



5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

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

COYOTE VALLEY SITE

GRAND OPENING – 4:00 – 6:00 p.m.

CLOSED SESSION – 6:00 p.m.

OPEN SESSION – 7:00 p.m.

560 Bailey Avenue, San Jose, CA 95141
Coyote Valley Site, Building E, Room 108

AGENDA

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

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

CLOSED SESSION 6:00 p.m.

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

1. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
Employee Organization: GCFA
2. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose/Eric Ramones
Employee Organization: CSEA
3. CONFERENCE WITH LABOR NEGOTIATORS – Closed Session Pursuant to Government Code Section 54957.6
Agency Negotiators: Dr. Kathleen Rose
Employee Organization: Unrepresented
4. CONFER HONORARY DEGREE – Closed Session Pursuant to Education Code Section 72122

II. OPEN SESSION 7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Report of Any Action Taken in Closed Session



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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Iris Cueto

5. Approval of Agenda
6. Consent Agenda
 - (a) Regular Meeting of the Board of Trustees minutes, January 10, 2017
 - (b) Personnel Actions
 - (c) Warrants and electronic transfers drawn on District Funds
 - (d) Payroll Warrants drawn on District Funds
 - (e) Purchase Order Ratification
 - (f) Ratification of Agreements
 - (g) Monthly Financial Report
 - (h) Mid Year Financial Report
 - (i) Measure E Bond Quarterly as of December 31, 2016
 - (j) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2016
7. Comments from the Public - This is a time for the public to address the Board
(a max. of 3 minutes allotted to each speaker)
8. Recognitions
 - (a) Recognition of the Head Women's Volleyball Coach, 2016 Coast Conference Coach of the Year
 - (b) Recognition of the Employee of the Month
9. Officers' Reports
 - (a) Vice Presidents
 - (b) College President
 - (c) Academic Senate
 - (d) Professional Support Staff
 - (e) Student Representative
 - (f) Board Member Comments
 - (g) Board President
11. Board Committee Reports
12. Information/Staff Reports
 - (a) Institutional Enrollment Update
 - (b) Sabbatical Leave Requests
 - (c) Title V Grant, Highlights and Progress
13. Discussion Items
 - (a) Resolution of Support and Commitment to Undocumented Students-Examples

III. ACTION ITEMS

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

(o) Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

IV. CLOSING ITEMS

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

*Roll Call Vote

GAVILAN COLLEGE MISSION

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments; transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

PUBLIC COMMENTS – Individuals wishing to address the Board on a non-agenda item may do so during the Comments from the Public. However, no action may be taken on an item, which is not on the agenda. The public is welcomed to address the Board on particular agenda items and may do so at the time it is presented. Guidelines for Comments from the Public will be as follows:

A maximum of 3 minutes will be allotted to each speaker with a maximum of 20 minutes to a subject area. No disruptive conduct will be permitted at any Gavilan College Board of Trustees meeting.

AGENDA ITEMS – Individuals wishing to have an item appear on the agenda must submit the request in writing to the Superintendent/President two weeks prior to the regularly scheduled meeting. The Board President and Superintendent/President will determine what items will be included in the agendas. Regular meetings are held the second Tuesday of each month.

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees as one motion. There is no discussion of these items prior to Board vote unless a member of the Board, staff, or public requests that specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all consent items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact Nancy Bailey at 408-848-4711. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

Members of the public may inspect agenda documents distributed to the Board of Trustees at the President's Office, CDC123, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

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

CONSENT



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(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

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

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

MINUTES

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

Trustee Laura Perry called the meeting to order at 6:07 p.m.

1. Roll Call

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

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

2. Comments from the Public

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

3. Recess to Closed Session

The Board recessed to closed session at 6:10 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:10 p.m.

2. Roll Call

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

Absent: Iris Cueto (student trustee)

Dr. Kathleen Rose, Superintendent/President



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

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Iris Cueto

Frederick E. Harris, Vice President, Administrative Services
Andrew Delunas, Academic Senate representative
Nancy Bailey, Recorder

Others in Attendance: Wade Ellis, Susan Sweeney, Jan Bernstein-Chargin, Ozzy Zamora, Olga Rodriguez, Annette Gutierrez, Michele Bresso, Eric Ramones

3. Pledge of Allegiance

The Pledge of Allegiance was led by Rachel Perez.

4. Report of any Action Taken in Closed Session

Laura Perry reported that no action was taken in closed session.

5. Approval of Agenda

MSC (K. Child/J. Brusco)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

6. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, December 13, 2016 and Board Self-Evaluation meeting, November 29, 2016

(b) Personnel Actions

(c) Warrants and electronic transfers drawn on District Funds

(d) Payroll Warrants drawn on District Funds

(e) Purchase Order Ratification

(f) Ratification of Agreements

(g) Budget Adjustments

(h) Monthly Financial Report

(i) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2016

MSC (K. Child/L. Locci)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

7. Comments from the Public

No comments.

8. Recognitions

(a) Recognition of the Employees of the Month

December 2016 – Olga Rodriguez

Susan Sweeney introduced Olga Rodriguez who has served as the Office Assistant for CalWORKs/Fresh Success Programs since February 2015. Olga Rodriguez came to Gavilan as a student and earned her AA in Social Science. Susan Sweeney said she is eager and willing to learn and is successful in helping students that come into their offices. Olga Rodriguez serves as an outstanding example of student success and equity working at Gavilan College.

9. Officers' Reports

(a) Vice Presidents

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

(b) College President

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

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

(c) Academic Senate

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

(d) Professional Support Staff

No report.

(e) Student Representative

No report.

(f) Board Member Comments

Board members welcomed Dr. Michele Bresso to Gavilan College.

Jonathan Brusco – said he was excited that the Coyote Valley Site would be opening soon.

Walt Glines – expressed concern that the Governor's budget projected a deficit due to declining growth in revenue and that public school funding would be affected. He requested a report from administration about the school providing "sanctuary status" for students identified as "Dreamers". He wanted these students to know that they are welcome at Gavilan. He said he felt it was time for the district to move ahead with hiring a bond consultant. Walt Glines said the solar panels could be beautified and

suggested it as an art project. He noted that the 100 anniversary of Gavilan College was coming up and was interested in the administration's preparations.

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

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

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

(g) Board President

Laura Perry complimented Dr. Rose on her rotary presentation and thanked staff for attending the luncheon.

10. Board Committee Reports

No report.

11. Information/Staff Reports

(a) Community Education Winter/Spring 2017 Classes

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

(b) Draft 2017 Board Goals

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

III. ACTION ITEMS

1. New Business

(a) Employment Agreement Authorization - Vice President of Academic Affairs

MSC (M. Dover/J. Brusco)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

(b) FY 2017-2018 Non-Resident Tuition and Capital Outlay Fee

MSC (W. Glines/J. Brusco)

Discussion: Business Director Wade Ellis provided a review of the average cost of education per unit for our district and also statewide. There has been an increase

which impacts out-of-state students. Wade Ellis added that this revenue is kept by the district; not turned over to the state.

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

- (c) Gavilan Gym Roof Replacement Project, Change Order #1

MSC (W. Glines/M. Dover)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

- (d) STEM Meadow Restoration, Change Order #1

MSC (W. Glines/J. Brusco)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

- (e) Coyote Valley Educational Center Increment #2, Change Order #5

MSC (W. Glines/J. Brusco)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

- (f) Coyote Valley Low Voltage Package, Change Order #2

MSC (W. Glines/M. Dover)

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

- (g) Ellucian Application Management Services

MSC (W. Glines/J. Brusco)

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

Vote:

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

0 Noes

1 Absent: Iris Cueto (student trustee)

(h) 5 Year Lease to Upgrade and Consolidate District Copiers and Printers

MSC (K. Child/L. Locci)

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Rachel Perez, Laura Perry, to approve.

0 Noes

2 Absent: Walt Glines (left early) and Iris Cueto (student trustee)

(i) Naming the Board Representative for the County Committee

MSC (K. Child/L. Locci)

Discussion: Jonathan Brusco will remain as the representative.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Rachel Perez, Laura Perry, to approve.

0 Noes

2 Absent: Walt Glines (left early) and Iris Cueto (student trustee)

IV. CLOSING ITEMS

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

2. Adjournment

The meeting was adjourned by consensus at 7:52 p.m.

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

February 14, 2017

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

Human Resources

SUBJECT: Personnel Actions

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

That the Board of Trustees approve personnel actions the District is entering into during the period of January 10, 2017 thru February 14, 2017.

Background:

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

Budgetary Implications:

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

Follow Up/Outcome:


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

Recommended By: Eric Ramones, Human Resources Director

Prepared By:


Eric Ramones, Human Resources Director

Agenda Approval:


Dr. Kathleen Rose, Superintendent/President

A. Classified and Unclassified Personnel Actions – February 14, 2017

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

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

David Carrillo	Custodian – Coyote Valley Site Facilities Services February 15, 2017
David Farmer	Campus Security Officer – Coyote Valley Site Business Services February 15, 2017
Douglas Strother	Custodian – Gilroy Site Facilities Services February 15, 2017
Emilio Cantu-Gil	Instructional Program Specialist Liberal Arts and Sciences February 15, 2017
Pamela Chatten	Campus Security Officer – Gilroy Site Business Services February 15, 2017

II. SHORT TERM AND SHORT TERM PEAK/TEMPORARY APPOINTMENTS

Mayra Rojas	Program Services Specialist MESA/TRIO January 1, 2017 to May 31, 2017
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III. PROFESSIONAL EXPERTS

Kenneth Hall	Assistant Baseball Coach Kinesiology and Athletics January 15, 2017 to April 30, 2017
Michael Dixon	Assistant Baseball Coach Kinesiology and Athletics January 15, 2017 to April 30, 2017
Mohua Chatterjee	Research Assistant Office of the President February 6, 2017

Paige Miguel Assistant Softball Coach
Kinesiology and Athletics
January 15, 2017 to April 30, 2017

Shawn Novack Instructor
Contract and Community Education
September 29, 2016 to December 31, 2016

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REQUESTS FOR LEAVE

NONE

VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT

NONE

VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

Diane Christianson MATH 430 – Algebra I

Isela Graff GEOG 1 – Cabrillo College

Jillian Wilson History and Culture of Youth Info. Services

Josefina Olivares MATH 420 – Algebra II

Juan Zamora CSIS 42 – Python Programming

Kimberly Benjamin CMUN 8 – Interpersonal Communication
CMUN 1A – Public Speaking
History 2 – US History

Rosalinda Mendoza CMUN 8 – Interpersonal Communication
MATH 430 – Algebra 1
AH 11 – Nutrition
SOC 1 – Intro to Sociology
HIST 2 – US History

Tara Myers Interpersonal Relationships
Integr of Psychology & Theology
Spiritual Found of Leadership
History of Christianity
Personal & Social Ethics

VIII. APPLICATION FOR AWARD/STAFF DEVELOPMENT

NONE

IX. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

X. ADDITIONAL DUTY/STIPEND

NONE

XI. VOLUNTEERS

Marvin Lopez	Volunteer Worker Kinesiology and Athletics January 3, 2017 to June 30, 2017
Randy Dennis	Volunteer Worker Kinesiology and Athletics January 3, 2017 to June 30, 2017
Thomas Dunham	Volunteer Worker Kinesiology and Athletics January 30, 2017 to May 26, 2017

XII. RESIGNATIONS AND RETIREMENTS

NONE

XIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

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

B. Faculty Personnel Actions – February 14, 2017

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

I. APPOINTMENTS

Dewitt Stuckey	Disability Resource Center/ Veterans Resource Center Counselor Student Services February 15, 2017
Vania Parakati	Basic Skills Counselor Liberal Arts and Sciences February 15, 2017

II. FACULTY OVERLOAD/ADDITIONAL DUTY/STIPENDS

Blanca Arteaga	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Blanca Melchor	Non-Credit Counselor Overload Community Development and Grants Management December 19, 2016 to January 26, 2017
Carla Velarde-Barros	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Celia Marquez	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Cheryl Brown	Disability Resource Center Instructor Overload Disability Resource Center January 3, 2017 to January 26, 2017
Christina Salvin	Training Attendee Liberal Arts and Sciences January 17, 2017
Dana Young	Librarian Overload Office of Instruction January 3, 2017 to January 26, 2017
Diana Reid	Allied Health Instructor Overload Career Technical Education January 3, 2017 to January 26, 2017

Debbie Christensen	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Douglas Achterman	Title V Activity Co-Director Community Development and Grants Management December 19, 2016 to August 27, 2017
Elena Dachkova	Mathematics Instructor Overload Liberal Arts and Sciences January 20, 2017 to January 26, 2017
Erik Medina	Anthropology Instructor Overload Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Gary Cribb	Counseling Overload Community Development and Grants Management January 1, 2017 to January 30, 2017
Grant Richards	Humanities Instructor Overload Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Jane Edberg	Art Instructor Overload Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Jessica Gatewood	Reading Apprenticeship Faculty Liaison Community Development and Grants Management January 26, 2017 to June 30, 2017
Jessica Hooper	Social/Emotional Learning Trainer/Coordinator Liberal Arts and Sciences November 21, 2016 to May 30, 2017
Johanna Stewart	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Julian Kearns	Economics Instructor Overload Career Technical Education January 3, 2017 to January 26, 2017
Karen Sato	Disability Resource Center Instructor Overload Disability Resource Center January 3, 2017 to January 26, 2017

Karen Warren	Title V Activity Co-Director Community Development and Grants Management December 19, 2016 to August 27, 2017
Kathleen Campbell	Student Assessment Overload Student Services January 25, 2017
Kimberly Smith	Training Attendee Liberal Arts and Sciences January 17, 2017
Kimberly Smith	English Instructor Overload Liberal Arts and Sciences January 9, 2017 to January 13, 2017
Leah Halper	Title V Civic Engagement Co-Lead Community Development and Grants Management December 19, 2016 to August 25, 2017
Leslie Tenney	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Marc Turetzky	Political Sciences Instructor Overload Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Mari Garcia	Counselor Overload Student Services January 10, 2017 to January 26, 2017
Marla Butler	Training Attendee Liberal Arts and Sciences January 17, 2017
Mary Ann Sanidad	Student Assessment Overload Student Services January 24, 2017
Mary Ann Sanidad	AB104 Coordinator Overload Community Development and Grants Management December 19, 2016 to January 27, 2017
Nicholas Park	Sociology Instructor Overload Liberal Arts and Sciences January 3, 2017 to January 26, 2017

Nicole Cisneros	Student Assessment Overload Student Services January 11, 2017 to January 26, 2017
Oswaldo Zamora	Counselor Overload Student Services December 19, 2017 to January 26, 2017
Paul Agaliotis	Outreach/Career Exploration Career Technical Education January 2, 2017 to February 28, 2017
Rosa Sharboneau	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Sabrina Lawrence	Distance Education Coordinator Overload Office of Instruction January 3, 2017 to January 26, 2017
Scott Sandler	Training Attendee Liberal Arts and Sciences January 17, 2017
Scott Sandler	Title V Civic Engagement Co-Lead Community Development and Grants Management December 19, 2017 to August 25, 2017
Simone Reyes	Counselor Overload Student Services January 18, 2017 to January 26, 2017
Stephen Gaitan	Disability Resource Center Instructor Overload Disability Resource Center January 3, 2017 to January 26, 2017
Susan Turner	Faculty Liaison Professional Development Career Technical Education August 31, 2016 to December 16, 2016
Tamara Merrill	Disability Resource Center Instructor Overload Disability Resource Center January 3, 2017 to January 26, 2017

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

Aloha Sargent	Instructional Technologist Community Development and Grants Management January 26, 2017 to May 26, 2017
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Celise Elkassed	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management December 17, 2016 to January 27, 2017
Charles Witt	Instructor South Bay Regional Public Safety Consortium June 18, 2016
Cherise Mantia	Mathematics Instructor Winter Intersession Assignment Liberal Arts and Sciences January 17, 2017 to January 23, 2017
Daune Willahan	English Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Dewitt Stuckey	Counselor Winter Intersession Assignment Disability Resource Center January 3, 2017 to January 26, 2017
Diana Gonzales	Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Deborah Gustlin	Art Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Dolores Wiemers	Librarian Winter Intersession Assignment Office of Instruction January 3, 2017 to January 26, 2017
Elizabeth Falvey	Kinesiology Instructor Winter Intersession Assignment Kinesiology and Athletics January 3, 2017 to January 26, 2017
Frank Mendez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management December 17, 2016 to January 27, 2017
Frank Mendez	CSIS Instructor Winter Intersession Assignment Career Technical Education January 3, 2017 to January 26, 2017
Gloria Curtis	Librarian Winter Intersession Assignment Office of Instruction January 3, 2017 to January 26, 2017

Jane Godley	Counselor Overload Student Services January 3, 2017 to January 26, 2017
Jessica Weiler	Counselor Winter Intersession Career Technical Education January 3, 2017 to January 26, 2017
Jordan Damerel	Water Management Instructor Career Technical Education January 30, 2017 to May 26, 2017
Karen Diehl	Training Attendee Liberal Arts and Sciences January 17, 2017
Kendall Sooter	Communications Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Kenneth Van Meter	Non-Credit Instructor Community Development and Grants Management January 3, 2017 to June 30, 2017
Kirk Stratton	Instructor South Bay Regional Public Safety Consortium June 18, 2016
Kyle Hull	Training Attendee Liberal Arts and Sciences January 17, 2017
Lawrence Crawford	Kinesiology Instructor Kinesiology and Athletics January 30, 2017 to May 26, 2017
Leticia Palacios	Counselor Winter Intersession Assignment Student Services January 17, 2017 to January 26, 2017
Marcela Serrano	Counselor Winter Intersession Assignment Student Services January 17, 2017 to January 26, 2017
Marcela Serrano	Non-Credit Counselor Community Development and Grants Management December 19, 2016 to June 26, 2017

Marcia Friedberg	Mathematics Instructor Winter Intersession Assignment Liberal Arts and Sciences January 20, 2017 to January 26, 2017
Maria Lopez	CSIS Instructor Winter Intersession Assignment Career Technical Education January 3, 2017 to January 26, 2017
Marilyn Chap	Sociology Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Martha Johanson	Counselor Winter Intersession Assignment Disability Resource Center January 3, 2017 to January 26, 2017
Mary Paulson	Communications Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Matthew Tuttle	Instructor South Bay Regional Public Safety Consortium June 18, 2016
Megan Wong	English Instructor Winter Intersession Assignment Liberal Arts and Sciences January 9, 2017 to January 13, 2017
Megan Wong	Learning Commons Coordinator Community Development and Grants Management December 19, 2016 to August 25, 2017
Megan Wong	Training Attendee Liberal Arts and Sciences January 17, 2017
Meredith Hurley	Acceleration Trainer Liberal Arts and Sciences January 1, 2017 to January 27, 2017
Nathan Osborne	Philosophy Instructor Winter Intersession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Nguyen Sinh	Training Attendee Liberal Arts and Sciences January 17, 2017

Rachel Mitchell	History Instructor Winter Intercession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017
Sian Sloan	Training Attendee Liberal Arts and Sciences January 17, 2017
Sonia Banks	Business Instructor Winter Intercession Assignment Career Technical Education January 3, 2017 to January 26, 2017
Susan Alonzo	Department Meetings Attended Career Technical Education January 27, 2017
Susan Dodd	Course Curriculum – Graphic Design Programs Career Technical Education November 1, 2016 to January 31, 2017
Susan Dodd	Curriculum Update/ Revision - Accounting Career Technical Education January 1, 2017 to May 30, 2017
Susan Dodd	Curriculum Update/ Revision – Waste Water Career Technical Education January 1, 2017 to May 30, 2017
Svetlana Tyuleneva	Mathematics Instructor Winter Intercession Assignment Liberal Arts and Sciences January 20, 2017 to January 26, 2017
Tiffany Palsgrove	Acceleration Trainer Liberal Arts and Sciences January 1, 2017 to January 27, 2017
Timothy Mosher	History Instructor Winter Intercession Assignment Liberal Arts and Sciences January 3, 2017 to January 26, 2017

IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

NONE

V. REASSIGNMENTS

NONE

VI. RESIGNATIONS AND RETIREMENTS

NONE

VII. REQUEST FOR LEAVE

NONE

VIII. REQUEST FOR CATASTROPHIC LEAVE CREDITS

NONE

IX. NEW FSA ASSIGNMENT

NONE

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

C. Management/Confidentials Personnel Actions – February 14, 2017

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

I. APPOINTMENTS/CONTRACT RATIFICATION AND EXTENSIONS

NONE

II. ADDITIONAL DUTY/STIPEND

NONE

III. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS

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

IV. REQUEST FOR LEAVE

NONE

V. PERMISSION TO ENROLL/PROFESSIONAL GROWTH

NONE

VI. APPLICATION FOR AWARD/PROFESSIONAL GROWTH

NONE

VII. RESIGNATIONS AND RETIREMENTS

NONE

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

D. Administration Personnel Actions – February 14, 2017

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

I. APPOINTMENTS

NONE

II. ADDITIONAL DUTY/STIPENDS

NONE

III. BOARD MEMBER APPROVED ABSENCE

NONE

IV. BOARD MEMBER RESIGNATION

NONE

V. RESIGNATIONS AND RETIREMENTS

NONE

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

January 2017 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
P0007054	1/5/2017	Hart Flooring Company Inc	\$ 4,900.00
P0007039	1/5/2017	Promo1America	\$ 2,978.07
P0007053	1/5/2017	Casey Printing	\$ 2,405.55
P0007055	1/5/2017	Adopt A Highway Maintenance Corp	\$ 5,139.00
P0007057	1/5/2017	Dell Financial Services LLC	\$ 135,886.16
CON10047	1/6/2017	Dell Financial Services LLC	\$ 135,886.16
ME001236	1/6/2017	R & B Company	\$ 80,826.71
ME001228	1/6/2017	Williams Scotsman Inc	\$ 11,358.11
ME001227	1/6/2017	BFGC - IBI Group Architecture Planning	\$ 75,000.00
ME001229	1/6/2017	Seward L Schreder Construction Inc	\$ 379,000.00
CON10042	1/6/2017	Cambridge West Partnership LLC	\$ 61,892.00
ME001230	1/6/2017	Etheric Networks Inc	\$ 9,486.49
CON10048	1/9/2017	Professional Personnel Leasing Inc	\$ 30,000.00
CON10043	1/9/2017	Access Communications Inc	\$ 33,307.00
ME001237	1/9/2017	Live Oak Associates Inc	\$ 7,000.00
CON10051	1/9/2017	Martin, Douglas	\$ 20,000.00
CON10050	1/9/2017	Friends of Vision Literacy	\$ 12,523.00
ME001238	1/9/2017	Angus-Hamer Inc	\$ 20,000.00
CON10052	1/9/2017	Calstate Construction Inc	\$ 885,777.00
OP17389	1/10/2017	Gutierrez, Carol	\$ 275.00
ASB17013	1/11/2017	Petros, Richard	\$ 120.00
P0007059	1/11/2017	Phillip Roy Inc	\$ 405.63
P0007060	1/11/2017	Facilitron Inc	\$ 1,097.24
P0007061	1/11/2017	Hollister Downtown Association	\$ 100.00
P0007062	1/11/2017	Hollister Downtown Association	\$ 30.00
P0007066	1/11/2017	Knyazik, Anna	\$ 90.00
P0007067	1/11/2017	Alechina, Lidia	\$ 90.00
P0007068	1/11/2017	South County Collaborative	\$ 30.00
P0007069	1/11/2017	Rodriguez, Mariza	\$ 350.00
ASB17014	1/11/2017	Alexander, Alexandra	\$ 60.00
ASB17015	1/11/2017	Stobo, Stacy	\$ 60.00
OP17390	1/11/2017	Ewing Irrigation Products Inc	\$ 500.00
OP17391	1/11/2017	Follett Higher Education Group	\$ 1,200.00
OP17392	1/11/2017	Sport Supply Group Inc	\$ 500.00
OP17394	1/11/2017	Sport Supply Group Inc	\$ 1,500.00
P0007070	1/11/2017	Moore Medical LLC	\$ 690.35
P0007073	1/11/2017	Wallcur LLC	\$ 119.52
OP17395	1/11/2017	Superior Farms	\$ 200.00
P0007074	1/11/2017	Rebekah Children's Services	\$ 193.13
P0007075	1/11/2017	Quality Landscape Service Inc	\$ 1,520.00
P0007064	1/11/2017	Dell Marketing	\$ 2,297.93
P0007065	1/11/2017	Dell Marketing	\$ 294.69
P0007063	1/11/2017	Gilroy Unified School District	\$ 463.50
OP17393	1/11/2017	Palace Art & Office Supply	\$ 348.00
P0007071	1/11/2017	Ernie's Plumbing & Repair Service Inc	\$ 1,695.00

January 2017 Purchase Orders

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

Total Purchase Orders

\$ 2,197,587.33

Meeting Date: February 14, 2017

Agreement Number	Amount	Vendor	Description
ME001240	\$10,015.00	Access Communications Inc	Audio-Visual Installation Services Coyote Valley Classrooms E-107 & E-108 Period of Service: 1/24/17 - 3/1/17
ME001241	\$ 4,500.00	Live Oak Associates	Incidental Intake Draft Review Hollister Campus Period of Service: 1/25/17 - 3/1/17
CON10055	\$ 7,410.00	James E. Derbin	Cross Connection Control Survey Report Gavilan College Water System Period of Service: 1/19/17 - 5/30/17
CON10056	\$ 2,500.00	Edfinancial Holdings LLC	Default Prevention Services Period of Service: 10/15/16 - 12/10/17
CON10057	\$ 50,000.00	CCSLI Inc	American Sign Language Interpreting Services Period of Service: 1/30/17 - 5/26/17
CON10058	No Cost	Odd-Fellow Rebekah Children's Home of California	Clinical Learning Partnership with Gavilan Nursing Students Period of Service: 2/1/17 - 1/31/22
CON10059	\$ 28,417.44	CI Solutions	Student and Staff ID Badge System One Time Purchase
CON10060	\$ 4,500.00 Income Contract	Regents of the University of California Puente Project	Mentor Support Funds Puente Project Period of Service: 7/1/16 - 6/30/17

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

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	\$33,573,049			\$17,024,852				50.7%
1000 - Certificated Salaries			\$11,147,142			\$6,222,114	\$0		55.8%
2000 - Classified Salaries			\$5,871,247			\$2,876,584	\$0		49.0%
3000 - Burdens & Benefits			\$6,560,974			\$3,209,288	\$0		48.9%
4000 - Books & Supplies			\$502,353			\$231,927	\$171,134		80.2%
5000 - Other Operating Expenses			\$6,869,075			\$3,312,104	\$1,243,786		66.3%
6000 - Capital Outlay			\$768,399			\$60,397	\$162,692		29.0%
7000 - Other			\$1,473,908			\$754,316	\$0		51.2%
Total General-Unrestricted	\$4,333,229	\$33,573,049	\$33,193,098	\$4,713,180	\$17,024,852	\$16,666,729	\$1,577,612	50.7%	55.0%
24 Instructional Equipment	\$67	\$259,000	\$259,000	\$67	\$483,237	\$37,987	\$35,998	186.6%	28.6%
26 Parking	\$0	\$119,909	\$119,909	\$0	\$80,567	\$38,938	\$1,614	67.2%	33.8%
27 General - Restricted	\$0	\$16,386,774	\$16,386,774	\$0	\$8,648,189	\$6,115,311	\$1,538,279	52.8%	46.7%
Total General Fund	\$4,333,296	\$50,338,732	\$49,958,781	\$4,713,247	\$26,236,845	\$22,858,965	\$3,153,503	52.1%	52.1%
Fiduciary Funds									
21 Measure E - Debt Service	\$4,275,476	\$6,230,637	\$6,060,769	\$4,445,344	\$0	\$0	\$0	0.0%	0.0%
34 Capital Project	\$75,833	\$8,011,934	\$8,067,824	\$19,943	\$1,131,595	\$830,154	\$1,216,750	14.1%	25.4%
60 Measure E	\$10,564,384	\$22,525	\$10,586,909	\$0	\$16,722	\$6,741,374	\$2,668,443	74.2%	88.9%
61 Risk Management	\$0	\$200,000		\$200,000	\$0	\$0	\$0	0.0%	--
72 Child Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	--	--
92 Long Term Debt	\$5,447,176	\$315,000	\$500	\$5,761,676	\$618,942	\$250	\$0	196.5%	50.0%
Total Fiduciary Funds	\$488,472	\$6,748,638	\$7,055,261	\$181,849	\$3,939,683	\$4,031,703	\$23,294	58.4%	57.5%
Totals	\$25,184,637	\$71,867,466	\$81,730,044	\$15,122,059	\$31,943,786	\$34,462,446	\$7,061,991	44.4%	50.8%

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

Final Budget to Current General Fund 100

	<u>Final Budget</u> <u>FY 16/17</u>	<u>Adjustment</u>	<u>Description</u>	<u>Current Budget</u> <u>FY 16/17</u>
Revenue:				
Federal Revenue				
State Revenue	\$ 11,196,099	\$ (152,000)	Mandated Costs - to Fund 240 On-time Funds	\$ 11,044,099
Local Revenue	\$ 22,521,102	\$ 5,000	Go Print Revenue / Athletic Gate Receipts	\$ 22,528,950
		\$ 2,848	Athletics Gate Receipts	
Total Revenue	\$ 33,717,201			\$ 33,573,049
Expenditures:				
1000: Academic Salaries	\$ 11,747,135	\$ -		\$ 11,747,135
2000: Non-Instructional Salaries	\$ 6,280,631	\$ -		\$ 6,280,631
3000: Employee Benefits	\$ 7,096,537			\$ 7,096,537
4000: Books and Supplies	\$ 496,547	\$ 5,000	Go Print Revenue	\$ 502,353
			\$ 1,139 Athletics Gate Receipts	
			\$ (333) Misc Entries to Other Accounts	
5000: Services and Other Operating Expenses	\$ 6,369,232	\$ 1,709	Athletics Gate Receipts	\$ 6,382,274
			\$ 10,000 Public Information - Rave Wireless	
			\$ 1,333 Misc Entries to Other Accounts	
6000: Capital Outlay	\$ 691,399	\$ (1,000)	Misc Entries to Other Accounts	\$ 690,399
Total Expenditures	\$ 32,681,481			\$ 32,699,329
Excess of Revenues Over Expenditures Prior to Intra/Interfund Transfers	\$ 1,035,720			\$ 873,720
Intra/Interfund Transfers Out	\$ 1,630,981	\$ (60,000)	Fresh Success - Reverse G/F Contribution	\$ 1,571,010
		\$ 29	Federal Work Study	
Intra/Interfund Transfers In				
Net Change in Ending Fund Balance	\$ (595,261)			\$ (697,290)
Beginning Fund Balance	\$ 3,953,884			\$ 4,333,229
Ending Fund Balance	\$ 3,358,623			\$ 3,635,939
	9.79%			10.61%

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

	Current Budget FY 16/17	Proposed Adjustments	Description	Revised Budget FY 16/17
Revenue:				
Federal Revenue				
State Revenue	\$ 11,044,099			\$ 11,044,099
Local Revenue	\$ 22,528,950			\$ 22,528,950
Total Revenue	\$ 33,573,049			\$ 33,573,049
Expenditures:				
1000: Academic Salaries	\$ 11,747,135	\$ (100,617)	Permanent Employee Adjustments	\$ 11,147,142
		\$ (123,686)	Categorical Changes	
		\$ (412,829)	Vacant Positions / Adjustments to Existing	
		\$ (166,461)	Reduction in GASB estimate	
		\$ 203,600	Faculty Adjustment for Medical Cap	
2000: Non-Instructional Salaries	\$ 6,280,631	\$ (25,627)	Permanent Employee Adjustments	\$ 5,871,247
		\$ (80,000)	Categorical Changes	
		\$ (296,612)	Vacant Positions / Adjustments to Existing	
		\$ (7,145)	Reduction in GASB estimate	
3000: Employee Benefits	\$ 7,096,537	\$ (23,752)	Permanent Employee Adjustments	\$ 6,560,974
		\$ (34,132)	Categorical Changes	
		\$ (186,008)	Vacant Positions / Adjustments to Existing	
		\$ (202,189)	Sum of GASB	
		\$ (40,727)	Sum of 457	
		\$ (454,530)	Sum of Health & Welfare adjustments	
		\$ (45,179)	Reduction in GASB estimate	
		\$ 420,901	Benefit Adjustment	
		\$ 30,053	Faculty Adjustment for Medical Cap	

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

4000: Books and Supplies	\$	502,353			\$	502,353
5000: Services and Other Operating Expenses	\$	6,382,274	\$	150,000	\$	6,869,075
			\$	10,000		
			\$	(9,854)		
			\$	3,000		
			\$	11,601		
			\$	(73,236)		
			\$	3,880		
			\$	3,410		
			\$	87,500		
			\$	20,500		
			\$	10,000		
			\$	20,000		
			\$	250,000		
6000: Capital Outlay	\$	690,399	\$	30,000	\$	768,399
			\$	15,000		
			\$	17,000		
			\$	16,000		
Total Expenditures	\$	32,699,329			\$	31,719,190
					\$	-
Excess of Revenues Over Expenditures Prior to Intra/Interfund Transfers	\$	873,720			\$	1,853,859
Intra/Interfund Transfers Out	\$	1,571,010	\$	(7,400)	\$	1,473,908
			\$	(30,196)		
			\$	(52,751)		
			\$	28,075		
Intra/Interfund Transfers In			\$	(34,830)		
Net Change in Ending Fund Balance	\$	(697,290)			\$	379,951
Beginning Fund Balance	\$	4,333,229			\$	4,333,229
Ending Fund Balance	\$	3,635,939			\$	4,713,180
		10.61%				14.20%

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

February 14, 2017

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

SUBJECT: Measure E Bond Quarterly Financial Status Report at December 31, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

The efficient use of Measure E Bond Program funds

Follow Up/Outcome:

Continue to monitor the Measure E Bond program finances.

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

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

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

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
Revenue					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>			\$ 90,099		
	GUSD Lease portables over 25 years		\$ 40,392		
	GUSD Purchase of Modular Bldgs for GECA		\$ 54,932		
<u>Donation Agreement</u> Coyote Valley Property			\$ 137,116		
<u>Agricultural Lease</u>			\$ 11,537		
<u>Bond Interest</u>					
	Fiscal Year 2003-04		\$ 9,988		
	Fiscal Year 2004-05		\$ 562,662		
	Fiscal Year 2005-06		\$ 1,045,177		
	Fiscal Year 2006-07		\$ 976,676		
	Fiscal Year 2007-08		\$ 1,281,565		
	Fiscal Year 2008-09		\$ 735,130		
	Fiscal Year 2009-10		\$ 100,247		
	Fiscal Year 2010-11		\$ 62,460		
	Fiscal Year 2011-12		\$ 204,720		
	Fiscal Year 2012-13		\$ 158,143		
	Fiscal Year 2013-14		\$ 114,449		
	Fiscal Year 2014-15		\$ 113,415		
	Fiscal Year 2015-16		\$ 158,019		
	Fiscal Year 2016-17		\$ -		
	Subtotal Bond Interest		\$ 5,522,651		
<u>Parking Fund Contribution</u> Fiscal Year 2007-08			\$ 250,000		Non Measure "E" Fund
<u>Scheduled Maintenance Contribution</u> Fiscal Year 2008-2009			\$ 217,138		Non Measure "E" Fund
Total Revenue			\$ 114,034,491		
Expenditures					
1 Program					
660060 - Program Contingency		\$ 25,000			
	Total Costs through 9/30/2016		\$ 25,245		
	No Invoices this period				
	Total Costs through 12/31/2016		\$ 25,245	\$ (245)	
660360 - Planning - District		\$ 155,320			
	Total Costs through 9/30/2016		\$ 128,752		
	No Invoices this period				
	Total Costs through 12/31/2016		\$ 128,752	\$ 26,568	
662260 - Coyote Valley Ed Center		\$ 13,139,693			
	Total Costs through 9/30/2016		\$ 10,464,065		
	4540 - Custodial & Grounds Supplies		\$ 3,045		
	5250 - Mileage		\$ 568		
	5610 - Rents & Leases - Equip		\$ 10,504		
	5810 - Legal Services		\$ 6,576		
	5831 - Contracted Services		\$ 2,599,746		
	6220 - Building Construction		\$ 756		
	6230 - Inspection Fees		\$ 90,000		
	6235 - Architect Fees		\$ 12,097		
	Total Costs through 12/31/2016		\$ 13,187,356	\$ (47,663)	
2 Land Acquisition					
662060/662160 - Coyote Valley Prop (Property/Develop)		\$ 21,238,072			
	Total Costs through 9/30/2016		\$ 22,092,695		
	5610 - Rents & Leases - Equip		\$ 2,759		
	5831 - Contracted Services		\$ 516,230		
	6405- Equipment > \$5,000		\$ 46,986		
	Total Costs through 12/31/2016		\$ 22,658,670	\$ (1,420,598)	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
663060/663160 - San Benito Prop (Property/Develop)		\$ 9,838,755			
	Total Costs through 9/30/2016		\$ 9,438,391		
	5810 - Legal Services		\$ (874)		
	Total Costs through 12/31/2016		\$ 9,437,517	\$ 401,238	
3 Current Projects					
670560 - Physical Education Building		\$ 6,539,165			
	Total Costs through 9/30/2016		\$ 551,061		
	5150 - Printing		\$ 65		
	5810 - Legal Services		\$ 27		
	5831 - Contracted Services		\$ 55,303		
	6220 - Building Construction		\$ 1,552		
	6235 - Architect Fees		\$ 650		
	Total Costs through 12/31/2016		\$ 608,657	\$ 5,930,508	
671360-1 Demo CJ500, Old Acad. PB Rebuild		\$ 40,000			
	Total Costs through 9/30/2016		\$ -		
	5630 - Repair & Maintenance		\$ 15,283		
	5810 - Legal Services		\$ 1,606		
	5831 - Contracted Services		\$ 2,552		
	6210 - Building Replacement/Remodel		\$ 22,841		
	Total Costs through 12/31/2016		\$ 42,282	\$ (2,282)	
671460 - South County Airport Development		\$ 3,000,000			
	Total Costs through 9/30/2016		\$ 3,189,331		
	5250 - Mileage		\$ 105		
	5831 - Contracted Services		\$ 377,828		
	6210 - Building Replacement/Remodel		\$ 13,935		
	6235 - Architect Fees		\$ 5,764		
	Total Costs through 12/31/2016		\$ 3,586,963	\$ (586,963)	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 9/30/2016		\$ 815,832		
	5831 - Contracted Services		\$ 40,702		
	Total Costs through 12/31/2016		\$ 856,534	\$ 43,466	
INACTIVE PROJECTS					
670760 - Student Center/Administration		\$ -			
	Total Costs through 9/30/2016		\$ 8,800		
	4540 - Custodial & Grounds Supplies		\$ 636		
	Total Costs through 12/31/2016		\$ 9,436	\$ (9,436)	
670960 - Library/Media		\$ -			
	Total Costs through 9/30/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ -	\$ -	
CLOSED PROJECTS					
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 9/30/2016		\$ 4,582,646		
	No Invoices this Period				2
	Total Costs through 12/31/2016		\$ 4,582,646	\$ (0)	
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 9/30/2016		\$ 9,625		
	No Invoices this Period				
	Total Costs through 12/31/2016		\$ 9,625	\$ (0)	
664060 - Land Residual		\$ -			
	Total Costs through 9/30/2016		\$ -		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ -	\$ -	
665060 - Local Funds Off-Site Development		\$ 69,998			
	Total Costs through 9/30/2016		\$ 69,998		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 69,998	\$ (0)	

Gavilan Joint Community College District
Measure E Bond Quarterly Financial Status Interim Report
Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 9/30/2016		\$ 8,036,484		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 8,036,484	\$ -	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 9/30/2016		\$ 111,859		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 111,859	\$ -	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 9/30/2016		\$ 4,416,466		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,416,466	\$ -	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 9/30/2016		\$ 446,255		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 9/30/2016		\$ 162,295		
	No Invoices this Period		\$ -		
	Total Costs through 9/30/2016		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 9/30/2016		\$ 6,081,010		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 9/30/2016		\$ 4,706,937		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 9/30/2016		\$ 4,398,348		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 9/30/2016		\$ 3,903,843		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 9/30/2016		\$ 3,918,035		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 9/30/2016		\$ 1,432,750		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 9/30/2016		\$ 217,419		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 9/30/2016		\$ 185,481		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 9/30/2016		\$ 4,447,366		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 4,447,366	\$ (9,848)	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	No Invoices this Period		\$ 1,223,487		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 1,223,487	\$ 23,530	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 9/30/2016		\$ 189,280		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 9/30/2016		\$ 165,569		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 165,569	\$ (56,569)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 9/30/2016		\$ 786,320		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2016				
	6230 - Inspection Fees		\$ 204		
	Total Costs through 12/31/2016		\$ 204	\$ (204)	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 9/30/2016		\$ (0)		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ (0)	\$ 0	
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 9/30/2016		\$ 24,486		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 9/30/2016		\$ 488,710		
	5831 - Contracted Services		\$ (378,100)		
	6235 - Architect Fees		\$ 395,023		
	Total Costs through 12/31/2016		\$ 505,633	\$ (5,633)	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 9/30/2016		\$ 26,253		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 26,253	\$ (78)	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 9/30/2016		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2016		\$ 3,511,130	\$ -	
680260 - Eprocurement		\$ -			
	Total Costs through 9/30/2016		\$ 13,851		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 13,851	\$ (13,851)	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 9/30/2016		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 12/31/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 9/30/2016		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 70,947	\$ 0	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 9/30/2016		\$ 302,791		
	<i>No Invoices this Period</i>				
	Total Costs through 12/31/2016		\$ 302,791	\$ 33,843	

Gavilan Joint Community College District
 Measure E Bond Quarterly Financial Status Interim Report
 Received and Expended to Date for Qtr 2 Fiscal Year 2016-2017 (9/01/2016 through 12/31/2016)
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 9/30/2016		\$ 122,195		
	5831 - Contracted Services		\$ 1,131		
	Total Costs through 12/31/2016		\$ 123,326	\$ (1,131)	
- Debt Payment		\$ 3,625,796			
	Total Costs through 9/30/2016		\$ 3,625,796		
	No Invoices this Period		\$ -		
	Total Costs through 12/31/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 9/30/2016)			\$ 105,503,179		
Total Invoices this Period (10/01/2016 through 12/31/2016)			\$ 3,845,500		
Total Expended to Date (Through 12/31/2016)			\$ 109,348,679		
Total Construction Budget		\$ 113,639,049		\$ 4,290,370	
Total Revenue to Date			\$ 114,034,491		
Cash Balance				\$ 4,685,812	

Notes:

- 1 Occ Ed project budget contains funding for Science and Gym roof repairs
- 2 Moved expenses to Fund 340 for State Reimbursement
- 3 PG&E Refund for Chiller Controls Installation-Optimization Project

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RECEIVED

JAN 30 2017

Director of
Business Services



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

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

Questions?

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

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



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

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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2016 to December 31, 2016

MARKET AND COST RECONCILIATION

	MARKET	BOOK VALUE
Beginning Market And Cost	7,048,673.42	7,048,673.42
Investment Activity		
Income	64,708.27	64,708.27
Realized Gain/Loss	19,691.08	19,691.08
Other Earnings	- 89,915.36	- 89,915.36
Total Investment Activity	- 5,516.01	- 5,516.01
Plan Expenses		
Trust Fees	- 125.00	- 125.00
Total Plan Expenses	- 125.00	- 125.00
Net Change In Market And Cost	- 5,641.01	- 5,641.01
Total Ending Market And Cost	7,043,032.41	7,043,032.41

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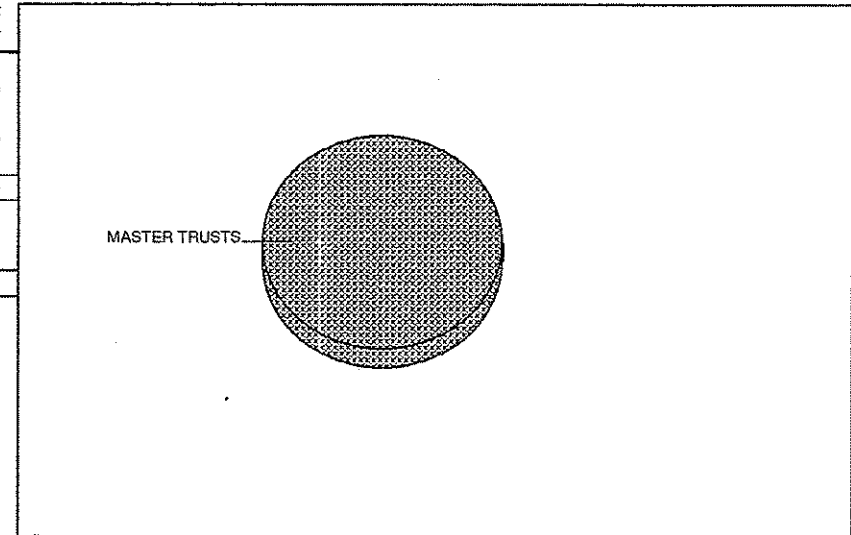


RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2016 to December 31, 2016

ASSET SUMMARY

ASSETS	12/31/2016 MARKET	12/31/2016 BOOK VALUE	% OF MARKET
Cash And Equivalents	.57	.57	0.00
Master Trusts	7,043,031.84	7,043,031.84	100.00
Total Assets	7,043,032.41	7,043,032.41	100.00
Accrued Income	.00	.00	0.00
Grand Total	7,043,032.41	7,043,032.41	100.00
Estimated Annual Income	.00		



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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2016 to December 31, 2016

ASSET DETAIL MESSAGES

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

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

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

@ No current price is available.

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RHBPT-GAVILAN CCD-BALANCED
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Period from October 1, 2016 to December 31, 2016

INVESTMENT ACTIVITY

DATE	DESCRIPTION	CASH
Income		
Rhbpt-Balanced Portolio Master Tr. 9Spmth8U3		
10/31/2016	Allocation Of Earnings Earnings Distribution	6,660.88
11/30/2016	Allocation Of Earnings Earnings Distribution	4,100.09
12/31/2016	Allocation Of Earnings Earnings Distribution	53,947.30
Total Rhbpt-Balanced Portolio Master Tr.		64,708.27
Total Income		64,708.27
Other Earnings		
Allocation Of Unrealized Gains 9Spmth8U3		
11/30/2016	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	24,357.99
Allocation Of Unrealized Loss 9Spmth8U3		
10/31/2016	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	- 110,955.79
12/31/2016	Rhbpt-Balanced Portolio Master Tr. Earnings Distribution	- 3,317.56
Total Allocation Of Unrealized Loss		- 114,273.35
Total Other Earnings		- 89,915.36

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RHBPT-GAVILAN CCD-BALANCED
ACCOUNT 6746018006

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Period from October 1, 2016 to December 31, 2016

PURCHASES

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	CASH	BOOK VALUE
Cash And Equivalents					
11/09/2016	Purchased 125 Units Of First American Govt Oblig Fund CI Z Trade Date 11/9/16 31846V567	125.000	.00	- 125.00	125.00
Total First American Govt Oblig Fund CI Z		125.000	.00	- 125.00	125.00
Total Cash And Equivalents		125.000	.00	- 125.00	125.00
Miscellaneous					
11/30/2016	Purchased 32,877.8 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 11/30/16 Earnings Distribution 9SPMTH8U3	32,877.800	.00	- 32,877.80	32,877.80
12/31/2016	Purchased 65,901.1 Units Of Rhbpt-Balanced Portolio Master Tr. Trade Date 12/31/16 Earnings Distribution 9SPMTH8U3	65,901.100	.00	- 65,901.10	65,901.10
Total Rhbpt-Balanced Portolio Master Tr.		98,778.900	.00	- 98,778.90	98,778.90
Total Miscellaneous		98,778.900	.00	- 98,778.90	98,778.90
Total Purchases		98,903.900	.00	- 98,903.90	98,903.90

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RHBPT-GAVILAN CCD-BALANCED
 ACCOUNT 6746018006

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 Period from October 1, 2016 to December 31, 2016

SALES AND MATURITIES (continued)

DATE	DESCRIPTION	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	BOOK VALUE	REALIZED GAIN/LOSS	PRIOR MARKET / PRIOR MARKET REALIZED GAIN/LOSS
12/31/2016	Allocation Of Capital Gains Rhbpt-Balanced Portolio Master Tr. Earnings Distribution 9SPMTH8U3	.000	.00	15,271.36	.00	15,271.36	.00 .00
Total Rhbpt-Balanced Portolio Master Tr.		- 104,419.910	.00	124,110.99	- 104,419.91	19,691.08	- 104,419.91 .00
Total Miscellaneous		- 104,419.910	.00	124,110.99	- 104,419.91	19,691.08	- 104,419.91 .00
Total Sales And Maturities		- 104,544.910	.00	124,235.99	- 104,544.91	19,691.08	- 104,544.91 .00

SALES AND MATURITIES MESSAGES

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The terms defined in this glossary are only for use when reviewing your account statement. Please contact your Relationship Manager with any questions.

RECOGNITION

Gavilan Joint Community College District Governing Board Agenda

February 14, 2017

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

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

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

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

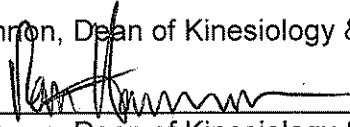
Proof is in the Player Development:

- 👂 (2) 2nd Team All-Coast Conference Selections (Liz Pearce & Serena Adame)
- 👂 (4) 1st Team All-Coast Conference Selections (Madison Hartman, Courtney Borja, Val Rodgers, & Erica Chapa)
- 👂 The Coast Conference Most Valuable Player (Erica Chapa)
- 👂 (1) 1st Team All-State Selection (Erica Chapa)

- ☛ (1) American Volleyball Coaches Association 1st Team All-American Selection (Erica Chapa...a first in Gavilan College Women's Volleyball History)

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

Recommended By: Ron Hannon, Dean of Kinesiology & Athletics

Prepared By: 
Ron Hannon, Dean of Kinesiology & Athletics

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

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

February 14, 2017

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

Office of the President

SUBJECT: Recognition of the Employee of the Month

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

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

Background:

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

Employee of the Month, January 2017 – Analisa Zanella

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

Budgetary Implications:

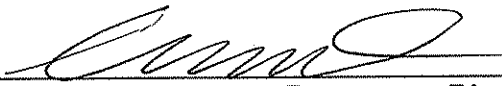
None

Follow Up/Outcome:

1. The Human Resources Director will contact the employee and let them know that he/she was selected as the EMPLOYEE OF THE MONTH.
2. The Human Resources Director will send an announcement campus-wide.
3. The employee will be recognized by his/her department supervisor.
4. The employee will be recognized in the Campus Newsletter by the PIO.
5. The employee will be recognized at the district's annual Employee Recognition Banquet held in May.

6. The employee's name will be placed on the wall plaque located in the North/South Lounge.
7. The employee will receive a desktop award with his/her name engraved.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: 
Eric Ramones, Human Resources Director

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/President

INFORMATION

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

February 14, 2017

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

Office of Institutional Research

SUBJECT: Institutional Enrollment Update

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:


Budgetary Implications:

Follow Up/Outcome:

OIR will continue to provide updates to the board as requested.

Recommended By: Dr. Kathleen Rose, Superintendent/ President

Prepared By:



Dr. Peter J. Wruck, Director, Office of Institutional Research

Agenda Approval:



Dr. Kathleen A. Rose, Superintendent/President



GAVILAN COLLEGE

**ENROLLMENT &
INSTITUTIONAL RESEARCH UPDATE**

PETER J. WRUCK, Ph.D.
DIRECTOR
OFFICE OF INSTITUTIONAL RESEARCH

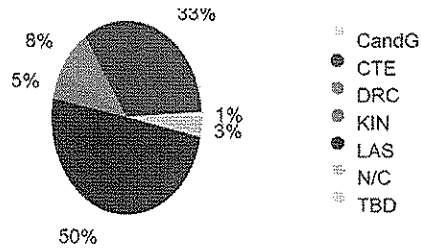
FTES Projections

Term	2015-2016	2016-2017	Change:
Summer	334	402	68 ↑
Fall	2,327	2,373	46 ↑
Spring	2,394	2,414	20 ↑ (Projected)
Total	5,055	5,189	133 ↑ (Projected)
Fall-Spring ONLY:	4,721	4,787	66 ↑ (Projected)

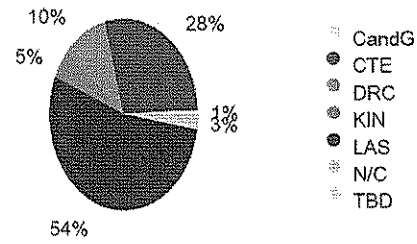
**BE CAUTIOUS USING THESE PROJECTIONS:
THEY ARE ONLY ESTIMATES BASED ON PAST TRENDS**

Division Share of Total FTES

Spring 2016 (final)



Spring 2017 (as of Feb. 2)



FTES by Division

Division	2017 - As of Today			2016 - Final			Change in Sections	Change in FTES	Change in FTES Per Section
	# of Sectns	FTES	FTES Per Section	# of Sectns	FTES	FTES Per Section			
CandG	24	14	0.6	21	19	0.9	3	(5)	(0.3)
CTE	346	653	1.9	416	799	1.9	(70)	(147)	(0.0)
DRC	66	226	3.4	67	187	2.8	(1)	39	0.6
KIN	91	112	1.2	73	119	1.6	18	(7)	(0.4)
LAS	440	1,236	2.8	390	1,188	3.0	50	48	(0.2)
N/C	78	62	0.8	55	82	1.5	23	(20)	(0.7)
TBD	14	0	0.0	40	0	0.0	(26)	0	0.0
Total (including JPA)	1,059	2,302	2.2	1,062	2,394	2.3	(3)	(91)	(0.1)
CTE (excluding JPA)	275	510	1.9	317	431	1.4	(42)	79	0.5

FTES by Location

Location	2017 - As of Today			2016 - Final			Change in Sections	Change in FTES	Change in FTES Per Section
	# of Sectns	FTES	FTES Per Section	# of Sectns	FTES	FTES Per Section			
Aviation	3	16	5.3	CAMPUS DID NOT EXIST			3	16	5.3
Coyote Valley	7	7	1.1	CAMPUS DID NOT EXIST			7	7	1.1
Gilroy	694	1,453	2.1	675	1,468	2.2	19	(15)	(0.1)
Hollister	58	137	2.4	48	126	2.6	10	10	(0.3)
Morgan Hill	49	135	2.8	38	108	2.8	11	27	(0.1)
NOT CODED	1	0	0.1	0	0		1	0	0.1
Off Campus	247	554	2.2	301	692	2.3	(54)	(138)	(0.1)
Total	1,059	2,302	2.2	1,062	2,394	2.3	(3)	(92)	(0.1)

What else is OIR up to?

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

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

February 14, 2017

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

Office of Academic Affairs

SUBJECT: Sabbatical Leave Requests

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

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

Budgetary Implications:

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

Follow Up/Outcome:

Deans will hire appropriate part-time faculty to backfill the vacancies left by the full-time faculty on sabbatical.

Recommended By: Dr. Kathleen A. Rose

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

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

GAVILAN COLLEGE
SABBATICAL LEAVE APPLICATION

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

II. Gavilan College Date of Employment: **1991**

III. Have you had a previous sabbatical leave? **Yes**

If yes, what year was it taken? **2005**

What were the objectives of the leave?

Created online counseling services

IV. Proposed dates of this Sabbatical Leave: **Spring 2018**

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

See Attached Proposal

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

VI. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant's department and signed by the department chair.

Department's comments regarding the project's benefits:

Using technology to expand student services, including counseling, is a goal of the Counseling department, Student Services, and supported by the Student Success Act of 2012 and the Online Education Initiative.



Department Chair Signature

Date: 11/28/16

VII.



Applicant's Signature

Application for Sabbatical Leave

Rosa Rivera Sharboneau

Overview of Project

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

Project Goals and Objectives

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

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

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

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

Ensuring that our campus delivers a robust Student Service program to all students (including off-campus, online, and evening) is required by accreditation, Student Success Act of 2012, Gavilan’s Strategic Plan, and Distance Education guidelines. This project seeks to meet these mandates by strengthening student interactions with

student services personnel by making connections so we can build relationships and help students overcome obstacles that impact their retention and persistence rates.

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

Objective I

Establish the infrastructure for implementation

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

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

Objective II

Implement Cranium Café for the Counseling Department

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

- Identify counselors within the General Counseling department who are willing to use the new technology

- After successful implementation within the General Counseling Department, counselors from categorical programs and services (EOPS, DRC, TRIO/MESA, Basic Skills, etc) who are willing to use the new technology will be trained.
- Train counselors on use of new technology
- Train counselors on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Ensure data is uploaded into SARS for reporting purposes
- Collect student use data and feedback
- Collect counselor feedback on use and improvements

Objective III
Implement Cranium Café for the Welcome Center

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

- Identify Peer Mentors within the Welcome Center who are willing to use the new technology – at least one from each location (Gilroy, MH, and Hollister)
- Train Peer Mentors on use of new technology
- Train Peer Mentors on best practices, policies, and procedures related to service area
- Create internal systems on how technology will be used
- Collect student use data and feedback
- Collect Peer Mentor feedback on use and improvements

Objective IV
Implement Cranium Café for Admissions & Records and Financial Aid

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

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

Objective V
Implement Cranium Café for Off-Site Centers

The off-site centers offer an array of services.

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

Objective VI
Implement Cranium Café for Peer Mentors and Outreach

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

- Identify Peer Mentors and Outreach personnel who are willing to use the new technology

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

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

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

Objective I
Explore how local colleges use Cranium Café

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

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

Objective II
Obtain best practices, policies, and procedures used at local colleges for implementation and use of technology. Understand challenges with implementation, training, delivery and maintenance.

Review all documentation, obtain feedback from campus stakeholders, and adapt for our college

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

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

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

Objective I

Collect staff and student feedback

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

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

Objective II

Collect Data

Collect data on the frequency of use of technology

- Review analytical reports
- Help departments establish measures to compare if use of technology has reduced the number of emails and phone calls.

Sample Schedule of Eighteen-Week Sabbatical Project

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	Meet with student services professionals for volunteers. Attend meetings and present opportunity Contact vendor	Meet with student services professionals for volunteers. Attend meetings and present opportunity Meet Vendor	Meet with student services professionals for volunteers. Attend meetings and present opportunity Review webinars	Meet with student services professionals for volunteers. Attend meetings and present opportunity Review webinars	Meet with MIS, IR, Distance Ed, and stakeholders Purchase software Create implementation timeline
2	Visit Fresno City College Work with MIS for software download and integration Arrange to meet with core implementation team – arrange presentations	Visit Foothill College Work with MIS for software download and integration Draft surveys (staff and student)	Visit Monterey Peninsula College meet with core implementation team – review/revise timelines	Visit Butte College Work with MIS for software download and integration Draft surveys-work with IR (staff and student)	Organize visitation notes and documents. Determine SARS integration for data collection – create documentation Draft surveys (staff and student)- IR review
3	Visit Ohlone College Learn software Test survey instruments with cohorts	Visit Hartnell College Learn software Test survey instruments with cohorts	Visit Cabrillo College Learn software Test survey instruments with cohorts	Organize visitation notes and documents. Learn software	Draft of procedures, practices, policies Learn software Test survey instruments with cohorts
4	Visit CSU Stanislaus Learn software Update counseling webpage to include new delivery Revise surveys based on feedback – redistribute surveys for final approval	Draft of procedures, practices, policies meet with core implementation team Learn software Start training counseling faculty	Draft of procedures, practices, policies meet with core implementation team train counseling faculty	Draft of procedures, practices, policies Update counseling webpage to include new delivery train counseling faculty	meet with core implementation team – revise and final draft of procedures, practices Update counseling webpage to include new delivery train counseling faculty
5	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support Collect data	Launch Counseling Final surveys (staff and student) Provide technical support meet with core implementation team
6	Review/revise student/ staff surveys Provide technical support	Review/revise student/ staff surveys Provide technical support	Provide technical support Collect data Peer Mentor and counseling	Provide technical support Collect data Peer Mentor and counseling	Provide technical support meet with core implementation

	Peer Mentor and counseling training	Collect data Peer Mentor and counseling training	training	training	team Peer Mentor and counseling training
7	Provide technical support Launch Welcome Center and other Counseling programs	Provide technical support Launch Welcome Center and other Counseling programs Collect data	Provide technical support Launch Welcome Center and other Counseling programs	Provide technical support Launch Welcome Center and other Counseling programs Collect data	Provide technical support Launch Welcome Center and other Counseling programs meet with core implementation team
8	establish measures use of technology has reduced the number of emails and phone calls. Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff Collect data	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support Train staff	establish measures use of technology has reduced the number of emails and phone calls Provide technical support meet with core implementation team Train staff
9	Provide technical support Launch A&R and FA	Provide technical support Launch A&R and FA Collect data	Provide technical support Launch A&R and FA Collect data	Provide technical support Launch A&R and FA	Provide technical support Launch A&R and FA meet with core implementation team
10	Provide technical support Train staff	Provide technical support Train staff	Provide technical support Collect data Train staff	Provide technical support Collect data Train staff	Provide technical support meet with core implementation team
11	Provide technical Support Launch OffSites Train staff	Provide technical support Launch OffSites Collect data Train staff	Provide technical support Launch OffSites Train staff	Provide technical support Launch OffSites Train staff	Provide technical support Launch OffSites
12	Provide technical support Launch Peer Mentors and Outreach Collect data Train staff	Provide technical support Launch Peer Mentors and Outreach Train staff Confirm SARS data collected	Provide technical support Launch Peer Mentors and Outreach Collect data Train staff	Provide technical support Launch Peer Mentors and Outreach Collect data Confirm SARS data collected	Provide technical support Launch Peer Mentors and Outreach meet with core implementation team
13	Provide technical support to all areas Train staff	Provide technical support to all areas Collect data Train staff	Provide technical support to all areas Train staff	Provide technical support to all areas Train staff	Provide technical support to all areas meet with core implementation team
14	Provide technical	Provide technical	Provide technical	Provide technical	Provide technical

	support to all areas	support to all areas Collect data	support to all areas	support to all areas Collect data	support to all areas meet with core implementation team
15	Provide technical support to all areas Collect data	Provide technical support to all areas Train staff	Provide technical support to all areas Collect data Train staff	Provide technical support to all areas	Provide technical support to all areas meet with core implementation team
16	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports Collect data	Review analytical reports meet with core implementation team
17	Provide technical support Staff feedback meeting	Provide technical support Staff feedback meeting	Provide technical support Staff feedback meeting	Provide technical support meet with core implementation team	Provide technical support Staff feedback meeting
18	Create data report	Create data report	Create survey and data report	Create survey and data report meet with core implementation team	Write up Sabbatical Report

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

Students

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

Instructor

- Counseling faculty will help expand how technology can be used to serve a broader base of students
- Counseling faculty will model how technology could be used while maintain a “high-touch” service.
- Counseling faculty will learn and use vetted product from the Online Education Initiative and the experience from other colleges will serve as models

- Counseling faculty will build relationships with the OEI partners and selected community colleges that are implementing the product so we can be a resource to one another.
- The conclusion of the project will help set the foundation for the possible expansion of the project.

Department

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

College

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

GAVILAN COLLEGE
SABBATICAL LEAVE APPLICATION

- I. Name: **Leah Halper** Date: **25 Nov 2016**
- II. Gavilan College Date of Employment: 1990
- III. Have you had a previous sabbatical leave? Yes, twice
- IV. If yes, what year was it taken? 1999, 2007
What were the objectives of the leave?
1999 to research oral history technology, complete key oral histories of Gavilan College founders and write a college history, now at <http://hhh.gavilan.edu/lhalper/Gavhistory.html>, and write a First Amendment history for Mass Media class

2007 to research and pilot Service Learning at Gavilan
- V. Proposed dates of this Sabbatical Leave: spring 2018
- VI. Sabbatical Proposal: Provide a brief overview of your proposed project.
Gavilan College History project: In time for the college's 100th birthday in 2019, I propose to research and complete a Gavilan College history project that can both showcase and deepen the archive of student work currently being developed under the Title V Civic Engagement grant auspices. My project would involve researching best practices in documenting the history of institutions of higher education, completing several key oral histories to include a rich variety of perspectives on college history, designing means for history students to collect shorter narratives from an even wider variety of Gavilan community members, assembling a on-line nucleus of key historical documents and artifacts pertaining to the college, writing interpretive material for selected documents, and completing the unfinished college history I began during my 1999 sabbatical.
Using additional sheets, attach a statement describing in detail (1) the project's goals; (2) specific objectives; (3) activities intended to meet the objectives and the locations of the activities; (4) the anticipated outcomes; and (5) the benefits of the project to students, to you as an instructor, to your department, and/or to other departments and disciplines.
- VII. Departmental Review: Departmental approval is not required; however, applications must be reviewed by the applicant's department and signed by the department chair.

Department's comments regarding the project's benefits:

Awesome proposal! I hope it gets funded!

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



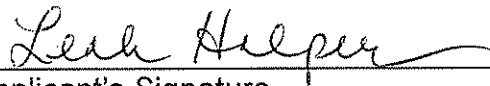
Department Chair Signature

Date: 11/28/16



Department Chair Signature

Date: 11/29/16

VIII. 

Applicant's Signature

also ↓

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

Gavilan College History project goals

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

Objectives:

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

Activities:

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

Anticipated Outcomes:

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

Benefits:

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

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

Objectives:

- To identify key Gavilan community members whose work illuminates key aspects of the college's history
- to document aspects of college life (disability programs, EOPS, athletics, student government, and others) that are currently not well documented
- to include classified, community, and student perspectives in any history taken

- to attempt a reasonable representation of Gavilan College stakeholders by gender, ethnicity, class, and sexual orientation and to explore these lenses in each interview
- to involve Work Study students in taking college oral histories

Activities:

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

Anticipated Outcomes:

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

Benefits:

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

Goal 3--Assemble a on-line archive of key historical documents and artifacts pertaining to the college

Objectives:

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

Activities:

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

Anticipated Outcomes:

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

Benefits:

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

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

Objectives:

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

Activities:

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

Anticipated Outcomes:

--An inclusive, comprehensive history of Gavilan College and thus an important window into the functions, philosophy, values, and priorities of a 20th century community college in California

Benefits:

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

WEEK	ACTIVITY	LOCATION	NOTES
1	Develop survey for other colleges; contact Bay Area colleges with archives/institutional history projects to set up conversations /meetings; solicit Gavilan community contacts and recommendations for local interviewees. Get HR cooperation on contact information. Write and publicize student job descriptions.	Gavilan, Gilroy	
2	Meet with program personnel at other colleges to understand their collections and philosophy. Develop list of possible informants, circulate to collaborators. Draft job description for work study students.	Stanford, San Jose State, UCLA? Gilroy	I will need a group of collaborators in and out of the history department, library, and Title V to serve as a sounding board for the work.
3	Meet with program personnel at other	Bay Area, LA? Gilroy	

	<p>colleges to understand their collections and philosophy..</p> <p>Develop deed of gift paperwork draft, circulate to Gavilan collaborators.</p> <p>Finalize informants list, interview students for Work Study positions.</p> <p>Publish a call to Gavilan alumni in Silicon Valley and otherwise, and create informant list for students to follow up for interviewing.</p>		
4	<p>Meet with program personnel at other colleges to understand their collections and philosophy.</p> <p>Complete Work Study paperwork, design training in oral history methods for student workers.</p> <p>Identify college events involving alumni where on-the-spot oral histories can be gathered, create calendar of these events</p>	Bay Area, LA	<p>Oral history requires good equipment; the library has some, I have some at home, and the Social Science Department and Title V may both be acquiring more state of the art recorders and Title V may buy a good scanner.</p>
5	<p>Train work study students; pilot short interviews with digital recorders.</p> <p>Pilot uploading,</p>	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	

	indexing, tagging and transcription of these interviews. Begin interviews with informants who will contribute longer interviews.		
6	Complete survey of best practices, write up and share results. Draft Gavilan History collection philosophy and guidelines, circulate at Gavilan to collaborators. Continue student interviews and my own.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	
7	Evaluate student work and address any training deficiencies. Continue student interviews and my own. Ask staff and retirees to suggest documents that should be collected. Compile list. Begin collecting and photographing or scanning documents or artifacts.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	
8	Continue student interviews and my own. Collect and photograph or scan documents or artifacts.	Gilroy, Hollister, Morgan Hill, San Martin, and/or San Juan	At some point, I will need to interface with the college's 100 th anniversary committee, when it is set up
9	Continue student interviews and my own. Collect and	Gilroy, Hollister, Morgan Hill, San Martin, and/or San	

	photograph or scan documents or artifacts.	Juan	
10	Continue student interviews and my own. Collect and photograph or scan documents or artifacts.	Gilroy and surrounding area	
11	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Begin working on interpretive essays about three documents/artifacts.	Gilroy and surrounding area	
12	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.	Gilroy and surrounding area	
13	Continue student interviews and my own. Collect and photograph or scan documents or artifacts. Continue interpretive writing.	Gilroy and surrounding area	
14	Continue student interviews and my own. Begin writing up findings to integrate them into the existing Gavilan history. Finish up document/artifact collection and complete three interpretive essays.	Gilroy and surrounding area	
15	Continue to write college history, give	Gilroy and surrounding area	

	drafts out for feedback.		
16	Complete written college history.	Gilroy and surrounding area	

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

February 14, 2017

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

SUBJECT: Title V Grant, Highlights and Progress

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

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

Background:

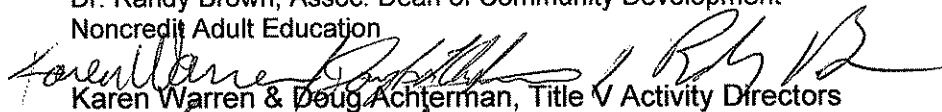
Budgetary Implications:

Follow Up/Outcome:

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

Recommended By: Dr. Kathleen Rose, Superintendent/ President

Prepared By: Dr. Randy Brown, Assoc. Dean of Community Development
Noncredit Adult Education


Karen Warren & Doug Achterman, Title V Activity Directors

Agenda Approval:



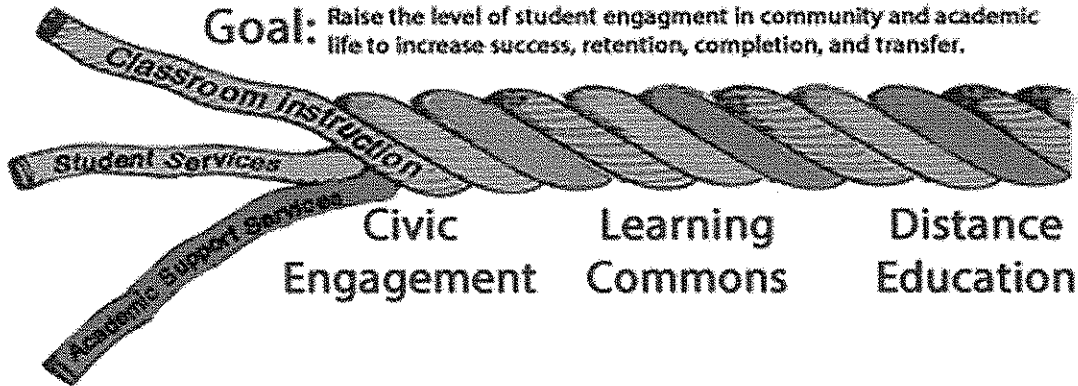
Dr. Kathleen A. Rose, Superintendent/President



GAVILAN COLLEGE

Gavilan College Title V Grant 2015-2020: Engaging for Success

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



Presentation to the Governing Board, February 14, 2017

Doug Achterman & Karen Warren

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

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

See our newsletter for a more complete description of our activities:

<http://www.gavilan.edu/administration/title5/docs/Title%20VNovember2016newsletter.pdf>

Additional efforts planned for Year Two include:

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

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

<http://www.gavilan.edu/administration/title5/2015-2020.php>

In addition to the activity directors, the Title V team includes Dr. Randy Brown, Associate Dean of Community Development and Grants Management, and Sydney LaRose, Program Services Specialist.

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

Kent Child
Lois Locci, Ed.D.

Mark Dover
Rachel Perez

Walt Glines
Iris Cueto



DISCUSSION

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

February 14, 2017

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

Office of the President

II.13 (a)

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

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

Attached for board of trustee review are examples of resolutions and letters in support of undocumented students from the following:

- Supporting Immigrant Students and Creating a Safe Campus Environment Under the New Presidential Administration by Atkinson, Andelson, Loya, Ruud & Romo
- Monterey Peninsula College, Resolution December 14, 2016
- Foothill-De Anza Community College District, December 12, 2016
- Los Rios Community College District, January 11, 2017
- Gilroy Unified School District, January 26, 2017
- Morgan Hill City Council, December 14, 2016

Budgetary Implications:

Follow Up/Outcome:

In March, the Board will review for approval a final resolution of commitment for Gavilan College students.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By: Dr. Kathleen Rose, Superintendent/President

Agenda Approval:



Dr. Kathleen Rose, Superintendent/President

SUPPORTING IMMIGRANT STUDENTS AND CREATING A SAFE CAMPUS ENVIRONMENT UNDER THE NEW PRESIDENTIAL ADMINISTRATION

An Overview Of Immigration Enforcement And Undocumented Students

What is Deferred Action for Childhood Arrivals (DACA)?

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

Recent Affirmative Measures Taken by California Public Postsecondary Institutions

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

- Link: <https://www.universityofcalifornia.edu/press-room/uc-csu-and-ccc-leaders-urge-president-elect-trump-continue-daca>

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

- Link: <http://www.ccleague.org/i4a/pages/index.cfm?pageid=1>

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

Board of Governors Resolution:

- Link: http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2017_agendas/January/Item-2.3-Attachment-Resolution-2017.01.pdf

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

- Link: <http://www.cccco.edu/ResourcesforUndocumentedStudents.aspx>

1/25/17 Presidential Executive Order on Interior Enforcement of Immigration

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

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

- Link:

<http://www.foxnews.com/politics/2017/01/25/text-trump-executive-order-on-enhancing-public-safety-in-interior-united-states.html>

What Are Other Campuses Doing?

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

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

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

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

Possible Scenarios

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

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

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

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

Unknown what will be done with the information applicants shared.

Unknown how this may affect Advance Parole.

Monterey Peninsula Community College District

Governing Board Agenda

December 14, 2016

President's Office
College Area

Special Business Agenda Item No. A

Proposal:

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

Background:

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

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

Budgetary Implications:

None.

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

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

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

Agenda Approval: Walter A. Tribley
Dr. Walter Tribley, Superintendent/President

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MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2016-17/48

RESOLUTION OF SUPPORT AND COMMITMENT TO UNDOCUMENTED STUDENTS

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

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

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

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

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

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

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

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

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

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

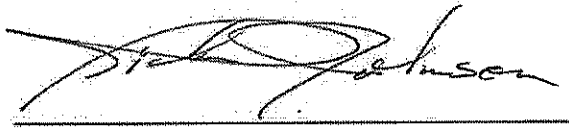
PASSED AND ADOPTED by the Governing Board of the Monterey Peninsula Community College District this 14th day of December 2016, by the following vote:

Ayes: Charles Brown, Margaret-Anne Coppernoll, Marilyn Dunn Gustafson, Rick Johnson, Loren Steck

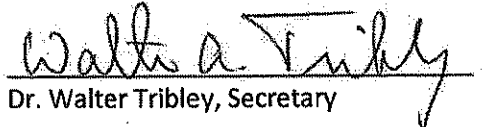
Noes: None

Absent: None

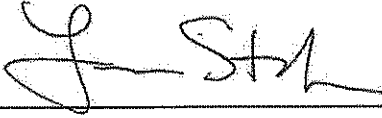
Abstentions: None



Rick Johnson, Chair, Governing Board



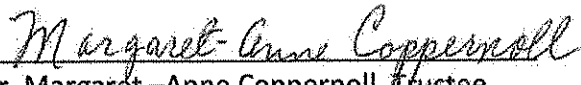
Dr. Walter Tribley, Secretary



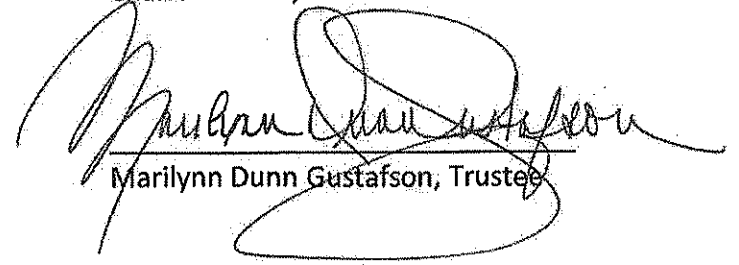
Dr. Loren Steck, Vice Chair



Charles Brown, Trustee



Dr. Margaret -Anne Coppernoll, Trustee



Marilynn Dunn Gustafson, Trustee



THE UNIVERSITY OF CALIFORNIA



THE CALIFORNIA STATE UNIVERSITY



CALIFORNIA COMMUNITY COLLEGES

November 29, 2016

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

Dear President-Elect Trump:

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

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

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

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

President-Elect Donald J. Trump
November 29, 2016

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

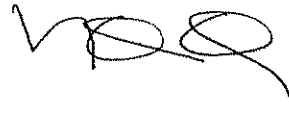
Yours very truly,



Janet Napolitano
President
University of California



Timothy P. White
Chancellor
California State University



Eloy Ortiz Oakley
Chancellor-Designate
California Community Colleges

**Resolution 2016-43 of the Board of Trustees of the Foothill-De Anza
Community College District in Support of the Deferred Action for
Childhood Arrivals (DACA) Program**

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

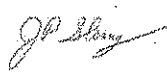
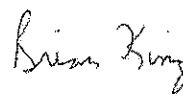
ABSTENTION:

Judy Miner, Chancellor and Secretary to the
Board of Trustees

LOS RIOS COMMUNITY COLLEGE DISTRICT

PRESENTED TO BOARD OF TRUSTEES

DATE: January 11, 2017

SUBJECT:	Resolution 2017-02 Deferred Action for Childhood Arrivals (DACA) Program Students and Employees	ATTACHMENT: Yes	
		ENCLOSURE: None	
AGENDA ITEM:	Consent Item C	TYPE OF BOARD CONSIDERATION:	
RECOMMENDED BY:	 JP Sherry, General Counsel	CONSENT/ROUTINE	X
		FIRST READING	
APPROVED FOR CONSIDERATION:	 Brian King, Chancellor	ACTION	
		INFORMATION	

BACKGROUND:

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

STATUS:

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached Resolution Number 2017-02 in support of students and employees covered by the Deferred Action for Childhood Arrivals (DACA) Program.



LOS RIOS COMMUNITY COLLEGE DISTRICT

American River • Cosumnes River • Folsom Lake • Sacramento City Colleges

RESOLUTION

№ 2017-02

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

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

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

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

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

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

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

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

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

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

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

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

BE IT RESOLVED, the Los Rios Community College District Board of Trustees stands firmly in support of our students with DACA status and will take every action

allowable by law to protect the rights and civil liberties of our students, particularly those in targeted populations; and

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

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

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

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

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

AYES	NOES	ABSENT
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Attest:

Ruth Scribner, Board President

Brian King, Chancellor and Secretary to the Board

**GILROY UNIFIED SCHOOL DISTRICT
RESOLUTION # 16/17-34
AFFIRMING SUPPORT OF STUDENTS AND FAMILIES
REGARDING IMMIGRATION ENFORCEMENT ACTIONS AT SCHOOLS**

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

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

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

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

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

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

WHEREAS, the above-referenced October 24, 2011 U.S. Department of Homeland Security policy ("ICE Policy") states that "the sensitive locations covered by this policy include but are not limited to, schools (including pre-schools, primary schools, secondary schools, post-secondary schools up to and including colleges and universities, and other institutions of learning such as vocational or trade schools)"; and

WHEREAS, the ICE Policy discourages enforcement actions at schools and other sensitive locations without prior approval by specified individuals unless special circumstances exist such as:

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

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

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

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

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

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

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

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

1. Shall not inquire about or record a student's or a family member's citizenship or immigration status; and

2. Shall promptly forward to the Office of the Superintendent any request by an ICE officer or agent, or any other individual seeking to enforce federal immigration law, for detainer of a student, information about a student, or access to a school site or program, so that the Office of the Superintendent may ask for the officer's or agent's credentials and the basis for the request, and so that the Office of the Superintendent may seek legal advice if needed before responding to the request; and
3. Shall not enter into agreements related to federal immigration enforcement with federal, state or local law enforcement agencies, including ICE, except as required by law.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

Deborah A. Flores, Ph.D.
Superintendent

Patricia Midtgaard,
Board President

To Morgan Hill Residents,

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

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

"Hate Crimes" will not be tolerated in Morgan Hill

Our Police Department is committed to enforcing laws against commitment of hate crimes without regard to the immigration status of the victim or reporting party. Please report all incidents to the Police Department at 408-779-2101.

Our Police will not be used for federal immigration enforcement

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

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

Your Constitutional rights will be protected

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

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

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

Thank you for making Morgan Hill a well respected and inclusive community.

ACTION ITEMS

NEW BUSINESS

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

February 14, 2017

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

Office of the President

SUBJECT: Ratification of GCFA Agreement

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

The following items are a few highlights of the Agreement:

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

Budgetary Implications:

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

Follow Up/Outcome:

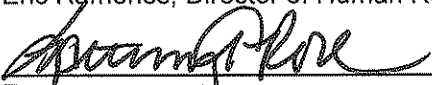
Upon approval, staff will implement the changes.

Recommended By: Eric Ramones, Director of Human Resources

Prepared By:






Eric Ramones, Director of Human Resources






Agenda Approval:

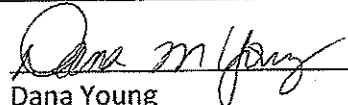

Dr. Kathleen Rose, Superintendent/President

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT &
GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)
NEGOTIATIONS FOR THE 2016-17 SCHOOL YEAR**

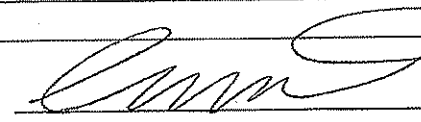
Tentative Agreement
January 24, 2017

Item	Status	Initialed By
1. Article 1 Agreement	District and GCFA have agreed to <u>Draft #1 1-17-17 District</u> language regarding Reopeners, specifically Article 1.4	ER 
2. Appendix H: Academic Calendar	District and GCFA have agreed to <u>2017-18 Academic Calendar Draft #4 and 2018-19 Academic Calendar Draft #3.</u>	ER 
3. Article 16 Appointment of Faculty	No change to existing language.	ER 
4. Article 23 Salary	<p>District and GCFA agree effective for the beginning of the Fall 2017 semester to add Step #7 for PT Faculty Lecture; Step #5 for PT Faculty Lab; and #5 to the Non-Credit PT Faculty Salary Schedules. The following Step Placement Intervals apply:</p> <p>Credit PT Faculty Salary Schedule-Lecture Step #5 11-14 Terms Step #6 15-16 Terms Step #7 17+ Terms</p> <p>Credit PT Faculty Salary Schedule-Lab Step #3 11-13 Terms Step #4 14-16 Terms Step #5 17+ Terms</p> <p>Non-Credit Part-Time Salary Schedule Step #3 11-13 Terms Step #4 14-16 Terms</p>	ER 

	Step #5 17+ Terms	
5. Article 25 Other Duty & Compensation	District and GCFA have agreed to Draft #2 10-10-16 District language regarding Other Duty & Compensation, specifically Article 25.6.	ER 
6. Article 27 Employee Benefits	District and GCFA have agreed to Draft #5 1-12-17 District language regarding Health Benefits.	ER 
7. Article 29 Department Chairperson	District and GCFA agree to language pertaining to Department Chair election cycles effective Spring 2017. Draft #5 GCFA 11-7-16.	ER 
8. Article 30 Retiree Benefits	No change to existing language.	ER 
9. Compensation	No Cost of Living Adjustment (COLA).	ER 


 Dana Young
 Lead Negotiator, GCFA

1/30/17
 Date


 Eric Ramones
 Lead Negotiator, Gavilan JCCD

1-24-17
 Date

ARTICLE 1

AGREEMENT

1.1 AGREEMENT

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

1.2 GOVERNMENT CODE

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

1.3 TERM

The term of this Agreement will be from July 1, 2015 through June 30, 2018 (2015/16 – 2016/17 – 2017/2018) subject to the provision of law.

1.4 REOPENERS

- (a) 2017/18: Compensation, Employee Benefits (Article 27) and Department Chairperson (Article 29) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.
- (b) 2018/19: Compensation and Employee Benefits (Article 27) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.
- (c) 2019/20: Compensation and Employee Benefits (Article 27) will be mutually reopened by both parties. In addition, each party has two (2) non-monetary reopeners.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT 2017 - 2018



District Calendar

Academic Calendar

July 2017							August 2017							September 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	6	7	8	9	10	11	12	3	4	5	6	7	8	9
2	3	4	5	6	7	8	13	14	15	16	17	18	19	10	11	12	13	14	15	16
9	10	11	12	13	14	15	20	21	22	23	24	25	26	17	18	19	20	21	22	23
16	17	18	19	20	21	22	27	28	29	30	31			24	25	26	27	28	29	30
23	24	25	26	27	28	29														25
30	31																			

October 2017							November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	15	16	17	18	19	20	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	22	23	24	25	26	27	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	28	29	30	31			22	23	24	25	26	27	28	
29	30	31											29	30	31					

January 2018							February 2018							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2					1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	10	11	12	13	14	15	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	16	17	18	19	20	21	18	19	20	21	22	23	24	
28	29	30	31				22	23	24	25	26	27	25	26	27	28	29	30	31	

April 2018							May 2018							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	7	8	9	10	11	12	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	19	20	21	22	23	24	22	23	24	25	26	27	28	
29	30						26	27	28	29	30	31	29	30	31					

SUMMER 2017 - 29 days	
June 19	First Day of Instruction
July 4	Holiday (Independence Day)
July 28	Last Day of Instruction
FALL 2017 - 84 days	
August 9	Aviation First Day of Instruction
August 23	Part-Time Faculty Orientation (evening)
August 24	New Full-Time Faculty Orientation
August 25	Flex Day (Mandated)
August 28	First Day of Instruction
September 4	Holiday (Labor Day)
September 11	First Census
November 10	Holiday (Veterans' Day, Observed)
November 23, 24	Holiday (Thanksgiving)
December 11-16	Final Exams
December 16	Last Day of Semester
December 22, 25	Holiday (Christmas)
December 29, January 1	Holiday (New Year's)
WINTER INTERSESSION - 17 days	
January 2	First Day of Instruction
January 15	Holiday (Martin Luther King)
January 25	Last Day of Classes
SPRING 2018 - 84 days	
January 11	Aviation First Day of Instruction
January 25	Part-Time Faculty Orientation (evening)
January 26	Flex Day (Mandated)
January 29	First Day of Instruction
February 12	First Census
February 16, 19	Holiday (Presidents' Day)
April 2-8	Spring Instructional Break
May 19-25	Final Exams
May 25	Last Day of Semester
May 25	Graduation
May 28	Holiday (Memorial Day)
SUMMER 2018 - 29 days	
June 18	First Day of Instruction
July 4	Holiday (Independence Day)
July 27	Last Day of Instruction

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

168
2
5
175

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT 2018 - 2019



District Calendar

Academic Calendar

July 2018							August 2018							September 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
22	23	24	25	26	27	28	29	30	31											
29	30	31																		

October 2018							November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
21	22	23	24	25	26	27	28	29	30	31										
28	29	30	31																	

January 2019							February 2019							March 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
20	21	22	23	24	25	26	27	28	29	30	31									
27	28	29	30	31																

April 2019							May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
21	22	23	24	25	26	27	28	29	30	31										
28	29	30																		

SUMMER 2018 - days	
June 18	First Day of Instruction
July 4	Holiday (Independence Day)
July 27	Last Day of Instruction
FALL 2018 - 84 days	
August 18	Aviation First Day of Instruction
August 22	Part-Time Faculty Orientation (evening)
August 23	New Full-Time Faculty Orientation
August 24	Flex Day (Mandated)
August 27	First Day of Instruction
September 3	Holiday (Labor Day)
September 10	First Census
November 12	Holiday (Veterans' Day, Observed)
November 22, 23	Holiday (Thanksgiving)
December 10-15	Final Exams
December 15	Last Day of Semester
December 24, 25	Holiday (Christmas)
December 31, January 1	Holiday (New Year's)
WINTER INTERSESSION - 17 days	
January 2	First Day of Instruction
January 21	Holiday (Martin Luther King)
January 25	Last Day of Classes
SPRING 2019 - 84 days	
January 10	Aviation First Day of Instruction
January 24	Part-Time Faculty Orientation (evening)
January 25	Flex Day (Mandated)
January 28	First Day of Instruction
February 11	First Census
February 15, 18	Holiday (Presidents' Day)
April 1-7	Spring Instructional Break
May 18-24	Final Exams
May 24	Last day of Semester
May 24	Graduation
May 27	Holiday (Memorial Day)
SUMMER 2019 - 29 days	
June 17	First Day of Instruction
July 4	Holiday (Independence Day)
July 26	Last Day of Instruction
Flex Days (Mandated)	168
Flex Days (Contract)	2
	5
	175

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

Full-Time Faculty Salary Schedule
FY 2016 - 2017
 Effective January 1, 2017

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

DRAFT

	Step	Track I	Track II	Track III	Track IV	Track V
	1	56,013	59,678	63,667	67,332	71,978
	2	58,389	62,087	66,088	69,774	74,349
	3	60,774	64,487	68,517	72,219	76,723
	4	63,162	66,888	70,939	74,650	79,083
	5	65,545	69,297	73,365	77,098	81,460
	6	67,933	71,690	75,791	79,540	83,831
	7	70,310	74,096	78,205	81,976	86,196
	8	72,694	76,500	80,631	84,425	88,573
	9	75,086	78,902	83,055	86,862	90,939
	10	77,473	81,309	85,480	89,298	93,305
	11	79,855	83,708	87,902	91,739	95,674
	12		86,112	90,314	94,183	98,047
	13		0	92,745	96,622	100,415
	14		0	0	99,064	102,786
Steps 15 - 19	15		0	0	101,505	105,156
Are Career	16		0	0	103,944	107,524
Increments	17		0	0	106,390	109,899
	18		0	0	108,825	112,263
	19		0	0	111,264	114,631
	20		0	0	0	0
	21		0	0	0	0
Step 22 is a Longevity Increment	22		88,586	95,240	113,764	117,059

Initial placement above step 6 requires administrative approval.
 Doctorate stipend of \$3,352.65 added to each cell in Track IV to determine corresponding cell in Track V.

CREDIT PART-TIME FACULTY SALARY SCHEDULE

FY 2017-2018

Effective Fall Semester 2017

Includes additional step

LECTURE

30 Unit Lecture Load Per Year

Pay Per One (1) Credit Semester Lecture Unit

DRAFT

Step	Step Placement Intervals	Track I		Track II		Track III		Track IV		Track V	
		Hrly	Sem.	Hrly	Sem.	Hrly	Sem.	Hrly	Sem.	Hrly	Sem.
1	1-4 Terms	\$62.0548	\$1,076.03	\$66.0400	\$1,145.13	\$70.3762	\$1,220.32	\$74.3620	\$1,289.44	\$77.8642	\$1,350.17
2	5-6 Terms	\$64.6375	\$1,120.82	\$68.6595	\$1,190.56	\$73.0088	\$1,265.97	\$77.0160	\$1,335.46	\$80.5206	\$1,396.23
3	7-8 Terms	\$67.2322	\$1,165.81	\$71.2690	\$1,235.80	\$75.6498	\$1,311.77	\$79.6753	\$1,381.57	\$83.1787	\$1,442.32
4	9-10 Terms	\$69.8279	\$1,210.82	\$73.8790	\$1,281.06	\$78.2836	\$1,357.44	\$82.3186	\$1,427.40	\$85.8215	\$1,488.14
5	11-14 Terms	\$72.4190	\$1,255.75	\$76.4986	\$1,326.49	\$80.9203	\$1,403.16	\$84.9803	\$1,473.56	\$88.4838	\$1,534.31
6	15-16 Terms	\$75.0041	\$1,300.57	\$79.2298	\$1,373.84	\$83.8096	\$1,453.26	\$88.0139	\$1,526.16	\$91.6427	\$1,589.08
7	17+ Terms	\$77.4792	\$1,343.49	\$81.8444	\$1,419.18	\$86.5753	\$1,501.22	\$90.9184	\$1,576.52	\$94.6669	\$1,641.52

CREDIT PART-TIME FACULTY SALARY SCHEDULE

FY 2017-2018

Effective Fall Semester 2017

Includes additional step

LAB
DRAFT

Step	STEP PLACEMENT INTERVALS	Hourly Rate	Semester Rate
1	0-4 Terms	\$54.1843	\$939.5557
2	5-10 Terms	\$58.1772	\$1,008.7923
3	11-13 Terms	\$62.3013	\$1,080.3052
4	14-16 Terms	\$64.5253	\$1,118.8684
5	17+ Terms	\$66.6546	\$1,155.7911

NON CREDIT PART-TIME FACULTY SALARY SCHEDULE

FY 2017-2018

Effective Fall Semester 2017

Includes additional step

DRAFT

Step	Step Placement Intervals		
		BA (OR AA)	MA (OR Ph.D)
1	0-4 Terms	\$41.4266	\$45.1758
2	5-10 Terms	\$45.1758	\$48.9353
3	11-13 Terms	\$48.9353	\$52.6845
4	14-16 Terms	\$50.6760	\$54.5694
5	17+ Terms	\$52.3483	\$56.3702

ARTICLE 25

OTHER DUTY AND COMPENSATION

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

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

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

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

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

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

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

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

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

GCFA shall be notified of the assigned compensation.

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

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

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

- 25.2.3** The Association and Academic Senate Presidents each will receive forty percent (40%) of release time per term. When necessary, the percent will be rounded off to the nearest whole number.

25.2.4 The District will provide three (3) 0.20% FTE Faculty Development Liaison positions to support instructional improvement efforts to include emphasis on accreditation standards, mentoring and professional development.

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

25.3.1 Department Chairpersons (See Article 29)

25.3.2 Coaching Pay Schedule

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

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

<u>TITLE</u>	<u>STIPEND</u>
A. Head Coach (All Sports)	\$3,494.56
B. Assistant Coach (All Sports)	\$2,772.94

Assistant coaches shall receive a stipend as listed above. In certain cases, without changing the total amount of funds, stipend amounts may be adjusted based on specific job descriptions with corresponding duties and responsibilities.

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

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

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

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

<u>PROGRAM</u>	<u>STIPEND</u>
A. Aviation	\$2,789.91
B. Cosmetology	\$2,789.91
C. Department Chair Stipends - For Department	

Chair Stipends, refer to Article 29.5.

- 25.3.4 Mutually agreed to assignments which require frequent and consistent time demands and responsibilities in excess of what would be considered reasonable and normal expectations of a faculty member's out-of-class responsibilities and L.E.H. load.

<u>PROGRAM</u>	<u>STIPEND</u>
A. Journalism Advisor	\$2,789.91
B. Drama Advisor	\$2,789.91
C. ASGC Advisor	\$2,789.91
D. Head Librarian	\$2,789.91
E. Study Abroad Faculty *	\$9,800.00

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

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

25.4 OVERLOAD

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

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

25.5 MEETINGS

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

25.6 CANCELLED COURSES

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

ARTICLE 27

EMPLOYEE BENEFITS

27.4 27.1It is a goal of the District to provide full-time employee benefits near to the 35th placement of those provided by all California community colleges.

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

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

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

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

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

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

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

BENEFITS 2003-2007:

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

~~Unit member eligibility for two party and/or family benefits shall follow carrier definitions including California AB #25 (Migden, 2001). See Article 27.8.~~

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

~~All 2002-03 members who are on higher cost PPO's (currently only PERS Care) will pay 50% of the increases in costs of their plan beginning January 1, 2004. The District will pay the other 50%. Those~~

~~members with the family option will continue to pay \$300 per month in addition to 50% of the increases in costs beginning January 1, 2004.~~

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

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

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

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

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

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

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

~~27.4~~ 27.3 All full-time employees are required to have vision and dental insurance.

~~27.5~~ 27.4 Medical, dental and/or vision insurance for full-time faculty family members is optional.

~~27.6~~ 27.5 Full-time retiree supplemental health insurance in compliance with statutory regulations (Chapter 901, AB 528) will be provided at the full-time employee's expense.

~~27.7~~ 27.6 This District agrees to maintain Section 125 of the Internal Revenue Service Code to the benefit of Unit Members at their option. (10/6/89)

~~27.8~~ 27.7 The District will provide coverage to domestic partners of Unit Members to the same extent that the District provides coverage to spouses of Unit Members, provided the definition of domestic partnership meets all the criteria of Section 297 of the California Family Code. In order to qualify for domestic partner benefits, the Unit Member must present the District with proof that a valid declaration of domestic partnership has been filed pursuant to the above Family Code section.

27.8 The District will establish a Benefits committee in Spring 2017. The committee, represented by all groups, will study, identify, and recommend health plan options for employees with the goal of allowing part-time employees to be enrolled in plans for the 2018 plan year at no cost to the District.

27.9 Both parties will study, identify, and recommend a benefits cost-sharing for all health insurance costs, .
subject to negotiations.

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

February 14, 2017

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

Administrative Services

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

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

This report satisfies State reporting requirements.

Follow Up/Outcome:

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


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

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

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD 

Fiscal Year: 2016-2017

Quarter Ended: (Q2) Dec 31, 2016

District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Frederick E. Harris

CBO Phone: 408-848-4715

CBO Signature: _____
Date Signed: _____

Chief Executive Officer Name: Dr. Kathleen A. Rose

CEO Signature: _____
Date Signed: _____

Electronic Cert Date: 02/02/2017

District Contact Person

Name: Wade W. Ellis, CPA

Title: Director, Business Services

Telephone: 408-848-4739

Fax: 408-848-4789

E-Mail: wellis@gavilan.edu

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

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

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD
Fiscal Year: 2016-2017

District: (440) GAVILAN

Quarter Ended: (Q2) Dec 31, 2016

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	28,756,014	30,175,048	34,522,593	33,573,049
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	28,756,014	30,175,048	34,522,593	33,573,049
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,240,214	28,234,919	31,280,242	32,699,329
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,747,859	1,812,274	1,722,828	1,571,010
B.3	Total Unrestricted Expenditures (B.1 + B.2)	28,988,073	30,047,193	33,003,070	34,270,339
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-232,059	127,855	1,519,523	-697,290
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	2,937,919	2,705,860	2,833,715	3,953,884
E.	Fund Balance, Ending (C. + D.2)	2,705,860	2,833,715	4,353,238	3,256,594
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	9.4%	13.2%	9.5%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	5,224	5,321	5,179	5,256

III. Total General Fund Cash Balance (Unrestricted and Restricted)	As of the specified quarter ended for each fiscal year			
	2013-14	2014-15	2015-16	2016-2017

H.1	Cash, excluding borrowed funds		82,361	2,710,652	7,081,920
H.2	Cash, borrowed funds only		2,000,000	0	0
H.3	Total Cash (H.1+ H.2)	3,749,436	1,917,639	2,710,652	7,081,920

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	33,717,201	33,573,049	17,024,852	50.7%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	33,717,201	33,573,049	17,024,852	50.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,681,481	32,699,329	15,838,463	48.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,630,981	1,571,010	754,316	48%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	34,312,462	34,270,339	16,592,779	48.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	595,261	697,290	432,073	
L.	Adjusted Fund Balance, Beginning	3,953,884	3,953,884	3,953,884	
L.1	Fund Balance, Ending (C. + L.2)	3,358,623	3,256,594	4,385,957	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	9.8%	9.5%		

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

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

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 2015-16	17,285	1.5%			94,715	3%
Year 2:						

	Year 3:				
b. BENEFITS:					22,196
	Year 1: 2016-17	3,512			
	Year 2:				
	Year 3:				

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.
 The District will pay for these increases through medical benefit savings

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

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

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

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

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

February 14, 2017

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

Administrative Services

SUBJECT: Emergency Response Plan

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

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

Budgetary Implications:

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

Follow Up/Outcome:

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

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

Prepared By: Frederick E. Harris
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

February 14, 2017

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

Office of the President

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

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

That the Board of Trustees approve renewal of terms for Citizens' Oversight Committee (COC) member:

Issa Aljouny September, 2016 – September, 2019; or until disbanding of COC

That the Board of Trustees appoint new representatives to the Gavilan College Citizens' Oversight Committee as follows:

Abraham Gomez February, 2017 – February, 2020; or until disbanding of COC
John Gould February, 2017 – February, 2020; or until disbanding of COC
Daniel Kenney February, 2017 – February, 2020; or until disbanding of COC

That the Board of Trustees accept the resignation of Citizens' Oversight Committee member:

Donna Bakich September, 2014 – September, 2016

Background:

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

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

Section 5.5 Membership: Members of the committee shall be appointed by the Board.

Budgetary Implications:
None

Follow Up/Outcome:

Hold COC meeting with new membership on February 27, 2017.

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

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

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

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

February 14, 2017

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

Administrative Services

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

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

Proposal:

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

Background:

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

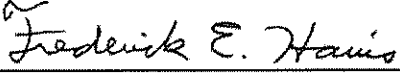
Budgetary Implications:

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

Follow Up/Outcome:

Upon adoption of Resolution 1018, the Vice President of Administrative Services shall be authorized to sign the lease agreement.

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

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

Agenda Approval: 
Dr. Kathleen Rose, Superintendent/ President

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 1018**

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

I, Lois Locci, do hereby certify that:

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

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

NAME OF AUTHORIZED SIGNATORY (cannot be Clerk/Secretary authenticating this certificate)	TITLE OF AUTHORIZED SIGNATORY	SIGNATURE OF AUTHORIZED SIGNATORY
<u>Frederick E. Harris</u>	<u>Vice President of Admin Services</u>	<u><i>Frederick E. Harris</i></u>

(iii) Each such representative is duly authorized for and on behalf of the Public Entity to execute and deliver that certain Lease Agreement No. 810-9013047-001 (the "Agreement") and any related Lease Schedules from time to time thereunder (the "Schedules") between the Public Entity and Dell Financial Services L.L.C., a Delaware limited liability company or its assignee (collectively, "Lessor"), and all agreements, documents, and instruments in connection therewith, including without limitation, schedules, riders and certificates of acceptance.

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

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

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

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

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

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

(x) The foregoing authority and information shall remain true and in full force and effect, and Lessor shall be entitled to rely upon same, until written notice of the modification, rescission, or revocation of same, in whole or in part, has been delivered to Lessor, but in any event, shall be effective with respect to any documents executed or actions taken in reliance upon the foregoing authority prior to the delivery to Lessor of said written notice of said modification, rescission or revocation.

IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of February, 2017.

By: _____

Name: Lois Locci

Title: Clerk of the Board

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

February 14, 2017

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

Administrative Services

SUBJECT: Coyote Valley Center Increment #2, Change Order #6

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

Coyote Valley Educational Center Increment #2
Meehleis Modular Building, Inc., CO #6 for \$5,131.09. A detailed Change Order #6 table is attached for this project.

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

Budgetary Implications:

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

Follow Up/Outcome:

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

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

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

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

Change Order for Project

CHANGE ORDER #06 - Meehleis Modular Buildings, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
20	Add ground bars in MDF cabinets in Rooms D101 & D104, extended Builder's Risk Insurance coverage from 1/1/17 - 1/31/17 premium is \$3,171.34	\$ 5,131.09	30
TOTAL		\$ 5,131.09	30

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 364,944.08
Revised Contract Amount Prior to this Change Order	\$ 6,846,398.08
Change Order #06	\$ 5,131.09
New Contract Amount Including this Change Order	\$ 6,851,529.17
Available Construction Contingency	\$ 648,145.00
Change Order #01, #02, #3, #4, #5 and #6	\$ 370,075.17
Remaining Construction Contingency	\$ 278,069.83

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

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

February 14, 2017

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

Administrative Services

SUBJECT: Project Inspector Service Agreement with Irick Inspection Services

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

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

Budgetary Implications:

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

Follow Up/Outcome:

Process agreement after Board approval.

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

Prepared By: Frederick E. Harris
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**

February 14, 2017

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

Administrative Services

SUBJECT: Notice of Completion for the Gym Fire Alarm Replacement

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background:

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

Budgetary Implications:

The Gym Fire Alarm Replacement total project cost is approximately \$235,767.

Follow Up/Outcome:

The Vice President of Administrative Services will execute the Notice of Completion for the Project and have the same recorded in the Santa Clara County Recorder's Office.

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

Prepared By: Frederick E. Harris
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**

February 14, 2017

Consent Agenda Item No.

Administrative Services

Information/Staff Reports No.

Discussion Item No.

Old Business Agenda Item No.

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

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

Resolution: BE IT RESOLVED,

Information Only

Action Item

Proposal:

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

Background

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

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

Budgetary Implications:

The efficient use of lease revenue bonds.

Follow Up/Outcome:

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

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

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

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



January 20, 2017

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

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

Dear Fred:

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

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

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

Bid Analysis

The following items were considered in our bid analysis:

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

1. Comparative Pricing (See attached Bid Tabulation Form)

A. Estimate	\$1,550,000
B. Low Responsive Bid	\$1,698,000
C. Average Bid	\$1,791,000
D. High Bid	\$1,884,000
E. Number of Contractors Contacted	20
F. Number of Plan Holders	8
G. Number of Potential Bidders	6
H. Number of Bidders	2

2. Bond Review

- A. Contractor's Bid Bond
Calstate Construction, Inc. has provided a Bid Bond in the required amount of 10% of their bid amount. The surety is The Guarantee Company of North America USA. Their address is 1800 Sutter St. Suite 880, Concord, CA 94520. The contact number is (925) 566-6040.
- B. Contractor's License Bond
All California contractors are required to file a bond with the State in the amount of \$15,000. The bond number is 220408 and the effective date is 01/01/2016 with Suretec Indemnity Company. Their address is 1330 Post Oak Blvd., Suite 1100, Houston, Texas, 77056.

3. Company History & Experience

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

4. Bid Form Review

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

5. Reference Check

- A. Art Heinrich from Foothill-De Anza Community College District worked with Calstate Construction, Inc. on a few renovations projects at Foothill College. All projects consisted of renovating existing buildings. Art mentioned that they were cooperative and team oriented and had minimal problems with budget or schedule. Art said Calstate Construction, Inc. work quality was great. Art said he recommends Calstate Construction, Inc. for the Swimming Pool Renovation Project.

- B. Mark Finney from Sugimura & Associates worked with Calstate Construction, Inc. on a few renovations projects. Calstate Construction, Inc. quality of work was excellent. Mark stated they were very satisfied with Calstate Construction, Inc. work ethics and had a positive experience working with Calstate Construction, Inc.

6. Contractor License Check

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

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

Sincerely,

Donna Martin

Donna Martin
Project Manager

Enclosures: Bid Tabulation Form

cc: Ken Moeller, Arch Pac
Casey Michaelis, Gilbane Building Company

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

February 14, 2017

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

Administrative Services

SUBJECT: Geotechnical Service Agreement with Cornerstone Earth Group

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

Geotechnical Service Agreement for Gavilan College Swimming Pool Renovation Project:

- Services to include review of construction documents, tests and inspections of construction materials, and preparation all required documentation.
- Service fees for time and materials not to exceed \$18,000.

Budgetary Implications:

Efficient use of lease revenue bond Funds.

Follow Up/Outcome:

Process agreement after Board approval.

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

Prepared By: Frederick E. Harris
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**

February 14, 2017

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

Administrative Services

SUBJECT: Laboratory of Record Service Agreement with Consolidated Engineering Laboratories

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

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

Budgetary Implications:

The efficient use of lease revenue bond funds.

Follow Up/Outcome:

Process agreement after Board approval.

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

Prepared By: Frederick E. Harris
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**

February 14, 2017

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

Administrative Services

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

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

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

Budgetary Implications:

The efficient use of lease revenue bond funds.

Follow Up/Outcome:

Process agreement after Board approval.

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

Prepared By: Frederick E. Harris
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**

February 14, 2017

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

Administrative Services

SUBJECT: Gavilan Gym Roof Replacement, Change Order #2

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

Proposal:

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

Background:

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

Gavilan Gym Roof Replacement Project

Seward L. Schreder Construction, Inc., CO #2 for \$4,874. A detailed Change Order #2 table is attached for this project.

Budgetary Implications:

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

Follow Up/Outcome:

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

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

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

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

Change Order for Gym Roof Replacement Project

CHANGE ORDER #02 - Seward L. Schreder Construction, Inc.

PCO #	Description	Amount	Additional Days (Calendar)
3 & 4	Unforeseen structural reattachment of part of the roof to the building, which involved removal and tightening of bolts installed backwards along seating of the gutter including scissor lift delivery and rental	\$ 4,409.00	0
5	Removal of antenna on top of cupola	\$ 465.00	0
TOTAL		\$ 4,874.00	0

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

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

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

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

February 14, 2017

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

Administrative Services

SUBJECT: Student Center Seismic Upgrade, Change Order #1

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

Proposal:

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

Background:

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

Student Center Seismic Upgrade Project

Calstate Construction, CO #1 is a credit of \$108,137. A detailed Change Order #1 table is attached for this project.

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

Budgetary Implications:

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

Follow Up/Outcome:

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

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

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

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

Change Order for Student Center Seismic Upgrade

CHANGE ORDER #01 - Calstate Construction, Inc.

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

Contract Amount	\$ 885,777.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 885,777.00
Change Order #01	\$ (108,137.00)
New Contract Amount Including this Change Order	\$ 777,640.00
 Available Construction Contingency	 \$ 88,577.00

Contract Start Date	November 28, 2016
Contract Substantial Completion Date	April 21, 2017
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	April 21, 2017
New Contract Substantial Completion Date (Including this Change Order)	April 21, 2017

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

February 14, 2017

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

Administrative Services

SUBJECT: Gavilan College Aviation Program at the San Martin South County Airport Change Order #5

- Resolution: BE IT RESOLVED,
 Information Only
 Action Item

Proposal:

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

Background:

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

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

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

Budgetary Implications:

The efficient use of Measure E Funds.

Follow Up/Outcome:

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

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

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

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

Change Order for the San Martin Aviation

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

RCCO #	Description	Amount	Additional Days (Calendar)
021	Install CAT 3 cable from the MDF to the Portable IDF for the telephone system to operate.	\$ 2,342.00	0
TOTAL		\$ 2,342.00	0

Contract Amount	\$ 2,900,800.00
Net Change By Previously Authorized Change Orders	\$ 145,631.91
Revised Contract Amount Prior to this Change Order	\$ 3,046,431.91
Change Order #05	\$ 2,342.00
New Contract Amount Including this Change Order	\$ 3,048,773.91
Available Construction Contingency	\$ 290,080.00
Change Orders #01, #02, #03, #04 and #05	\$ 147,973.91
Remaining Construction Contingency	\$ 142,106.09

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