



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, February 13, 2018

CLOSED SESSION – 6:00 p.m.

OPEN SESSION – 7:00 p.m.

560 Bailey Avenue, San Jose, CA 95141
Coyote Valley Site, Building C, Room 104

AGENDA

I. CALL TO ORDER 6:00 p.m.

1. Roll Call
2. Comments from the Public – This is a time for the public to address the Board
3. Recess to Closed Session (a maximum of 3 minutes will be allotted to each speaker)

CLOSED SESSION 6:00 p.m.

Notice is hereby given that a closed session of the Board will be held under the general provisions listed as follows:

1. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Dr. Eric Ramones
Employee Organization: GCFA
2. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Dr. Eric Ramones
Employee Organization: CSEA
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);
One Case #CV-17-3842-NC
4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);
One Case #CU-17-00131
5. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Section 54956.9(b);
One Claim
6. CONFER HONORARY DEGREE – Closed Session Pursuant to Education Code Section 72122

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, January 9, 2018, Board Bond Orientation minutes, January 10, 2018, and Board Training and Committee of the Whole, Strategic Planning minutes, January 23, 2018
 - (b) Personnel Actions
 - (c) Warrants and electronic transfers drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Purchase Order Ratification
 - (f) Ratification of Agreements
 - (g) Budget Adjustments
 - (h) Monthly Financial Report
 - (i) Mid-Year Financial Report
 - (j) Measure E Bond Quarterly Financial Status Report as of December 31, 2017
 - (k) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2017
 - (l) Santa Clara County Treasury Investment Portfolio Status as of September 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. Recognitions
 - (a) Recognition of the Employee of the Month
9. Officers' Reports
 - (a) Vice Presidents
 - (b) College President
 - (c) Academic Senate
 - (d) Professional Support Staff
 - (e) Student Representative
 - (f) Board Member Comments
 - (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
 - (a) Gavilan College Foster Youth Services Overview, Foster Youth Connect: *A Celebration* and program update
 - (b) Mid-Year FY 2017/18 Financial Report Discussion
 - (c) Draft Board of Trustees' Goals, 2018
 - (d) Implementation of BoardDocs®
 - (e) Amendment to the District's Conflict of Interest Code

III. ACTION ITEMS

1. New Business
 - (a) Quarterly Financial Status Report, CCFS 311Q as of December 31, 2017
 - (b) Gilbane Building Company Project Assignment Amendment
 - (c) Notice of Completion for the Coyote Valley Educational Center, Increment #1
 - (d) Athletic Fields Upgrade Project Change Order #4
 - (e) Accept Winning Bids for Energy Efficiency Prop 39 Projects
 - (f) Miscellaneous Remodel Projects: Design Services

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is March 13, 2018, Gavilan College, Student Center, North 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, CDC123, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

Please help keep Gavilan College a litter-free campus and preserve its park-like setting. Thank you.

CONSENT

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

February 13, 2018

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

SUBJECT: Regular Meeting of the Board of Trustees minutes, January 9, 2018,
Board Bond Orientation minutes, January 10, 2018 and Committee of the
Whole Strategic Planning Session, January 23, 2018

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, January 9, 2018, Board Bond Orientation minutes, January 10, 2018 and Committee of the Whole Strategic Planning Session, January 23, 2018.

Background:

Budgetary Implications:

None.

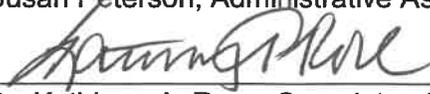
Follow Up/Outcome:

Post approved minutes on the Gavilan College website.

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

Prepared By: Nancy Bailey, Executive Assistant
Susan Peterson, Administrative 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, January 9, 2018

Gavilan College, Student Center, North Lounge
5055 Santa Teresa Blvd, Gilroy, CA 95023

MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.

Trustee Jonathan Brusco called the meeting to order at 6:01 p.m.

1. Roll Call

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

Dr. 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
Dr. Eric Ramones, Associate Vice President of Human Resources & Labor Relations
Susan Peterson, Administrative Assistant to the President

2. Comments from the Public
None

3. Recess to Closed Session
The Board recessed to closed session at 6:04 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Jonathan Brusco called the meeting to order at 7:00 p.m.

2. Roll Call

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

Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Fred Harris, Vice President of Administrative Services
Diane Seelie, Professional Support Staff Representative
Susan Peterson, Administrative Assistant to the President (Recorder)

Others in Attendance: Bobbi Jo Palmer, Wade Ellis, Jan Bernstein Chargin, Fran Lozano, Peter Wruck, Eric Ramones, Ron Hannon, Randy Brown, Nikki Dequin

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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez



3. Pledge of Allegiance
The Pledge of Allegiance was led by Laura Perry.

4. Report of any Action Taken in Closed Session
Jonathan Brusco reported out action taken in closed session:

Item #4 PUBLIC EMPLOYEE RELEASE – Closed session pursuant to Government Code Section 54957.6 – Acceptance of resignation pursuant to written resignation agreement.

The Board voted unanimously in closed session to accept the resignation of the Vice President of Academic Affairs and ratify the Resignation Agreement.

Vote: 7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, Lois Locci, to approve. 0 Noes

5. Approval of Agenda
MS (W. Glines/J. Brusco) to approve the agenda.
Trustee Perry requested that Action Item III.2 (c and d), FY 2016-2017 Annual District Audit Report, FY 2016-2017 Measure E General Obligation Bond Audit Reports, be moved forward on the agenda after Recognition Item II.8(a), Recognition of Service as Board President.
MSC (M. Dover/R. Perez) to approve the amended agenda.

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

6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, December 12, 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
 - (h) Monthly Financial Report
 MSC (L. Perry/K. Child) to approve

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

7. Comments from the Public
No comments.

8. Recognition
 - (a) Recognition of Service as Board President
Trustee Laura Perry was recognized for her many years of service as Board President. Dr. Kathleen Rose stated that her first 18 months as College President serving with Laura Perry as the lead and as Dr. Kathleen Rose’s mentor has been an exceptional experience that she is thankful for. The Board of Trustees all thanked Laura Perry for her extensive years of service as the board’s acting president. The board members commented that Laura Perry serves with

grace, insight, physical stamina, as a role model from women and as a woman of substance and integrity.

ACTION ITEMS III.2 (c) and (d) MOVED FORWARD ON AGENDA

(c) FY 2016 – 2017 Annual District Audit Report

MSC (M. Dover/L. Perry)

Discussion: Wade Ellis introduced Pamela Freeman, CPA from Gilbert Associates, Inc. She discussed the scope of the audits conducted such as, a full accrual statement breakdown of all the funds seen on page 57 of the Financial Statements; testing the student financial aid where all went well; state compliance with the chancellor's office; the bond audits included the Financial Statement and the performance audit under Proposition 39. The Bond audit conclusion can be viewed on page 5. All tested bond expenditures were spent in accordance with the requirement of Proposition 39. No recommendations were given. There were some findings that are listed on page 68 of the Financial Statements Audit report. FTES calculations lacked review. The District's action plan includes a new enrollment management team to mitigate future review. The Capital bonds and Credit bonds in silver were checked for nuances. The OPEB revenue calculation was revised. There were no Financial Statement audit findings. Rachael Perez questioned what follow up will take place to this audit. The follow up plan can be viewed on page 80.

Vote:

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

0 Noes

(d) FY 2016 – 2017 Measure E General Obligation Bond Audit Reports

MSC (L. Perry/K. Child)

Vote:

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

0 Noes

9. Officers' Reports

(a) Vice Presidents

Fred Harris – We are waiting to see the 2018-19 California State Governor's proposed budget. The solar project will be completed on January 19, 2018. Our IOR will send a letter to PG&E. Six months after receipt of the letter PG&E will connect the inner connection and the financial benefit will start. The battery storage will go into effect later. The project has the potential of offsetting 75% of our energy usage. The Fairview Corners revised ITP was submitted last week based on the U.S. Fish and Wildlife Service comments. The Facilities Master Plan will go through participatory governance February and March and then to the Board. The Special Obligation Bond meeting with Stradling Attorneys at Law and TBWB Strategies will take place tomorrow. The Volleyball area will be completed the end of February coinciding with a home game. Baseball and softball will be ready for games March 22, 2018.

Kathleen Moberg – said our school nurse Alice Dufresne-Reyes has an arrangement with Costo for optometry appointments and glasses for students in need.

(b) College President

Dr. Kathleen Rose – Thanked all the staff who worked over the holiday break; and for providing a service and level of respect that others notice and appreciate. There are lots of big things happening during our Spring Semester "Year of Practice". The accreditation process will be at

the forefront. Fran Lozano will be stepping up as the interim liaison officer for the District. The writing of the ISER is continuing to portray the ongoing work we are doing as educators. The Steering Committee will be meeting in February and working on the quality focus essay, featuring Guided Pathways and beyond. 2018 is going to be a fantastic year for the College.

(c) Academic Senate

Nikki Dequin updated the board on the Academic Senate executive committee. They met during finals week and discussed goals for Spring Semester. The Guided Pathways work plan will come to the Board in February as information and in March as an action item with a March 30, 2018 State due date. A task force retreat is scheduled on January 22 to look at goals and form work groups to complete the Guided Pathways work plan.

(d) Professional Support Staff

Diana Seelie reported the CSEA new officer election results; President – Diana Seelie, Vice-President – Jillian Wilson, Treasurer – Eva Daley, Secretary – Vacant, Communication Officer – Adriana Servin, Union Steward – Michele Cortes, Angie Macedo, Tara Myers, Past President – Denise Apuzzo. The Union Stewards will be attending level 1 training on January 20 and officers training will be held on January 27 and February 3. The E Board will be installed at the upcoming meeting on January 17.

(e) Student Representative

Daniel Chavez – reported that students have been on break and the first official meeting of the Spring Semester will be held on January 17. ASGC recently held a quad clean-up day. He thanked Dr. Rose for her recent visit to the continuation schools.

(f) Board Member Reports

Mark Dover – No report.

Rachel Perez – held a Latino Advisory Committee meeting on December 20 where Dr. Rose presented the General Obligation Bond; and discussion took place concerning Latino groups and organizations that Dr. Rose could speak to regarding the Bond. The general group consensus supports the Bond. Dr. Wruck spoke to the committee about the Fall Enrollment 2017 Student Success Score Card. Discussion took place regarding if the State average is high enough and evaluating if that translates into success for our students. A question arose that was prompted by Rachel Perez's recent attendance at a CCLC Workshop in November about Latino males being a vanishing breed at the community colleges. The Advisory Committee questioned Dr. Wruck if Gavilan data confirms this. Further discussion revealed that males in general are not doing well. The discussion outcome was that the vocational programs and academic completion rates need to be looked at regarding males. Discussion also took place regarding working more with our feeder high schools to improve program collaboration. Jennifer Tomasello spoke about the DACA enrollment decrease. Rachel Perez stated that President Trump made an announcement that he wants to make DACA reform a priority.

Walt Glines – mentioned that the next Board of Trustees meeting in February will be held at the Coyote Valley Campus. He suggested attendees take Santa Teresa Boulevard North to Bailey Avenue to experience the road hazards on that route.

Kent Child –no report.

Lois Locci – No report.

Laura Perry – shared a recent experience she had concerning a young woman who wanted to attend college but felt it was financially impossible. She encouraged the woman to look into the opportunities available. There is grant monies and daycare in the surrounding communities. She discussed some of the programs that Gavilan College offers. Laura Perry concluded by encouraging everyone to seize the opportunities that open up to encourage others to attend college here at Gavilan or somewhere else.

(g) Board President

Jonathan Brusco –back to work after the holidays and two months of paternity leave. He encouraged other dads to take the opportunity to experience paternity leave. He stated that this meeting is his first as president of the board. He gave some insight as to how he came to this board, his vision and personal background. After grad school he had the opportunity of teaching at San Jose State and experiencing the first degree of separation and improving people's lives. His life goal is to use his skills and talents to better the lives of those around him. This year is a big year with lots of goals. He clarified that he represents every constituent and student. He reminded everyone that bond meeting is tomorrow. The bond has the potential to positively affect our students. He will be attending the CCLC board presidency workshop in Sacramento, and attending the Martin Luther King event in San Juan Bautista.

10. Board Committee Reports

No reports.

11. Information/Staff Reports

(a) Civic Engagement

Leah Halper presented a short student testimonial video about service learning. She conveyed that many of the students secure jobs with the agencies after participating in student learning. She invited the Board of Trustees to join the Civic Engagement Speaker's Bureau. She said that the Speaker's Bureau is a wonderful way of leveraging our Gavilan expertise throughout the community as speakers for organizations and events. The CE faculty and Library staff are constructing an archive to feature student research from Service Learning classes and projects and other locally-focused work. The civic engagement pages contain rich resources for students, faculty, staff and the community. The Civic Engagement 2018 document can be viewed in the full Board Packet. Rachel Perez commented that the service learning students are greatly valued in the communities and organizations where they are placed.

(b) Update on Student Life

Ryan Shook gave an update on the Office of Student Life. Thirty events and activities were held during 2016-17. The ASGC received a small grant that offset the cost of presenting the Hunting Ground film, Denim Day and bringing guest speakers to campus. Last Fall 20 events and activities were held. Dr. Rose held her monthly forums and Podcasts. Other events held were Transfer Day, Club Day and International Day of Peace, and the Veterans Changing of the Flags. Upcoming events include Black History Month in February celebrated with the Spoken Word, drums, food and guest speakers; and a Student Symposium in March for Women's History Month. Electronic feedback surveys have been used this year at events and student feedback has been favorable. College Hour has been encroached upon by class scheduling. This impacts roughly 500 students. The amount of campus clubs has doubled to a total of eighteen. The Computer Science Club placed second in the Silicon Valley Hack-A-Thon. The Welcome Center provides support to students with all phases of the matriculation process. The Rambassador role is returning to what the program used to be with extensive integration in the college. The Rotary has donated new uniforms for the Welcome Center. Dr. Rose thanked Ryan Shook for creating a truly special program here at Gavilan.

- (c) Update on Board of Trustees' Annual Goals, 2017 and President's Goals, 2017 - 2018
Dr. Rose discussed the Board of Trustees' Annual Goals and Superintendent/President Annual Goals 2017/2018 in preparation for the January 23 Board Meeting. Copies of last year's goals and the Superintendent/President Update 1/2/2018 were provided in preparation for drafting this year's goals and incorporation of accomplishments.

III. ACTION ITEMS

1. Old Business

- (a) Revised Annual Financial and Budget Report, CCFS 311
MSC (L. Perry/D. Chavez – student trustee)

Discussion: Wade Ellis reported that the Annual Financial and Budget Report, CCFS 311 came to the Board in December prior to the comprehensive audit. Various budget adjustments were needed to align revenues and expenditures.

Vote:

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

2. New Business

- (a) GCFA Sunshine
MSC (R. Perez/K. Child)

Vote:

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

- (b) FY2018 – 2019 Non-Resident Tuition and Capital Outlay Fee
MSC (K. Child/L. Perry)

Vote:

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

- (c) **FY 2016 – 2017 Annual District Audit Report - Moved Forward Following 8 (a) Recognition**

- (d) **FY 2016 – 2017 Measure E General Obligation Bond Audit Report – Moved Forward following 8 (a) Recognition**

- (e) Board Representative for the County Committee Election
MSC (L. Perry/M. Dover)

Discussion: Rachel Perez volunteered to represent the Board.

Vote:

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

- (f) Term Extension for Agricultural Use Leases at Coyote Valley and Fairview Corners
MSC (W. Glines/M. Dover)

Discussion: Typo extension should be 2018.

Vote:

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

0 Noes

- (g) Gymnasium Flooring and Bleachers, Change Order #5
MSC (M. Dover/L. Perry)

Vote:

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

0 Noes

- (h) Athletic Fields Upgrade Project Change Order #3
MSC (L. Perry/W. Glines)

Discussion: Fred Harris commented that the project is moving along nicely.

Vote:

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

0 Noes

- (i) Coyote Valley Educational Center Increment #1, Change Order #4
MSC (L. Perry/W. Glines)

Discussion: Fred Harris stated that this is the final change order for Coyote Valley Increment #1.

Vote:

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

0 Noes

III. CLOSING ITEMS

Dr. Kathleen Rose announced that the President's Circle brochure was mailed. The Spring Gala is scheduled for April 28.

1. The next regularly scheduled Board meeting is February 13, 2018, **Coyote Valley Site, 560 Bailey Avenue, San Jose.**
2. Adjournment – The meeting was adjourned at 8:55 p.m.



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING BOARD OF TRUSTEES INFORMATION ON BOND MEASURES
January 10, 2018

Gavilan College, Student Center North Lounge
5055 Santa Teresa Blvd., Gilroy, CA 95020

SUMMARY OF NOTES

I. OPEN SESSION - CALL TO ORDER 6:00 p.m.

Trustee Jonathan Brusco called the meeting to order at 6:00 p.m.

1. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Walt Glines, Lois Locci, Laura Perry

Trustees Absent: Mark Dover, Rachel Perez and Daniel Chavez (student trustee)

Others in Attendance: Dr. Kathleen Rose, Kathleen Moberg, Fred Harris, Susan Peterson

2. Comments from the Public

No comments.

II. DISCUSSION ITEMS

Fred Harris introduced the first presenter David Casnocha from Stradling Attorneys at Law who provided a presentation. The following topic was discussed and an information booklet was distributed:

1. Rules of Conduct In Context of Possible Bond Election
2. Guiding Principles
3. Planning for a Measure
4. Use of Public Funds and Resources
5. Freedom of Speech and Association
6. Examples of How Rules Are Applied
7. Role of Board of Trustees

The second presenters were Jared Boigon and Alex Wara-Macapinlac from TBWB Strategies. The following topic was discussed and an information booklet was distributed:

1. Role of Board of Trustees
2. Offering a Quality Education
3. Educating Our Community
4. Preparing for the Future
5. Possible Facilities Projects
6. Fiscal Accountability

III. CLOSING ITEMS

1. Adjournment

The meeting was adjourned by consensus at 7:40 p.m.

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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez





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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
COMMITTEE OF THE WHOLE
STRATEGIC PLANNING SESSION
Tuesday, January 23, 2018

5055 Santa Teresa Boulevard, Gilroy, CA 95020

MINUTES

I. CALL TO ORDER 5:00 p.m.

1. Trustee Jonathan Brusco called the meeting to order at 6:02 p.m.

2. Roll Call

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

Trustees Absent: Mark Dover, Daniel Chavez (student trustee)

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Frederick E. Harris, Vice President, Administrative Services
Eric Ramones, Director, Human Resources
Nancy Bailey, Executive Assistant to the President

Attendees: Susan Peterson, Martha Crook, Kyle Billups, Jan Bernstein Chargin, Bobbi Jo Palmer, Peter Wruck, Randy Brown, Susan Sweeney

3. Comments from the Public

No comments

II. BOARD TRAINING

1. Introduction of BoardDocs – Trustee Training

Trustees received an orientation and training on BoardDocs a software that provides for online submissions and viewing of agendas. Martha Crook, a BoardDocs consultant, introduced the trustees to the software including logging in, viewing both closed and open session items, and printing.

A discussion took place about the devices that trustees are comfortable using to view the online agenda. A full agenda packet can be printed and provided by the Office of the President. The March 13, 2018 regular board meeting was selected as the transitional month for the first online agenda. Both printed copies and an online agenda will be made available to trustees.

III. STRATEGIC PLANNING

1. Board Goals, 2018

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Rachel Perez
Daniel Chavez



Jonathan Brusco referenced materials included in the agenda packet: a status update on Board of Trustee's Goals, 2017 and the Superintendent/President's Annual Goals for 2018-2019. He noted that Draft 2018 Board Goals were handed out for comment, discussion, and edit. Jonathan Brusco said the draft 2018 goals were created based on the suggestions made by trustees in their 2017 self-evaluation survey and a review of 2017 board goals that had not been completed.

Each of the seven (7) draft goals for 2018 were discussed and edited for clarification.

Kathleen Rose explained that the district's planning work needs to be pulled together and integrated in a way that helps the district achieve goals. Kathleen Moberg, who has been doing integrative planning work, said they are trying to figure out what the global outcomes and goals of the college are as far as students are concerned. How does the district's planning fit these goals? How is the district addressing bringing in enrollment growth and revenue by department with fiscal accountability? She said the college wants to take steps to build this infrastructure.

Enrollment management was discussed and how the board can support it.

Discussion took place on how best to identify the board's goal to find a way to expand services in San Benito County whether or not a general obligation passes. Kathleen Rose spoke about the term "comprehensive campus" and the possibilities she envisions. This is a longer term goal. It was recommended that the Strategic Plan, proposed bond language, and annual board goal align.

2. Strategic Plan Assessment, FY 2017-2018

Kathleen Rose presented a report on the progress of Strategic Plan goals for FY 17-18 through FY 2021-22. She said that staff provided the comments to give the board an opportunity to see how the district is progressing. Kathleen Rose said the work will continue this spring to prepare a three-year strategic plan moving forward. The trustees then asked specific questions about the assessment comments and noted some corrections. A discussion took place on collecting data on student responses and feedback regarding institutional goals. Kathleen Rose said that the data analysis tool on Gavilan's website, GavDATA, housed a large amount of student related information.

3. Integrative Planning

Kathleen Rose reviewed the planning conducted by the district. She noted the draft Facility Master Plan, the upcoming revised Technology Master Plan, the Educational Master Plan, the SSSP and Equity Plans, and the Strategic Plan. She said the Equity Task Force held a workshop which included students. The Task Force discussed the district's Principles of Community. Kathleen Rose said the next step is to review the college's mission statement. She said the time is right to do that as the district incorporates the data from updated plans into the work of the college. She added that Dr. Eddie Cervantes, Dr. Arturo Rosette, and Dr. Peter Wruck have led a revision to the Participatory Governance Handbook with the draft being available soon. Kathleen Rose then explained the workings of the expanded Leadership Council which includes planning. She said the college will focus on "practice", student success and achievement, and policy. She talked about adding a policy subcommittee to President's Council to have more conversation about the meaning of our policies and any gaps that exist. Kathleen Rose said integrative planning is everyone's responsibility. She said administration will provide relevant reports to the board that will show that integrative planning is a practice of the college. The culmination will be a mission statement that is reflective of that work.

III. CLOSING ITEMS

1. The next regularly scheduled Board meeting is February 13, 2018, Gavilan College, **Coyote Valley Site, 560 Bailey Avenue, San Jose.**

2. Adjournment

The meeting was adjourned by consensus at 7:41 p.m.

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

February 13, 2018

Consent Agenda Item No. 11.6 (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 January 9, 2018 thru February 13, 2018.

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, Human Resources and Labor Relations.

Prepared By:



Dr. Eric Ramones, Associate Vice President, Human Resources and Labor Relations

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – February 13, 2018

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

I. APPOINTMENTS/PROMOTIONS/TRANSFERS/PERMANENT SCHEDULE CHANGES/WORKING OUT-OF-CLASS

Bonnie Donovan	Curriculum Specialist Out of Class Pay Career Technical Education January 1, 2018 to May 31, 2018
Claudia Traver	Program Services Specialist Out of Class Pay Student Services January 1, 2018 to June 30, 2018
Jillian Wilson	Senior Library Technician Out of Class Pay Office of Academic Affairs January 1, 2018 to March 31, 2018
Kimberly Benjamin	Financial Aid Technician Out of Class Pay Student Services January 1, 2018 to March 31, 2018
Kimberly Douglas	Instructional Program Specialist Office of Academic Affairs February 14, 2018
Margaret Mastrini	Payroll Officer Out of Class Pay Administrative Services January 1, 2018 to June 30, 2018
Melanie Deiss	Chemistry/Biological Science Laboratory Coordinator San Benito High Office of Academic Affairs February 14, 2018
Norma Najar-Santoyo	Office Assistant Out of Class Pay Administrative Services January 1, 2018 to May 31, 2018

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Janet Serrano Student Records Technician
Student Services
November 27, 2017 to June 30, 2018

III. PROFESSIONAL EXPERTS

Christopher Spence Assistant Volleyball Coach
Kinesiology and Athletics
January 15, 2018 to April 30, 2018

Christopher Spence Sports Media Relations
Kinesiology and Athletics
January 22, 2018

Elizabeth Andrade Community Education Instructor
Office of Academic Affairs
January 9, 2018 to June 30, 2018

Franklin Orlando Community Education Instructor
Office of Academic Affairs
January 9, 2018 to June 30, 2018

Inderdeep Kahlon Community Education Instructor
Office of Academic Affairs
January 9, 2018 to June 30, 2018

Isaiah Acfalle Assistant Volleyball Coach
Kinesiology and Athletics
January 15, 2018 to April 30, 2018

Mariza Rodriguez Groundskeeper – Softball Field
Facilities Services
January 2, 2018 to May 30, 2018

Mariza Rodriguez Softball Assistant Coach Recruiting
Kinesiology and Athletics
February 15, 2018 to May 30, 2018

Michael Dixon Assistant Basketball Coach
Kinesiology and Athletics
January 15, 2018 to April 30, 2018

Paige Miguel Softball Assistant Coach
Kinesiology and Athletics
January 15, 2018 to April 30, 2018

Ramon Rodriguez	Assistant Beach Volleyball Coach Kinesiology and Athletics January 15, 2018 to April 30, 2018
Richard Ahrens	Community Education Instructor Office of Academic Affairs January 9, 2018 to June 30, 2018
Robert Reggiani	Softball Assistant Coach Kinesiology and Athletics January 15, 2018 to April 30, 2018
Robert Sanchez	Assistant Baseball Coach Kinesiology and Athletics January 15, 2018 to April 30, 2018

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Diego Figueroa	Chemistry/Biology Science Laboratory Coordinator Office of Academic Affairs January 12, 2018 to August 31, 2018
Gina Diaz	Human Resources Technician Administrative Services January 23, 2018 to June 30, 2018
Juan Orozco	Instructional Program Specialist Office of Academic Affairs January 8, 2018 to June 30, 2018
Mary Isabel Cruz	Program Services Specialist Community Development Grants Management February 8, 2018 to April 6, 2018
Melanie Deiss	Chemistry/Biological Science Laboratory Coordinator San Benito High Office of Academic Affairs January 16, 2018 to February 13, 2018
Philip Avila	Instructional Program Specialist Office of Academic Affairs January 16, 2018 to June 30, 2018

V. REQUESTS FOR LEAVE

Kathryn Day	Division Assistant Extension
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Career Technical Education
December 18, 2017 to February 23, 2018

Lydia Casas Mobility Aide
Student Services
November 13, 2017 to January 20, 2018

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Kim Benjamin GUID 52 – Peer Mentoring
CMUN 5 – Fund. Communication Studies
CMUN 4- Intercultural Communication

Norma Najjar ACCT 203 – General Office Accounting
BUS 1 – Fund of Business
CSIS 124 – Windows Fundamentals
CSIS 6 – Webpage Authoring

Ryan Shook SW531 – Generalist Practice III
SW550 – Social Work Research
SW579 – Social Policy
(CSU Monterey Bay)

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

Deanna Souza Math Boot Camp Assistant
Office of Academic Affairs
January 16, 2018 to January 22, 2018

Priscilla DeAnda Office Assistant/Training
Student Services
January 8, 2018 to January 25, 2018

Victoria Masey Math Boot Camp Assistant
Office of Academic Affairs
January 16, 2018 to January 22, 2018

B. Faculty Personnel Actions – February 13, 2018

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Alice Dufresne-Reyes	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Alice Dufresne-Reyes	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Beatriz Lawn	Professional Development Community Development Grants Management January 19, 2018
Blanca Arteaga	Counselor Overload Student Services December 18, 2017 to December 20, 2017
Blanca Arteaga	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Blanca Melchor	Non-Credit Counseling Overload Community Development Grants Management December 18, 2017 to January 25, 2018
Carla Velarde-Barros	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Celia Marquez	Counselor Overload Student Services December 18, 2017 to December 20, 2017
Celia Marquez	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Celia Marquez	Pathways Workshop

Office of Academic Affairs – Grants Management – Title V
January 22, 2018

Cheryl Brown	Winter Overload Accessible Education Center January 2, 2018 to January 25, 2018
Christina Salvin	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Claire Boss	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Dana Young	Librarian Office of Academic Affairs January 2, 2018 to January 26, 2018
Dana Young	Local History Archive Website Development Community Development Grants Management December 1, 2017 to May 25, 2018
Darlene Del Carmen	Counseling Overload Kinesiology and Athletics January 2, 2018 to January 25, 2018
Darlene Del Carmen	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
David Perez	Curriculum Development Community Development Grants Management January 29, 2018 to June 30, 2018
Debbie Gilstrap	Counselor Overload Student Services December 18, 2017 to December 20, 2017
Debbie Gilstrap	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Dewitt Stuckey	Counseling Office of Academic Affairs January 1, 2018 to June 30, 2018
Dewitt Stuckey	Counseling Overload Accessible Education Center

	January 2, 2018 to January 25, 2018
Diane Reid	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Douglas Achterman	Librarian Overload Library and Information Technology January 29, 2018 to May 25, 2018
Douglas Achterman	Title V Co-Director Community Development Grants Management October 1, 2017 to June 30, 2018
Douglas Achterman	Title V Activity Co-Director Community Development Grants Management January 2, 2018 to August 24, 2018
Douglas Achterman	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Douglas Achterman	Additional Duties Library and Information Technology February 5, 2018 to March 20, 2018
Elena Dachkova	Winter Overload Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Enrique Luna	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Erik Medina	Accelerated Math Workshop Participant Office of Academic Affairs January 1, 2018 to June 30, 2018
Erin Crook	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Erin Crook	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Gary Cribb	Counseling Overload Community Development Grants Management December 18, 2017 to January 25, 2018

Jane Edberg	Winter Overload Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Jane Maringer-Cantu	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Jane Maringer-Cantu	Professional Development Community Development Grants Management January 19, 2018
Jessica Gatewood	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Jessica Gatewood	Winter Overload Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Jessica Hooper	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Jessica Hooper	Professional Development Community Development Grants Management January 19, 2018
Jessica Weiler	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Jessica Weiler	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Johanna Stewart	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Julian Kearns	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Karen Sato	Adapted Physical Education Instruction Overload Accessible Education Center January 2, 2018 to January 25, 2018

Karen Warren	Title V Activity Co-Director Community Development Grants Management January 2, 2018 to August 24, 2018
Karen Warren	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Karen Warren	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Kathleen Campbell	Professional Development Community Development Grants Management January 19, 2018
Kelly Glass	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Kevin Kramer	Kinesiology and Athletics Instructor Overload Kinesiology and Athletics January 2, 2018 to January 25, 2018
Kimberly Montague	Licensed Vocational Nursing Program Revision Office of Academic Affairs December 16, 2017 to February 15, 2018
Kimberly Montague	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Kimberly Smith	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Leslie Tenney	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Leslie Tenney	Curriculum Chair Overload Student Services January 29, 2018 to May 25, 2018
Leslie Tenney	Psychology Instructor Overload Student Services January 29, 2018 to May 25, 2018
Linda Stubblefield	Licensed Vocational Nursing Program Revision

Office of Academic Affairs
December 16, 2017 to February 15, 2018

Marc Turetzky	Winter Overload Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Maria Garcia	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Mary Ann Sanidad	Adult and Career Education Service Consortium Work Community Development Grants Management December 16, 2017 to January 25, 2018
Mary Ann Sanidad	Basic Skills Student Outcomes and Transformation (BSSOT) Grant Project Director Office of Academic Affairs December 16, 2018 to January 25, 2018
Neal Andrade	Kinesiology and Athletics Instructor Overload Kinesiology and Athletics January 2, 2018 to January 25, 2018
Nicholas Park	Winter Overload Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Nicole Cisneros	Professional Development Community Development Grants Management January 19, 2018
Nicole Cisneros	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Nikki Dequin	Winter Overload Career Technical Education January 8, 2017 to January 25, 2018
Osvaldo Zamora	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Rosa Sharboneau	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Sabrina Lawrence	Distance Education Coordinator

	Office of Academic Affairs January 2, 2018 to January 26, 2018
Sabrina Lawrence	Professional Development Community Development Grants Management January 19, 2018
Scott Sandler	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Scott Sandler	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Simone Reyes	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Simone Reyes	Counselor Overload Student Services January 2, 2018 to January 25, 2018
Stephen Gaitan	Winter Overload Accessible Education Center January 2, 2018 to January 25, 2018
Susan Turner	Licensed Vocational Nursing Program Revision Office of Academic Affairs December 16, 2017 to February 15, 2018
Susan Turner	Registered Nursing Grant Coordination Office of Academic Affairs January 1, 2018 to May 25, 2018

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

Adrian Gallegos	Professional Development Community Development Grants Management January 19, 2018
Alejandra Gomez	Curriculum Development Community Development Grants Management January 15, 2018 to June 30, 2018
Amy Van Gundy	Professional Development Community Development Grants Management January 19, 2018

Andrea Lopez	Nursing Instructor Career Technical Education October 1, 2017 to December 16, 2017
Angela Mora	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Beatriz Gonzales-Ramirez	Professional Development Community Development Grants Management January 19, 2018
Caroline Gane	Professional Development Community Development Grants Management January 19, 2018
Celise El-Kassed	Faculty Curriculum Development Community Development Grants Management January 22, 2018 to June 30, 2018
Celise El-Kassed	Professional Development Community Development Grants Management January 19, 2018
Cherise Mantia	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Christina Borello	Curriculum Development Career Technical Education November 1, 2017 to December 16, 2017
Christina Borello	Winter Intersession Assignment Career Technical Education January 8, 2017 to January 25, 2018
Christine Canepa	Gallery Stipend Liberal Arts and Sciences August 28, 2017 to May 25, 2018
Cuiying Rhodes	Professional Development Community Development Grants Management January 19, 2018
Dallas Jensen	Kinesiology Instructor Kinesiology and Athletics December 27, 2017 to March 23, 2018

Daniel Sanidad	Professional Development Community Development Grants Management January 19, 2018
David McMullen	Professional Development Community Development Grants Management January 19, 2018
Deborah Gustlin	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Deborah Luoma	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Diana Narva	Professional Development Community Development Grants Management January 19, 2018
Diane Pierce	Department Meetings Career Technical Education October 1, 2017 to December 16, 2017
Daune Willahan	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Elizabeth Porcella	Professional Development Community Development Grants Management January 19, 2018
Eric Lopez	Adapted Physical Education Instructor Kinesiology and Athletics January 2, 2018
Erik Nelson	Kinesiology Instructor Kinesiology and Athletics December 27, 2017 to March 23, 2018
Evelyn Sachau	Professional Development Community Development Grants Management January 19, 2018
Frank Nicholas Fortino	Professional Development Community Development Grants Management January 19, 2018
Frank Mendez	Winter Intersession Assignment

	Career Technical Education January 8, 2017 to January 25, 2018
Gardenia Angeles	Department Meetings Career Technical Education October 1, 2017 to December 16, 2017
Glenda Mora	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Greg Swim	Professional Development Community Development Grants Management January 19, 2018
Ian Hopkins	Department Meetings Career Technical Education October 1, 2017 to December 16, 2017
Irina Polyakova	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Jaimee De Pompeo	Professional Development Community Development Grants Management January 19, 2018
Jairus Cabuena	Nursing Assistant Clinical Instructor Career Technical Education December 13, 2017
Jane Godley	Counselor Winter Intersession Assignment Student Services December 18, 2017 to December 20, 2017
Jane Godley	Counselor Winter Intersession Assignment Student Services January 2, 2018 to January 25, 2018
Jennifer Grohol	Student Learning Outcomes / Program Learning Outcomes Faculty Liaison Office of Academic Affairs January 29, 2018 to May 25, 2018
Jennifer McMillen	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Jennifer Penkethman	Materials Development

	Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Jennifer Roscher	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Jerry Mermis	Professional Development Community Development Grants Management January 19, 2018
Jesus Olivas	Counselor Winter Intersession Assignment Student Services January 2, 2018 to January 25, 2018
Jesus Villicana	Professional Development Community Development Grants Management January 19, 2018
Joanne Howell	Professional Development Community Development Grants Management January 19, 2018
John Howell	Professional Development Community Development Grants Management January 19, 2018
Judith Dunham	Professional Development Community Development Grants Management January 19, 2018
Karen Serrano	Professional Development Community Development Grants Management January 19, 2018
Kenneth Van Meter	Professional Development Community Development Grants Management January 19, 2018
Kimberly Douglas	Professional Development Community Development Grants Management January 19, 2018
Kimberly England	Professional Development Community Development Grants Management January 19, 2018
Leland Estrella	Department Meetings Career Technical Education

	October 1, 2017 to December 16, 2017
Leticia Palacios	Counselor Winter Intersession Assignment Student Services December 18, 2017 to December 20, 2017
Leticia Palacios	Counselor Winter Intersession Assignment Student Services January 2, 2018 to January 25, 2018
Lisa Rivoallon	Professional Development Community Development Grants Management January 19, 2018
Lynn Hasbany	Professional Development Community Development Grants Management January 19, 2018
Magali Coley	Professional Development Community Development Grants Management January 19, 2018
Manuel Quintana	Professional Development Community Development Grants Management January 19, 2018
Marilyn Chap	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Mariya Yershova	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Martha Akrop	Winter Intersession Assignment Career Technical Education January 8, 2017 to January 25, 2018
Martha Oral	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Martín Garcia	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Martin Rodriguez	Professional Development Community Development Grants Management January 19, 2018

Megan Wong	Learning Activities Instructor Community Education Grants Management January 29, 2018 to May 25, 2018
Megan Wong	Learning Commons Coordinator Liberal Arts and Sciences January 29, 2018 to May 25, 2018
Megan Wong	Learning Commons Coordination Community Development Grants Management January 2, 2018 to January 26, 2018
Megan Wong	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Melody Padilla	Clinical Instructor Career Technical Education January 2, 2018 to May 25, 2018
Michael Cleary	Counseling Winter Intersession Assignment Accessible Education Center January 2, 2018 to January 25, 2018
Miriam Vargas-Padilla	Professional Development Community Development Grants Management January 19, 2018
Nellie Vargas	Professional Development Community Development Grants Management January 19, 2018
Patricia Claros	Professional Development Community Development Grants Management January 19, 2018
Rachel Mitchell	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Rebecca Northon	Kinesiology Instructor Kinesiology and Athletics January 8, 2018 to May 4, 2018
Ricardo Jimenez	Professional Development Community Development Grants Management January 19, 2018

Sara Avila	Professional Development Community Development Grants Management January 19, 2018
Sheila Alcantara	Department Meetings Career Technical Education October 1, 2017 to December 16, 2017
Sonia Banks	Winter Intersession Assignment Career Technical Education January 8, 2017 to January 25, 2018
Susan Dodd	Curriculum Completion Career Technical Education January 2, 2018 to March 31, 2018
Susan Dodd	Curriculum and Program Development Office of Academic Affairs December 1, 2017 to June 30, 2018
Susan Dodd	Course Program Update Career Technical Education February 9, 2018 to March 31, 2018
Svetlana Tyuleneva	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Sylvia Rodriguez	Pathways Workshop Office of Academic Affairs – Grants Management – Title V January 22, 2018
Tiffany Palsgrove	Materials Development Liberal Arts and Sciences December 21, 2017 to January 20, 2018
Tiffany Palsgrove	Research/Curriculum Development Liberal Arts and Sciences January 29, 2018 to June 30, 2018
Timothy Mosher	Winter Intersession Assignment Liberal Arts and Sciences January 2, 2018 to January 25, 2018
Virginia Haberkamp	Professional Development Community Development Grants Management January 19, 2018

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Andrea Lopez	Allied Health Instructor Substitute Career Technical Education November 25, 2017 to November 26, 2017
Andrea Lopez	Allied Health Instructor Substitute Career Technical Education November 26, 2017
Dolores Wiemers	Substitute Reference Librarian Office of Academic Affairs January 2, 2018 to January 26, 2018
Ian Hopkins	Allied Health Instructor Substitute Career Technical Education October 25, 2017
Ian Hopkins	Allied Health Instructor Substitute Career Technical Education November 1, 2017 to November 2, 2017
Lynn Lockhart	Math Lab Substitute Liberal Arts and Sciences January 26, 2018 to June 30, 2018

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 – February 13, 2018

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

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 – February 13, 2018

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

I. APPOINTMENTS

NONE

II. ADDITIONAL DUTY/STIPENDS

Frances Lozano	Accreditation Lead Additional Duty Office of Academic Affairs January 1, 2018 to May 31, 2018
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Ronald Hannon	Additional Duty Office of the President February 1, 2018 to July 31, 2018
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Sherrean Carr	Additional Duty Office of Academic Affairs February 1, 2018 to July 31, 2018
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III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. REQUEST FOR LEAVE

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

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

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

Consent Agenda Item No. 11.6 (d) Administrative Services
 Information/Staff Reports No.
 Discussion Item No.
 Old Business Agenda Item No.
 New Business Agenda Item No.

SUBJECT: Payroll Warrants drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

Ratification of payroll warrants drawn on district funds for the month of January 2018.

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 January 2018:

Payroll Period	Pay Date	Total Salaries/Wages
January Supplemental 1	January 10, 2018	\$ 236,844.49
January Regular (EOM)	January 31, 2018	\$ 1,936,508.10
TOTAL		\$ 2,173,352.59

(548 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

February 13, 2018

Consent Agenda Item No. 11.6 (e)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the attached January 1 to January 31, 2018 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 Orders - January 2018

P0008203	1/2/2018	IPMA-HR	\$ 318.00
P0008205	1/2/2018	CDW Government Inc	\$ 7,493.59
P0008206	1/2/2018	Palace Art & Office Supply	\$ 117.26
P0008207	1/2/2018	Blick Art Materials	\$ 249.61
P0008208	1/2/2018	Dell Marketing	\$ 1,886.87
P0008209	1/2/2018	CDW Government Inc	\$ 280.24
P0008210	1/2/2018	Dell Marketing	\$ 1,344.63
P0008211	1/2/2018	Access Information Management	\$ 211.85
P0008212	1/2/2018	Ungs, Bill	\$ 4,229.04
P0008213	1/2/2018	Ungs, Bill	\$ 503.90
P0008214	1/2/2018	Richard McMahon	\$ 25,000.00
OP18254	1/2/2018	SVM LP	\$ 10,016.00
P0008215	1/2/2018	Konica Minolta Business Solutions USA Inc	\$ 621.88
P0008216	1/2/2018	School Outfitters LLC	\$ 857.42
P0008217	1/2/2018	Amazon Business	\$ 381.39
P0008219	1/2/2018	Riso, Karen	\$ 87.20
P0008220	1/2/2018	Palace Art & Office Supply	\$ 260.51
P0008204	1/2/2018	Cybrarian Corporation	\$ 849.94
P0008218	1/2/2018	Mcmaster-Carr Supply Company	\$ 103.87
P0008221	1/3/2018	Go Professional Cases Inc	\$ 5,582.98
P0008222	1/3/2018	Harbor Freight Tools	\$ 131.09
P0008223	1/3/2018	Ksbw	\$ 1,250.00
P0008225	1/3/2018	Bogey Free LLC	\$ 1,094.30
P0008226	1/4/2018	Burmax Company	\$ 3.00
OP18255	1/4/2018	Vanderford, Lawrance	\$ 5,000.00
P0008228	1/5/2018	Liebert Cassidy Whitmore	\$ 200.96
P0008229	1/5/2018	Richard McMahon	\$ 320.24
P0008227	1/5/2018	Riso, Karen	\$ 60.62
P0008230	1/5/2018	Northeast Lock Corporation	\$ 78.96
P0008231	1/9/2018	Superior Farms	\$ 575.00
P0008232	1/9/2018	Richard McMahon	\$ 630.84
P0008235	1/10/2018	S.A.C.O	\$ 4,585.00
P0008236	1/10/2018	Ramos, David	\$ 473.42
P0008237	1/10/2018	Palace Art & Office Supply	\$ 539.55
P0008238	1/10/2018	Dell Marketing	\$ 358.00
OP18256	1/10/2018	Prestige Graphics Inc	\$ 6,120.00
P0008239	1/10/2018	B & H Photo-Video	\$ 914.30
P0008234	1/10/2018	Amazon Business	\$ 130.79
P0008233	1/10/2018	CDW Government Inc	\$ 615.86
P0008240	1/11/2018	Riso, Karen	\$ 40.33
P0008241	1/12/2018	San Jose State University	\$ 9,952.00
ASB18017	1/12/2018	Continental Athletic Supply	\$ 65.85
P0008242	1/12/2018	Amazon Business	\$ 360.76
P0008243	1/12/2018	Silicon Valley Ambulance Inc	\$ 1,800.00
P0008244	1/16/2018	Amazon Business	\$ 3,902.34
P0008245	1/16/2018	Cold Craft Inc	\$ 1,591.00
P0008248	1/16/2018	Displayability LLC	\$ 96.94

OP18257	1/16/2018	Western State Design Inc	\$ 750.00
P0008246	1/16/2018	Amazon Business	\$ 345.33
P007674A	1/16/2018	Ramos, David	\$ 758.01
P0008247	1/16/2018	Sunbelt Rentals Inc	\$ 8,123.70
P0008249	1/17/2018	Curtis, Tracy	\$ 180.00
P0008250	1/17/2018	Amazon Business	\$ 726.52
P0008251	1/17/2018	Ascend Learning Holdings LLC	\$ 3,302.70
P0008252	1/17/2018	Ascend Learning Holdings LLC	\$ 4,293.51
P0008253	1/17/2018	Ascend Learning Holdings LLC	\$ 911.24
P0008254	1/18/2018	Bachus & Son, Inc	\$ 156.63
P0008256	1/18/2018	Amazon Business	\$ 163.59
P0008257	1/18/2018	B&R Media Group, Inc	\$ 700.00
P0008258	1/18/2018	Ascend Learning Holdings LLC	\$ 8,800.66
P0008259	1/18/2018	Wintermeyer Ramirez, Lauren	\$ 200.00
P0008260	1/18/2018	The RP Group	\$ 6,412.50
P0008263	1/18/2018	The Bach Company	\$ 6,518.93
P0008255	1/18/2018	Palace Art & Office Supply	\$ 264.31
P0008264	1/18/2018	Sunbelt Rentals Inc	\$ 7,777.50
P0008262	1/18/2018	NCIAC	\$ 100.00
P0008261	1/18/2018	Hispanic Assn of Colleges & Universities	\$ 5,995.00
P0008265	1/19/2018	Olympic Trophy	\$ 920.48
P0008271	1/19/2018	Gilroy Elks Lodge No 1567	\$ 1,000.00
P0008270	1/19/2018	Carlton's Fire Extinguisher Sales & Service Inc	\$ 185.00
P0008269	1/19/2018	Carlton's Fire Extinguisher Sales & Service Inc	\$ 206.03
P0008268	1/19/2018	Carlton's Fire Extinguisher Sales & Service Inc	\$ 419.45
P0008267	1/19/2018	Carlton's Fire Extinguisher Sales & Service Inc	\$ 387.55
P0008266	1/19/2018	Carlton's Fire Extinguisher Sales & Service Inc	\$ 2,003.00
OP18258	1/22/2018	Enterprise Holdings LLC	\$ 4,750.00
OP18259	1/22/2018	Enterprise Holdings LLC	\$ 4,750.00
P0008272	1/22/2018	Crown Moving & Storage	\$ 1,206.28
P0008273	1/22/2018	Wilco Supply Company	\$ 153.28
P0008274	1/22/2018	Wilco Supply Company	\$ 112.11
P0008275	1/22/2018	Wilco Supply Company	\$ 793.58
P0008276	1/22/2018	Pacific Coast Battery Service Inc	\$ 1,006.88
P0008277	1/22/2018	Legacy Roofing & Waterproofing	\$ 473.00
P0008278	1/22/2018	Kelly-Moore Paint Company	\$ 210.64
P0008279	1/22/2018	Energy Systems	\$ 961.69
P0008280	1/22/2018	Energy Systems	\$ 548.00
P0008281	1/22/2018	Ernie's Plumbing & Repair Service Inc	\$ 1,118.70
P0008282	1/23/2018	Ernie's Plumbing & Repair Service Inc	\$ 1,575.00
P0008283	1/23/2018	Ernie's Plumbing & Repair Service Inc	\$ 2,427.60
P0008284	1/23/2018	Ernie's Plumbing & Repair Service Inc	\$ 556.50
P0008285	1/23/2018	Payless Smog and Tune	\$ 55.00
P0008286	1/23/2018	Rexel Inc	\$ 74.59
P0008287	1/23/2018	The Print Shop	\$ 2,152.75
P0008289	1/23/2018	Werle Enterprises LLC	\$ 423.35
P0008291	1/23/2018	Sport & Cycle	\$ 596.72
OP18260	1/23/2018	Palace Art & Office Supply	\$ 750.00
OP18261	1/23/2018	Palace Art & Office Supply	\$ 550.00

P0008293	1/23/2018	Crooks, Alleen	\$ 714.64
P0008294	1/23/2018	Gilroy Tire And Brake	\$ 389.53
P0008302	1/23/2018	Pacific Janitorial Supply Company	\$ 575.62
P0008295	1/23/2018	Ernie's Plumbing & Repair Service Inc	\$ 1,350.00
P0008296	1/23/2018	Cresco Equipment Rental	\$ 2,215.80
P0008297	1/23/2018	Automatic Door Systems Inc	\$ 2,740.50
P0008298	1/23/2018	Thermal Mechanical Inc	\$ 532.00
P0008299	1/23/2018	SC Fuels	\$ 5,546.31
P0008300	1/23/2018	Coast Counties Glass Inc	\$ 785.00
P0008301	1/23/2018	Carlson's Fire Extinguisher Sales & Service Inc	\$ 85.00
P0008292	1/23/2018	Abbott's Pro Power	\$ 71.75
P0008288	1/23/2018	Corodata Shredding Inc	\$ 1,848.25
P0008290	1/23/2018	Sacred Heart Community Service	\$ 1,000.00
P0008303	1/24/2018	Amazon Business	\$ 239.67
P0008304	1/24/2018	The RP Group	\$ 10,000.00
P0008305	1/24/2018	Follett Higher Education Group	\$ 2,332.17
P0008306	1/24/2018	WRD Consulting Group LLC	\$ 23,846.90
P0008308	1/24/2018	Crucial Technology	\$ 303.96
P0008310	1/24/2018	B & H Photo-Video	\$ 920.79
ASB18018	1/24/2018	Agile Sports Technologies Inc	\$ 400.00
P0008307	1/24/2018	Carolina Biological Supply	\$ 769.49
P0008312	1/25/2018	Amazon Business	\$ 38.49
OP18262	1/25/2018	Amazon Business	\$ 1,000.00
P0008314	1/25/2018	Alpha Media LLC	\$ 3,000.00
P0008315	1/25/2018	Quality Assurance Engineering Inc	\$ 588.00
OP18263	1/26/2018	Palace Art & Office Supply	\$ 650.00
P0008317	1/26/2018	Silicon Valley Leadership Group	\$ 7,200.00
P0008318	1/26/2018	San Benito County Business Council	\$ 1,250.00
P0008319	1/26/2018	Amazon Business	\$ 187.72
P0008320	1/26/2018	Palace Art & Office Supply	\$ 555.78
P0008321	1/26/2018	Foundation for California Community Colleges	\$ 5,000.00
P0008323	1/26/2018	Amazon Business	\$ 199.96
OP18264	1/26/2018	Palace Art & Office Supply	\$ 300.00
P0008326	1/26/2018	CCCBUA	\$ 4,500.00
P0008327	1/26/2018	Richard McMahon	\$ 998.17
P0008328	1/26/2018	Sport Supply Group Inc	\$ 589.68
P0008329	1/26/2018	Gawf, John	\$ 1,252.74
P0008325	1/26/2018	Fisher Scientific	\$ 368.32
P0008324	1/26/2018	Cynmar LLC	\$ 234.13
P0008331	1/31/2018	CDW Government Inc	\$ 3,567.51
P0008333	1/31/2018	Palace Art & Office Supply	\$ 521.24
P0008334	1/31/2018	Access Information Management	\$ 211.85
P0008335	1/31/2018	Gilroy Economic Development Corporation	\$ 1,000.00
P0008336	1/31/2018	3CFCA	\$ 120.00
P0008337	1/31/2018	National Fastpitch Coaches Association	\$ 95.00
P0008342	1/31/2018	The Print Shop	\$ 59.05
OP18265	1/31/2018	California Community Colleges Board of Governors	\$ 5,900.00
P0008343	1/31/2018	Hollister Downtown Association	\$ 100.00
P0008344	1/31/2018	Palace Art & Office Supply	\$ 355.01

P0008345	1/31/2018	Dice Communications Inc	\$ 3,659.79
P0008346	1/31/2018	Lakeshore Learning Materials	\$ 99.18
P0008347	1/31/2018	Amazon Business	\$ 133.13
P0008348	1/31/2018	Creative Safety Supply, LLC	\$ 62.52
			\$ 288,599.29

Board Agenda Ratification of Contracts
Meeting Date: February 13, 2018

Agreement Number	Amount	Vendor	Description
CON10236	\$ 47,000.00	Central Coast Sign Language Interpreter	Sign language interpreting services 1/2/18 -5/25/18
CON10237	\$ 3,600.00	Animal Damage Management	Twenty mice bait stations and twice monthly service 1/2/18 - 12/31/18
CON10238	\$ 7,000.00	San Benito High School District	Student Aid Services for evening classes at Hollister 1/4/18 - 6/30/18
CON10239	\$ 648.00	Morgan Hill Unified School District	Facilities Use Agreement for High Step Program @ Sobrato HS 1/29/18 -5/26/18
CON10240	\$ 3,500.00	Alpha Media	Radio Advertising for Aviation Program 6/11/18 - 6/24/18
CON10241	\$ 5,070.00	I Heart Media	Radio Advertising for Aviation Program 6/4/18 - 6/24/18
CON10242	\$ 3,780.00	Sutherland-Moore Clemen	Community Ed Instructor - Phlebotomy 2/1/18 - 4/21/18
CON10243	\$ 5,600.00	Ellucian	Oracle Software License & Maintenance Amendment; Extension of Support Services Period 1/1/18 - 12/31/18
CON10244	\$ 54,000.00	Keenan & Associates	Employee Benefits Consulting Services Agreement 7/1/18 - 6/30/19
CON10245	\$ 5,000.00	Foundation for California Community Colleges	California Diversity Pathway to Law: Cal-LAW 5/1/17 - 6/30/27
CON10246	no fee	Dream Power Horsemanship	Agreement for Health Care Educational Program 1/29/18 - 6/30/21
CON10247	\$ 53,700.00	Thermal Mechanical	Boiler Maintenance Repair Project 1/23/18 -3/15/18
CON10248	\$ 418.12	Williams Party Rentals	Tables for Career Fair: rental, delivery and pick up 3/15/18 - 3/15/18
CON10249	\$ 6,000.00	Meltwater News US Inc	Access for authorized users to use Meltwater Platform 3/23/18 - 3/22/19
CON10250	no fee	San Benito County One Stop Career Center	Training Scholarship for Alice Sturla 2/3/18 - 4/21/18
CON10251	\$ 1,630.00	San Jose Charters	Baseball transportation to and from West Hills College 2/13/2018
CON10252	\$ 3,000.00	Visualize Solar, Inc	Pool Commissioning and Onsite Programming 10/20/18 - 12/31/18

Fund 270			EXPENSE - Increase/(Decrease)					Budget
INCOME - Increase/(Decrease)								Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
642827	8623		(214,591)	642827	2110		(31,811)	
642827	8629		206,665	642827	3212		(6,175)	
				642827	3312		2,518	
				642827	3322		(890)	
				642827	3412		(15,123)	
				642827	3422		(166)	
				642827	3432		(492)	
				642827	3442		(2,954)	
				642827	3512		(30)	
				642827	3612		(30)	
				642827	3712		(1,066)	
				642827	4710		(17,750)	
				642827	5150		186	
				642827	5230		489	
				642827	5250		1,693	
				642827	5300		3,050	
				642827	5613		(204)	
				642827	5636		7,294	
				642827	5823		4,408	
				642827	6400		17,617	
				642827	6413		31,510	BU1835
641627	8620		78,000	641627	7510		78,000	
632027	8620		30,605	632027	7510		30,605	
641727	8620		10,284	641727	4710		10,284	BU1836
498827	8642		2,000	498827	4310		840	
				498827	5710		560	
				498827	7510		600	BU1837
				631027	1270		(1,641)	
				631027	2110		(29,511)	
				631027	2150		7,895	
				631027	2311		9	
				631027	3114		(9,483)	
				631027	3211		653	
				631027	3212		(5,053)	
				631027	3214		8,105	
				631027	3311		331	
				631027	3312		(2,430)	
				631027	3314		3,134	
				631027	3321		100	
				631027	3322		(391)	
				631027	3324		(23)	
				631027	3411		1,411	
				631027	3412		(33,131)	
				631027	3414		16,018	
				631027	3421		9	
				631027	3422		(134)	
				631027	3424		98	
				631027	3431		28	
				631027	3432		(446)	
				631027	3434		324	
				631027	3441		173	
				631027	3442		(2,691)	
				631027	3444		1,954	
				631027	3492		(655)	
				631027	3494		(782)	
				631027	3511		3	

631027	3512	(15)	
631027	3611	3	
631027	3612	(14)	
631027	3614	(1)	
631027	3712	(437)	
641827	4310	46,591	BU1838
641827	1270	3,611	
641827	1310	(2,728)	
641827	2110	1,687	
641827	2150	3,906	
641827	2311	9	
641827	2317	3,579	
641827	3211	(27)	
641827	3212	(2,925)	
641827	3214	579	
641827	3311	8	
641827	3312	(588)	
641827	3314	224	
641827	3321	1	
641827	3322	28	
641827	3324	53	
641827	3411	1,400	
641827	3412	(3,284)	
641827	3414	1,144	
641827	3421	(4)	
641827	3422	(8)	
641827	3424	6	
641827	3431	25	
641827	3432	(29)	
641827	3434	24	
641827	3441	295	
641827	3442	(177)	
641827	3444	140	
641827	3492	2	
641827	3511	(1)	
641827	3512	2	
641827	3514	2	
641827	3611	(1)	
641827	3612	8	
641827	3614	2	
641827	3711	(50)	
641827	3712	(135)	
641827	5831	(6,777)	BU1839
640027	1270	(72,904)	
640027	1310	(14,000)	
640027	1420	4,485	
640027	2110	11,322	
640027	2150	43,425	
640027	2220	1,316	
640027	2311	47	
640027	2317	(38,390)	
640027	3110	(1,761)	
640027	3211	(5,767)	
640027	3212	2,573	
640027	3214	105	
640027	3311	(2,620)	
640027	3312	1,240	
640027	3314	278	
640027	3320	(203)	
640027	3321	(502)	
640027	3322	259	
640027	3324	65	
640027	3411	(4,500)	
640027	3412	4,614	
640027	3421	(51)	
640027	3422	28	

640027	3431	(61)
640027	3432	93
640027	3441	(186)
640027	3442	563
640027	3510	(7)
640027	3511	(21)
640027	3512	13
640027	3514	2
640027	3610	(7)
640027	3611	(21)
640027	3612	34
640027	3614	2
640027	3711	(729)
640027	3712	(17)
640027	5831	2,500
640027	7510	27,500
640027	7520	41,280 BU1840
642027	1270	5,657
642027	2110	(597)
642027	2150	(2,702)
642027	2317	564
642027	3114	(1,689)
642027	3211	(764)
642027	3212	(1,410)
642027	3214	2,895
642027	3311	(173)
642027	3312	(764)
642027	3314	1,120
642027	3321	(159)
642027	3322	(94)
642027	3324	40
642027	3411	(1,804)
642027	3412	(6,728)
642027	3414	5,720
642027	3421	(4)
642027	3422	(25)
642027	3424	34
642027	3431	11
642027	3432	(96)
642027	3434	116
642027	3441	59
642027	3442	(600)
642027	3444	698
642027	3491	(482)
642027	3492	(291)
642027	3494	(211)
642027	3511	(4)
642027	3512	(1)
642027	3514	3
642027	3611	(2)
642027	3612	6
642027	3614	(8)
642027	3711	(218)
642027	3712	(185)
642027	7510	(18,730)
642027	7520	18,730
642027	7610	2,086 BU1841
681427	1490	(500)
681427	2315	(2,910)
681427	3114	(72)
681427	3324	(7)
681427	3494	(1)
681427	3512	(2)
681427	3514	(1)
681427	3614	(1)
681427	4310	(1,798)

			681427	4330	(1,000)	
			681427	4510	(1,000)	
			681427	4570	(500)	
			681427	5140	(2,090)	
			681427	5150	(3,000)	
			681427	5210	(10,000)	
			681427	5250	(5,000)	
			681427	5300	(360)	
			681427	5710	(20,145)	
			681427	5831	(368,000)	
			681427	6400	(2,000)	
			681427	7520	(20,000)	
			681427	8645	(438,387)	
			683427	1490	500	
			683427	2315	2,910	
			683427	3114	72	
			683427	3324	7	
			683427	3494	1	
			683427	3512	2	
			683427	3514	1	
			683427	3614	1	
			683427	4310	1,798	
			683427	4330	1,000	
			683427	4510	1,000	
			683427	4570	500	
			683427	5140	2,090	
			683427	5150	3,000	
			683427	5210	10,000	
			683427	5250	5,000	
			683427	5300	360	
			683427	5710	20,145	
			683427	5831	368,000	
			683427	6400	2,000	
			683427	7520	20,000	
			683427	8645	438,387	BU1842
630827	8616	(448,137)	630827	1490	(30,000)	
630827	8627	448,137	630827	7391	30,000	
642027	8985	30,000	642027	7520	30,000	
			642027	7510	(8,000)	
			642027	7520	8,000	BU1843
630827	8627	100,831	630827	1240	(34,082)	
			630827	1270	41,350	
			630827	1410	(19,960)	
			630827	1490	1,002	
			630827	2110	98,934	
			630827	2210	15,084	
			630827	2311	(316)	
			630827	2315	(8,500)	
			630827	2430	(12,000)	
			630827	3110	1,013	
			630827	3112	8,006	
			630827	3114	7,565	
			630827	3212	(12,344)	
			630827	3312	6,068	
			630827	3320	102	
			630827	3322	(921)	
			630827	3324	(74)	
			630827	3412	45,987	
			630827	3414	13,731	
			630827	3422	502	
			630827	3424	138	
			630827	3432	886	
			630827	3434	238	
			630827	3442	4,902	
			630827	3444	1,280	
			630827	3510	1	

			630827		3512	(31)
			630827		3514	(2)
			630827		3610	1
			630827		3612	(35)
			630827		3614	(2)
			630827		3620	(6)
			630827		3712	(1,231)
			630827		3714	(51)
			630827		4510	281
			630827		4710	560
			630827		5140	21,000
			630827		5150	1,794
			630827		5240	85
			630827		5250	86
			630827		5300	75
			630827		5610	420
			630827		5831	(17,710)
			630827		6407	(9,072)
			630827		6409	(1,168)
			630827		6413	(13,500)
			630827		7520	(34,158) BU1844
			630827		1490	30,000
			630827		4200	(13,902)
			630827		5110	(4,000)
			630827		5260	(7,869)
			630827		6409	(3,832)
			630827		6410	(397) BU1845
			503827		5831	(3,333)
			503827		5100	3,333 BU1846
			770127		1270	(10,000)
			770127		4200	991
			770127		4310	33,194
			770127		4510	(126,332)
			770127		4710	85
			770127		5140	(91,313)
			770127		5150	138
			770127		5245	6,057
			770127		5831	14,612
			770127		6100	(25,000)
			770127		6400	(19,116)
			770127		6402	146
			770127		6405	7,470
			770127		6407	198,478
			770127		6409	3,274
			770127		6410	788
			770127		6413	6,528 BU1847
682127	8895	75,000	682127		4310	75,000 BU1848
			746127		1490	(300)
			746127		3110	(39)
			746127		3610	(1)
			746127		4310	9,370
			746127		6400	340
			746127		5831	(8,660)
			746127		4510	(710) BU1849
630527	8628	180,916	630527		4310	180,916 BU1850
			770127		1110	44,670
			770127		1190	19,126
			770127		1220	2,950
			770127		1270	(70,000)
			770127		1280	(95,000)
			770127		1290	(85,000)
			770127		1310	1,458
			770127		1340	2,088
			770127		1350	1,526
			770127		1410	2,113
			770127		1490	4,460

			770127	2110	(35,278)	
			770127	2210	42,665	
			770127	2315	4,500	
			770127	2430	3,613	
			770127	3110	(16,117)	
			770127	3114	(324)	
			770127	3210	(2,774)	
			770127	3212	7,360	
			770127	3214	328	
			770127	3310	(1,910)	
			770127	3312	2,938	
			770127	3314	131	
			770127	3320	(2,852)	
			770127	3322	687	
			770127	3324	46	
			770127	3410	(28,981)	
			770127	3412	14,668	
			770127	3414	115	
			770127	3420	(412)	
			770127	3422	123	
			770127	3430	(5,769)	
			770127	3432	287	
			770127	3434	1	
			770127	3440	(2,598)	
			770127	3442	1,503	
			770127	3444	5	
			770127	3510	(110)	
			770127	3512	24	
			770127	3610	(109)	
			770127	3612	26	
			770127	3710	(2,286)	
			770127	3712	21	
			770127	4200	4,800	
			770127	4310	129,216	
			770127	5150	50	
			770127	5831	43,000	
			770127	6400	15,022	BU1851
503827	8195	38,670	503827	4310	38,670	
			630827	6410	(2,549)	
			630827	6412	(2,548)	BU1852
					<u>538,380</u>	
	Total Fund 270	<u>538,380</u>				

Final (Adopted) Estimated Beginning Fund Balance at 7/1/17		\$0
Change to Actual Fund Balance at 7/1/17	\$0	
Actual Beginning Balance at 7/1/17		\$0
Final (Adopted) Budget Net Change in Fund Balance		\$0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0	
Current increase in budgeted revenue increases Fund Balance	(\$538,380)	
Current increase in budgeted expenditures decreases Fund Balance	\$538,380	
Revised Net Change in Ending Fund Balance		<u>\$0</u>
Estimated Ending Fund Balance 6/30/18 for Restricted General Fund 270		<u>\$0</u>

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

Consent Agenda Item No. 11.6 (h) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Monthly Financial Report

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees consider the FY 2017/18 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2017/18 Revised Budget as of January 31, 2018 to actual revenue and expenditures as of January 31, 2018.

Follow Up/Outcome:

The Administration will continue to review the FY 2017/18 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 2017-2018
January 31, 2017

Fund	Fund Description	Beginning Fund Balance 7/1/2017	Revised Budgets		Ending Fund Balance 6/30/2018	Year to Date Actual			% Actual to Budget	
			Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund										
10	General -Unrestricted	\$4,620,418	\$34,441,360			\$14,298,005				41.5%
	1000 - Certificated Salaries			\$11,424,882			\$7,321,534	\$0		64.1%
	2000 - Classified Salaries			\$6,548,895			\$4,018,183	\$0		61.4%
	3000 - Burdens & Benefits			\$6,680,920			\$3,988,025	\$0		59.7%
	4000 - Books & Supplies			\$551,530			\$251,449	\$184,013		79.0%
	5000 - Other Operating Expenses			\$6,987,271			\$3,969,074	\$1,976,378		85.1%
	6000 - Capital Outlay			\$806,616			\$187,181	\$157,651		42.8%
	7000 - Other			\$1,447,796			\$722,801	\$0		49.9%
Total General-Unrestricted		\$4,620,418	\$34,441,360	\$34,447,910	\$4,613,868	\$14,298,005	\$20,458,247	\$2,318,042	41.5%	66.1%
24	Instructional Equipment	\$0	\$0	\$0	\$0	\$169,729	\$28,975	\$0	-	-
26	Parking	\$0	\$140,669	\$140,669	\$0	\$73,330	\$41,813	\$1,042	52.1%	30.5%
27	General - Restricted	\$0	\$16,371,717	\$16,371,717	\$0	\$7,223,934	\$6,808,116	\$1,317,807	44.1%	49.6%
Total General Fund		\$4,620,418	\$50,953,746	\$50,960,296	\$4,613,868	\$21,764,998	\$27,337,151	\$3,636,891	42.7%	60.8%
21	Measure E - Debt Service	\$4,466,968	\$6,230,637	\$6,060,769	\$4,636,836	\$278,799	\$0	\$0	4.5%	0.0%
34	Capital Project	\$90,030	\$8,625,693	\$8,625,693	\$90,030	\$2,029,596	\$4,420,065	\$2,438,537	23.5%	79.5%
60	Measure E	\$5,981,826	\$24,832	\$5,553,065	\$453,593	\$40,477	\$5,104,083	\$4,942,481	163.0%	180.9%
61	Risk Management	\$0	\$293,963	\$293,963	\$0	\$72,840	\$27,333	\$26,658	24.8%	18.4%
72	Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-	-
92	Long Term Debt	\$7,978,481	\$315,000	\$500	\$8,292,981	\$103,579	\$0	\$0	32.9%	0.0%
Fiduciary Funds										
47	Associated Student Body	\$483,135	\$188,010	\$253,941	\$417,204	\$111,070	\$186,885	\$1,001	59.1%	74.0%
48	Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$3,883,378	\$4,113,114	\$0	59.8%	63.3%
66	Student Center Fund	\$0	\$135,841	\$135,841	\$0	\$43,153	\$31,804	\$0	31.8%	23.4%
Total Fiduciary Funds		\$483,135	\$6,818,061	\$6,883,992	\$417,204	\$4,037,601	\$4,331,802	\$1,001	59.2%	62.9%
Totals		\$23,620,859	\$73,261,932	\$78,378,278	\$18,504,513	\$28,327,890	\$41,220,434	\$11,045,568	38.7%	66.7%

Notes:

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

Final Budget to Current General Fund 100

	Adopted Budget <u>FY 17/18</u>	Adjustment	Description	Current Budget <u>FY 17/18</u>
Revenue:				
Federal Revenue	\$ -	\$ -		\$ -
State Revenue	9,390,861	-		9,390,861
Local Revenue	25,050,729	(230)	Student Kits	25,050,499
Total Revenue	<u>\$ 34,441,590</u>			<u>\$ 34,441,360</u>
Expenditures:				
1000: Academic Salaries	11,424,882	-		11,424,882
2000: Non-Instructional Salaries	6,548,895	-		6,548,895
3000: Employee Benefits	6,680,920	-		6,680,920
4000: Books and Supplies	554,960	(230)	Student Kits	551,530
		(3,200)	Misc Entries to Other Accounts	
5000: Services and Other Operating Expenses	6,982,521	88,500	Terris Barnes Walters Boigon	6,980,721
		10,000	Unplanned Maintenance	
		5,500	Morgan Hill Telephones	
		3,200	Misc Entries to Other Accounts	
6000: Capital Outlay	801,616	5,000	Morgan Hill HVAC	806,616
Total Expenditures	<u>\$ 32,993,794</u>			<u>32,993,564</u>
Excess of Revenues Over Expenditures Prior to Intra/Interfund Transfers	<u>\$ 1,447,796</u>			<u>\$ 1,447,796</u>
Intra/Interfund Transfers Out	1,447,796			1,447,796
Intra/Interfund Transfers In	<u>-</u>			<u>-</u>
Net Change in Ending Fund Balance	\$ -			\$ -
Beginning Fund Balance	4,620,418			4,620,418
Ending Fund Balance	<u>\$ 4,620,418</u>			<u>\$ 4,620,418</u>
	13.42%			13.42%

**Current Budget to Proposed -
Salary/Burdens/Benefits
General Fund 100**

	Current Budget FY 17/18	Proposed Adjustments	Description	Revised Budget FY 17/18
Revenue:				
Federal Revenue	\$ -			\$ -
State Revenue	9,390,861			9,390,861
Local Revenue	25,050,499	(500,000)	State Apportionment	24,551,999
		1,500	ASGC Donation from Rotary	
Total Revenue	<u>\$ 34,441,360</u>			<u>\$ 33,942,860</u>
Expenditures:				
1000: Academic Salaries	\$ 11,424,882	(164,828)	Salary Savings Math	\$ 11,624,068
		(116,499)	Salary Savings English	
		466,754	Adjunct Salary Increase	
		58,051	Negotiated Increase	
		(44,292)	Radio & Television & Journalism	
2000: Non-Instructional Salaries	6,548,895	20,000	Admissions & Records	6,634,838
		20,000	Research Analyst	
		6,000	Sports Media Specialist	
		18,750	Athletic Trainer	
		21,193	Out of Class Pay	
3000: Employee Benefits	6,680,920	(36,262)	Benefit Savings Math	6,214,417
		(25,630)	Benefit Savings English	
		70,013	Adjunct Salary Increase	
		12,771	Negotiated Increase	
		5,000	Research Analyst	
		5,000	Sports Media specialist	
		1,500	Athletic Trainer	
		5,298	Out of Class Pay	
		(8,029)	Radio & Television & Journalism	
		(250,000)	Medical Insurance Reduction	
		(504,193)	Medical Insurance Reimbursement	

**Current Budget to Proposed -
Direct Expenses and Interfund Transfers
General Fund 100**

4000: Books and Supplies	551,530	1,500 ASGC Supplies	553,030
5000: Services and Other Operating Expenses	6,980,721	54,000 Keenan Services Contract	6,602,095
		25,000 Public Economics, Inc.	
		7,200 Silicon Valley Leadership	
		(200,000) Fiscal Operation Savings	
		182,000 Administration of Justice	
		(32,000) Sheriff's Contract Savings	
		(4,826) Student Insurance	
		20,000 Athletic Facility Rental	
		20,000 Athletic Facility Vehicle Rental	
		(150,000) Logistical Services	
		(250,000) Fixed Asset over \$5,000	
		(50,000) Planning & Policymaking	
6000: Capital Outlay	806,616	60,000 Boiler Repairs	866,616
Total Expenditures	<u>\$ 32,993,564</u>		<u>\$ 32,495,064</u>
Excess of Revenues Over Expenditures Prior to Intra/Interfund Transfers	1,447,796		1,447,796
Intra/Interfund Transfers Out	1,447,796		1,447,796
Intra/Interfund Transfers In	<u>-</u>		<u>-</u>
Net Change in Ending Fund Balance	\$ -		\$ -
Beginning Fund Balance	4,620,418		4,620,418
Ending Fund Balance	<u>\$ 4,620,418</u>		<u>\$ 4,620,418</u>
	13.42%		13.61%

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 & 2 Fiscal Year 2017-2018 (07/01/2017 through 12/31/2017)

<u>Project/Vendor</u>	<u>Description of Services</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Notes</u>
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>					
	GUSD Lease portables over 25 years		\$ 90,099		
	GUSD Purchase of Modular Bldgs for GECA		\$ 40,392		
	GUSD Purchase of Portables PB4 and PB5		\$ 54,932		
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 13,844		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 158,019		
	Fiscal Year 2016-17		\$ 304		
	Fiscal Year 2017-18		\$ 15,644		
	Subtotal Bond Interest		\$ 5,538,599		
<u>Aviation Rent Refund</u>			\$ 1,882		
<u>Parking Fund Contribution</u> Fiscal Year 2007-08			\$ 250,000		Non Measure "E" Fund
<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009			\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 114,054,628		
Expenditures					
<u>1 Program</u>					
660060 - Program Contingency		\$ 25,245			
	Total Costs through 6/30/17		\$ 25,245		
	No Invoices this period				
	Total Costs through 12/31/2017		\$ 25,245	\$ (0)	
660360 - Planning - District		\$ 155,320			
	Total Costs through 6/30/17		\$ 128,751		
	No Invoices this period				
	Total Costs through 12/31/2017		\$ 128,751	\$ 26,569	
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 6/30/17		\$ 14,098,907		
	5831 - Contracted Services		\$ 7,001		
	6220 - Building Construction		\$ 451,311		
	Total Costs through 12/31/2017		\$ 14,557,218	\$ (1,417,525)	
<u>2 Land Acquisition</u>					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 6/30/17		\$ 22,988,361		
	No Invoices this period		\$ -		
	Total Costs through 12/31/2017		\$ 22,988,361	\$ (1,750,289)	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 & 2 Fiscal Year 2017-2018 (07/01/2017 through 12/31/2017)

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
3 <u>Current Projects</u>	663060/663160 - San Benito Prop (Property/Develop)	\$ 9,838,755			
	Total Costs through 6/30/17		\$ 9,439,195		
	No Invoices this period		\$ -		
	Total Costs through 12/31/2017		\$ 9,439,195	\$ 399,560	
	670560 - Physical Education Building	\$ 6,539,165			
Total Costs through 6/30/17		\$ 1,095,080			
5831 - Contracted Services		\$ 247,070			
6220 - Building Construction		\$ 3,183,789			
Total Costs through 12/31/2017		\$ 4,525,939		\$ 2,013,226	
671360-1 Demo CJ500, Old Acad. PB Rebuild	\$ 40,000				
Total Costs through 6/30/17		\$ 53,630			
No Invoices this period		\$ -			
Total Costs through 12/31/2017		\$ 53,630		\$ (13,630)	
671460 - South County Airport Development	\$ 3,000,000				
Total Costs through 6/30/17		\$ 3,679,549			
No Invoices this period		\$ -			
Total Costs through 12/31/2017		\$ 3,679,549		\$ (679,549)	
680660 - Technology, Phase 2	\$ 900,000				
Total Costs through 6/30/17		\$ 944,268			
5831 - Contracted Services		\$ 374			
Total Costs through 12/31/2017		\$ 944,642		\$ (44,642)	
INACTIVE PROJECTS					
670760 - Student Center/Administration	\$ -				
Total Costs through 6/30/17		\$ 9,470			
4510 - Office Supplies		\$ -			
Total Costs through 12/31/2017		\$ 9,470		\$ (9,470)	
670960 - Library/Media	\$ -				
Total Costs through 6/30/17		\$ -			
No Invoices this Period		\$ -			
Total Costs through 12/31/2017		\$ -		\$ -	
CLOSED PROJECTS					
660560 - Planning - Main Campus	\$ 4,582,646				
Total Costs through 6/30/17		\$ 4,582,645			
No Invoices this Period		\$ -			
Total Costs through 12/31/2017		\$ 4,582,645		\$ 0	
663260 - Hollister Ed Center	\$ 9,625				
Total Costs through 6/30/17		\$ 9,625			
No Invoices this Period		\$ -			
Total Costs through 12/31/2017		\$ 9,625		\$ (0)	
664060 - Land Residual	\$ -				
Total Costs through 6/30/17		\$ -			
No Invoices this Period		\$ -			
Total Costs through 12/31/2017		\$ -		\$ -	
665060 - Local Funds Off-Site Development	\$ 69,998				
Total Costs through 6/30/17		\$ 69,998			
No Invoices this Period		\$ -			
Total Costs through 12/31/2017		\$ 69,998		\$ (0)	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 & 2 Fiscal Year 2017-2018 (07/01/2017 through 12/31/2017)

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 6/30/17		\$ 8,036,485		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 8,036,485	\$ (1)	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 6/30/17		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 111,859	\$ (0)	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 6/30/17		\$ 4,416,466		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 4,416,466	\$ 0	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 6/30/17		\$ 446,255		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/17		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 6/30/17		\$ 162,295		
	No Invoices this Period		\$ -		
	Total Costs through 6/30/17		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 6/30/17		\$ 6,081,010		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 6,081,010	\$ (0)	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 6/30/17		\$ 4,706,937		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 4,706,937	\$ (0)	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 6/30/17		\$ 4,398,348		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 4,398,348	\$ 0	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 6/30/17		\$ 3,903,844		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 3,903,844	\$ (1)	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 6/30/17		\$ 3,918,035		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 3,918,035	\$ 0	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 6/30/17		\$ 1,432,750		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 1,432,750	\$ 0	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 6/30/17		\$ 217,419		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 217,419	\$ 0	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 6/30/17		\$ 185,480		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 185,480	\$ 1	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 6/30/17		\$ 4,437,518		
	5831 - Contracted Services		\$ -		
	Total Costs through 12/31/2017		\$ 4,437,518	\$ -	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 & 2 Fiscal Year 2017-2018 (07/01/2017 through 12/31/2017)

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	No Invoices this Period		\$ 1,223,486		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 1,223,486	\$ 23,531	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 6/30/17		\$ 189,281		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 189,281	\$ (14,281)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 6/30/17		\$ 165,849		
	5831 - Contracted Services		\$ -		
	Total Costs through 12/31/2017		\$ 165,849	\$ (56,849)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 6/30/17		\$ 786,320		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 786,320	\$ (0)	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/17		\$ 204		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 204	\$ (204)	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/17		\$ -		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ -	\$ -	
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 6/30/17		\$ 24,486		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 6/30/17		\$ 490,803		
	6220 - Building Construction		\$ -		
	Total Costs through 12/31/2017		\$ 490,803	\$ 9,197	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 6/30/17		\$ 26,253		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 26,253	\$ (78)	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 6/30/17		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 3,511,130	\$ (0)	
680260 - Eprocurement		\$ -			
	Total Costs through 6/30/17		\$ 13,851		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 13,851	\$ (13,851)	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 6/30/17		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 1,111,376	\$ 0	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 6/30/17		\$ 70,949		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 70,949	\$ (2)	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 6/30/17		\$ 302,790		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2017		\$ 302,790	\$ 33,844	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 1 & 2 Fiscal Year 2017-2018 (07/01/2017 through 12/31/2017)

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 6/30/17		\$ 123,326		
	5831 - Contracted Services		\$ -		
	Total Costs through 12/31/2017		\$ 123,326	\$ (1,131)	
- Debt Payment		\$ 3,625,796			
	Total Costs through 6/30/17		\$ 3,625,796		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2017		\$ 3,625,796	\$ -	
Total Previous Expended (Through 6/30/2017)			\$ 111,245,328		
Total Invoices this Period (07/01/2017 through 12/31/2017)			\$ 3,889,544		
Total Expended to Date (Through 12/31/2017)			\$ 115,134,872		
Total Construction Budget		\$ 113,639,294		\$ (1,495,578)	
Total Revenue to Date			\$ 114,054,628		
Cash Balance				\$ (1,080,244)	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement

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

RECEIVED
JAN 18 2018 **WWE**

Associate VP Business Services

This statement is for the period from October 1, 2017 to December 31, 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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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2017 to December 31, 2017

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RHBPT-GAVILAN CCD-BALANCED
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Period from October 1, 2017 to December 31, 2017

MARKET AND COST RECONCILIATION

	12/31/2017 MARKET	12/31/2017 BOOK VALUE
Beginning Market And Cost	8,214,172.92	8,214,172.92
Investment Activity		
Interest	.03	.03
Income	64,200.36	64,200.36
Realized Gain/Loss	202,827.85	202,827.85
Other Earnings	12,445.82	12,445.82
Total Investment Activity	279,474.06	279,474.06
Plan Expenses		
Trust Fees	- 125.00	- 125.00
Total Plan Expenses	- 125.00	- 125.00
Net Change In Market And Cost	279,349.06	279,349.06
Ending Market And Cost	8,493,521.98	8,493,521.98

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RHBPT-GAVILAN CCD-BALANCED
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Period from October 1, 2017 to December 31, 2017

CASH RECONCILIATION

Beginning Cash	.00
Investment Activity	
Interest	.03
Income	64,200.36
Cash Equivalent Purchases	- 125.03
Other Purchases	- 279,474.03
Cash Equivalent Sales	125.00
Other Sales	202,952.85
Other Earnings	12,445.82
Total Investment Activity	125.00
Plan Expenses	
Trust Fees	- 125.00
Total Plan Expenses	- 125.00
Net Change In Cash	.00
Ending Cash	.00

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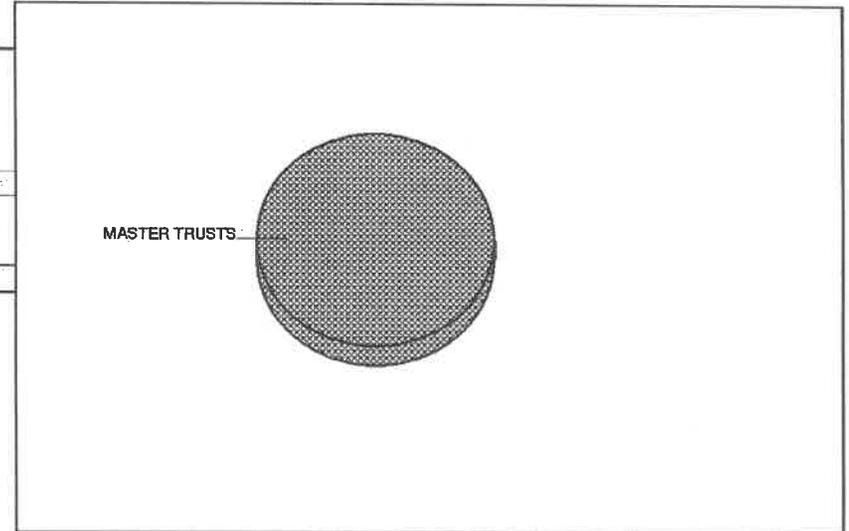


RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2017 to December 31, 2017

ASSET SUMMARY

ASSETS	12/31/2017 MARKET	12/31/2017 BOOK VALUE	% OF MARKET
Cash And Equivalents	12.21	12.21	0.00
Master Trusts	8,493,509.76	8,493,509.76	100.00
Total Assets	8,493,521.97	8,493,521.97	100.00
Accrued Income	.01	.01	0.00
Grand Total	8,493,521.98	8,493,521.98	100.00
Estimated Annual Income	.14		



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RHBPT-GAVILAN CCD-BALANCED
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 Period from October 1, 2017 to December 31, 2017

ASSET DETAIL

DESCRIPTION	SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	BOOK VALUE	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ADJ PRIOR MARKET / ADJ PRIOR MARKET UNREALIZED GAIN/LOSS	ENDING ACCRUAL YIELD ON MARKET
Cash And Equivalents						
Money Markets						
First Am Govt Ob Fd Cl Z 31846V567 Asset Minor Code 1	12.210	12.21 1.0000	12.21	.00 .00	12.21 .00	.01 1.15
Total Money Markets	12.210	12.21	12.21	.00 .00	12.21 .00	.01 1.14
Total Cash And Equivalents	12.210	12.21	12.21	.00 .00	12.21 .00	.01 1.14
Master Trusts						
Rhbpt-Balanced Portolio Master Tr. 9SPMTH8U3 Asset Minor Code 60 Date Last Priced: 07/31/12	8,493,509.760	8,493,509.76 1.0000 @	8,493,509.76	.00 .00	8,493,509.76 .00	.00 0.00
Total Master Trusts	8,493,509.760	8,493,509.76	8,493,509.76	.00 .00	8,493,509.76 .00	.00 0.00
Total Assets	8,493,521.970	8,493,521.97	8,493,521.97	.00 .00	8,493,521.97 .00	.01 0.00
Accrued Income	.000	.01	.01			
Grand Total	8,493,521.970	8,493,521.98	8,493,521.98			

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Period from October 1, 2017 to December 31, 2017

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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RHBPT-GAVILAN CCD-BALANCED
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 Period from October 1, 2017 to December 31, 2017

INCOME ACCRUAL DETAIL

SHARES/ FACE AMOUNT	DESCRIPTION	EX DATE	PAY DATE	ANN RATE	BEGINNING ACCRUAL	INCOME EARNED	INCOME RECEIVED	ENDING ACCRUAL
Cash And Equivalents								
12.210	First Am Govt Ob Fd Cl Z 31846V567		01/02/18	0.01	.01	.03	.03	.01
Total Cash And Equivalents					.01	.03	.03	.01
Master Trusts								
8,493,509.760	Rhbpt-Balanced Portolio Master Tr. 9SPMTH8U3				.00	64,200.36	64,200.36	.00
Total Master Trusts					.00	64,200.36	64,200.36	.00
Grand Total					.01	64,200.39	64,200.39	.01

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RHBPT-GAVILAN CCD-BALANCED
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Period from October 1, 2017 to December 31, 2017

INVESTMENT ACTIVITY

DATE	DESCRIPTION	CASH
Interest		
First Am Govt Ob Fd CI Z 31846V567		
10/02/2017	Interest From 9/1/17 To 9/30/17	.01
11/01/2017	Interest From 10/1/17 To 10/31/17	.01
12/01/2017	Interest From 11/1/17 To 11/30/17	.01
Total First Am Govt Ob Fd CI Z		.03
Total Interest		.03
Income		
Rhbpt-Balanced Portolio Master Tr. 9Spmth8U3		
10/31/2017	Allocation Of Earnings Earnings Distribution	7,575.88
11/30/2017	Allocation Of Earnings Earnings Distribution	4,494.57
12/31/2017	Allocation Of Earnings Earnings Distribution	52,129.91
Total Rhbpt-Balanced Portolio Master Tr.		64,200.36
Total Income		64,200.36
Other Earnings		
Allocation Of Unrealized Gains 9Spmth8U3		
10/31/2017	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	90,951.20

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Period from October 1, 2017 to December 31, 2017

INVESTMENT ACTIVITY (continued)

<u>DATE</u>	<u>DESCRIPTION</u>	<u>CASH</u>
Allocation Of Unrealized Loss		
9Spmth8U3		
11/30/2017	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	- 75,951.99
12/31/2017	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	- 2,553.39
Total Allocation Of Unrealized Loss		- 78,505.38
Total Other Earnings		12,445.82

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Period from October 1, 2017 to December 31, 2017

PLAN EXPENSES

DATE	DESCRIPTION	CASH
Trust Fees		
Trust Fees		
11/29/2017	Collected Charged For Period 07/01/2017 Thru 09/30/2017	- 125.00
Total Trust Fees		- 125.00
Total Trust Fees		- 125.00
Total Plan Expenses		- 125.00

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RHBPT-GAVILAN CCD-BALANCED
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Period from October 1, 2017 to December 31, 2017

PURCHASES

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	CASH	BOOK VALUE
Cash And Equivalents					
10/03/2017	Purchased 0.01 Units Of First Am Govt Ob Fd CI Z Trade Date 10/3/17 31846V567	.010	.00	- .01	.01
11/02/2017	Purchased 0.01 Units Of First Am Govt Ob Fd CI Z Trade Date 11/2/17 31846V567	.010	.00	- .01	.01
11/28/2017	Purchased 125 Units Of First Am Govt Ob Fd CI Z Trade Date 11/28/17 31846V567	125.000	.00	- 125.00	125.00
12/04/2017	Purchased 0.01 Units Of First Am Govt Ob Fd CI Z Trade Date 12/4/17 31846V567	.010	.00	- .01	.01
Total First Am Govt Ob Fd CI Z		125.030	.00	- 125.03	125.03
Total Cash And Equivalents		125.030	.00	- 125.03	125.03
Miscellaneous					
10/31/2017	Purchased 98,527.08 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 10/31/17 Earnings Distribution 9SPMTH8U3	98,527.080	.00	- 98,527.08	98,527.08

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Period from October 1, 2017 to December 31, 2017

PURCHASES (continued)

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	CASH	BOOK VALUE
11/30/2017	Purchased 101,392.98 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 11/30/17 Earnings Distribution 9SPMTH8U3	101,392.980	.00	- 101,392.98	101,392.98
12/31/2017	Purchased 79,553.97 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 12/31/17 Earnings Distribution 9SPMTH8U3	79,553.970	.00	- 79,553.97	79,553.97
Total Rhbpt-Balanced Portolio Master Tr.		279,474.030	.00	- 279,474.03	279,474.03
Total Miscellaneous		279,474.030	.00	- 279,474.03	279,474.03
Total Purchases		279,599.060	.00	- 279,599.06	279,599.06

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 Period from October 1, 2017 to December 31, 2017

SALES AND MATURITIES

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	BOOK VALUE	REALIZED GAIN/LOSS	PRIOR MARKET / PRIOR MARKET REALIZED GAIN/LOSS
Cash And Equivalents							
11/29/2017	Sold 125 Units Of First Am Govt Ob Fd CI Z Trade Date 11/29/17 31846V567	- 125.000	.00	125.00	- 125.00	.00	- 125.00 .00
Total First Am Govt Ob Fd CI Z		- 125.000	.00	125.00	- 125.00	.00	- 125.00 .00
Total Cash And Equivalents		- 125.000	.00	125.00	- 125.00	.00	- 125.00 .00
Miscellaneous							
11/28/2017	Sold 125 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 11/28/17 To Cover TTEE Fees 9SPMTH8U3	- 125.000	.00	125.00	- 125.00	.00	- 125.00 .00
11/30/2017	Allocation Of Capital Gains Rhbpt-Balanced Portolio Master Tr. Earnings Distribution 9SPMTH8U3	.000	.00	172,850.40	.00	172,850.40	.00 .00
12/31/2017	Allocation Of Capital Gains Rhbpt-Balanced Portolio Master Tr. Earnings Distribution 9SPMTH8U3	.000	.00	29,977.45	.00	29,977.45	.00 .00
Total Rhbpt-Balanced Portolio Master Tr.		- 125.000	.00	202,952.85	- 125.00	202,827.85	- 125.00 .00

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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2017 to December 31, 2017

SALES AND MATURITIES (continued)

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	BOOK VALUE	REALIZED GAIN/LOSS	PRIOR MARKET / PRIOR MARKET REALIZED GAIN/LOSS
	Total Miscellaneous	- 125.000	.00	202,952.85	- 125.00	202,827.85	- 125.00 .00
	Total Sales And Maturities	- 250.000	.00	203,077.85	- 250.00	202,827.85	- 250.00 .00

SALES AND MATURITIES MESSAGES

Realized gain/loss should not be used for tax purposes.

Glossary

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

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

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

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

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

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

Bond Rating - A measurement of a bond's quality based 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.

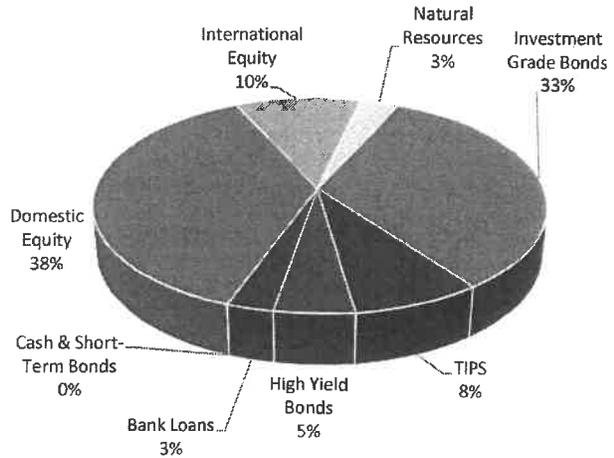
Gavilan Community College District
Balanced (50% Fixed Income, 50% Equity)

12/31/2017

Change in Portfolio - 2nd Quarter of Fiscal Year 2018

Portfolio Value on 9/30/2017	8,214,173
Contributions	0
Withdrawals	0
Change in Market Value	215,274
Income Received	67,418
Portfolio Fees	(3,343)
Portfolio Value on 12/31/2017	8,493,522

Asset Allocation



Trailing Period Performance

	2Q18 (%)	Fiscal YTD (%)	1 YR (%)	3 YR (%)	5 YR (%)	10 YR (%)	Inception Date	Since Inception (%)
Gavilan Community College District	3.4	6.6	13.2	5.2	6.5	5.2	7/1/2006	5.6
Policy Benchmark ¹	3.3	6.3	12.5	NA	NA	NA		NA
CPI Medical Care (Inflation)	0.3	0.7	1.8	2.8	2.7	2.9		3.1

Fiscal Year Performance

	Fiscal Year 2017 (%)	Fiscal Year 2016 (%)	Fiscal Year 2015 (%)	Fiscal Year 2014 (%)	Fiscal Year 2013 (%)	Fiscal Year 2012 (%)	Fiscal Year 2011 (%)	Fiscal Year 2010 (%)	Fiscal Year 2009 (%)	Fiscal Year 2008 (%)
Gavilan Community College District	9.2	-2.3	2.0	12.6	9.6	4.7	18.1	17.1	-14.5	-6.9
CPI Medical Care (Inflation)	2.7	3.5	2.5	2.6	2.1	4.0	2.9	3.5	3.2	4.0

¹ Policy Benchmark consists of 37% Russell 3000, 10% MSCI EAFE, 1% S&P Global Custom Metal and Mining, 1% Spliced U.S. IMI Materials 25/50, 1% MSCI ACWI Energy, 34% Bloomberg Barclays Aggregate, 8% Bloomberg Barclays U.S. TIPS, 5% Bloomberg Barclays "BB" High Yield, and 3% CSFB Leveraged Loan



County of Santa Clara



Finance Agency Controller-Treasurer Department

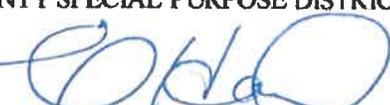
County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

November 17, 2017

Submitted by:


Alan Minato, Controller-Treasurer

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: EMILY HARRISON, DIRECTOR OF FINANCE 

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the September 30, 2017 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of September 30, 2017 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	\$5,405,118,378	\$5,390,123,180	-\$14,995,197	-0.28%

The yield of the pool on September 30, 2017 was 1.32%. As a comparison, on September 30, 2017 the yield of a 6-month Treasury Bill was 1.19%. A two-year Treasury Note was 1.49%. The State of California Local Agency Investment Fund (LAIF) yield was 1.11%.

Attached with the current investment strategy is a schedule that lists the average weighted maturities and yield for the Commingled Treasury Pool. Charts outlining investment concentration and distribution of bond maturities are provided for the Pool. Also included is a chart showing the one-year history of the pool and selected interest rates.

Securities are purchased with the expectation that they will generally be held to maturity. Unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by BNYMellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

If any Commingled Pool participant would like further information on this report, please let us know.

Attachment:

September 2017 Quarterly Investment Summary



Quarterly Investment Report

September 30, 2017



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Quarterly Investment Report

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Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Ken Yeager, S. Joseph Simitian

County Executive: Jeffrey V. Smith

Santa Clara County Commingled Pool and Segregated Investments



September 30, 2017

Fund	Cost Value**	Market Value	Variance	% Variance
Commingled Investment Pool	\$5,405,118,378	\$5,390,123,180	-\$14,995,197	-0.28%
Worker's Compensation	\$27,954,085	\$27,992,658	\$38,574	0.14%
Park Charter Fund	\$4,122,176	\$4,121,134	-\$1,042	-0.03%
San Jose-Evergreen	\$20,194,232	\$20,259,473	\$65,240	0.32%
Medical Malpractice Insurance Fund (1)	\$9,131,402	\$9,111,275	-\$20,127	-0.22%
Total	\$5,466,520,273	\$5,451,607,721	-\$14,912,552	-0.27%

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

Fund	2017			2016
	<u>Jul 31</u>	<u>Aug 31</u>	<u>Sep 30</u>	<u>Sep 30</u>
Commingled Investment Pool	0.99%	1.29%	1.32%	1.02%
Worker's Compensation	1.43%	1.38%	1.38%	1.20%
Weighted Yield	1.29%	1.29%	1.32%	1.02%

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

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

**Cost Value is the amortized book value of the securities as of the date of this report.



Santa Clara County Commingled Pool and Segregated Investments

Portfolio Strategy

September 30, 2017

Gross domestic product, the broadest measure of goods and services produced in the U.S., grew at a 3 percent annual rate in the third quarter ending September 30, 2017. A number of measures underscore that the U.S. economy is in good health. Third quarter growth sustained the strength of the prior quarter's 3.1 percent growth and affirmed that much of the economic disruption caused by storm damage from hurricanes Harvey and Irma will likely fade relatively quickly. The 4.1 unemployment rate is the lowest since December 2000. Earnings of large corporations are rising at a healthy pace and consumer confidence is strong. Although September retail sales reflected a sharp increase as a result of rebuilding efforts in the wake of recent hurricanes, economists expect a more normal consumer-driven growth pattern will resume shortly and the trend of underlying economic expansion will continue intact.

Including the results of non-farm payroll growth from October 2017, the labor market has now expanded for 85 consecutive months. This is the longest uninterrupted stretch of growth on record. September's muted job growth due to storm damage had been widely expected. A post-hurricane rebound in October with job growth of 261,000 comfortably offset September's results. October's expansion was driven by those displaced workers returning to work as well as a boost coming from rebuilding and recovery efforts. Additionally, the Labor Department upwardly revised August payrolls from a previously reported increase of 169,000 to a final reading for the month of 208,000, a notably improved picture of job growth during the late summer.

Although labor market trends appear strong, it is important to note that more than half of the increase in U.S. employment from 2011 to 2015 occurred in the nation's most prosperous postal codes. Uneven economic gains resulting from payroll growth was a conclusion published in a recent study released by the Economic Innovation Group, a Washington, D.C. researcher. Among the country's 100 largest cities, the top 10 most prosperous are located in Texas or the West, including the major tech hubs of Silicon Valley. Rust belt metros including Cleveland, Buffalo and Detroit ranked among the most "distressed postal codes" and benefited from the least payroll growth. This region is the home of to 52.3 million Americans, 17 percent of the population).

Given the current strength of the U.S. economy, a strong likelihood exists that Federal Reserve Bank (Fed) policy makers will raise interest rates again in December 2017. Policy makers have raised rates by a quarter percentage point four times since late 2015 and most recently in June to a range between 1 and 1.25 percent. Despite consistent hikes by the Fed, the ten-year U.S. Treasury yields have been consistently between 2.01 percent and 2.63 percent throughout 2017. Low expectations about future inflation and record low interest rates around the world has unleashed an unprecedented demand from overseas investors for U.S. domestic bonds. Even the municipal market, still largely considered a low-yielding haven for risk-averse Americans seeking tax-exempt income, has benefited from increased demand from foreign investors. Foreign volume in this market sector has increased three-fold over the last decade.

The portfolio strategy continues to focus on the:

- (1) acquisition of high quality issuers;
- (2) identifying and selecting bonds with attractive valuations;
- (3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near term obligations; and
- (4) ensuring that monies targeted for longer term investments are deployed in vehicles with favorable risk-adjusted yields.

Broker-dealers have generally down-sized the amount of securities carried in inventories in response to risk-curbing rules crafted after the 2008 financial crisis. These risk curbing rules include the international regulatory framework for banks called BaseI III and the U.S. 2010 Dodd-Frank Law. The Treasury Division has increased its capability to review a larger volume of inventory listings to find attractive bonds. Portfolio structuring does not rely on interest rate anticipation strategies, which primarily speculate on the direction of interest rates as a means to earn favorable returns.



Santa Clara County Commingled Pool and Segregated Investments

Portfolio Compliance, Review, and Monitoring

September 30, 2017

Yield and Weighted Average Maturity

The yield of the Commingled Pool is 1.32 and the weighted average life is 573 days.

Compliance

The County Treasurer believes the Commingled Pool contains sufficient cash flow from liquid and maturing securities, bank deposits and incoming cash to meet the next six months of expected expenditures.

Review and Monitoring

FTN Financial Main Street Advisors, the County's investment advisor, currently monitors the Treasury Department's investment activities.

Additional Information

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by the Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

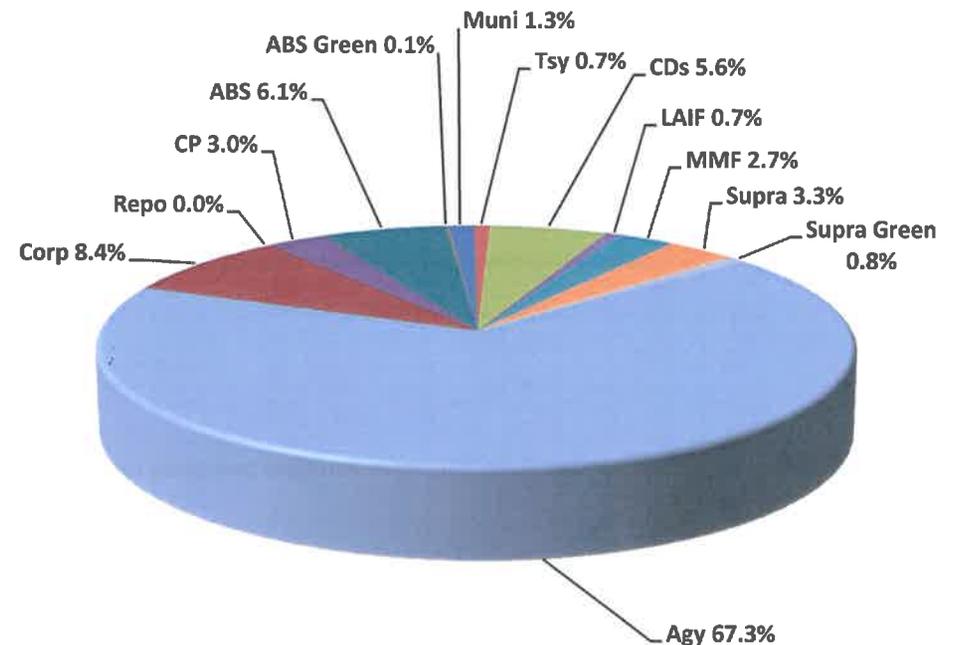


Santa Clara County Commingled Pool

Allocation by Security Types

September 30, 2017

Sector	9/30/2017	6/30/2017	% Chng
Federal Agencies	67.26%	57.60%	9.7%
Corporate Bonds	8.37%	6.72%	1.6%
Repurchase Agreements	0.00%	0.00%	0.0%
Commercial Paper	2.95%	10.90%	-7.9%
ABS	6.06%	5.13%	0.9%
ABS Green Bonds	0.07%	0.06%	0.0%
Municipal Securities	1.27%	1.02%	0.2%
U.S. Treasuries	0.74%	0.60%	0.1%
Negotiable CDs	5.64%	9.14%	-3.5%
LAIF	0.75%	0.60%	0.1%
Money Market Funds	2.73%	4.71%	-2.0%
Supranationals	3.33%	2.86%	0.5%
Supranationals Green Bonds	0.83%	0.67%	0.2%
Total	100.00%	100.00%	



Sector	9/30/2017	6/30/2017
Federal Agencies	3,635,253,077	3,876,524,363
Corporate Bonds	452,217,763	452,223,802
Repurchase Agreements	-	-
Commercial Paper	159,597,007	733,603,055
ABS	327,581,521	345,532,895
ABS Green Bonds	3,999,868	3,999,855
Municipal Securities	68,559,010	68,569,877
U.S. Treasuries	40,139,823	40,185,238
Negotiable CDs	305,000,680	615,001,313
LAIF	40,469,740	40,376,758
Money Market Funds	147,424,771	316,813,402
Supranational	179,875,117	192,365,614
Supranationals Green Bonds	45,000,000	45,000,000
Total	5,405,118,378	6,730,196,172

Amounts are based on book value

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

Consent Agenda Item No.
Information/Staff Reports No. 11.8 (a)
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 Employees of the Month.

Background:

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

Employee of the Month, December 2017 – Mayra Cortez

Mayra Cortez, Gavilan College's Student Financial Service Tech, has been an essential employee of Gavilan since her start two and a half years ago. As a student worker who works alongside Mayra in the Welcome Center, I see firsthand everyday how she engages with the students that she assists – always with a contagious smile on her face and a compassionate heart on her sleeve. Mayra is a well-rounded employee, knowledgeable in not just policies that are directly related to her position, but also in many other areas outside of her position and if there is something she doesn't know the answer to, she does everything in her power to find that answer and then share it with those around her. Mayra goes above and beyond for our students here at Gavilan and if you have yet to meet her, you are encouraged to do so, because she is much more than the words on this page. With her upbeat attitude, grace and professionalism, Gavilan should hold on to Ms. Cortez as long as we can. She is one, of many valuable reasons, that contribute to making Gavilan College the community college of choice. Thank you, Mayra, for all you do and have done, we appreciate you for who you are and what you do for our students every day.

Budgetary Implications:

None

Follow Up/Outcome:

1. Human Resources will contact the employee and let them know that he/she was selected as the EMPLOYEE OF THE MONTH.
2. Human Resources 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, Human Resources
and Labor Relations

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

INFORMATION

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

Consent Agenda Item No

Office: Student Services

Information/Staff Reports No. 11.11 (a)

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

Gavilan College Foster Youth Services Overview, Foster Youth Connect:

SUBJECT: *A Celebration* and program update

Resolution

Information Only

Action Item

Proposal:

That the Board receives information regarding services provided to the Foster Youth student population at Gavilan College.

Background:

Under the direction of Gavilan College Extended Opportunity Programs & Services (EOPS), current and former Foster Youth on campus receive specialized support services. In the '17/18 academic year, there are currently 123 self-identified Foster Youth on campus. Beyond our advertised support for Foster Youth, efforts have been devoted to streamlining our onboarding processes and building connections with community partners. In addition, we hosted an inaugural event, Foster Youth Connect: *A Celebration*, wherein Foster Youth students had the chance to enjoy a meal and connect with community support services.

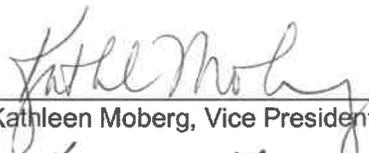
Budgetary Implications:

None

Follow Up/Outcome:

None required

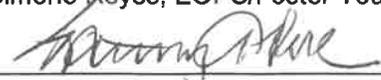
Recommended By:


Kathleen Moberg, Vice President of Student Services

Prepared By:


Simone Reyes, EOPS/Foster Youth Counselor

Agenda Approval:


Kathleen A. Rose, Ed.D., Superintendent/President

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

February 13, 2018

Consent Agenda Item No.
Information/Staff Reports No. 11.11 (b)
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Mid-Year FY 2017/18 Financial Report Discussion

Resolution: BE IT RESOLVED,

Information Only

Action Item

Discussion:

Mid-Year Financial Report FY 2017/18

Background:

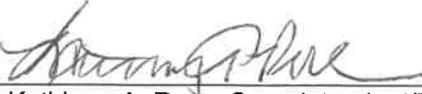
The District every year reviews and adjusts the Adopted Budget at December 31 (Mid-Year) and gives the Board of Trustees a six month Financial Report. Management will have a discussion regarding the requested changes to the FY 2017/18 Adopted Budget.

Follow Up/Outcome:

The Administration will continue to review the FY 2017/18 revised budget and will submit budget adjustments as necessary and keep the Board of Trustees updated on the revised budget over the remaining six months.

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, Superintendent/President

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

February 13, 2018

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: Draft Board of Trustees' Goals, 2018

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

Proposal:

That the Board of Trustees review and comment as appropriate regarding the 2018 draft board goals developed through the board's self-evaluation, November 14, 2017 Special Board meeting, and January 23, Strategic Planning meeting.

Background:

Budgetary Implications:

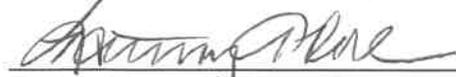
Follow Up/Outcome:

A final draft will be placed on the March 13, 2018 Board of Trustees' agenda for approval.

Recommended By: Jonathan Brusco, Board of Trustees' President

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

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

Gavilan Joint Community College District

Board of Trustee Goals 2018 – DRAFT – Version 2 (based on 1/23/18 strategic planning discussions)

1. In accordance with the Strategic Plan use integrative planning that manages college enrollment and exercises sound fiscal stewardship for the district.
2. Explore the development of a college facility in San Benito County at Fairview Corners with specific focus on existing planning efforts and future funding opportunities.
3. Actively support accreditation activities throughout the district with a focus on current preparation for the 2019 comprehensive team visit and development of the Institutional Self-Evaluation Report (ISER) and Quality Focus Essay (QFE).
4. Continue the research and decision process regarding placing a general obligation bond on the ballot in November 2018 with potential funding able to support facilities, classrooms, labs, equipment, and infrastructure throughout the district. If a decision is made to move forward with a bond measure, work toward its successful passage.
5. Gain more active understanding from staff and students throughout the year on instructional matters such as guided pathways, basic skills achievement, multiple measures and other instructional initiatives that impact student success.
6. Review the Board self-evaluation process and the evaluation process of the Superintendent/President and revise if necessary.
7. Support the development of the Gavilan College Educational Foundation and plan for Gavilan's Centennial Celebration. Increase community awareness and strategic partnerships through targeted marketing efforts highlighting the district's programs, growth, and connection to community agencies and industry.

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

Consent Agenda Item No.

Office of the President

Information/Staff Reports No. II.11 (d)

Discussion Item No.

Old Business Agenda Item No.

New Business Agenda Item No.

SUBJECT: Implementation of BoardDocs®

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

Provide the Board of Trustees with information on the implementation of BoardDocs®.

Background:

On November 14, 2017 the Board of Trustees authorized an agreement with Emerald Data Solutions, Inc for the purchase of BoardDocs Pro, a paperless meetings software. On January 23, 2018, the Board of Trustees, Gavilan administration, and staff received training on the software.

A target date of March 13, 2018 was selected for producing the first on-line agenda packet. The traditional paper copy of the March 13, 2018 regular board meeting agenda will also be provided to trustees. The appearance of board cover sheets will change slightly. A sample agenda item produced on BoardDocs® is attached for your information.

Each board member will decide whether they will use their own electronic device to view the board packet or use a device provided by the district. District IT support staff will be present on March 13, 2018 to assist trustees if needed.

Budgetary Implications:

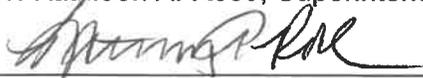
None.

Follow Up/Outcome:

Transition to an on-line board agenda packet will begin on March 13, 2018.

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

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

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



SAMPLE AGENDA ITEM

Agenda Item Details

Meeting	Feb 13, 2018 - Board of Trustees Regular Meeting
Category	8. Information/Staff Reports
Subject	A. Draft Board of Trustees' Goals, 2018
Access	Public
Type	Information

Public Content**Proposal:**

That the Board of Trustees review and comment as appropriate regarding the 2018 draft board goals developed through the board's self-evaluation, November 14, 2017 Special Board meeting, and January 23, Strategic Planning meeting.

Background:**Budgetary Implications:****Follow Up/Outcome:**

A final draft will be placed on the March 13, 2018 Board of Trustees' agenda for approval.

Recommended By: Jonathan Brusco, Board of Trustees' President



All agenda items presented will have the approval of the college president.

Draft v2 board goals, edits incorp.docx (19 KB)



Includes attachment

Administrative Content**Executive Content**

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

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

Administrative Services

SUBJECT: Amendment to the District's Conflict of Interest Code

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

Amend District's Conflict of Interest Code

Background

Pursuant to Government Code Sections 87302 et seq. and California Code of Regulations Title 2, Division 6, Section 18750, the District's Conflict of Interest Code requires certain administrators, all Board members, and other designated positions to disclose economic conflicts of interest and file annual appropriate reporting forms to the state Fair Political Practices Commission (FPPC). Various personnel changes require an amendment to the District's Conflict of Interest Code.

This proposed amendment to the Conflict of Interest Code reflects changes in personnel, duties and job titles and also makes other technical changes. It has been submitted to the FPPC with supportive documents, and they have subsequently completed their review.

Budgetary Implications:

None

Follow Up/Outcome:

After a 45-day public comment period that begins on February 14, 2018 and ends on March 31, 2018, the Board will take action to adopt the amended code at its April 10, 2018 meeting. Upon adoption of the Board, the amended Code will be submitted to the FPPC for their Final 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



5055 Santa Teresa Blvd., Gilroy, CA 95020

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(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

NOTICE OF INTENTION TO AMEND THE CONFLICT OF INTEREST CODE OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

NOTICE IS HEREBY GIVEN that the **Gavilan Joint Community College District**, pursuant to the authority vested in it by section 87306 of the Government Code, proposes amendment to its conflict of interest code. A comment period has been established commencing on **February 14, 2018** and closing on **March 31, 2018**. All inquiries should be directed to the contact listed below.

The **Gavilan Joint Community College District** proposes to amend its conflict of interest code to include employee positions that involve the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, as set forth in subdivision (a) of section 87302 of the Government Code. The amendment carries out the purposes of the law and no other alternative would do so and be less burdensome to affected persons.

This amendment to the conflict of interest code reflects changes in personnel, duties and job titles and also makes other technical changes. Information on the code amendment is attached to this email.

Any interested person may submit written comments relating to the proposed amendment by submitting them no later than **March 31, 2018**, in order to be considered when the Board takes action to adopt the amendment at its regular monthly hearing on **April 10, 2018**.

The **Gavilan Joint Community College District** has determined that the proposed amendments:

1. Impose no mandate on local agencies or school districts.
2. Impose no costs or savings on any state agency.
3. Impose no costs on any local agency or school district that are required to be reimbursed under Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
4. Will not result in any nondiscretionary costs or savings to local agencies.
5. Will not result in any costs or savings in federal funding to the state.
6. Will not have any potential cost impact on private persons, businesses or small businesses.

All inquiries concerning this proposed amendment and any communication required by this notice should be directed to Frederick E. Harris, Vice President of Administrative Services, fharris@gavilan.edu or 408-848-4715.



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Daniel Chavez

Gavilan Joint Community College District Conflict Of Interest Code

The Political Reform Act (Government Code sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal Code of Regulations Section 18730) which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to the amendments to the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the Gavilan Joint Community College District ("District").

Designated employees ("APPENDIX A") shall file their statements of economic interest with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code §81008). Statements for all designated employees will be retained by the **District**.

**Gavilan Joint Community College District
Conflict Of Interest Code**

**APPENDIX “A”
Designated Employees**

Designated Positions	Disclosure Categories
Governing Board Members	1, 2
Superintendent/President	1, 2, 4
Vice President, Academic Affairs	2, 4
Vice President, Administrative Services	1, 2, 4
Vice President, Student Services	2, 4
Associate Vice President, Business Services & Security	1, 2, 4
Associate Vice President, Human Resources & Labor Relations	2
Associate Dean, Accessible Education Center	3, 4
Associate Dean, Community Development & Grants Management	3, 4
Associate Dean, EOPS & CalWORKS	3, 4
Director, Admissions and Records	3
Director, Community Education & Career Pathways	3, 4
Director, Facilities Services	2
Director, Financial Aid	3
Director, Information Technology	2
Director, Public Information	3
Dean, Career Technical Education	3, 4
Dean, Kinesiology & Athletics	3, 4
Dean, Liberal Arts & Sciences	3, 4
Dean, Research, Planning, and Institutional Effectiveness	3, 4
Coordinator, CalWORKs & Fresh Success	3, 4
Coordinator, Educational Foundation & Alumni Relations	3, 4
Coordinator, MESA & TRIO	3, 4
Director, Hollister Site	3
Director, Morgan Hill Site	3
Supervisor, Budget & Accounting	2
Supervisor, Payroll	2
Purchasing Agent	2
Consultants/New Positions *	

Gavilan Joint Community College District Conflict Of Interest Code

- * Consultants/New Positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The President/Superintendent may determine in writing that a particular consultant/new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The President/Superintendent’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Gavilan Joint Community College District Conflict Of Interest Code

APPENDIX “B” DISCLOSURE CATEGORIES

Category 1. Designated positions assigned to this category must report:

- a. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- b. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

Category 3. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position’s department.

Category 4. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from a business entity or nonprofit organization, if the entity or source is of the type to receive grants or similar funding from or through the District.

ACTION

NEW BUSINESS

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

February 13, 2018

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

Administrative Services

SUBJECT: Quarterly Financial Status Report, CCFS 311Q at December 31, 2017

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

Proposal:

That the Board of Trustees approve the Quarterly Financial Status Report to the Chancellor's Office, California Community Colleges for the quarterly period ended December 31, 2018.

Background:

The Quarterly Financial Status Report, CCFS 311Q for the quarter ending December 31, 2018 has been prepared for submission to the Chancellor's Office, California Community Colleges.

Budgetary Implications:

This report satisfies State reporting requirements.

Follow Up/Outcome:

The Quarterly Financial Status Report, CCFS 311Q will be forwarded to the Chancellor's Office.

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

Prepared By: Wade W. Ellis, CPA
Wade W. Ellis, CPA - Associate Vice President, Business Services & Security

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

Quarter Ended: (Q2) Dec 31, 2017

District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Frederick E. Harris

CBO Phone: 408-848-7415

CBO Signature: 
Date Signed: 2/5/18

Chief Executive Officer Name: Dr. Kathleen A. Rose

CEO Signature: 
Date Signed: 2/5/18

Electronic Cert Date: 01/09/2018

District Contact Person

Name: Wade W. Ellis, CPA

Title: Assoc. V.P. Business Services

Telephone: 408-848-4739

Fax: 408-848-4789

E-Mail: wellis@gavilan.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q2) Dec 31, 2017

District: (440) GAVILAN

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	30,175,048	34,522,593	33,910,321	34,441,590
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	30,175,048	34,522,593	33,910,321	34,441,590
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	28,234,919	31,280,242	32,154,223	32,993,794
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,812,274	1,722,828	1,488,909	1,447,796
B.3	Total Unrestricted Expenditures (B.1 + B.2)	30,047,193	33,003,070	33,643,132	34,441,590
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	127,855	1,519,523	267,189	0
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,705,860	2,833,715	4,353,238	4,620,427
E.	Fund Balance, Ending (C. + D.2)	2,833,715	4,353,238	4,620,427	4,620,427
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.4%	13.2%	13.7%	13.4%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	5,321	5,179	5,350	5,372

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

As of the specified quarter ended for each fiscal year

2014-15	2015-16	2016-17	2017-2018
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H.1	Cash, excluding borrowed funds		2,710,652	7,081,920	4,041,387
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	1,917,639	2,710,652	7,081,920	4,041,387

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	34,441,590	34,441,590	15,323,416	44.5%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	34,441,590	34,441,590	15,323,416	44.5%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,993,794	32,993,794	17,582,388	53.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,447,796	1,447,796	722,801	49.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	34,441,590	34,441,590	18,305,189	53.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	0	0	-2,981,773	
L	Adjusted Fund Balance, Beginning	4,620,427	4,620,427	4,620,427	
L.1	Fund Balance, Ending (C. + L.2)	4,620,427	4,620,427	1,638,654	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.4%	13.4%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified		
			Permanent	Temporary			
	Total Cost Increase	% *	Total Cost Increase	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:							
Year 1: 2017/18			168,919	2.5%	109,959	2.5%	
Year 2:							

Year 3:					
b. BENEFITS:					
Year 1: 2017/18		28,885	17.1%	18,804	17.1%
Year 2:					
Year 3:					

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
Increases are funded through District operating savings.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

VII. Does the district have significant fiscal problems that must be addressed? This year? NO
Next year? NO

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

Gavilan Joint Community College District Governing Board Agenda

February 13, 2018

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

Administrative Services

SUBJECT: Gilbane Building Company Project Assignment Amendment

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approves Gilbane Building Company Project Assignment Amendment (PAA) augmentation for the project listed below.

Background

On July 1, 2011, the board ratified an On-Going Construction Management Services Agreement with Gilbane Building Company. The Constructing Management Service Agreement stipulates that for each individual district project, a separate PAA will be established.

PAA for Athletic Fields and Gym Roofing and Fire Alarm. Revision #2: Increase fee by \$52,428

The original Contract Price for the Assigned Project was approved by the Board on February 9, 2016 for Four Hundred Three Thousand Seven Hundred Sixty-Seven Dollars (\$403,767). Revision #1 was approved by the Board on September 13, 2016 for One Hundred Fifty-Eight Thousand Dollars (\$158,000). The additional amount requested for Revision #2 is Fifty-Two Thousand Four Hundred Twenty-Eight Dollars (\$52,428) to cover the additional scope of work added to the project. This brings the new total revised Contract Price for the Assigned Project to Six Hundred Fourteen Thousand One Hundred Ninety-Five Dollars (\$614,195).

Budgetary Implications:

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

Follow Up/Outcome:

Upon Board approval, process the agreements.

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

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

February 13, 2018

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

Administrative Services

SUBJECT: Notice of Completion for the Coyote Valley Educational Center, Increment #1

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the Coyote Valley Educational Center, Increment #1 as complete and authorize the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The Coyote Valley Educational Center, Increment #1 has been completed as of January 31, 2018. 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 Coyote Valley Educational Center, Increment #1 total project construction cost is \$4,764,128.70, and project construction cost for all four project phases totals \$13,501,215.10.

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**

February 13, 2018

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

Administrative Services

SUBJECT: Athletic Fields Upgrade Project Change Order #4

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees authorizes the second change order on the Athletic Fields Upgrades Project. Change Order #4 is a total of \$44,157. Original Agreement to Seward L. Schreder Construction, Inc. was \$9,412,000. Total Construction Cost including Change Orders #1, #2, #3, #4 is a net of \$7,102,335.

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:

Athletic Fields Upgrade Project
Seward L. Schreder Constriction Inc., CO #4 for \$44,157

Budgetary Implications:

The efficient use of Measure E 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: Kathleen A. Rose
Dr. Kathleen A. Rose, Superintendent/ President

Change Order for Athletic Fields Upgrade Project

CHANGE ORDER #04 - Seward L. Schreder Construction, Inc.

PCO Description	Amount	Additional Days (Calendar)
9 Cost to purchase separate colors @ 10' high Viewguard.	\$ 337	
11R Power to Golf Course	\$ 26,505	
12R Owner request to add three additional Volleyball Referee Stands, one for each court. Only one Referee Stand was in plans.	\$ 4,892	
13R Owner request to have Volleyball Net Tape printed with Gavilan logo. (Gavilan Logo on pole paddings are no-cost due to company special)	\$ 1,230	
14 Aluminum Signage Frames to match District standard; will match existing/surrounding signage frames.	\$ 1,478	
15 Increase concrete foundation diameter in order to obtain proper rebar clearance.	\$ 6,925	
16 Enclosure for (E) Tesco Panel	\$ 1,729	
17 Reconnect power to 3rd base line	\$ 1,061	
TOTAL	\$ 44,157	0

Contract Amount	\$ 9,412,000
Net Change By Previously Authorized Change Order #1 (VE Scope Reduction)	\$ (2,427,000)
Net Change By Previously Authorized Change Order #2	\$ 87,824
Net Change By Previously Authorized Change Order #3	\$ 36,589
Revised Contract Amount Prior to this Change Order	\$ 7,058,178
Change Order #04	\$ 44,157
New Contract Amount Including this Change Order	\$ 7,102,335

Available Construction Contingency	\$ 698,500
Change Orders - Board Approved	\$ 124,413

Contract Start Date	June 14, 2017
Contract Substantial Completion Date	May 25, 2018
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	December 15, 2017
New Contract Substantial Completion Date (Including this Change Order)	December 15, 2017

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

February 13, 2018

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

Administrative Services

SUBJECT: Accept Winning Bids for Energy Efficiency Prop 39 Projects

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accepts the winning bid from ACCO Engineered Systems for Energy Efficiency Proposition 39 Chiller Replacement Projects at the Health Occupations Building and Theater.

Background:

The California Clean Energy Jobs Act (Proposition 39) allocates funds over a 5 year period for energy efficiency projects designed to reduce electrical usage and realize savings through reduced energy usage.

The first mandatory bid walkthrough on the Health Occupations Building (HOB) and Theater Chiller Replacement Projects was held on November 28, 2017 attended by 4 firms. The first bid opening was held on December 19, 2017 with only one firm attending. A second bid opening was held on January 17, 2018 with two firms participating with qualified bids. ACCO Engineered Systems had the lowest responsive and responsible bid for each chiller replacement project:

- Theater = \$ 124,882
- HOB = \$ 127,251

Budgetary Implications:

Funds from Years 3 & 4 Prop 39 allocations to Gavilan will be used to fund these projects.

Follow Up/Outcome:

Upon Board approval, issue separate contracts for each project to proceed.

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**

February 13, 2018

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

Administrative Services

SUBJECT: Miscellaneous Remodel Projects: Design Services

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve design services agreements with In Studio Architecture for 5 remodel projects on the Gilroy campus in the MP and Life Sciences buildings.

Background:

Quotes from 3 different firms were received for the design of the following 5 remodel projects, and In Studio Architecture provided the lowest cost proposals for each:

LS106 STEM Remodel

- Basic Service Fee: \$16,500 from STEM Grant funds

MP Bldg: HVAC Training Lab Remodel

- Basic Service Fee: \$53,000 from Strong Workforce funds

MP Bldg: Water Treatment Lab Remodel

- Basic Service Fee: \$13,000 from the General Fund

MP Bldg: HR/Payroll Conference Room and Cubicle Work Space Remodel

- Basic Service Fee: \$22,000 from the General Fund

MP Bldg: HR Reception Area Remodel

- Basic Service Fee: \$4,500 from the General Fund

Budgetary Implications:

Funding from grant and one-time district funds.

Follow Up/Outcome:

Upon Board approval, issue 5 separate contracts for the design of each project.

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