1,139.05   |
| OP18156  | 7/24/2017 | Quill Company                  | \$ 1,200.00   |
| P0007663 | 7/24/2017 | AcademicWorks Inc              | \$ 7,294.70   |
| OP18035A | 7/25/2017 | Riso, Karen                    | \$ 75.00      |
| CON10132 | 7/25/2017 | Ellucian Company L.P.          | \$ 3,690.00   |
| CON10130 | 7/25/2017 | The Advisory Board Company     | \$ 240,000.00 |
| CON10128 | 7/25/2017 | Eureka                         | \$ 3,672.73   |
| CON10127 | 7/25/2017 | Triad Consulting Group, Inc    | \$ 9,000.00   |
| OP18158  | 7/26/2017 | PG&E                           | \$ 3,000.00   |
| OP18157  | 7/26/2017 | Richard McMahon                | \$ 1,800.00   |
| P0007664 | 7/26/2017 | Demco                          | \$ 209.66     |
| P0007666 | 7/26/2017 | CCCMBCA                        | \$ 325.00     |
| P0007668 | 7/26/2017 | Vickroy, Pat                   | \$ 100.00     |
| P0007669 | 7/26/2017 | CDW Government Inc             | \$ 4,330.88   |
| P0007670 | 7/26/2017 | Goal Zero, LLC                 | \$ 1,071.91   |
| CON10133 | 7/26/2017 | Axiom Engineers, Inc.          | \$ 36,000.00  |
| P0007665 | 7/26/2017 | Lozano Smith LLP               | \$ 3,009.00   |
| P0007667 | 7/26/2017 | Riso, Karen                    | \$ 27.25      |
| P0007671 | 7/26/2017 | The Print Shop                 | \$ 76.30      |
| P0007672 | 7/27/2017 | InfoPower Communications       | \$ 776.00     |
| P0007673 | 7/27/2017 | Silicon Valley Children's Fund | \$ 2,000.00   |
| P0007674 | 7/27/2017 | Ramos, David                   | \$ 1,483.04   |
| P0007675 | 7/27/2017 | San Benito County Chamber      | \$ 235.00     |
| P0007676 | 7/27/2017 | Academic Senate                | \$ 1,810.98   |
| P0007677 | 7/27/2017 | Hollister Downtown Association | \$ 200.00     |
| P0007679 | 7/27/2017 | Hartnell College               | \$ 75,760.27  |
| OP18159  | 7/27/2017 | Midwest Library Service        | \$ 4,340.00   |
| P0007678 | 7/27/2017 | Community College League Of CA | \$ 10,549.00  |
| OP18162  | 7/27/2017 | Murphy's Mercantile            | \$ 2,000.00   |
| OP18163  | 7/27/2017 | Ace Hardware                   | \$ 1,000.00   |
| OP18164  | 7/27/2017 | Palace Art & Office Supply     | \$ 500.00     |

|          |           |                              |                 |
|----------|-----------|------------------------------|-----------------|
| OP18160  | 7/27/2017 | Richard the Thread           | \$ 2,000.00     |
| OP18161  | 7/27/2017 | Facts on File Inc            | \$ 2,500.00     |
| P0007683 | 7/27/2017 | Dell Marketing               | \$ 125.77       |
| P0007684 | 7/27/2017 | Dell Marketing               | \$ 846.77       |
| P0007680 | 7/27/2017 | Riso, Karen                  | \$ 112.62       |
| P0007681 | 7/27/2017 | Augusoft Inc                 | \$ 17,305.60    |
| P0007687 | 7/28/2017 | Amazon Business              | \$ 138.43       |
| OP18166  | 7/28/2017 | ABD Promotions               | \$ 750.00       |
| OP18167  | 7/31/2017 | Wesco Graphics Inc           | \$ 10,000.00    |
| P0007688 | 7/31/2017 | Waag, Laura                  | \$ 1,800.00     |
| P0007689 | 7/31/2017 | Card Integrators Corporation | \$ 2,110.78     |
|          |           |                              | \$ 2,767,907.47 |

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

**SUBJECT:** Ratification of Agreements

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

**Proposal:**

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

**Background:**

Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to \$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 2017-2018.

**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 – Associate Vice President, Business Services & Security

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

Meeting Date: Aug 8 2017

| Agreement Number | Amount       | Vendor                         | Description  |
|------------------|--------------|--------------------------------|--|
| CON10135         | \$ 8,377.00  | Access Communications          | Wiring and Cabling for new printers<br>7/20/17-8/15/17   |
| CON10136         | \$ 400.00    | Carly Gelsing                  | Community Education Instructor<br>6/1/17-8/30/17   |
| CON10137         | no fee       | San Benito County Office of Ed | No Fee Facilities Use Agreement for High Step Course at San Andreas High School<br>8/28/17-12/16/17                                |
| CON10138         | no fee       | Pacific Hills Manor            | No Fee Agreement for Clinical Educational Program<br>7/31/17-8/1/19  |
| CON10139         | \$ 400.00    | Ronald Wayne Williams          | Community Education Instructor<br>9/1/17-8/30/17   |
| CON10140         | \$ 9,300.00  | Animal Damage Management       | Critter "clean out" control and maintenance for main campus and thee athletic fields<br>7/13/18-8/16/17                            |
| CON10141         | \$ 400.00    | Deborah's Touch                | Community Education Instructor<br>6/1/17-8/30/17   |
| CON10142         | \$ 16,500.00 | Merle E. Cannon                | Space inventory updates in FUSION and five year construction plan<br>5/15/17-6/20/22   |
| CON10143         | \$ 50,000.00 | Terris Barnes Walters Boigon   | Help Gavilan engage community and prepare for 2018 potential bond measure<br>8/9/17-12/31/17                                       |
| CON10144         | \$ 38,500.00 | True North Research            | Evaluation of voters interest in supporting a local bond measure<br>8/9/17-12/31/17  |
| CON10145         | \$ 6,535.00  | McLaughlin Painting Inc        | Painting and patchwork in the MP Building<br>7/26/17-8/25/17   |
| CON10146         | \$ 400.00    | Angela R. Palmer dba Farm Girl | Community Education Instructor<br>6/1/17-8/30/17   |
| CON10147         | \$ 400.00    | Notary Public Seminars         | Community Education Instructor<br>6/1/17-8/30/17   |
| CON10148         | \$ 18,491.00 | Global Software LLC            | Spreadsheet Server Software including traning and first year maintenance<br>7/26/17-6/30/17  |
| CON10149         | \$ 14,364.00 | Blackbaud Confidential         | Credit and Bank Card transaction services including: software, subscriptions, service, training and maintenance<br>7/26/17-6/30/19 |
| P0007612         | \$ 12,048.00 | I Heart Radio                  | Advertising for KDO and La Preciosa Radio Advertising<br>5/1/17-4/30/18  |
| CON10150         | \$ 18,750.00 | Cranium Café                   | Subscription Agreement for Café and related services<br>8/1/17-7/31/18   |
| CON10151         | \$ 10,000.00 | Exam Soft                      | Master Software License and Services Agreement<br>8/15/17-8/14/18  |
| CON10152         | \$ 34,995.00 | Innovative Educators           | College 2 Success License to use Platform<br>8/1/17-7/31/18  |



# Gavilan Joint Community College District Governing Board Agenda

August 8, 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 2016/17 Monthly Financial Report

**Background:**

The attached Monthly Financial Report compares the FY 2016/17 Revised Budget as of June 30, 2017 to actual revenue and expenditures as of June 30, 2017 not finalized.

**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  
Wade W. Ellis, CPA – Associate Vice President, Business Services & Security

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

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT**  
**Monthly Financial Report**  
**Summary of All Funds**  
**Fiscal Year 2016-2017**  
**6/30/2017 (NOT FINAL)**

| Fund # Fund Description            | Beginning Fund Balance<br>7/1/2016 | Revised Budgets     |                     | Ending Fund Balance<br>6/30/2017 | Year to Date Actual |                     |                    | % Actual to Budget |               |
|------------------------------------|------------------------------------|---------------------|---------------------|----------------------------------|---------------------|---------------------|--------------------|--------------------|---------------|
|                                    |                                    | Revenue             | Expense             |                                  | Revenue             | Expense             | Encumbrance        | Revenue            | Expense       |
| <b>General Fund</b>                |                                    |                     |                     |                                  |                     |                     |                    |                    |               |
| <b>10 General -Unrestricted</b>    | \$4,333,229                        | \$33,579,769        |                     |                                  | \$22,567,684        |                     |                    |                    | 67.2%         |
| 1000 - Certificated Salaries       |                                    |                     | \$11,147,142        |                                  |                     | \$13,209,021        | \$0                |                    | 118.5%        |
| 2000 - Classified Salaries         |                                    |                     | \$5,866,742         |                                  |                     | \$5,886,833         | \$0                |                    | 100.3%        |
| 3000 - Burdens & Benefits          |                                    |                     | \$6,560,975         |                                  |                     | \$6,485,632         | \$0                |                    | 98.9%         |
| 4000 - Books & Supplies            |                                    |                     | \$539,587           |                                  |                     | \$520,735           | \$49,846           |                    | 105.7%        |
| 5000 - Other Operating Expenses    |                                    |                     | \$6,824,023         |                                  |                     | \$5,976,196         | \$620,603          |                    | 96.7%         |
| 6000 - Capital Outlay              |                                    |                     | \$1,249,541         |                                  |                     | \$475,700           | \$181,782          |                    | 52.6%         |
| 7000 - Other                       |                                    |                     | \$1,493,938         |                                  |                     | \$754,405           | \$0                |                    | 50.5%         |
| <b>Total General-Unrestricted</b>  | <b>\$4,333,229</b>                 | <b>\$33,579,769</b> | <b>\$33,681,948</b> | <b>\$4,231,050</b>               | <b>\$22,567,684</b> | <b>\$33,308,523</b> | <b>\$852,231</b>   | <b>67.2%</b>       | <b>101.4%</b> |
| <b>24 Instructional Equipment</b>  | <b>\$67</b>                        | <b>\$259,000</b>    | <b>\$259,000</b>    | <b>\$67</b>                      | <b>\$259,000</b>    | <b>\$207,776</b>    | <b>\$37,232</b>    | <b>100.0%</b>      | <b>94.6%</b>  |
| <b>26 Parking</b>                  | <b>\$0</b>                         | <b>\$119,909</b>    | <b>\$119,909</b>    | <b>\$0</b>                       | <b>\$220,954</b>    | <b>\$65,947</b>     | <b>\$819</b>       | <b>184.3%</b>      | <b>55.7%</b>  |
| <b>27 General - Restricted</b>     | <b>\$0</b>                         | <b>\$17,025,415</b> | <b>\$17,025,415</b> | <b>\$0</b>                       | <b>\$12,603,106</b> | <b>\$12,658,634</b> | <b>\$927,690</b>   | <b>74.0%</b>       | <b>79.8%</b>  |
| <b>Total General Fund</b>          | <b>\$4,333,296</b>                 | <b>\$50,984,093</b> | <b>\$51,086,272</b> | <b>\$4,231,117</b>               | <b>\$35,650,743</b> | <b>\$46,240,880</b> | <b>\$1,817,972</b> | <b>69.9%</b>       | <b>94.1%</b>  |
| <b>21 Measure E - Debt Service</b> | <b>\$4,275,476</b>                 | <b>\$6,230,637</b>  | <b>\$6,060,769</b>  | <b>\$4,445,344</b>               | <b>\$3,818,484</b>  | <b>\$6,357,855</b>  | <b>\$0</b>         | <b>61.3%</b>       | <b>104.9%</b> |
| <b>34 Capital Project</b>          | <b>\$75,833</b>                    | <b>\$8,011,934</b>  | <b>\$8,067,824</b>  | <b>\$19,943</b>                  | <b>\$6,767,884</b>  | <b>\$6,029,125</b>  | <b>\$1,569,110</b> | <b>84.5%</b>       | <b>94.2%</b>  |
| <b>60 Measure E</b>                | <b>\$10,564,384</b>                | <b>\$22,525</b>     | <b>\$10,586,909</b> | <b>\$0</b>                       | <b>\$42,919</b>     | <b>\$5,071,715</b>  | <b>\$1,977,722</b> | <b>190.5%</b>      | <b>66.6%</b>  |
| <b>61 Risk Management</b>          | <b>\$0</b>                         | <b>\$200,000</b>    |                     | <b>\$200,000</b>                 | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>         | <b>0.0%</b>        | <b>--</b>     |
| <b>72 Child Development</b>        | <b>\$0</b>                         | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                       | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>         | <b>--</b>          | <b>--</b>     |
| <b>92 Long Term Debt</b>           | <b>\$5,447,176</b>                 | <b>\$315,000</b>    | <b>\$500</b>        | <b>\$5,761,676</b>               | <b>\$1,084,011</b>  | <b>\$500</b>        | <b>\$0</b>         | <b>344.1%</b>      | <b>100.0%</b> |
| <b>Fiduciary Funds</b>             |                                    |                     |                     |                                  |                     |                     |                    |                    |               |
| <b>47 Associated Student Body</b>  | <b>\$488,472</b>                   | <b>\$171,685</b>    | <b>\$478,708</b>    | <b>\$181,449</b>                 | <b>\$151,982</b>    | <b>\$153,027</b>    | <b>\$115,538</b>   | <b>88.5%</b>       | <b>56.1%</b>  |
| <b>48 Financial Aid</b>            | <b>\$0</b>                         | <b>\$6,494,210</b>  | <b>\$6,494,210</b>  | <b>\$0</b>                       | <b>\$5,646,071</b>  | <b>\$5,692,687</b>  | <b>\$0</b>         | <b>86.9%</b>       | <b>87.7%</b>  |
| <b>66 Student Center Fund</b>      | <b>\$0</b>                         | <b>\$90,674</b>     | <b>\$90,674</b>     | <b>\$0</b>                       | <b>\$99,312</b>     | <b>\$42,393</b>     | <b>\$4,230</b>     | <b>109.5%</b>      | <b>51.4%</b>  |
| <b>Total Fiduciary Funds</b>       | <b>\$488,472</b>                   | <b>\$6,756,569</b>  | <b>\$7,063,592</b>  | <b>\$181,449</b>                 | <b>\$5,897,365</b>  | <b>\$5,888,107</b>  | <b>\$119,768</b>   | <b>87.3%</b>       | <b>85.1%</b>  |
| <b>Totals</b>                      | <b>\$25,184,637</b>                | <b>\$72,520,758</b> | <b>\$82,865,866</b> | <b>\$14,639,529</b>              | <b>\$53,261,407</b> | <b>\$69,588,183</b> | <b>\$5,484,572</b> | <b>73.4%</b>       | <b>90.6%</b>  |

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 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:** Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2017

- 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 June 1 through June 30, 2017. The full report is available for inspection in the President's Office.

As of June 30, 2017, the portfolio market value is \$7,478,481.24. 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  
Wade W. Ellis, CPA - Associate Vice President, Business Services & Security

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

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**RECEIVED**

**JUL 19 2017**

**Director of  
Business Services**



WWE

**Account Number: 6746018006  
RETIREE HEALTH BENEFITS FUNDING  
PROGRAM JOINT POWERS AGENCY  
GAVILAN CCD-BALANCED**

**This statement is for the period from June 1, 2017 to June 30, 2017**

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



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**GAVILAN COMMUNITY COLLEGE DISTRICT  
ATTN: WADE ELLIS  
5055 SANTA TERESA BLVD.  
GILROY, CA 95020-9599**

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## SPECIAL MESSAGES

### **Faster trade settlement begins September 5**

To better meet the needs of all investors, the financial services industry is shortening the settlement cycle for stocks, corporate bonds, municipal bonds, unit investment trusts and financial products comprised of these security types (such as exchange-traded funds). The standard settlement cycle of three business days after the trade date will be changed to two business days on September 5, 2017.

This should result in reduced credit risk, cash deployment efficiencies, increased market liquidity and lower collateral requirements. It also will align the U.S. market with other major international markets. For example, 23 European Union members moved to a two-day settlement cycle in October 2014. U.S. Bank has been participating in industry-wide testing to ensure readiness for the shortened settlement cycle.

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### MARKET AND COST RECONCILIATION

|                                      | MARKET              | BOOK VALUE          |
|--------------------------------------|---------------------|---------------------|
| <b>Beginning Market And Cost</b>     | <b>7,441,950.83</b> | <b>7,441,950.83</b> |
| <b>Investment Activity</b>           |                     |                     |
| Interest                             | .01                 | .01                 |
| Income                               | 17,651.91           | 17,651.91           |
| Realized Gain/Loss                   | 171,320.34          | 171,320.34          |
| Net Accrued Income (Current-Prior)   | -.01                | -.01                |
| Other Earnings                       | - 152,441.84        | - 152,441.84        |
| <b>Total Investment Activity</b>     | <b>36,530.41</b>    | <b>36,530.41</b>    |
| <b>Net Change In Market And Cost</b> | <b>36,530.41</b>    | <b>36,530.41</b>    |
| <b>Total Ending Market And Cost</b>  | <b>7,478,481.24</b> | <b>7,478,481.24</b> |

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**CASH RECONCILIATION**

|                                  |              |
|----------------------------------|--------------|
| <b>Beginning Cash</b>            | <b>.00</b>   |
| <b>Investment Activity</b>       |              |
| Interest                         | .01          |
| Income                           | 17,651.91    |
| Cash Equivalent Purchases        | - .01        |
| Other Purchases                  | - 36,530.41  |
| Other Sales                      | 171,320.34   |
| Other Earnings                   | - 152,441.84 |
| <b>Total Investment Activity</b> | <b>.00</b>   |
| <b>Net Change In Cash</b>        | <b>.00</b>   |
| <b>Ending Cash</b>               | <b>.00</b>   |



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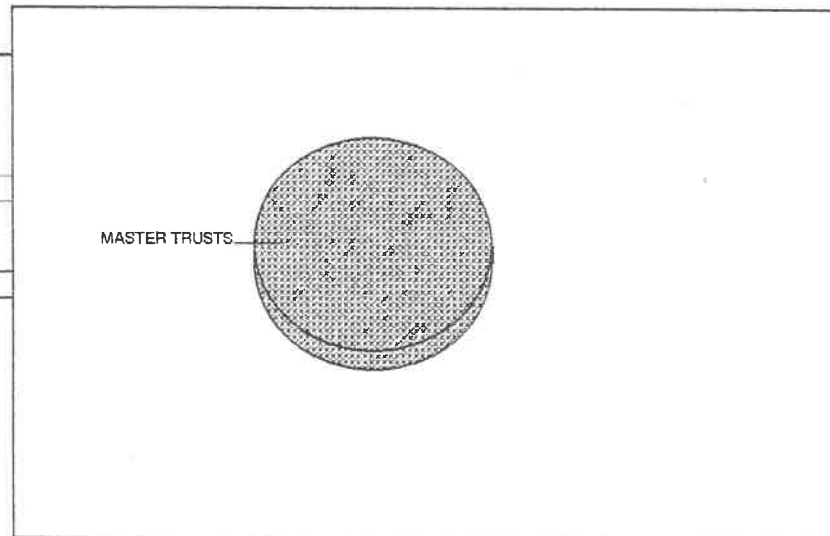


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### ASSET SUMMARY

| ASSETS                  | 06/30/2017<br>MARKET | 06/30/2017<br>BOOK VALUE | % OF<br>MARKET |
|-------------------------|----------------------|--------------------------|----------------|
| Cash And Equivalents    | .59                  | .59                      | 0.00           |
| Master Trusts           | 7,478,480.65         | 7,478,480.65             | 100.00         |
| <b>Total Assets</b>     | <b>7,478,481.24</b>  | <b>7,478,481.24</b>      | <b>100.00</b>  |
| Accrued Income          | .00                  | .00                      | 0.00           |
| <b>Grand Total</b>      | <b>7,478,481.24</b>  | <b>7,478,481.24</b>      | <b>100.00</b>  |
| <br>                    |                      |                          |                |
| Estimated Annual Income | .00                  |                          |                |



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**ASSET DETAIL**

| DESCRIPTION   | SHARES/<br>FACE AMOUNT | MARKET<br>PRICE/UNIT     | BOOK VALUE          | UNREALIZED<br>GAIN (LOSS)<br>SINCE INCEPTION/<br>CURRENT PERIOD | ADJ PRIOR MARKET /<br>ADJ PRIOR MARKET<br>UNREALIZED GAIN/LOSS | ENDING ACCRUAL<br>YIELD ON MARKET |
|---|------------------------|--------------------------|---------------------|---|--|-----------------------------------|
| <b>Cash And Equivalents</b>   |                        |                          |                     |   |  |                                   |
| <b>Money Markets</b>  |                        |                          |                     |   |  |                                   |
| First Am Govt<br>Ob Fd Cl Z<br>31846V567 Asset Minor Code 1                                       | .590                   | .59<br>1.0000            | .59                 | .00<br>.00  | .59<br>.00   | .00<br>1.69                       |
| <b>Total Money Markets</b>  | <b>.590</b>            | <b>.59</b>               | <b>.59</b>          | <b>.00</b><br><b>.00</b>  | <b>.59</b><br><b>.00</b>                                       | <b>.00</b><br><b>1.69</b>         |
| <b>Total Cash And<br/>Equivalents</b>   | <b>.590</b>            | <b>.59</b>               | <b>.59</b>          | <b>.00</b><br><b>.00</b>  | <b>.59</b><br><b>.00</b>                                       | <b>.00</b><br><b>1.69</b>         |
| <b>Master Trusts</b>  |                        |                          |                     |   |  |                                   |
| Rhbpt-Balanced Portolio Master Tr.<br>9SPMTH8U3 Asset Minor Code 60<br>Date Last Priced: 07/31/12 | 7,478,480.650          | 7,478,480.65<br>1.0000 @ | 7,478,480.65        | .00<br>.00  | 7,478,480.65<br>.00  | .00<br>0.00                       |
| <b>Total Master Trusts</b>  | <b>7,478,480.650</b>   | <b>7,478,480.65</b>      | <b>7,478,480.65</b> | <b>.00</b><br><b>.00</b>  | <b>7,478,480.65</b><br><b>.00</b>                              | <b>.00</b><br><b>0.00</b>         |
| <b>Total Assets</b>   | <b>7,478,481.240</b>   | <b>7,478,481.24</b>      | <b>7,478,481.24</b> | <b>.00</b><br><b>.00</b>  | <b>7,478,481.24</b><br><b>.00</b>                              | <b>.00</b><br><b>0.00</b>         |
| <b>Accrued Income</b>   | <b>.000</b>            | <b>.00</b>               | <b>.00</b>          |   |  |                                   |
| <b>Grand Total</b>  | <b>7,478,481.240</b>   | <b>7,478,481.24</b>      | <b>7,478,481.24</b> |   |  |                                   |

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## 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.

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**INCOME ACCRUAL DETAIL**

| SHARES/<br>FACE AMOUNT            | DESCRIPTION                                     | EX<br>DATE | PAY<br>DATE | ANN<br>RATE | BEGINNING<br>ACCRUAL | INCOME<br>EARNED | INCOME<br>RECEIVED | ENDING<br>ACCRUAL |
|-----------------------------------|---|------------|-------------|-------------|----------------------|------------------|--------------------|-------------------|
| <b>Cash And Equivalents</b>       |   |            |             |             |                      |                  |                    |                   |
| .590                              | First Am Govt Ob Fd CI Z<br>31846V567           |            | 07/03/17    | 0.01        | .01                  | .00              | .01                | .00               |
| <b>Total Cash And Equivalents</b> |   |            |             |             | <b>.01</b>           | <b>.00</b>       | <b>.01</b>         | <b>.00</b>        |
| <b>Master Trusts</b>              |   |            |             |             |                      |                  |                    |                   |
| 7,478,480.650                     | Rhbpt-Balanced Portolio Master Tr.<br>9SPMTH8U3 |            |             |             | .00                  | 17,651.91        | 17,651.91          | .00               |
| <b>Total Master Trusts</b>        |   |            |             |             | <b>.00</b>           | <b>17,651.91</b> | <b>17,651.91</b>   | <b>.00</b>        |
| <b>Grand Total</b>                |   |            |             |             | <b>.01</b>           | <b>17,651.91</b> | <b>17,651.92</b>   | <b>.00</b>        |

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### INVESTMENT ACTIVITY

| DATE  | DESCRIPTION   | CASH                |
|---|---|---------------------|
| <b>Interest</b>   |   |                     |
| <b>First Am Govt Ob Fd CI Z<br/>31846V567</b>           |   |                     |
| 06/01/2017  | Interest From 5/1/17 To 5/31/17                             | .01                 |
| <b>Total Interest</b>                                   |   | <b>.01</b>          |
| <b>Income</b>   |   |                     |
| <b>Rhbpt-Balanced Portolio Master Tr.<br/>9Spmth8U3</b> |   |                     |
| 06/30/2017  | Allocation Of Earnings<br>Earnings Distribution             | 17,651.91           |
| <b>Total Income</b>                                     |   | <b>17,651.91</b>    |
| <b>Other Earnings</b>                                   |   |                     |
| <b>Allocation Of Unrealized Loss<br/>9Spmth8U3</b>      |   |                     |
| 06/30/2017  | Rhbpt-Balanced Portolio Master Tr.<br>Earnings Distribution | - 152,441.84        |
| <b>Total Other Earnings</b>                             |   | <b>- 152,441.84</b> |

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**PURCHASES**

| DATE  | DESCRIPTION   | SHARES/<br>FACE AMOUNT | COMMISSION | CASH               | BOOK VALUE       |
|---|---|------------------------|------------|--------------------|------------------|
| <b>Cash And Equivalents</b>                     |   |                        |            |                    |                  |
| 06/02/2017                                      | Purchased 0.01<br>Units Of<br>First Am Govt Ob Fd Cl Z<br>Trade Date 6/2/17<br>31846V567  | .010                   | .00        | - .01              | .01              |
| <b>Total First Am Govt Ob Fd Cl Z</b>           |   | <b>.010</b>            | <b>.00</b> | <b>- .01</b>       | <b>.01</b>       |
| <b>Total Cash And Equivalents</b>               |   | <b>.010</b>            | <b>.00</b> | <b>- .01</b>       | <b>.01</b>       |
| <b>Miscellaneous</b>                            |   |                        |            |                    |                  |
| 06/30/2017                                      | Purchased<br>36,530.41 Units Of<br>Rhbpt-Balanced Portolio Master Tr.<br>Trade Date 6/30/17<br>Earnings Distribution<br>9SPMTH8U3 | 36,530.410             | .00        | - 36,530.41        | 36,530.41        |
| <b>Total Rhbpt-Balanced Portolio Master Tr.</b> |   | <b>36,530.410</b>      | <b>.00</b> | <b>- 36,530.41</b> | <b>36,530.41</b> |
| <b>Total Miscellaneous</b>                      |   | <b>36,530.410</b>      | <b>.00</b> | <b>- 36,530.41</b> | <b>36,530.41</b> |
| <b>Total Purchases</b>                          |   | <b>36,530.420</b>      | <b>.00</b> | <b>- 36,530.42</b> | <b>36,530.42</b> |

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**SALES AND MATURITIES**

| DATE  | DESCRIPTION  | SHARES/<br>FACE AMOUNT | COMMISSION | TRANSACTION<br>PROCEEDS | BOOK VALUE | REALIZED<br>GAIN/LOSS | PRIOR MARKET /<br>PRIOR MARKET<br>REALIZED GAIN/LOSS |
|---|--|------------------------|------------|-------------------------|------------|-----------------------|--|
| <b>Miscellaneous</b>                                |  |                        |            |                         |            |                       |  |
| 06/30/2017  | Allocation<br>Of Capital Gains<br>Rhbpt-Balanced Portolio Master Tr.<br>Earnings Distribution<br>9SPMTH8U3 | .000                   | .00        | 171,320.34              | .00        | 171,320.34            | .00<br>.00   |
| <b>Total Rhbpt-Balanced<br/>Portolio Master Tr.</b> |  | <b>.000</b>            | <b>.00</b> | <b>171,320.34</b>       | <b>.00</b> | <b>171,320.34</b>     | <b>.00<br/>.00</b>                                   |
| <b>Total Miscellaneous</b>                          |  | <b>.000</b>            | <b>.00</b> | <b>171,320.34</b>       | <b>.00</b> | <b>171,320.34</b>     | <b>.00<br/>.00</b>                                   |
| <b>Total Sales And<br/>Maturities</b>               |  | <b>.000</b>            | <b>.00</b> | <b>171,320.34</b>       | <b>.00</b> | <b>171,320.34</b>     | <b>.00<br/>.00</b>                                   |

**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 upon 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-Date) 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.



**RECOGNITION**

# Gavilan Joint Community College District Governing Board Agenda

August 8, 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:** Gavilan College Student-Athlete of the Year Award

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

The Department of Kinesiology & Athletics is proud to announce the 2016-17 Gavilan College Student-Athlete of the Year Award presented by Togo's Eatery on 1<sup>st</sup> Street in Gilroy at tonight's Board of Trustee meeting.

**Background:**

Since 2008, the Rams Athletic Department has recognized and honored its student-athletes for their accomplishments on and off the field. In 2015, we teamed up with Togo's Eatery on 1<sup>st</sup> Street in Gilroy and Articulate Solutions to celebrate our students' successes.

As part of the selection process, special attention was paid specifically to four areas: academic achievement, leadership; athletic contributions; and involvement in the community. Over the course of the 2016-17 academic year, 28 individual student-athletes were recognized for their accomplishments as student-athletes of the month. As a result, each were honored with a certificate of recognition, compliments of Articulate Solutions and a complimentary lunch gift certificate from Togo's. Their names were also added to a perpetual plaque that will be proudly displayed in the foyer of the Bud & Jean Ottmar Memorial Gymnasium.

**Recognition:**

This year's recipient of the 2016-17 Student-Athlete of the Year Award goes to Erica Chapa of the women's volleyball and beach volleyball teams.

Erica successfully completed 29 out of 29 attempted units. She also earned both Dean's and Scholar-Athlete honors during the academic year, while posting a 3.38 cumulative grade point average for the year. She also walked the graduation stage in May after earning her AA-T degree in Psychology.

As a competitor, Erica leaves as Gavilan's most decorated volleyball player in program history. Her accomplishments on the court and beach include the following:

#### INDOOR:

- 🏆 2016 AVCA All-American (Gavilan Volleyball's 1<sup>st</sup>)
- 🏆 2016 CCCAA State Tournament, All-Tournament Selection
- 🏆 2016 CCCWVCA All-State, First Team Selection
- 🏆 2016 CCCWVCA All-Nor Cal, First Team Selection
- 🏆 2016 Coast Conference Most Valuable Player
- 🏆 2016 All-Coast Conference Selection
- 🏆 San Joaquin Delta, All-Tournament Team
- 🏆 Solano College Classic, All-Tournament Team
- 🏆 2<sup>nd</sup> All Time at Gavilan College in Assists
- 🏆 1<sup>st</sup> All Time at Gavilan College in Aces
- 🏆 Helped lead the volleyball program to its first appearance in the CCCAA State Tournament. (Final State ranking: 6<sup>th</sup> overall; 3<sup>rd</sup> in Northern California.)

#### ON THE BEACH:

- 🏆 Erica and her partner finished the 2017 season with the best record of any team in the program.
- 🏆 Upset Division 1 Cal State Bakersfield's # 2 ranked team early on in the season
- 🏆 Qualified for the 2017 Nor Cal Championships, just missing out on bid to the State Championships.


As an active member in the community, Erica has been involved in coaching both indoor and beach volleyball to young people from within our area for the past three years. She has coached players ranging from 14-17 years old offering individual lessons and serving as an assistant coach for Crush Volleyball Club and Rush Volleyball Club.

As a result of her hard work and determination, Erica will continue her education at Cal State Monterey Bay competing for the Otters in volleyball on an athletic scholarship.


On behalf of the Rams Athletic Department, we'd like to congratulate Erica on her accomplishments and wish her the best of luck as she moves forward with her studies and athletic career at CSUMB.

Recommended By: Ron Hannon, Dean of Kinesiology & Athletics

Prepared By:

  
Ron Hannon, Dean of Kinesiology & Athletics

Agenda Approval:

  
Dr. Kathleen A. Rose, Superintendent/President

# Gavilan Joint Community College District Governing Board Agenda

August 08, 2017

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

Office of the President

**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 July 2017 – Eva Daley**

Eva does everything nursing... she keeps track of nursing applicants, denied applicants, accepted nursing students, clinical requirements and since they don't use Banner to track any of these, she does it all by creating spreadsheets!

She submits curriculum changes, she submits quarterly grant reports, she completes accreditation reports for renewal from the LVN and RN Boards, she completes annual BRN and BVN reports, and deals with everything for the AH budget.

She is extremely bright and she is always smiling, positive, and happy. She rarely complains and is well liked and respected by many. The Nursing students and staff love her!!!

She is also the secretary for CSEA and is currently part of CSEA's negotiations team.

### **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:

  
\_\_\_\_\_  
Dr. Eric Ramones, Associate Vice President of Human Resources

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen Rose, Superintendent/President

**INFORMATION**

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Office of the President

**SUBJECT:** Gavilan College Community Spirit Awards

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

Staff will conduct the 2017 Gavilan College Community Spirit Awards for Gilroy, greater Morgan Hill, and San Benito County, soliciting nominations from the Board of Trustees, Gavilan College staff and students, and the community. A representative committee will review the nominations and make a recommendation to the board. Winners will be honored at events in their respective communities, and on campus.

**Background:**

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

The calendar will be presented at the August board meeting. Nominees will be presented at the October meeting.

**Budgetary Implications:**

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

**Follow Up/Outcome:**

See calendar and nomination form, attached.

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

Prepared By:

  
\_\_\_\_\_  
Jan Bernstein Chargin, Public Information Officer

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen A. Rose, Superintendent/President



## **Gavilan College Community Spirit Awards 2017 Timeline**

Solicitation of nominations: month of August  
Committee review: month of September  
Presentation of recommendations to Board of Trustees: October meeting

### **Awards breakfasts: (Tentative dates)**

|                                       |                |           |
|---------------------------------------|----------------|-----------|
| Hollister DT Association 10/25/17     | 7:30-9:00 a.m. | CONFIRMED |
| Morgan Hill Chamber breakfast 11/2/17 | 7:30-9:00 a.m. | TENTATIVE |
| Gilroy Chamber breakfast 11/15/17     | 6:30 - 8 a.m.  | TENTATIVE |
| ON-CAMPUS event:                      |                | TBA       |

Link for nomination form, list of past winners:

**<http://www.gavilan.edu/news/announcement/spirit-awards.php>**

**Gavilan Joint Community College District  
Governing Board Agenda  
August 8, 2017**

Consent Agenda Item No. \_\_\_\_\_ Office of the President  
Information/Staff Reports No. II, 11 (b)  
Discussion Item No. \_\_\_\_\_  
Old Business Agenda Item No. \_\_\_\_\_  
New Business Agenda Item No. \_\_\_\_\_

**SUBJECT:** Community Coffee and Conversation Schedule

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:** That the Board receive the schedule of Community coffee and Conversations being hosted by Superintendent/President Dr. Rose in our local communities. The tentative schedule is:

All events: 9 a.m. – 10:30 a.m.  
August 12: COYOTE VALLEY - Starbucks, Bernal Road  
August 19: HOLLISTER – Mars Hill Coffee Shop  
August 26: GILROY – First Street Coffee  
October 7: SAN JUAN BAUTISTA – Vertigo Coffeehouse  
October 21: SAN MARTIN – San Martin Café  
October 28: MORGAN HILL – GVA Café

**Background:** These informal meet and greet sessions are scheduled to provide the communities we serve with an opportunity to meet the college president and learn more about current initiatives and innovations at the college. For the second year, Dr. Rose will be accompanied by at least one senior staff member and the PIO, to participate in the dialog and gather comments and contact information from attendees. Of particular focus this year will be information pertaining to the EMP, FMP and the Chancellor's Office "Vision for Success" document. Board members are invited to attend the Community Coffee and Conversation events.

**Budgetary Implications:** None

**Follow Up/Outcome:** College forums will be scheduled September – May on the Gilroy campus, as well as monthly newsletters and other community activities with the president throughout the academic year.

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

Prepared By:   
Jan Bernstein, Chargin, Public Information Officer

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Office of the President

**SUBJECT:** Revisions to Committees of the Board and Trustee Assignments

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

**Proposal:**

That the Board of Trustees review the draft committees to the board and trustee assignments.

**Background:**

The description of committees of the board needed updating and several committees had membership vacancies.

**Budgetary Implications:**

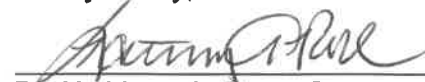
None.

**Follow Up/Outcome:**

After receiving Board of Trustee input, edits will be made and the list will be prepared for approval.

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

Prepared By:   
Nancy Bailey, Executive Assistant

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

**DRAFT**

**BOARD OF TRUSTEES  
COMMITTEES OF THE BOARD  
2017**

***Standing Committees:***

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**BOARD POLICY AND ADMINISTRATIVE PROCEDURE OVERSIGHT COMMITTEE**

Kent Child - Chair  
Laura Perry  
Lois Locci

The Board Policy and Administrative Procedure Oversight Committee consists of three board members, the Superintendent/President of the college, and the three senior vice presidents. The committee meets as necessary to review current policy and update policy in accordance with recommendations from board members, students, faculty, and/or staff, as well as recommendations from the Community College League of California, to ensure Gavilan's policies reflect its current needs while complying with state law.

**BUDGET AND INTEGRATED PLANNING COMMITTEE**

Kent Child - Chair  
Mark Dover  
Jonathan Brusco

The Board Budget and Integrated Planning Committee consists of three board members, the Superintendent/President of the college, and the three senior vice presidents. They meet during the annual budget process to discuss and review current budget trends and forecasts. In addition this group will survey the overall integrated planning process of the college and ensure that the budget process is aligned with current district planning.

**FACILITIES DEVELOPMENT AND UTILIZATION COMMITTEE**

Mark Dover - Chair  
Walt Glines  
Jonathan Brusco  
Student Trustee

Three board members and the student trustee represent the board on the Facilities Development and Utilization Committee. The committee meets with the Superintendent/President, the three senior vice presidents, and other representatives to review, comment, and make recommendations to the full Board on those issues affecting District facilities that are consistent with current and new strategies as outlined in the Districts Strategic Plan.

This committee meets as needed to discuss items to include: 1) status, timelines, and budgets of bond related facility, landscaping, and other site improvements; 2) status, timelines, and budgets of bond related land acquisition agreements and environmental impact reports; 3) status, timelines, and budgets of State funded facility projects, load capacity ratios, and documentation; and 4) facility lease agreements for the main campus and off-site instructional facilities.

**INSTITUTIONAL EFFECTIVENESS AND STRATEGIC PLANNING COMMITTEE**

Rachel Perez  
Lois Locci

Laura Perry (**Board President position**)

This committee consists of three board members, the Superintendent/President of the college, and the three senior vice presidents. The committee meets annually to review the Strategic Plan

## DRAFT

and to prepare for full board workshops to present professional development and discussion regarding the Strategic Plan.

### SCHOOL DISTRICT COLLABORATION COMMITTEE

Jonathan Brusco - Chair

Lois Locci

~~Mark Dover~~ Rachel Perez

This committee consists of three board members, the Superintendent/President of the college and the three senior vice presidents. The committee meets once per semester to develop and review current outreach and collaboration practices throughout the district and strengthen partnerships. Reports and data will be shared from the relevant grants and appropriate offices on campus that conduct outreach efforts with this committee to assist in gauging effective practices.

### *Ad Hoc Committees:*

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#### ATHLETIC

Mark Dover - Chair

Walt Glines

Laura Perry

The Athletic sub-comm. is a three board member committee charged with ensuring the athletic department is Title IX compliant, recruiting district athletes, and planning for future athletic facilities and programs. The comm. is responsible for maintaining athletic opportunities for the district and meets as needed with the Dean of Athletics, and Superintendent/President.

#### ~~COMMUNITY EDUCATION~~

~~Mark Dover~~

~~\_\_\_\_\_ (vacant)~~

~~Laura Perry~~

~~Student Trustee~~

~~Once a year, or as needed, the Board Subcommittee for Community Education meets with the Director of Community Education and Contract Education, the President Superintendent, and the Vice President of Student Services to discuss not for credit educational offerings for the communities served within the district, as well as educational/vocational training opportunities for our local businesses.~~

### EVALUATION OF COLLEGE PRESIDENT AD HOC COMMITTEE

Kent Child - Chair

Mark Dover

Laura Perry (Board President position)

The Evaluation of College President Ad Hoc Committee consists of three board members and the Associate VP of Human Resources and Labor Relations. The committee meets to discuss, review, and develop the evaluation to be used on campus. All board members actively participate in interviewing assigned Gavilan employees who have completed the evaluation form. The committee reviews and comments on the President's goals and objectives, the College Strategic Plan, and Education Master Plan and using the evaluation tool that was approved by the Board, an evaluation is completed utilizing the Board's evaluation comments and Gavilan employees' comments. A separate meeting is held with the President to review the evaluation, and the Board's recommendations and comments are submitted.

**DRAFT**

**BOARD SELF EVALUATION AD HOC COMMITTEE**

~~Kent Child~~ — G Need a chair?  
Jonathan Brusco  
Walt Glines  
Lois Locci

The Board Self Evaluation Ad Hoc Committee consists of three board members and the Superintendent/President of the college. Utilizing the evaluation instrument and the year's annual Board Goals, all board members review goals, reflect on issues, concerns, efforts and actions in filling out the evaluation form.

The Board Self-Evaluation Ad Hoc Committee reviews the composite evaluation and the current Board Goals, and prepares a draft of potential goals for the next cycle. This information is shared with the full board at a special scheduled meeting each year.

**~~OFF SITE EDUCATIONAL CENTERS~~**

~~Kent Child~~  
~~Lois Locci~~  
~~Jonathan Brusco~~  
\_\_\_\_\_ (vacant)

~~The Off Site Educational Centers Ad Hoc Committee to the Board of Trustees is set up to review constituent concerns, desires, and recommendations regarding new educational centers in the Hollister/San Benito County and Morgan Hill areas. This committee is set up with four Trustees, not the usual three, to allow the three San Benito County Trustees to be present, as well as one Trustee from a different area.~~

***Other:***

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**RETIREMENT BOARD REVIEW COMMITTEE**

Lois Locci, Clerk of the Board  
Kathleen Rose, Superintendent/President - Chair  
Frederick E. Harris, Vice President of Administrative Services

The Board of Trustees established the Gavilan Joint Community College District Retirement Board for the purpose of assisting the District in its participation in the programs and activities provided for by way of the JPA Agreement. (Resolution No. 879)

The duties of the Retirement Board shall be to review the District's investment portfolio as established by way of the JPA Agreement and make recommendations to the District's Board and to the Designated Member as to the form and format of such investments on an annual basis including any deletions, additions or modifications to such investments as provided for by way of the investment allocation model established by the JPA and as provided for in the JPA Agreement. The Retirement Board shall meet annually and shall provide regular written reports of its activities and recommendations to the District's Board.

**OLD BUSINESS**

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Office of the President

**SUBJECT:** Approval of Revisions to Board Policies

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board review and approve the proposed changes to the Board policies from Chapter 3 General Institution: BP3280 and BPs 3500 - 3900.

**Background:**

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

**Budgetary Implications:**

**Follow Up/Outcome:**

The policies will be publicized to the college community and posted on the college website..

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

Prepared By:

  
\_\_\_\_\_  
Nancy Bailey, Executive Assistant

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen A. Rose, Superintendent/ President



# **BP 3280 Grants**

**Reference:**

*Education Code Section 70902*

The Board will be informed about all grant applications made and grants received by the District.

The President of the College shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**See Administration Procedures #3280**

## **BP 3500 Campus Safety**

**Reference:**

***Education Code 67380(a)(4)***

The Board is committed to a safe and secure District work and learning environment. To that end, the President of the College shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

**See Administrative Procedure #3500**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

# **BP 3501 Campus Security and Access**

## **References:**

***34 Code of Federal Regulations Part 668.46(b)(3);  
ACCJC Accreditation Standard III.B.1***

The Superintendent/President shall establish procedures for security and access to District facilities.

**See Administrative Procedure #3501**

Reviewed and Amended by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: October 9, 2012

# BP 3505 Emergency Response Plan

## References:

***Education Code Sections 32280 et seq. and 71095;***  
***Government Code Sections 3100 and 8607(a);***  
***Homeland Security Act of 2002;***  
***National Fire Protection Association 1600;***  
***Homeland Security Presidential Directive-5;***  
***Executive Order S-2-05;***  
***19 California Code of Regulations Sections 2400-2450;***  
***34 Code of Federal Regulations Part 668.46(g)***

The District shall have 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 occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This 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), the Master Mutual Aid Agreement (MMAA) and any 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.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements. The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

## **See Administrative Procedure #3505**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: October 9, 2012

## **BP 3510 Workplace Violence**

### **Reference:**

***Cal/OSHA: Labor Code §§ 6300 et seq;***

***8 Cal. Code Regs. § 3203;***

***"Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6)***

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The President of the College shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

**See Administrative Procedure #3510**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

# **BP 3515 Reporting of Crimes**

**Reference:**

*Education Code Section 67380*

The President of the College shall assure that, as required by law, reports are prepared of all occurrences reported to campus security of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The President of the College shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

**See Administrative Procedure #3515**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

## **BP 3520 Local Law Enforcement**

### **References:**

***Education Code Sections 67381 and 67381.1;  
34 Code of Federal Regulations Section 668.46(b)(4)***

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

Gavilan College in Gilroy, Morgan Hill, Hollister, and all other instructional site locations encourages accurate and prompt reporting of all crimes to the campus security and/or the appropriate police agencies. The Superintendent/President shall establish procedures that encourage counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**See Administrative Procedure #3520**

Reviewed and Amended by the Board of Trustees: \_\_\_\_\_  
Amended by the Board of Trustees: October 9, 2012  
Approved by the Board of Trustees: December 11, 2001

## **BP 3530 Weapons on Campus**

### **References:**

***Penal Code Sections 626.9 and 626.10***

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

**See Administrative Procedure #3530**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Amended by the Board of Trustees: October 9, 2012  
Approved by the Board of Trustees: December 11, 2001



## **BP 3550 Drug Free Environment and Drug Prevention Program**

### **Reference:**

***Drug Free Schools and Communities Act,  
20 United States Code. Section 1145g;  
34 Code of Federal Regulations Section 86.1 et seq.;***  
***Drug Free Workplace Act of 1988;  
41 United States Code. Section 702***

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The President of the College shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

**See Administrative Procedure #3550**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

# BP 3560 Alcoholic Beverages

**Reference:**

***Business and Professions Code Section 25608;  
34 CFR 668.46(b)***

The CEO is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Board of Trustees Approved: August 14, 2012

## **BP 3600 Auxiliary Organizations**

### **References:**

***Education Code Sections 72670 et seq.;***

***Title 5 Sections 59250 et seq.***

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The Superintendent/President shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5 Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Superintendent/President pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

**See Administrative Procedure #3600**

Approved by the Board of Trustees: \_\_\_\_\_

## **BP 3710 Intellectual Property and Copyright**

**Reference:**

***Education Code Sections 72207, 81459***

The President of the College is directed to develop appropriate administrative procedures to implement the provisions of the Education Code, which authorize the securing of copyrights in the name of the District to all copyrightable works developed by the District.

The procedures developed by the President of the College shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the President of the College shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

**See Administrative Procedure #3710**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

## **BP 3720 Computer and Network Use**

***Reference:***

***Education Code Section 70902;  
17 United States Code Section 101 et seq.;***  
***Penal Code Section 502,  
Cal. Const., Art. 1 Section 1;  
Government Code Section 3543.1(b)***

Employees, trustees, and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President of the College shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

**See Administrative Procedure #3720**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Amended by the Board of Trustees: November 13, 2007  
Approved by the Board of Trustees: December 11, 2001

# **BP 3810 Claims Against the District**

## **Reference:**

***Education Code Section 72502;  
Government Code Sections 900 et seq.; 910***

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

The Office of the President  
5055 Santa Teresa Boulevard  
Gilroy, CA 95020

**See Administrative Procedure #3810**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: December 11, 2001

## **BP 3820 Gifts**

### **Reference:**

***Education Code Section 72205***

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies, which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race, or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status or physical or mental disability, or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**NOTE:** The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.

**See Administrative Procedure #3820**

Reviewed and Approved by the Board of Trustees: \_\_\_\_\_  
Approved by the Board of Trustees: October 9, 2012  
Approved by the Board of Trustees: December 11, 2001

## **BP 3900 Speech: Time, Place, and Manner**

### ***References:***

***Education Code Section 76120 and 66301***

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college campuses of the District are non-public forums, except for those areas that are designated public forums available for the exercise of expression by student, employees, and members of the public. The President/Superintendent shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedure promulgated by the President/Superintendent shall not prohibit the right of student to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of the unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)) so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

**See Administrative Procedure 3900**



**NEW BUSINESS**

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

President's Office

**SUBJECT:** Ratification of CSEA Agreement

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees take action on the Agreement between the District and the Classified School Employees Association (CSEA).

**Background:**

The District and CSEA Negotiating Teams have concluded negotiations for FY 2017-18. A Tentative Agreement was signed by both parties on July 18, 2017. CSEA membership voted to accept the Tentative Agreement (attached) on July 26, 2017.

The following items are included in the Tentative Agreement:

- Two percent (2%) salary increase
- Longevity pay increase 9<sup>th</sup> year (\$100) 14<sup>th</sup> year (\$125) and 19<sup>th</sup> year (\$225)

**Budgetary Implications:**

The estimated cost of \$138,200 is included in the District's FY 17/18 budget

**Follow Up/Outcome:**

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

Recommended By: Dr. Eric Ramones, Associate Vice President, Human Resources

Prepared By:   
Dr. Eric Ramones, Associate Vice President, Human Resources

Agenda Approval:   
Dr. Kathleen Rose, Superintendent/President

**GAVILAN COMMUNITY COLLEGE DISTRICT AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #270**

**Tentative Agreement 2017-2018  
July 18, 2017**

Gavilan Joint Community College District ("District") and California School Employees Association, Chapter #270 ("CSEA") agree to the following:

1. Both parties agree to Article 23, Section 23.2 "Reopeners" as follows:

The first paragraph of Section 23.2 will state, " For 2018-19 negotiations, the openers shall be two articles of each party's choosing in addition to Article 8 Compensation and Benefits."

2. Both parties agree to a two (2%) percent salary increase which will modify the existing Classified Employees Salary Schedule (Appendix A) effective August 1, 2017.

3. Both parties agree to changes in Article 8.4 "Longevity"

8.4.4.1        Upon completion of the ninth (9th) year of service with the District, \$100.00 per month will be added to the employee's existing salary.

8.4.4.2        Upon completion of the fourteenth (14th) year of service with the District, \$125.00 per month will be added to the employee's existing salary.

8.4.4.3        Upon completion of the nineteenth (19th) year of service with the District, \$225.00 per month will be added to the employee's existing salary.

4. Both parties agree to Article 10.2 "Work Week" to revise the language:

10.2.1 The work week shall consist of not more than five (5) consecutive working days for any employee having an average work day of four (4) or more hours during the work week. The District shall assign a daily work schedule and shall assign a fixed, regular, and ascertainable number of hours. The assigned daily work schedule for any employee shall not be changed except by agreement between the District and the employee.

10.2.2 During the dates of summer session, as determined by the District, the workweek will consist of four and one half (4.5) workdays, commencing at 8:00 a.m. and ending at 5:30 p.m., with one half (1/2) hour for lunch, Monday through Thursday. The Friday workday will be from 8:00 a.m. to 12:00 noon. The week of July 4<sup>th</sup> will

be an eight (8) hour, four (4) day workweek.

10.2.3 If mutual agreement is not reached (10.2.1), the District may make individual adjustments to the assigned daily work schedule based on a specific department's needs. "Department needs" includes but is not limited to staffing levels, enrollment, and the timing of course offerings.

5. Both parties agree to Article 12 Transfers and Reassignments, 12.2 "Voluntary Transfers and Reassignments" to revise the language:

12.2.1 When a vacancy occurs, the District will send notices to all employees within that classification and allow five working days for those employees to request a transfer. Employees are responsible for filing the appropriate paperwork required by the District for transfer requests. Transfer requests will be considered before advertising for the vacancy. The District's decision will be made after consideration of applicant qualifications, evaluations, length of service, and/or the needs of the District.

Lateral transfer candidates shall receive an interview by the screening committee for the vacant position. After all transfer candidates have had the opportunity to participate in the interview process, the District shall contact all candidates within ten (10) working days to inform them whether their transfer request was accepted or denied. Within five (5) days of being denied, the candidate may request a meeting with the hiring manager and/or Human Resources to discuss why they were not selected and future opportunities for professional development.

6. These changes will be effective upon ratification by CSEA Chapter 270 and the Governing Board of Trustees of Gavilan College.
7. This Tentative Agreement concludes negotiations for the 2017-2018 year.

For CSEA:

Doris Arroyo 7/18/17  
Diana Seelie 7/18/17  
[Signature] 7/18/17

For District:

James G. ...

...

John ...  
...

**ARTICLE 23**  
**TERM OF AGREEMENT**

July 1, 2012 - June 30, 2015

**23.1 Term of Agreement**

This Agreement shall remain in full force and effect from July 1, 2015 up to and including June 30, 2018. Thereafter, it shall continue in effect automatically until ratification of a binding written agreement by the parties which supersedes this Agreement.

**23.2 Reopeners**

For 2015-196 and 2016-17 negotiations, the reopeners shall be two articles of each party's choosing and Article 8, Compensation and Benefits.

The CSEA labor representative and District chief negotiator shall identify and set aside a list of dates for spring negotiations by December 15<sup>th</sup>. The parties agree to complete initial proposals for a successor contract by February 15th, for sunshining at the next Board meeting. Initial proposals for reopeners during the 3-year term of the contract shall be completed by March 1<sup>st</sup> of each year, for sunshining at the March Board meeting. Negotiations shall commence as soon as possible after the Board has sunshined the proposal.

FOR CSEA CHAPTER #270  
GAVILAN COLLEGE

FOR GAVILAN JOINT COMMUNITY  
COLLEGE DISTRICT

\_\_\_\_\_  
Denise Apuzzo  
Chapter President

\_\_\_\_\_  
Dr. Kathleen Rose  
Superintendent/President

Negotiation Team:

Negotiation Team:

Diana Seelie  
Chapter Vice President

Dr. Eric Ramones  
Associate Vice President, Human

Eva Daley  
CSEA Unit Member  
Services

\_\_\_\_\_  
Wade Ellis, CPA  
Associate Vice President, Business

\_\_\_\_\_  
Kathleen Moberg,  
Vice President, Student Services

Nathan Jennings  
Labor Relations Representative

**8.4.3 Continuation of Longevity Steps**

- 8.4.3.1** Longevity steps shall depend on continued evaluations of satisfactory or above. For any year in which the evaluation is not satisfactory or better, that year shall not be credited toward the next longevity step.
- 8.4.3.2** When an employee receives a promotion or reclassification, the employee shall retain a longevity step as earned in the previous classification.

**8.4.4 Limitations on Longevity Steps**

A maximum of three (3) longevity steps may be accumulated: one at the tenth (10<sup>th</sup>) year, one at the fifteenth (15<sup>th</sup>) year, and one at the twentieth (20<sup>th</sup>) year. Compensation for longevity will be as follows:

- 8.4.4.1** Upon completion of the ninth (9th) year of service with the District, \$5100.00 per month will be added to the employee's existing salary.
- 8.4.4.2** Upon completion of the fourteenth (14th) year of service with the District, \$12500.00 per month will be added to the employee's existing salary.
- 8.4.4.3** Upon completion of the nineteenth (19th) year of service with the District, \$22500.00 per month will be added to the employee's existing salary.
- 8.4.4.4** Employees who are currently earning more for longevity with the District at the 2.5% longevity step will be grandfathered in at their current level.
- 8.4.4.5** This longevity payment shall be pro-rated for part-time employees according to FTE.

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**8.5 Working Out of Class**

When an employee is directed by his/her supervisor to perform duties of an established position of higher classification for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, the employee's salary will be adjusted upward for the entire period required to work out of class, to an amount equal to the first step of the higher salary range, or by an amount which provides an increase of one (1) step above the employee's present salary, whichever is greater.

**8.6 Health and Welfare Benefits**

- 8.6.1** Effective July 1, 2001, the District shall provide medical, dental and vision insurance for employees and their families, and \$50,000 Term Life Insurance for the employee.
- 8.6.1.1** 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.
- 8.6.1.2** Unit member eligibility for two-party and/or family benefits shall follow carrier definitions including California AB #25 (Migden 2001).

**ARTICLE 10**

**HOURS**

**10.1 Schedule**

10.1.1 Unit Members shall be required to work in accordance with the schedule established by their supervisor.

**10.2 Work Week**

10.2.1 The work week shall consist of not more than five (5) consecutive working days for any employee having an average work day of four (4) or more hours during the work week. The District shall schedule hours and work days assign a daily work schedule and shall assign a fixed, regular, and ascertainable number of hours. The assigned hours and work days daily work schedule for any employee shall not be changed except by agreement between the District and the employee.

10.2.2 During the dates of summer session, as determined by the District, the workweek will consist of four and one half (4.5) workdays, commencing at 8:00 a.m. and ending at 5:30 p.m., with one half (1/2) hour for lunch, Monday through Thursday. The Friday workday will be from 8:00 a.m. to 12:00 noon. The week of July 4<sup>th</sup> will be an eight (8) hour, four (4) day workweek.

10.2.3 If mutual agreement is not reached (10.2.1), the District may make individual adjustments of hours and work days to the assigned daily work schedule based on a specific department's needs (e.g., Cosmetology, Hope Workshop, Data Processing). "Department needs" includes but is not limited to staffing levels, enrollment, and the timing of course offerings.

**10.3 Overtime**

10.3.1 Overtime is defined as (a) employment in excess of the number of days mentioned above, or (b) employment in excess of eight (8) hours in any day or in excess of forty (40) hours in any calendar week. Overtime shall be equitably distributed among qualified members of a given work unit as circumstances permit; equity, competence, and availability are the proper factors in making this distribution.

10.3.2 Employees who are assigned overtime shall be paid at the rate of time and one-half of their regular rate. Assigned work performed on a legal holiday which falls on a workday shall be compensated at the rate of time and one-half in addition to the regular rate of pay.

10.3.3 All assigned overtime must be authorized by the supervisor.

10.3.4 The provisions of Sections 10.3.2 through 10.3.3 shall be interpreted in a manner consistent with the Fair Labor Standards Act to the extent to which that Act is applicable.

10.3.5 Compensation for assigned overtime shall be at the option of the employee. The employee may select either compensatory time off or cash compensation for overtime worked, at the appropriate overtime rate. No employee may accumulate more than two hundred and forty (240) hours of compensatory time off.

**10.4 Call Backs**



**ARTICLE 12**

**TRANSFERS AND REASSIGNMENTS**

**12.1 Definitions**

- 12.1.1 A transfer is a permanent change in the location of a Unit Member's work and includes a change from the Gavilan main campus to an off-campus site, or vice versa, and a change from one (1) work station to another.
- 12.1.2 A reassignment is a permanent change from one (1) classification to another classification, having either the same salary range (a lateral reassignment) or having a higher salary range (a promotion).

**12.2 Voluntary Transfers and Reassignments**

A voluntary transfer or reassignment is initiated by a Unit Member's written application after the District has determined that a permanent vacancy exists within a given classification. The Unit Member's application for such vacancy, depending upon his/her present classification, will constitute either a voluntary transfer, a lateral reassignment, or a promotion. Transfer requests shall be considered before reassignment requests.

12.2.1 When a vacancy occurs, the District will send notices to all employees within that classification and allow five working days for those employees to request a transfer. Employees are responsible for filing the appropriate paperwork required by the District for transfer requests. Transfer requests will be considered before advertising for the vacancy. The District's decision will be made after consideration of applicant qualifications, evaluations, length of service, and/or the needs of the District ~~which include but are not limited to, customer service skills.~~

Lateral transfer candidates shall receive an interview by the screening committee for the vacant  
12.2.1 position. After all transfer candidates have had the opportunity to participate in the  
interview process, the District shall contact all candidates within ten (10) working days to inform  
them whether their transfer request was accepted or denied. Within five (5) days of being denied,  
the candidate may request a meeting with the hiring manager and/or Human Resources to  
discuss why they were not selected and future opportunities for professional development.

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**12.3 Involuntary Transfers or Reassignments**

Involuntary transfers and/or reassignments shall not be arbitrary or capricious. Notice of involuntary transfer and/or reassignment shall be given to the Unit Member in writing. Whenever possible, notice of fourteen (14) calendar days will be given. Notwithstanding the provisions of Section 12.2, an involuntary transfer and/or reassignment may be made by the District under any one (1) of the three (3) following circumstances:

- 12.3.1 When no vacant position is involved and the transfer is due to personality conflicts or performance related problems and attempts at voluntary transfer have failed.
- 12.3.2 Whether or not there is a vacant position, where the employee is being transferred from an overstaffed to an understaffed position.

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT**  
**Classified Employee Annual Salary Schedule FY 2017-18**

Effective August 1, 2017

Annual values based on 12 Months per year @ 1.0 FTE

| <b>STEP</b>    | <b>A</b>    | <b>B</b>    | <b>C</b>    | <b>D</b>    | <b>E</b>    |
|----------------|-------------|-------------|-------------|-------------|-------------|
| <b>TRACK 1</b> | 25,832.1528 | 27,118.0872 | 28,479.6648 | 29,904.2784 | 31,391.9280 |
| <b>2</b>       | 27,118.0872 | 28,479.6648 | 29,904.2784 | 31,391.9280 | 32,967.8280 |
| <b>3</b>       | 28,479.6648 | 29,904.2784 | 31,391.9280 | 32,967.8280 | 34,606.7640 |
| <b>4</b>       | 29,904.2784 | 31,391.9280 | 32,967.8280 | 34,606.7640 | 36,346.5576 |
| <b>5</b>       | 31,391.9280 | 32,955.2208 | 34,606.7640 | 36,346.5576 | 38,161.9944 |
| <b>6</b>       | 32,967.8280 | 34,606.7640 | 36,346.5576 | 38,161.9944 | 40,065.6816 |
| <b>7</b>       | 34,631.9784 | 36,359.1648 | 38,174.6016 | 40,090.8960 | 42,095.4408 |
| <b>8</b>       | 36,371.7720 | 38,199.8160 | 40,103.5032 | 42,108.0480 | 44,213.4504 |
| <b>9</b>       | 38,136.7800 | 40,053.0744 | 42,057.6192 | 44,150.4144 | 46,369.2816 |
| <b>10</b>      | 40,090.8960 | 42,082.8336 | 44,188.2360 | 46,407.1032 | 48,726.8280 |
| <b>11</b>      | 42,120.6552 | 44,213.4504 | 46,432.3176 | 48,752.0424 | 51,185.2320 |
| <b>12</b>      | 44,175.6288 | 46,381.8888 | 48,701.6136 | 51,134.8032 | 53,694.0648 |
| <b>13</b>      | 46,432.3176 | 48,752.0424 | 51,197.8392 | 53,757.1008 | 56,442.4344 |
| <b>14</b>      | 48,928.5432 | 51,374.3400 | 53,946.2088 | 56,644.1496 | 59,468.1624 |
| <b>15</b>      | 51,185.2320 | 53,744.4936 | 56,442.4344 | 59,253.8400 | 62,229.1392 |
| <b>16</b>      | 53,769.7080 | 56,467.6488 | 59,291.6616 | 62,254.3536 | 65,368.3320 |
| <b>17</b>      | 56,530.6848 | 59,354.6976 | 62,317.3896 | 65,431.3680 | 68,709.2400 |
| <b>18</b>      | 59,316.8760 | 62,279.5680 | 65,393.5464 | 68,658.8112 | 72,087.9696 |
| <b>19</b>      | 62,153.4960 | 65,267.4744 | 68,532.7392 | 71,961.8976 | 75,554.9496 |
| <b>20</b>      | 65,418.7608 | 68,684.0256 | 72,125.7912 | 75,731.4504 | 79,513.6104 |
| <b>21</b>      | 68,684.0256 | 72,125.7912 | 75,731.4504 | 79,513.6104 | 83,497.4856 |
| <b>22</b>      | 72,176.2200 | 75,781.8792 | 79,576.6464 | 83,547.9144 | 87,720.8976 |

**LONGEVITY STEPS**

A maximum of three (3) longevity steps may be accumulated:

- ◆ Upon completion of the ninth (9th) year of service with the District, \$100.00 per month will be added to the employee's existing salary.
- ◆ Upon completion of the fourteenth (14th) year of service with the District, \$125.00 per month will be added to the employee's existing salary for a total longevity step of \$225.00.
- ◆ Upon completion of the nineteenth (19th) year of service with the District, \$225.00 per month will be added to the employee's existing salary for a total longevity step of \$450.00.

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

President's Office

**SUBJECT:** Compensation for Unrepresented/Management Employees

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve changes to the current compensation package for the District Unrepresented/Management Employees

**Background:**

The changes to the current compensation package for District Unrepresented Employees are noted below:

- Salary: For FY 2017-18, a 2% salary increase has been applied to each cell of the Management Salary Schedule.

**Budgetary Implications:**

The estimated cost of \$30,000 is included in the District's FY 17/18 budget

**Follow Up/Outcome:**

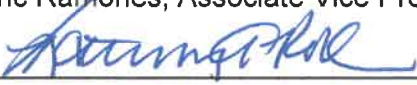
If approved, the Superintendent/President employment agreement will be executed subject to the terms and conditions approved by the Board of Trustees.

Recommended By: Dr. Eric Ramones, Associate Vice President, Human Resources

Prepared By:

  
\_\_\_\_\_  
Dr. Eric Ramones, Associate Vice President, Human Resources

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen Rose, Superintendent/President

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
Management Salary Schedule  
FY 2017-18**

Annual values based on 12 months per year @ 1.0 FTE

| Step | Track 1     | Track 2     | Track 3      | Track 4      | Track 5      | Track 6      | Track 7      | Track 8      | Track 9      | Track 10     |
|------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1    | 65,534.1330 | 73,711.5138 | 82,927.8462  | 94,305.2118  | 100,158.5287 | 110,420.2122 | 121,461.9162 | 135,863.4390 | 148,873.5655 | 203,566.7820 |
| 2    | 68,810.8397 | 77,397.0895 | 87,074.2385  | 99,020.4724  | 105,166.4552 | 115,941.2228 | 127,535.0120 | 142,656.6110 | 156,317.2438 | 213,745.1211 |
| 3    | 72,251.3817 | 81,266.9440 | 91,427.9504  | 103,971.4960 | 110,424.7779 | 121,738.2840 | 133,911.7626 | 149,789.4415 | 164,133.1060 | 224,432.3772 |
| 4    | 75,863.9507 | 85,330.2912 | 95,999.3480  | 109,170.0708 | 115,946.0168 | 127,825.1981 | 140,607.3508 | 157,278.9136 | 172,339.7613 | 235,653.9960 |
| 5    | 79,657.1483 | 89,596.8057 | 100,799.3154 | 114,628.5743 | 121,743.3177 | 134,216.4581 | 147,637.7183 | 165,142.8593 | 180,956.7494 | 247,436.6958 |
| 6    | 83,640.0057 | 94,076.6460 | 105,839.2811 | 120,360.0031 | 127,830.4836 | 140,927.2809 | 155,019.6042 | 173,400.0022 | 190,004.5868 | 259,808.5306 |

**Track 1** Executive Assistant, Vice President  
Human Resources Technician

**Track 2** Executive Assistant, Superintendent/President  
Human Resources Analyst

**Track 3** Director, Instructional Site  
Supervisor, Budget and Accounting  
Supervisor, CalWORKs  
Supervisor, Payroll

**Track 4** Coordinator, MESA/Trio  
Director, Admissions and Records  
Director, Community Education and Career Pathways  
Director, Financial Aid  
Director, Public Information

**Track 5** Associate Dean, Disability Resource Center  
Associate Dean, EOP&S/CalWORKs  
Associate Dean, Community Development and Grants Management  
Director, Facilities

**Track 6** Dean, Kinesiology and Athletics  
Dean, Liberal Arts and Sciences  
Dean, Career Technical Education  
Director, Institutional Research

**Track 7** Director, Information Technology

**Track 8** Associate Vice President, Business and Security Services  
Associate Vice President, Human Resources and Labor Relations

**Track 9** Vice President, Academic Affairs  
Vice President, Administrative Services  
Vice President, Student Services

**Track 10** Superintendent/President

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

President's Office

**SUBJECT:** Employment Agreement – Superintendent/President

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve the revised employment agreement of Dr. Kathleen Rose as Superintendent/President effective July 1, 2017 to June 30, 2019

**Background:**

The terms of the employment agreement include but are not limited to the following:

- Contract Year 1 – Effective July 1, 2017 through June 30, 2018 a base salary of \$259, 808 annually
- Contract Year 2 – For the period July 1, 2018 through June 30, 2019 the base salary will be reviewed and evaluated by the Board of Trustees.

**Budgetary Implications:**

The cost is included in the District's FY 17/18 budget

**Follow Up/Outcome:**

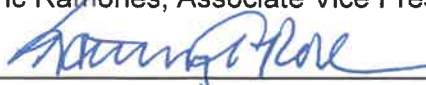
If approved, the Superintendent/President employment agreement will be executed subject to the terms and conditions approved by the Board of Trustees.

Recommended By: Dr. Eric Ramones, Associate Vice President, Human Resources

Prepared By:

  
\_\_\_\_\_  
Dr. Eric Ramones, Associate Vice President, Human Resources

Agenda Approval:

  
\_\_\_\_\_  
Dr. Kathleen Rose, Superintendent/President

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Administrative Services

**SUBJECT:** Retiree Health Benefit Trust Contribution

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve the Retiree Health Benefit Trust five hundred thousand dollar contribution.

**Background:**

The District's contribution to the Retiree Health Benefit Program JPA is invested with US Bank of California, trustee of this irrevocable trust.

As of June 30, 2017, the portfolio market value was \$7,478,481.24. The total actuarial accrued liability is \$7.9 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 \$3.8 million. This liability fluctuates as the composition of the retired and active employees receiving benefits changes.

**Budgetary Implications:**

Five hundred thousand dollar payment reduces unfunded actuarial accrued liability.

**Follow Up/Outcome:**

None needed.

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

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Administrative Services

**SUBJECT:** Approval to Certify the Appointment of a Representative to Joint Powers Authority for Liability and Property Protection. Resolution No. 1026

Resolution: BE IT RESOLVED, Resolution No. 1026

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve Resolution No. 1026 to certify Wade W. Ellis - CPA, Associate Vice President, Business Services & Security, as the district representative.

**Background:**

The District belongs to the Statewide Association of Community Colleges JPA which is a joint program for liability and property protection. The District appoints Wade W. Ellis - CPA, Associate Vice President, Business Services & Security, to be the District representative. Frederick E. Harris, Vice President of Administrative Services will continue as the alternate representative. A resolution is required to appoint a new representative of the District. Resolution No. 1026 is attached.

**Budgetary Implications:**

None.

**Follow Up/Outcome:**

Forward the Resolution to the Statewide Association of Community Colleges JPA.

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

Prepared By: Wade W. Ellis, CPA  
Wade W. Ellis, CPA – Associate, Business Services & Security

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

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
GILROY, CALIFORNIA**

**RESOLUTION NO. 1026**

**APPROVAL TO CERTIFY THE APPOINTMENT OF A REPRESENTATIVE TO  
JOINT POWERS AUTHORITY FOR LIABILITY AND PROPERTY  
PROTECTION**

On motion by Trustee \_\_\_\_\_, seconded by Trustee  
\_\_\_\_\_ the following resolution is adopted:

WHEREAS, the Gavilan Joint Community College District is a participating member of a joint program for liability and property protection; and

WHEREAS, from time to time there is a need to certify the appointment of representatives from the Gavilan Joint Community College District to the Statewide Association of Community College Districts JPA

NOW, THEREFORE, BE IT RESOLVED, that the Gavilan Joint Community College District appoints Frederick E. Harris, the District's Vice President of Administrative Services as the alternate representative of the District and Wade W. Ellis, CPA – Associate Vice President, Business Services & Security, to be the representative of the District to the Statewide Association of Community College Districts JPA.

PASSED AND ADOPTED this 10th day of August 8, 2017 by the Governing Board of the Gavilan Joint Community College District of Santa Clara/San Benito Counties of California.

STATE OF CALIFORNIA )  
) ss  
COUNTIES OF SANTA CLARA AND )  
SAN BENITO )

I, Lois Locci, Ed D., Clerk of the Governing Board of the Gavilan Joint Community College District, Counties of Santa Clara/San Benito, do hereby certify the foregoing to be a full, true, and correct copy of a resolution adopted by the said Board at a regular meeting hereof held at its regular meeting place on August 8, 2017, which action is contained in the minutes of the meeting of said Board.

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_



**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Sale of Surplus Personal Property

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve the sale of surplus District personal property.

**Background:**

California Education Code 81450.5 states in part that a community college district may exchange for value, sell for cash, or donate any personal property if all of the following criteria are met:

“(a) The district determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

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

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

The District also has numerous pieces of surplus furniture & equipment that are in various stages of disrepair and do not have a reasonable value. The furniture and equipment are currently in storage and not expected to be used by the District.

Pursuant to Education Code Section 81452 surplus personal property that does not exceed in value the sum of five thousand dollars (\$5,000) or is of insufficient value to defray the cost of a sale may be disposed of without a public auction. Items that cannot be sold will be disposed as surplus personal property.

**Budgetary Implications:**

Proceeds from the sale will be deposited into the District's General Fund account.

**Follow Up/Outcome:**

Sell the surplus property and deposit the funds.

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** General Obligation Bond Measure Pre-Election Survey

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

**Proposal:**

That the Board of Trustees approve an agreement with True North Research Inc. to provide a General Obligation Bond Measure Pre-Election Survey.

**Background:**

The District seeks assistance evaluating the electoral feasibility of a General Obligation Bond Measure being placed on the ballot in 2018. An agreement is recommended with True North Research Inc. to provide an unbiased, statistically reliable evaluation of voters' interest in supporting a local bond measure, as well as identify how best to align the measure proposed to perform for the District. This includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results.

**Budgetary Implications:**

True North Research Inc. shall be paid a flat fee of \$38,500.

**Follow Up/Outcome:**

Execute the 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 A. Rose, Superintendent/ President

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Financial Advisory Services Addendum

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees amend an existing agreement with Dale Scott & Company to provide for various financial advisory services related to a General Obligation Bond Measure.

**Background:**

The District entered into an agreement for Financial Advisory Services with Dale Scott & Company on July 13, 2016. It is recommended to amend this agreement to include necessary General Obligation Bond Measure Pre-Election Services and increase the fee for bond issuance services.

**Budgetary Implications:**

Dale Scott & Company shall be paid a fee of \$25,000 from the General Fund for pre-election services contingent upon the passage of a bond measure. The cost of bond issuance services payable from the proceeds of a new approved bond measure contingent on its passage is also being amended to increase from \$65,000 to \$75,000.

**Follow Up/Outcome:**

Execute the agreement.

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

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

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Bond Counsel Services

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve an agreement with Stradling Yocca Carlson & Rauth, a Professional Corporation to provide bond counsel services.

**Background:**

Bond Counsel services are necessary in connection with the District's solicitation of voter approval in either June or November 2018 of a general obligation bond and for the eventual issuance of general obligation bonds.

**Budgetary Implications:**

Payment of any bond counsel fees or out-of-pocket expenses to Bond Counsel is contingent on the successful election and issuance of bonds. Pre-elections services will be paid from the General Fund. Bond Counsel fees for bonds issued under a new voter authorization shall be paid from the proceeds of the bond at a rate \$75,000 per series of Bonds, unless the par amount of a series of Bonds exceeds \$100 million, in which case the Bond Counsel fee for that series shall be \$90,000. Bond Counsel shall also be reimbursed for all out-of-pocket expenses.

**Follow Up/Outcome:**

Execute the agreement.

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

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

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

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Administrative Services

**SUBJECT:** Lease Lab Classrooms at San Benito High School in Hollister

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve a two-year Lease with possible two 1-year lease extensions for two lab classrooms and restrooms to support Gavilan College STEM classes taught at San Benito High School in Hollister.

**Background:**

In order to meet the demand for college science instruction in San Benito County, access to more lab classrooms are needed. Beginning in the Fall 2017 Semester, two lab classrooms and restrooms to support and provide educational instruction for STEM classes will be made available to Gavilan College at San Benito High School.

**Budgetary Implications:**

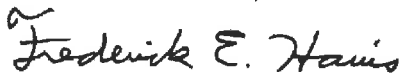
Gavilan College will pay a small per hour per classroom, and the classrooms will be made available between the hours of 4:00 p.m. and 10:00 p.m. Monday through Friday and 8:00 a.m. to 10:00 p.m. on weekends. Gavilan College will be responsible for the cost of San Benito HSD custodial personnel for unlocking, cleaning and locking the Facilities on weekends and non-school days only.

**Follow Up/Outcome:**

With Board approval, sign the MOU memorializing this lease arrangement


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

Prepared By:



Frederick E. Harris, Vice President of Administrative Services

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/ President

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Coyote Valley Educational Center Increment #1, Change Order #3

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes a third project change order request for the Coyote Valley Educational Center Increment #1. Change Order #3 is \$118,671.33. Original Agreement to Teichert Construction, Inc. was \$4,354,885. Total construction cost including change orders #1, #2 and #3 is \$4,737,662.81.

**Background:**

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

Coyote Valley Educational Center Increment #1 Project

Teichert Construction, Inc. CO #3 for \$118,671.33. A detailed Change Order #3 table is attached for this project.

The initial estimate for this change order totaled \$202,501.66, but after thoroughly reviewing Gilbane successfully negotiated with the contractor and the amount was reduced by \$83,830.33.

**Budgetary Implications:**

The efficient use of Measure E Funds.

**Follow Up/Outcome:**

Upon Board approval, the change order will be issued to the contractor.

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

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

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

**Change Order for Coyote Valley, Increment #1**

**CHANGE ORDER #03 - Teichert Construction**

| PCCO #         | Description   | Amount               | Additional Days<br>(Calendar) |
|----------------|---|----------------------|-------------------------------|
| 16             | Regrade skid pad concrete pad at low point  | \$ 10,311.00         | 0                             |
| 27             | Hand dig for fence posts due to utility conflicts   | \$ 497.08            | 0                             |
| 42             | Added downspout laterals at Building C  | \$ 16,074.92         | 0                             |
| 43             | Landscape reduction in Bio-swales (ASI #25)   | \$ (3,908.20)        | 0                             |
| 44             | Credit for slurry seal  | \$ (17,000.00)       | 0                             |
| 45             | Relocate irrigation Meter Box per City of San Jose  | \$ 3,125.64          | 0                             |
| 46             | Credit for AC deficiency at coring in parking lot   | \$ (3,000.00)        | 0                             |
| 1              | Additional rental on 2nd toilet & wash station  | \$ 1,100.00          | 0                             |
| 2              | Dig up waterline tie-in point at all buildings per City of San Jose to verify height of backflow  | \$ 4,040.00          | 0                             |
| 3              | Extend rental on Baker Tanks (temp. water for site- Fire Marshall requirement)  | \$ 4,991.86          | 0                             |
| 4              | Dig Bio-swale in wet conditions, pump standing water on Bailey & Bio-swale  | \$ 13,842.64         | 0                             |
| 6              | Dig out wet material from sign footing at entrance and plug with AB for concrete pour. Install orange fence around trip hazard  | \$ 6,500.00          | 0                             |
| 7              | Extend rental on temp fence   | \$ 13,345.00         | 0                             |
| 8-14 combined: | Pump along Bailey Ave, grade Bio-swale using mud equipment, haul material around bldgs., relocate dumpster, toilet, removal of mud from equipment to be picked up by transport, pump water and remove mud from bio-swale to complete installation | \$ 27,025.00         | 0                             |
| 16             | Additional rental on toilet and wash station for worker   | \$ 4,430.77          | 0                             |
| 17             | Additional water meter fee for water meter on rent  | \$ 1,580.72          | 0                             |
| 18             | Additional rental on dumpster, Waste Management   | \$ 1,900.00          | 0                             |
| 19             | Additional equipment mobilization - due to weather  | \$ 10,009.90         | 0                             |
| 20             | Extended project supervision cost   | \$ 18,510.00         | 0                             |
| 21             | Standby and re-mob costs for DPI (water tie-in)   | \$ 4,117.00          | 0                             |
| 22             | Weed abatement along perimeter of site  | \$ 1,178.00          | 0                             |
|                | <b>TOTAL</b>  | <b>\$ 118,671.33</b> | <b>0</b>                      |

|   |                        |
|---|------------------------|
| Contract Amount   | \$ 4,354,885.00        |
| Net Change By Previously Authorized Change Orders #1 & #2 | \$ 264,106.48          |
| Revised Contract Amount Prior to this Change Order        | \$ 4,618,991.48        |
| Change Order #03  | \$ 118,671.33          |
| <b>New Contract Amount Including this Change Order</b>    | <b>\$ 4,737,662.81</b> |

|                                    |               |
|------------------------------------|---------------|
| Available Construction Contingency | \$ 435,488.00 |
| Change Order #1 & #2 & #3          | \$ 382,777.81 |
| Remaining Construction Contingency | \$ 52,710.19  |

|  |                      |
|--|----------------------|
| Contract Start Date  | November 2, 2015     |
| Contract Substantial Completion Date   | May 19, 2016         |
| New Contract Substantial Completion Date<br>(By Previously Authorized Change Orders) | July 28, 2016        |
| <b>New Contract Substantial Completion Date<br/>(Including this Change Order)</b>    | <b>July 28, 2016</b> |



**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Swimming Pool ADA Parking Renovation

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

**Proposal:**

That the Board of Trustees approve this agreement with Bay Area Construction, Inc as the winning lowest bid for the Gavilan College Swimming Pool Renovation, Adaptive PE ADA Parking project in the amount of \$48,895.

**Background:**

District wishes to contract with Bay Area Construction, Inc for the construction of the ADA Parking at the Adaptive Physical Education building as required to be upgraded by DSA as part of the Swimming Pool Renovation project. Two other bids were received in the amount of \$62,000 and \$49,782.

**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*  
Frederick E. Harris, Vice President of Administrative Services

Agenda Approval: *Nancy Bailey for Kathleen A. Rose*  
Dr. Kathleen A. Rose, Superintendent/ President

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Athletic Fields Upgrade, DSA Project Inspector Services Revision #1

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the revision for DSA project inspector services on the Athletic Fields Upgrade Project. Revision #1 is (\$70,000.00). Original Agreement to Irick Inspections, Inc. was \$175,000.00. Total Project Inspector Cost including Revision #1 is \$105,000.00.

**Background:**

On May 7, 2017 the Board approved the project inspector services agreement for the Athletic Fields Upgrade project for inspection services through May 2018. Due to the elimination of the track and field scope of work, the project will require inspection services through December 2017. Irick Inspections, Inc, Revision #1 for (\$70,000) is for the reduced duration of inspection services.

**Budgetary Implications:**

The efficient use of Measure E and Lease Revenue Bond Funds.

**Follow Up/Outcome:**

Upon Board approval, an amended agreement 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 A. Rose, Superintendent/ President

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Laboratory of Record Service Agreement with Earth Systems

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve this Laboratory of Record service agreement with Earth Systems for the Gavilan College Athletic Fields Upgrades Project.

**Background:**

The District anticipates construction of works of improvement on the Athletic Fields. 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 Earth Systems for LOR special testing and inspection 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 Athletic Fields Upgrades Project. Service fees for time and materials for inspection services not to exceed \$50,000.

**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  
Frederick E. Harris, Vice President of Administrative Services

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Gymnasium Flooring and Bleachers, Change Order #1

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the first change order on the Gymnasium Flooring and Bleachers Project. Change Order #1 is \$41,355.00. Original Agreement to Calstate Construction, Inc. was \$735,777.00. Total Construction Cost including Change Order #1 is \$777,132.00.

**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:

Gymnasium Flooring and Bleachers Project

Calstate Construction, Inc, CO #1 is \$41,355.00. A detailed Change Order #1 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  
Frederick E. Harris, Vice President of Administrative Services

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

## Change Order for Gymnasium Flooring and Bleachers Project

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

| PCO #        | Description   | Amount              | Additional Days<br>(Calendar) |
|--------------|---|---------------------|-------------------------------|
| 2            | Unforeseen Condition - Replacement of old plumbing gate valves in restrooms that could not shut off to allow connection to new plumbing.  | \$ 5,401.00         | 0                             |
| 4            | Unforeseen condition - Replacement of main water line that feeds toilets, existing found to be old and leaking.   | \$ 4,988.00         | 0                             |
| 5            | Unforeseen condition - Existing 6" steel structural circular beam support found in restroom wall. Cost to saw cut concrete floor and route sewer riser to lavatory sink through floor.        | \$ 4,937.00         | 0                             |
| 6            | Unforeseen condition - Existing fire sprinkler line to the gym found with cracks and leaking underneath footing of building. This cost is to install a new 4" fire sprinkler line to the Gym. | \$ 26,029.00        | 0                             |
| <b>TOTAL</b> |   | <b>\$ 41,355.00</b> | <b>0</b>                      |

|  |                      |
|--|----------------------|
| Contract Amount  | \$ 735,777.00        |
| Net Change By Previously Authorized Change Orders      | \$ -                 |
| Revised Contract Amount Prior to this Change Order     | \$ 735,777.00        |
| Change Order #01                                       | \$ 41,355.00         |
| <b>New Contract Amount Including this Change Order</b> | <b>\$ 777,132.00</b> |
| <br>   |                      |
| Available Construction Contingency                     | \$ 73,577.70         |
| Change Order #01                                       | \$ 41,355.00         |
| Remaining Construction Contingency                     | \$ 32,222.70         |

Contract Start Date  
 Contract Substantial Completion Date  
 New Contract Substantial Completion Date  
 (By Previously Authorized Change Orders)

April 24, 2017  
 October 13, 2017  
 October 13, 2017

**Gavilan Joint Community College District  
Governing Board Agenda**

May 9, 2017

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

Administrative Services

**SUBJECT:** Gavilan Swimming Pool Renovation, Change Order #3

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the third project Change Order request for the Gavilan Swimming Pool Renovation. Change Order #3 is \$21,858. There are a total of 3 change orders for this project totaling \$163,041.40. Original Agreement to Calstate Construction, Inc. was \$1,698,000. Total construction cost including change orders #1, #2 & #3 is \$1,861,041.40.

**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 Swimming Pool Project

Calstate Construction, Inc., CO #3 for \$21,858. A detailed Change Order #3 table is attached for this project.

**Budgetary Implications:**

The efficient use of Lease Revenue Bonds.

**Follow Up/Outcome:**

Upon Board approval, the change order will be issued to the contractor.

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

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

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

## Change Order for Pool Renovation Project

### CHANGE ORDER #02 - Calstate Construction, Inc.

| PCO # | Description   | Amount              | Additional Days<br>(Calendar) |
|-------|---|---------------------|-------------------------------|
| 4.a   | Unforeseen Condition - Emergency repair of damaged gas line. Gas line was found to be embedded 1" into bottom of concrete and not identified on any drawings. Utility locating scan did not pick it up as there was no tracer wire installed. | \$ 3,744.00         | 0                             |
| 4.b   | Unforeseen Condition - Relocation and upgrade of existing electrical lines and pull box to pool house.  | \$ 13,745.00        | 0                             |
| 5     | Unforeseen Condition - Relocation and upgrade of existing water main to pool for improved maintenance and reduced water waste.  | \$ 29,369.00        | 0                             |
|       | Contract Allowance for Unforeseen Conditions  | \$ (25,000.00)      | 0                             |
|       | <b>TOTAL</b>  | <b>\$ 21,858.00</b> | <b>30</b>                     |

|  |                        |
|--|------------------------|
| Contract Amount  | \$ 1,698,000.00        |
| Net Change By Previously Authorized Change Orders      | \$ 141,183.40          |
| Revised Contract Amount Prior to this Change Order     | \$ 1,839,183.40        |
| Change Order #03                                       | \$ 21,858.00           |
| <b>New Contract Amount Including this Change Order</b> | <b>\$ 1,861,041.40</b> |

|                                    |               |
|------------------------------------|---------------|
| Available Construction Contingency | \$ 169,800.00 |
| Change Orders #1, #2, #3           | \$ 163,041.40 |
| Remaining Construction Contingency | \$ 6,758.60   |

|  |                       |
|--|-----------------------|
| Contract Start Date  | February 14, 2017     |
| Contract Substantial Completion Date   | July 3, 2017          |
| New Contract Substantial Completion Date<br>(By Previously Authorized Change Orders) | August 2, 2017        |
| <b>New Contract Substantial Completion Date<br/>(Including this Change Order)</b>    | <b>August 2, 2017</b> |

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Swimming Pool Renovation, DSA Project Inspector Services Revision #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees authorizes the revision for DSA project inspector services on the Swimming Pool Renovation Project. Revision #1 is \$3,500. Original Agreement to Irick Inspections, Inc. was \$34,155. Total Project Inspector cost including Revision #1 is \$37,655.

**Background:**

On February 14, 2017 the Board approved the project inspector services agreement for the swimming pool renovation project for inspection services through June 30, 2017. Due to unforeseen conditions of additional excavation and underground utility repairs, the project completion is extended through August 2017. Irick Inspections, Inc, Revision #1 for \$3,500 is for extended DSA inspection services through August 2017 and concrete pour inspection services performed on a Saturday.

**Budgetary Implications:**

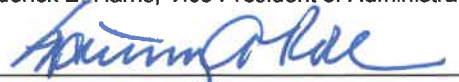
The efficient use of Lease Revenue Bond Funds.

**Follow Up/Outcome:**

Upon Board approval, an amended agreement 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 A. Rose, Superintendent/ President



**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Student Center Seismic Upgrade, Change Order #4

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the fourth change order on the Student Center Seismic Upgrade Project. Change Order #4 is \$16,615.55. There are a total of 4 change orders for this project totaling a credit of (\$18,479.30). Original Agreement to Calstate Construction was \$885,777. Total Construction Cost including Change Orders #1, #2, #3 and #4 is \$867,297.70.

**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 #4 is \$16,615.55. A detailed Change Order #4 table is attached for this project.

**Budgetary Implications:**

The efficient use of State Scheduled Maintenance and local 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  
Frederick E. Harris, Vice President of Administrative Services

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

## Change Order for Student Center Seismic Upgrade

### CHANGE ORDER #04 - Calstate Construction, Inc.

| PCO # | Description  | Amount              | Additional Days<br>(Calendar) |
|-------|--|---------------------|-------------------------------|
| 12    | Additional (8) doors to be infilled per Owner's request                              | \$16,615.55         | 0                             |
|       | <b>Total</b>   | \$16,615.55         |                               |
|       | Contract Amount  | \$885,777.00        |                               |
|       | Net Change By Previously Authorized Change Orders                                    | -\$35,094.85        |                               |
|       | Revised Contract Amount Prior to this Change Order                                   | \$850,682.15        |                               |
|       | Change Order #04   | \$16,615.55         |                               |
|       | <b>New Contract Amount Including this Change Order</b>                               | <b>\$867,297.70</b> |                               |
|       | Available Construction Contingency   | \$88,577.00         |                               |
|       | Change Orders #1, 2, 3 and 4   | N/A                 |                               |
|       | Remaining Construction (VE) and Contingency  | \$88,577.00         |                               |
|       | Contract Start Date  |                     | November 28, 2016             |
|       | Contract Substantial Completion Date   |                     | April 21, 2017                |
|       | New Contract Substantial Completion Date<br>(By Previously Authorized Change Orders) |                     | April 26, 2017                |
|       | <b>New Contract Substantial Completion Date</b><br>(Including this Change Order)     |                     | <b>April 26, 2017</b>         |

# Gavilan Joint Community College District Governing Board Agenda

August 8, 2017

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

Administrative Services

**SUBJECT:** Notice of Completion for the Student Center Seismic Upgrade

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees accept the Student Center Seismic Upgrade project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

**Background:**

The Student Center Seismic Upgrade project has been completed as of June 1, 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 Student Center Seismic Upgrade total project cost is approximately \$1,383,534.

**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  
Frederick E. Harris, Vice President of Administrative Services

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

**Gavilan Joint Community College District  
Governing Board Agenda**

August 8, 2017

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

Administrative Services

**SUBJECT:** Notice of Completion for the STEM Meadow Restoration

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees accept the STEM Meadow Restoration project as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

**Background:**

The STEM Meadow Restoration project has been completed as of July 17, 2017. Various documents are now required to close out the project. This is the final acceptance from the Board of Trustees that the project is complete.

**Budgetary Implications:**

The STEM Meadow Restoration total project cost is approximately \$196,210.

**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 A. Rose, Superintendent/ President