



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, June 13, 2017

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

AGENDA

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

CLOSED SESSION 6:00 p.m.

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

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



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Iris Cueto

II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Oath of Office – Student Trustee
3. Roll Call
4. Pledge of Allegiance
5. Report of Any Action Taken in Closed Session
6. Approval of Agenda
7. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, May 9, 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
8. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
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) Transferring Students Report
 - (b) President's Honor Roll, Fall 2016 and Dean's List 2016
 - (c) Institutional Effectiveness Partnership Initiative (IEPI)

III. ACTION ITEMS

1. New Business
 - (a) Curriculum
 - (b) Instructional Material Fees
 - (c) 2019-23 Five Year Capital Construction Plan
 - * (d) 2020-21 State Capital Outlay Initial Project Proposals, Resolution No.1023
 - (e) FY 2017-18 Tentative Budget
 - * (f) Appropriations Limit for FY 2017/18, Resolution No.1024
 - (g) Employment Agreement – Superintendent/President
 - (h) Ratification of CSEA Classification and Compensation Agreement
 - (i) Equal Employment Opportunity (EEO) Fund Certification Form
 - (j) Land Lease Agreement between County of Santa Clara, State of California, by and
 - (k) Amended Lease Term Extension for Briggs Building with City of Hollister
 - (l) Notice of Completion for the Coyote Valley, Low Voltage Package
 - (m) Student Center Seismic Upgrade, Change Order #3
 - (n) Subcontract between Gavilan College and Cabrillo College for Strong Workforce Regional Funding
 - * (o) Establish Self-Insurance Fund, Resolution No. 1025

(p) Consider and Accept Bid for the Athletic Fields Upgrade Project

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is July 11, 2017, **GECA Multipurpose Room**.
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

June 13, 2017

Consent Agenda Item No. 7 (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, May 9, 2017

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

Regular Meeting of the Board of Trustees Minutes, May 9, 2017.

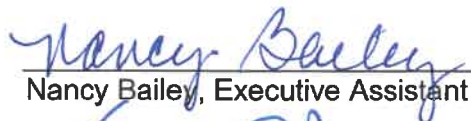
Background:

Budgetary Implications:

Follow Up/Outcome:

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

Prepared By:



Nancy Bailey, Executive Assistant

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, May 9, 2017

Hollister City Hall, City Council Chambers
375 Fifth Street, Hollister, CA 95023

MINUTES

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

Trustee Laura Perry called the meeting to order at 6:02 p.m.

1. Roll Call

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

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Dr. Michele Bresso, Vice President of Academic Affairs
Fred Harris, Vice President of Administrative Services
Dr. Eric Ramones, Associate Vice President of Human Resources and Labor Relations
Nancy Bailey, Executive Assistant to the President

2. Comments from the Public

No comments.

3. Recess to Closed Session

The Board recessed to closed session at 6:03 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:11 p.m.

2. Roll Call

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

Dr. Kathleen Rose, Superintendent/President
Kathleen Moberg, Vice President, Student Services
Fred Harris Vice President of Administrative Services
Dr. Arturo Rosette, Interim President, GCFA
Jessica Fromm, Professional Support Staff Representative
Nancy Bailey, Executive Assistant to the President (Recorder)

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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Iris Cueto



Others in Attendance: Jessica Hooper, Omar Lopez, Peter Wruck, Susan Sweeney, Brooke Boeding, Caleb Mabie, Eric Ramones, Carina Cisneros, Tarianna Perez, Ken Wagman, Bobbi Jo Palmer, Ron Hannon, Eduardo Cervantes, and Fran Lozano

3. Pledge of Allegiance
The Pledge of Allegiance was led by Walt Glines.
4. Report of any Action Taken in Closed Session
Laura Perry reported that no action was taken in closed session.
5. Approval of Agenda
MSC (W. Glines/I. Cueto) to approve the agenda.
Vote:
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Iris Cueto – student trustee) to approve.
0 Noes
6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, April 11, 2017, and Athletic Committee minutes, April 24, 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
 - (i) Measure E Bond Quarterly Financial Status Report as of March 31,
 - (j) Retiree Health Benefit Trust Investment Portfolio Status as of March 31, 2017

MSC (W. Glines/I. Cueto) to approve.
Vote:
7 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Lois Locci, and Laura Perry (Iris Cueto – student trustee) to approve.
0 Noes
7. Comments from the Public
Omar Lopez – ASGC President, summarized his educational and extracurricular activities while attending Gavilan College. He graduates in May 2017 with two associate degrees and a certificate and acknowledged his family support. Omar Lopez expressed concern for students who require more support from campus services and noted many areas where he thought improvement was needed.
8. Recognitions
 - (a) Recognition of the Employee of the Month
April 2017 – Noemi Naranjo
Jan Bernstein Chargin introduced Noemi Naranjo, a ten year employee in the Public Information Office. Noemi Naranjo uses her skills to provide departments and programs with posters, flyers, and event materials. She coordinates volunteers when Gavilan participates in community events.

(b) Recognition of Student Trustee Iris Cueto

Kathleen Rose acknowledged student trustee Iris Cueto's last board meeting with flowers and a thank you for her service. Laura Perry presented a certificate of appreciation to Iris Cueto on behalf of the board members. Iris Cueto was recognized by board members for her passion and for advocating for student rights. Iris Cueto said she learned a lot about leadership skills from the trustees.

9. Officers' Reports

(a) Vice Presidents

Kathleen Moberg – recognized both Omar Lopez and Iris Cueto for using their voices to advocate for students. She reported that “Super Saturday” was a success with student services’ staff providing assistance to 200 incoming student.

Michele Bresso – met with student tutors for a discussion on needs and common interests.

Fred Harris – and Rachel Perez served on the Rotary’s scholarship committee. He and Kathleen Rose attended an intergovernmental meeting for San Benito County and the City of Hollister. He said campus departments will be moving back into the student center building May 17-19. He said an application is being submitted to California Department of Fish and Wildlife for an Incidental Take Permit to mitigate Phase II of Coyote Valley. Fred Harris said the lease for the Briggs building is being amended by the City of Hollister and will return to the board for approval. He said 13 interested bidders walked the athletic field project.

(b) College President

Kathleen Rose said the completed Educational Master Plan provides information for program development, expansion, and growth. She encouraged everyone to read it as campus discussions will be taking place. She expressed appreciation for Kathleen Moberg’s and Veronica Martinez’s work on the first “Super Saturday.” She also thanked everyone who participated in the five high school educational forums held over the last two weeks.

(c) Academic Senate

Arturo Rosette said the senate has been reviewing committee reports from the curriculum, equity, and professional learning committees. He said the senate has been reviewing board policies and procedures. He said two (2) faculty will be attending a curriculum institute and up to five (5) faculty may be attending the state academic senate leadership institute.

(d) Professional Support Staff

Jessica Fromm said she and Denise Apuzzo will be attending the annual CSEA conference in August.

(e) Student Representative

Iris Cueto attended general assembly including valuable workshops. She shared a concern of students to provide more accessibility for disabled students. Iris Cueto said ASGC elections are over. She thanked Omar Lopez and Tarianna Perez for their volunteer work to ASGC and their leadership.

(f) Board Member Comments

Jonathan Brusco – thanked Omar Lopez and Iris Cueto for their service to students. He is happy with the progress made by the leadership of the college this year.

Rachel Perez – said May is a month of rewarding events. She reported on a Guided Pathways meeting she attended on campus. Rachel Perez attended the first meeting of the

Latino Advisory Committee with 30 other community and staff members. She and Walt Glines will be co-chairing the committee. The advisory group will meet again on June 5.

Mark Dover – congratulated staff on “Super Saturday.”

Walt Glines – attended the Elks Lodge scholarship presentations. He thanked Omar Lopez for his “call to action” during public comments. He thanked everyone involved in the extraordinary outreach to the high schools.

Lois Locci – participated as a reviewer on the GECA senior project panel. She noted the requirements and the high level of work achieved by the students.

Kent Child – acknowledged Gavilan retirees and their years of service to the college. He announced the recent passing of Robin Rude, Gavilan’s purchasing officer for 22 years.

(g) Board President

Laura Perry congratulated Omar Lopez and thanked Iris Cueto. She commented on the productive and successful year and acknowledged the new president, faculty, staff and students who made it happen.

10. Board Committee Reports

Mark Dover reported that the Athletic Committee met to review the status of the athletic facilities’ upgrades. Renderings of the project were provided. Mark Dover said the timeline was discussed and the impact it would have on Gavilan’s sports home games.

11. Information/Staff Reports

(a) Sabbatical Leave Report

ESL Instructor Bea Lawn provided an overview of her experience as a full-time student in Spanish linguistics, literature, and culture through a semester of courses at San Jose State University. She said the experience will make her more effective in a Spanish classroom.

(b) Update on the TRIO Student Support Services Program and Mathematics Engineering Science Achievement Program (MESA)

Eddie Cervantes provided a comprehensive report on the services offered to students in the TRIO and MESA programs, the obstacles they face and the data collected on both programs.

Eddie Cervantes reported that 200 students are served by TRIO with grant funding for 140. MESA is funded to serve 125 with Gavilan serving 135. Trustees had questions about access to laptops. Rachel Perez commented that services such as TRIO, MESA, and EOPS provide a sense of community. Iris Cueto noted that outreach to the family is valuable to the student.

(c) Academic Senate Reorganization Update

Arturo Rosette reviewed that Academic Senate has been undergoing reorganization in an effort to best meet its duties. Over the past 18 months, they’ve reviewed committee work and leadership and researched updates for both the constitution and bylaws. Arturo Rosette presented the ratified Constitution and Bylaws. He highlighted a change in leadership to better distribute the duties of the president. He described the roles of both the Academic Senate Executive and Academic Senate Steering Committees. The Academic Senate is requesting institutional support in the form of additional resources; reassign-time. Arturo Rosette added that elections are currently taking place.

III. ACTION ITEMS

1. Old Business

(a) Curriculum - English 1A

Dean of Liberal Arts and Sciences Fran Lozano and English Instructor Jessica Hooper provided the trustees with additional information on the proposed course change for English Composition 1A increasing units from 3 to 4. The change will provide students the opportunity to move through transfer level English 1A in a year. Jessica Hooper said data statewide shows students are more successful when they can move through their courses quickly. Trustees asked a variety of questions regarding rigor, success rate, financial impact on students and faculty load, and pilot programs. Some trustees said the data presented did not answer their questions.

Kathleen Rose appreciated the depth of the conversation and the scrutiny of the board and the curriculum committee regarding the proposal. She said this change in curriculum addresses a student success issue. She recommended approval with subsequent progress reports.

MSC (K. Child/I. Cueto)

Vote:

4 Ayes: Jonathan Brusco, Kent Child, Rachel Perez, Lois Locci, and (Iris Cueto – student trustee) to approve.

2 Noes: Walt Glines and Laura Perry

1 Abstain: Mark Dover

2. New Business

- * (a) Resolution 1020: Solar Contracts: Hold a Public Hearing per California Government Code Section 4217.10 et seq.; Authorize execution of certain contracts with SunPower Corporation, Systems (“SunPower”) for the Procurement, Operation & Maintenance, Output Guarantee, and Warranty of Energy Equipment; and Authorize a CEQA Exemption

Public hearing opened at 9:56 p.m. No comments.

Public hearing closed at 9:57 p.m.

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

Vote:

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

0 Noes

- * (b) Resolution 1021: Solar Financing authorizing the sale of Clean Renewable Energy Bonds and the execution of legal documents relating to that sale
MSC (J. Brusco/K. Child) to approve.

Vote:

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

0 Noes

- * (c) Resolution 1022: Debt Issuance and Management Policy authorizing the Board of Trustees of the Gavilan Joint Community College District to approve a Debt Issuance and Management Policy in Accordance with S.B. 1029
MSC (W. Glines/M. Dover) to approve.

Vote:

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

- (d) Student Trustee Rights and Privileges
MSC (I. Cueto/J. Brusco) to approve.

Vote:

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

- (e) Facilities Master Plan
MSC (W. Glines/J. Brusco) to approve.

Vote:

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

- (f) Lease Lab Classrooms at Marguerite Maze Middle School in Hollister
MSC (I. Cueto/W. Glines) to approve.

Vote:

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

- (g) Coyote Valley Educational Center Increment #1 Change Order #2
MSC (M. Dover/K. Child) to approve.

Vote:

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

- (h) Gavilan Gym Roof Replacement, Change Order #4
MSC (M. Dover/K. Child) to approve.

Vote:

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

- (i) Notice of Completion for the Gavilan College Gym Roof Replacement
MSC (K. Child/M. Dover) to approve.

Vote:

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

- (j) Gavilan Swimming Pool Renovation, Change Order #1
MSC (J. Brusco/M. Dover) to approve.

Vote:

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

- (k) Gavilan Swimming Pool Renovation, Change Order #2
MSC (M. Dover/W. Glines) to approve.

Vote:

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

- (l) Project Inspector Service Agreement with Irick Inspections, Inc.
MSC (W. Glines/L. Locci) to approve.

Vote:

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

- (m) Approval of an agreement with Enviro Science, Inc. for an Independent Contractor Services for Gavilan College Gym Bleacher & Flooring Project
MSC (I. Cueto/M. Dover) to approve.

Vote:

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

- (n) Curriculum
MSC (K. Child/R. Perez) to approve.

Vote:

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

- (o) Departmental name change from Disability Resource Center (DRC) to Accessible Education Center (AEC)
MSC (K. Child/L. Locci) to approve.

Vote:

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

- (p) Quarterly Financial Status Report, CCFS 311Q at March 31, 2017
MSC (K. Child/L. Locci) to approve.

Vote:

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

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is June 13, 2017, GECA Multi-Purpose, Gilroy Campus.
2. Adjournment – The meeting was adjourned at 9:46 p.m.

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

June 13, 2017

Consent Agenda Item No. 7 (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 April 11, 2017 thru May 9, 2017.

Background:

Board of Trustees approval is required for all personnel actions. The attached items have been prepared in accordance with existing Board policies and laws related to employees within the California Community College system.

Budgetary Implications:

Funds to pay for salaries and benefits of the assignments are included in the final budget for FY 2016-2017.

Follow Up/Outcome:

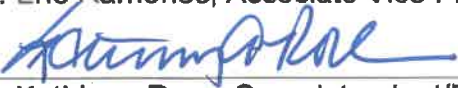
Human Resources will notify employees of the approved personnel actions and issue authorization to allow processing of payroll when due.

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

Prepared By:


Dr. Eric Ramones, Associate Vice President of Human Resources

Agenda Approval:


Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – June 13, 2017

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

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

Abelardo Gabriel	Campus Security Officer Business Services June 14, 2017
Joanie Benevento	Facilities Use Scheduler Working Out-of-Class Business Services March 1, 2017 to June 30, 2017
Lonnie Terrill	Warehouse Inventory Control Technician Business Services May 30, 2017
Richard Powers	Campus Security Officer Business Services June 14, 2017
Rosita Anzualda	Reprographics Operator Working Out-of-Class Business Services April 1, 2017 to June 30, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

NONE

III. PROFESSIONAL EXPERTS

NONE

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Christina Muirhead	Mobility Aid Student Services May 08, 2017 to May 26, 2017
Christopher Escobar	Theater Technical Coordinator Business Services May 10, 2017 to May 9, 2018

V. REQUESTS FOR LEAVE

Laura Montes	Accountant Extension of Leave Business Services April 22 2017 to June 16, 2017
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VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Diane Christianson	MATH 430 – Algebra 1 ACCT 20 – Financial Accounting
Isela Graff	COMM 8 (Cabrillo College) COMM 10 (Cabrillo College)
Jennifer Tomasello	PSYC 32 – Introduction to Research Methods
Jillian Wilson	Management of Information Agencies (University of North Texas, Denton)
Juan Zamora	CSIS 1 – Computer Literacy
Kim Benjamin	HIST 1 – US History through Reconstruction CMUN 10 – Small Group Communication ENGL 1C – Critical Reasoning and Writing
Mayra Cortez	MATH 5 - Statistics SOC 1A – Introduction to Sociology ENGL 1A – Composition
Norma Najar	CSIS 124 – Windows Fundamentals
Rosalinda Mendoza	AH 3 – Person of a Life Cycle

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Dean Askana	Volunteer Worker Kinesiology May 10, 2017 to June 30, 3017
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Isaiah Acfalle	Volunteer Worker Kinesiology May 10, 2017 to June 30, 3017
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XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – June 13, 2017

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

I. APPOINTMENTS

NONE

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Blanca Melchor	Noncredit Counselor Office of Instruction May 05, 2017 to August 25, 2017
Claire Boss	Career Fair Representative Career Technical Education May 03, 2017 to May 03, 2017
Diane Reid	Outreach representative Career Technical Education May 06, 2017
Erin Crook	Institutional Effectiveness Committee Chair Liberal Arts and Sciences January 30, 2017 to May 01, 2017
Gilbert Ramirez	Trained Faculty Evaluator Office of Academic Affairs August 29, 2016 to December 16, 2016
Jane Maringer - Cantu	Department Chair Disability Resource Center August 29, 2016 to May 26, 2017
Kelly Glass	Curriculum Development Community Development and Grants Management April 15, 2017 to May 26, 2017
Nikki Dequin	Department Chair Kinesiology and Athletics August 29, 2016 to May 26, 2017
Paul Agaliotis	Outreach Representative Career Technical Education May 01, 2017 to May 30, 2017
Robert Overson	Gavilan College Faculty Association Negotiation Team Member

Office of the President
August 29, 2016 to May 31, 2017

Rosa Sharboneau Counseling Department Chair
Student Services
August 29, 2016 to May 26, 2017

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

Amy Van Gundy Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
June 1, 2017 to June 30, 2017

Catherine Silva Water Resource Instructor
Career Technical Education
June 19, 2017 to August 10, 2017

Christina Borello Guest Lecturer
Career Technical Education
March 22, 2017

Celise El Kassid Curriculum Development
Community Development and Grants Management
May 1, 2017 to December 30, 2017

Cuiying Rhodes Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
June 1, 2017 to June 30, 2017

Jaimee De Pompeo Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
June 1, 2017 to June 30, 2017

Jennifer Grohol Curriculum Development
Community Development and Grants Management
April 13, 2017 to May 26, 2017

Kendall Sooter Curriculum Development
Community Development and Grants Management
April 13, 2017 to May 26, 2017

Kimberly Douglas Gavilan Regional Adult and Career Educational Services
Consortium Work
Community Development and Grants Management
June 1, 2017 to June 30, 2017

Meredith Hurley Curriculum Development
Community Development and Grants Management
April 15, 2017 to May 26, 2017

Nathan Osburn Curriculum Development
Community Development and Grants Management
April 15, 2017 to May 26, 2017

Pantea Karimi Art Instructor
Liberal Arts and Sciences
June 19, 2017 to July 28, 2017

Philip Williams Curriculum development
Community Development and Grants Management
May 1, 2017 to December 30, 2017

Philip Williams Outreach Representative
Career Technical Education
May 1, 2017 to May 30, 2017

Sara Salinas Curriculum Development
Community Development and Grants Management
April 15, 2017 to May 26, 2017

Susan Dodd Curriculum Update – Administration of Justice
Career Technical Education
May 1, 2017 to June 30, 2017

Susan Dodd Curriculum Update – Child Development
Career Technical Education
May 1, 2017 to June 30, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Caroline Gane English as a Second Language Instructor
Liberal Arts and Sciences
January 26, 2017

Celise Elkassed English as a Second Language Instructor
Liberal Arts and Sciences
January 26, 2017

Isidro Polo Spanish Instructor
Liberal Arts and Sciences
April 1, 2017

Karen Diehl English and English as a Second Language Instructor
Liberal Arts and Sciences

January 26, 2017

Neeti Mittal

Mathematics Instructor
Liberal Arts and Sciences
March 1, 2017

Roslyn Springer

Cosmetology Instructor
Career Technical Education
May 2, 2017

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 – June 13, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

Peter Wruck	Director of Institutional Research Office of the President May 1, 2017 to October 31, 2017
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III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

Susan Peterson	Executive Assistant Student Services May 15, 2017 to May 30, 2017
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NONE

IV. REQUEST FOR LEAVE

Lucila Alvarez	Human Resources Analyst Human Resources May 01, 2017 to January 08, 2018
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V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

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

D. Administration Personnel Actions – June 13, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPENDS

NONE

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

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

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

Consent Agenda Item No. 7. (c) Administrative Services
 Information/Staff Reports No.
 Discussion Item No.
 Old Business Agenda Item No.
 New Business Agenda Item No.

SUBJECT: Warrants and electronic transfers drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Warrants:

Dates	Warrant Numbers	Amount
5/1/17 – 5/31/17	18048179 - 18049047	\$2,819,688.53

Electronic Transfers:

Dates	Description	Amount
None to report	Spain Trip	\$19,069.26

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

Budgetary Implications:

Expenditures are included in the budget for FY 2016-2017.

Follow Up/Outcome:

No further action is required.

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

Prepared By: Wade W. Ellis, CPA
 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 Governing Board Agenda

June 13, 2017

Consent Agenda Item No. 7 (d) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Payroll Warrants drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

Ratification of payroll warrants drawn on district funds for the month of May 2017.

Background:

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

Payroll Period	Pay Date	Total Salaries/Wages
May Supplemental 1	May 10, 2017	\$ 281,392.92
May Supplemental 2	May 19, 2017	2,065.55
May Regular (EOM)	May 31, 2017	2,184,614.85
TOTAL	<i>(719 Pay Warrants Issued)</i>	\$ 2,468,073.32

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

Prepared By: Wade W. Ellis, CPA
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 Governing Board Agenda

June 13, 2017

Consent Agenda Item No. 7 (e) Administrative Services
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

SUBJECT: Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the attached May 2017 list of purchase orders for FY 2016-17.

Background:

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

Budgetary Implications:

Purchase Orders are needed to accommodate expenditure needs of various departments' budgets to appropriate general fund and categorical programs.

Follow Up/Outcome:

No further action is required.

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

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

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

Purchase Order	Transaction Date	Vendor Name	Amount
P0007460	5/3/2017	Edges Electrical Group LLC	19,746.96
P0007462	5/3/2017	Palace Art & Office Supply	7,314.67
P0007461	5/3/2017	Palace Art & Office Supply	10,636.35
P0007463	5/8/2017	The Print Shop	123.51
P0007465	5/8/2017	Redleaf Press	1,436.66
P0007466	5/8/2017	Western Center on Law & Poverty Inc	4,100.01
P0007468	5/8/2017	Richard McMahon	1,425.00
P0007469	5/8/2017	Chan, Marsha	2,000.00
P0007470	5/8/2017	NAEYC	394.60
P0007471	5/8/2017	Ramirez, Randall	270.00
P0007473	5/8/2017	Garcia-Tolson, Renee	500.00
P0007474	5/8/2017	Tolliver, Roselyn	500.00
P0007475	5/8/2017	College Health Services LLC	4,450.00
P0007477	5/8/2017	Central Coast Sign Language Interpreters	268.20
P0007478	5/8/2017	Follett Higher Education Group	3,603.00
P0007479	5/8/2017	Edmentum Inc	16,207.00
P0007480	5/8/2017	Richard McMahon	917.78
P0007464	5/8/2017	SVM LP	9,880.00
P0007467	5/8/2017	The Bach Company	8,636.58
P0007472	5/8/2017	Gawf, John	306.41
P0007476	5/8/2017	Burmax Company	1,166.68
P0007482	5/8/2017	Aircraft Spruce & Specialty Co	611.53
P0007483	5/12/2017	Palace Art & Office Supply	3,587.10
P0007484	5/12/2017	Edmentum Inc	22,877.24
P0007485	5/12/2017	Edmentum Inc	3,580.51
P0007487	5/16/2017	Sehi Computer Products	796.83
P0007488	5/16/2017	Dell Marketing	4,690.56
P0007489	5/16/2017	Flashbay Inc	2,697.75
P0007490	5/16/2017	Life Media Group LLC	1,400.00
P0007491	5/16/2017	Schraft, Lora	500.00
P0007492	5/16/2017	Palace Art & Office Supply	215.81
P0007493	5/16/2017	Moore Medical LLC	8,121.20
P0007495	5/16/2017	SVM LP	10,035.00
OP17450	5/16/2017	CCMH Santa Clara LLC	4,000.00
OP17451	5/16/2017	Enterprise Holdings LLC	500.00
P0007499	5/16/2017	Nasco	1,880.58
P0007500	5/16/2017	Palace Art & Office Supply	264.36
P0007501	5/16/2017	Western Center on Law & Poverty Inc	200.00
P0007502	5/16/2017	A Lynn Recovery Programs Inc.	1,400.00
P0007503	5/16/2017	Palace Art & Office Supply	206.08
P0007504	5/16/2017	Palace Art & Office Supply	93.32
P0007506	5/16/2017	Palace Art & Office Supply	506.06
P0007507	5/16/2017	Palace Art & Office Supply	868.69
P0007508	5/16/2017	CCMH Santa Clara LLC	1,205.01

OP17452	5/16/2017	CCMH Santa Clara LLC	2,748.68
P0007510	5/16/2017	SVM LP	10,035.95
P0007511	5/16/2017	Palace Art & Office Supply	280.28
P0007512	5/16/2017	Amazon Business	1,008.81
P0007513	5/16/2017	Amazon Business	49.84
P0007515	5/16/2017	Mayer Educational Products	211.58
P0007516	5/16/2017	Sehi Computer Products	320.14
P0007518	5/16/2017	TextHelp Systems Inc	1,458.72
P0007519	5/16/2017	Brain Train Inc	1,405.08
P0007526	5/16/2017	Gilroy Chamber Of Commerce	150.00
P0007527	5/16/2017	Ramos, David	2,838.58
P0007528	5/16/2017	Art With Impact	1,200.00
CON10089	5/16/2017	Williams Party Rentals	2,203.00
CON10090	5/16/2017	Alpha Media LLC	3,510.00
CON10095	5/16/2017	San Benito High School District	7,768.24
CON10099	5/16/2017	SunPower Corporation Systems	12,750.00
ASB17023	5/16/2017	Trophies Plaques and More	87.95
ASB17024	5/16/2017	Ferguson Enterprises Inc	931.13
OP17449	5/16/2017	Femling, Roxanne	1,500.00
P0007486	5/16/2017	Flores, Lupe	482.89
P0007494	5/16/2017	Gawf, John	141.80
P0007496	5/16/2017	Sehi Computer Products	577.28
P0007497	5/16/2017	Hale Industries Inc	1,541.06
P0007498	5/16/2017	Marianna Industries Inc	1,826.22
P0007509	5/16/2017	B & H Photo-Video	372.10
P0007514	5/16/2017	The Print Shop	58.60
P0007517	5/16/2017	Metroplex Voice Computing Inc	1,090.00
P0007520	5/16/2017	Sehi Computer Products	1,020.24
P0007521	5/16/2017	Cambium Learning Inc	4,591.63
P0007522	5/16/2017	Access Ingenuity	4,583.04
P0007523	5/16/2017	Santa Clara County Sheriffs Dept	156,193.76
P0007524	5/16/2017	Dannis Woliver Kelley	156.00
P0007525	5/16/2017	Cold Craft Inc	3,698.00

390,911.64

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

June 13, 2017

Consent Agenda Item No. 7 (F)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Ratification of Agreements

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

Proposal:

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

Background:

Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to \$88,300 subject to ratification by the Board within 60 days of issuance of agreement.

Budgetary Implications:

The contracts are funded by appropriations included in the Budget for FY 2016-2017.

Follow Up/Outcome:

No further action is required.

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

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

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

Meeting Date: June 13, 2017

Agreement Number	Amount	Vendor	Description
CON10101	\$ 13,230.00	Kayla Barnett	Community Education Instructor for Phlebotomy For Community Education Period of Service: 4/1/17-3/31/18
CON10102	\$17,460	Heather Ewing	Community Education Instructor for Phlebotomy For Community Education Period of Service: 4/1/17-3/31/18
CON10103	Revenue-based	Water Solutions, Inc.	Instruction in Water Distribution Operator Certification Course For Community Education Period of Service: 5/31/17-7/27/17
CON10104	\$341,000	San Jose State University Research Foundation	Provide Additional Tutors for Transfer Students and Summer Research Students Period of Service: 5/31/17-7/27/17
CON10105	\$74,000	Corralitos Electric	Provide and Install Power and Data Channel Student Center Building Period of Service: 5/8/17-6/30/17
CON10106	\$30,470	Access Communications, Inc.	Provide and Install Cabling Student Center Building Period of Service: 5/8/17-5/31/17
CON10107	\$2,439.03	Access Communications, Inc.	Provide and Install Wiring Student Center Building Period of Service: 5/12/17-8/31/17
CON10108	\$20,000	Professional Personnel	Develop Interface Linking Banner with TOPSpro Period of Service: 6/1/17-12/30/17
CON10109	\$20,000	Higher Ed Profiles	Develop Online Data and Scheduling Tools Period of Service: 6/1/17-12/30/17
CON10110	\$12,000	Higher Ed Profiles	Develop and Maintain a Data Dashboard Tool to View and Manipulate Consortium Data Period of Service: 6/1/17-12/30/17
CON10111	Revenue-based	TEKnova	Introduction to Biochemistry Instructor Period of Service: 6/1/17-11/30/17
CON10112	No Fee	Gilroy High School	Facilities Use Agreement Period of Service: 8/28/17-12/16/17
CON10113	\$40,200	First 5 San Benito	Provide Early Childhood Care during Adult Ed Classes To Be Held at the Hollister Campus Period of Service: 7/1/17-6/30/18
CON10114	No Fee	Christopher High School	Facilities Use Agreement Period of Service: 8/28/17-12/16/17
CON10115	\$37,500	CampusLogic	Web-based Financial Aid Software Period of Service: 6/1/17-5/31/18
CON10116	\$13,485	CCLC	2017 Subscription to Turnitin Period of Service: 7/1/17-6/30/18
CON10117	\$314,418	Bay Area Community College Consortium/ Cabrillo College	Strong Workforce Program Period of Service: 7/1/16-12/31/18
CON10118	\$1,258,499	City of San Jose	Work2Future Program Period of Service: 7/1/17-6/30/19

CON10119	\$1,086	Instructure	A Hosted Learning Management System Provided As a Subscription Cloud Service Over the Internet Period of Service: 5/30/17-6/30/2018
CON10120	No Fee	St. Louise Regional Hospital	Host Educational Training Program Period of Service: 5/1/17-4/30/22
CON10121	No Fee	Pathways Home Health and Hospice	Host Educational Training Program Period of Service: 3/1/17-2/28/22

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

June 13, 2017

Consent Agenda Item No. 7 (g)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Budget Adjustments

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

Proposal:

That the Board of Trustees approve the attached budget adjustments for FY 2016-17.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:

No further action is required.

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

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

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

Fund 100

DECREASE			INCREASE				Budget Entry	
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
630910	5300		\$ (11,693)	670110	6405		\$ 32,688	
630910	5831		\$ (20,000)					
630910	6400		\$ (995)					BU1784
984010	5613		\$ (25)	984010	5155		\$ 25	
984010	5613		\$ (334)	984010	5260		\$ 334	
984010	5613		\$ (220)	984010	5630		\$ 220	
984010	5613		\$ (134)	984010	6407		\$ 134	
984010	5831		\$ (760)	984010	5210		\$ 760	
984010	5831		\$ (500)	984010	6407		\$ 500	
984410	4510		\$ (109)	984410	4711		\$ 109	
984410	5300		\$ (55)	984410	4711		\$ 55	
985110	5130		\$ (1,200)	985110	4711		\$ 1,200	BU1785
			<u>(\$36,025)</u>				<u>\$36,025</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$3,358,623
Change to Actual Fund Balance at 7/1/16	\$974,606	
Actual Beginning Balance at 7/1/16		\$4,333,229
Final (Adopted) Budget Net Change in Fund Balance		(\$595,261)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$493,567	
Current decrease in budgeted expenditures increases Fund Balance	\$36,025	
Current increase in budgeted expenditures decreases Fund Balance	<u>(\$36,025)</u>	
Revised Net Change in Ending Fund Balance		<u>\$493,567</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 100		<u>\$4,231,535</u>

Fund 100

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure & revenue needs of various departments</i>								
984010	8877		\$ 320.00	984010	4317		\$ 820	BU1782
Total Fund 10:			<u>\$320</u>				<u>\$820</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/15		\$3,358,623
Change to Actual Fund Balance at 7/1/15	\$974,606	
Actual Beginning Balance at 7/1/15		\$4,333,229
Final (Adopted) Budget Net Change in Fund Balance		(\$595,261)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$493,567	
Current increase in budgeted revenue increases Fund Balance	\$320	
Current increase in budgeted expenditures decreases Fund Balance	<u>(\$820)</u>	
Revised Net Change in Ending Fund Balance		<u>\$493,067</u>
Estimated Ending Fund Balance 6/30/16 for General Fund 100		<u>\$4,231,035</u>

Fund 270

DECREASE				INCREASE			Budget 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>								
648527	3114		(525)	648527	6402		525	
600827	1270		(21,800)	600827	6412		21,800	BU1781
600827	2110		(9,040)	600827	6409		9,040	
600827	2110		(1,045)	600827	6409		1,045	
600827	1270		(5,500)	600827	6409		5,500	
600827	4310		(6,000)	600827	5851		6,000	BU1783
Total Fund 270:			<u>(\$43,910)</u>				<u>\$43,910</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	
Actual Beginning Balance at 7/1/16		\$0
Final (Adopted) Budget Net Change in Fund Balance		
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		
Current decrease in budgeted expenditures increases Fund Balance	\$43,910	
Current increase in budgeted expenditures decreases Fund Balance	(\$43,910)	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for General Fund 270		\$0

Fund 270

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)			Budget 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>								
501827	8195		(93,649)	501827	5831		(93,649)	
502827	8191		93,649	502827	5831		93,649	BU1786
Total Fund 270			<u>\$0</u>				<u>\$0</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	
Actual Beginning Balance at 7/1/16		\$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	\$0	
Current increase in budgeted expenditures decreases Fund Balance	\$0	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 270		\$0

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

June 13, 2017

Consent Agenda Item No. 7 (h)
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No.

Administrative Services

SUBJECT: Monthly Financial Report

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees consider the FY 2016/17 Monthly Financial Report

Background:

The attached Monthly Financial Report compares the FY 2016/17 Revised Budget as of May 31, 2017 to actual revenue and expenditures as of May 31, 2017.

Follow Up/Outcome:

The Administration will continue to review the FY 2016/17 budget and will submit budget adjustments as necessary for consideration by the Board.

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

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

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

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Monthly Financial Report
Summary of All Funds
Fiscal Year 2016-2017
May 31, 2017

Fund # Fund Description	Beginning Fund Balance 7/1/2016	Revised Budgets		Ending Fund Balance 6/30/2017	Year to Date Actual			% Actual to Budget	
		Revenue	Expense		Revenue	Expense	Encumbrance	Revenue	Expense
General Fund									
10 General -Unrestricted	\$4,333,229	\$33,579,769			\$22,170,908				66.0%
1000 - Certificated Salaries			\$11,147,142			\$12,434,007	\$0		111.5%
2000 - Classified Salaries			\$5,866,742			\$5,402,738	\$0		92.1%
3000 - Burdens & Benefits			\$6,560,974			\$6,023,685	\$0		91.8%
4000 - Books & Supplies			\$538,442			\$443,402	\$106,992		102.2%
5000 - Other Operating Expenses			\$6,825,169			\$5,335,962	\$595,942		86.9%
6000 - Capital Outlay			\$1,249,541			\$241,831	\$306,813		43.9%
7000 - Other			\$1,493,953			\$754,405	\$0		50.5%
Total General-Unrestricted	\$4,333,229	\$33,579,769	\$33,681,963	\$4,231,035	\$22,170,908	\$30,636,031	\$1,009,747	66.0%	94.0%
24 Instructional Equipment	\$67	\$259,000	\$259,000	\$67	\$543,386	\$165,596	\$70,388	209.8%	91.1%
26 Parking	\$0	\$119,909	\$119,909	\$0	\$212,606	\$63,832	\$1,010	177.3%	54.1%
27 General - Restricted	\$0	\$17,018,675	\$17,018,675	\$0	\$12,252,851	\$11,406,320	\$923,048	72.0%	72.4%
Total General Fund	\$4,333,296	\$50,977,353	\$51,079,547	\$4,231,102	\$35,179,752	\$42,271,779	\$2,004,193	69.0%	86.7%
Fund 21 Measure E - Debt Service									
21 Measure E - Debt Service	\$4,275,476	\$6,230,637	\$6,060,769	\$4,445,344	\$3,818,484	\$6,357,855	\$0	61.3%	104.9%
Fund 34 Capital Project									
34 Capital Project	\$75,833	\$8,011,934	\$8,067,824	\$19,943	\$2,199,946	\$2,232,880	\$1,845,442	27.5%	50.6%
Fund 60 Measure E									
60 Measure E	\$10,564,384	\$22,525	\$10,586,909	\$0	\$42,919	\$8,137,193	\$2,090,507	190.5%	96.6%
Fund 61 Risk Management									
61 Risk Management	\$0	\$200,000		\$200,000	\$0	\$0	\$0	0.0%	--
Fund 72 Child Development									
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
Fund 92 Long Term Debt									
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	\$946,099	\$375	\$0	300.3%	75.0%
Fiduciary Funds									
47 Associated Student Body	\$488,472	\$171,685	\$478,708	\$181,449	\$144,355	\$116,624	\$118,197	84.1%	49.1%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$5,413,049	\$5,560,775	\$0	83.4%	85.6%
66 Student Center Fund	\$0	\$90,674	\$90,674	\$0	\$99,312	\$39,309	\$4,230	109.5%	48.0%
Total Fiduciary Funds	\$488,472	\$6,756,569	\$7,063,592	\$181,449	\$5,656,716	\$5,716,708	\$122,427	83.7%	82.7%
Totals	\$25,184,637	\$72,514,018	\$82,859,141	\$14,639,514	\$47,843,916	\$64,716,790	\$6,062,569	66.0%	85.4%

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

INFORMATION

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Office of Academic Affairs

SUBJECT: Transferring Students Report

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal: That the Board of Trustees review recent and historical data regarding the numbers of transfer students who have completed educational goals at Gavilan College as a precursor to earning a bachelor's degree at another institution.

Background: Each year, Gavilan College students elect to complete general education courses with a goal to transfer to a University of California, a California State University, or some institution, either private or public, within or beyond California. Data regarding student transfers is part of the information collected by the California Community Colleges Chancellor's Office to populate, in part, college districts' score cards of student success indicators.

Budgetary Implications: None.

Follow Up/Outcome: The oral report will present trend data on Gavilan College students transferring to UC, CSU and private universities and share goals for increasing transfer opportunities for our students.

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

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

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

Transfer Totals by University System

California State Uni...In-State-PrivateOut-of-StateUniv of California2008-092010-112012-132014-152006-072015-16
 20406080100120140160180200220240260Headcount
 Headcount

System	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
California State Univ	152	181	158	118	255	207	161	259	246	220
In-State-Private	31	45	39	50	48	48	50	35	53	0
Out-of-State	29	41	46	56	59	56	82	70	70	0
Univ of California	22	26	17	15	30	23	25	25	28	22

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Office of Academic Affairs

SUBJECT: President's Honor Roll, Fall 2016 and Deans List, Fall 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal: That the names of the students on the President's Honor Roll, Fall 2016 and Dean's List, Fall 2016, be presented to the Board of Trustees.

Background: In the Fall 2016 semester, the students named on the attached lists met the criteria set for the President's Honor Roll and the Dean's List. The criteria is:

President's Honor Roll

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

Dean's List

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

Budgetary Implications: None.

Follow Up/Outcome: None.

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

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

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

PRESIDENTS LIST FALL 2016 PRESS RELEASE

	Last Name	First Name	Description	City
1	Aboud	Melissa	President's List	San Jose
2	Aguilar	Alexis	President's List	Hollister
3	Andrade	Carly	President's List	Hollister
4	Apor	Erica	President's List	Morgan Hill
5	Arroyo	Christa Marie	President's List	Morgan Hill
6	Bayer	Delayna	President's List	Hollister
7	Bazargan	Cameron	President's List	Morgan Hill
8	Berry	Lindsay	President's List	Morgan Hill
9	Blandino	Katherine	President's List	Gilroy
10	Bollenbacher	Ashley	President's List	Morgan Hill
11	Bonilla	Victor	President's List	Watsonville
12	Brown	Tyler	President's List	Seaside
13	Camacho	Jose	President's List	Gilroy
14	Campbell	Craig	President's List	Gilroy
15	Carlisle	Brianna	President's List	Aromas
16	Castaneda Benavides	Yasmin	President's List	Gilroy
17	Celestino	Jordan	President's List	Gilroy
18	Cheung	Lisa	President's List	Gilroy
19	Churchill	Jared	President's List	Hollister
20	Conragan	Jordan	President's List	San Martin
21	Cosimano	Andrew	President's List	Gilroy
22	Coyle	Morgan	President's List	Gilroy
23	Davis	Alexandria	President's List	Gilroy
24	Doyle	Lauren	President's List	Hollister
25	Drake	Benjamin	President's List	Campbell
26	Elefante	Jefferson	President's List	Gilroy
27	Fox	Victoria	President's List	Gilroy
28	Franke	Daniel	President's List	San Jose
29	Gallardo	Viridiana	President's List	Salinas
30	Gardner	Christy	President's List	Hollister
31	Gonzalez	Yolanda	President's List	Hollister
32	Gowan	Cory	President's List	Gilroy
33	Graf	Bryan	President's List	El Dorado Hills
34	Guichard	Lea	President's List	Morgan Hill
35	Gurley	Eric	President's List	King City
36	Harrison	Richard	President's List	Half Moon Bay
37	Jacobs	Jessica	President's List	Gilroy
38	Kabai	Peter	President's List	Gilroy
39	Kihara	Brent	President's List	Union City
40	Kirby	Aaliyah	President's List	Gilroy
41	Lamonica	Kailey	President's List	Hollister
42	Leifheit	Haley	President's List	Hollister
43	Livingston	Jacob	President's List	Hollister
44	Malloy	Samantha	President's List	Gilroy

45	Martinez	Alisha	President's List	Morgan Hill
46	Medina	Jesse	President's List	Morgan Hill
47	Mitchell	Madison	President's List	Hollister
48	Montesano	Daniel	President's List	San Jose
49	Moon	Racheal	President's List	Gilroy
50	Morden	Stephen	President's List	Newark
51	Moreno-Barbosa	Ivan	President's List	Gilroy
52	Myers	Jacob	President's List	Gilroy
53	Nehme	Joshua	President's List	Hollister
54	Nicol	Rachael	President's List	New Alexandri
55	Nobmann	Ian	President's List	Wilton
56	O'Harra	Benjamin	President's List	San Jose
57	O'quigley	Ciara	President's List	San Jose
58	Ornelas	Izaac	President's List	Hollister
59	Ortiz	Marissa	President's List	Hollister
60	Ottersen	Erik	President's List	Livermore
61	Palacios	Roberto	President's List	Gilroy
62	Perry	Noah	President's List	Fairfield
63	Pulido	Ruben Juan	President's List	Monterey
64	Raine	Michelle	President's List	Hollister
65	Ramon	Breana	President's List	Hollister
66	Reimann	Marques	President's List	Gilroy
67	Renz	Dominic	President's List	Hollister
68	Rivera	Joshua	President's List	Hollister
69	Rojas	Carlos	President's List	Gilroy
70	Rojas	Jonathan	President's List	Gilroy
71	Ross	Jessica	President's List	San Ramon
72	Salazar	Mark	President's List	Morgan Hill
73	Schmidt	Madison	President's List	Morgan Hill
74	Simonini	Mike	President's List	San Jose
75	Singh	Vishal	President's List	San Jose
76	Tan	Andy	President's List	Gilroy
77	Tondee	Chad	President's List	Stockton
78	Trejo	Angel	President's List	Gilroy
79	Trejo- Villalobos	Margarita	President's List	Gilroy
80	Varada	Samantha	President's List	San Martin
81	Velarde	Naudia	President's List	Salinas
82	Viarengo	Alberto	President's List	Gilroy
83	Victoria	Valeska	President's List	Watsonville
84	Villa	Abram	President's List	Hollister
85	Weir	Jonathan	President's List	Sacramento
86	Whittaker	Haley	President's List	Gilroy
87	Witmer	Mikayla	President's List	Watsonville
88	Wong	Jeron	President's List	San Martin
89	Zertuche	Nicholas	President's List	Gilroy
90	Zertuche	Noah	President's List	Gilroy
91	Ziegelman	Tiffany	President's List	Morgan Hill

DEANS LIST FALL 2016 PRESS RELEASE

	Last	First	Description	City	State
1	Achirica	Dallas	Dean's List	Gilroy	CA
2	Afortadera	Mark Masaki	Dean's List	Morgan Hill	CA
3	Aguilar	Betsy	Dean's List	Hollister	CA
4	Aguirre	Florentino	Dean's List	Hollister	CA
5	Ahluwalia	Christopher	Dean's List	Morgan Hill	CA
6	Alcantar	Miguel	Dean's List	Hollister	CA
7	Alcantara	Eduardo	Dean's List	Salinas	CA
8	Alejo	Javier	Dean's List	Gilroy	CA
9	Alexander	Aurora	Dean's List	Hollister	CA
10	Alfaro Lezama	Adriana	Dean's List	Hollister	CA
11	Alipaz	Maddison	Dean's List	Hollister	CA
12	Altamirano	Vanessa	Dean's List	Gilroy	CA
13	Alvarez	Elizabeth	Dean's List	Hollister	CA
14	Amador	Giovanni	Dean's List	Gilroy	CA
15	Amezcuca	Sandra	Dean's List	Gilroy	CA
16	Anastasi	Alexa	Dean's List	Hollister	CA
17	Anderson	Christian	Dean's List	Hollister	CA
18	Anderson	Amanda	Dean's List	Morgan Hill	CA
19	Anderson	Jonathan	Dean's List	Morgan Hill	CA
20	Angel	Ivan	Dean's List	Morgan Hill	CA
21	Aparicio	Leslie	Dean's List	San Martin	CA
22	Arenas	Brenda	Dean's List	Morgan Hill	CA
23	Asfour	Joseph	Dean's List	Morgan Hill	CA
24	Avila	Victor	Dean's List	Hollister	CA
25	Avila	Andy	Dean's List	Castroville	CA
26	Avila Ayala	Lizeth	Dean's List	Hollister	CA
27	Ayala	Rebecca	Dean's List	Hollister	CA
28	Ayala	Gabriela	Dean's List	Hollister	CA
29	Bailey	Shelby	Dean's List	Hollister	CA
30	Baladad	Jasmine	Dean's List	Hollister	CA
31	Balcita	Melissa	Dean's List	Morgan Hill	CA
32	Baltazar	Elijah-Diego	Dean's List	Cupertino	CA
33	Banuelos	Fermin	Dean's List	San Juan Bautista	CA
34	Barajas	Israel	Dean's List	Salinas	CA
35	Barajas	George	Dean's List	Hollister	CA
36	Barrientos	Juan	Dean's List	Hollister	CA
37	Baumer	Daniel	Dean's List	Aromas	CA
38	Bautista	Arjaey	Dean's List	Hollister	CA
39	Becerra	Melissa	Dean's List	Gilroy	CA
40	Bedolla	Edwin	Dean's List	Hollister	CA
41	Beeman	Kelsey	Dean's List	Los Gatos	CA
42	Belton	Tasia	Dean's List	Hollister	CA
43	Berg	Mariah	Dean's List	Gilroy	CA
44	Berumen	Lisette	Dean's List	Morgan Hill	CA
45	Bies	Melissa	Dean's List	Hollister	CA

46	Bilyk	Alexander	Dean's List	Gilroy	CA
47	Birnie	Blake	Dean's List	Gilroy	CA
48	Bittle	Ashley	Dean's List	Morgan Hill	CA
49	Bjornson	Teresa	Dean's List	Gilroy	CA
50	Boettcher	Madeline	Dean's List	Morgan Hill	CA
51	Bonk	Christopher	Dean's List	Marina	CA
52	Bonk	Lindsay	Dean's List	Marina	CA
53	Borges	Robert	Dean's List	Hollister	CA
54	Botelho	Damien	Dean's List	Hollister	CA
55	Bowdish	Tori	Dean's List	Morgan Hill	CA
56	Buchanan-Plaisance	Debra	Dean's List	Morgan Hill	CA
57	Budisch	Brittany	Dean's List	Hollister	CA
58	Bueno	Brock	Dean's List	Salinas	CA
59	Burbridge	Nicholas	Dean's List	San Jose	CA
60	Burden	Diontae	Dean's List	Salinas	CA
61	Busch	Dennis	Dean's List	Campbell	CA
62	Busk	Thomas	Dean's List	Morgan Hill	CA
63	Cabrera-Bonilla	Ramon	Dean's List	Morgan Hill	CA
64	Calderon	Cynthia	Dean's List	Gilroy	CA
65	Caliri	Antonio	Dean's List	Gilroy	CA
66	Callen	Emily	Dean's List	Gilroy	CA
67	Camarillo	Virginia	Dean's List	Hollister	CA
68	Canares	Franz	Dean's List	San Martin	CA
69	Canela	Andrea	Dean's List	Gilroy	CA
70	Cano	Mariana	Dean's List	Gilroy	CA
71	Cantu	Anna	Dean's List	Hollister	CA
72	Caradonna	Cydney	Dean's List	Gilroy	CA
73	Cardoza	Bianca	Dean's List	Gilroy	CA
74	Carmack	Brian	Dean's List	Gilroy	CA
75	Carmona	Edwin	Dean's List	Salinas	CA
76	Carr	Brandon	Dean's List	Redwood City	CA
77	Carrillo	Joseph	Dean's List	Hollister	CA
78	Carvajal	Mayra	Dean's List	Hollister	CA
79	Castaneda	Alfonso	Dean's List	Hollister	CA
80	Castillon	Vanessa	Dean's List	Hollister	CA
81	Castro	Phillip	Dean's List	Gilroy	CA
82	Castro	Griselda	Dean's List	Gilroy	CA
83	Castro	Michele	Dean's List	Morgan Hill	CA
84	Cedillo	Ricky	Dean's List	Hollister	CA
85	Celestino	Geoleal	Dean's List	Watsonville	CA
86	Celis	Diego	Dean's List	Gilroy	CA
87	Chapa	Erica	Dean's List	Hollister	CA
88	Chase	Benjamin	Dean's List	Hollister	CA
89	Chavez	Daniel	Dean's List	Gilroy	CA
90	Chavez	Georgia	Dean's List	San jose	CA
91	Chavez Gaeta	Guadalupe	Dean's List	Gilroy	CA
92	Chesnutis	Erika	Dean's List	Gilroy	CA

93	Chevez Calleja	Aylin	Dean's List	Salinas	CA
94	Circuit	Michaela	Dean's List	Morgan Hill	CA
95	Cisneros	Jalianna	Dean's List	Morgan Hill	CA
96	Clark	Bradley	Dean's List	Gilroy	CA
97	Clonts	Jenna	Dean's List	Gilroy	CA
98	Cohen	Ashley	Dean's List	Gilroy	CA
99	Contreras	Veronica	Dean's List	Hollister	CA
100	Cooper	Molly	Dean's List	Morgan Hill	CA
101	Cordova	Anthony	Dean's List	Gilroy	CA
102	Cordova	Alec	Dean's List	Gilroy	CA
103	Cornaggia	Alexis	Dean's List	Gilroy	CA
104	Corona	Aylin	Dean's List	Hollister	CA
105	Cortese	Joseph	Dean's List	Morgan Hill	CA
106	Courville	Katie	Dean's List	Newark	CA
107	Crawley	Sydney	Dean's List	Morgan Hill	CA
108	Creel	Courtney	Dean's List	Salinas	CA
109	Cruz	Gerardo	Dean's List	Hollister	CA
110	Cutcliffe	Caleb	Dean's List	Oakville	ON
111	Dalag	Christopher	Dean's List	Gilroy	CA
112	De La Torre	Samantha	Dean's List	Gilroy	CA
113	Deleon	Michelle	Dean's List	Hollister	CA
114	DeLeon	Andrea	Dean's List	Gilroy	CA
115	Delgadillo	Oscar	Dean's List	Gilroy	CA
116	Derisier	Kevin	Dean's List	Hollister	CA
117	Desantiago Casas	Selina	Dean's List	Gilroy	CA
118	Di Domenico	Morgan	Dean's List	Hollister	CA
119	Diaz	Sandra	Dean's List	Hollister	CA
120	Diaz	Sevina	Dean's List	Gilroy	CA
121	Diaz	Michele	Dean's List	Hollister	CA
122	Diaz	Nancy	Dean's List	Morgan Hill	CA
123	Diaz	Jasmine	Dean's List	Hollister	CA
124	Dimarzio	Makena	Dean's List	Los Banos	CA
125	Dimeo	Alston	Dean's List	Morgan Hill	CA
126	Dix	Nicholas	Dean's List	Seaside	CA
127	Dominguez	Kassandra	Dean's List	Morgan Hill	CA
128	Drew	Jordan	Dean's List	Hollister	CA
129	Drew	Grace	Dean's List	Hollister	CA
130	Duong	Hung	Dean's List	San Jose	CA
131	Duran	Brian	Dean's List	Gilroy	CA
132	Duyao	Makaio	Dean's List	Hollister	CA
133	Echeverria	Victoria	Dean's List	Hollister	CA
134	Elhage	Noor	Dean's List	Morgan Hill	CA
135	Elizalde	Samantha	Dean's List	Hollister	CA
136	Elizarraraz	Luz	Dean's List	Hollister	CA
137	Engler	Mariah	Dean's List	Hollister	CA
138	Engler	Robert	Dean's List	Hollister	CA
139	Escobar	Marta	Dean's List	Hollister	CA

140	Escobar	Christopher	Dean's List	Hollister	CA
141	Escobedo	Paul	Dean's List	San Martin	CA
142	Esteybar	Jeremy	Dean's List	Marina	CA
143	Estrada	Juan Manuel	Dean's List	Hollister	CA
144	Evans	Mavrick	Dean's List	Morgan Hill	CA
145	Feely	Kevin	Dean's List	Aptos	CA
146	Ferreyra	Veronica	Dean's List	Gilroy	CA
147	Filice	Michael	Dean's List	Morgan Hill	CA
148	Fitzgerald	Christian	Dean's List	Gilroy	CA
149	Flores	Madeline	Dean's List	Gilroy	CA
150	Flores	Anna	Dean's List	Gilroy	CA
151	Flores Plascencia	Gerardo	Dean's List	Santa Clara	CA
152	Francis	Aaron	Dean's List	Hollister	CA
153	Franco	Brian	Dean's List	Morgan Hill	CA
154	Freitas	Jared	Dean's List	San Jose	CA
155	Frutos	Antonio	Dean's List	Hollister	CA
156	Funk	Trevor	Dean's List	San Jose	CA
157	Gabriel	Ana	Dean's List	Gilroy	CA
158	Gallo	Daniel	Dean's List	Hollister	CA
159	Gamboa	Cesar	Dean's List	San Martin	CA
160	Ganoza	Molly	Dean's List	San Martin	CA
161	Garcia	Michelle	Dean's List	Gilroy	CA
162	Garcia	Elvia	Dean's List	Hollister	CA
163	Garcia	Xanadu	Dean's List	San Jose	CA
164	Garcia	Genessis	Dean's List	Hollister	CA
165	Garcia	Angel	Dean's List	Gilroy	CA
166	Garcia Cruz	Gerardo	Dean's List	Gilroy	CA
167	Garcia Hernandez	Nicandro	Dean's List	Gilroy	CA
168	Garciajimenez	Ivan	Dean's List	Gilroy	CA
169	Garnica	Meilani	Dean's List	Gilroy	CA
170	Garza	Justin	Dean's List	Hollister	CA
171	Gaytan-Rueda	Marcus	Dean's List	Hollister	CA
172	Glenn	Amanda	Dean's List	Prunedale	CA
173	Godinez	Jared	Dean's List	Hollister	CA
174	Gomez	Jocelyn	Dean's List	Hollister	CA
175	Gomez	Rodrigo	Dean's List	Gilroy	CA
176	Gomez	Oscar	Dean's List	Gilroy	CA
177	Gonzales	Jaleesa	Dean's List	Morgan Hill	CA
178	Gonzalez	Isabella	Dean's List	Hollister	CA
179	Gonzalez	Marianna	Dean's List	Gilroy	CA
180	Gonzalez	Nallely	Dean's List	Watsonville	CA
181	Gonzalez	Paulina	Dean's List	HOLLISTER	CA
182	Gonzalez	Jose	Dean's List	Hollister	CA
183	Gonzalez	Karen	Dean's List	Gilroy	CA
184	Gonzalez	Daisy	Dean's List	Hollister	CA
185	Gonzalez	Emily	Dean's List	Hollister	CA
186	Gratien	Daniel	Dean's List	Santa Clara	CA

187	Grewal	Sukhbir	Dean's List	gilroy	CA
188	Griffin	Evan	Dean's List	Salinas	CA
189	Guerrero	Cassidy	Dean's List	Gilroy	CA
190	Guevara	Isabel	Dean's List	Hollister	CA
191	Guevara	Richard	Dean's List	Gilroy	CA
192	Guevara Gutierrez	Amy	Dean's List	Gilroy	CA
193	Guillen Ochoa	Patricia	Dean's List	Hollister	CA
194	Gunter	Davis	Dean's List	Morgan Hill	CA
195	Gutierrez	Lauray	Dean's List	Hollister	CA
196	Gutierrez	Lucero	Dean's List	Morgan Hill	CA
197	Guzman	Luis	Dean's List	Hollister	CA
198	Guzman	Amy	Dean's List	Morgan Hill	CA
199	Hallinan	Justin	Dean's List	Gilroy	CA
200	Hallinan	Tanner	Dean's List	Morgan Hill	CA
201	Hamdani	Noah	Dean's List	Watsonville	CA
202	Harp	Megan	Dean's List	Gilroy	CA
203	Harper	Angel	Dean's List	Gilroy	CA
204	Hayes	Alexandra	Dean's List	Gilroy	CA
205	Haynes	Cal	Dean's List	Morgan Hill	CA
206	Hebert	Nathaniel	Dean's List	Hollister	CA
207	Heredia	Joanne	Dean's List	Gilroy	CA
208	Hermosillo	Alan	Dean's List	Gilroy	CA
209	Hernandez	Angel	Dean's List	Gilroy	CA
210	Hernandez	Joshua	Dean's List	Turlock	CA
211	Herrera	Anthony	Dean's List	San Jose	CA
212	Herrera	Ellen	Dean's List	Hollister	CA
213	Herrington	Miranda	Dean's List	Gilroy	CA
214	Hilario	Bryan	Dean's List	Salinas	CA
215	Hira	Harshal	Dean's List	Gilroy	CA
216	Hoefling	Katherine	Dean's List	Hollister	CA
217	Holderfield	Ashley	Dean's List	Aromas	CA
218	Howard	Morgan	Dean's List	Gilroy	CA
219	Hubbs	Jeannie	Dean's List	San Martin	CA
220	Hughes	Jacynda	Dean's List	Gilroy	CA
221	Inman	Cassandra	Dean's List	Gilroy	CA
222	Jauregui-Bueno	Emely	Dean's List	Salinas	CA
223	Jensen	Nicole	Dean's List	San Juan Bautista	CA
224	Jimenez	Sergio	Dean's List	Sn Jun Bautista	CA
225	Jimenez	Daniel	Dean's List	Gilroy	CA
226	Jimenez	Anthony	Dean's List	Gilroy	CA
227	Jimenez	Henry	Dean's List	Gilroy	CA
228	Jimenez Yanez	Alejandra	Dean's List	Gilroy	CA
229	Johnson	Deja	Dean's List	Gilroy	CA
230	Jones	John	Dean's List	Morgan Hill	CA
231	Jordan	Allison	Dean's List	Gilroy	CA
232	Kastle	Mackenzie	Dean's List	Morgan Hill	CA
233	Keith	Tristan	Dean's List	Gilroy	CA

234	Khaira	Reenadeep	Dean's List	Morgan Hill	CA
235	Kiley	Tiffiney	Dean's List	Morgan Hill	CA
236	Kimmich	Katherine	Dean's List	Hollister	CA
237	Kingman	Alexandria	Dean's List	Morgan Hill	CA
238	Kistner	Cheyenne	Dean's List	Hollister	CA
239	Klindt	Tyler	Dean's List	Hollister	CA
240	Klinger	Nicholas	Dean's List	Gilroy	CA
241	Kouretas	Demitra	Dean's List	San Jose	CA
242	Krutyhlova	Serhii	Dean's List	Morgan Hill	CA
243	Krygier	Christopher	Dean's List	Gilroy	CA
244	Kumari	Sarita	Dean's List	Gilroy	CA
245	Lall	Simran	Dean's List	Gilroy	CA
246	Landrum	Jessica	Dean's List	SAN JUAN BAUTISTA	CA
247	Laranjo	Shannon	Dean's List	Morgan Hill	CA
248	Larochelle	Christopher	Dean's List	Morgan Hill	CA
249	LaRock	Candace	Dean's List	Hollister	CA
250	Larrieu	Chanel	Dean's List	Hollister	CA
251	Layman	Stephanie	Dean's List	Morgan Hill	CA
252	Lazaro	Nunila	Dean's List	Gilroy	CA
253	Leal	Rosa	Dean's List	Gilroy	CA
254	Lee	Murlin	Dean's List	San Jose	CA
255	Lee	Robert	Dean's List	Hollister	CA
256	Leon	Raul	Dean's List	Palmdale	CA
257	Leon	Selena	Dean's List	Hollister	CA
258	Leonardo	Cecilia	Dean's List	Gilroy	CA
259	Leveron	Joyce	Dean's List	Hollister	CA
260	Lewis	Maison	Dean's List	Morgan Hill	CA
261	Lewis	Brittany	Dean's List	Gilroy	CA
262	Lim	Soryun	Dean's List	Gilroy	CA
263	Loera Gaeta	Antonio	Dean's List	Gilroy	CA
264	Lopez	Ivan	Dean's List	Gilroy	CA
265	Lopez	Saul	Dean's List	Morgan Hill	CA
266	Lopez	Maria	Dean's List	Gilroy	CA
267	Lopez Rosas	Jorge	Dean's List	Hollister	CA
268	Lotten	Abigail	Dean's List	Gilroy	CA
269	Lozano	Luis	Dean's List	Morgan Hill	CA
270	Lucatero	Sonia	Dean's List	Hollister	CA
271	Lunt	Levi	Dean's List	Salinas	CA
272	Lustre	Sandra	Dean's List	Gilroy	CA
273	Lustre	Lisandra	Dean's List	Gilroy	CA
274	Mabie	Caleb	Dean's List	San Martin	CA
275	Maciel	Dominic	Dean's List	San Martin	CA
276	Maldonado	Korina	Dean's List	Hollister	CA
277	Manzo	Lucy	Dean's List	Morgan Hill	CA
278	Mar Eshai Shimun	Yaukhanan	Dean's List	Morgan Hill	CA
279	Marinello	Olivia	Dean's List	Gilroy	CA
280	Marlow	Judy	Dean's List	Hollister	CA

281	Martin	Valarie	Dean's List	Morgan Hill	CA
282	Martinez	Brianna	Dean's List	Hollister	CA
283	Martinez	Elizabeth	Dean's List	gilroy	CA
284	Martinez	Johana	Dean's List	Hollister	CA
285	Martinez	Samantha	Dean's List	Gilroy	CA
286	Mccloud	Hailey	Dean's List	Gilroy	CA
287	McFarland	Dillon	Dean's List	Gilroy	CA
288	Medina	Laura	Dean's List	Hollister	CA
289	Mekkers	Drake	Dean's List	Hollister	CA
290	Melo	Magdalena	Dean's List	Hollister	CA
291	Mendoza	Trisha	Dean's List	Gilroy	CA
292	Meyer	Ashley	Dean's List	Morgan Hill	CA
293	Meyer	Beverly	Dean's List	Morgan Hill	CA
294	Meyer	Kristyn	Dean's List	Morgan Hill	CA
295	Miguel	Alexandra	Dean's List	San Martin	CA
296	Miranda	Crystal	Dean's List	Los Banos	CA
297	Miranda	Rodrigo	Dean's List	Morgan Hill	CA
298	Moeller	Derek	Dean's List	San Juan Bautista	CA
299	Molina	Christopher	Dean's List	Sunnyvale	CA
300	Mondragon	Ofelia	Dean's List	Gilroy	CA
301	Monk	Zachary	Dean's List	Los Banos	CA
302	Montes	Blanca	Dean's List	Morgan Hill	CA
303	Moon	Sarah	Dean's List	Gilroy	CA
304	Moore	Brent	Dean's List	San Juan Bautista	CA
305	Moreno	Brooke	Dean's List	Morgan Hill	CA
306	Moulden	Travis	Dean's List	Gilroy	CA
307	Musso	Mackenzie	Dean's List	Gilroy	CA
308	Muzzi	Nicholas	Dean's List	Morgan Hill	CA
309	Najar	Sarah	Dean's List	Gilroy	CA
310	Naranjo	Salvador	Dean's List	San Martin	CA
311	Neely	Erick	Dean's List	Royal Oaks	CA
312	Nelsen	Elizabeth	Dean's List	Gilroy	CA
313	Nelson	Justin	Dean's List	Gilroy	CA
314	Newman	Alyssa	Dean's List	Hollister	CA
315	Niehaus	Anna	Dean's List	San Martin	CA
316	Noriega	Jessica	Dean's List	Hollister	CA
317	Norris	Chelsea	Dean's List	Hollister	CA
318	Nunez	Carmen	Dean's List	Gilroy	CA
319	Nye	Sophia	Dean's List	Hollister	CA
320	Ocampo	Monica	Dean's List	Hollister	CA
321	Ochoa Vargas	Jesus	Dean's List	Gilroy	CA
322	Oliveira	Richard	Dean's List	Hollister	CA
323	Onofre	Alejandra	Dean's List	Watsonville	CA
324	Ontiveros	Cesar	Dean's List	Los Banos	CA
325	Oral	Catherine	Dean's List	Morgan Hill	CA
326	Ordaz	Daniel	Dean's List	Gilroy	CA
327	Ornelas	Izaiah	Dean's List	Hollister	CA

328	Orozco	Juan	Dean's List	Hollister	CA
329	Ortiz	Angelica	Dean's List	Gilroy	CA
330	O'Sullivan	Kathryn	Dean's List	San Martin	CA
331	Padilla Marquez	Monica	Dean's List	Morgan Hill	CA
332	Padron	Tristan	Dean's List	Gilroy	CA
333	Panesar	Mandeep	Dean's List	Morgan Hill	CA
334	Panlilio	Kyle	Dean's List	Gilroy	CA
335	Papadakes	Michaela	Dean's List	Hollister	CA
336	Parra	Jazmine	Dean's List	Hollister	CA
337	Patricio	Laura	Dean's List	Morgan Hill	CA
338	Perez	Noel	Dean's List	Gilroy	CA
339	Perez	Richard	Dean's List	Hollister	CA
340	Perez	Michael	Dean's List	Gilroy	CA
341	Perez Hernandez	Michelle	Dean's List	Gilroy	CA
342	Perez-Gomez	Leilani	Dean's List	Hollister	CA
343	Perla	Mindy	Dean's List	Hollister	CA
344	Perry	Garrett	Dean's List	Hollister	CA
345	Peterson	Madeline	Dean's List	Gilroy	CA
346	Pickrom	Marquis	Dean's List	Seaside	CA
347	Pignone	Nicholas	Dean's List	Morgan Hill	CA
348	Pineda	Jennifer	Dean's List	Hollister	CA
349	Pletzke	Kyle	Dean's List	Rockford	MI
350	Premo	Melissa	Dean's List	San Bruno	CA
351	Prichard	Taylor	Dean's List	hollister	CA
352	Puentes	Alejandro	Dean's List	San Jose	CA
353	Quijada	Anthony	Dean's List	Gilroy	CA
354	Quirke	Ashton	Dean's List	Gilroy	CA
355	Rabago	Matthew	Dean's List	Hollister	CA
356	Ramirez	Crystal	Dean's List	Hollister	CA
357	Ramirez	Daniel	Dean's List	Morgan Hill	CA
358	Ramirez Garcia	Claudia	Dean's List	Gilroy	CA
359	Rangel	Alexandria	Dean's List	Gilroy	CA
360	Raver	Kyle	Dean's List	Morgan Hill	CA
361	Ray	Alexander	Dean's List	San Juan Bautista	CA
362	Razo	Jimmy	Dean's List	Hollister	CA
363	Rendon	Nathan	Dean's List	Hollister	CA
364	Reyes	Anjelica	Dean's List	Hollister	CA
365	Reyes	Darian	Dean's List	Morgan Hill	CA
366	Rinfret	Jonathan	Dean's List	Gilroy	CA
367	Rios-Zendejas	Maria	Dean's List	Hollister	CA
368	Rivera	Adrianna	Dean's List	Gilroy	CA
369	Rivera	Jennifer	Dean's List	Gilroy	CA
370	Rivera	Roberto	Dean's List	Gilroy	CA
371	Rivera	Cassandra	Dean's List	Gilroy	CA
372	Rocha	Maximo	Dean's List	Gilroy	CA
373	Rodgers	Valerie	Dean's List	Gilroy	CA
374	Rodriguez	Karina	Dean's List	Gilroy	CA

375	Rodriguez	Paola	Dean's List	Gilroy	CA
376	Rodriguez	Mateo	Dean's List	Gilroy	CA
377	Rodriguez	Carlos	Dean's List	Gilroy	CA
378	Rodriguez	Lorena	Dean's List	Morgan Hill	CA
379	Rogers	Morgan	Dean's List	Gilroy	CA
380	Rojas	Josue	Dean's List	Hollister	CA
381	Rojas	Juancarlos	Dean's List	Gilroy	CA
382	Rojas	Joseph	Dean's List	Gilroy	CA
383	Rojo	Patricia	Dean's List	San Martin	CA
384	Rosales	Eric	Dean's List	Hollister	CA
385	Roussere	Leslie	Dean's List	Morgan Hill	CA
386	Ruiz	Jose	Dean's List	Hollister	CA
387	Ruiz	Azucena	Dean's List	Gilroy	CA
388	Ruiz	Ryan	Dean's List	Hollister	CA
389	Ruvalcaba	Esmeralda	Dean's List	Hollister	CA
390	Sabala	Davina	Dean's List	Gilroy	CA
391	Salas II	Jesus	Dean's List	Gilroy	CA
392	Salazar	Vanessa	Dean's List	Hollister	CA
393	Salazar	Karina	Dean's List	Hollister	CA
394	Salgado Sanchez	Yosmeli	Dean's List	Gilroy	CA
395	Salinas	Anabel	Dean's List	GILROY	CA
396	Saling	Kylie	Dean's List	Hollister	CA
397	Salmeron-Montalvo	Mary	Dean's List	Gilroy	CA
398	Salvador	Eddie	Dean's List	Santa Clara	CA
399	San Ramon	Elizabeth	Dean's List	Hollister	CA
400	San Roman	Daniel	Dean's List	Hollister	CA
401	Sanchez	Monique	Dean's List	Hollister	CA
402	Sanchez	Sarai	Dean's List	Gilroy	CA
403	Sanchez	Jesus	Dean's List	Gilroy	CA
404	Sanchez	Michaela	Dean's List	Los Banos	CA
405	Sandoval	Benjamin	Dean's List	Morgan Hill	CA
406	Selby	Andre	Dean's List	Gilroy	CA
407	Sepulveda	Hannah	Dean's List	Gilroy	CA
408	Serrano	Janet	Dean's List	Gilroy	CA
409	Shell	Dan	Dean's List	Lompoc	CA
410	Shimko	Victoria	Dean's List	Morgan Hill	CA
411	Sierra Rios	Lizbeth	Dean's List	Gilroy	CA
412	Silva	Jeseeca	Dean's List	Gilroy	CA
413	Silva	Nathan	Dean's List	Gilroy	CA
414	Silva	Alison	Dean's List	Hollister	CA
415	Simas	Adriana	Dean's List	Gilroy	CA
416	Skow	Jordan	Dean's List	Tres Pinos	CA
417	Slama	Kevin	Dean's List	Gilroy	CA
418	Slattery	Alexi	Dean's List	Gilroy	CA
419	Smith	Carla	Dean's List	Morgan Hill	CA
420	Smith	Colton	Dean's List	San Martin	CA
421	Solorio	Fernando	Dean's List	Salinas	CA

422	Solorzano	David	Dean's List	Gilroy	CA
423	Sontag	Joshua	Dean's List	Gilroy	CA
424	Sorce	Brandon	Dean's List	Morgan Hill	CA
425	Sosa	Michelle	Dean's List	Gilroy	CA
426	Soto	Makayla	Dean's List	Gilroy	CA
427	Sowers	Kiera	Dean's List	Gilroy	CA
428	Sperry	Collin	Dean's List	Morgan Hill	CA
429	Stauble	Bryce	Dean's List	Gilroy	CA
430	Stull	Anthony	Dean's List	Santa Cruz	CA
431	Suttles	Shane	Dean's List	Gilroy	CA
432	Tademy	Zedrik	Dean's List	Gilroy	CA
433	Tapia	Pedro	Dean's List	Gilroy	CA
434	Tecpile	Araceli	Dean's List	Gilroy	CA
435	Tellez	Lillian	Dean's List	San Martin	CA
436	Tello	Griscell	Dean's List	Hollister	CA
437	Todino	Justine	Dean's List	Hollister	CA
438	Torng	Sorphear	Dean's List	Hollister	CA
439	Torres	Steve	Dean's List	San Martin	CA
440	Torres	Alondra	Dean's List	Hollister	CA
441	Treagan	Lucas	Dean's List	San Jose	CA
442	Trementozzi	Gabriel	Dean's List	Aromas	CA
443	Tsoi	Tszho	Dean's List	Gilroy	CA
444	Ureno	Dreyann	Dean's List	Morgan Hill	CA
445	UriarteCeja	Valeria	Dean's List	Morgan Hill	CA
446	Vaca Jimenez	Jesse	Dean's List	Gilroy	CA
447	Valentine	Austin	Dean's List	Gilroy	CA
448	Vallejo	Silvia	Dean's List	Hollister	CA
449	van Rhijn	Marissa	Dean's List	Morgan Hill	CA
450	Vandenbrandhorninge	Chase	Dean's List	Morgan Hill	CA
451	Vasquez	Jose	Dean's List	Hollister	CA
452	Vasquez	Hannah	Dean's List	gilroy	CA
453	Velasquez	Erik	Dean's List	Gilroy	CA
454	Velasquez	Adam	Dean's List	Gilroy	CA
455	Velasquez Lopez	Victoria	Dean's List	Salinas	CA
456	Velazquez	Bryan	Dean's List	Gilroy	CA
457	Velazquez	Kristy	Dean's List	Hollister	CA
458	Velazquez Rojas	Horacio	Dean's List	Gilroy	CA
459	Velez	Vanessa	Dean's List	Gilroy	CA
460	Verdugo	Gabriella	Dean's List	Hollister	CA
461	Vidal	Carlos	Dean's List	Gilroy	CA
462	Vidito	Matthew	Dean's List	Gilroy	CA
463	Villalobos-Mendoza	Dalia	Dean's List	Hollister	CA
464	Villanueva	Jude	Dean's List	Gilroy	CA
465	Villanueva	Nicole	Dean's List	Gilroy	CA
466	Villarreal	Leila	Dean's List	Gilroy	CA
467	Villarruel	Victoria	Dean's List	Gilroy	CA
468	Vinculado	Elijah	Dean's List	Hollister	CA

469	Viray	Louie	Dean's List	Gilroy	CA
470	Waddy	Celina	Dean's List	Salinas	CA
471	Wakefield-Mills	Faith	Dean's List	Hollister	CA
472	Wallace	Joanna	Dean's List	Morgan Hill	CA
473	Wallace	Darius	Dean's List	Salinas	CA
474	Ward	Richard	Dean's List	Hollister	CA
475	Wiles	Cheyenne	Dean's List	San Jose	CA
476	Willard	Kevin	Dean's List	Gilroy	CA
477	Williams	Jazmin	Dean's List	Gilroy	CA
478	Williams	Rohan	Dean's List	Gilroy	CA
479	Willis	Cayman	Dean's List	Morgan Hill	CA
480	Woodson	Sebastian	Dean's List	Gilroy	CA
481	Yang	Henry	Dean's List	Gilroy	CA
482	Yost	Tyler	Dean's List	Hollister	CA
483	Young	Andrew	Dean's List	Gilroy	CA
484	Young	Brianna	Dean's List	San Martin	CA
485	Yuzon	John	Dean's List	Gilroy	CA
486	Zaragoza	Stephanie	Dean's List	Hollister	CA
487	Zavala	Diego	Dean's List	Gilroy	CA
488	Zepeda	Monique	Dean's List	Hollister	CA
489	Zullig	Nathan	Dean's List	Gilroy	CA
490	Zuno	Rosa	Dean's List	Gilroy	CA
491	Zuno-Sanchez	Victor	Dean's List	Morgan Hill	CA

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Office of Academic Affairs

SUBJECT: Institutional Effectiveness Partnership Initiative (IEPI)

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

Background:

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

Budgetary Implications: None.

Follow Up/Outcome: Our goal is to continue to build on the metrics already collected and reported. Gavilan College's IEPI report indicates improvement in multiple areas represented by the indicators. More improvement is warranted to approach state averages, so these results will be shared campus wide to continue the student success dialog. Focus for the local indicators is to continue to address students in the "murky middle," those students working to reach and surpass transfer-level courses in English and Math.

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

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

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

California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

Indicator Rates - Gavilan CCD

District Contact Information

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District Fiscal Viability Indicators

1. Fund Balance (Required)

Ending unrestricted general fund balance as a percentage of total expenditures

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
10.4	9.9	9.3	9.4	13.2	12.0	10.0	12.0 %	10.0 %

2. Salary and Benefits (Optional)

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
83.7	83.4	80.0	79.9	79.1	84.0	80.0	85.0 %	80.0 %

3. Annual Operating Excess/(Deficiency) (Optional)

Net increase or decrease in general fund balance

Historical Values	Historical Goals	Goals
-------------------	------------------	-------

2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term Goal (1 Year) (goal for 2016-2017)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)	2015-2016 Short-term Goal (1 Year) (goal for 2017-2018)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)
(784,036)	(193,664)	(232,059)	127,855	1,519,523	114,781.6	0	\$ 0	\$ 0

4. Cash Balance (Optional)

Unrestricted and restricted general fund cash balance, excluding investments

Historical Values					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016 Short-term Goal (1 Year) (goal for 2016-2017)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)	2015-2016 Short-term Goal (1 Year) (goal for 2017-2018)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)
(1,321,717)	5,156,128	2,704,582	3,200,640	5,039,395	481,529.8	500,000	\$ 5,500,000	\$ 6,000,000

5. Other Post Employment Benefits (OPEB) Liability (Goal Setting Optional) (Historical Data Required)

Self-reported percentage of the OPEB liability that the district's set-aside funds represents (includes both funds in a trust and outside of a trust and designated for this liability)

Historical Rate	Historical Goals		Goals	
2015-2016	2015-2016 Short-term Goal (1 Year) (goal for 2016-2017)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)	2015-2016 Short-term Goal (1 Year) (goal for 2017-2018)	2015-2016 Long-term Goal (6 Years) (goal for 2017-2018)
67.0 %	100.0 %	100.0 %	100.0 %	100.0 %

6. District Participation Rate for the 18-24 Year Old Population (Optional)

The percentage of the 18-24 year old population within a district's boundaries that is enrolled in a CCC in that district

Historical Rates	Historical Goals		Goals	
2015-2016	2015-2016 Short-term	2015-2016 Long-term	2015-2016 Short-term	2015-2016 Long-term

	2016 Short-term (1 Year) Goal (goal for 2016- 2017)	2016 Long-term (6 Years) Goal	(1 Year) Goal (goal for 2017-2018)	(6 Years) Goal
15.4			<input type="text" value=""/>	<input type="text" value=""/>
			%	%

District Programmatic Compliance with State and Federal Guidelines Indicators

7. Audit Findings - Audit Opinion Financial Statement (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals	Goals		
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
Yes	Yes	Yes	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

8. Audit Findings - State Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

Historical Value	Historical Goals	Goals		
	2015-2016 Short-term (1 Year) Goal (goal for 2016-2017)	2015-2016 Long-term (6 Years) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
2015-2016				
No	Yes	Yes	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

9. Audit Findings - Federal Award/Compliance (Required)

A 'yes' indicates the district has achieved (historical) or has set a goal to achieve an 'unmodified' or 'unqualified' independent audit opinion (minimal or no material weaknesses or significant deficiencies)

					Short-term (1 Year) Goal (goal for 2016-2017)	Long-term (6 Years) Goal (goal for 2017-2018)		
34.4	36.5	36.8	36.1	39.7	38.0	43.0	41.0 %	47.0 %

15. Remedial Rate (Scorecard) - ESL (Optional)

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

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
3.7	7.6	6.5	4.4	11.2	4.9	8.0	12.0 %	18.0 %

16. Career Technical Education Rate (Scorecard) (Optional)

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

Historical Rates					Historical Goals		Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
40.3	40.0	44.0	41.6	49.6	44.0	60.0	51.0 %	57.0 %

17. Successful Course Completion (Datamart) (Required)

Percentage of Fall term credit course enrollments where student earned a grade of C or better
(Goal should be set as rate)

Historical Rates				Historical Goals			Goals		
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2015-2016 Short-term (1 Year) Goal	2015-2016 Long-term (6 Year) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
69.1	71.8	71.8	71.2	70.3	72.0	74.5		72.0 %	78.0 %

18. Completion of Degrees (Datamart) (Optional)

Number of associate degrees completed (Goal should be set as count)

Historical Counts				Historical Goals			Goals		
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2015-2016 Short-term (1 Year) Goal	2015-2016 Long-term (6 Year) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
408	450	447	440	510	450	501		550	690

19. Completion of Certificates (Datamart) (Optional)

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

Historical Counts				Historical Goals			Goals		
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2015-2016 Short-term (1 Year) Goal	2015-2016 Long-term (6 Year) Goal	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
165	319	359	405	462	415	600		525	690

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

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

Historical Counts

Goal(s)
(goal for
2016-
2017)

F F F F F F F F F F
A- A- A- A- A- A- A- A- A- A- FA- FA-
N N N N R N N N N N N N RA

Accreditation Status Descriptions

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

Next Accreditation Visit

Term

College Fiscal Viability Indicators

30. Full-Time Equivalent Students (Optional)

Annual number of full-time equivalent students

Historical Counts					Historical Goals	Goals	
2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Short-term (1 Year) Goal (goal for 2017-2018)	Long-term (6 Years) Goal
5,178.9	5,145.6	5,222.8	5,264.2	4,818.4	5548.8	5100.0	5500.0

College Choice Indicators

31. College Choice Student Achievement (Required)

College must set a goal focused on unprepared students or basic skills students from indicators 11, 13, 14, or 15 above. In the narrative box below, note which indicator has been chosen.



In keeping with work on Guided Pathways, English acceleration initiative, our BSI grant, and our third STEM grant, and multiple measures placement, the college has selected both our basic skills math and English outcomes as achievement indicators of focus. With higher validity placement, fewer basic skills levels, and additional support structures for basic skills students, we hope to improve our outcomes in both of these main areas.

32. Optional College Choice (Optional)

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

33. Noncredit College Choice (Optional)

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

Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

ACTION ITEMS

NEW BUSINESS

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

June 13, 2017

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

Office of Academic Affairs

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

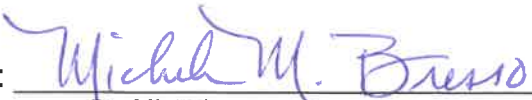
Budgetary Implications:

None.

Follow Up/Outcome:

Curriculum modifications are incorporated into the college schedule and catalog.

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

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

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

GAVILAN BOARD OF TRUSTEES MEETING
June 13, 2017
Curriculum Summary

NEW COURSE PROPOSAL – SECOND READING

ESL 712 NC ESL for Child Care Part I (Spring 2018) Units 0.00

Description

This high-beginning course develops oral and written communication skills in English within the context of child care and parenting. Students practice listening, speaking, reading, and writing skills for communicating with and about children on topics including day-to-day care, health, and safety. This course is intended for non-native speakers of English who are parents, grandparents, child care providers, preschool teachers, and students of Child Development. ADVISORY: ESL 787 - NC ESL Lifeskills 2B or ESL Assessment Recommendation.

One of the goals we have set under AB 104 is to create four vocational ESL options for the ESL students in our consortium - Morgan Hill, Gilroy, Hollister, San Juan and Aromas. The areas of study include: Computer Skills, Family Childcare, Entrepreneurship, and Landscaping. These contextualized courses will be designed in modules that can be offered in different locations at different times of day and at different points during the school year. Upon completing one or more modules, a student will have the skills necessary to advance in his/her occupational, business, and/or personal life. These will be Noncredit courses under the ESL Department. These new courses will create different pathways for ESL students once they complete one or more of the basic ESL Life Skills courses.

There will be two ESL for Child Care courses.

ESL 764 NC Advanced ESL Grammar II (Spring 2018) Units 0.00

Description

This course is designed to expand grammar usage to include adjective, noun, and adverb clauses in oral and written communication. Students learn the meaning and use of clause connectors and are introduced to conditionals, both real and unreal. These grammar structures constitute some of the most complex structures in English and expose students to a rich variety of structures that can effectively enhance their oral and written expression. PREREQUISITE: ESL 754 with a grade of 'P' or ESL Assessment Recommendation. ADVISORY: Recommended concurrent enrollment in ESL 762 and ESL 763.

Justification: This Noncredit course is being created to dual-list with ESL 564.

THEA 31 Improvisation (Fall 2018) Units 2.00

Description

Improvisation is a Theatre Course designed to provide the student training in body movement, voice techniques, stage presence, spontaneity, acting techniques and character development.

Justification: We are building our curriculum and course offerings to our students in the Theatre Department to further the development of theatre and acting skills. Improvisation is a course that is offered at other college campuses including Foothill (THEA 43E) and USC (THEA 122). Many students move on to 4 year Colleges/Universities and must audition to get into the Theatre program. Improvisation will help to strengthen those skills needed to get into a competitive program. This elective course can be used towards an AA degree. Other courses at Gavilan, such as THEA 11, are also offered as a 2 unit courses since the course is both lecture and lab in content.

MODIFICATION OF EXISTING COURSES

AJ 14 Criminal Law (Spring 2018) Units 3.00

Description

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, review of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state. (C-ID: AJ 120) ADVISORY: AJ 10; Eligible for English 250 and English 260.

Justification: Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was last updated in 2014 the content and SLOs were reviewed, methods of instruction revises and the textbook updated.

AJ 19 Introduction to Investigation (Spring 2018) Units 3.00

Description

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation, and follow-up investigation. (C-ID: AJ 140) ADVISORY: Eligible for English 250 and English 260.

Justification: Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was last updated in 2013 the content and SLO's were reviewed and the textbook was updated.

AJ 21 Narcotics and Drug Abuse (Spring 2018) Units 3.00

Description

Designed to explore the Administration of Justice system and the development of drug policy and drug problems. This will include drug identification, drug user recognition, drug effects, narcotic enforcement, drug prosecution, and drug treatment, rehabilitation and education. ADVISORY: Eligible for English 250 and English 260.

Justification: Adding the information under Distance Education so this course will then have the option of being taught online. In addition, as this course was updated in 2015 the content, SLO's, and textbook were reviewed.

ART 6 Art Appreciation (Spring 2018) Units 3.00

Description

An illustrated lecture course that surveys and introduces the visual arts from historical to contemporary times, and teaches students the basic concepts of seeing and appreciating art. ADVISORY: English 250 and English 260.

Justification: Fewer SLOs needed, and they can be condensed. Created to match the Art program PLOs.

CD 6 / KIN 6 Games and Rhythms for Children (Spring 2018) Units 3.00

Description

Nature, function and organization of physical activities for the preschool and elementary school age child. Emphasis is given to the understanding of psychomotor development and spatial awareness. Designed for

those planning to work with children. Also listed as Physical Education 6 or Kinesiology 6. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260.

Justification: This course is on the five year review cycle. Reviewed content, consolidated SLOs and updated textbook.

CD 12 / CSIS 9 Technology Education for Teachers (Spring 2018) Units 3.00

Description

The uses of technology in education. Computer skills and terminology as well as other classroom technology will be taught in the context of teacher education. Students who successfully complete this course will gain general and specific skills and knowledge required to meet the Technology Standard for Multiple and Single Subject Credential Candidates. This course has the option of a letter grade or pass/no pass. This course is also listed as CSIS 9. ADVISORY: CSIS 122 Computer Keyboarding, or equivalent; English 250 with a grade of C or better.

Justification: This course is on the suspended list. Did a review of the course and updated the: title, description and content to incorporate the use of technology (not just computers) in the classroom. Reduced the number of SLOs. Updated the textbook and revised the content to meet the information in the current edition of the textbook, as this course has not been revised since 2009.

CD 30A Practicum I - EC Field Experience/Reflective Practice Seminar (Fall 2018) Units 4.00

Description

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and develop professional behaviors working with children and families. Child centered, play oriented approaches to teaching, learning and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (C-ID: ECE 210) ADVISORY: English 1A. PREREQUISITE: Completion of CD 1, CD 2 or CD/PSDYC 40, CD 5 or CD 7, and CD 32, with a grade of "C" or better.

Justification: Aligning course with the CAP TK curriculum - Reflective Practice Seminar and at the same time maintaining the C-ID ECE 210 content. Changes include: adding Reflective Practice Seminar to the title, modifying one SLO and adding another SLO related to reflective practices, adding minor content to the first and last week related to reflective practices, and adding an additional textbook.

CD 30B Practicum II: Advanced Early Childhood/TK Field Experience (Spring 2018) Units 4.00

Description

Advance practicum, continuation of CD 30A. Designed for students at the end of their Early Childhood certificate program and/or Transitional Kindergarten certificate program. Student teachers will participate in 108 hours of supervised clinical practice. Designing, developing and implementing contemporary curriculum and instructional methods for early childhood education/transitional kindergarten programs. PREREQUISITE: Completion of Child Development CD 30A with a grade of "C" or higher.

Justification: Aligning this course with the CAP - TK Practicum - Student Teaching in TK Classroom curriculum. Slight modification to course title, added additional information to the course description, changed the SLO's so they are different then the 30A course and align with the CAP -TK ones, added additional content to match CAP -TK (including what is being done in the lab setting).

CD 35 Establishing Positive Behavior in the Classroom (Spring 2018) Units 3.00

Description

Introduces the student to realistic and effective strategies for guiding all young children's behavior. This course demonstrates best practices for establishing and maintaining age and developmentally-appropriate productive behaviors among all children in a classroom setting. ADVISORY: Eligible for English 1A.

Justification: This course is on the suspended list. Did a review of the course and reduced the information contained in the description (removed the list of course topics and just kept the general description of the class) and did a major revision of the content to match the information in the current edition of the textbook, as this course has not been revised since 2007, and we went from the 5th to the 8th edition of the textbook. Reduced the number of SLOs.

CD 36 Curriculum Strategies for Inclusive Classrooms (Spring 2018) Units 3.00

Description

This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Students will use their observation, assessment and communication skills to meet the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. ADVISORY: Eligible for English 1A.

Justification: This course is on the suspended list. Did a general review of the course and updated it to match the CAP Expansion course: Curriculum and Strategies for Children with Special Needs. The updates include: revising the course description (to better match CAP), making modifications to the content (keeping the current content and expanding on the information to match CAP), revising and consolidating the SLOs (to match CAP), and updating the textbook. This course was last updated in 2007 and the textbook edition is going from the 6th edition to the 9th edition.

CMUN 8 Interpersonal Communication (Spring 2018) Units 3.00

Description

This course studies the communication process in an interpersonal (dyadic) setting. This class will explore the ways in which we can improve our communication with others. Verbal and nonverbal messages, self-concept, cultural differences, gender differences, perception, listening and conflict management will be explored. (C-ID: COMM 130)

Justification: An update of the course is required.

CSIS 84 JavaScript Programming (Summer 2017) Units 2.00

Description

Fundamentals of JavaScript client-side programming for Web pages requiring data collection or other user interaction. Students will create Web pages that execute on the client (personal system) using JavaScript. This course has the option of a letter grade or pass/no pass. ADVISORY: CSIS 6

Justification: Textbook update.

JFT 30 Paramedic Core (Spring 2018) Units 11.00 - 14.00

Description

This course is designed to guide students to successful completion of the National Registry EMT-Paramedic exam and meets the training requirements mandated by the State of California, California Code of Regulations Title 22. The didactic instruction represents the delivery of primarily cognitive material. This is the first part of a three-part program. Students must successfully complete the didactic portion of training prior to progressing to Clinical training (part two). PREREQUISITE: JFT 17 EMT,

Justification: This course on the 5 year cycle for review. Modified to updated SLO, aligned terminology in content, updated textbooks. letter grade.

JFT 31 Paramedic - Clinical (Spring 2018) Units 4.00 - 7.00

Description

Application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as the pertain to pre-hospital emergency medical care of the sick and injured. The students will rotate through specialty areas of the hospital departments: pediatrics, pediatric intensive care unit, labor and delivery, surgery (airway management), respiratory therapy, other selected hospital areas, assisted Living, Skills Nursing Facilities, and facilities for the mentally and physically challenged.

Pre-requisite

JFT 30 Paramedic Core

1. Certified Emergency Medical Technician diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with patient assessment, Familiarity with effective communication, Familiarity with the administration of medication, Familiarity with obstetrics, pediatrics and geriatrics

Justification: This course on the 5 year cycle for review. Modified to align terminology in content, updated textbooks, prerequisites, description, student learning outcomes, assignments and lab/lec breakdown.

JFT 32 Paramedic - Internship (Spring 2018) Units 17.00 - 18.00

Description

Application of paramedic knowledge and skills in the clinical setting as an intern responding on a 911 ambulance to ill and injured patients while being instructed and evaluated by a field preceptor. The student will have the task of initiating, providing and directing entire emergency patient care while under the supervision of a preceptor. This ambulance field internship is required for certification as an EMT-Paramedic in California.

Pre-requisite

JFT 30 Paramedic Core

JFT 31 Paramedic - Clinical

and

JFT 17 Emergency Medical Technician

1.. certified basic EMT certificate or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.

2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: Familiarity with anatomy, Familiarity with scene size-ups, Knowledge of patient care, Familiarity with trauma patients, Familiarity with documentation techniques, Familiarity with interpersonal communications, Familiarity with the administration of

medication, Familiarity with respiratory emergencies, Familiarity with cardiac emergencies, Knowledge of patient transfer.

Justification: This course is on the 5 year cycle for review. Content aligned in terminology, updated course description, prerequisites, student learning outcomes, textbooks, assignments. Letter grade.

JOUR 18C Print and Digital News III (Spring 2018) Units 3.00 - 5.00

Description

Students will take advanced leadership roles and be placed in a deadline-driven newsroom environment with close attention to teamwork, responsibility and objectivity. Students will research, fact check, interview, write, edit, photograph and produce computer-assisted design and graphics for the college newspaper and/or online Gavilan Press or comparable news outlet. In doing this, they provide the community with an important First Amendment forum, learn and educate about First Amendment rights and responsibilities and acquire leadership experience, journalistic skills, ethics and habits.

PREREQUISITE: Journalism 18B.

Justification: Course is on 5 year review cycle. Changed course description: included research, fact checking and editing adds emphasis on adherence to accuracy. Included leadership skills. Updated text to 12th edition. Added 3 outside hours of out of class assignments.

JOUR 18D Print and Digital News IV (Spring 2019) Units 3.00 - 5.00

Description

Students will take managing leadership roles and be place in a deadline-driven newsroom environment with close attention to teamwork, responsibility, objectivity and training. Students will research, fact check, interview, write, edit, photograph and produce computer-assisted design and graphics for the college newspaper, The Gavilan Press or comparable news outlet. In doing this, they provide the community with an important First Amendment forum, learn and educate about First Amendment rights and responsibilities, and acquire journalistic skills, ethics and habits. PREREQUISITE: Journalism 18C.

Justification: Course is on 5 year review cycle. Changed course description: including managing and training others, research, fact checking and editing which adds emphasis on adherence to accuracy. Updated text to 12th edition. Added 3 outside hours of out of class assignments.

MODIFICATION TO EXISTING PROGRAMS

English - Associate in Arts in English for Transfer Degree (ADT)

Justification:

We would like to add Introduction to Women's Writers (ENGL 2E) to the ADT.

Description

The Associate in Arts in English for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in English. Students majoring in English at Gavilan may take courses in composition, critical thinking, creative writing, journalism, film, teaching and tutoring techniques, and a range of literature courses, including British and American surveys, Mythology, Children's Literature, World Literature, and Women's Literature. Participants in the English program become proficient in skills that are universally beneficial to all other disciplines. These courses help students to write effectively and persuasively, to develop hone their critical thinking skills, and to cultivate their understanding and appreciation of literature in the context of history and culture. English major leads directly to careers in teaching, journalism, publishing and editing, technical writing, public

relations, and advertising. It is also excellent preparation for careers in law, communications, government, and a variety of business environments.

Course Blocks

Requirements

Core (6 Units)

	Units
ENGL 1B Composition and Literature	3.00
ENGL 1C Critical Reasoning and Writing	3.00

LIST A: Select 2 (6 units)

ENGL 5A Survey of American Literature - 1620 to 1865	3.00
ENGL 5B Survey of American Literature - 1865 to Present	3.00
ENGL 4A British Literature - 449 to 1798 A.D.	3.00
ENGL 4B British Literature - 1798 to Present	3.00

LIST B: Select 1 (3 units)

ANY COURSE NOT USED IN LIST A (3 units)	
ENGL 9A Introduction to Creative Writing	3.00

LIST C: Select 1 (3 units)

ANY COURSE NOT USED IN LIST A (3 units)	
ENGL 2C Introduction to Film and Fiction	3.00
ENGL 2E Introduction to Women Writers	3.00
ENGL 2F Children's Literature	3.00
ENGL 2J World Mythology	3.00
HUM 3 Introduction to Cinematic Arts, Film and Television	3.00
HUM 4 Introduction to American Cinema	3.00
JOUR 16A Writing for Print and Digital Media	3.00
THEA 4 Oral Interpretation	3.00
CMUN 2 Oral Interpretation	3.00

Units Required for the Major:	18
Double Counted Units:	CSU: 9 - 12; IGETC: 9
General Education Requirements:	CSU GE: 39; IGETC: 37
Electives needed to get to 60 Units:	CSU: 12 - 15; IGETC: 14
Total Units for the Degree:	60 Units

Associate Degree for Transfer Requirements

In addition to passing all courses required for the major area of emphasis with a C or better (letter grading option only), completion requirements for the degree include:

1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2) Attainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis, or a "P" for any course taken on a 'pass-no-pass' basis.

Licensed Vocational Nursing – Certificate of Achievement

Justification: Added CMUN 1A (Introduction to Public Speaking), SOC 1A (Introduction to Sociology), AH/BIO 8 (General Microbiology) and AH/BIO 9 (Human Physiology) to the LVN program prerequisites in order to qualify students to go straight into the RN program. We are expecting this change to also improve our NCLEX pass rates.

Description

Completion of the courses listed will qualify students for the Certificate of Achievement in Vocational Nursing. To qualify for licensing by the Board of Vocational Nurse and Psychiatric Technician Examiners a student must have a minimum of 576 lecture hours of instruction and 954 clinical hours of instruction. Students completing the Vocational Nursing program and passing the National Council Licensure Examination will have job entry skills for Licensed Vocational Nursing. Students planning to enter the LVN Program must be U.S. high school graduates or equivalent (GED or official transcript evaluation) and complete the Allied Health clinical courses. After completing the general education requirements, students will qualify for the Associate of Science Degree.

Prerequisites

Course	Units
AH 3 The Person in the Life Cycle	3.00
BIO 7 Human Anatomy	4.00
AH 8 General Microbiology	5.00
BIO 8 General Microbiology	5.00
AH 9 Human Physiology	5.00
BIO 9 Human Physiology	5.00
AH 11 Nutrition	3.00
BIO 11 Nutrition	3.00
AH 180 Fundamentals of Nursing--Convalescent	8.50
CMUN 1A Introduction to Public Speaking	3.00
ENGL 1A Composition	3.00
PSYC 10 Introduction to Psychology	3.00
SOC 1A Introduction to Sociology	3.00
MATH 235 Integrated Algebra	10.00
MATH 240 Algebra II	5.00
MATH 242 Algebra II for Statistics	5.00
Current BLS Provider card from the American Heart Association	

LVN Program

Course	Units
AH 51 Medical-Surgical Nursing	11.00
AH 52 Medical-Surgical Nursing	11.00
AH 53 Medical-Surgical - Maternal-Neonatal Nursing	11.00
AH 54 Medical-Surgical/Pediatric Nursing	11.00

Licensed Vocational Nursing – A.S. Degree

Justification: Added CMUN 1A (Introduction to Public Speaking), SOC 1A (Introduction to Sociology), AH/BIO 8 (General Microbiology) and AH/BIO 9 (Human Physiology) to the LVN program prerequisites in order to qualify students to go straight into the RN program. We are expecting this change to also improve our NCLEX pass rates.

Description

Completion of the courses listed will qualify students for the Certificate of Achievement in Vocational Nursing. To qualify for licensing by the Board of Vocational Nurse and Psychiatric Technician Examiners a student must have a minimum of 576 lecture hours of instruction and 954 clinical hours of instruction. Students completing the Vocational Nursing program and passing the National Council Licensure Examination will have job entry skills for Licensed Vocational Nursing. Students planning to enter the LVN Program must be U.S. high school graduates or equivalent (GED or official transcript evaluation) and complete the Allied Health clinical courses. After completing the general education requirements, students will qualify for the Associate of Science Degree.

Prerequisites

Course	Units
AH 3 The Person in the Life Cycle	3.00
BIO 7 Human Anatomy	4.00
AH 8 General Microbiology	5.00
BIO 8 General Microbiology	5.00
AH 9 Human Physiology	5.00
BIO 9 Human Physiology	5.00
AH 11 Nutrition	3.00
BIO 11 Nutrition	3.00
AH 180 Fundamentals of Nursing--Convalescent	8.50
CMUN 1A Introduction to Public Speaking	3.00
ENGL 1A Composition	3.00
PSYC 10 Introduction to Psychology	3.00
SOC 1A Introduction to Sociology	3.00
MATH 235 Integrated Algebra	10.00
MATH 240 Algebra II	5.00
MATH 242 Algebra II for Statistics	5.00
Current BLS Provider card from the American Heart Association	

LVN Program

Course	Units
AH 51 Medical-Surgical Nursing	11.00
AH 52 Medical-Surgical Nursing	11.00
AH 53 Medical-Surgical - Maternal-Neonatal Nursing	11.00
AH 54 Medical-Surgical/Pediatric Nursing	11.00

General Education requirements:

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 49.

Registered Nursing – Certificate of Achievement

Justification: Removed ENGL 260 and CHEM 30A from the program prerequisites and updated the math course numbers to our current math courses. CHEM 30A is now the prerequisite for BIO 9 which renders it unnecessary as a nursing program prerequisite.

Description

After completing the Registered Nursing program and passing the National Council Licensure Examination, students will have job entry skills for registered nursing. The Associate degree in Registered Nursing requires completion of the Allied Health clinical courses listed plus general education requirements. Students are then qualified for a Certificate of Achievement in Registered Nursing and an Associate of Science degree.

RN Program Prerequisites

Course	Units
AH 8 General Microbiology	5.00
BIO 8 General Microbiology	5.00
AH 9 Human Physiology	5.00
BIO 9 Human Physiology	5.00
ENGL 1A Composition	3.00
CMUN 1A Introduction to Public Speaking	3.00
SOC 1A Introduction to Sociology	3.00
MATH 235 Integrated Algebra	10.00
MATH 240 Algebra II	5.00
MATH 242 Algebra II for Statistics	5.00
AH 51 Medical-Surgical Nursing	11.00
AH 52 Medical-Surgical Nursing	11.00
AH 53 Medical-Surgical - Maternal-Neonatal Nursing	11.00
AH 54 Medical-Surgical/Pediatric Nursing	11.00
AH 16 Intravenous Therapy/Blood Withdrawal	2.00
Current BLS Provider card from the American Heart Association	

RN Program

Course	Units
AH 55 Interactive and Mental Health Nursing	10.00
AH 56 Compensatory Nursing Practice	10.00

Registered Nursing – A.S. Degree

Justification: Removed ENGL 260 and CHEM 30A from the program prerequisites and updated the math course numbers to our current math courses. CHEM 30A is now the prerequisite for BIO 9 which renders it unnecessary as a nursing program prerequisite.

Description

After completing the Registered Nursing program and passing the National Council Licensure Examination, students will have job entry skills for registered nursing. The Associate degree in Registered Nursing requires completion of the Allied Health clinical courses listed plus general education requirements. Students are then qualified for a Certificate of Achievement in Registered Nursing and an Associate of Science degree. At the present time, the Registered Nursing program is open to licensed vocational nurses or those who have successfully completed a vocational nursing program and are exam eligible.

RN Program Prerequisites

Course	Units
AH 8 General Microbiology	5.00
BIO 8 General Microbiology	5.00
AH 9 Human Physiology	5.00
BIO 9 Human Physiology	5.00

ENGL 1A Composition	3.00
CMUN 1A Introduction to Public Speaking	3.00
SOC 1A Introduction to Sociology	3.00
MATH 235 Integrated Algebra	10.00
MATH 240 Algebra II	5.00
MATH 242 Algebra II for Statistics	5.00
AH 51 Medical-Surgical Nursing	11.00
AH 52 Medical-Surgical Nursing	11.00
AH 53 Medical-Surgical - Maternal-Neonatal Nursing	11.00
AH 54 Medical-Surgical/Pediatric Nursing	11.00
AH 16 Intravenous Therapy/Blood Withdrawal	2.00
Current BLS Provider card from the American Heart Association	

RN Program

Course	Units
AH 55 Interactive and Mental Health Nursing	10.00
AH 56 Compensatory Nursing Practice	10.00

General Education Requirements:

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 50-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 49.

Registered Nursing 30 Unit Option

Justification: Removed ENGL 260 and CHEM 30A from the program prerequisites and updated the math course numbers to our current math courses. CHEM 30A is now the prerequisite for BIO 9 which renders it unnecessary as a nursing program prerequisite.

Description

Completion of the courses listed below will qualify students for a Certificate of Achievement in Registered Nursing. This option is available to Licensed Vocational Nurses and will not award you an Associate's Degree. Please see a counselor to determine if this is the best option for you. Be advised that priority is given to students working towards a degree.

Certificate of Achievement Requirements

Course	Units
AH 8 General Microbiology	5.00
BIO 8 General Microbiology	5.00
AH 9 Human Physiology	5.00
BIO 9 Human Physiology	5.00
AH 55 Interactive and Mental Health Nursing	10.00
AH 56 Compensatory Nursing Practice	10.00

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Office of Academic Affairs

SUBJECT: Instructional Material Fees

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

The attached list is being brought forward for review in accordance with Board Policy 4023 (BP4023) Instructional Materials.

Background:

The Instructional Material Fees list is brought forward for approval, as part of the annual review process.

Follow Up/Outcome:

The Instructional Material Fees list will be brought forward as necessary for Board approval, in advance of the upcoming academic year.

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

Prepared By:


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

Agenda Approval:


Dr. Kathleen A. Rose, Superintendent/ President

Gavilan College
Instructional Material Fees AY17-18

Department	Course	Fees	Description
Allied Health	AH 16 Intravenous Therapy/Blood Withdrawal	\$150.00 per course.	Materials fee.
Allied Health	AH 51, AH 52, AH 53, AH 54, AH 55, AH 56 Clinical courses in LVN and RN programs	Each course has a \$100 materials fee. Additional fee for ATI program /paid to ATI \$165.00	Students are given materials specific to the clinical skills for that course.
Allied Health	AH170 Basic Clinical Medical Assisting	\$50.00	Materials fee.
Allied Health	AH 171 Advanced Clinical Medical Assisting	\$50.00	Materials fee.
Allied Health	AH180 Fundamentals of Nursing- Convalescent	\$50.00	Materials fee.
Art	ART 12A Sculpture	\$45.00	*Instructional fees for specialty materials and bulk supplies.
Art	ART 12B Sculpture	\$55.00	*Instructional fees for specialty materials and bulk supplies.
Art	ART 13 Three-Dimensional Design	\$30.00	*Instructional fees for specialty materials and bulk supplies.
Child Development	CD 160 Child Care First Aid and CPR	\$15.00	CPR course materials.
Cosmetology	COS 200 Beg. Cosmetology	\$712.00 \$100.00	Kit fees (approximately). Additional supplies.
Cosmetology	COS 201 Int. Cosmetology	\$400.00	Additional supplies.
Cosmetology	COS 202/203 Adv. Cosmetology	\$400.00	Additional supplies.
Cosmetology	COS 207	\$50.00	Additional supplies.

Gavilan College
Instructional Material Fees AY17-18

Cosmetology	COS 220 Esthetics	\$674.00 \$75.00	(2) Kits fees (approximately). Additional supplies.
Cosmetology	COS 221 Esthetics	\$200.00	Additional supplies.
Counseling	GUID 1/PSYC5 Self-Assessment/ Career Development	\$12.00	Career assessment instruments.
Counseling	PSYC 52 Peer Mentoring	\$20.00	Materials fee for certification and workbook
Kinesiology/ Athletics	KIN 17 Golf	\$30.00 per semester	Fees go to the golf course for the use of the range, one bucket of balls per class, and one free round during the weekdays.
Kinesiology/ Athletics	KIN 20 Bowling	Facility Use Fee of \$1.50 per session	To pay for the use of the lanes, shoes and balls.
Kinesiology/ Athletics	KIN 3 Introduction to Athletic Training	\$35.00 per semester (Fee is determined by the purchase price of materials.)	To pay for student trainer t-shirt and Athletic Training Room materials students will use in the lab component of this course.
Kinesiology/ Athletics	KIN 4 A, B, C Athletic Training Practicum	\$35.00 per semester (Fee is determined by the purchase price of materials.)	To pay for student trainer t-shirt and Athletic Training Room materials students will use in this course.

*Instructional fees for specialty materials and bulk supplies: molding plaster, fine sand, 30 mesh sand, casting plaster, casting aluminum, copper sheets, carving wood and some steel.

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

June 13, 2017

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: 2019-23 Five Year Capital Construction Plan

Resolution:

Information Only

Action Item

Proposal:

That the Board of Trustees approve the submission and priority order of projects contained in the proposed District Five Year Capital Construction Plan for 2019-23.

Background:

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

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

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

Budgetary Implications:

The efficient use of potential funding from the State of California.

Follow Up/Outcome:

Submit the Plan and Proposals to the Office of the Chancellor, California Community Colleges before the July 1, 2017 deadline.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

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

June 13, 2017

Consent Agenda Item No.

Administrative Services

Information/Staff Reports No.

Discussion Item No.

Old Business Agenda Item No.

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

SUBJECT: 2020-21 State Capital Outlay Initial Project Proposals, Resolution No.1023

Resolution: BE IT RESOLVED, that Resolution No. 1023 be approved.

Information Only

Action Item

Proposal:

That the Board of Trustees approve the submission of four Initial Project Proposals for 2020-21 via Resolution No. 1023.

Background:

Each year districts are invited to submit to the State Chancellor's Office for consideration of funding from state education bonds in the Governor's Budget Initial Project Proposals (IPPs) that are derived from the district's five year capital construction plan. Once an IPP is approved, the district can submit it the subsequent year as a Final Project Proposal.

This year the following IPPs are proposed for funding in 2020-21, which requires the board to approve Resolution No. 1023 to authorize them:

- a. Modernize Physical Education Building
- b. Library/Media Remodel
- c. Student Services/Administrative Center
- d. Theater Replacement

Budgetary Implications:

The efficient use of potential funding from the State of California.

Follow Up/Outcome:

Submit the IPPs to the State Chancellor's Office before the July 1, 2017 deadline.

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

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

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President

RESOLUTION NO. 1023

BEFORE THE BOARD OF TRUSTEES
OF THE GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

INITIAL PROJECT PROPOSALS FOR:
**MODERNIZE PHYSICAL EDUCATION BUILDING,
LIBRARY/MEDIA REMODEL, STUDENT SERVICES/ADMINISTRATIVE CENTER,
AND THEATER REPLACEMENT**

WHEREAS, under provisions of Education Code §§70901(B) (5), the Board of Governors of the California Community Colleges ("BOG") has established regulations, rules and policies for community college districts' development and updating of Facilities Master Plans and to establish facilities planning space and utilization standards to determine eligibility amongst community college districts' proposed projects for state construction funds ("the Project Approval Process").

WHEREAS, on or about July 1, 2017, the District will submit its Five Year Facilities Master Plan to the BOG for the 2019-2023 Fiscal Years ("the Five Year Plan").

WHEREAS, the Project Approval Process requires that for each project identified by the District in the Five Year Plan be submitted for review as an Initial Project Proposal ("IPP").

WHEREAS, in conformity with applicable BOG rules and regulations, the District's facilities staff and District consultants have developed IPPs for the following projects identified in the Five Year Plan: Modernize Physical Education Building, Library/Media Remodel, Student Services/Administrative Center, and Theater Replacement.

NOW, THEREFORE, the following Resolution is adopted:

RESOLVED that the President/Superintendent and/or his designee are hereby, authorized to take such actions or to cause actions to be taken to submit the IPPs for Modernize Physical Education Building, Library/Media Remodel, Student Services/Administrative Center, and Theater Replacement to the BOG for review and approval; such actions shall include without limitation execution of applications and authentication forms on behalf of the District for such Projects.

THE FOREGOING RESOLUTION was adopted by the Board of Trustees of the Gavilan Joint Community College District at a meeting of the Board of Trustees held on June 13, 2017:

AYES: _____

NOES: _____

ABSTAIN _____

ABSENT: _____

Secretary, Board of Trustees
Gavilan Joint Community College District

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Administrative Services

SUBJECT: FY 2017-18 Tentative Budget

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the Fiscal Year 2017-18 Tentative Budget.

Background:

Pursuant to California Code of Regulations, each district shall approve a tentative budget on or before July 1 of each fiscal year. The Tentative Budget has been developed to fulfill this requirement. The District is also required to establish a date for a public hearing on the Final (Adopted) Budget. The date, location, and time of the Board Meeting are as follows:

Tuesday, June 13, 2017
Gavilan Joint Community College District
T.J. Owens Early College Academy, Multi-Purpose Building
5055 Santa Teresa Boulevard
Gilroy, CA 95020

Time 7:00 p.m.

In the interest of reducing paper, a hard copy of the Tentative Budget FY 2017-18 is attached for board members only. The Tentative Budget Report can be viewed at the following link: <http://www.gavilan.edu/budget/index.html>. Hard copies are available upon request from the Office of the President.

The Tentative Budget has been developed using revenue estimates provided by the Chancellor's Office, California Community Colleges and judgments made by staff as to the amounts of local revenues anticipated from the college's various activities. For example, the Tentative Budget is based on 1.56 % COLA and .5% growth revenue. Expenditure projections have been made in consideration of all known and anticipated expenditures. Expenditures include resources to meet the District's collective bargaining commitments, projected increases in health and welfare benefits, and general operations.

For FY 2017-18, the Tentative Budget provides for a projected ending fund balance at June 30, 2017 of \$3,967,604 or 11.59% of total expenditures and transfers out.

The attached Tentative Budget has been reviewed by the Board Budget Committee, the College Budget Committee, and President's Council.

Budgetary Implications:

The FY 2017-18 Tentative Budget shows projected expenditures in excess of revenues by \$385,625.

Follow Up/Outcome:

Develop a Final (Adopted) Budget for FY 2017-18 to present to the Board on September 12, 2017.

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 Governing Board Agenda

June 13, 2017

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: Appropriations Limit for FY 2017/18, Resolution No. 1024

Resolution: BE IT RESOLVED, that Resolution No. 1024 be approved

Information Only

Action Item

Proposal:

That the Board of Trustees approve Resolution No1009 establishing an estimated appropriations limit of \$64,167,131 for FY2017/18.

Background:

Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, require that all community college districts compute an annual appropriations limit. That limit is adjusted annually for changes in price index, populations and other factors. This limit is commonly referred to as the GANN Limit.

Budgetary Implications:

Government Code Section 7908 (c) requires each community college to report to the Chancellor of the California Community College at least annually its apportionment limit, the appropriations subject to the limit, the amount of State aid apportionment and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit. The appropriations limit is calculated using a worksheet attachment that has been prepared to identify each of the reporting elements required under Government Code Section 7908 (c).

Follow Up/Outcome:

Submit the report to the Chancellor of the California Community Colleges as part of the Annual 311 report.

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

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

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

**Appropriations Limit for FY 2017/18
Gavilan Joint Community College District
Resolution No. 1024**

WHEREAS, in November, 1979, the California electorate did adopt Proposition 4,
Commonly called the GANN Amendment; and

WHEREAS, the provisions of that amendment establish maximum appropriations
Limitations, commonly call "GANN Limits" for public agencies, including
Community college districts; and

WHEREAS, the Gavilan Joint Community College District must establish a GANN Limit for
the 2016/17 fiscal year and an estimated GANN Limit for the 2017/18
fiscal year in accordance with the provisions of the GANN Amendment and
applicable stator law;

NOW< THEREFORE< BE IT RESOLVED that the Governing Board for the Gavilan Joint
College Community College District does provide public notice that the
2016/17 GANN Limit is \$55,699,755 that the 2017/18 estimated GANN
Limit is \$64,167,131 that the calculation were made in accordance with
Applicable Constitutional and Statutory Law, and that this Board does
Hereby declare that subject appropriations do not exceed the limitations
Imposed by the GANN Amendment.

PASSED AND ADOPTED by the Governing Board of the Gavilan Joint Community
College District this 13th day of June 2017.

Lois Locci, ED D.
Clerk for the Board of Trustees

AYES: _____

NOES: _____

ABSENT: _____

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2017-2018

DISTRICT NAME: Gavilan Joint Community College
DATE: 06/13/17

I.	2017-18 Appropriations Limit:		
A.	2016-17 Appropriations Limit		\$ 59,999,637
B.	2017-18 Price Factor:	1.0369	
C.	Population factor:		
	1 2015-16 Second Period Actual FTES	5,179.14	
	2 2016-17 Second Period Actual FTES	5,341.72	
	3 2017-18 Population change factor	1.0314	
	(line C.2. divided by line C.1.)		
D.	2016-17 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)		\$ 64,167,131
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - increase		
	Sub-Total		\$ -
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility	\$ -	
	2 Temporary voter approved increases	0	
	3 Total adjustments - decrease		\$ -
G.	2017-18 Appropriations Limit		\$ 64,167,131
II.	2017-18 Appropriations Subject to Limit:		
A.	State Aid (General Apportionment, Apprenticeship Allowance, Prop 30/55 Education Protection Account tax revenue)		\$ 5,155,962
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)		104,200
C.	Local Property taxes		24,179,050
D.	Estimated excess Debt Service taxes		-
E.	Estimated Parcel taxes, Square Foot taxes, etc.		-
F.	Interest on proceeds of taxes		5,000
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates		
H.	2017-18 Appropriations Subject to Limit		\$ 29,444,212

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

President's Office

SUBJECT: Employment Agreement – Superintendent/President

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

- Contract Year 1 – Effective July 1, 2017 through June 30, 2018 a base salary of \$250,950 annually
- Contract Year 2 – For the period July 1, 2018 through June 30, 2019 the base salary will be reviewed and evaluated by the Board of Trustees.

Budgetary Implications:

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

Follow Up/Outcome:

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

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

Prepared By:



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

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

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

June 13, 2017

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

President's Office

SUBJECT: Ratification of CSEA Classification and Compensation Agreement

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve the CSEA Classification and Compensation Side Letter Agreement.

Background:

The 2017 Classification and Compensation Study report was released on March 31, 2017. The report included an assessment of job descriptions, salary data, and recommendations based on the analysis. The District and CSEA negotiated the implementation of the recommendations in April/May. On May 24, 2017 CSEA membership voted to approve the side letter agreement regarding classification and compensation changes (attached). This agreement requires action by the board in order to take effect.

Budgetary Implications:

Approximately \$203,666 has been budgeted for FY 17-18

Follow Up/Outcome:

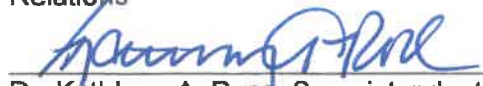
Upon approval, the negotiated changes will be implemented.

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

Prepared By:


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

Agenda Approval:


Dr. Kathleen A. Rose, Superintendent/President

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

Side Letter Agreement Regarding Classification and Compensation Changes

Gavilan Joint Community College District ("District") and California School Employees Association, Gavilan Chapter #270 ("Association") enter into this Side Letter of Agreement regarding classification and compensation changes.

By entering into this Side Letter, the parties agree as follows:

1. The District and Association agree on the proposed compensation changes (attached).
2. The District and Association agree that impacted employees shall be placed on the first Step in the new Track that provides the employee with at least a 5% salary increase.
3. The District and Association agree to update CSEA Contract Appendix B, Classified Job Classification and Tracks as recommended in the 2017 Classification and Compensation Report.
4. The District and Association agree that these changes are effective on July 1, 2017 subject to ratification by the Board of Trustees.
5. This Agreement is not precedent setting and shall not constitute a past practice.

CSEA

Thomas Amuzzo

Diana Seelie

[Signature] 5/16/17

DISTRICT

[Signature]

[Signature]

PROPOSED COMPENSATION CHANGES FOR CLASSIFIED STAFF

<u>CURRENT JOB TITLE</u>	<u>NEW JOB TITLE</u>	<u>TRACK CHANGE</u>
Admissions & Records Technician	No Change	11 to 13
Athletic Trainer	No Change	14 to 20
Mailroom Clerk	Campus Support Services Tech	6 to 10
Custodian	No Change	6 to 10
Departmental Assistant	No Change	10 to 12
Division Assistant	No Change	14 to 15
Facilities Use Scheduler	No Change	9 to 10
Financial Aid Technician	No Change	10 to 12
Groundskeeper	No Change	10 to 12
Lead Custodian	No Change	10 to 12
Mobility Aide	Mobility Aide	6 to 10
Office Assistant	No Change	7 to 10
Office Assistant (DRC)	Program Services Specialist	7 to 14
Departmental Assistant (MESA/TRIO)	Program Services Specialist	10 to 14
Computer Programmer Analyst	Programmer Analyst	19 + 10%
Reprographics Operator	No Change	9 to 10
Instructional Program Specialist (AH)	Sr Instructional Program Specialist	13 to 16
Program Services Specialist (Student Life)	Sr Program Specialist	14 to 17
Sr. Computer Hardware/Software Tech	Sr Systems and Network Admin	22 + 10%
Sr. Assessment Specialist	Sr. Assessment Specialist	13 to 15
Systems Support Specialist	Systems Support Specialist	18 + 10%
Web Developer	Web Developer	21 + 10%

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
Classified Employee Annual Salary Schedule FY 2016-17
3% Adjustment over FY 2016-17**

Effective January 1, 2017
Annual values based on 12 Months per year @ 1.0 FTE

STEP	A	B	C	D	E
TRACK 1	25,325.6400	26,586.3600	27,921.2400	29,317.9200	30,776.4000
2	26,586.3600	27,921.2400	29,317.9200	30,776.4000	32,321.4000
3	27,921.2400	29,317.9200	30,776.4000	32,321.4000	33,928.2000
4	29,317.9200	30,776.4000	32,321.4000	33,928.2000	35,633.8800
5	30,776.4000	32,309.0400	33,928.2000	35,633.8800	37,413.7200
6	32,321.4000	33,928.2000	35,633.8800	37,413.7200	39,280.0800
7	33,952.9200	35,646.2400	37,426.0800	39,304.8000	41,270.0400
8	35,658.6000	37,450.8000	39,317.1600	41,282.4000	43,346.5200
9	37,389.0000	39,267.7200	41,232.9600	43,284.7200	45,460.0800
10	39,304.8000	41,257.6800	43,321.8000	45,497.1600	47,771.4000
11	41,294.7600	43,346.5200	45,521.8800	47,796.1200	50,181.6000
12	43,309.4400	45,472.4400	47,746.6800	50,132.1600	52,641.2400
13	45,521.8800	47,796.1200	50,193.9600	52,703.0400	55,335.7200
14	47,969.1600	50,367.0000	52,888.4400	55,533.4800	58,302.1200
15	50,181.6000	52,690.6800	55,335.7200	58,092.0000	61,008.9600
16	52,715.4000	55,360.4400	58,129.0800	61,033.6800	64,086.6000
17	55,422.2400	58,190.8800	61,095.4800	64,148.4000	67,362.0000
18	58,153.8000	61,058.4000	64,111.3200	67,312.5600	70,674.4800
19	60,934.8000	63,987.7200	67,188.9600	70,550.8800	74,073.4800
20	64,136.0400	67,337.2800	70,711.5600	74,246.5200	77,954.5200
21	67,337.2800	70,711.5600	74,246.5200	77,954.5200	81,860.2800
22	70,761.0000	74,295.9600	78,016.3200	81,909.7200	86,000.8800

LONGEVITY STEPS

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

- ◆ Upon completion of the ninth (9th) year of service with the District, \$50.00 per month will be added to the employee's existing salary.
- ◆ Upon completion of the fourteenth (14th) year of service with the District, \$100.00 per month will be added to the employee's existing salary for a total longevity step of \$150.00.
- ◆ Upon completion of the nineteenth (19th) year of service with the District, \$200.00 per month will be added to the employee's existing salary for a total longevity step of \$350.00.

of skilled workers produced by community colleges. A major function of this position is to create career pathways that can lead to jobs or to technical degree programs at four-year universities.

RECOMMENDATIONS

Recommendation #1: Change Titles and/or Create New Positions in the Following Areas:

ADMINISTRATIVE SERVICES – INFORMATION TECHNOLOGY

Senior Programmer Analyst: Create a new position to an industry standard title used in the information technology field that serves as a technical and functional lead.

Programmer Analyst: Remove the word "Computer" from the title as Programmer Analyst is an industry standard title used in the information technology field.

Senior Systems Administrator: Change the title from Senior Computer Hardware/Software Technician to an industry standard title used in the information technology field.

Systems Support Specialist: Change the title from Computer Hardware/Software Technician to an industry standard title used in the information technology field.

Web Developer: Change the title from Webmaster to an industry standard title used in the information technology field.

ADMINISTRATIVE SERVICES – BUSINESS OFFICE

Supervisor, Payroll: Reclassify the position from Payroll Officer to manage the in-house payroll process, functionality of the HR/Payroll system, and business operations.

Supervisor, Budget and Accounting: Reclassify the position from Senior Accountant to manage the district budget and accounts.

Cashier: Change the title from Student Financial Services Technician to a standard title that clearly describes the general role.

Campus Support Services Technician: Reclassify Mailroom Clerk to a new full time position combining the roles of the existing Mailroom Clerk and add Campus

Services Receptionist duties to serve the customer service and correspondence/mail needs of the district.

STUDENT SERVICES – ADMISSIONS AND RECORDS

Senior Admissions and Records Specialist: Create a classification series for career progression and operational accountability.

Admissions and Records Specialist: Create a classification series for career progression and operational accountability.

Admissions and Records Technician: Create a classification series for career progression and operational accountability.

Admissions and Records Technical Analyst: Create a new position that provides information technology services for the office.

STUDENT SERVICES – FINANCIAL AID

Senior Financial Aid Specialist: Create a classification series for career progression and operational accountability.

Financial Aid Specialist: Create a classification series for career progression and operational accountability.

Financial Aid Technician: Creating Create a classification series for career progression and operational accountability.

Financial Aid Technical Analyst: Changing the title of the position that provides information technology services for the office to specify the role.

STUDENT SERVICES – DISABILITY RESOURCE CENTER

Program Services Specialist: Reclassify the Office Assistant to a position that is aligned with the existing job duties and responsibilities.

STUDENT SERVICES – MESA/TRIO

Program Services Specialist: Reclassify the Departmental Assistant to a position appropriate to the existing job duties and responsibilities.

ACADEMIC AFFAIRS

Academic Scheduling Coordinator: Add oversight of course scheduling in classrooms and other facility space used for courses to the existing job duties.

Curriculum Specialist: Change the title of the Senior Program Specialist to better distinguish the unique role.

Senior Instructional Program Specialist (Allied Health): Reclassify one Instructional Program Specialist to Senior Instructional Program Specialist based on the expansion of duties including but not limited to budgetary monitoring, tracking, and reporting.

OFFICE OF THE PRESIDENT – PUBLIC INFORMATION

Public Information and Marketing Specialist: Change the title of Program Services Specialist to better distinguish the specialized role and increase the position to full time.

Recommendation #2: Delete the following position titles that no longer exist:

Campus Parking Monitor
Campus Service Receptionist
Senior Child Development Center Teacher
Child Development Center Teacher
Child Development Center Assistant Teacher
Food Service Worker
Director, Child Development Center
Director, Security Services

Recommendation #3: Revise the job descriptions for the following management positions:

Dean, Career Technical Education
Dean, Kinesiology & Athletics
Director, Information Technology
Director, Instructional Site
Vice-President, Administrative Services
Vice-President, Academic Affairs

Recommendation #4: Create job description for new position Director, Community Education & Career Pathways

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

June 13, 2017

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

President's Office

SUBJECT: Equal Employment Opportunity (EEO) Fund Certification Form

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

Proposal:

That the Board of Trustees approve the Equal Employment Opportunity (EEO) Fund Certification Form to qualify for funds from the Chancellor's Office for FY 2017-18.

Background:

A copy of the attached form was submitted to the Chancellor's Office on June 1, 2017 in order for the district to qualify for money from the EEO Fund. The purpose of implementing this model was to increase compliance with legal EEO requirements and provide students with the educational benefits of a diverse workforce. The use of these funds may be used for: outreach and recruitment, in-service training on equal employment opportunity, accommodations for applicants and employees with disabilities pursuant to Title 5, Section 53025, activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators, and other activities that promote equal employment opportunity.

Budgetary Implications:

Funding allocation for FY 17-18 of approximately \$60,000

Follow Up/Outcome:

Upon approval, the certified form will be submitted to the Office of the State Chancellor.

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

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

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

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Gavilan Joint Community College District

The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Dr. Eric Ramones Title: Associate Vice President, Human Resources
Signature:  Date: 6-1-17

Chief Human Resources Officer

Name: Dr. Eric Ramones Title: Associate Vice President, Human Resources
Signature:  Date: 6-1-17

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Dr. Kathleen Rose Title: Superintendent/President
Signature:  Date: 6/5/17

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: Laura Perry, Esq. Title: President/Chair, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc (leblanc@ccccc.edu) Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

- Yes**
 No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

The District's EEO Plan was approved by the Gavilan College Board of Trustees at the June 14, 2016, meeting. The District's EEO Advisory Committee actively met during the 2016-17. The District submitted the annual report on the use of EEO funds to the Chancellor's Office on January 6, 2017.

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The following adopted Board Policies are attached as evidence:

Board Policy Commitment to Diversity
Board Policy 3410/Administrative Policy 3410 Non-Discrimination

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

The District is committed to recruitment of a diverse pool of applicants and advertises job announcements with a variety of job sites and publications that target diverse populations. The focused outreach campaign consists of advertising job openings in order to attract underrepresented groups to faculty, staff, and management positions. The Registry, the Chronicle of Higher Education, Communitycollege.com, Higher Education Jobs, LinkedIn, Craigslist.com, Diversity.com, DiverseEducation.com, Indeed.com, Jobsinhighered.com, Monster.com, Veteransinhighered.com, Womeninhighered.com, are examples of web sites that are used. In addition, we still advertise in the local papers Gilroy Dispatch, Morgan Hill Times, Hollister, San Jose Mercury News to consider those who may not have access to online job sites.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

BP 7120 Recruitment and Hiring

Reference:

Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5, Section 53000, et seq.; 51023.5; Accreditation Standard III.1.A

The President of the College shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Professional Support Staff an opportunity to participate in the decisions under the Board's policies regarding local decision making.

Penal Code Sections 422.55 et seq. ;

Title 5 Sections 59300 et seq. ;

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Employees who serve on hiring committees are required to attend an orientation/training which includes EEO and diversity best practices, Title 5 EEO regulations, the educational benefits of diversity, and unconscious bias.

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
 No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

The Human Resources Department and other student services departments provides professional development training opportunities focused on diversity. A diversity summit was held for management employees and various presentations were held regarding LGBT issues, women's issues related to sexual assault awareness, and disability (ADA) awareness. The District has a section 508 universal access committee under the Technology committee to discuss initiatives for accessibility and compliance.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes
- No

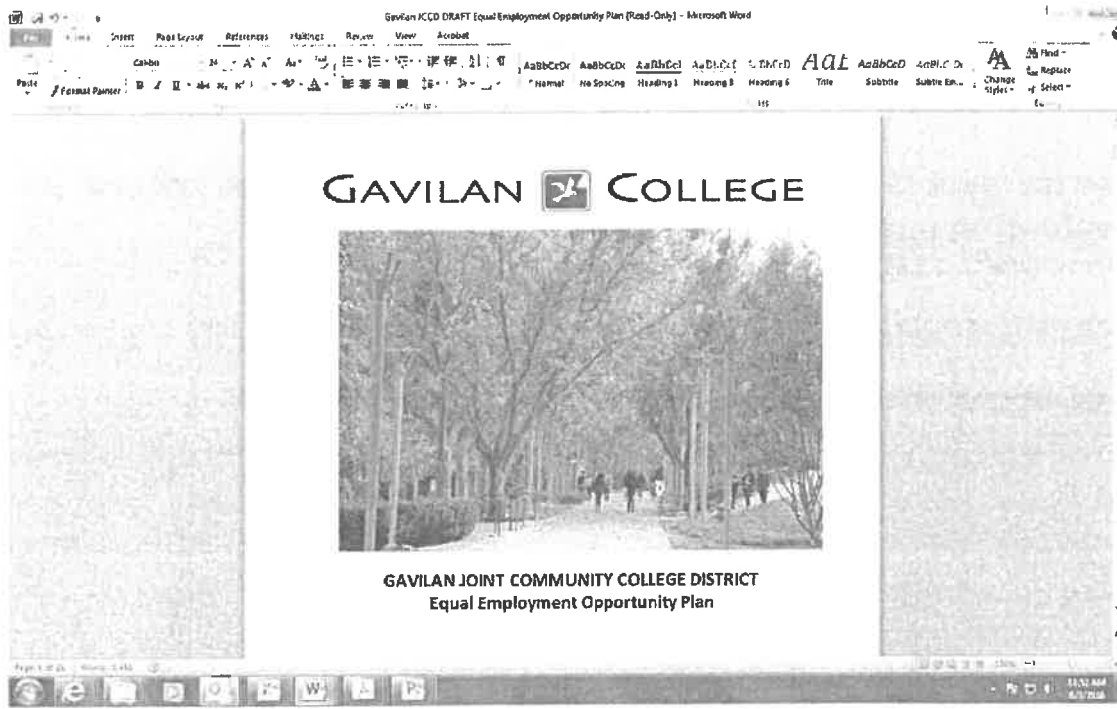
Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

- Yes
- No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Method #1 – District’s EEO Advisory Committee and EEO Plan



Method #2 – Board Policies and adopted resolutions

<http://www.gavilan.edu/board/policies/ApprovedChapter7BPAP.pdf>

BP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Method #4 – Focused outreach and publications

<http://www.gavilan.edu/aboutUs.html>

Principles of Community: As members of the Gavilan College community, we value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. We strive to maintain these ideals in an environment of inclusiveness and mutual respect.

The Principles of Community provide the foundation which creates this environment. The expectation is that we maintain the highest ethical standards in order to establish an atmosphere of civility, honesty, cooperation, professionalism and fairness.

Method #5 – Procedures for addressing diversity throughout hiring steps and levels

<http://www.gavilan.edu/board/policies/ApprovedChapter7BPAP.pdf>

BP 7120 Recruitment and Hiring

Reference:

Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5, Section 53000, et seq.; 51023.5; Accreditation Standard III.1.A

The President of the College shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording the Professional Support Staff an opportunity to participate in the decisions under the Board's policies regarding local decision making.

BP 3410 Nondiscrimination

References:

Education Code Sections 66250 et seq. 72010 et seq., and 87100 et seq.;

Title 5, Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President of the College shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual perceived characteristics.

AP 3410 Nondiscrimination

Nondiscrimination References for Education Programs:

Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq. ;

Penal Code Sections 422.55 et seq. ;

Title 5 Sections 59300 et seq. ;

*ACCJC Accreditation Eligibility Requirement 20 and
ACCJC Accreditation Standard Catalog Requirements
Education Programs*

The District shall provide access to its services, classes and programs without regard to, national origin, religion, age gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics . All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, "gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment :

Education Code Section 87100 et seq.;

Title 5; Section 53000 et seq.;

Government Code Sections 11135 et seq. and 12940 et seq.

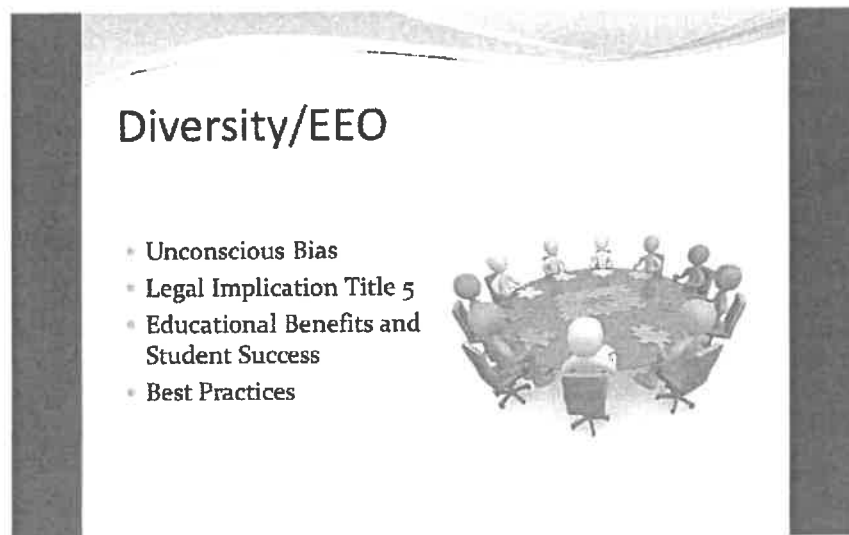
Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran.

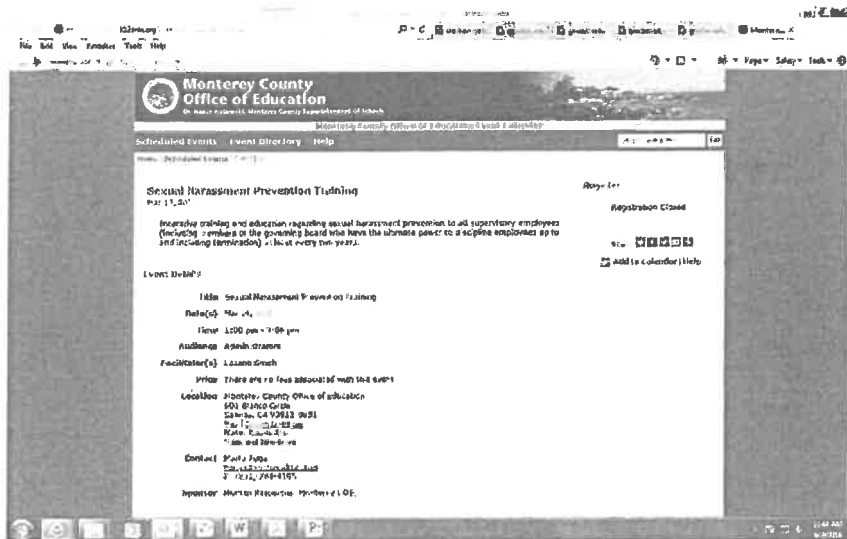
All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

Method#6 – Consistent and ongoing training for hiring committees

Example of Hiring Committee Presentation



Example of AB 1825 Harassment Training recently attended by management staff




Method#7 – Professional development focused on diversity

Example of Bay Area CCD Diversity Summit recently attended by Management staff.

Bay Area CCD Employment Relations Consortium Summit Series:
"BUILDING INTERDISCIPLINARY TEAMS FOR EFFECTIVE LEGAL COMPLIANCE"

Summit #3: *Building Interdisciplinary Teams for Effective Legal Compliance*



The Bay Area CCD Employment Relations Consortium invites you to the third of its new summit-style training series. These trainings recognize and facilitate the interdisciplinary collaboration necessary to implement today's complex legal obligations. In this third day-long summit, your administrators from across the institution—human resources, academic affairs, risk management, deans, VPs and presidents, etc.—are invited to join together to discuss legal requirements and operational strategies for compliance with Title 5 EEO regulations and building a diverse workforce. Anyone who participates in any phase of the hiring process in the faculty, classified and/or administrative ranks is encouraged to attend.

We continue our summit series with guidance from Liebert Cassidy Whitmore partner Laura Schulkind on:

- Overview of legal requirements regarding EEO hiring post-Prop 209
- Legally compliant EEO Plans under the new Title 5 Regulations
 - Legal requirements
 - Roles across the institution in creating EEO Plans
 - Strategies for completing the centerpiece of the new EEO Plan model: "developing & maintaining institutional commitment to diversity"
- Overview of legally compliant strategies to promote diversity across the institution
 - The importance of institutional commitment at all levels
 - The key role of campus climate in effective recruiting

- Strategies for building highly qualified and diverse applicant pools (academic, classified & administrative)
- Essential components of screening committee composition and training
- Retention strategies
- Labor issues regarding internal candidates and succession planning

- Linking workforce diversity and student success

The day will include a range of opportunities for small group discussions, sharing information, and application through interactive and practical scenarios.

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) credit. Attorneys attending this course will receive 5.5 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the summit.

DATE: Monday, February 22, 2016

TIME: 8:30 AM - 2:30 PM; Lunch will be provided. (Districts will be notified of dates for the Summit)

LOCATION: College of San Mateo, Building 10, Bay View Room
1700 W. Hillside Blvd., San Mateo, CA 94402

PARKING: Parking permits are required to park on campus. Refer to attached campus map for information on purchasing one-day permits.

Please register directly through your district's HR Department.

11:28 AM 6/17/2016

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

June 13, 2017

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

Administrative Services

SUBJECT: Land Lease Agreement between County of Santa Clara, State of California, by and between Gavilan College Lessor and the Gilroy Garlic Festival Association, Inc. Lessee

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve entering into a Lease Agreement between the Gilroy Garlic Festival Association, Inc. a non-profit California corporation and jointly the County of Santa Clara, State of California and Gavilan Joint Community College District for the lease of the paved campus parking lots at 5055 Santa Teresa Boulevard, Gilroy, CA 95020, designated on site as Lot A, Lot B and Lot C, commencing on July 28, 2017 and ending on July 30, 2017.

Background:

Since 1979, the Gilroy Garlic Festival Association, Inc. a non-profit has awarded over \$10 million to community non-profit organizations.

Budgetary Implications:

The college will receive payment of \$1.00 per the lease agreement term.

Follow Up/Outcome:

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 Rose
Dr. Kathleen Rose, Superintendent/ President

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Administrative Services

SUBJECT: Amended Lease Term Extension for Briggs Building with City of Hollister

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees re-approve a five year Lease Term extension for the Briggs Building with the City of Hollister.

Background:

In 1996 the City of Hollister and the District entered into a lease for a satellite campus in the Briggs Building located at 365 Fourth Street. The Term of the Lease was due to expire on June 30, 2012, but was extended to June 20, 2017 by Amendment No. 1 dated June 18, 2012, which also included space for an additional classroom increasing the total leased area to 8,984 square feet.

On December 13, 2016 the board approved a 5-year lease extension with the City for the continued use of the Briggs Building. However, since that time the City decided it needed to regain use of Room 6, the Arnold Carrillo Room for City business, which makes it no longer available to the district for educational purposes. The new total square footage to be leased by the district is 8,260. The city then approved an amended 5-year lease extension on May 15, 2017.

District and City of Hollister representatives have agreed to an Amendment No. 2 five year Lease Term extension expiring on June 30, 2022. The current lease rate in 2016-17 is \$1.30 per square foot. Amendment No. 2 includes the following major elements:

- The lease rate per square foot will be \$1.35 for years 1-2, \$1.40 for year 3, \$1.45 for year 4, and \$1.50 for year 5.
- The lease has a termination clause beginning on December 31, 2019 providing the District the right to terminate the Lease upon six months written notice.
- The District will provide its own janitorial services & supplies in place of the City for a credit to the District each month of \$1,750 in years 1-2, and \$1,800 in years 3-5.

Budgetary Implications:

Net lease payments for the five year Lease Term Extension contained in Amendment No. 2 total \$49,333 for 8,260 square feet of space.

Follow Up/Outcome:

With Board approval, sign the amended lease.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

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

June 13, 2017

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

Administrative Services

SUBJECT: Notice of Completion for the Coyote Valley, Low Voltage Package

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees accept the Coyote Valley, Low Voltage Package project as complete and authorizes the Vice President of Administrative Services to record a Notice of Completion as required.

Background:

The Coyote Valley, Low Voltage Package has been completed as of June 8, 2017. This is the final acceptance from the Board of Trustees that the project is complete.

Budgetary Implications:

The Coyote Valley, Low Voltage Package project total project cost is approximately \$370,000.00.

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 Rose
Dr. Kathleen Rose, Superintendent/ President

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

June 13, 2017

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

Administrative Services

SUBJECT: Student Center Seismic Upgrade, Change Order #3

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees authorizes the third change order on the Student Center Seismic Upgrade Project. Change Order #3 is \$45,326.34. Original Agreement to Calstate Construction was \$885,777. Total Construction Cost including Change Order #1, #2 & #3 is \$850,681.22.

Background:

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

Student Center Seismic Upgrade Project

Calstate Construction, CO #3 is \$45,326.34. A detailed Change Order #3 table is attached for this project.

There are a total of 3 change orders for this project totaling a credit of \$35,095.78.

Budgetary Implications:

The efficient use of State Scheduled Maintenance and local Lease Revenue Bond Funds.

Follow Up/Outcome:

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

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

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

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

Change Order for Student Center Seismic Upgrade

CHANGE ORDER #03 - Calstate Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
16	Additional painting to walls, ceilings & doors	\$11,238.11	0
17.1	Additional cost to clean exterior	\$3,655.43	0
18	Furnish & install additional hardware in Administrative Restroom	\$1,449.86	0
19	Additional signage required by DSA	\$5,135.68	0
20	Cost to remove debris from wall before painting	\$897.35	0
21	Additional cost for painting to areas affected by wire molding added, paint Hardie Board, and large door	\$19,042.80	0
22	Additional floor preparation required for installation	\$3,907.11	0
	Total	\$45,326.34	
	Contract Amount	\$885,777.00	
	Net Change By Previously Authorized Change Orders	-\$80,422.12	
	Revised Contract Amount Prior to this Change Order	\$805,354.88	
	Change Order #03	\$45,326.34	
	New Contract Amount Including this Change Order	\$850,681.22	
	Available Construction Contingency	\$88,577.00	
	Change Order #1,2,3	-\$35,095.78	
	Remaining Construction (VE) and Contingency	\$123,672.78	
	Contract Start Date		November 28, 2016
	Contract Substantial Completion Date		April 21, 2017
	New Contract Substantial Completion Date (By Previously Authorized Change Orders)		April 26, 2017
	New Contract Substantial Completion Date (Including this Change Order)		April 21, 2017

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

June 1, 2017

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

Career Technical Education

SUBJECT: Subcontract between Gavilan College and Cabrillo College for SWP Regional Funding

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approves the subcontract between Gavilan College and Cabrillo College for the BACCC Strong Workforce Program Allocations.

Background:

See Attached

Budgetary Implications:


\$362,418

Follow Up/Outcome:

Regional collaboration with Bay Area Community Colleges in the areas of HVAC, UAS, Cyber-patriots and Paramedics.

Recommended By: Dr. Michele Bresso, Vice President of Academic Affairs

Prepared By:



Sherrean Carr, Dean of Career Technical Education

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President

BACKGROUND

The Strong Workforce Program allocates \$200M per year for the purpose of expanding the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.

The legislation provided for 40% of the funds to be distributed through and allocated by the regional consortia to their member colleges for the purpose of funding regionally prioritized projects and programs that meet the needs of local and regional economies.

The 28-college Bay Area Community College Consortium (BACCC) will receive a total of \$ 16,675,900 from the first year's Regional Share allocation. Five percent of the funds are set aside to support the consortium's operating costs. The BACCC member colleges voted to allocate 85% of the first year's Regional funds directly to colleges in the same proportion as the Local Share 60% funds were allocated and the remaining 10% to multi-college projects.

The District's share of the Strong Workforce Regional Share funding from both the 85% direct allocation and the 10% multi-college projects is as follows:

Cabrillo College	\$25,000
Diablo Valley College	\$23,000
Gavilan College	\$314,418
Total	\$362,418

The legislation requires that funds target labor markets where the number of job openings meets or exceeds the supply of candidates from community colleges and from other education and training providers. It also requires that funds be utilized to facilitate alignment of CTE programs across multiple colleges to better serve regional scale industries and labor markets.

The District will invest our allocation of the Strong Workforce Program Regional Share funds in the following program areas:

- Cyber Security Pathways
- Sub-regional Paramedic Program
- HVAC
- Bay Area Drone Education and Training

This year's allocation must be fully spent by December 31, 2018.

The Strong Workforce Program is a significant indication of the Governor and the legislature's interest in supporting the Career Technical Education mission and of their desire to build the system's capacity to become important contributors to the regional economies that are essential to California's long-term economic vitality. The Governor has proposed the Strong Workforce Program be funded at the same level in 2017-18. Beginning in 2017-18 the original legislation required 17% of the funds to be allocated based on district's performance at meeting the goals of increasing completion and job placement. The construction of this formula and the timeline for the distribution of these incentive funds is under development. The region's colleges will meet in June to begin determining the allocation of the 2017-18 Regional Share.

FISCAL IMPACT

An increase of \$362,418 in revenue and expenditures over fiscal years 2016-17 to 2018-19.

RECOMMENDATION

It is recommended that the Governing Board accept the \$25,000 subgrant from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College District, and authorize the Vice President, Administrative Services to execute and make all necessary arrangements in relation to this grant agreement and any future amendments and augmentations on behalf of the District.

**BAY AREA COMMUNITY COLLEGE CONSORTIUM
STRONG WORKFORCE PROGRAM REGIONAL FUND
MASTER AGREEMENT GC-16/17-1
BETWEEN
CABRILLO COMMUNITY COLLEGE DISTRICT
and
Gavilan Joint Community College District
on behalf of Gavilan College**

This Agreement is between Cabrillo Community College District, hereinafter referred to as “Fiscal Agent,” and Gavilan Joint Community College District on behalf of Gavilan College, hereinafter referred to as “Subrecipient”. The Fiscal Agent and Subrecipient are also referred to collectively as “Parties” and individually as “Party.” This Agreement is based on the Strong Workforce Program-Regional Fund Agreement between the Fiscal Agent and the California Community Colleges Chancellor’s Office, i.e., Prime Sponsor, and is effective to cover activities beginning July 1, 2016 and ending December 31, 2018 supported by Strong Workforce Program Regional Fund allocations disbursed in 2016-2017.

WHEREAS, the Fiscal Agent has received funds for the Strong Workforce Program Regional Consortia allocation from the California Community Colleges Chancellor’s Office (hereinafter “Sponsor”), for the purpose of implementing the program entitled Strong Workforce Program established by Education Code Sections 88820-88826 (hereinafter “Program”).

WHEREAS, the Fiscal Agent has been designated as the Regional Fiscal Agent for the Program for the Bay Area Community College Consortium (hereinafter “BACCC”) and is responsible for dispensing, monitoring and auditing sub-grants developed with each community college district within the region once spending decisions have been authorized by the CTE Regional Consortium as stipulated in Strong Workforce legislation.

WHEREAS, Fiscal Agent, Cabrillo Community College District has the right to enter into agreements with outside entities for various services with the approval of its Board of Trustees; and

WHEREAS, the Consortium Member is a community college district, located within the boundaries of the regional consortium, and agrees to participate in the BACCC in accordance with the rules and procedures as approved by Sponsor and as stipulated in the Strong Workforce Program.

NOW, THEREFORE, the Parties agree as follows:

1. PERIOD OF PERFORMANCE

The period of performance for this Agreement shall be from July 1, 2016 through December

31, 2018 unless terminated earlier in accordance with this Subcontract or modified by mutual written agreement.

2. CERTIFIED PROJECT PROPOSALS

Subrecipient shall perform the Scopes of Work detailed using individually certified Project Proposals contained in attached Exhibits. Certified Project Proposals are those proposals submitted on the on-line Regional Strong Workforce Program platform and certified by the Subrecipient as meeting the intention and requirements of the Strong Workforce Program legislation. Such certified Project Proposals shall fully detail the scopes of work between Parties. As needed, the Project Proposals can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Subrecipient agree that the Certified Project Proposals will be binding under this Master Agreement without further action by the Parties.

Subrecipient agrees to make the investments and to conduct the work as described in the Certified Project Proposal documents submitted by Subrecipient and attached hereto as Exhibits and incorporated by reference in this Agreement. Subrecipient agrees that funds will be used for the purpose of meeting the following goals established through the BACCC Regional Collaborative Planning Process:

- Goal A: Meet the needs of employers for well-qualified candidates for middle-skill positions that pay livable wages
- Goal B: Provide pathways that enable all Bay area residents to find employment and advance to livable wages
- Goal C: Ensure equity in participation, completion, and employment

3. COLLABORATION

Where proposals involve multiple colleges, all Parties agree to work collaboratively with all other colleges specifically referenced in the Project Proposals in order to complete the Scope of Work.

4. TOTAL COSTS

The total cost for performance of this Agreement is set forth in Exhibit B where funding amounts for each Project are listed.

5. BUDGET

Subrecipient agrees that expenditure of funds under the Agreement will be in accordance with the project budgets submitted by the Subrecipient and shown in Exhibit B, which by reference are incorporated into this Agreement.

Funds are to be utilized by the Subrecipient in accordance with the terms and conditions of both this Master Agreement and guidance on the allowable use of funds from the California

Community Colleges Chancellor's Office ([Strong Workforce Program Guidance Memos](#)).

If there is a reduction in funding by the Chancellor's Office, the Fiscal Agent reserves the right to require adjustment to the scope of work and funding of the Agreements accordingly, up to and including the end of all activities under this Agreement.

Subrecipient understands that all funds must be fully expended by December 31, 2018. Subrecipient agrees to work with Fiscal Agent to accomplish Project revisions, transfers, and reallocations in a timely way to ensure all funds are fully spent or released and reallocated to another college that can fully spend the funds.

6. BUDGET MANAGEMENT

The Subrecipient will manage its budgets so that there is a clear distinction between Local Strong Workforce funds and Regional Strong Workforce Funds (which are the subject of this Agreement), and a clear distinction between the fiscal year of the allocation (e.g., that the allocation for 2016-2017 is distinct from any allocation for 2017-2018). Since the term for the use of the funds is more than one year there will be concurrent use of separate allocations. In such cases, it is advised that the Subrecipient assign separate project numbers to each year's allocation, or in some other manner make a clear distinction between the separate allocations.

7. PAYMENT

The Fiscal Agent shall make payments to the Subrecipient up to the amount listed in Exhibit B, Strong Workforce Approved Programs Summary.

Fifty percent (50%) of the total cost will be issued as an advance payment to Subrecipient. Fully executed Agreements submitted along with required insurance certificates by May 15, 2017 will be paid by June 30, 2017. Agreements submitted after that date will be paid by the end of July 2017 or within forty-five days of Fiscal Agent's receipt of the fully executed Agreement and insurance certificates, whichever date is later. Thereafter, the Fiscal Agent shall reimburse Subrecipient for the cost of the work performed through an invoicing process, up to but not exceeding the amount listed in Exhibit B, Strong Workforce Approved Programs Summary.

8. INVOICES

Invoices shall be submitted on a form provided by Fiscal Agent and must be supported by financial detail reports that itemize costs by Project. Invoices shall be submitted no more frequently than quarterly and no less frequently than after the close of each fiscal year. Invoices may be submitted at other times to accommodate large capital expenditures. Fiscal Agent may request back-up documentation for expenditures, if required to adhere to compliance terms and standards. Payment of the final 10% of the contract is contingent upon completion of the Scope of Work as stated in the Exhibits, upon receipt of a final invoice requesting payment, and upon Fiscal Agent's approval of a final report. Invoices should be submitted electronically to Fiscal Agent contact named in Exhibit A. A final invoice for all performance under this Agreement is due no later than January 15, 2019.

9. REPORTING

Subrecipient agrees to provide qualitative and quantitative progress reports and a final report according to the schedule provided by and as required by the California Community College Chancellor's Office and the Bay Area Community College Consortium. Fiscal reports detailing fiscal activity during each fiscal year of the performance periods will also be submitted. Reports will be submitted to the Fiscal Agent in a timely manner according to the schedule below. Subrecipient will be provided with thirty days notice of any changes to the the reporting schedule

Reporting Schedule

Performance Period	Progress Report Due	Fiscal Year End Report Due
July 1, 2016 to June 30, 2017	July 31, 2017	July 31, 2017
July 1, 2017 to September 30, 2017	October 31, 2017	
October 1 to December 31, 2017	January 31, 2018	
January 1 to March 31, 2018	April 30, 2018	
April 1 to June 30, 2018	July 31, 2018	July 31, 2018
July 1 to September 30, 2018	October 31, 2018	
October 1 to December 31, 2018	Include in final report	January 31, 2019

A final report covering the entire performance period of the Agreement, including all supporting documentation, is due January 31, 2019.

10. MODIFICATIONS

When Subrecipient wishes to substantively change the outcomes of a project, timeline, or the investments being made, Subrecipient should consult with Fiscal Agent to determine if the Project Proposal requires formal modification and approval by the Fiscal Agent.

Modifications to Project Budgets

Modifications to the budgets, as detailed in the Certified Project Proposals, are allowed without prior approval, as long as all budget items comply with the Strong Workforce Program requirements and authorized uses of funds, and the outcomes of the Projects will not be materially affected.

Transfer of Funds Between Certified Projects

For projects that are fully contained within a college and have no other participating colleges, funds may be transferred from one project to another at the discretion of the Subrecipient as long as the intended outcomes of the projects are not substantively changed. Certified Project Proposal budgets should be updated in the online system and Exhibit B Strong Workforce Approved Program Summary and/or through the reporting system to reflect these reallocations. Further direction will be provided on how to report these changes to the Subrecipient's Primary Contact as identified in Exhibit A.

Transfers of Funds Impacting Regional Joint Ventures

Budget transfers away from Projects that include budget commitments from multiple colleges (Regional Joint Ventures) require consultation with other colleges participating in the Joint Venture to ensure the transfer does not jeopardize the outcomes of the other colleges. Transfers of Regional Joint Venture Funds require specific written approval from the Fiscal Agent. The following process should be followed in these circumstances:

- A. The Subrecipient Primary Contact notifies the Fiscal Agent and the Project Lead for the Regional Joint Venture Project of the desired changes.
- B. Subrecipient notifies the other colleges involved in the Regional Joint Venture Project and secures agreement to the change(s) from the other colleges and/or the Project Lead.
- C. The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions. The Subrecipient updates and certifies the Project Proposal. Exhibit B is modified to reflect the changes and the modified Project is attached to the Agreement.

New Projects

New Projects, made possible through the reallocation of funds, should be entered into the online system and certified by the Subrecipient as meeting the intention and requirements of the Strong Workforce Program legislation. Subrecipient should notify Fiscal Agent the Project is available for review. After review and approval, the Certified Project Proposal will be added to Exhibit B Strong Workforce Approved Programs Summary, and the Certified Project Proposal will be included as an Exhibit.

Whenever a Project Proposal is substantively changed or a new Proposal is submitted, the Subrecipient and Fiscal Agent will sign or approve via electronic means the amended Exhibit B, which will replace the prior Exhibit B and become part of the active Master Agreement once executed.

11. TIME EXTENSIONS

Subrecipient must spend all of the funds allocated through this Master Agreement within the timeframe of the Agreement.

12. CONTACTS

All invoices, supporting documentation, progress reports, and requests for modifications from the Subrecipient will be submitted on-line or via email to the Fiscal Agent Strong Workforce Program Project Manager.

Contact information for these Fiscal Agent and Subrecipient roles is to be provided in Exhibit A, Contacts.

Both Parties agree to notify the other, in writing, within 30 days of changes to project contacts.

13. SHARED USE OF EQUIPMENT or RESOURCES

In the event that Subrecipient uses funds to secure equipment or other resources to be used in common or for shared use with other colleges, a separate agreement may be needed between or among them to outline the terms and conditions of that use. The Subrecipient should notify the Fiscal Agent of the intent for shared use of equipment and resources, and the Fiscal Agent will clarify the requirements with the Chancellor's Office, and provide guidance to the Subrecipient regarding development of a shared use agreement.

14. INTELLECTUAL PROPERTY

Any work product resulting from this Agreement falls under the California Community Colleges, Chancellor's Office Creative Commons Attribution license which gives permission to the public to reproduce, distribute, perform, display or adapt the licensed materials for any purpose, so long as the user gives attribution to the author.

15. SUBCONTRACTS

The Subrecipient agrees to be as fully responsible to the Fiscal Agent for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Subrecipient. The Subrecipient's obligation to pay its subcontractors is independent from the obligation of the Fiscal Agent to make payments to the Subrecipient. As a result, the Fiscal Agent shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

16. RECORDS AND AUDITS

- A. The Subrecipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Agreement.
- B. The Subrecipient must maintain a list of the type, cost, and location of the equipment purchased with Strong Workforce Program funds.
- C. The Subrecipient agrees that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Subrecipient agrees to maintain such records for possible audit for a minimum of three (3) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Subrecipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Subrecipient agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation

Agreement.

- a. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the three (3) year period, whichever is later.
- b. All records must be retained throughout the project. The three (3) year period of retention starts on the last day of the performance period stipulated in 2. Period Of Performance.

17. NOTICES

A Party to this Agreement may give notice to the other Party by sending an email and receiving acknowledgement of its receipt or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current. Contact information is specified in Exhibit A, Contacts.

18. TERMINATION

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of Fiscal Agent under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Subrecipient. In the event that such funding is terminated or reduced, Fiscal Agent shall provide the Subrecipient with written notification of such determination and Fiscal Agent shall reimburse the Subrecipient for costs incurred up to the termination date. If Subrecipient has not fully spent funds advanced by the Fiscal Agent, Subrecipient agrees to return to Fiscal Agent funds unspent as of the termination date. Notice shall be deemed served on the date of receipt by the Subrecipient; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

19. DISPUTES

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Prime Sponsor. In such a

case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Subrecipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Subrecipient a written request to appeal said decision. Pending final decision of the appeal, Subrecipient shall act in accordance with the written decision of the Fiscal Agent or the Prime Sponsor, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

20. INDEMNIFICATION

All Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Parties, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or willful misconduct of the Parties or any of its agents or employees.

21. INSURANCE

Acceptance of this agreement constitutes that Subrecipient is not covered under Fiscal Agent's general liability insurance and that Subrecipient agrees, during the term of this Agreement, to maintain, at the Subrecipient's sole expense, all necessary insurance for its officers, agents, and employees, including but not limited to worker's compensation (if required by law), liability, disability, and unemployment insurance. Certificates of insurance shall be provided to Fiscal Agent. Specifically, during the term of this agreement, Subrecipient shall maintain in full force and effect the kinds of insurance, containing the limits of liability set forth below:

- A. Workers' Compensation – Subrecipient shall comply with the workers' compensation law of the state wherein the services are to be rendered. Such policy shall provide coverage for all persons engaged in the activities described in this agreement under the employ, supervision or control of Subrecipient.
- B. General Liability - The policy shall contain a combined single limit of liability of not less than \$2,000,000 per occurrence and not less than \$5,000,000 in the aggregate.
- C. Automobile Liability - If automotive vehicles are operated by Subrecipient in Subrecipients performance of Subrecipient's obligations under this agreement, Subrecipient shall maintain an automobile liability policy which shall include coverage on all owned, non-owned and hired vehicles and shall have a minimum limit of liability of not less than \$1,000,000 per occurrence.

Coverage shall be placed with an insurer having a Best's Key Rating of "A-" or better. Subrecipient shall furnish Fiscal Agent with Certificates of Insurance evidencing such coverage. Such Certificate shall name Fiscal Agent as additional insureds, and provide that it can be

cancelled only with thirty (30) days prior written notice to Fiscal Agent. If any of the foregoing coverages expire, change, or are canceled, Subrecipient shall notify Fiscal Agent within thirty (30) days prior to the effective date of such expiration, change or cancellation.

The following sentence shall be included in the additional insured endorsements:

“Cabrillo Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, and volunteers, are hereby named as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder.”

22. INDEPENDENT CONTRACTOR

The Subrecipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Fiscal Agent. The Subrecipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. The Subrecipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Subrecipients shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers’ compensation; contributions, including but not limited to, unemployment insurance and social security with respect to the Subrecipient’s employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Subrecipient’s employees or independent subcontractors. The Subrecipient agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Subrecipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

23. ASSURANCES

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program established by Education Code Sections 88820-88826, and with the guidance documents provided by the California Community College Chancellor’s Office as posted on the Guidance section of the Strong Workforce Program website: <http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

By signing this Agreement the Subrecipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers’ Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

24. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

25. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Fiscal Agent from enforcing the terms of this Agreement.

26. SEVERABILITY

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

27. AGREEMENT IS COMPLETE

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.

30. SIGNATURES

By signing below, the Parties agree to the terms and conditions set forth in this Agreement, which terms and conditions, upon such signatures, shall be incorporated into and become a part of the Master Agreement between the Cabrillo Community College District and Gavilan CCD on behalf of Gavilan College, and are binding upon the Parties without any further action by the Parties.

IN WITNESS WHEREOF, all Parties agree.

FISCAL AGENT
Cabrillo Community College District
Michael Robins
Director, Purchasing, Contracts & Risk
Management

SUBRECIPIENT
Gavilan Joint Community College District
Frederick E. Harris
Vice President of Administrative Services

(signature)

(signature)

(date)

(date)

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

Consent Agenda Item No.
Information/Staff Reports No.
Discussion Item No.
Old Business Agenda Item No.
New Business Agenda Item No. 111 1. (o)

Administrative Services

SUBJECT: Establish Self-Insurance Fund, Resolution No. 1025

- Resolution: BE IT RESOLVED, that Resolution No. 1025 be approved
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve Resolution No1025 to establish Self-Insurance Fund with an estimated appropriation limit of \$200,000 for FY 2017/18.

Background:

The Self-Insurance Fund which will be maintained in the county treasury and will be used to provide for payments on deductible types of insurance policies, losses or payments arising from self-insurance programs, and losses or payments due to noninsured perils.

Budgetary Implications:

It is request that \$200,000 be allocated to this this fund out of the general fund.

Follow Up/Outcome:

Upon adoption of the resolution the District will work with the County of Santa Clara County to prepare and submit an application to establish the self-insurance fund for the FY 2017/18.

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
Establish Self-Insurance Fund for FY 2017/18
Resolution #1025**

WHEREAS, the Board of Trustees of Gavilan Joint Community College District wishes to establish a Self-Insurance Fund 610 for the purposes including, but not limited to : 1) provide payments on deductible types of insurance policies, losses or payments arising from self-insurance programs; 2) provide payments for losses due to noninsured perils; and

WHEREAS, the Education Code allows for the establishment of funds and the expenditure of funds to pay for self-insurance programs of community college districts; and

WHEREAS, the Gavilan Joint Community College District wishes to establish the Self-Insurance Fund for the 2017/18 fiscal year in accordance with the Chancellor's Office Budget Audit Manual and applicable state law; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board for the Gavilan Joint College Community College District does hereby establish a Fund 610 for 2017-18 fiscal year and it shall remain established unless terminated in accordance with Education Code; and

BE IT FURTHER RESOLVED, that the Board of Trustees of the Gavilan Joint College Community College District allocates \$200,000 in state proceeds to be held in the Santa Clara County Treasury; and

PASSED AND ADOPTED by the Governing Board of the Gavilan Joint Community College District this 13th day of June 2017.

Lois Locci, ED D.
Clerk for the Board of Trustees

AYES: _____

NOES: _____

ABSENT: _____

Gavilan Joint Community College District Governing Board Agenda

June 13, 2017

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

Administrative Services

SUBJECT: Consider and Accept Bid for the Athletic Fields Upgrade Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees considers and accepts the bid from Seward L. Schreder Construction, Inc. for the Athletic Fields Upgrade Project.

Background

The bid for this project closed on May 31, 2017. A total of two (2) contractors participated in the bidding process. The apparent lowest responsive and responsible bidder has been identified as Seward L. Schreder Construction, Inc. in the amount of \$9,412,000.

Attached is a letter providing a bid analysis from Gilbane, the Construction Manager, dated June 2, 2017. The letter includes a bid tabulation form.

Budgetary Implications:

The efficient use of Measure E and Lease Revenue bond funds.

Follow Up/Outcome:

Upon Board approval, issue a Notice-to-Proceed.

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

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

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



PRELIMINARY RESULTS:

Bid Recording Sheet		Project: Gavilan Community College				
ITEM: Gavilan Community College Athletic Fields Upgrade May 31, 2017 at 11:00 AM		Seward L. Schreder	Teichert			
Bid Amount	BIDDER A	BIDDER B	BIDDER C	BIDDER D	BIDDER E	
Bid Proposal	X	X				
Bid Security	X	X				
Subcontractors List	X	X				
Statement of Qualifications	X	X				
Non Collusion Affidavit.	X	X				
DIR Registration Verification	X	X				
Contractor License	X	X				
Addendum Acknowledgement (3)	X	X				
Base Bid Total	\$9,412,000	\$9,439,885				
Alternate Bid Items Proposal:						
ALTERNATE No. 1 - Lighting for Track and Field	\$495,000	\$415,000				
ALTERNATE No. 2 - Lighting for Baseball Field	\$399,000	\$545,000				
ALTERNATE No. 3 - Phased Work Plan	(\$15,000)	\$45,000				
TOTAL BID ALTERNATES	\$879,000	\$1,005,000	\$0	\$0	\$0	
Base Bid + (3) Alternates Total	\$10,291,000	\$10,444,885	\$0	\$0	\$0	



June 2, 2017

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

**Re: Bid Analysis
Athletic Fields Upgrade Project
Gavilan Joint Community College District**

Dear Frederick:

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

Gilbane reviewed the apparent low bidder's, Seward L. Schreder Construction, Inc., bid and determined that they submitted a responsive bid and appear to be a responsible bidder. Seward L. Schreder Construction, Inc. confirmed their base bid amount of \$9,412,000 and stated they would honor it.

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

Bid Analysis

The following items were considered in our bid analysis:

1. Comparative Pricing
2. Bond Review
3. Company History & Experience
4. Bid Form Review
5. Reference Check
6. Contractor License Check

1. Comparative Pricing (See attached Bid Tabulation Form)

A. Estimate	\$6,660,000
B. Low Responsive Bid	\$9,412,000
C. Average Bid	\$9,425,942
D. High Bid	\$9,439,885
E. Number of Contractors Contacted	22
F. Number of Plan Holders	27
G. Number of Potential Bidders	10
H. Number of Bidders	2

2. Bond Review

- A. Contractor's Bid Bond
Seward L. Schreder Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is Fidelity and Deposit Company of Maryland. Their address is 1400 American Lane, Schaumburg, IL 60196. The contact number is (415) 538-7100.

- B. Contractor's License Bond
All California contractors are required to file a bond with the State in the amount of \$15,000. The bond number is 09172851 and the effective date is 01/01/2016 with Fidelity and Deposit Company of Maryland. Their address is c/o Zurich North America, 1400 American Lane, Schaumburg, IL 60196.

3. Company History & Experience

Seward L. Schreder Construction, Inc. is familiar with the Division of State Architect (DSA). Seward L. Schreder Construction, Inc. has performed worked at many community college's and K-12 schools throughout the bay area. To name a few are Sacramento City Unified School District, Gilroy Unified School District and Gavilan Joint Community College District. Seward L. Schreder Construction was the General Contractor for the Gavilan College Aviation project, new hanger and classrooms at the San Martin Airport in 2016. Seward L. Schreder has also completed two projects on campus, the Pond Overlook project and the GECA addition project. They meet schedule and project budget with success and a positive outcome to the project.

4. Bid Form Review

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

5. Reference Check

- A. Aedis Architects – The project Architect, Don Berry stated Seward L. Schreder Construction, Inc. has performed a couple of projects successfully for them. Most recently they completed \$3.6 million of site work for the Voices Charter School new campus in San Jose, CA. Don said he loves working with them, they are a great team, fair, reasonable and on top of it.

- B. Mr. Rob Smiley with Sunnyvale School District stated he has had a very positive experience working with Seward L. Schreder Construction, Inc. One of the projects completed was the San Miguel Elementary New Classrooms, a \$3.8 million project. Mr. Rob Smiley stated he would work with Seward L. Schreder Construction, Inc. again.

6. Contractor License Check

- | | | |
|----|--------------------------|---|
| A. | License Number: | 746525 |
| B. | License Status: | Current and Active |
| C. | License Issued to: | Seward L. Schreder
Construction, Inc. |
| D. | Expiration Date: | 3/31/2018 |
| E. | County of Incorporation: | Butte |
| F. | Claims Against License: | No citations or cases on record |
| G. | Type of License(s): | A – General Engineering
B – General Building
HAZ – Hazardous Substance
Removal |

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

Sincerely,

Andrea Mendoza

Andrea Mendoza
Project Manager

Enclosures: Bid Tabulation Form

cc: Steve Sowa, IBI Group
Casey Michaelis, Gilbane Building Company



- Scope of work required to conform with accessibility requirements
- Scope of work required due to non-DSA certified structures
- Scope of work required to comply with Title IX
- Scope of work delayed to re-align Bid cost with Budget
- Required consolidation and upgrade of power for new work and lighting

- OPTION**
- Scope of work delayed to construct Baseball Field Lighting
 - Scope of work to install eight (8) Baseball Field Lighting Poles



June 7, 2017

GAVILAN COLLEGE ATHLETIC FIELDS VE OPTIONS

Gavilan Sports Complex

Categories of Work	Scope of Work	Base Bid	Project Without Track and Field	Value Engineered Savings	Category Net Totals	Sub Contractor
Track & Field	astro turf	\$1,704,000	\$0	\$1,704,000	\$0	frontier
Track & Field	track resurfacing	\$301,025	\$0	\$301,025		beynon
Track & Field	track maintenance	\$24,000	\$0	\$24,000		
ADA/Safety	metal fabrications	\$204,000	\$204,000		\$690,364	Signature Gates
ADA/Safety	signage	\$2,464	\$2,464			awards and signs
ADA/Safety	site furnishing	\$403,800	\$403,800			sports edge
ADA/Safety	Moz Panels	\$70,800	\$70,800			
ADA/Safety	chlorination	\$4,800	\$4,800			
ADA/Safety	drinking fountain	\$6,000	\$4,500	\$1,500		
Buildings	concrete foundation	\$68,251	\$38,913	\$29,338	\$764,828	mer rebar
Buildings	masonry	\$271,200	\$229,740	\$41,460		Patania Masonry -Switch
Buildings	steel deck	\$94,560	\$94,560			linden
Buildings	sheetmetal	\$15,667	\$15,667			capital sheetmetal
Buildings	metal roof	\$118,798	\$118,798			waterproofing associates
Buildings	glazing	\$132,000	\$132,000			coast counties glass
Buildings	plumbing	\$104,142	\$104,142			associated
Buildings	epoxy flooring	\$30,000	\$30,000			tera lite
Buildings	frp finish	\$1,008	\$1,008			
Contractor	temp facilities	\$21,600	\$21,600		\$111,600	
Contractor	supervision	\$180,000	\$90,000	\$90,000		
Electrical	electrical	\$1,219,025	\$1,219,025		\$1,219,025	adept
Fencing & Netting	fence	\$359,983	\$359,983		\$359,983	cfi
Landscape	Landscape	\$346,800	\$346,800		\$346,800	lonestar
Sitework	striping	\$42,000	\$42,000		\$1,136,400	compass
Sitework	Plaza art Paint	\$60,000	\$60,000			
Sitework	ac paving	\$440,400	\$308,400	\$132,000		durnan and venables
Sitework	Striping/wheel stops	\$6,000	\$6,000			
Sitework	concrete	\$720,000	\$720,000			efs
Underground	trench drain	\$84,000	\$84,000		\$2,279,227	
Underground	Underground /Grading	\$2,376,000	\$2,195,227	\$180,773		
Total		\$9,412,322	\$6,908,226	\$2,504,096	\$6,908,226	

Alternate #1: Track & Field Lighting	\$495,000
Alternate #2: Baseball Field Lighting	\$399,000