



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, November 8, 2016

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

AGENDA

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

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

CLOSED SESSION 6:00 p.m.

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

1. CONFERENCE WITH LABOR NEGOTIATORS - Closed Session Pursuant to Government Code Section 54957.6  
Agency Negotiators: Dr. Kathleen Rose/Ron Hannon  
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 LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Section 54956.9(b):  
One case
4. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Significant exposure to litigation pursuant to Section 54956.9(b):  
One case: #16-CV-2493-NC

II. OPEN SESSION 7:00 p.m.

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



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

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Iris Cueto

6. Consent Agenda
  - (a) Regular Meeting of the Board of Trustees minutes, October 11, 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) Measure E Bond Quarterly Financial Status Report as of September 30, 2016
  - (j) Retiree Health Benefit Trust Investment Portfolio Status as of September 30, 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 Employees of the Month
  - (b) Recognition of Trustee Tom Breen
9. Officers' Reports
  - (a) Vice Presidents
  - (b) College President
  - (c) Academic Senate
  - (d) Professional Support Staff
  - (e) Student Representative
  - (f) Board Member Comments
  - (g) Board President
10. Board Committee Reports
11. Information/Staff Reports
  - (a) Noncredit/Gavilan Regional Adult and Career Education Services (ACES)
  - (b) Substantive Change Proposal, Change of Location: Coyote Valley Center
  - (c) 2016 Student Success Scorecard

### III. ACTION ITEMS

1. New Business
  - (a) Curriculum
  - (b) Quarterly Financial Status Report, CCFS 311 Q at September 30, 2016
  - (c) Budget Planning Calendar
  - (d) Ratification of CSEA Tentative Agreement
  - (e) Consider and Accept Bids for the Student Center Seismic Upgrade Project
  - (f) Geotechnical Service Agreement with Cornerstone Earth Group
  - (g) Project Inspector Service Agreement with Keith Brown Inspections
  - (h) Approval of two agreements with Enviro Science, Inc. for Hazmat Services for the Gavilan College Student Center Seismic Upgrade Project
  - (i) Project Inspector Service Agreement with Consolidated Engineering Laboratories
  - (j) Telephone System Planning Agreement with Angus-Hamer, Inc. at the Gavilan College Coyote Valley Educational Center
  - (k) Coyote Valley Educational Center Increment #2, Change Order #3
  - (l) Gym Fire Alarm Replacement, Change Order #1

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is December 13, 2016, Gavilan College, **Dr. TJ Owens Gilroy Early College Academy, 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, SC130, during regular working hours, or at <http://www.gavilan.edu/board/agenda.php>

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

**CONSENT**

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

November 8, 2016

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

**SUBJECT:** Regular Meeting of the Board of Trustees Minutes, October 11, 2016

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board approve the Regular Board Meeting of the Board of Trustees Minutes, October 11, 2016.

**Background:**

**Budgetary Implications:**

**Follow Up/Outcome:**

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

Prepared By: *Nancy Bailey*  
Nancy Bailey, Executive Assistant

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



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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING, BOARD OF TRUSTEES  
Tuesday, October 11, 2016

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 6:05 p.m.

1. Roll Call

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

Dr. Kathleen Rose, Superintendent/President  
Kathleen Moberg, Vice President, Student Services  
Frederick E. Harris, Vice President, Administrative Services  
Eric Ramones, Director, Human Resources  
Wade Ellis, Director, Business Services

2. Comments from the Public

No comments.

3. Recess to Closed Session

The Board recessed to closed session at 6:08 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Laura Perry called the meeting to order at 7:00 p.m.

2. Roll Call

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

Dr. Kathleen Rose, Superintendent/President  
Kathleen Moberg, Vice President, Student Services  
Frederick E. Harris, Vice President, Administrative Services  
Arturo Rosette, Academic Senate  
Diane Seelie, Professional Staff  
Nancy Bailey, Recorder

Others in Attendance: Wade Ellis, Randy Brown, Tarianna Perez, Omar Lopez, Danielle Davenport, Rachel Perez, Eric Ramones, Nikki Dequin, Veronica Martinez, Rocio DeReza, Pilar Conaway, Dana Young, Jan Bernstein Chargin, Carina Cisneros, Shawn

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

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Iris Cueto



Mulcare, Susan Sweeney, Sherrean Carr, Fran Lozano, Ron Hannon, Sonia Flores, Diane Stone

3. Pledge of Allegiance

The Pledge of Allegiance was led by Lois Locci.

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 (T. Breen/J. Brusco)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Iris Cueto, advisory vote of aye to approve.

0 Noes

0 Absent

6. Consent Agenda

(a) Regular Meeting of the Board of Trustees minutes, September 13, 2016 and Board of Trustees Self-Evaluation Committee minutes, September 12, 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) Monthly Financial Report

MSC (J. Brusco/M. Dover)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes

0 Absent

7. Comments from the Public

Tarianna Perez – said she appreciated the steps taken to promote College Hour. She did have concerns about the large number of courses being taught during College Hour which she said resulted in many students missing out on the opportunity to participate in club activities. She asked that classes not be scheduled in the spring during the College Hour time frame; Tuesday and Thursdays between 12:50 and 1:50 p.m.

8. Recognitions

(a) Gilroy Community Spirit Award Presentations

Kathleen Rose noted the accomplishments of:

Individual Honoree – Alice Sousa

Business Honoree – Articulate Solutions

Organization Honoree – Gilroy Community for a Better Downtown

Trustees Mark Dover and Walt Glines presented an award to each.

(b) Recognition of the Employees of the Month

July, 2016 – Rocio De Reza was nominated for her excellent customer service to students and being an excellent team player in her department and other departments. Veronica Martinez said Rocio De Reza embodies the spirit of Gavilan College.

September, 2016 – Nikki Dequin has taken on many responsibilities over the ten years with Gavilan. Ron Hannon said she helped to develop a personal training certificate and is an integral part of the athletic and kinesiology program.

## 9. Officers' Reports

### (a) Vice Presidents

Fred Harris – introduced Jonathan Ramey who is the deputy sheriff serving on our campus. Jonathan Ramey thanked the board and Dr. Rose for welcoming him on campus and said he is looking forward to working with everyone.

Kathleen Moberg – said the student center occupants will be moved to the Multi-Purpose Building and also the CDC by Friday, October 14. They will be closed to the public on October 14 and October 17. Kathleen Moberg said several student services' staff and faculty were able to attend conferences in October and brought back great ideas, new innovations and best practices. She said this was possible due to funding from the Chancellor's Office.

### (b) College President

Kathleen Rose commented on her first 100 days as president and extended her gratitude to cabinet, administration, and her executive assistants. She said the executive offices have been moved to the Child Development Center building for the duration of the student center retrofit project. She announced the award of the 3<sup>rd</sup> STEM grant for Gavilan College. Kathleen Rose reminded everyone that the next president's forum is scheduled for Thursday, October 27<sup>th</sup> during College Hour. She said the last forum was well attended and she appreciated the students' comments. She said the district will continue to make College Hour better and will work on scheduling conflicts. A comprehensive survey is being conducted through the Office of Research on student needs. Kathleen Rose said winter intersession will be the largest ever scheduled with the hope that students will respond positively. She thanked Sonia Flores and GECA for the use of their Multi-Purpose building for the board meeting.

### (c) Academic Senate

Arturo Rosette reported that Susan Dodd is the new SLO/PLO liaison leader. He said Senate has been working on the edits to BP/AP 3280, Grants, which have been provided as an information item on the board agenda. They are now working on the related forms for the AP. Senate is also looking at BP/AP 3710 and 3720, on Computer and Network Use and will be working in consultation with administration to update these policies. He reported that they had an excellent presentation from the civic engagement program through the Title V grant which sparked good conversations. Arturo Rosette said this will be an ongoing discussion. He said Peter Wruck will be talking with them about data integrity and processes.

### (d) Professional Support Staff

Diane Seelie reported that CSEA will be seeking nominations for next year's "E-Board" with elections being held in the month of December.



(e) Student Representative

Iris Cueto said as a result of the student center closure students are concerned about where they will be eating during the rainy days. She announced that ASGC Democratic Club is holding a Town Hall featuring local candidates. It will be in Library 170 on Thursday, October 20 from 1:00 – 3:00 p.m. Iris Cueto is scheduling meetings with board members to gather their thoughts on students well-being and how everyone can work together to help students have a better experience on campus. She said they are handing out surveys to students about the student center remodel. She also invited board members to come to the ASGC meetings on Thursdays at 9:45 a.m.

(f) Board Member Comments

Jonathan Brusco – congratulated the spirit award winners in all three locations. He attended the Morgan Hill Leadership graduation and was pleased to see Linda Bernabe as a graduate of the class.

Walt Glines – attended the Spirit Award presentation in Morgan Hill along with Laura Perry. He suggested a Gavilan aviation sign be placed at the San Martin airport and Fred Harris responded that a county application for signage has been submitted. Walt Glines attended the first President's forum in September and said fantastic ideas were shared. He promoted voting "yes" on Proposition 51. He appreciated the work of Mimi Arvizu in her 38 years of service to Gavilan. A retirement event is planned on October 20.

Lois Locci – congratulated Academic Senate for their thoughtful work on the grant policy and procedure.

Tom Breen – said he and Dana Young staffed the Gavilan College booth at the San Benito County Fair. He announced the Hollister Youth Alliance fundraiser at La Casa Rosa on October 15. La Casa Rosa will host a second event on October 23<sup>rd</sup> which is a fundraising event for the San Juan Bautista Mission.

Mark Dover – was pleased to hear that students are involved in the student center remodel. He congratulated the Spirit Award Committee for their selection of award winners. He felt they were all worthy recipients. Mark Dover asked about the water pond at the Coyote Valley site. Fred Harris replied that it is a potential wetland that the district has designed around to avoid mitigation issues. Mark Dover reported on active shooter training he recently received called "ALICE."

Kent Child – commented how fortunate we are to have a campus in a natural environment.

(g) Board President

Laura Perry encouraged the resolution of the pig burrowing problem at the golf course. She said some people in the district don't know about the Coyote Valley site and agreed that signage would be a good idea. Laura Perry commented on the success of the Spirit Award program.

10. Board Committee Reports

Board Self-Evaluation Ad Hoc Committee - Kent Child said a date needs to be selected to review the self-evaluation survey and formalize the annual board goals. He thanked everyone for completing their surveys by the deadline.

## 11. Information/Staff Reports

### (a) Gilroy Early College Academy (GECA) Update

Sonia Flores, Principal of GECA, reported on the mission, vision, and outcomes of the Academy. She said this year is the highest enrollment at 274 students and that they continue to work on retaining their students. The partnership with the college is important and reflected in that 58% of the high school graduates also received an AA or AS. Sonia Flores provided a comparison of GECA statistics and National Early College Statistics along with outcomes and successes which reflect a successful program. She concluded by sharing the goals for the future and thanking the Gavilan board for the partnership.

### (b) Harvard Experience

Kathleen Moberg thanked the board for allowing her to attend the Harvard Institute Educational Management program in July. She reviewed the intense curriculum, shared messages from distinguished speakers, and pearls of wisdom she carried away from the training. Kathleen Moberg said it is important to remember that we are here for "students".

Ron Hannon reported on the Institute for Management and Leadership in Education he attended in June. He shared the demographics of the class which included 116 students representing 32 states and 9 countries. He said this was an international learning experience, with great presenters, and an eye opener to the challenges of diversity. Ron Hannon said that Gavilan College is in a position to affect change in our students and we do it every day. He thanked the board for the opportunity.

### (c) 2015-2016 Institutional Effectiveness Committee (IEC) Report

Kathleen Rose presented the work of the IEC Committee and asked for questions. No questions.

### (d) ACCJC Substantive Change Proposal, Aviation Maintenance Technology Program

Kathleen Rose said this report was required as a result of the move of the program from the Gilroy campus to the San Martin Airport site. It has been forwarded to the ACCJC for review.

### (e) Review edits to Board Policy and Administrative Procedures 3280, Grants

Kathleen Rose said the Academic Senate took the lead on editing this procedure for institutional use in looking at proposals, tracking grants and promoting campus dialog. She said the forms for this process are being created. Walt Glines requested a report in the future on how the grants and grant projects are progressing.

## III. ACTION ITEMS

### 1. Old Business

#### (a) Educational Master Plan MSC (K. Child/J. Brusco)

Discussion – the contract will be funded by various grant funds and not the general fund. The draft plan should be completed by spring 2017. Kathleen Rose said the work will begin upon contract approval.

#### Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

- (b) Board of Trustees Regular Meeting Schedule Revision  
MSC (T. Breen/W. Glines)

Mark Dover suggested a scheduled meeting in 2017 at the Coyote Valley site.

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

2. New Business

- (a) Curriculum  
MSC (L. Locci/K. Child)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

- (b) EOPS/CalWORKs/CARE Advisory Committee  
MSC (K. Child/J. Brusco)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

- (c) Career Technical Education Advisory Boards  
MSC (K. Child/M. Dover)

Sherrean Carr said they are always looking for advisory representatives and would be happy to follow up on any names brought forward.

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

- (d) California Early Childhood Mentor Program  
MSC (L. Locci/K. Child)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes  
0 Absent

- (e) IBI Group Architecture and Planning Project Assignment Amendment  
Augmentations  
MSC (T. Breen/J. Brusco)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes

0 Absent

- (f) Approve Changes to the Current Compensation Package for the District Unrepresented Employees

MSC (W. Glines/J. Brusco)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes

0 Absent

- (g) Consider and Accept Bids for the Gavilan College STEM Meadow Restoration Project

MSC (K. Child/L. Locci)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes

0 Absent

- (h) Consider and Accept Bids for the Gavilan College Gym Roof Replacement

MSC (W. Glines/M. Dover)

Vote:

7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Walt Glines, Laura Perry and Student Trustee Iris Cueto, advisory vote of aye to approve

0 Noes

0 Absent

**IV. CLOSING ITEMS**

1. The next regularly scheduled Board meeting is November 8, 2016, Gavilan College, **Dr. TJ Owens Gilroy Early College Academy, Multi-Purpose Building.**
2. Adjournment at 9:00 p.m.

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

November 8, 2016

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

**SUBJECT:** Personnel Actions

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve personnel actions the District is entering into during the period of October 11, 2016 thru November 8, 2016.

**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:**

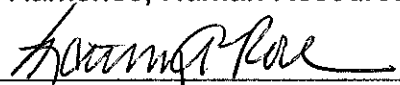
Human Resources will notify employees of the approved personnel actions and issue authorization to allow processing of payroll when due.

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 – November 8, 2016**

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**

Daniel Fuentes	Program Services Specialist – Retention Student Services November 9, 2016
Eric Greene	Computer Programmer Analyst Administrative Services November 9, 2016
Grace Grossman	Instructional Program Specialist – Writing Center Liberal Arts and Sciences November 9, 2016
James Meza	Program Services Specialist – Financial Aid Student Services November 9, 2016
Karl Sachtleben	Webmaster Management Information Systems November 9, 2016
Philip Salazar	Instructional Program Specialist – Tutoring Center Community Education and Grants Management November 9, 2016
Rocio De Reza	Senior Program Services Specialist Temporary Out of Class Pay Student Services October 10, 2016 to December 31, 2016

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

Kelly Vanni	Instructional Program Specialist Disability Resource Center September 22, 2016 to October 12, 2016
Priscilla Ahmed	Financial Aid Technician I Student Services October 1, 2016 to November 18, 2016

### **III. PROFESSIONAL EXPERTS**

David Moseley	Assistant Football Coach Kinesiology and Athletics August 15, 2016 to November 30, 2016
Diego Figueroa	AEW Biology Workshop Leader Liberal Arts and Sciences August 29, 2016 to June 30, 2017
Edward Waggoner	Waste Water Instructor Community Education September 28, 2016 to December 31, 2016
Noemi Naranjo	Box Office Assistant Liberal Arts and Sciences September 1, 2016 to December 30, 2016
Robert Clement	Community Education Instructor Community Education October 1, 2016 to December 31, 2016

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

Alejandra Rueda	Instructional Program Specialist Liberal Arts and Sciences September 29, 2016 to December 30, 2016
Amanda Germain	Athletic Trainer Kinesiology and Athletics September 29, 2016 to May 30, 2016
Grace Grossman	Instructional Program Specialist Liberal Arts and Sciences August 16, 2016 to November 30, 2016

### **V. REQUESTS FOR LEAVE**

Sofia Moreno	Reprographics Operator Leave of Absence Business Services July 11, 2016 to November 4, 2016
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### **VI. PERMISSION TO ENROLL/STAFF DEVELOPMENT**

NONE

**VII. PERMISSION TO ENROLL/PROFESSIONAL GROWTH**

Tara Myers                      CIS 201A – Intro to Computer Applications  
    BIB 230A – Interpreting the Bible  
    INT 211A – Adult Studies Seminar I  
    INT 212A – Adult Studies Seminar II  
    HUM 425A – Personal & Social Ethics

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

NONE

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

NONE

**X. ADDITIONAL DUTY/STIPEND**

NONE

**XI. VOLUNTEERS**

Justina Hsu                      Volunteer Worker  
    Community Development and Grants Management  
    October 1, 2016 to June 1, 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 – November 8, 2016**

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

### **I. APPOINTMENTS**

Mary Ann Sanidad	AB 104 Project Director Reassignment Community Education and Grants Management August 29, 2016 to May 30, 2017
Simone Reyes	EOP&S Foster Youth Counselor Extended Opportunity Programs and Services November 9, 2016

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

Alexandre Stoykov	Title V Pathway Lead Career Technical Education October 1, 2016 to May 30, 2017
Bea Lawn	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Bea Lawn	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Blanca Arteaga	Associated Students of Gavilan College Advisor Student Services August 29, 2016 to May 26, 2017
David Perez	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Doug Achterman	Title V Co-Director Community Development and Grants Management October 1, 2016 to June 30, 2017
Elena Dachkova	Math Acceleration Lead Community Development and Grants Management October 1, 2016 to December 31, 2016

Enrique Luna	Title V Civic Engagement Co-Lead Community Development and Grants Management October 1, 2016 to June 30, 2017
Grant Richards	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Jason Wolowitz	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Jessica Hooper	Acceleration Curriculum Coach Liberal Arts and Sciences August 26, 2016 to December 16, 2016
Karen Warren	Title V Co-Director Community Development and Grants Management October 1, 2016 to June 30, 2017
Kathleen Campbell	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Kathleen Campbell	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Ken Wagman	High School Project Liaison Liberal Arts and Sciences October 1, 2016 to May 26, 2017
Leah Halper	Title V Civic Engagement Co-Lead Community Development and Grants Management October 1, 2016 to June 30, 2017
Marc Turetzky	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Mary Ann Sanidad	Project Director Reassignment Liberal Arts and Sciences August 26, 2016 to June 1, 2017

Nicole Cisneros	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Nicole Cisneros	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Oswaldo Zamora	CalWORKs Counselor Overload Student Services September 01, 2016 to June 30, 2017
Patrick Yuh	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Rosa Rivera Sharboneau	Counseling Department Chair Student Services August 29, 2016 to May 26, 2017
Sabrina Lawrence	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Scott Sandler	Title V Civic Engagement Co-Lead Community Development and Grants Management October 1, 2016 to June 30, 2017
Sejal Dharia	Curriculum Development Community Development and Grants Management October 1, 2016 to June 30, 2017

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

Ali Arid	Mathematics Instructor Liberal Arts and Sciences October 10, 2016 to December 16, 2016
Aloha Sargent	Curriculum Development Community Development and Grants Management October 1, 2016 to December 31, 2016
Beatrice Gonzales-Ramirez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017

Beatrice Gonzales-Ramirez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Caroline Gane	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Caroline Gane	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Celise Elkassed	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Celise Elkassed	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Christopher Cruz	Curriculum Development Career Technical Education July 1, 2016 to September 30, 2016
Daniel Sanidad	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Daniel Sanidad	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
David McMullen	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
David McMullen	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017

Diana Narva	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Diana Narva	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Elizabeth Porcella	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Elizabeth Porcella	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Evelyn Sachau	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Evelyn Sachau	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Frank Mendez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management August 29, 2016 to June 30, 2017
Greg Swim	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Greg Swim	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Jerry Mermis	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017

Jerry Mermis	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Jesus Villicana	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Jesus Villicana	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Joseph Jordan	Physics Instructor Liberal Arts and Sciences August 24, 2016 to December 23, 2016
Judith Dunham	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Judith Dunham	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Karen Serrano	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Karen Serrano	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Kimberly England	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Kimberly England	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017

Lisa Rivoallon	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Lisa Rivoallon	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Lynn Bowles-Hasbany	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Lynn Bowles-Hasbany	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Manuel Quintana	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Manuel Quintana	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Marcia Friedberg	Curriculum Coaching Trainee Liberal Arts and Sciences October 1, 2016 to December 16, 2016
Martin Rodriguez-Juarez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Martin Rodriguez-Juarez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Megan Wong	Learning Activities Instructor Community Development and Grants Management August 25, 2016 to May 30, 2017

Megan Wong	Learning Commons Coordinator Community Development and Grants Management August 1, 2016 to June 30, 2017
Miriam Padilla	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Miriam Padilla	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Nellie Vargas	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Nellie Vargas	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Patricia Claros	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Patricia Claros	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Patricia Reinhart	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Patricia Reinhart	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Ramiro Perez	Part-Time Instructor South Bay Regional Public Safety Consortium June 18, 2016



Ricardo Jimenez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Ricardo Jimenez	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Sara Avila	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management January 1, 2017 to January 30, 2017
Sara Avila	Gavilan Regional Adult and Career Educational Services Consortium Work Community Development and Grants Management June 1, 2017 to June 30, 2017
Susan Dodd	Curriculum Development Career Technical Education September 1, 2016 to September 30, 2016
Susan Dodd	Curriculum Development Career Technical Education September 1, 2016 to December 16, 2016
Susan Dodd	Curriculum Development Career Technical Education October 1, 2016 to December 16, 2016
Susan Dodd	Faculty Liaison – SLO/PLO/ILO Office of Instruction September 19, 2016 to December 1, 2016

**IV. SUBSTITUTE AND/OR INTERSESSION APPOINTMENTS**

Diana Narva	Non-Credit Instructor Community Education and Grants Management September 13, 2016 to December 16, 2016
Evelyn Sachau	Non-Credit Instructor Community Development and Grants Management September 12, 2016 to December 16, 2017
Michael Dovenberg	Kinesiology Instructor Kinesiology and Athletics August 29, 2016 to December 30, 2016

**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 – November 8, 2016**

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

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

NONE

**II. ADDITIONAL DUTY/STIPEND**

NONE

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

NONE

**IV. REQUEST FOR LEAVE**

NONE

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

NONE

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

NONE

**VII. RESIGNATIONS AND RETIREMENTS**

NONE

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

## **D. Administration Personnel Actions – November 8, 2016**

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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.

# Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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

**SUBJECT:** Warrants and electronic transfers drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees ratify warrants and electronic transfers drawn on district funds for the period of October 1, 2016 – October 31, 2016.

**Background:**

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

**Warrants:**

Dates	Warrant Numbers	Amount
10/1/16 – 10/31/16	18039771 - 18041613	\$4,167,893.84

**Electronic Transfers:**

Dates	Description	Amount
None to report		

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

**Budgetary Implications:**

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

**Follow Up/Outcome:**

No further action is required.

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

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

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

## Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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

Administrative Services

**SUBJECT:** Payroll Warrants drawn on District Funds

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

Ratification of payroll warrants drawn on district funds for the month of October 2016.

**Background:**

In accordance with Education Code Section 85241 and 85260, the Board of Trustees may direct the County Office of Education to issue payroll warrants from district funds for the payment of salaries and wages for district employees. The following payrolls were processed by the Santa Clara County Office of Education for our district during the month of October 2016:

Payroll Period	Pay Date	Total Salaries/Wages
October Supplemental 1	October 7, 2016	\$ 395,025.22
October Supplemental 2	October 12 & 19, 2016	\$ 5,549.38
October Regular (EOM)	October 31, 2016	\$ 1,826,540.86
<b>TOTAL</b>	<i>( 693 Pay Warrants Issued )</i>	<b>\$ 2,227,115.46</b>

**Budgetary Implications:**

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

**Follow Up/Outcome:**

No further action is required.

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

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

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

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

November 8, 2016

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

Administrative Services

**SUBJECT:** Purchase Order Ratification

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

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

**Background:**

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

**Budgetary Implications:**

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

**Follow Up/Outcome:**

No further action is required.

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

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

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

## October 2016 Purchase Orders

Purchase Order	Transaction Date	Vendor Name	Amount
OP17277	10/3/2016	Daktronics	\$ 500.00
P0006800	10/4/2016	Casey Printing	\$ 2,956.00
P0006801	10/4/2016	Casey Printing	\$ 1,207.00
ASB17003	10/7/2016	Ernie's Plumbing & Repair Service Inc	\$ 5,565.00
OP17278	10/7/2016	Design Factory Graphics	\$ 130.00
OP17279	10/7/2016	Design Factory Graphics	\$ 130.00
OP17280	10/7/2016	Design Factory Graphics	\$ 130.00
OP17281	10/7/2016	Design Factory Graphics	\$ 130.00
OP17282	10/7/2016	Palmer, Angela	\$ 1,000.00
OP17283	10/7/2016	Richard the Thread & Empire Tape Co	\$ 1,000.00
OP17284	10/7/2016	Facts on File Inc	\$ 1,000.00
OP17285	10/7/2016	Guitar Center Stores Inc	\$ 500.00
OP17286	10/7/2016	Home Depot	\$ 1,500.00
P0006804	10/7/2016	Alpha Media LLC	\$ 1,800.00
P0006805	10/7/2016	The College Board	\$ 18,150.00
OP17287	10/7/2016	Murphy's Mercantile	\$ 1,500.00
OP17288	10/7/2016	Production Advantage	\$ 1,000.00
OP17289	10/7/2016	Ace Hardware	\$ 1,000.00
OP17290	10/7/2016	San Martin County Water District	\$ 1,000.00
OP17291	10/7/2016	Riso, Karen	\$ 100.00
OP17292	10/7/2016	Palace Art & Office Supply	\$ 1,500.00
OP17293	10/7/2016	Follett Higher Education Group	\$ 300.00
OP17294	10/7/2016	Ramos, David	\$ 5,000.00
OP17295	10/7/2016	Clay Planet	\$ 1,522.50
P0006809	10/7/2016	Pacific Library Partnership	\$ 1,500.00
P0006811	10/7/2016	American Library Association	\$ 264.00
P0006812	10/7/2016	CCCWBCA	\$ 200.00
P0006813	10/7/2016	Gilroy Unified School District-CalSOAP	\$ 1,500.00
OP17296	10/7/2016	Clay Planet	\$ 2,175.00
OP17297	10/7/2016	Pacific Bell Telephone Company	\$ 5,000.00
OP17298	10/7/2016	Job Elephant	\$ 10,000.00
OP17299	10/7/2016	Department of Justice	\$ 5,000.00
OP17300	10/7/2016	Palace Art & Office Supply	\$ 1,600.00
OP17301	10/7/2016	County Of Santa Clara	\$ 2,000.00
OP17302	10/7/2016	Access Information Management	\$ 1,000.00
OP17303	10/7/2016	Superior Alarm	\$ 1,000.00
OP17304	10/7/2016	Educational Computer Systems Inc	\$ 2,000.00
OP17305	10/7/2016	Pitney Bowes Global Financial Services LLC	\$ 4,000.00
OP17306	10/7/2016	U.S. Security Associates Inc	\$ 500.00
P0006814	10/7/2016	San Jose State University	\$ 1,117.57
P0006816	10/7/2016	Rave Wireless Inc	\$ 8,996.40
P0006817	10/7/2016	Skyline College	\$ 425.00
P0006818	10/7/2016	AAUW Inc	\$ 175.00
P0006819	10/7/2016	CACCRAO	\$ 200.00
P0006820	10/7/2016	Palace Art & Office Supply	\$ 521.95



## October 2016 Purchase Orders

P0006802	10/7/2016	Riso, Karen	\$	70.25
P0006806	10/7/2016	Riso, Karen	\$	48.94
P0006807	10/7/2016	Gawf, John	\$	141.38
P0006815	10/7/2016	Abbott's Pro Power	\$	200.00
ASB17004	10/11/2016	Gavilan College Educational Foundation	\$	900.00
ME001215	10/11/2016	SWPPP Solutions Inc	\$	1,500.00
P0006821	10/11/2016	Management & Construction Services Inc	\$	937.50
P0006822	10/11/2016	Keen, Charles	\$	3,485.00
OP17312	10/20/2016	Armanini, Ashley	\$	90.00
OP17307	10/20/2016	AmeriGas Propane LP	\$	2,500.00
P0006823	10/20/2016	RL Eureka LLC	\$	1,019.53
OP17308	10/20/2016	Hill, David	\$	90.00
OP17310	10/20/2016	X, I	\$	90.00
OP17311	10/20/2016	Sharrock, Wende	\$	90.00
OP17313	10/20/2016	Lesondak, Christina	\$	90.00
OP17314	10/20/2016	Acosta, Jesse	\$	90.00
P0006824	10/20/2016	Evisions Inc	\$	18,600.00
P0006825	10/20/2016	San Joaquin Delta College	\$	150.00
OP17315	10/20/2016	Gilbert Associates Inc.	\$	52,000.00
P0006828	10/20/2016	Palace Art & Office Supply	\$	500.47
P0006829	10/20/2016	Monterey Bay Office Products Inc	\$	130.50
OP17309	10/20/2016	Curtis, Tracy	\$	180.00
P0006826	10/20/2016	Dell Marketing	\$	294.69
P0006827	10/20/2016	Sehi Computer Products	\$	194.88
ME001222	10/21/2016	American Supply Co	\$	3,045.00
ME001221	10/21/2016	Live Oak Associates Inc	\$	2,551.76
ME001220	10/21/2016	The Printing Spot	\$	65.25
ME001213	10/21/2016	S.G.S. Recycling Enterprises Inc	\$	19,341.00
CON10035	10/21/2016	Arch-Pac Inc	\$	122,000.00
CON10038	10/21/2016	Access Communications Inc	\$	8,885.44
OP17316	10/24/2016	Ramos, David	\$	2,000.00
P0006830	10/24/2016	Vickroy, Pat	\$	200.00
OP17317	10/24/2016	Xerox Corporation	\$	600.00
P0006831	10/24/2016	Blick Art Materials	\$	136.44
P0006832	10/24/2016	Blick Art Materials	\$	128.14
P0006833	10/24/2016	Blick Art Materials	\$	45.50
P0006834	10/24/2016	CollegeNet Inc	\$	3,190.00
P0006835	10/24/2016	Island Advertising	\$	2,012.63
P0006841	10/24/2016	San Jose State University	\$	26,642.99
P0006842	10/24/2016	AECO Systems Inc	\$	1,250.00
P0006843	10/24/2016	Pacific Janitorial Supply Company	\$	68.95
P0006844	10/24/2016	Crooks, Alleen	\$	753.19
OP17318	10/24/2016	Gawf, John	\$	2,000.00
OP17319	10/24/2016	City Of Gilroy	\$	5,000.00
OP17320	10/24/2016	Recology South Valley	\$	5,000.00
P0006848	10/24/2016	Thawte Inc	\$	1,599.17
P0006849	10/24/2016	Sehi Computer Products	\$	629.45

## October 2016 Purchase Orders

P0006851	10/24/2016	Dell Marketing	\$ 884.06
P0006847	10/24/2016	Quality Assurance Travel	\$ 1,135.00
P0006836	10/24/2016	Island Advertising	\$ 1,046.51
P0006837	10/24/2016	Dell Marketing	\$ 9,878.49
P0006838	10/24/2016	Calif Community College Student Affairs Assn	\$ 75.00
P0006839	10/24/2016	SVM LP	\$ 2,014.95
P0006840	10/24/2016	Troxell Communications Inc	\$ 5,363.55
P0006845	10/24/2016	Ernie's Plumbing & Repair Service Inc	\$ 2,616.00
P0006846	10/24/2016	Pacific Monarch	\$ 2,310.00
P0006850	10/24/2016	Dell Marketing	\$ 294.69
OP17321	10/24/2016	Palace Art & Office Supply	\$ 600.00
AOP17021	10/26/2016	Richard McMahon	\$ 3,500.00
AOP17022	10/26/2016	Sport & Cycle	\$ 350.00
ASB17006	10/26/2016	San Joaquin Delta College	\$ 250.00
OP17322	10/26/2016	Spray Mart II	\$ 500.00
OP17323	10/26/2016	Palace Art & Office Supply	\$ 971.00
OP17324	10/26/2016	Palace Art & Office Supply	\$ 500.00
P0006852	10/26/2016	Krossover Intelligence Inc	\$ 500.00
P0006853	10/26/2016	Trujillo, Richard	\$ 935.25
P0006854	10/26/2016	Palace Art & Office Supply	\$ 8,653.43
OP17325	10/26/2016	McKesson Medical-Surgical Inc	\$ 12,000.00
OP17326	10/26/2016	Manca, Maria	\$ 1,500.00
OP17327	10/26/2016	Waag, Laura	\$ 4,000.00
P0006855	10/26/2016	Central Coast EOP&S Consortium	\$ 600.00
P0006858	10/26/2016	Palace Art & Office Supply	\$ 434.95
OP17328	10/26/2016	Enterprise Holdings LLC	\$ 1,000.00
P0006859	10/26/2016	Dell Marketing	\$ 211.95
P0006860	10/26/2016	Health Edco	\$ 269.49
ASB17005	10/26/2016	Card Integrators Corporation	\$ 166.60
ASB17007	10/26/2016	Trophies Plaques and More	\$ 142.79
P0006861	10/26/2016	Access Ingenuity	\$ 215.73
P0006862	10/27/2016	National Assn of Student Personnel Administrators	\$ 538.31
ME001205	10/28/2016	Sunbelt Rentals Inc	\$ 12,942.56
P0006857	10/28/2016	Dell Marketing	\$ 18,522.17
P0006856	10/28/2016	Dell Marketing	\$ 16,218.70
P0006863	10/31/2016	Pocket Nurse Enterprises Inc	\$ 70.56
OP17329	10/31/2016	Follett Higher Education Group	\$ 3,000.00
P0006864	10/31/2016	Gawf, John	\$ 192.03
P0006867	10/31/2016	Island Advertising	\$ 3,702.59
P0006869	10/31/2016	Design Factory Graphics	\$ 106.58

**Total Purchase Orders**

**\$ 506,546.41**

# Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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

Administrative Services

## **SUBJECT:** Ratification of Agreements

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

### **Proposal:**

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

### **Background:**

Education Code Section 81656 authorizes the Board of Trustees to delegate authority to enter into contracts up to \$87,800 subject to ratification by the Board within 60 days of issuance of agreement.

### **Budgetary Implications:**

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

### **Follow Up/Outcome:**

No further action is required.

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

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

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

Meeting Date: November 8, 2016

<b>Agreement Number</b>	<b>Amount</b>	<b>Vendor</b>	<b>Description</b>
CON10039	\$ 3,975.00	Integrated Communication Systems	Programming Services for Gymnasium Fire Alarm Installation Period of Service: 10/6/16 - 11/1/16
CON10040	\$ 1,500.00	J. A. Fencing	Extend Security Fencing for the Temporary Bookstore in the MP Building Period of Service: 10/18/16 - 10/31/16

Gavilan Joint Community College District  
Governing Board Agenda

November 8, 2016

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

**SUBJECT:** Budget Adjustments

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

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

**Background:**

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

**Budgetary Implications:**

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

**Follow Up/Outcome:**

No further action is required.

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

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

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

**Fund 100**

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>							
999910	8685		(152,000.00)				
219910	8897		(63,530.00)	100710	5610		(3,686.00)
219910	8895		63,530.00	100710	5425		3,686.00 BU1711
				999910	7391		29.00 BU1716
			<u>(152,000)</u>				<u>29</u>
Final (Adopted) Estimated Beginning Fund Balance at 7/1/16							3,358,623
Change to Actual Fund Balance at 7/1/15					974,606		
Actual Beginning Balance at 7/1/15							4,333,229
Final (Adopted) Budget Net Change in Fund Balance							(595,261)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance					0		
Current decrease in budgeted expenditures increases Fund Balance					(152,000)		
Current increase in budgeted expenditures decreases Fund Balance					(29)		
Revised Net Change in Ending Fund Balance							<u>(152,029)</u>
Estimated Ending Fund Balance 6/30/16 for General Fund 100							<u>3,585,939</u>

**Fund 240**

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)				
Program #	Account Code	Amount	Program #	Account Code	Amount		
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>							
600124	8652	152,000.00	600124	6405	152,000.00	BU1711	
<b>Total Fund 24:</b>		<u>152,000</u>			<u>152,000</u>		
Final (Adopted) Estimated Beginning Fund Balance at 7/1/16							0
Change to Actual Fund Balance at 7/1/16					67		
Actual Beginning Balance at 7/1/16							67
Final (Adopted) Budget Net Change in Fund Balance							0
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance					0		
Current increase in budgeted revenue increases Fund Balance					152,000		
Current increase in budgeted expenditures decreases Fund Balance					(152,000)		
Revised Net Change in Ending Fund Balance							<u>0</u>
Estimated Ending Fund Balance 6/30/17 for Instructional Equipment Fund 240							<u>67</u>

**Fund 270**

DECREASE			INCREASE				
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Budget Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>							
681427	4310		(12,799.00)	681427	1340		1,817.00

681427	4330	(4,000.00)	681427	2110	28,424.00	
681427	4510	(4,000.00)	681427	3212	3,710.00	
681427	4570	(3,500.00)	681427	3312	1,762.00	
681427	5831	(30,661.00)	681427	3322	415.00	
681427	6400	(13,000.00)	681427	3412	15,000.00	
681427	6412	(5,000.00)	681427	3432	1,663.00	
			681427	3442	1,800.00	
			681427	3422	140.00	
			681427	3512	15.00	
			681427	3612	15.00	
			681427	5710	3,199.00	
			681427	7520	15,000.00	
641427	1270	(17,400.00)	642027	1270	17,400.00	
641427	2110	(20,963.00)	642027	2110	20,963.00	
641427	2150	(26,037.00)	642027	2150	26,037.00	
641427	3114	(2,189.00)	642027	3114	2,189.00	
641427	3211	(3,398.00)	642027	3211	3,398.00	
641427	3212	(2,736.00)	642027	3212	2,736.00	
641427	3311	(1,614.00)	642027	3311	1,614.00	
641427	3312	(1,300.00)	642027	3312	1,300.00	
641427	3321	(378.00)	642027	3321	378.00	
641427	3322	(304.00)	642027	3322	304.00	
641427	3324	(252.00)	642027	3324	252.00	
641427	3411	(8,331.00)	642027	3411	8,331.00	
641427	3412	(9,728.00)	642027	3412	9,728.00	
641427	3421	(35.00)	642027	3421	35.00	
641427	3422	(35.00)	642027	3422	35.00	
641427	3431	(81.00)	642027	3431	81.00	
641427	3432	(116.00)	642027	3432	116.00	
641427	3441	(421.00)	642027	3441	421.00	
641427	3442	(698.00)	642027	3442	698.00	
641427	3491	(391.00)	642027	3491	391.00	
641427	3492	(314.00)	642027	3492	314.00	
641427	3494	(261.00)	642027	3494	261.00	
641427	3511	(13.00)	642027	3511	13.00	
641427	3512	(11.00)	642027	3512	11.00	
641427	3514	(9.00)	642027	3514	9.00	
641427	3611	(13.00)	642027	3611	13.00	
641427	3614	(11.00)	642027	3614	11.00	
641427	3614	(9.00)	642027	3614	9.00	
641427	3711	(260.00)	642027	3711	260.00	
641427	3712	(210.00)	642027	3712	210.00	
641427	4310	(20,000.00)	642027	4310	20,000.00	
641427	4510	(3,000.00)	642027	4510	3,000.00	
641427	4570	(482.00)	642027	4570	482.00	
641427	5140	(4,000.00)	642027	5140	4,000.00	
641427	5230	(4,000.00)	642027	5230	4,000.00	
641427	5823	(1,000.00)	642027	5823	1,000.00	
641427	7510	(80,000.00)	642027	7510	80,000.00	BU1711
746727	6405	(6,000.00)	746727	1490	6,000.00	BU1716
630427	6400	(721.00)	630427	5831	721.00	
630927	7520	(27,520.00)	630927	6407	27,520.00	
630927	1420	(20,000.00)	630927	5831	34,305.00	
630927	2110	(3,274.00)				
630927	2315	(11,031.00)				
630927	2315	(100.00)	630927	6407	100.00	BU1717
681927	1310	(5,000.00)	681927	6400	5,000.00	BU1718
<b>Total Fund 270:</b>		<u>(356,606)</u>			<u>356,606</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0.00
Change to Actual Fund Balance at 7/1/16	\$0.00	
Actual Beginning Balance at 7/1/16		\$0.00
Final (Adopted) Budget Net Change in Fund Balance		
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance		
Current decrease in budgeted expenditures increases Fund Balance	\$356,606.00	
Current increase in budgeted expenditures decreases Fund Balance	(\$356,606.00)	
Revised Net Change in Ending Fund Balance		<u>\$0.00</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 270		<u><u>\$0.00</u></u>

**Fund 270**

INCOME - Increase/(Decrease)			EXPENSE - Increase/(Decrease)					Budget
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	Entry
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
641427	8141		(120,000.00)					
641427	8895		(30,000.00)					
641427	8985		(60,000.00)					
642027	8141		120,000.00					
642027	8895		30,000.00					
642027	8985		60,000.00					
494427	8617		(8,318.00)	494427	2110		(6,700.00)	
				494427	3210		(1,000.00)	
				494427	3310		(415.00)	
				494427	3320		(95.00)	
				494427	3510		(4.00)	
				494427	3610		(4.00)	
				494427	3490		(100.00)	
641027	8628		(117,600.00)	641027	7510		(117,600.00)	
642627	8628		117,600.00	642627	7510		117,600.00	
641027	8628		16,827.00	641027	7510		16,827.00	
501027	8895		3,364.00	501027	2315		3,112.00	
					3612		2.00	
					5710		250.00	
630427	8628		26,399.00	630427	5831		26,399.00	
100827	8840		2,161.00	100827	5831		2,161.00	
681927	8895		(71,500.00)	681927	1310		(35,000.00)	
				681927	3100		(5,330.00)	
				681927	4310		(5,000.00)	
				681927	4510		(2,000.00)	
				681927	5210		(5,000.00)	
				681927	5250		(3,000.00)	
				681927	5831		(8,000.00)	
				681927	6400		(8,170.00)	
681927	8895		55,691.00	681927	1310		20,000.00	
				681927	3100		4,521.00	
				681927	4310		5,000.00	
				681927	4510		2,000.00	
				681927	5210		5,000.00	
				681927	5250		3,000.00	
				681927	5831		8,000.00	
				681927	6400		8,170.00	
682027	8895		71,500.00	682027	1310		35,000.00	
				682027	3100		5,330.00	



			682027	4310	5,000.00	
			682027	4510	2,000.00	
			682027	5210	5,000.00	
			682027	5250	3,000.00	
			682027	5831	8,000.00	
			682027	6400	8,170.00	
641427	8985	119,925.00	641427	2110	15,000.00	
641427	8141	12,947.00	641427	2150	15,000.00	
			641427	3211	1,500.00	
			641427	3212	800.00	
			641427	3311	800.00	
			641427	3312	800.00	
			641427	3321	500.00	
			641427	3322	500.00	
			641427	3411	1,500.00	
			641427	3412	1,500.00	
			641427	3421	100.00	
			641427	3422	100.00	
			641427	3431	100.00	
			641427	3432	100.00	
			641427	3441	100.00	
			641427	3442	500.00	
			641427	3491	500.00	
			641427	3492	500.00	
			641427	3511	100.00	
			641427	3512	100.00	
			641427	3611	100.00	
			641427	3612	100.00	
			641427	3711	572.00	
			641427	4510	3,000.00	
			641427	4570	3,000.00	
			641427	5250	6,000.00	
			641427	7520	80,000.00	BU1711
500627	7510	7,517.00	502027	3612	990.00	
501627	8121	(4,160.00)	502027	4200	5,000.00	
			502027	4510	3,020.00	
			502027	4710	1,500.00	
			502027	5240	2,000.00	
			500627	1310	19,620.00	
			500627	3110	6,848.00	
			500627	3211	6,246.00	
			500627	3212	6,246.00	
			500627	3311	3,500.00	
			500627	3312	3,500.00	
			500627	3320	2,000.00	
			500627	3321	2,000.00	
			500627	7510	500.00	
			502027	1310	(7,000.00)	
			502027	3320	(500.00)	
			502027	3490	(600.00)	
			502027	3510	(100.00)	
			502027	3610	(100.00)	
			502027	3711	(1,700.00)	
			502027	4310	(927.00)	
			502027	5210	(400.00)	
			502027	5630	(1,183.00)	
			501627	2110	(4,160.00)	
			500627	2110	(8,639.00)	
			500627	2150	(27,150.00)	

			500627		2315	(4,543.00)	
			500627		4200	(576.00)	
			500627		4310	(35.00)	
			500627		4510	(500.00)	
			500627		5240	(1,500.00)	BU1714
500627	7510	(7,517.00)					
500627	8121	7,517.00					BU1715
770127	8122	947,491.00	770127		1280	95,000.00	
					2110	40,000.00	
					1270	80,000.00	
					1290	85,000.00	
					3110	25,000.00	
					3210	3,000.00	
					3310	2,000.00	
					3320	4,000.00	
					3410	42,200.00	
					3420	500.00	
					3430	6,000.00	
					3440	4,000.00	
					3510	150.00	
					3610	150.00	
					3710	3,000.00	
					4510	127,026.00	
					5140	115,000.00	
					5210	4,000.00	
					5230	4,000.00	
					5831	263,000.00	
					6100	25,000.00	
					6400	19,465.00	
640427	8120	87,226.00					
640427	8150	(87,226.00)					
640427	8120	582.00	640427		2317	582.00	
	8985	14.00			3100	14.00	
	8116	29.00			5825	29.00	
640127	8140	(8,160.00)	640127		4210	(8,160.00)	
640027	8625	(13,257.00)	640027		4310	(13,257.00)	BU1716
501027	8895	(3,364.00)	501027		2315	(3,112.00)	
					3612	(2.00)	
					5710	(250.00)	BU1718
						<u>1,155,688.00</u>	
<b>Total Fund 270</b>		<u>1,155,688.00</u>				<u>1,155,688.00</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0.00
Change to Actual Fund Balance at 7/1/16	\$0.00	
Actual Beginning Balance at 7/1/16		\$0.00
Final (Adopted) Budget Net Change in Fund Balance		\$0.00
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0.00	
Current increase in budgeted revenue increases Fund Balance	\$1,155,688.00	
Current increase in budgeted expenditures decreases Fund Balance	<u>(\$1,155,688.00)</u>	
Revised Net Change in Ending Fund Balance		<u>\$0.00</u>
Estimated Ending Fund Balance 6/30/17 for Restricted General Fund 470		<u>\$0.00</u>

**Fund 340**

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
718334	8655		88,255.00	718334	5831		\$ 88,255.00	
729034	8895		(6,900,000.00)	729034	6405		(6,900,000.00)	
729034	8895		700,000.00	729034	6405	\$	700,000.00	
729134	8895		3,927,534.00	729134	6405	\$	3,927,534.00	
729234	8895		435,058.00	729234	6405	\$	435,058.00	
729334	8895		5,000.00	729334	6405	\$	5,000.00	
729434	8895		1,600,000.00	729434	6405	\$	1,600,000.00	
729534	8895		232,408.00	729534	6405		232,408.00	BU1711
<b>Total Fund 340</b>			<u>88,255</u>				<u>88,255</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$0	
Actual Beginning Balance at 7/1/16		\$0
Final (Adopted) Budget Net Change in Fund Balance	\$0	
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0	
Current increase in budgeted revenue increases Fund Balance	\$88,255	
Current increase in budgeted expenditures decreases Fund Balance	(\$88,255)	
Revised Net Change in Ending Fund Balance		\$0
Estimated Ending Fund Balance 6/30/17 for General Fund 470		\$0

**Fund 470**

INCOME - Increase/(Decrease)				EXPENSE - Increase/(Decrease)				Budget Entry
Organization #	Account Code	Program #	Amount	Organization #	Account Code	Program #	Amount	
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>								
				931447		5831	(1,000.00)	
				931947		5831	(187.00)	
				931547		5831	140.00	BU1712
931947	8894		9,450.00	931947	4310		200.00	
931947	8895		181.00	931947	4710		500.00	
				931947	4711		6,000.00	
				931947	5250		100.00	
				931947	5610		50.00	
				931947	5613		500.00	
				931947	5630		1,500.00	
				931947	6402		600.00	
				931947	4710		181.00	BU1713
				933147	7530		1,000.00	
				933147	5831		(1,000.00)	BU1716
<b>Total Fund 470</b>			<u>9,631</u>				<u>8,584</u>	

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$488,472	
Actual Beginning Balance at 7/1/16		\$488,472
Final (Adopted) Budget Net Change in Fund Balance	\$0	(\$307,670)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0	
Current increase in budgeted revenue increases Fund Balance	\$9,631	
Current increase in budgeted expenditures decreases Fund Balance	(\$8,584)	
Revised Net Change in Ending Fund Balance		<u>\$1,047</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 470		<u>\$181,849</u>

**Fund 600**

DECREASE Account			INCREASE Account		
Program #	Code	Amount	Program #	Code	Amount
<i>Budget changes within the same fund to accommodate expenditure &amp; revenue needs of various departments</i>					
670560	5831	(365,557.00)	660060	5831	9,855.00
			660360	5831	26,568.00
			662260	5831	3,220,282.00
			663060	5831	401,237.00
			670560	5831	6,040,962.00
			671360	5831	40,000.00
			671460	5831	222,575.00
			671560	5831	23,530.00
			673160	5831	11,291.00
			680560	5831	33,843.00
			680660	5831	161,328.00
					<u>10,191,471</u>
<b>Total Fund 600</b>		<u>(365,557)</u>			

BU1711

Final (Adopted) Estimated Beginning Fund Balance at 7/1/16		\$0
Change to Actual Fund Balance at 7/1/16	\$10,564,384	
Actual Beginning Balance at 7/1/16		\$10,564,384
Final (Adopted) Budget Net Change in Fund Balance		(\$343,032)
Budget adjustments from current year's previous months to increase (decrease) net change to fund balance	\$0	\$0
Current decrease in budgeted expenditures increases Fund Balance	\$365,557	
Current increase in budgeted expenditures decreases Fund Balance	(\$10,191,471)	
Revised Net Change in Ending Fund Balance		<u>(\$9,825,914)</u>
Estimated Ending Fund Balance 6/30/17 for General Fund 600		<u>\$395,438</u>

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

November 8, 2016

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

**SUBJECT:** Monthly Financial Report

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

**Proposal:**

That the Board of Trustees consider the FY 2015/16 Monthly Financial Report

**Background:**

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

**Follow Up/Outcome:**

The Administration will continue to review the FY 2015/16 budget and will submit budget adjustments as necessary for consideration by the Board.

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

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

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

**GAVILAN JOINT COMMUNITY COLLEGE DISTRICT**  
**Monthly Financial Report**  
**Summary of All Funds**  
**Fiscal Year 2016-2017**  
**October 30, 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
<b>General Fund</b>									
10 General -Unrestricted	\$4,333,229	\$33,565,201			\$663,383				2.0%
1000 - Certificated Salaries			\$11,747,135			\$2,430,256	\$0		20.7%
2000 - Classified Salaries			\$6,280,631			\$1,417,446	\$0		22.6%
3000 - Burdens & Benefits			\$7,096,537			\$1,502,789	\$0		21.2%
4000 - Books & Supplies			\$495,922			\$127,701	\$194,213		64.9%
5000 - Other Operating Expenses			\$6,369,857			\$2,050,593	\$2,090,513		65.0%
6000 - Capital Outlay			\$691,399			\$20,095	\$43,936		9.3%
7000 - Other			\$1,631,010			\$0	\$0		0.0%
<b>Total General-Unrestricted</b>	<b>\$4,333,229</b>	<b>\$33,565,201</b>	<b>\$34,312,491</b>	<b>\$3,585,939</b>	<b>\$663,383</b>	<b>\$7,548,880</b>	<b>\$2,328,662</b>	<b>2.0%</b>	<b>28.8%</b>
24 Instructional Equipment	\$67	\$259,000	\$259,000	\$67	\$55,814	\$113	\$9,890	21.5%	3.9%
26 Parking	\$0	\$119,909	\$119,909	\$0	\$44,559	\$20,264	\$2,781	37.2%	19.2%
27 General - Restricted	\$0	\$16,181,982	\$16,181,982	\$0	\$2,506,336	\$2,725,257	\$1,904,367	15.5%	28.6%
<b>Total General Fund</b>	<b>\$4,333,296</b>	<b>\$50,126,092</b>	<b>\$50,873,382</b>	<b>\$3,586,006</b>	<b>\$3,270,092</b>	<b>\$10,294,514</b>	<b>\$4,245,701</b>	<b>6.5%</b>	<b>28.6%</b>
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	\$1,016,782	\$108,921	\$853,176	12.7%	11.9%
60 Measure E	\$10,564,384	\$22,525	\$10,191,471	\$395,438	\$22,526	\$3,713,744	\$3,594,688	100.0%	71.7%
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	\$162,199	\$125	\$0	51.5%	25.0%
<b>Fiduciary Funds</b>									
47 Associated Student Body	\$488,472	\$131,131	\$437,754	\$181,849	\$47,433	\$44,753	\$14,689	36.2%	13.6%
48 Financial Aid	\$0	\$6,494,210	\$6,494,210	\$0	\$2,405,799	\$2,459,552	\$0	37.0%	37.9%
66 Student Center Fund	\$0	\$117,390	\$117,390	\$0	\$0	\$5,340	\$9,500	0.0%	12.6%
<b>Total Fiduciary Funds</b>	<b>\$488,472</b>	<b>\$6,742,731</b>	<b>\$7,049,354</b>	<b>\$181,849</b>	<b>\$2,453,232</b>	<b>\$2,509,645</b>	<b>\$24,189</b>	<b>36.4%</b>	<b>35.9%</b>
<b>Totals</b>	<b>\$25,184,637</b>	<b>\$71,648,919</b>	<b>\$82,243,300</b>	<b>\$14,390,256</b>	<b>\$6,924,831</b>	<b>\$16,626,949</b>	<b>\$8,717,753</b>	<b>9.7%</b>	<b>30.8%</b>

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

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

November 8, 2016

Consent Agenda Item No. 6\_(1) 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 September 30, 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 July 1, 2016 to September 30, 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 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)  
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
<b>Revenue</b>					
<u>Proceeds from Bond Sales</u>			\$ 108,000,000		
	Cost of Issuance		\$ (255,000)		
	Total Proceeds from Bond Sales		\$ 107,745,000		
	Wealth Management Cost of Issuance (FY15/16)		\$ 2,967		
	Bond Implementation Costs		\$ (188,623)		
<u>Reimbursement of Bond Expenses</u>			\$ 164,456		
	Premium Adjustment		\$ (13,175)		
<u>Portable Lease</u>	GUSD Lease portables over 25 years		\$ 90,099		
	GUSD Purchase of Modular Bldgs for GECA		\$ 40,392		
	GUSD Purchase of Portables PB4 and PB5		\$ 54,932		
<u>Donation Agreement</u>	Coyote Valley Property		\$ 137,116		
<u>Agricultural Lease</u>			\$ 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		\$ 5,622,651		
	Parking Fund Contribution Fiscal Year 2007-08		\$ 250,000		Non Measure "E" Fund
	Scheduled Maintenance Contribution Fiscal Year 2008-2009		\$ 217,138		Non Measure "E" Fund
<b>Total Revenue</b>			<b>\$ 114,034,491</b>		
<b>Expenditures</b>					
<b>1 Program</b>					
	660060 - Program Contingency	\$ 25,000			
	Total Costs through 6/30/2016		\$ 15,145		
	5831 - Contracted Services		\$ 10,100		
	Total Costs through 9/30/2016		\$ 25,245	\$ (245)	
	660360 - Planning - District	\$ 155,320			
	Total Costs through 6/30/2016		\$ 128,752		
	No Invoices this period				
	Total Costs through 9/30/2016		\$ 128,752	\$ 26,568	
	662260 - Coyote Valley Ed Center	\$ 13,139,693			
	Total Costs through 6/30/2016		\$ 9,575,502		
	5810 - Legal Services		\$ (2,084)		
	5831 - Contracted Services		\$ 890,647		
	Total Costs through 9/30/2016		\$ 10,464,065	\$ 2,675,628	
<b>2 Land Acquisition</b>					
	662060/662160 - Coyote Valley Prop (Property/Develop)	\$ 21,238,072			
	Total Costs through 6/30/2016		\$ 21,306,526		
	5810 - Legal Services		\$ (8,611)		
	5831 - Contracted Services		\$ 522,172		
	6110 - Grounds Improvements		\$ 194,047		
	6405- Equipment > \$5,000		\$ 78,561		
	Total Costs through 9/30/2016		\$ 22,092,695	\$ (854,623)	
	663060/663160 - San Benito Prop (Property/Develop)	\$ 9,838,755			
	Total Costs through 6/30/2016		\$ 9,438,499		
	5810 - Legal Services		\$ (108)		
	Total Costs through 9/30/2016		\$ 9,438,391	\$ 400,364	
<b>3 Current Projects</b>					
	670580 - Physical Education Building	\$ 6,539,165			
	Total Costs through 6/30/2016		\$ 498,203		



Gavilan Joint Community College District  
 Measure E Bond Quarterly Financial Status Interim Report  
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)  
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	5831 - Contracted Services		\$ 52,858		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 551,061</b>	<b>\$ 5,988,104</b>	
671360-1 Demo CJ500, Old Acad. PB Rebuild		\$ 40,000			
	Total Costs through 6/30/2016		\$ -		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ -</b>	<b>\$ 40,000</b>	
671460 - South County Airport Development		\$ 3,000,000			
	Total Costs through 6/30/2016		\$ 2,777,425		
	4530 - Maintenance Supplies		\$ 2,139		
	5810 - Legal Services		\$ 317		
	5831 - Contracted Services		\$ 406,511		
	6230 - Inspection Fees		\$ 2,015		
	6400 - Equipment < \$5,000		\$ 923		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 3,189,331</b>	<b>\$ (189,331)</b>	
680660 - Technology, Phase 2		\$ 900,000			
	Total Costs through 6/30/2016		\$ 737,541		
	5831 - Contracted Services		\$ 78,291		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 815,832</b>	<b>\$ 84,168</b>	
<b>INACTIVE PROJECTS</b>					
670760 - Student Center/Administration		\$ -			
	Total Costs through 6/30/2016		\$ -		
	5831 - Contracted Services		\$ 8,800		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 8,800</b>	<b>\$ (8,800)</b>	
670960 - Library/Media		\$ -			
	Total Costs through 6/30/2016		\$ -		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>CLOSED PROJECTS</b>					
660560 - Planning - Main Campus		\$ 4,582,646			
	Total Costs through 6/30/2016		\$ 4,582,646		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 4,582,646</b>	<b>\$ (0)</b>	2
663260 - Hollister Ed Center		\$ 9,625			
	Total Costs through 6/30/2016		\$ 9,625		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 9,625</b>	<b>\$ (0)</b>	
664060 - Land Residual		\$ -			
	Total Costs through 6/30/2016		\$ -		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ -</b>	<b>\$ -</b>	
665060 - Local Funds Off-Site Development		\$ 69,998			
	Total Costs through 6/30/2016		\$ 69,998		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 69,998</b>	<b>\$ (0)</b>	
670060/671460 - Campus Infrastructure/Tech		\$ 8,036,484			
	Total Costs through 6/30/2016		\$ 8,036,484		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 8,036,484</b>	<b>\$ -</b>	
670160 - Tennis Court Renovations		\$ 111,859			
	Total Costs through 6/30/2016		\$ 111,859		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 111,859</b>	<b>\$ -</b>	
670260 - Interim Housing/Swing Space		\$ 4,416,466			
	Total Costs through 6/30/2016		\$ 4,416,466		
	No Invoices this Period		\$ -		
	<b>Total Costs through 9/30/2016</b>		<b>\$ 4,416,466</b>	<b>\$ -</b>	
670260-1 - HVAC Control Replacement		\$ 446,255			
	Total Costs through 6/30/2016		\$ 446,255		
	No Invoices this Period		\$ -		

Gavilan Joint Community College District  
 Measure E Bond Quarterly Financial Status Interim Report  
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)  
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	Total Costs through 6/30/2016		\$ 446,255	\$ 0	
670360-1 - Electrical Service Loop		\$ 162,295			
	Total Costs through 6/30/2016		\$ 162,295		
	<i>No Invoices this Period</i>				
	Total Costs through 6/30/2016		\$ 162,295	\$ -	
670360 - Math, Physical Science, Life Science		\$ 6,081,010			
	Total Costs through 6/30/2016		\$ 6,081,010		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 6,081,010	\$ -	
670460 - Occupational ED (OE)		\$ 4,706,937			1
	Total Costs through 6/30/2016		\$ 4,706,937		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 4,706,937	\$ -	
670660 - Humanities/Art/Music Hall		\$ 4,398,348			
	Total Costs through 6/30/2016		\$ 4,398,348		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 4,398,348	\$ -	
670860 - Cosmetology/Business		\$ 3,903,843			
	Total Costs through 6/30/2016		\$ 3,903,843		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 3,903,843	\$ -	
671060 - Social Sciences		\$ 3,918,035			
	Total Costs through 6/30/2016		\$ 3,918,035		
	5810 - Legal Services				
	Total Costs through 9/30/2016		\$ 3,918,035	\$ -	
671160 - Security/Maintenance Building		\$ 1,432,750			
	Total Costs through 6/30/2016		\$ 1,432,750		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 1,432,750	\$ -	
671260 - Cafeteria Renovations & HVAC		\$ 217,419			
	Total Costs through 6/30/2016		\$ 217,419		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 217,419	\$ -	
671260 - Student Center Beam Replacement		\$ 185,481			
	Total Costs through 6/30/2016		\$ 185,481		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 185,481	\$ (0)	
671360 - Parking Lot/Campus Lighting		\$ 4,437,518			
	Total Costs through 6/30/2016		\$ 4,437,518		
	5630 - Repairs & Maintenance		\$ 9,848		
	Total Costs through 9/30/2016		\$ 4,447,366	\$ (9,848)	
671560 - GECA Relocation Parking Lot C		\$ 1,247,017			
	<i>No Invoices this Period</i>		\$ 1,223,487		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 1,223,487	\$ 23,530	
671660 - Furniture and Equipment Upgrade		\$ 175,000			
	Total Costs through 6/30/2016		\$ 189,280		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 189,280	\$ (14,280)	
672360 - Scheduled Maintenance (Match for FY 13/14)		\$ 109,000			
	Total Costs through 6/30/2016		\$ 165,569		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 165,569	\$ (56,569)	
672460 - Instructional Equipment (Match for FY 13/14)		\$ 786,320			
	Total Costs through 6/30/2016		\$ 786,320		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 786,320	\$ 0	
672560 - Scheduled Maintenance (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/2016				

Gavilan Joint Community College District  
 Measure E Bond Quarterly Financial Status Interim Report  
 Received and Expended to Date for Qtr 1 Fiscal Year 2016-2017 (7/01/2016 through 9/30/2016)  
 Based on Board Approved December 2015 Budget

Project/Vendor	Description of Services	Budget	Expended	Balance	Notes
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ -	\$ -	
672660 - Instructional Equipment (Match for FY 14/15)		\$ -			
	Total Costs through 6/30/2016		\$ (0)		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ (0)	\$ 0	
673060 - Multi-Purpose Building Upgrades		\$ 24,486			
	Total Costs through 6/30/2016		\$ 24,486		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 24,486	\$ (0)	
673160 - CDC Reconfiguration & Upgrade		\$ 500,000			
	Total Costs through 6/30/2016		\$ 473,623		
	5831 - Contracted Services		\$ (378,100)		
	6110 - Grounds Improvement		\$ 393,187		
	Total Costs through 9/30/2016		\$ 488,710	\$ 11,290	
673260 - General Building Upgrades		\$ 26,175			
	Total Costs through 6/30/2016		\$ 26,253		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 26,253	\$ (78)	
680160 - Technology / ERP System		\$ 3,511,130			
	Total Costs through 6/30/2016		\$ 3,511,130		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 3,511,130	\$ -	
680260 - Eprocurement		\$ -			
	Total Costs through 6/30/2016		\$ 13,851		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 13,851	\$ (13,851)	
680360 - Computer / Phone System		\$ 1,111,376			
	Total Costs through 6/30/2016		\$ 1,111,376		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 1,111,376	\$ -	
680460 - Existing Well Replacement		\$ 70,947			
	Total Costs through 6/30/2016		\$ 70,947		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 70,947	\$ 0	
680560 - Water Replacement Project		\$ 336,634			
	Total Costs through 6/30/2016		\$ 302,791		
	5831 - Contracted Services				
	Total Costs through 9/30/2016		\$ 302,791	\$ 33,843	
680760 - Computer Replacement, Phase 2		\$ 122,195			
	Total Costs through 6/30/2016		\$ 122,195		
	<i>No Invoices this Period</i>				
	Total Costs through 9/30/2016		\$ 122,195	\$ 0	
- Debt Payment		\$ 3,625,796			
	Total Costs through 6/30/2016		\$ 3,625,796		
	<i>No Invoices this Period</i>		\$ -		
	Total Costs through 9/30/2016		\$ 3,625,796	\$ -	
Total Previous Expended (Through 3/31/2016)			\$ 103,241,666		
Total Invoices this Period (4/01/2016 through 6/30/2016)			\$ 2,261,513		
Total Expended to Date (Through 6/30/2016)			\$ 105,503,179		
Total Construction Budget			\$ 113,839,049	\$ 8,135,870	
Total Revenue to Date			\$ 114,034,491		
Cash Balance				\$ 8,531,313	

Notes:

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

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

November 8, 2016

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

Administrative Services

**SUBJECT:** Retiree Health Benefit Trust Investment Portfolio Status as of September 30, 2016

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

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

**Background:**

The District's contribution to the Retiree Health Benefit Program JPA is invested with US Bank of California, trustee of this irrevocable trust. Attached is a summary of their report for the period July 1 through September 30, 2016. The full report is available for inspection in the President's Office.

As of September 30, 2016, the portfolio market value is \$7,048,673.42. The total actuarial accrued liability is \$7.6 million. The actuarial accrued liability for the retired pool of employees currently receiving benefits is estimated to be \$4.1 million and for active employees it is estimated to be \$3.5 million. This liability fluctuates as the composition of the retired and active employees receiving benefits changes.

**Budgetary Implications:**

For information purposes only.

**Follow Up/Outcome:**

None needed.

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

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

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

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40- -03-B-61 -286-02  
300 -99-01391-02



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

**This statement is for the period from July 1, 2016 to September 30, 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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40- -03-B-61 -286-02  
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RHBPT-GAVILAN CCD-BALANCED  
ACCOUNT 6746018006

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Period from July 1, 2016 to September 30, 2016

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RHBPT-GAVILAN CCD-BALANCED  
ACCOUNT 6746018006

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Period from July 1, 2016 to September 30, 2016

**MARKET AND COST RECONCILIATION**

	MARKET	BOOK VALUE
<b>Beginning Market And Cost</b>	<b>6,335,523.95</b>	<b>6,335,523.95</b>
<b>Contribution Activity</b>		
Employer Contributions	523,032.59	523,032.59
<b>Total Contribution Activity</b>	<b>523,032.59</b>	<b>523,032.59</b>
<b>Investment Activity</b>		
Interest	.22	.22
Income	27,926.85	27,926.85
Realized Gain/Loss	127.57	127.57
Net Accrued Income (Current-Prior)	- .22	- .22
Other Earnings	162,187.46	162,187.46
<b>Total Investment Activity</b>	<b>190,241.88</b>	<b>190,241.88</b>
<b>Plan Expenses</b>		
Trust Fees	- 125.00	- 125.00
<b>Total Plan Expenses</b>	<b>- 125.00</b>	<b>- 125.00</b>
<b>Net Change in Market And Cost</b>	<b>713,149.47</b>	<b>713,149.47</b>
<b>Total Ending Market And Cost</b>	<b>7,048,673.42</b>	<b>7,048,673.42</b>

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40- -03-B-61 -286-02  
300 -99-01391-02



RHBPT-GAVILAN CCD-BALANCED  
ACCOUNT 6746018006

Page 4 of 17  
Period from July 1, 2016 to September 30, 2016

## CASH RECONCILIATION

<b>Beginning Cash</b>	<b>.00</b>
<b>Contribution Activity</b>	
Employer Contributions	523,032.59
<b>Total Contribution Activity</b>	<b>523,032.59</b>
<b>Investment Activity</b>	
Interest Income	.22
Cash Equivalent Purchases	27,926.85
Other Purchases	- 523,157.81
Cash Equivalent Sales	- 713,274.47
Other Sales	523,157.59
Other Earnings	252.57
	162,187.46
<b>Total Investment Activity</b>	<b>- 522,907.59</b>
<b>Plan Expenses</b>	
Trust Fees	- 125.00
<b>Total Plan Expenses</b>	<b>- 125.00</b>
<b>Net Change in Cash</b>	<b>.00</b>
<b>Ending Cash</b>	<b>.00</b>



**RECOGNITION**

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

November 8, 2016

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

**Office of the President**

**SUBJECT:** Recognition of the Employees of the Month

Resolution: BE IT RESOLVED,

Information Only

Action Item

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

**Background:**

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

**Employees of the Month, October 2016 – Shannon Bishop, Esteban Talavera and Adriana Servin**

Shannon, Esteban and Adriana are already known for their meticulous, conscientious, and committed work at Gavilan, but this past month they pulled out all the stops in preparing for the visit from the Title III and Title V Program Officer, Terrance Hilton, from the U.S. Department of Education. They found documents, typed lists, prepared forms, chased down files, and ultimately assembled comprehensive binders of every type of grant information needed for the visit. Throughout this process they were flexible, cordial and ready to act on a moment's notice. You would never have thought that they had a million other things to do as they came forward to respond to every request.

**Budgetary Implications:**


None

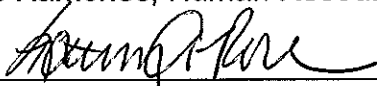
**Follow Up/Outcome:**

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

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

November 8, 2016

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

Office of the President

**SUBJECT:** Recognition of Trustee Tom Breen

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees recognize and honor Trustee Tom Breen.

**Background:**

Tom Breen was elected as a Hollister representative to the Gavilan College Board of Trustees in 2000. He continued to serve the district for 16 years.

**Budgetary Implications:**

**Follow Up/Outcome:**

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

Prepared By:

Nancy Bailey  
Nancy Bailey, Executive Assistant to President

Agenda Approval:

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

**INFORMATION**

# Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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

**SUBJECT:** Noncredit/Gavilan Regional Adult and Career Education Services (ACES)

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**


The Noncredit program and the Gavilan Regional Adult Career and Education Services (Gavilan Regional ACES) consortium will provide an update as to its developments, current services, and plans.

**Background:**

**Budgetary Implications:**

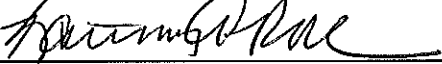
**Follow Up/Outcome:**

Noncredit/ACES representatives will provide regular updates to the board as to its progress.

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

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

Mary Ann Sanidad, AB104 Project Director

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

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

November 11, 2016

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

**SUBJECT:** Substantive Change Proposal, Change of Location: Coyote Valley Center

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees review the Substantive Change Proposal to be submitted to ACCJC to relocate the Public Safety Career Technical Training and Education Program from the San Jose Evergreen Community College District property on Yerba Buena Road, San Jose, to the new Coyote Valley Education Center on Bailey Road, San Jose.

**Background:** Gavilan Community College District has been a partner with the South Bay Public Safety Training Consortium since 1994. With the changes in enrollment and SJ/EVC District needs, the Consortium Program must be relocated. The Coyote Valley Center provides the requisite space and location to sustain the current program and offers opportunities for expansion. The substantive change process requires evidence of institutional planning, resource commitment to the proposed change, and evidence that following change, the institution continues to meet the Eligibility Requirements, Accreditation Standards and Commission policies.

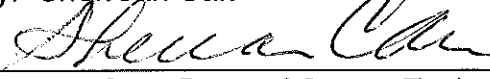
**Budgetary Implications:**

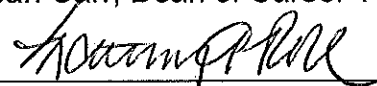
None

**Follow Up/Outcome**

None

Recommended By: Sherrean Carr

Prepared By:   
Sherrean Carr, Dean of Career Technical Education

Agenda Approval:   
Kathleen Rose, Superintendent/President

# **Substantive Change Proposal**

Change of Location: Coyote Valley Site

Gavilan Community College District  
5055 Santa Teresa Blvd  
Gilroy, Ca 95020

Prepared by:

Linda Vaughn  
Vice President of Academic Affairs  
South Bay Regional PSTC

and

Sherrean Carr  
Dean of Career Technical Education, Gavilan College

Submitted  
October 20, 2016



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## **A. Overview of Substantive Change**

### **A.1 Description of Proposed Change**

Gavilan College is requesting a Substantive Change Review to seek approval to relocate their Public Safety Career Technical Training and Educational Program known as South Bay Regional Public Safety Training Consortium (Consortium) from the San Jose Evergreen Community College District property on Yerba Buena Road, San Jose to the new Coyote Valley Site on Bailey Road, San Jose. The Consortium is a Joint Powers Agency comprised of the following nine community colleges: Cabrillo, College of San Mateo, Foothill, Gavilan, Hartnell, Lake Tahoe Community, Mission, Monterey Peninsula, and Ohlone. The program is self-contained with its own Administrative and Support Services staff. The program is currently housed on approximately 15,000 square feet of property including 7 classrooms on the San Jose Evergreen site. The program would experience no change in course delivery to the student population currently being serviced with the move to the Coyote Valley site. To the contrary, failing to identify a suitable venue for the Consortium program courses would have a negative impact on public safety education and training throughout the greater San Francisco Bay Area and specifically the Gavilan College program.

The change of location will provide for additional space, approximately 28,800 square feet and 1 additional classroom, as well as support the delivery of additional Certificate and Degree applicable courses to public safety students. In addition, Gavilan College will deliver Science, Technology, Engineering, Math (STEM), and general education courses at the site, through face to face, hybrid and fully online formats, to compliment the Consortium program, and meet the needs of the northern District student base. Program, Degree, Certificate and GE course delivery will be scheduled so as to have the widest impact on access to education across the District. The Coyote Valley site provides opportunities to create a stronger nexus between the Consortium CTE training and public safety educational programs to the benefit of current and future Gavilan College students.

### **A.2 Relationship to the Gavilan College Mission**

**The College's mission statement is as follows:**

*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.*

The mission is evaluated and revised on a regular basis and was last reviewed and approved by the board on January 12, 2016.

*The Consortium's mission is: to meet the educational and training needs of public safety students within the areas represented by the participating community college districts. Courses offered must meet a regional need of either small or large public safety agencies. Courses will*

*also be carefully articulated with lower division academic programs and upper division transfer degree programs. Liaison will be maintained with the Region Six "Public Safety Training Committee" which is charged with the development of regional facilities and technology for skill development.*

*The mission will be accomplished in an effective and efficient manner to ensure the highest quality training for public safety professionals.*

## **Our Purpose Statement**

Gavilan College offers a wide range of services, including programs of community education, study in the liberal arts and sciences, and study in the pre-professional, business, vocational, and technical fields. To support student success within the Public Safety Career Technical Education Program, we were fundamental in the creation of the South Bay Regional Public Safety Training Consortium. What was originally a partnership between Gavilan and San Jose/Evergreen Community College District, the Consortium is now nine colleges strong, offering a vast array of public safety basic and continuing education courses on days, evenings, and weekends. The courses are delivered in traditional, modular and compressed formats to meet student needs. All offerings are designed to assist students in meeting their educational and life goals.

The Gavilan Joint Community College District is comprised of 2,700 square miles encompassing southern Santa Clara and most of San Benito County. In the spring of 1997, instructional sites were added in Hollister and Morgan Hill to augment offerings on the main campus. With the passage of the Measure E facilities bond in 2004, Gavilan College has modernized the existing campus, and can prepare students of the future with permanent education centers in Coyote Valley and San Benito County. The next few years will see improvements in institutional and classroom technology, expanded online services, improvement in technology infrastructure and improvements in safety, accessibility, and lighting.

Continued support of the Consortium program is consistent with Gavilan's Strategic Plan touching on six of the seven identified strategies. Delivering the Consortium courses at the Coyote site provides opportunities to optimize enrollment for students in the service area. The Consortium Program is evolving from stand alone and elective course delivery, to certificate and degree applicable core courses assisting students in achieving educational, career and personal goals.

Relocating Gavilan's public safety program and associated general education courses to the 28,800 square foot Coyote Valley Site completes Phase One of the Coyote Valley project. Based upon population projection estimates from the Department of Finance (DOF) using the 2010 U.S. Census data, Coyote Valley will experience a population growth of approximately 1.6% from 2015-2020 and Gavilan projects nearly full site utilization within two years of opening of the Coyote Valley Site.

Phase Two of the development will expand site construction to total 554,000 square feet of buildings, along with student services and course availability in specialty Science, Technology, Engineering and Mathematics (STEM) programs such as Engineering and additional Career

Technical Education programs such as Computer Science and Information Systems.

Approximately 10% of Gavilan's FTES, is in public safety training and education. The Coyote Valley Site, and its location, allows Gavilan to expand accessibility and services for their students to the Consortium program. An added benefit is that this new site establishes Gavilan College as the host for public safety training and education for the entire region, as well as meeting the inter-collegiate collaborative and cooperative goals of the Chancellor's Office *Doing What Matters for Jobs and the Economy* Initiative. The Consortium has a proven history of facilitating collaboration between not only community college districts, but between communities, industry partners and governmental agencies.

The Consortium program is certified by both the Commission on Peace Officer Standards and Training (P.O.S.T.) and the State Fire Marshal as the Regional Training Center for law enforcement and fire services training from South San Francisco to King City. The Consortium provides basic training in law enforcement, fire services and EMTs to students who will secure employment throughout the Greater Bay Area as well as the East Bay and Central Valley. Data compiled through the Chancellor's Office Economic & Workforce Development projects over a 5% increase in entry level law enforcement and fire services jobs in California over the next 5 years, and over 14% and 20% in corrections and EMT/paramedics, respectfully. By providing the Consortium program with a permanent location at the Coyote Valley Site, Gavilan College will be positioned to be the primary source for public safety Certificate and Associate programs as well as basic and career advancement training in the San Francisco Bay Area.

### **A.3 Rationale for Proposed Change**

Since 1994, The Consortium has been located at a jointly-used training facility on the San Jose/Evergreen District property in San Jose. However, with changes in enrollment and SJ/EVC District needs, the Consortium Program must be relocated. The JPA Agreement and Bylaws outline the requirement for a member college to provide qualitative and substantive support of the Consortium Program financially and/or physically through use of facilities or equipment. (Appendix A) The Coyote Valley Site provides the requisite space and location to sustain the current program and offers opportunities for expansion.

In partnership with South Bay Regional Public Safety Training Consortium, Gavilan College continues to develop and enhance educational, Degree and Certificate, opportunities in its Career Technical Education programs. Gavilan College has a thriving and established Administration of Justice program that includes the Basic Police Academy in both a Certificate of Achievement and a terminal Associate Degree. The recent approval of the Fire Technology Certificate of Achievement begins the collaborative efforts to expand the Fire Technology Program at Gavilan College. We are developing additional Fire Technology courses aligned with courses receiving C-ID approval through the Chancellor's Office, to establish a Fire Technology Associate Degree to meet the comprehensive educational needs of students and the profession.

With Silicon Valley continuing to provide some of the best opportunities for employment in public safety over the coming decade, Gavilan College will need to take advantage of its close proximity to this area. The Chancellor's Office Economic & Workforce Development reports

that the Silicon Valley region employs over 22,000 public safety personnel with an additional 2800 jobs available between 2015 and 2020. Gavilan College's Administration of Justice program enrolls over 500 full-time equivalent Gavilan College students or approximately \$2.4 million in apportionment revenue, annually. (Appendix B) The Consortium enrolls an additional 2100 full-time equivalency students for the other eight JPA colleges. Failing to identify a suitable permanent location for the Consortium would have a tremendous, negative impact on the public safety profession in the San Francisco Bay area, as well as throughout California. The District believes moving the Consortium program to the Coyote Valley Site will allow Gavilan College to offer better educational opportunities and continue to provide the much needed training and educational services the Consortium program has been delivering for over 20 years. The District recognizes the Consortium's importance and contributions, and has prioritized our decisions to support the public safety program at the Coyote Valley Site which will lead to degrees, transfer, certificate fulfillment, and ultimately career pathways in the District's service area.

Labor market is an important consideration for all career technical education programs and an analysis was part of the Consortium's program review in 2015. (Appendix B) The College has reported extensively on regional labor market factors and trends as well as taking a snapshot of employment and economic data in the Educational Master Plan report from 2013.

## **B. Planning Process Leading to Request for Change**

Gavilan Community College District maintains an integrated planning process to develop and evaluate programs. All planning efforts are derived from the mission and vision of the College. The Educational Master Plan referred to in this proposal provides the foundation and guiding principles to all other planning efforts, including the Gavilan College Strategic Plan<sup>1</sup>.

The SJ Evergreen District greatly reduced their commitment and involvement in the Consortium beginning Fiscal Year 2013-14 when they became a Basic Aid funded district. They continued their support by providing facilities and a minimal financial commitment to the program. They announced their intentions at that time to re-direct resources and repurpose the property housing the Consortium. Different options were considered regarding a temporary and permanent location for the Consortium, at the same time the planning for the Coyote Valley site was occurring. It was determined that the best long-term and most fiscally responsible choice was moving the Consortium to the Coyote Valley site. The decision was subsequently approved by both the Consortium Board and Gavilan Joint Community College Board of Directors.

### **B.1 Relationship to Planning, Evaluation and Stated Mission**

The Gavilan Joint Community College District is in the process of developing an approximately 55-acre property for a community college campus that could eventually accommodate up to

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<sup>1</sup> Strategic Plan FY 2015/16 - 2019/20:

[http://www.gavilan.edu/strategic\\_plans/Gavilan\\_StrategicPlan\\_2015\\_2020.pdf](http://www.gavilan.edu/strategic_plans/Gavilan_StrategicPlan_2015_2020.pdf)

10,000 students in the Coyote Valley area of San Jose. The District is comprised of approximately 2,700 square miles in southern Santa Clara County and most of San Benito County. Currently, the District operates a main campus at Santa Teresa Boulevard and Mesa Road in Gilroy and two instructional sites in Hollister and Morgan Hill, distance education classes in many disciplines, and instruction at other offsite locations.

In the first phase of the development of the Coyote Valley Site, the primary focus is to provide a gateway center giving students access to general education/transfer courses and a District-funded specialized facility for the Administration of Justice and Consortium Academy programs offered by Gavilan College. The facility will provide not only education and training for law enforcement, fire services, EMT, dispatch and corrections through traditional Certificate and Degree course delivery, but also offer pre-employment testing and training, and pre-employment courses that assist students in preparing for the JLE 100 and JFT 8 Basic Academy courses. The Consortium program also provides “perishable skills” update training so students can maintain the requisite skills, knowledge and the professional certifications necessary to secure or maintain employment in the public safety professions as part of the Career Technical Education umbrella.

Phase Two of the development of the Coyote Valley Site will be to establish an Educational Center and provide comprehensive general education and basic skills class opportunities and specialty Science, Technology, Engineering, and Mathematics (STEM) programs within the Career Technical Education programs such as Computer Science and Information Systems. Phase Two also calls for the expansion of the campus through the construction of additional lecture halls, laboratories, and athletic fields.

The Coyote Valley Site allows for the opportunity to recapture more than 1,800 existing Gavilan Joint Community College District students (headcount) that currently drive past the Coyote Valley site or utilize other community college districts located to the north. The Consortium program is driven by the needs of the public safety industry and the needs of its member colleges. It was created to provide a higher quality of public safety education and training through a cooperative effort between the community colleges and public safety professionals. The collaborative nature of the organization, currently nine community colleges strong, creates stability and provides the support required to deliver approximately 1.35 million student contact hours annually.

## **B.2 Needs and Resource Assessment**

The Consortium program is comprised of 40 full-time and part-time staff, and over 200 part-time faculty members. The entire organizational structure and its resources will be relocated to the Coyote Valley Site in its entirety. The Consortium Board of Directors meet quarterly and review the program’s progress, needs, concerns and future challenges and opportunities. Should specific programmatic needs arise, Gavilan College and all Consortium members will pool resources and/or funds to support the short and long-term goals of the organization.

The Consortium program underwent a complete program review with Gavilan College in fiscal year 2014-15. Identifying a permanent location for the program and continued collaboration with industry partners were two of the recommendations for the program. The Coyote Valley Site



solves one of the programmatic concerns. In addition to the Consortium Board of Directors' quarterly meeting, Consortium personnel engage in quarterly industry Advisory Meetings and monthly Training Manager meetings in San Mateo, Santa Clara, Santa Cruz, and Monterey Counties.

All usable Consortium equipment and property will be moved and employed at the Coyote Valley Site. The continued maintenance and acquisition of resources for the Consortium at the Coyote Valley site is supported through a separate funding mechanism established by the Consortium Board of Directors, of which President Kathleen Rose is a member. The Consortium Administrative offices will utilize furniture and equipment employed at their current location at the new Coyote Valley site. Classrooms will be resourced using a combination of new, gently used and surplus furniture and equipment from Gavilan College's and the Consortium's stored inventories.

Gavilan College and the Consortium will support administrative and student service offices to support Gavilan students engaged in all the programs offered at the Coyote Valley Site.

### **B.3 Anticipated Effect of the Proposed Change on the Institution**

It is anticipated that this change will increase access to educational opportunities for residents of the service area that would otherwise be unavailable. As the Consortium programs expand to include Degree applicable course delivery, the College expects a moderate increase in Administration of Justice and Fire Technology enrollment and completers, especially among service area residents who live a great distance from the main campus. The College also hopes to recapture and stop the future loss of students residing in our service area to other colleges who are currently offering degrees in these programs.

### **B.4 Benefits Resulting from Change**

The primary benefit of the proposed change is increased access to education. As the District expands learning opportunities that support specific degree programs into the Coyote Valley Site, more students will be able to reach their career and educational goals. It is anticipated that this change will also have a positive impact on retention and completion rates, keeping students at Gavilan versus losing them to neighboring community colleges with more advanced programs.

The Administration of Justice and Fire Technology professions are successful choices for many students, providing pathways to high-wage jobs. The publication "Advancing Student Success in California Community Colleges" reports that "The California Community Colleges train 80 percent of firefighters, law enforcement personnel, and emergency medical technicians." The Consortium is recognized and certified as the Regional Presenter of these programs by the two state agencies overseeing the professions: the Commission on Peace Officer Standards and Training (POST) and the State Fire Marshal. The relocation of the Consortium Program to the Coyote Valley Site strategically positions Gavilan College as the premier provider of associated Degree, Certificate and transfer programs within the disciplines.

Placement of the Consortium program at the Coyote Valley Site creates stability for the program and ensures students continued access to public safety workforce education and training as well

as associated certificate and degree programs. By offering general education courses in conjunction with the Consortium program courses, current and aspiring public safety employees will have access to all courses necessary to achieve their educational and professional goals.

The public safety profession is evolving with the changes in technology. Gavilan will offer STEM and additional CTE courses at the Coyote Valley Site which will compliment and provide a diversified education opportunity to Gavilan students. The comingling of the CTE disciplines at the Coyote Valley Site will parallel the trend of new and emerging careers and professions in the public safety, emergency management, cyber security and technology industries.

## **B.5 Preparation and Planning Process for the Change**

The Gavilan College 2013 Educational Master Plan outlined the District's need and intention to develop the Coyote Valley Site. From its inception, the Consortium has been an integral part of Gavilan College's Administration of Justice program and was instrumental in the development of the Fire Technology and Emergency Medical Technician program. The SJ/EVC District property was the original location for the Consortium due to the fact they had a newer facility already operational, and their proximity to two of the largest public safety agencies in the county (San Jose Police and Santa Clara County Sheriff). With the re-dedication of SJ/EVC resources and specifically the property housing the Consortium program, now over 20 years old, Gavilan College has the opportunity to take a more hands-on role in the expansion of the Program and support Gavilan College students in achieving their educational and professional goals. As one of the JPA founding colleges, Gavilan welcomes the opportunity to take on more a more direct leadership role in the Consortium structure. Having the Consortium located on the Coyote Valley Site, will create a greater nexus between the courses delivered by the Consortium for Gavilan College and the certificate and degree programs to which the courses are associated.

The Coyote Valley Site plans were developed and reviewed as outlined in the Board Policies, and approved by the Gavilan Board of Trustees. The executive staff at the Consortium was consulted to ensure the facilities would meet the needs of all the programs and students utilizing them during all phases of the project.

## **C. Institutional Resources, Process for Change and Quality Assurances**

### **C.1 Student Support Services**

The College Orientation is available online and counseling/advising services are available via telephone. Registration is fully online and does not require a campus visit. Student guidance is available through every step of the enrollment process. All of the information needed to apply, matriculate, and enroll is available on the College website<sup>2</sup>. To help students navigate the complexities of financial aid, there are a number of online videos.

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<sup>2</sup> <http://www.gavilan.edu/student.html>

In addition, we offer other services to students at satellite locations which are easily accessed from our learning management portal or through the individual web sites themselves including:

- [Tutoring Center](#).
- [Writing Center](#)
- [Library](#)
- [Research help](#) is available through a [live chat service](#), email, and by telephone.
- [Bookstore](#)
- [Assessment](#)
- [Health Services](#)
- Transportation & Bus Services

Accommodations for students with disabilities are honored at all Gavilan Campuses. All courses approved for delivery at the Coyote Valley Site through the Curriculum Committee have a completed statement of accommodation. Students with disabilities can access services by contacting Gavilan Staff at the Coyote Valley site in the Administrative Office. The Consortium staff assist students needing reasonable accommodations within the courses they deliver directly. In the event Gavilan staff are unavailable at the Coyote Valley site students can contact the [Disability Resource Center \(DRC\)](#) on the main campus for test proctoring, use of assistive technology and other services. Each classroom is designed to accommodate students with disabilities and special accommodation requests are honored as reasonable. The College has limited proctoring services outside of the classroom.

## **C.2 Sufficient and Qualified Faculty, Management, and Support Staffing**

Faculty who teach Consortium courses are required to meet the same subject area minimum qualifications as all Gavilan College faculty: Bachelor Degree plus 2 years' experience or an Associate Degree plus 6 years' experience. Currently, the Consortium Program is structured similarly to the College with a President, Vice Presidents and Program Coordinators, all of whom meet or exceed the minimum qualifications for instruction as designated by Title V. This staff functions in place of a full-time faculty member specifically for the public safety program. The staff also supervise and provide assistance to more than 200 part-time faculty and all Consortium students. They offer one-on-one technical support and courses/workshops. Additionally, the Consortium has an Instructional Services Support department comprised of five employees, and Fiscal Services staff of six full-time and two part-time employees. The Consortium also employs its own IT staff to support the needs of instructional staff and technical support. The Consortium maintains a bookstore (physical and online) for the convenience of students participating in the program. The Consortium bookstore will be blended with the Gavilan bookstore on the Coyote Valley Site to serve faculty and students delivering/attending any of the courses onsite. Consortium staff will be available at the Coyote Valley site to assist students Monday through Friday 8 am to 5 pm, except holidays. Gavilan staff will provide site supervision 5 pm to 10 pm Monday through Friday. (Appendix D)

## **C.3 Professional Development**

All faculty who teach in the Consortium courses meet minimum qualifications as established in

title 5 sections 53400-53430 and the Discipline Lists published by the Chancellor's Office. All Basic Academy instructors are also required to complete the associated Instructor Certification courses as identified by the Commission on Peace Officer Standards and Training (POST), or the State Fire Marshal prior to providing any instruction to students. Faculty who teach any specialized topics are required to complete the requisite certified instructor courses for those topics, as well. All instructors are required to complete regular update training, minimally 8 hours of continued professional development every 3 years and meet minimum qualifications for Community Colleges.

The Consortium hosts professional development training in Administration of Justice and Fire Technology throughout the fiscal year. Both POST and the State Fire Marshal provide online and classroom-based professional development. Program Coordinators are in regular contact with faculty members, and training opportunities and resources are regularly posted on the Consortium website. These resources include information on the following: best practices, instructor handbook, regulatory concerns, pedagogical strategies, instructor preparation, technology tools, and more.

#### **C.4 Appropriate Equipment and Facilities**

The Consortium will be relocated with all currently utilized furnishings, equipment and resources. All classrooms will be equipped with tables and chairs conducive to the learning environment, ceiling and wall mounted audio visual equipment, and dedicated and wireless internet capabilities. The Consortium will maintain all equipment necessary for manipulative lab exercises associated with the public safety courses, as well as first aid/CPR kits and safety equipment as required by the state regulatory agencies. The Consortium will maintain a Resource Center of text, videos and CDs at the Coyote Valley Site, as well as a Bookstore for faculty and student supplies. For faculty and staff, the Consortium will maintain the latest technology to demo and check-out, as well as have multimedia staff available to assist with the production of video or other content for their classes. The District maintains open computer labs at the main campus, including the Library, the Learning Commons, the Computer Center, the Student Success Center and various labs and instructional spaces.

#### **C.5 Sustainable Fiscal Resources**

The Gavilan Community College District has sufficient resources to support the planned projected growth in enrollment for both the Consortium program and the degree applicable courses to be offered at the Coyote Valley Site. The foundational concept of the JPA requires shared expense and support of the Consortium program. The nine member colleges collaborate and cooperate through sharing of resources to provide quality education and training in a cost efficient manner for all member colleges. As the host location for the Consortium administrative offices, Santa Clara County Regional Academy and associated continuing education courses, the Coyote Valley Site will benefit from the FTES Gavilan College has dedicated to the program. Gavilan College will continue in their leadership capacity as more than simply a member of the Consortium. The Consortium program will become a more integral part of the Gavilan College educational plan, expanding certificate, associate and career technical educational programs specific to public safety careers. The funding model of the JPA, ensures the sustainability of the program during the cyclical flush and lean student enrollment periods for the community

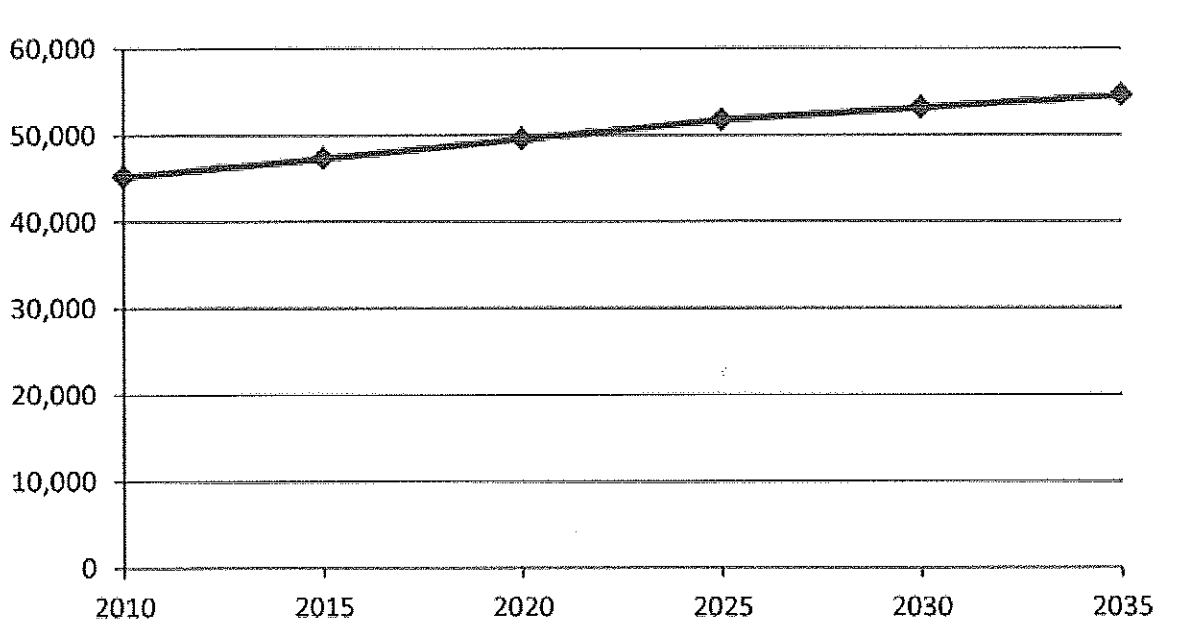
colleges, without Gavilan College bearing the full financial burden of success.

### C.6 Comparative Analysis of Budget, Enrollment and Recourses

The proposed change will not have a significant impact on the institutional budget for the next several years. Moreover, having the Consortium Program located on the Gavilan Coyote Valley location avails additional potential funding opportunities which would mitigate any additional costs associated with the continued support on the site. Historically, Gavilan has dedicated approximately 470 FTES to the Consortium program annually since 2008. Economic & Workforce Development through the California Community Colleges project an additional 16,694 new and replacement entry level jobs in law enforcement and 6,612 in Fire Services over the next five years. Gavilan College currently dedicates 550 FTES to the Consortium program to meet the anticipated increase in enrollment associated with these positions. Additionally, the Economic & Workforce Development Report projects a total of 3815 promotional positions within law enforcement and fire services over the next five years. The Consortium program not only provides the basic skills training, but also the promotional courses required by the State certification agencies in each discipline.

According to the Department of Finance the adult population in Morgan Hill and the adjacent area of Coyote Valley is predicted to increase over the next 25 years (see below)

Adult Population of Morgan Hill and Adjacent Communities



Enrollment trends have indicated that there are students who would benefit from expanded services in Coyote Valley, to include offering all courses in select degree and certificates, expanded computer lab systems to support tutorial needs, distance education, and information competency learning outcomes. Innovation and technology are transforming the manufacturing

industries, in specialty, high value-added areas. These jobs require specialty technical and Career Technical Education and training that will be offered at the Coyote Valley Site during Phase two of the project.

### **C.7 Plan for Monitoring Achievement of Outcomes**

All Consortium courses offered are reviewed and approved by the Curriculum Committee to ensure courses meet the same learning outcomes, have the same rigor, and use appropriate instructional methodology. Institutional Research collects, analyzes, and disseminates data to measure the attainment of student learning outcomes and course success. All of the related programs are on a program review cycle. The Consortium completed a comprehensive review of learning outcomes associated with their courses in 2014-15. The Consortium Program completed the Gavilan College IEC review process in 2015. Success Data is shared with division Deans for the purpose of improving student outcomes.

### **C.8 Evaluation and Assessment of Student Success, Retention and Completion**

Faculty are encouraged to use multiple measures of assessments in each course and are trained in the use of tools that enhance academic integrity such as test banks, timed tests, State standardized written and manipulative tests, scenario-based exercise, and skills demonstrations.

Student success and retention rates are monitored for all courses at Gavilan College. The most recent analysis over a three year period (Fall 2011 to Spring 2014) show average success rates for Gavilan College public safety courses were 98.1% and retention rates were 99.3 %. The Research Department shares information with division Deans and the Vice President of Instruction regarding success rates. This information is then used at the division level to develop appropriate interventions. Regarding completion, the development of new and congruent courses, Certificates, Degrees and Programs are four strategies the College is pursuing to improve completion rates within the Consortium Program.

The move of the Consortium program to the Coyote Valley Site fulfills one of the program's goals as identified on the IEC review. The Fire Technology component of the program has experience greater interest and enrollment over the past few years. The restructure of the Fire Fighter 1 Academy curriculum by the State Fire Marshal and the standardized testing component provides additional opportunities to expand the Gavilan Fire Program. Establishing a Fire Technology Associates Degree and Associates Degree for Transfer are in line with one of the program goals. The Economic & Workforce Development report on public safety estimates a more that 20% increase in EMT and Paramedic jobs over the next 5 years. One of the Consortium program goals includes researching the viability of a Paramedic program which would complement the Fire Technology and EMT programs already established.

## **D. Evidence of Internal and External Approvals**

The College Strategic Plan and Educational Master Plan both highlight the importance of and need to develop the Coyote Valley Site. These plans were developed and approved through a

collaborative process involving various constituencies including the Board of Trustees. All Coyote Valley Site and Consortium courses have the same course outline of record and the approval process as all other Gavilan College courses. The approval process includes the Curriculum Committee, Academic Senate and the Board of Trustees. In addition, the Consortium reports to its Board of Directors, of which Dr. Rose is a member, on a quarterly basis providing regular updates on FTES generation, trends, accomplishments and potential issues as they arise.

In addition to the District Board approval process, the Consortium program courses will be required to complete a recertification process with both the Commission on Peace Officers Standards in Training, and the State Fire Marshal to ensure the facilities and delivery of curriculum are in compliance with state standards and requirements.

The Consortium Executive Staff keep current on relevant legal requirements related to public safety education and training by sitting on and attending POST Advisory Committee, State Fire Marshal Committee, and the Chancellor's Office Public Safety Advisory Committee Meetings as well as reviewing relevant Title 5 requirements.

## **E. Evidence of Maintenance of Eligibility Requirements**

### **E.1. Authority**

Gavilan Community College District's authority to operate as a degree granting institution is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges. ACCJC is an institutional accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

The Board of Trustees adheres to all eligibility requirements, accreditation standards and policies of the Commission as evidenced in the March 2014 accreditation report (<http://www.gavilan.edu/administration/accreditation/2014.php>).

The change of location to Coyote Valley is within the mission and strategic plan of Gavilan College and was undertaken through a collaborative process. It will not affect the eligibility status of Gavilan College.

The Consortium Program and courses are certified through the California Commission on Peace Officers Standards and Training, the Fire Technology Academy, the State Fire Marshal, and Santa Clara County EMSA. The program is approved for veterans' training and funding, as well as other career applicable funding sources for qualifying students. Students who attend Gavilan College can receive full credit for appropriate courses completed with a grade of "C" or better.

### **E.2. Operational Status**

Approximately 5,500 FTE (Full Time Equivalent) students enroll in courses each year for all Gavilan member institutions. Students primarily enroll in courses that lead to two-year degrees,

transfer degrees, or certificates of achievement.

The Consortium Program enrolls approximately 2600 FTE students annually for the nine member colleges. Over 500 FTES students are enrolled directly with Gavilan College through the Consortium. Consortium classes are held continuously throughout the year, and counseling services are available for all new and continuing students. Students are enrolled in a variety of courses that lead to a certificate and/or Associate of Arts degree in Administration of Justice or Fire Technology.

### **E.3. Degrees**

The majority of courses support degree programs as described in the Gavilan College Catalog. Degree and transfer courses are identified in the catalog and listed on the College website.

Gavilan College offers the Consortium Program through two types of career educational options: Associate Degree and Certificate of Achievement. Both offerings are approved and clearly identified in the College catalog or the College website.

### **E.4. Chief Executive Officer**

The Superintendent/President of the College is selected by the Governing Board. Dr. Kathleen Rose, Superintendent and President of Gavilan Joint Community College District, is the Chief Executive Officer. Dr. Kathleen Rose has been serving the California Community College system since 2002, with the past 7 years as the Executive Vice President and Chief Instruction Officer at Gavilan College. Dr. Rose became the Superintendent/President in 2016. The president operates with the full-time responsibility to administer Board policies and contribute to community activities that promote the College.

Dr. Walter Tribley is the sitting Chair for the South Bay Regional Public Safety Training Consortium Board of Directors. Consortium President Steven Cushing was selected by the Consortium Board of Directors in 2006. President Cushing provides full-time oversight of the Consortium Programs and is responsible to the Consortium Chair and Board of Directors.

### **E.5. Financial Accountability**

The College is audited annually by certified public accountants. The audit includes expenses and income generated by all Gavilan College programs including the Consortium.

The Consortium Program is audited annually by independent certified public accountants. The audit includes expenses and income generated by the Consortium which is reviewed and approved by the Board of Directors. The 2014-15 fiscal year audit can be found in Appendix F.

### **E.6. Mission**



The mission statement is clearly defined and reviewed and revised periodically by College Council. The current mission statement was approved by the Board of Trustees in January 2016. The new mission has been disseminated throughout campus, in College publications, and on the College website, and playing a central role in guiding the strategic planning efforts of the College.

The Consortium Program meets the stated mission and visionary educational values of Gavilan College by offering training that prepares students for technical and public service careers. The relocation of this program also strengthens the community by offering greater access to advanced student training in vocational and technical fields.

#### **E.7. Governing Board**

The Gavilan Joint Community College District Board of Trustees consists of seven members that are representatives of the District's service area. Terms are four years and staggered to ensure continuity. The Board includes a student trustee who serves a one-year term.

The Gavilan College Board of Trustees approved the creation of numerous Certificates of Achievement and Associate of Arts Degree programs which are delivered through the Consortium Program including: a Certificate of Achievement and Associate of Arts in Administration of Justice, and a Certificate of Achievement in Fire Technology. Gavilan College offers these programs through the regular curriculum process on recommendation of the Academic Senate and Curriculum Committee. With this approval the Board demonstrated responsibility for the quality and integrity of the instructional programs to be delivered at Coyote Valley Site.

The Consortium Board of Directors consists of one representative and one alternate representative from each member Community College or District who shall be appointed in accordance with the Consortium JPA Bylaws. The Consortium Bylaws were last reviewed and approved in August 2015. (Appendix A)

#### **E.8. Administrative Capacity**

The administration is sufficient in number and qualifications to support the mission of the College. The Consortium Program Coordinators report directly to the Vice President of Academic Affairs, Linda Vaughn and Vice President of Law Enforcement Services, Gregg Giusiana. The V.P. of Academic Affairs works closely with the Dean of Career Technical Education, Sherrean Carr who provides oversight and guidance for the Consortium Program. Although, the Consortium as an organization reports directly to its Board of Directors, as it relates to Gavilan College the President and Superintendent, Dr. Kathleen Rose, oversees academic quality of the program.

#### **E.9. Educational Programs**

Gavilan Joint Community College District degree programs are aligned with its mission, are based on recognized higher education fields of study, and are of sufficient content and length. All courses scheduled for delivery at the Coyote Valley Site use the same course outline of record as those delivered on the Gilroy main campus and are designed to achieve the same student learning outcomes. Gavilan College offers courses and programs oriented toward transfer and career and technical education (CTE).

The Consortium program consists of three state-approved courses of study including Basic Academy training in Law Enforcement, Fire Services and Emergency Medical Technician. Students will receive the requisite skills and knowledge to enter into one of these public safety professions, provided they meet any and all other State mandated requirements. The program also includes state-approved continued professional education courses required for promotion and career enhancement. This program meets the rigor and academic standard of all programs at Gavilan College, and has met the requirements for student learning outcomes at the course and program levels.

#### **E.10. Academic Credit**

Academic credit is based on Title 5 Section 55002.5 of the California Administrative Code of Regulations. The Curriculum Committee makes recommendations to the Academic Senate who in turn makes recommendations to the Board of Trustees regarding changes in the curriculum.

#### **E.11. Student Learning and Achievement**

Gavilan Joint Community College District identifies and assesses Student Learning Outcomes for all courses, Student Service programs, degrees and certificates, including the Consortium Program and its courses. In an effort to improve effectiveness, the college is on a continuous improvement cycle.

The Consortium program learning outcomes are based upon state skills and knowledge requirements for each public safety discipline. The Program Learning Outcomes for each are stated in the College catalog and the College website.

#### **E.12. General Education**

General education courses require students to demonstrate competence in English Language, Communication and Critical Thinking; Scientific Inquiry and Quantitative Reasoning; Arts and Humanities; Social Sciences; Life-long Learning and Self-development; and Cultural Diversity. Writing and mathematics and serve as introductions to natural sciences, social and behavioral sciences, humanities, and language and rationality (Title 5, Section 55806). All general education courses go through a review process to ensure that they meet appropriate academic standards and are consistent with statewide practices.

Within the Consortium Program, the GE requirements will develop the student's abilities to think

and communicate clearly both orally and in writing, to use mathematics and employ scientific method, to understand modes of inquiry in major disciplines, to be aware of other cultures and eras, to apply critical thinking to contemporary issues, and develop the capacity for self-understanding and improvement. The offering of GE classes at the same location as the Consortium program is a welcome addition to reinforce basic skills and assist students in achieving their educational goals.

#### **E.13. Academic Freedom**

The College's academic freedom standards are defined in Board Policy BP 4030, under Chapter 4 - Academic Policy <http://www.gavilan.edu/board/policies/ApprovedChapter4BPAP.pdf>

The policy ensures that all students and faculty members are entitled to freedom of expression and that also applies to all courses and programs delivered at the Coyote Valley Site.

#### **E.14. Faculty**

The College has 74 full-time faculty and 214 part-time faculty, which all meet the minimum qualifications of the respective disciplines as defined by Gavilan and the California Community College State Chancellor's Office. The names and degrees of full-time faculty are published in the catalog. Faculty is required to complete training prior to teaching online courses.

The Consortium Program employs over 200 part-time faculty who meet the minimum qualifications for the public safety disciplines as defined by Title 5 and the Academic Affairs Division of the California Community Colleges Chancellor's Office. The South Bay Consortium faculty have either an Associate's Degree and 6 years of experience or a Bachelor's Degree and 3 years of experience. All faculty are regularly evaluated. The Consortium Vice President of Academic Affairs and Vice President of Law Enforcement Services provide management oversight of the faculty assignment and evaluation.

#### **E.15. Student Services**

Gavilan College develops student service programs to meet the educational needs of the students. Programs and services are published in the catalog and promoted widely through the campus website. Students can apply to the College, apply for financial aid, register for classes, contact a counselor, go through orientation, and receive help with writing and research online.

Student Support at the Coyote Valley Site will include essential educational support services for students and faculty in two phases. Phase I will include immediate student services required for initial instructional delivery. Phase II will offer enhanced services based on analysis of the first year of general and Career Technical Education instruction.

The following Phase I student services will be provided at the Coyote Valley Site:

Administrative: Basic administrative support will be provided Monday through

Friday 8:00 am - 5:00 pm. for faculty and students at the Coyote Valley Site. The administrative office will provide staff services such as mail, reprographics and support for faculty needs. Gavilan College will manage all fiscal functions for the Coyote Valley Site from the main campus in Gilroy. Services will include financial aid, counseling and registration services.

Bookstore: Space will be designated in the Coyote Valley Site for Bookstore functions. The Gavilan College bookstore will provide full access to students at the beginning of each semester as well as 24-hour access through the online bookstore. Vending machines with basic supplies such as Scantrons, green books, etc. can give students onsite access to these items.

Admissions and Records: Gavilan College uses the Banner data system for registration and scheduling. The MyGav portal allows students to add and drop classes, pay fees, check their student email, access all-campus messages, use Library and Degree Works resources, and more. They can also access grades and unofficial transcripts. The Coyote Valley Site staff will assist students and provide follow up services. Application to the college is also online, through CCCApply.

Assessment: Gavilan College uses the Accuplacer program, which gives students the results of their assessment tests immediately after completion. The Assessment Office, located on the Gilroy campus, will schedule onsite placement exams at the Coyote Valley Site on a regular basis.

In addition, South Bay Regional Public Safety Training Consortium provides pre-employment assessment, training, testing and courses to assist students to prepare for the public safety Basic Courses/Academies.

Counseling: General and categorical counselors will provide scheduled counseling appointments onsite at the Coyote Valley Site to assist students with registration, educational planning, and other counseling needs.

Security: The site will be under the jurisdiction of the County of Santa Clara Sheriff's Department. Site security will be managed by the Gavilan College Security Department.

Food Services: Limited food services (vending machines) will be available for the student and staff use. Restaurants, fast food and basic grocery establishments are available within a 5-mile radius of the Coyote Valley Site.

Transportation: The Coyote Valley Site will have access to the Santa Clara Valley Transit Authority (VTA) bus system. Mass transit will be emphasized, although sufficient parking is included in the plan. The campus is served by bus line 68, which runs along Santa Teresa Blvd from San Jose to Gilroy, giving students from throughout the district access to the Coyote Valley Educational Center. The VTA-68 also provides connections to the VTA light rail in San Jose, Cal train in Morgan Hill and Gilroy, local buses in Morgan Hill and Gilroy, and the San Benito County Express. Public Information, Marketing and Communications: These services as they relate will continue to be coordinated by the Gavilan College Public Information Office. Outreach activities will be coordinated by the Gavilan College Outreach Office.

The Disability Resource Center (DRC): DRC will assist students with disabilities. These services include testing accommodations, access to assistive technology and alternative text publications. Gavilan College technology is Section 508 compliant and accessible for all users.

#### **E.16. Admissions**

Admissions policies are consistent with the College mission and conform to state law. The policies are codified in Board Policies, Chapter 5 – Student Services <http://www.gavilan.edu/board/policies/ApprovedChapter5BPAP.pdf>  
They are published in the catalog and on the Gavilan College website.

#### **E.17. Information and Learning Resources**

The College has appropriate and sufficient information and learning resources to support student success. The physical resources include more than 100,000 owned books/subscribed ebooks and AV materials; and 50 magazine subscriptions. The Library also subscribes to approximately 40 online databases that provide access to millions of full-text articles. Research and support services are also available online. In addition, the Library maintains an open computer lab, laptops for checkout and group study rooms, and many other learning spaces where students can complete course work.

The Consortium will maintain a Resource Center of text, videos and CDs at the Coyote Valley Site, as well as a Bookstore for faculty and student supplies specific to the public safety program, as well as for all students at the Coyote Valley Site.

#### **E.18. Financial Resources**

Most College financial resources come from the State of California. Additional funding is obtained from federal, state, and private sources. All funds are carefully tracked and documented. For many years, the College has allocated adequate financial resources to support the immediate and potential growth needs of the Consortium Program. The College maintains conservative financial management policies and practices that ensure continued fiscal stability for the foreseeable future.

Financial Aid: Coyote Valley Site staff will provide students with financial aid application information and assistance. Staff will inform students about the available federal, state and private funds available. These services will be provided on a drop-in basis or by appointment, and will be coordinated with the support of the Gavilan College Financial Aid Office.

Categorical support programs: Referrals to specialized support services will be coordinated with main campus Gavilan College programs and services to enhance student access, retention and success. Students will be able to participate in student services such as CalWORKs, TRiO and EOPS. Programs to support foster youth, military veterans and TRiO and supportive services are also available.

### **E.19. Institutional Planning and Evaluation**

The District plans are developed based on an established yearly planning cycle. The cycle begins with each division's and administrative area's plan, which is based on individual program plans and reviews; and other input from campus committees. These committees include: Budget Committee, Academic Senate, and Enrollment Management among others. The College Council is responsible for integrating the division and area program plans into a cohesive, integrated strategic planning document. The integrated College plan includes support materials and data used by the divisions and areas in the development of their individual planning documents and recommendations.

### **E.20. Integrity in Communication with the Public**

The College's mission is articulated in the College's catalog, the Educational Master Plan and Strategic Plan. The College catalog, the District schedule of classes and the Consortium Program are available via the Gavilan College website and provide current information on: degrees and curricular offerings, student fees, cost of degree and certificate estimates, financial aid, refund policies, admissions policies, transfer requirements, hours of operation and appropriate contact information. The College also issues press releases and purchases newspaper, online, radio and television advertisements to make the public aware of important dates and special events.

### **E.21. Integrity in Relations with Accrediting Commission**

The College is in good standing with the Accrediting Commission. The College consistently and promptly complies with all Commission requests for information.

The Consortium programs are currently certified by the Commission on POST, State Fire Marshal, and Santa Clara County Emergency Management Services Agency (EMSA). The Consortium is in good standing with the certifying agencies and responds promptly to all requests for information or assistance.

## **F. Accreditation Standards**

Gavilan College is a fully accredited institution. Its accreditation was reaffirmed without sanction in July 2013. All courses and Consortium operations at the Coyote Valley Site will maintain the same standards as classes held on the main Gilroy campus.

**Standard I:** The College mission guides the delivery of the Consortium Program and all courses presented at the Coyote Valley Site, and is critical to helping students meet their educational and career goals. The College mission provides the framework for developing the College's strategic goals and serves as a reference and guide as new plans are made to support student success. Programs, services, and courses are on a continual review cycle to ensure academic quality and

institutional effectiveness. Student Learning Outcomes are defined in all programs and courses and are assessed with frequency. Assessment data is shared with constituent groups to ensure the College maintains a continual improvement cycle.

In keeping with the College's mission, the Consortium was created "*...to meet the educational and training need of public safety students within the areas represented by the participating community college districts... The mission will be accomplished in an effective and efficient manner to ensure the highest quality training for public safety professionals.*"

**Standard II:** The College ensures that all courses delivered by the Consortium and at the Coyote Valley Site adhere to the course outlines of record, are taught at the appropriate depth and rigor, and maintain the same learning outcomes as courses offered on the Gilroy Main Campus. All courses require approval by the Curriculum Committee and Board of Trustees.

The Consortium program and others offered at the Coyote Valley Site will undergo the same program review process as all other programs in the college. Program reviews are completed by each department every three to five years and include a Program Plan. This process includes a self-study report by a validation process. The Consortium Program completed the IEC process in 2014-15.

Student services are sufficient to help students meet their educational goals. Most matriculation requirements can be met through a combination of online and telephone services. Guidance through admissions, registration, financial aid, and counseling is available online, email and/or via telephone. The College Orientation has an online option and counseling offers telephone and online appointments. Students have access to online library resources and services as well as at the main campus.

**Standard III.** All District faculty, including South Bay Regional Public Safety Training Consortium faculty are hired and evaluated using the same procedures. All instructors must meet the minimum qualifications in their disciplines as recommended by the statewide academic senate and established by the board of Governors of the California Community Colleges and are on an evaluation cycle. Consortium administrators and staff are on an annual evaluation cycle. Consortium staff will act as a liaison to the main college campus.

The facilities at the Coyote Valley Site are adequate for the courses, number of sections, and number of students served by the Consortium. The site, equipment and technology will be maintained by the Consortium to ensure the safety of the students and are adequate to support instruction.

**Standard IV:** The College has implemented the integrated planning cycle that is documented in the Educational Master Plan (2013). In addition, the College follows a participatory governance model in which faculty, students, staff, and administrators serve on key committees and share in decision-making processes. Institutional committees report findings and recommendations to Instructional Council, Student Services Council, and/or Academic Senate. As appropriate, these

recommendations are then reported to College Council and/or the Board of Trustees for final consideration.

The South Bay Regional Public Safety Training Consortium is a Joint Powers Agency comprised of nine Community College Districts in San Mateo, Santa Clara, San Benito, Alameda, Santa Cruz, Monterey Counties. The Consortium is governed by a Board of Directors comprised of leadership from each of the member colleges, currently Chaired by Dr. Walter Tribley, President of Monterey Peninsula College. The Consortium meets with the Board on a quarterly basis and reports issues, concerns, accomplishments and updates on the program as necessary. The Consortium has a proven track record of producing successful public safety professionals for over 20 years. Conceived out a modest California Chancellor's Office Grant, the model has stood the test of time, only expanding and evolving with the needs of the State, its member colleges and the students.

(Appendix E)



## Appendices

### Appendix A – Consortium Agreement and Bylaws

#### BYLAWS

##### I. MEMBERSHIP OF

Membership in the Consortium shall consist of the following community college districts and/or individual colleges of a multi-college district: Gavilan College, San Jose Evergreen Community College District, Hartnell College, Monterey Peninsula College, College of San Mateo, Ohlone College, Foothill College, Mission College, Lake Tahoe Community College and Cabrillo College. Additional members may be added by two thirds vote of the Board of Directors

##### II. BOARD OF DIRECTORS

The JPA shall be governed and administered by a Board of Directors. The Board shall have and exercise all the powers of the JPA in a manner consistent with these Bylaws and the JPA Agreement.

- A. Selection of Board. The Board of Directors shall consist of one representative and one alternate representative from each member Community College or District who shall be appointed by the Governing Board of the member Community College or District, and who shall serve at the pleasure of the appointing Board. Only the designated representative (or the designated alternate in his/her absence) may cast the College/District's vote at a Board meeting. The designated representative or designated alternate may invite members of their agency's staff or consultants to attend meetings of the Board in an advisory capacity.
- B. Officers. The Board shall elect a Chair, a Vice Chair, and a Treasurer from among the member College/District representatives who shall each serve a two-year term. The Board may make these terms staggered so that they do not expire simultaneously.
- C. Actions of the Board. The Board shall act only through the vote of a majority of its members present and constituting a quorum cast at a duly-noticed meeting of the Board. A quorum shall consist of a majority of the members. Each member shall have one vote.
- D. Meetings. The Board shall meet a minimum of one (1) time per year, at locations within the boundary of the member College/Districts. All Board meetings shall comply with the notice, agenda, and other requirements of the Brown Act as defined by Government Code section 54950 et seq. The Board shall receive communications at

the JPA's business office.

**E. Employees.**

(1). President/Chief Executive Officer (CEO). The Board shall employ a President/Chief Executive Officer (CEO) pursuant to a written employment agreement. The President/CEO shall serve as the Secretary of the Board; shall attend all Board meetings; shall keep and maintain its minutes, resolutions and other writings reflecting Board action; and shall serve as the Chief Executive Officer of the JPA. The President/CEO shall report to, and be periodically evaluated by the Board, and shall have the following duties, among others; preparing agendas and other writings necessary for meetings, implementing Board policies and directives; supervising and evaluating managers who report to him/her; preparing budget documents for review and approval by the Board; preparing operational procedures for Board review and approval; communicating and coordinating with member Colleges/Districts and any other agencies regarding funding, certification of curriculum, College/District Board determinations of minimum qualification, and any other JPA business; establishing qualifications for hiring faculty and staff; facilities and equipment; review and recommendations to the Board regarding contracts and purchases; providing overall leadership to the JPA.

(2) Other Employees. The Board shall employ other persons to fill positions for administrative operational and instructional staff, on a full time, part time or such other basis as the Board determines, upon recommendation of the President/CEO.

**III. AMENDMENT OF BYLAWS**

Bylaws may be amended by a 2/3rds vote of the Board of Directors.

**IV. FUNDING**

Prior to April 14<sup>th</sup> of each year each member shall pledge to the JPA, on a form or document provided by the JPA, an amount of at least 25 FTES for courses to be offered by the JPA during the next ensuing fiscal year, using as a basis, a dollar amount equal to sixty percent (60%) of the College/District's previous year's funded apportionment rate as described on Exhibit C of the P2 Apportionment Notice. The Board may, upon two-thirds vote, waive some or all of a member College/District's annual 25 FTES minimum pledge in those instances where the requesting member provides substantive and quantitative support, either fiscally or physically, to the JPA and the community.

The JPA shall indicate acceptance of the pledge in writing. Once accepted each pledge shall be a contractual obligation of that member to the JPA. Each member

College/District shall make payment so pledged to the JPA in ten (10) equal payments beginning on August 1<sup>st</sup> following the April pledge and ending with final payment on May 1<sup>st</sup> thereafter. Failure to make timely payment shall be grounds for disciplinary withdrawal of that member. The JPA shall assign enrollment to the pledging College/District reflecting its FTES pledge. Each member College/District shall be responsible for capturing State apportionment funding for the FTES it has pledged to the JPA.

#### **V. POWERS AND DUTIES OF THE TREASURER**

- A. The Treasurer shall perform the role of Chief Financial Officer under the agreement, and shall assume the duties described in Sections 6505.1, 6505.5 and 6505.6 of the California Government Code as follows:
  - 1. The Treasurer shall, pursuant to Government Code 6505.6, perform the duties of Treasurer and Auditor and shall comply with the duties and responsibilities set forth in subdivision (a) to (d), inclusive of Government Code section 6505.5
  - 2. The Treasurer shall receive and receipt all money of the agency and place it in the treasury of the SBRPSTC so designated in the appropriate account of the SBRPSTC.
  - 3. The Treasurer shall be responsible, upon his or her official bond, for the safekeeping and disbursement of all agency money so held by him/her.
  - 4. The Treasurer shall pay, when due, out of money of the SBRPSTC so held by him/her, all sums payable on outstanding claims authorized by the Board.
  - 5. The Treasurer shall pay any other sums due from the dissolution of this agreement as provided in the JPA Agreement and Bylaws.

#### **VI. DISPUTE RESOLUTION**

Whenever an unresolved dispute arises as to any matter concerning SBRPSTC, it shall be submitted and referred as follows:

- 1. The matter shall first be presented to the President/CEO for resolution.
- 2. In the event that a matter remains unresolved, the matter shall be submitted to the Board for resolution. The Board's determination shall be final, subject to review only by of petition for writ of mandate in a Court of competent jurisdiction.

## **VII. DELEGATION**

The Board shall, by written resolution, periodically delegate to its President/CEO and such other administrative employees as it deems prudent, the authority to make contracts for the Board including the power to purchase goods and services; and the authority to countersign payroll warrants. Such delegation shall set forth the terms of and limitation upon the delegated powers, and the necessity for review and ratification by the Board of the exercise of delegated powers.

## South Bay Regional Public Safety Training Consortium

### JOINT POWERS AGREEMENT

This is a Joint Powers Agreement among those community college districts signatory to this Agreement for the purpose of establishing, operating, and maintaining public safety training under the "South Bay Regional Public Safety Training Consortium" a joint powers agency.

This Agreement is entered into pursuant to the provision of Section 6500, et seq., of the California Government Code for the benefit of the community college districts signatory hereto (and also those which may hereafter become signatory hereto), for the purpose of operating a Program to be known and designated as, "South Bay Regional Public Safety Training Consortium" hereinafter designated as "SBRPSTC "; and

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this Joint Powers Agency to accomplish the purposes hereinafter set forth; and

WHEREAS, the signatories hereto have determined that there is a regional need to provide public safety training; and

WHEREAS, Section 6502 of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, and in consideration of the execution of this Agreement by said community colleges, each of the parties hereto does hereby agree as follows:

1. CREATION OF THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM  
Pursuant to Title I, Division 7, Chapter 5 of the Government Code, there is hereby created a public agency, separate and apart from the parties hereto, to be known as South Bay Regional Public Safety Training Consortium, hereinafter designated as SBRPSTC.

SBRPSTC shall have the powers common to the participating districts and is hereby authorized to do all acts necessary for the exercise of said common powers, including but not limited to, any or all of the following: to make and enter into contracts; to employ personnel, to incur debts, liabilities or obligations; to acquire, hold or dispose of property; to receive gifts, contributions, and donations of property, fund services, and other forms of assistance from persons, firms, corporations and any governmental entity; and to sue and be sued in its own name. Said powers shall be exercised in the manner provided in the law, and except as expressly set forth herein, subject only to such restrictions upon the manner of exercising such powers as are imposed upon community college districts in the

exercise of similar powers.

2. PURPOSE - The purpose of SBRPSTC shall be to provide training and educational programs that will be responsive to the needs of public safety agencies within the region served by the JPA.
- 3.A. MEMBERSHIP - Each party to this Agreement must be eligible for membership in SBRPSTC as defined in the Bylaws, and is entitled to the rights and privileges, and is subject to the obligations of membership, all as are provided in this Agreement.
- 3.B. COURSE OFFERINGS - All members of SBRPSTC agree to the following: Not to offer additional courses in the discipline(s) assigned to the SBRPSTC in any format including credit, non credit or contract instruction.
- 3.C. APPROVAL OF INSTRUCTIONAL PERSONNEL BY SBRPSTC MEMBER DISTRICTS - Instructional personnel recommended by the SBRPSTC staff to teach a course(s) offered through the Consortium shall be employed via a contract with one of the participating college districts. All personnel so approved via such contract, shall meet the minimum qualifications for teaching in the appropriate discipline(s) per Title Five of the California Administrative Code of Regulations. Such personnel shall be designated as the instructor of record for courses approved and offered by each member college.
4. EFFECTIVE DATE - This Agreement shall become effective on July 1, 1995.
5. TREASURER - This Agreement, pursuant to Government Code section 6505.6, herewith establishes the Office of Treasurer. The Office of Treasurer shall be selected as determined by the Board of Directors.
6. GOVERNANCE - Shall be governed by a Board of Directors selected according to the provisions of the Bylaws.
7. BYLAWS - The JPA shall be governed pursuant to those certain Bylaws, a copy of which is attached hereto as Exhibit A, which may be amended by the Board of Directors pursuant to the provisions set forth herein. Each party to this agreement is bound by their provisions, and further agrees that SBRPSTC shall be operated pursuant to this Agreement and said Bylaws.
8. AFFIRMATIVE ACTION POLICY STATEMENT - The SBRPSTC is committed to a policy of affirmative action in its hiring procedures, and with the assistance of all SBRPSTC staff, the Governing Board of the SBRPSTC assures that all employees and applicants for positions in the SBRPSTC will have equal opportunity for employment regardless of race, color, sex, religion, national origin, age, disability, status as Vietnam-era veterans, marital status, political beliefs, or sexual orientation.

9. ADDITIONAL PARTIES - Additional parties may become members of the SBRPSTC in accordance with the provisions of the Bylaws.
10. RECORDS - The Treasurer shall maintain records separately identifying the expenses incurred in the performance of the duties described herein. The Executive Director shall maintain records of the Minutes of the Board of Directors meetings and such other official records of the SBRPSTC as required by law.
11. TERM, TERMINATION, AND DISSOLUTION OF JOINT POWERS AGREEMENT.
  - A. Term and Extension. The Joint Powers Agreement shall become effective on July 1, 1995, and continue thereafter as determined by the participating members. A 2/3rds majority of the members of this Joint Powers Agreement may terminate this Joint Powers Agreement at any time provided all parties and all members have been notified at least 60 days in advance. In the event that training programs are in progress, the closing date shall be extended to the end of the (semester or quarter) for that training.
  - B. Withdrawal. Any party may withdraw from participation in this Agreement by providing written notice to the Board of Directors not less than 60 days prior to June 30th of any year. Withdrawal shall be effective on June 30 following delivery of said notice. Withdrawing parties shall be liable for their portion of costs and obligations up to the date of withdrawal. Withdrawing parties shall remain obligated to pay for any legal liabilities incurred and or originating prior to the effective date of withdrawal.
  - C. Dissolution. In the event this Joint Powers Agreement is dissolved, the distribution of any assets remaining after meeting all financial obligations, shall be distributed as determined by a 2/3rds majority vote of the Board of Directors. Should the Board of Directors not make such a determination, the cumulative FTES generated by each active member at time of dissolution shall determine that members proportionate share of such assets.
12. SEVERABILITY - Should any portion, term, condition or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.
13. ASSIGNS - No party to this Joint Powers Agreement may sublet, assign, or transfer any interest in this Joint Powers Agreement without the written consent of all of the parties thereto.

14. HOLD HARMLESS - All parties to this Agreement shall indemnify, defend and save harmless each other and their respective officers, agents, and employees from all loss, expense, claims, liability for injury or damage to any property arising out of, or in any manner connected with, the performance and operation of the terms of this Agreement.
15. DEBTS, LIABILITIES AND OBLIGATIONS - The debts, liabilities and obligations incurred in the administration of this Agreement shall not constitute any debt, liability or obligation of any of the individual members to this Agreement.

The parties have caused this Joint Powers Agreement to be signed in their behalf by their duly authorized representatives on this First day of August, 1998, by the following signatory community college districts.



## Appendix B – Consortium & Public Safety Program Enrollment Trends

Programs	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
Law Enforcement	1122	1329	1418	1631	1568	1521	1438	1243	1437
Corrections	156	126	362	207	359	260	109	67	29
Dispatch	75	65	95	153	152	73	122	89	64
Fire Tech	760	776	625	603	592	471	483	577	521

\*South Bay Regional Public Safety Training Consortium FTES totals

Programs	2010-11	2011-12	2012-13	2013-14
Law Enforcement	332.55	135.23	357.19	393.11
Fire Technology	66.39	208.68	122.17	64.45

\* Gavilan College Consortium Program FTES totals by TOP Code

Programs	2010-11	2011-12	2012-13	2013-14
Law Enforcement	6,769	2,019	2,739	2,311
Fire Technology	176	1,129	583	569

\* Gavilan College Consortium Program Student Enrollment by TOP Code

## Appendix C – Social/Demographic/Labor Market Snapshot

### Social & Demographic Analysis of Service Area

South Bay Regional Public Safety Training Consortium is a Regional Training Consortium created in response to a California Community College Chancellor’s Office Grant. The South Bay Joint Powers Agency (JPA) has operated for approximately 20 years primarily in the greater Bay Area. The JPA currently includes 9 Community College Districts from the counties of El Dorado, Alameda, San Mateo, Santa Clara, San Benito to Monterey. Due to the vast service area, the student and general population covered by the Consortium is extremely diverse relative to its social and demographic complexion. Overall, the population in the incorporated and unincorporated areas within the service region is approximately 50% white, 23-28% Hispanic or Latino, 10-23% Asian, 5-7 % African American, 1% Native Hawaiian, and 4-5% “two or more races”. 65% of the region residents are between the ages of 18 and 64 years with approximately 42% securing a higher degree or professional certificate. These figures are a snap-shot of the region and will vary between specific College districts (U.S. Census Bureau, 2010). The JPA’s service region boasts the highest level of ethnic diversity. Current analysis suggests the largest percentage increase will be in the Asian and Native Hawaiian communities followed the Hispanic or Latino community. Within the JPA region, Santa Clara County is the fastest growing county within the state. Predictions suggest it will grow by 47% in the next forty years. Monterey and San Benito counties are expected to realize substantial growth as well (ABAG, 2013).

White	Hispanic/Latino	Asian	African Amer	Native HI	2+ Races
50%	23-28%	10-23%	5-7%	1%	4-5%

\* Approximate demographics within the region.

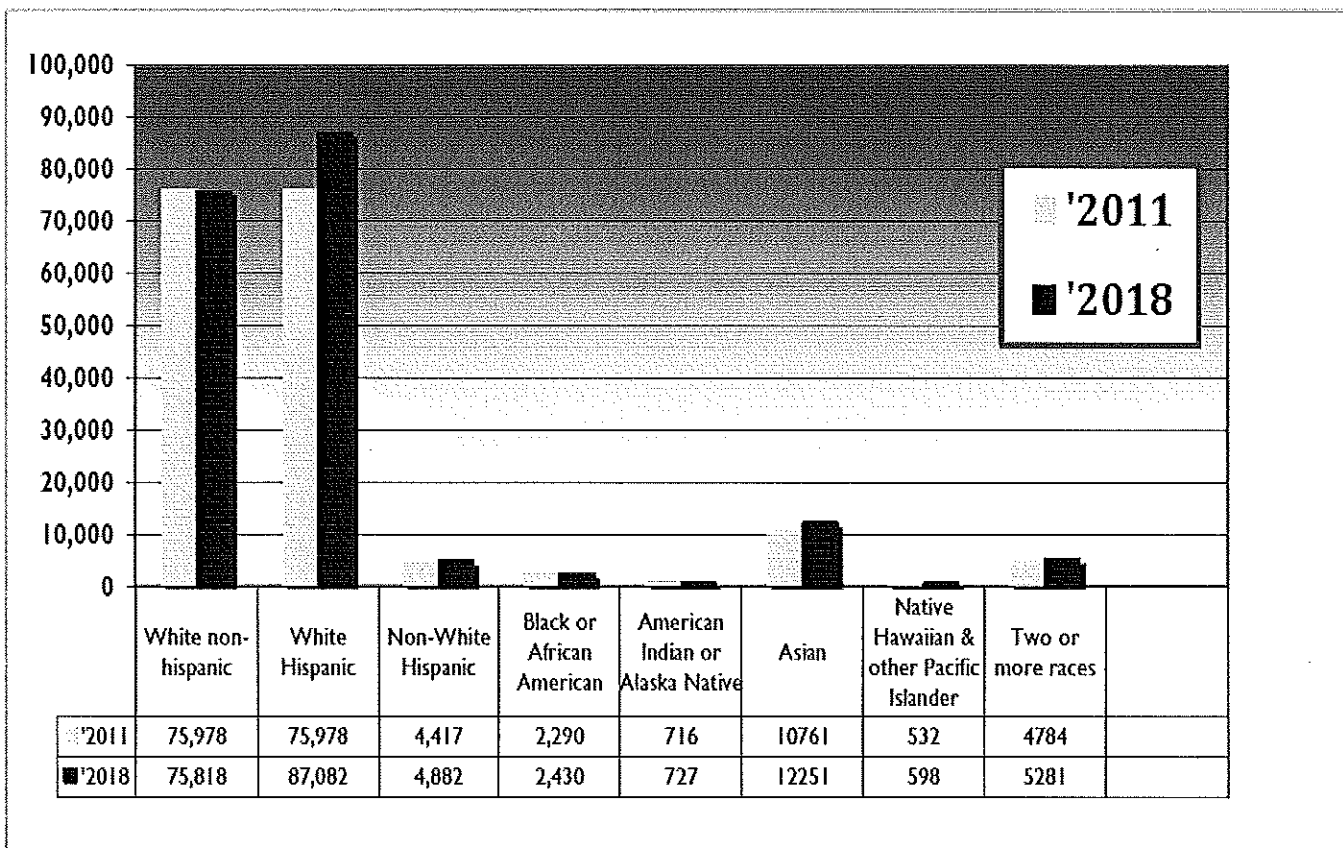
Historically, the South Bay JPA has provided training to a similarly diverse student population. Due to the physical nature of the Public Safety Profession, as well as other legal requirements and restrictions (i.e. citizenship, educational requirements, criminal history), the South Bay JPA student base is skewed somewhat toward white male students yet trends closely with demographic of the region.

White	Hispanic	African Amer	Asian/Pac Isl	Native Amer
60%	21.6%	6.1%	9.6%	1.7%
	<b>Male</b>		<b>Female</b>	
	68%		32%	

\* Representative of the demographic over the last five year period.

Gavilan College

Figure 7: Service Area ethnic distribution and projected growth



Note: White-Hispanic is a definition used by the United States Census Bureau. Hispanic or Latino people are those who report origins in Spain or Hispanic Latin America, and they may be of any race. Thus, each race, including White American, comprises individuals who are Hispanic or Latino and individuals who are not Hispanic or Latino (Data obtained by report generated by the Centers of Excellence, 2011)

**Socioeconomic Profile of Service Area / Present & Future Labor Market (Area, Region, State)**

The JPA’s vast service area also lends to a substantial variance in the economic profile. The communities incorporate new growing families and retirement residents. The per capita income for the counties in the region range from \$24,995 to \$45,458 with the statewide per capital income at \$29,551 (U.S. Census Bureau, 2012). It is noted there are large disparities between income levels relative to individual cities within the counties as well.

Approximately 34% of the population is foreign born nationals, which provide for challenges and opportunities. The multiplicity of languages, the under educated and difficult to employ population equates to additional social and education services for the JPA target populations and are expected to realize the greatest growth over the next decade. Generally over the past ten years public safety professionals have experienced a steady decline of employment opportunities. Only recently has the market shown a slight increase in the employment opportunities, with most agencies experiencing annual vacancies, which will need to be filled, between 5% and 15% of their workforce; depending upon the agency and discipline.

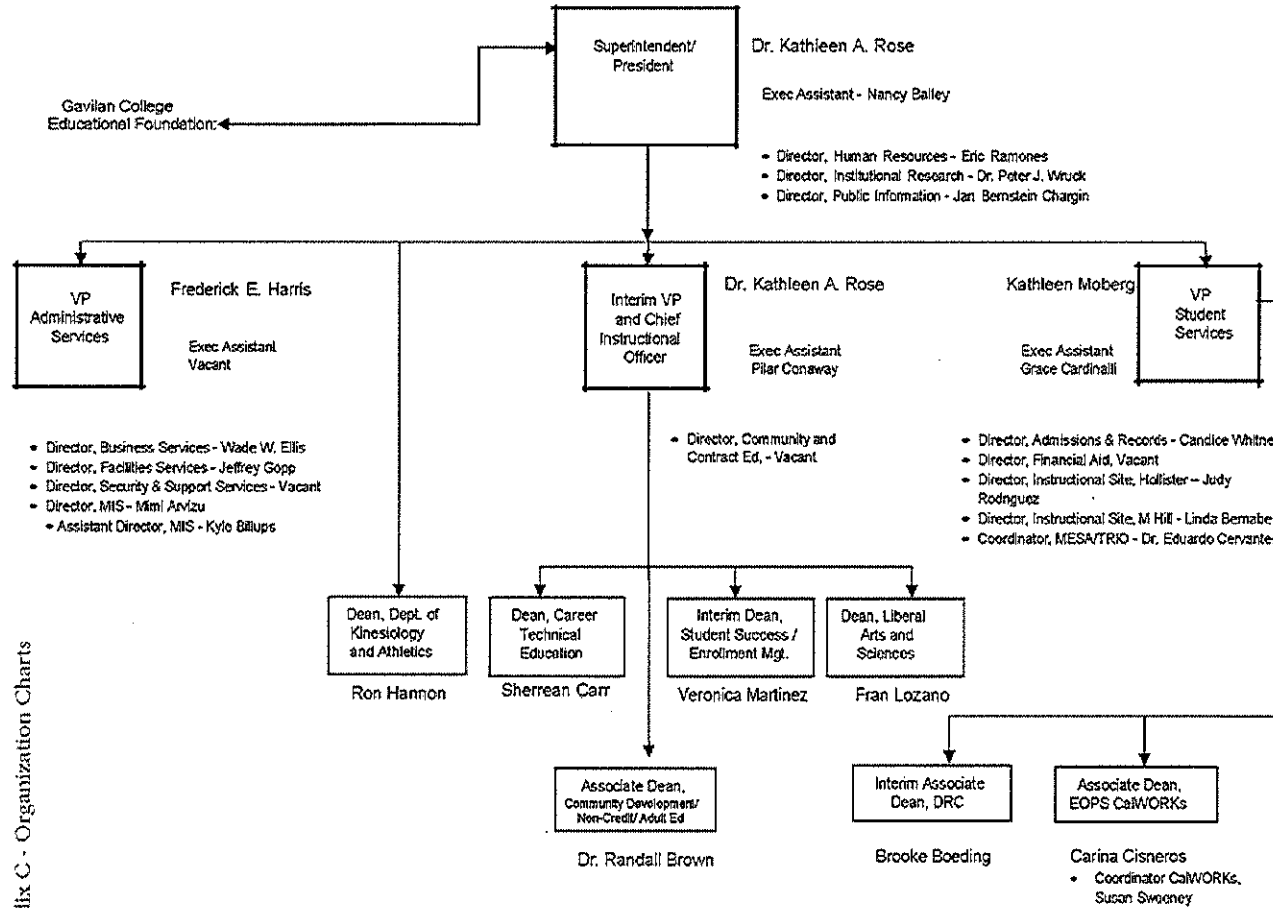
**Table 14: Public Safety Professions**

Professions	Law Enforcement Officer	Firefighter	Lifeguard (other health occupation)	Corrections	Homeland Security (other public protection)
Success	5,574	848	629	2,074	51
Retention	5,625	885	792	2,516	52
Grads / Certs	5,189	3,117	324	446	Not reported
Outlook 2010-2020 (CA)	54,600	27,800	1,300	26,000	1,180
Salaries	\$85,500	\$55,400	\$24,600	\$86,000	\$43,600
Salaries (2 years before)	\$23,972	\$26,504	\$15,923	\$26,738	\$21,643
Salaries (2 years after)	\$70,520	\$87,128	\$35,479	\$41,200	\$52,957

Success and retention data from [www.cccco.edu](http://www.cccco.edu), California State Salaries [www.careerinfonet.org](http://www.careerinfonet.org)  
 2-5 year salary comparison [www.salarysurfer.com](http://www.salarysurfer.com)

**GAVILAN COLLEGE ORGANIZATION CHART**  
**MANAGEMENT STRUCTURE AS OF AUGUST 26, 2016**

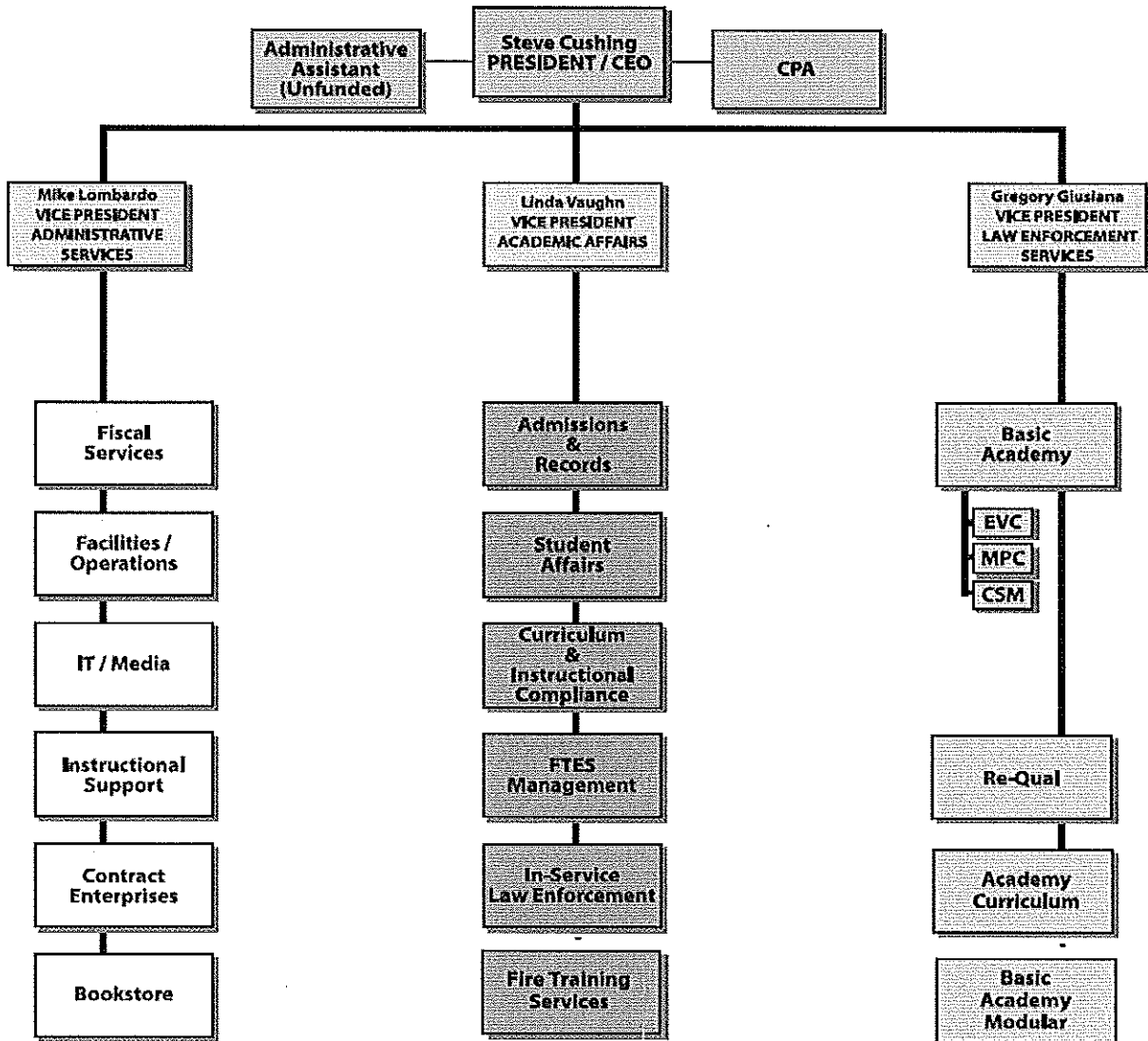
The college administrative organization structure provides the vehicle for effective communication and collaboration, the implementation of decisions, and the support structure for the campus.



Appendix D – Organizational Charts

Appendix C - Organization Charts

# South Bay Regional PSTC



## Appendix E – South Bay Regional PSTC History

February 1992 in Assembly Concurrent Resolution No. 93, the community colleges were tasked with providing “sufficient public safety training courses to satisfy State-mandated training requirements, participate in regional consortiums of community colleges in order to minimize duplication of training courses, and make training programs more readily available.” The colleges had been offering these courses in standard Semester and Quarter term formats, generally failing to obtain the required attendance numbers to run the courses. Thus, active public safety personnel began to fall out of compliance with certifications and legal mandates.

As a result of this resolution and the issues with servicing the needs of the target student population, a Public Safety Committee was convened by the State of California, comprised of members from the Community Colleges, Police, Corrections, Hazardous Materials and Fire practitioners, and the State Chancellor’s Office. The Committee was tasked with identifying ways to deliver high quality training and education to entry level students and working professionals within the Public Safety professions. This committee initiated a State-wide Request For Applications (RFA) for grant funding through the Community College Chancellor’s Office Public Safety Educators Advisory.

In July 1993 Evergreen Valley College, Criminal Justice Training Center was awarded a grant from the California Community College Chancellor’s Office to analyze the feasibility and develop “Public Safety Model of Education Program” in a “Regional Consortium”: Reference Project #93-0070. South Bay Regional Public Safety Training Consortium (SBRPSTC) was born out of this grant. Evergreen Valley College and Gavilan College were the first two colleges to enter into the Joint Powers Agreement on October 6, 1994, as a continuing pilot for an additional year. The Joint Powers Agreement provided SBRPSTC the “powers common to the participating districts” and “authorized (SBRPSTC) to do all acts necessary for the exercise of said common powers” pursuant to the provisions of Section 6500, et seq. of the California Government Code.

The pilot proved to be more successful for students and the colleges than expected and subsequently additional colleges joined the Consortium through the Joint Powers Agreement. By the end of the pilot the Consortium was five (5) colleges strong and negotiations were underway for additional colleges to partake. By August 1996, in a letter authored by Dr. Susan Oliviera to Dr. Leo Ruelas, SBRPSTC advised the California Community College Chancellor’s Office that the Consortium included seven (7) college districts, had been awarded additional Chancellor’s grant funding to develop and offer new training programs to meet the needs of the public safety students. At the recommendation of the Chancellor’s Office, all instructors recommended by SBRPSTC meet the minimum qualifications as designated through Title 5 and approved by “one of the participating SBRPSTC College Boards.” “The faculty are then considered approved by all the member colleges to teach in the SBRPSTC course offerings.”

SBRPSTC continued to prove to be beneficial in serving the public safety community, those seeking employment and those employed, as well as being more efficient and cost effective for the member colleges. During the 1994-95 pilot SBRPSTC successfully generated in excess of 615 FTES. Although the commitments from the colleges have fluctuated over the years, SBRPSTC has been able to maintain training and services to public safety students at all educational levels, and currently generates a combined total of approximately 2400 FTES for the nine (9) member colleges.

The structure and efficiencies of organization have allowed SBRPSTC to expand the services offered to students not currently employed within the public safety profession. SBRPSTC is able to provide a single location to students for the pre-employment testing procedures (written and physical abilities) for law enforcement, dispatch and fire services. We offer pre-employment courses that assist the students in preparing for the Basic Academy, and the challenging employment processes including testing, interviewing and completion of required documents. In addition, we provide perishable skills update training so students can maintain the requisite skills and certifications necessary to secure employment, and keep current on the ever changing legal implications associated with the public safety profession.

Since its creation, SBRPSTC has worked in concert with our member colleges to articulate courses, follow procedures and meet the needs of the student population in the most effective and efficient manner possible.



# Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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

Office of Institutional Research

**SUBJECT:** 2016 Student Success Scorecard

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees review the attached student statistics.

**Background:**


As a part of the College's student success efforts, this report highlights important indicators and developments as a way to understand student success progress. Also included is the Fall 2016 Student Success report which looks at scorecard and other data over time.

**Budgetary Implications:**

**Follow Up/Outcome:**

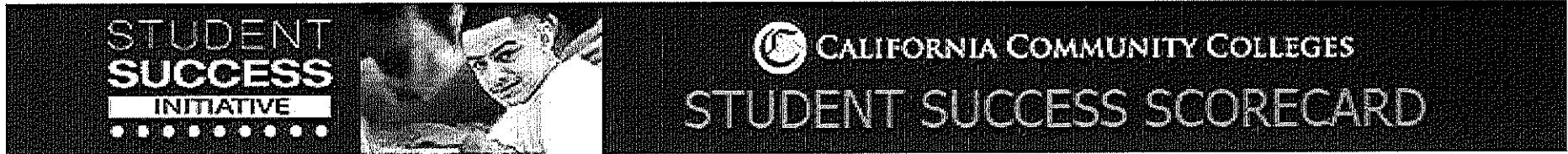
Recommended By: Dr. Kathleen A. Rose, Superintendent/President

Prepared By:

  
\_\_\_\_\_  
Dr. Peter J. Wruck, Director of Institutional Research

Agenda Approval:

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



## 2016 Gavilan College Student Success Scorecard

Gavilan College was established in 1919 in the city of Hollister, and eventually became part of the Gavilan Joint Community College District. The district is comprised of 2,700 square miles encompassing southern Santa Clara and most of San Benito County. Gavilan College offers a wide range of services, including programs of community education, study in the liberal arts and sciences, and study in the pre-professional, business, vocational and technical fields. Courses and programs of study are offered days, evenings, weekends and online.

### Student Information (2014-2015)

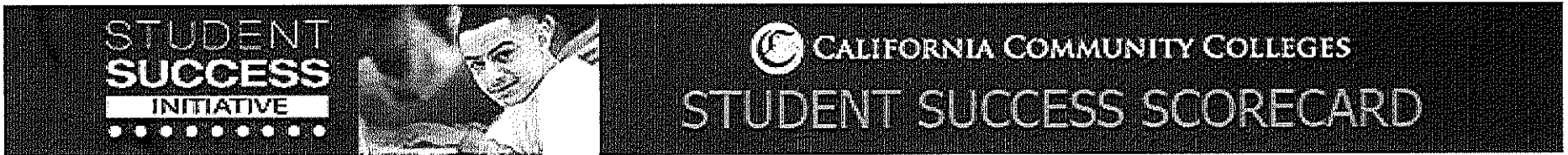
Students		9,670	
GENDER		RACE/ETHNICITY	
Female	49.0%	African American	2.4%
Male	50.0%	American Indian/Alaska Native	0.5%
Unknown Gender	1.0%	Asian	4.1%
AGE		Filipino	1.8%
Under 20 years old	23.7%	Hispanic	55.3%
20 to 24 years old	28.1%	Pacific Islander	0.4%
25 to 39 years old	30.2%	White	30.6%
40 or more years old	18.0%	Two or More Races	1.6%
Unknown Age	0.0%	Unknown Ethnicity	3.3%

### Other Information (2014-2015)

Full-Time Equivalent Students	5,264.2
Credit Sections	1,625
Non-Credit Sections	138
Median Credit Section Size	19
Percentage of Full-Time Faculty	43.5%
Percentage of First-Generation	46.0%*
Student Counseling Ratio	677:1

\* Insufficient data





2016 Gavilan College Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	63.2%	39.3%	46.4%	80.0%	69.1%	72.4%	76.8%	62.1%	66.4%	30.3%	36.1%	4.7%	41.9%	7.3%
Female	66.4%	41.1%	48.9%	82.8%	70.7%	74.4%	78.4%	64.5%	68.7%	34.7%	42.4%	5.8%	57.7%	12.3%
Male	59.1%	37.1%	43.3%	77.3%	67.5%	70.2%	75.5%	59.0%	63.6%	24.9%	29.7%	3.2%	36.1%	2.0%
Under 20 years old	66.1%	44.3%	51.4%	80.5%	72.6%	75.2%	79.2%	65.6%	70.0%	34.3%	46.5%	12.5%	71.3%	0.0%
20 to 24 years old	33.3%	22.7%	25.0%	72.2%	50.0%	54.8%	66.7%	48.5%	52.4%	21.1%	24.2%	6.3%	49.4%	10.9%
25 to 39 years old	42.9%	16.3%	20.0%	71.4%	60.5%	62.0%	42.9%	46.5%	46.0%	28.3%	19.8%	2.3%	30.9%	8.0%
40 or more years old	66.7%	29.6%	33.3%	100.0%	74.1%	76.7%	33.3%	59.3%	56.7%	36.7%	20.5%	5.9%	23.1%	4.5%
African-American	25.0%	33.3%	31.3%	50.0%	66.7%	62.5%	50.0%	58.3%	56.3%	15.8%	31.8%	N/A	46.2%	66.7%
American Indian/Alaska Native	0.0%	100.0%	33.3%	100.0%	100.0%	100.0%	100.0%	0.0%	66.7%	0.0%	14.3%	N/A	33.3%	0.0%
Asian	85.7%	30.4%	51.4%	71.4%	69.6%	70.3%	85.7%	56.5%	67.6%	56.0%	34.5%	20.0%	42.9%	8.7%
Filipino	72.7%	60.0%	66.7%	54.5%	90.0%	71.4%	54.5%	70.0%	61.9%	45.5%	53.3%	N/A	29.4%	N/A
Hispanic	59.3%	42.8%	46.1%	83.7%	69.5%	72.4%	77.9%	63.0%	66.0%	28.3%	36.7%	2.8%	52.0%	6.3%
Pacific Islander	0.0%	0.0%	0.0%	100.0%	0.0%	50.0%	100.0%	0.0%	50.0%	80.0%	0.0%	N/A	N/A	0.0%
White	63.5%	34.9%	46.5%	83.5%	69.2%	75.0%	77.4%	63.9%	69.4%	31.6%	36.4%	0.0%	37.8%	10.4%



# Gavilan College

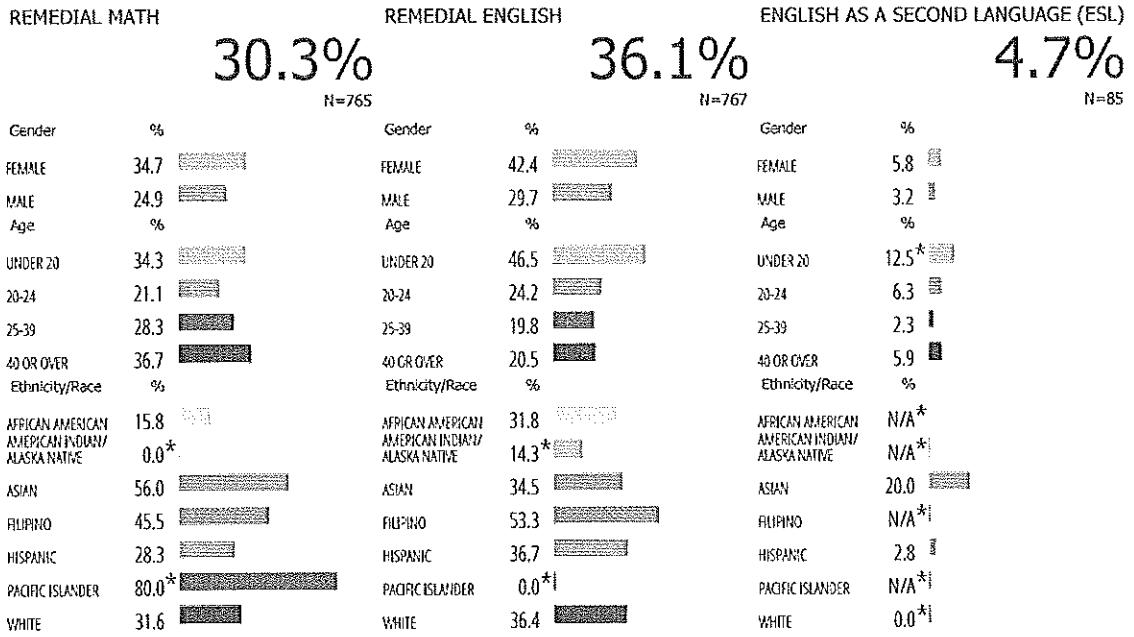
CURRENT PROFILE
REMEDIAL/ESL
PERSISTENCE
30 UNITS
DEGREE/TRANSFER
CAREER TECHNICAL EDUCATION
SKILLS BUILDER

[View Rates](#) [Metric Profile](#)

## Remedial/ESL

[Click here to view trend data](#)

Percentage of credit students tracked for six years through 2014-15 who first enrolled in a course below transfer level in English, mathematics, and/or ESL during 2009-10 and completed a college-level course in the same discipline.



0%: Cohort with no students attaining an outcome  
 N/A: Cohort has no students  
 \* : Cohort fewer than 10 students



# Gavilan College

CURRENT PROFILE
REMEDIAL/ESL
MOMENTUM POINTS
PERSISTENCE
30 UNITS
DEGREE/TRANSFER OUTCOMES
DEGREE/TRANSFER
CAREER TECHNICAL EDUCATION
SKILLS BUILDER

View Rates Metric Profile

## Remedial/ESL

[Click here to view trend data](#)

Percentage of credit students tracked for six years through 2014-15 who first enrolled in a course below transfer level in English, mathematics, and/or ESL during 2009-10 and completed a college-level course in the same discipline.

REMEDIAL MATH	REMEDIAL ENGLISH	ENGLISH AS A SECOND LANGUAGE (ESL)
Students	765	Students 767
GENDER	GENDER	GENDER
Female	429	Female 52
Male	329	Male 31
AGE	AGE	AGE
Less than 20 years old	379	Less than 20 years old *
20 to 24 years old	180	20 to 24 years old 16
25 to 39 years old	145	25 to 39 years old 44
40 or more years old	60	40 or more years old 17
ETHNICITY/RACE	ETHNICITY/RACE	ETHNICITY/RACE
African American	19	African American *
American Indian/Alaska Native	*	American Indian/Alaska Native *
Asian	25	Asian 10
Filipino	11	Filipino *
Hispanic	442	Hispanic 71
Pacific Islander	*	Pacific Islander *
White	225	White *

\*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



# Gavilan College

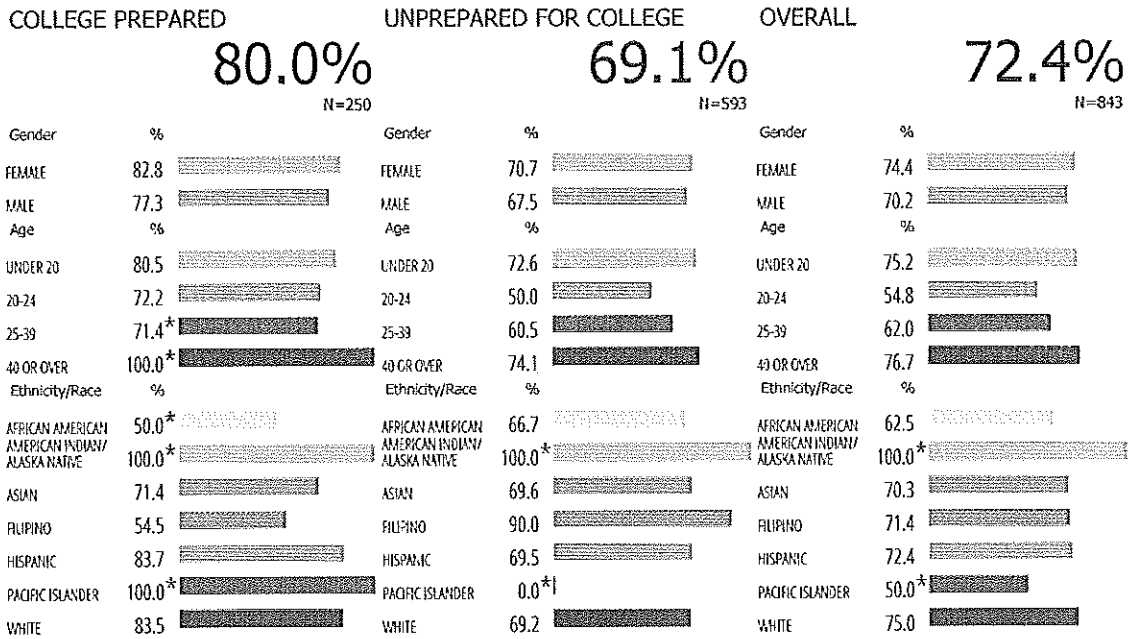
CURRENT PROFILE    REMEDIAL/ESL    **PERSISTENCE**    30 UNITS    DEGREE/TRANSFER    CAREER TECHNICAL EDUCATION    SKILLS BUILDER

[View Rates](#)    [Metric Profile](#)

## Persistence

[Click here to view trend data](#)

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who enrolled in the first three consecutive terms.



0%: Cohort with no students attaining an outcome  
 N/A: Cohort has no students  
 \*: Cohort fewer than 10 students  
 Percentage of Unprepared Students: 70%

COLLEGE PREPARED: Student's lowest course attempted in Math and/or English was college level  
 UNPREPARED FOR COLLEGE: Student's lowest course attempted in Math and/or English was remedial level  
 OVERALL: Student attempted any level of Math or English in the first three years



# Gavilan College

CURRENT PROFILE    REMEDIAL/ESL    **PERSISTENCE**    30 UNITS    DEGREE/TRANSFER    CAREER TECHNICAL EDUCATION    SKILLS BUILDER

[View Rates](#)    [Metric Profile](#)

## Persistence

[Click here to view trend data](#)

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who enrolled in the first three consecutive terms.

COLLEGE PREPARED	UNPREPARED FOR COLLEGE	OVERALL
Students 250	Students 593	Students 843
<b>GENDER</b>	<b>GENDER</b>	<b>GENDER</b>
Female 134	Female 304	Female 438
Male 110	Male 283	Male 393
<b>AGE</b>	<b>AGE</b>	<b>AGE</b>
Less than 20 years old 221	Less than 20 years old 456	Less than 20 years old 677
20 to 24 years old 18	20 to 24 years old 66	20 to 24 years old 84
25 to 39 years old *	25 to 39 years old *	25 to 39 years old 50
40 or more years old *	40 or more years old *	40 or more years old 30
<b>ETHNICITY/RACE</b>	<b>ETHNICITY/RACE</b>	<b>ETHNICITY/RACE</b>
African American *	African American *	African American 16
American Indian/Alaska Native *	American Indian/Alaska Native *	American Indian/Alaska Native *
Asian 14	Asian 23	Asian 37
Filipino 11	Filipino 10	Filipino 21
Hispanic 86	Hispanic 341	Hispanic 427
Pacific Islander *	Pacific Islander *	Pacific Islander *
White 115	White 169	White 284

\*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.  
 Percentage of Unprepared Students: 70%



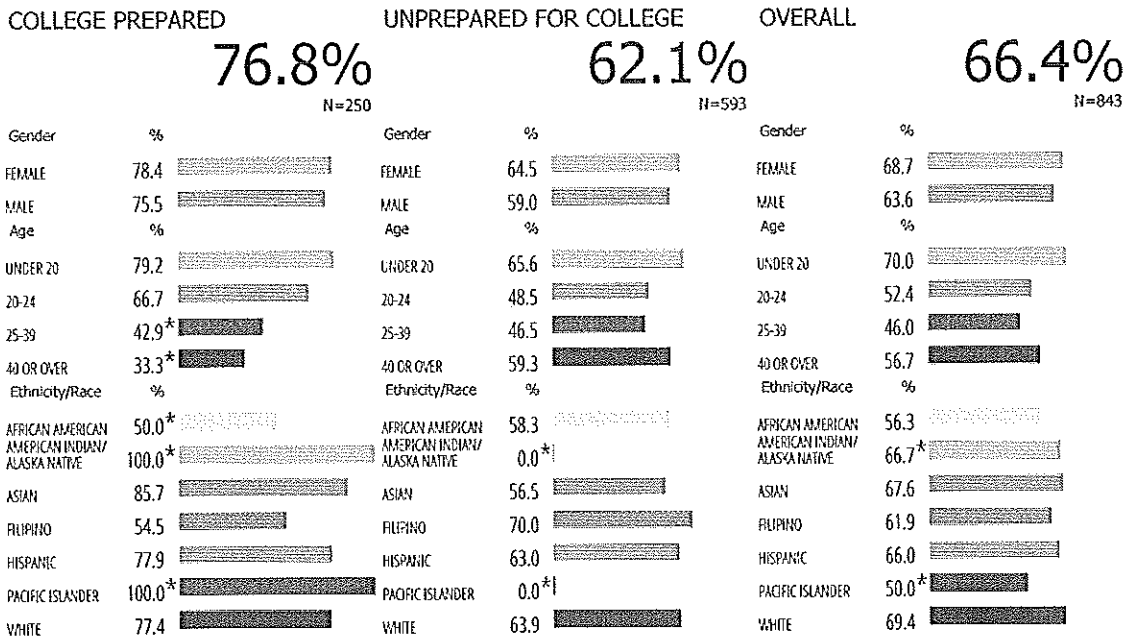
# Gavilan College

CURRENT PROFILE
REMEDIAL/ESL
PERSISTENCE
**30 UNITS**
DEGREE/TRANSFER
CAREER TECHNICAL EDUCATION
SKILLS BUILDER

[View Rates](#)
[Metric Profile](#)
  
[Click here to view trend data](#)

## 30 Units

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who achieved at least 30 units.



0%: Cohort with no students attaining an outcome  
 N/A: Cohort has no students  
 \*: Cohort fewer than 10 students  
 Percentage of Unprepared Students: 70%

COLLEGE PREPARED: Student's lowest course attempted in Math and/or English was college level  
 UNPREPARED FOR COLLEGE: Student's lowest course attempted in Math and/or English was remedial level  
 OVERALL: Student attempted any level of Math or English in the first three years





# Gavilan College

[CURRENT PROFILE](#)
[REMEDIAL/ESL](#)
[PERSISTENCE](#)
[30 UNITS](#)
[DEGREE/TRANSFER](#)
[CAREER TECHNICAL EDUCATION](#)
[SKILLS BUILDER](#)

[View Rates](#) [Metric Profile](#)

## 30 Units

[Click here to view trend data](#)

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who achieved at least 30 units.

COLLEGE PREPARED	UNPREPARED FOR COLLEGE	OVERALL
Students 250	Students 593	Students 843
<b>GENDER</b>	<b>GENDER</b>	<b>GENDER</b>
Female 134	Female 304	Female 438
Male 110	Male 283	Male 393
<b>AGE</b>	<b>AGE</b>	<b>AGE</b>
Less than 20 years old 221	Less than 20 years old 456	Less than 20 years old 677
20 to 24 years old 18	20 to 24 years old 66	20 to 24 years old 84
25 to 39 years old *	25 to 39 years old *	25 to 39 years old 50
40 or more years old *	40 or more years old *	40 or more years old 30
<b>ETHNICITY/RACE</b>	<b>ETHNICITY/RACE</b>	<b>ETHNICITY/RACE</b>
African American *	African American *	African American 16
American Indian/Alaska Native *	American Indian/Alaska Native *	American Indian/Alaska Native *
Asian 14	Asian 23	Asian 37
Filipino 11	Filipino 10	Filipino 21
Hispanic 86	Hispanic 341	Hispanic 427
Pacific Islander *	Pacific Islander *	Pacific Islander *
White 115	White 169	White 284

\*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.  
 Percentage of Unprepared Students: 70%



# Gavilan College

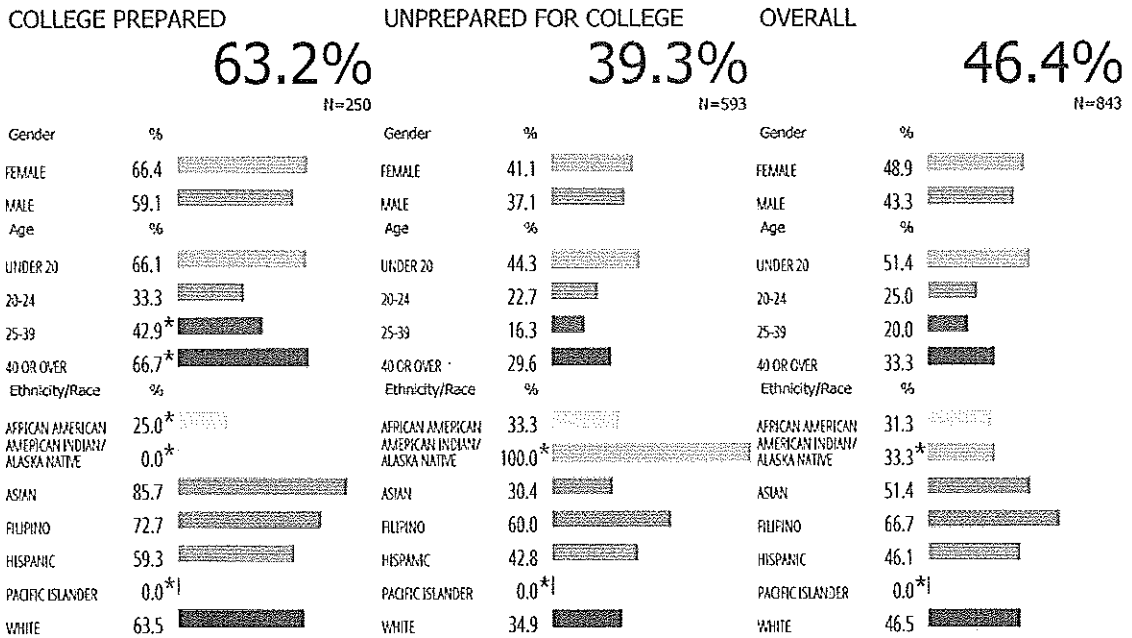
[CURRENT PROFILE](#)
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## Completion

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who completed a degree, certificate or transfer-related outcomes.



0%: Cohort with no students attaining an outcome  
 N/A: Cohort has no students  
 \*: Cohort fewer than 10 students  
 Percentage of Unprepared Students: 70%

COLLEGE PREPARED: Student's lowest course attempted in Math and/or English was college level  
 UNPREPARED FOR COLLEGE: Student's lowest course attempted in Math and/or English was remedial level  
 OVERALL: Student attempted any level of Math or English in the first three years



# Gavilan College

MOMENTUM POINTS
DEGREE/TRANSFER OUTCOMES
CAREER TECHNICAL EDUCATION METRICS

CURRENT PROFILE
REMEDIAL/ESL
PERSISTENCE
30 UNITS
DEGREE/TRANSFER
CAREER TECHNICAL EDUCATION
SKILLS BUILDER

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## Completion

Percentage of degree, certificate and/or transfer-seeking students starting first time in 2009-10 tracked for six years through 2014-15 who completed a degree, certificate or transfer-related outcomes.

COLLEGE PREPARED		UNPREPARED FOR COLLEGE		OVERALL	
Students	250	Students	593	Students	843
<b>GENDER</b>		<b>GENDER</b>		<b>GENDER</b>	
Female	134	Female	304	Female	438
Male	110	Male	283	Male	393
<b>AGE</b>		<b>AGE</b>		<b>AGE</b>	
Less than 20 years old	221	Less than 20 years old	456	Less than 20 years old	677
20 to 24 years old	18	20 to 24 years old	66	20 to 24 years old	84
25 to 39 years old	*	25 to 39 years old	*	25 to 39 years old	50
40 or more years old	*	40 or more years old	*	40 or more years old	30
<b>ETHNICITY/RACE</b>		<b>ETHNICITY/RACE</b>		<b>ETHNICITY/RACE</b>	
African American	*	African American	*	African American	16
American Indian/Alaska Native	*	American Indian/Alaska Native	*	American Indian/Alaska Native	*
Asian	14	Asian	23	Asian	37
Filipino	11	Filipino	10	Filipino	21
Hispanic	86	Hispanic	341	Hispanic	427
Pacific Islander	*	Pacific Islander	*	Pacific Islander	*
White	115	White	169	White	284

\*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.  
 Percentage of Unprepared Students: 70%



# Gavilan College

[CURRENT PROFILE](#)
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## Career Technical Education

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Percentage of students completing more than eight units in courses classified as career technical education (or apprenticeship) in a single discipline for the first time in 2009-10 tracked for six years through 2014-15 who completed a degree, certificate, apprenticeship or transfer-related outcomes.

### OVERALL

**41.9%**  
N=825

Category	Percentage (%)
Gender	%
FEMALE	57.7
MALE	36.1
Age	%
UNDER 20	71.3
20-24	49.4
25-39	30.9
40 OR OVER	23.1
Ethnicity/Race	%
AFRICAN AMERICAN	46.2
AMERICAN INDIAN/ ALASKA NATIVE	33.3*
ASIAN	42.9
EUROPEAN	29.4
HISPANIC	52.0
PACIFIC ISLANDER	N/A*†
WHITE	37.8

0%: Cohort with no students attaining an outcome  
 N/A: Cohort has no students  
 \*: Cohort fewer than 10 students



# Gavilan College

MOMENTUM POINTS			DEGREE/TRANSFER OUTCOMES		CAREER TECHNICAL EDUCATION METRICS	
CURRENT PROFILE	REMEDIAL/ESL	PERSISTENCE	30 UNITS	DEGREE/TRANSFER	CAREER TECHNICAL EDUCATION	SKILLS BUILDER

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## Career Technical Education

[Click here to view trend data](#)

Percentage of students completing more than eight units in courses classified as career technical education (or apprenticeship) in a single discipline for the first time in 2009-10 tracked for six years through 2014-15 who completed a degree, certificate, apprenticeship or transfer-related outcomes.

<b>OVERALL</b>	
Students	825
<b>GENDER</b>	
Female	234
Male	574
<b>AGE</b>	
Less than 20 years old	164
20 to 24 years old	180
25 to 39 years old	363
40 or more years old	117
<b>ETHNICITY/RACE</b>	
African American	26
American Indian/Alaska Native	*
Asian	28
Filipino	17
Hispanic	300
Pacific Islander	*
White	378

\*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



# Gavilan College

[CURRENT PROFILE](#)
[REMEDIAL/ESL](#)
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[30 UNITS](#)
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[SKILLS BUILDER](#)

[Disciplines](#)
[Demographics](#)

## Skills Builder

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The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

### Median Earnings Change

**+3.7%**  
N=1,313

Disciplines with the highest enrollment	Median % Change	Total N
Police Academy	5.5%	643
Administration of Justice	1.0%	323
Fire Technology	-3.4%	117
Child Development/Early Care and Education	-0.6%	61
Carpentry	46.0%	40
Accounting	14.5%	34
Office Technology/Office Computer Applications	14.8%	33
Drywall and Insulation	25.2%	19
Water and Wastewater Technology	25.8%	19
Corrections	71.0%	19

\*: Cohort fewer than 10 students



# Gavilan College

[140 MOMENTUM POINTS](#) | 
 [DEGREE/TRANSFER OUTCOMES](#) | 
 [CAREER TECHNICAL EDUCATION METRICS](#)  
 CURRENT PROFILE | 
 REMEDIAL/ESL | 
 PERSISTENCE | 
 30 UNITS | 
 DEGREE/TRANSFER | 
 CAREER TECHNICAL EDUCATION | 
 SKILLS BUILDER

Disciplines | **Demographics**

## Skills Builder

[Click here to view trend data](#)

The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

### Median Earnings Change

**+3.7%**  
N=1,313

Gender	Median % Change	Total N
FEMALE	1.7%	326
MALE	4.6%	978
Age	Median % Change	Total N
Under 20	206.2%	18
20-24	68.0%	118
25-39	8.9%	493
40 OR OVER	0.3%	684
Ethnicity/Race	Median % Change	Total N
AFRICAN AMERICAN	0.2%	49
AMERICAN INDIAN/ALASKA NATIVE	-0.9%	*
ASIAN	7.6%	92
FILIPINO	12.5%	32
HISPANIC	10.4%	322
PACIFIC ISLANDER	-1.5%	*
WHITE	2.5%	675

N/A: Cohort has no students  
 \*: Suppressed to protect student privacy.  
 Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.





# GAVILAN COLLEGE

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

## CALIFORNIA COMMUNITY COLLEGE CHANCELLOR'S OFFICE STUDENT SUCCESS SCORECARD FIVE YEAR TRENDS

PREPARED FOR THE BOARD OF TRUSTEES OF THE  
GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
TUESDAY, NOVEMBER 8, 2016



# 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Completion Overall	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	685	44.2%	729	43.5%	843	43.1%	1,003	46.1%	843	46.4%
Female	359	44.3%	413	42.1%	469	42.6%	562	48.8%	438	48.9%
Male	326	44.2%	313	45.0%	373	43.4%	422	43.4%	393	43.3%
< 20 years old	585	46.5%	598	47.0%	687	44.7%	804	49.3%	677	51.4%
20 to 24 years old	49	30.6%	58	24.1%	74	25.7%	88	33.0%	84	25.0%
25 to 39 years old	33	36.4%	46	32.6%	56	46.4%	60	31.7%	50	20.0%
40+ years old	18	22.2%	27	25.9%	26	42.3%	51	35.3%	30	33.3%
African American	18	38.9%	19	42.1%	26	46.2%	23	39.1%	16	31.3%
American Indian/Alaska Native	Suppressed	0.0%	Suppressed	25.0%	Suppressed	42.9%	Suppressed	22.2%	Suppressed	33.3%
Asian	27	63.0%	19	63.2%	35	71.4%	37	67.6%	37	51.4%
Filipino	15	46.7%	Suppressed	66.7%	12	58.3%	14	57.1%	21	66.7%
Hispanic	330	34.5%	347	34.9%	415	35.4%	474	37.8%	427	46.1%
Pacific Islander	Suppressed	37.5%	Suppressed	40.0%	Suppressed	0.0%	Suppressed	87.5%	Suppressed	0.0%
White	259	54.1%	287	50.9%	296	48.6%	351	53.3%	284	46.5%

To be included in the official California Community College Chancellor’s Office scorecard report, students must meet four characteristics:

1. The student must be a first time student in the entire CCC system
2. The student must have a valid SSN
3. The student must earn six units with a grade of A, B, C, D, or P within the first three years (in this case, between 2009 and 2012)
4. Students must have attempted a Math or English course within the first three years

The CCCC CO uses these definitions because national research has shown that students meeting these characteristics typically intend to earn a credential and/or transfer to a four year university. For Gavilan, the CCCC CO’s definition eliminates about half of our first time student cohort in a given fall term.

Using the identified cohort, this table presents the completion rates (i.e., earning a credential or becoming transfer-ready) for all students.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Completion Prepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	184	68.5%	222	63.1%	261	64.0%	324	70.4%	250	63.2%
Female	88	71.6%	108	66.7%	136	66.9%	171	75.4%	134	66.4%
Male	96	65.6%	113	59.3%	125	60.8%	148	65.5%	110	59.1%
< 20 years old	177	69.5%	208	63.9%	242	65.3%	300	72.0%	221	66.1%
20 to 24 years old	Suppressed	60.0%	Suppressed	60.0%	Suppressed	25.0%	10	60.0%	18	33.3%
25 to 39 years old	N/A	N/A	Suppressed	50.0%	Suppressed	57.1%	Suppressed	33.3%	Suppressed	42.9%
40+ years old	Suppressed	0.0%	Suppressed	40.0%	Suppressed	50.0%	11	45.5%	Suppressed	66.7%
African American	Suppressed	66.7%	Suppressed	60.0%	Suppressed	57.1%	Suppressed	33.3%	Suppressed	25.0%
American Indian/Alaska Native	N/A	N/A	Suppressed	33.3%	Suppressed	50.0%	Suppressed	66.7%	Suppressed	0.0%
Asian	10	60.0%	Suppressed	83.3%	16	93.8%	18	100.0%	14	85.7%
Filipino	Suppressed:	25.0%	Suppressed:	100.0%	Suppressed:	100.0%	Suppressed:	100.0%	11	72.7%
Hispanic	62	62.9%	73	56.2%	75	62.7%	106	65.1%	86	59.3%
Pacific Islander	Suppressed	25.0%	Suppressed	0.0%	Suppressed	0.0%	Suppressed	100.0%	Suppressed	0.0%
White	88	76.1%	117	65.8%	134	61.9%	149	69.1%	115	63.5%

Using the identified cohort, this table presents the completion rates (i.e., earning a credential or becoming transfer-ready) for students not requiring remediation.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Completion Unprepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	501	35.3%	507	34.9%	582	33.7%	679	34.5%	593	39.3%
Female	271	35.4%	305	33.4%	333	32.7%	391	37.1%	304	41.1%
Male	230	35.2%	200	37.0%	248	34.7%	274	31.4%	283	37.1%
< 20 years old	408	36.5%	390	37.9%	445	33.5%	504	35.7%	456	44.3%
20 to 24 years old	Suppressed	27.3%	Suppressed	20.8%	Suppressed	25.7%	78	29.5%	66	22.7%
25 to 39 years old	Suppressed	36.4%	Suppressed	31.0%	Suppressed	44.9%	Suppressed	31.6%	Suppressed	16.3%
40+ years old	Suppressed	25.0%	Suppressed	22.7%	Suppressed	38.9%	40	32.5%	Suppressed	29.6%
African American	Suppressed	33.3%	Suppressed	35.7%	Suppressed	42.1%	Suppressed	40.0%	Suppressed	33.3%
American Indian/Alaska Native	Suppressed	0.0%	Suppressed	20.0%	Suppressed	33.3%	Suppressed	0.0%	Suppressed	100.0%
Asian	17	64.7%	Suppressed	53.8%	19	52.6%	19	36.8%	23	30.4%
Filipino	Suppressed	54.5%	Suppressed	50.0%	Suppressed	28.6%	Suppressed	33.3%	10	60.0%
Hispanic	268	28.0%	274	29.2%	340	29.4%	368	29.9%	341	42.8%
Pacific Islander	Suppressed	50.0%	Suppressed	50.0%	Suppressed	0.0%	Suppressed	80.0%	Suppressed	0.0%
White	171	42.7%	170	40.6%	162	37.7%	202	41.6%	169	34.9%

Using the identified cohort, this table presents the completion rates (i.e., earning a credential or becoming transfer-ready) for students requiring remediation.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Persistence Overall	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	685	71.2%	729	65.6%	843	72.6%	1,003	74.8%	843	72.4%
Female	359	71.0%	413	68.3%	469	72.7%	562	73.7%	438	74.4%
Male	326	71.5%	313	61.7%	373	72.4%	422	76.3%	393	70.2%
< 20 years old	585	72.6%	598	66.2%	687	72.6%	804	76.6%	677	75.2%
20 to 24 years old	49	55.1%	58	60.3%	74	66.2%	88	63.6%	84	54.8%
25 to 39 years old	33	69.7%	46	71.7%	56	76.8%	60	61.7%	50	62.0%
40+ years old	18	72.2%	27	51.9%	26	80.8%	51	80.4%	30	76.7%
African American	18	83.3%	19	52.6%	26	80.8%	23	78.3%	16	62.5%
American Indian/Alaska Native	Suppressed	100.0%	Suppressed	62.5%	Suppressed	57.1%	Suppressed	55.6%	Suppressed	100.0%
Asian	27	59.3%	19	63.2%	35	74.3%	37	83.8%	37	70.3%
Filipino	15	73.3%	Suppressed	66.7%	12	50.0%	14	78.6%	21	71.4%
Hispanic	330	69.4%	347	66.0%	415	74.0%	474	71.9%	427	72.4%
Pacific Islander	Suppressed	87.5%	Suppressed	60.0%	Suppressed	100.0%	Suppressed	75.0%	Suppressed	50.0%
White	259	74.1%	287	67.6%	296	69.9%	351	76.4%	284	75.0%

Using the identified cohort, this table presents the percentage of students who enrolled in three consecutive terms after starting at Gavilan.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Persistence Prepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	184	72.8%	222	67.6%	261	75.9%	324	79.0%	250	80.0%
Female	88	72.7%	108	71.3%	136	73.5%	171	81.3%	134	82.8%
Male	96	72.9%	113	63.7%	125	78.4%	148	77.0%	110	77.3%
< 20 years old	177	72.9%	208	68.8%	242	76.4%	300	80.0%	221	80.5%
20 to 24 years old	Suppressed	80.0%	Suppressed	60.0%	Suppressed	25.0%	10	70.0%	18	72.2%
25 to 39 years old	N/A	N/A	Suppressed	50.0%	Suppressed	85.7%	Suppressed	66.7%	Suppressed	71.4%
40+ years old	Suppressed	50.0%	Suppressed	40.0%	Suppressed	75.0%	11	63.6%	Suppressed	100.0%
African American	Suppressed	100.0%	Suppressed	80.0%	Suppressed	85.7%	Suppressed	66.7%	Suppressed	50.0%
American Indian/Alaska Native	N/A	N/A	Suppressed	66.7%	Suppressed	75.0%	Suppressed	66.7%	Suppressed	100.0%
Asian	10	40.0%	Suppressed	66.7%	16	68.8%	18	77.8%	14	71.4%
Filipino	Suppressed	50.0%	Suppressed	66.7%	Suppressed	60.0%	Suppressed	100.0%	11	54.5%
Hispanic	62	72.6%	73	75.3%	75	85.3%	106	76.4%	86	83.7%
Pacific Islander	Suppressed	100.0%	Suppressed	0.0%	Suppressed	100.0%	Suppressed	66.7%	Suppressed	100.0%
White	88	78.4%	117	65.8%	134	70.1%	149	79.2%	115	83.5%

Using the identified cohort, this table presents the percentage of students who did not require any remediation and enrolled in three consecutive terms after starting at Gavilan.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Persistence Unprepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	501	70.7%	507	64.7%	582	71.1%	679	72.8%	593	69.1%
Female	271	70.5%	305	67.2%	333	72.4%	391	70.3%	304	70.7%
Male	230	70.9%	200	60.5%	248	69.4%	274	75.9%	283	67.5%
< 20 years old	408	72.5%	390	64.9%	445	70.6%	504	74.6%	456	72.6%
20 to 24 years old	Suppressed	52.3%	Suppressed	60.4%	Suppressed	68.6%	78	62.8%	66	50.0%
25 to 39 years old	Suppressed	69.7%	Suppressed	73.8%	Suppressed	75.5%	Suppressed	61.4%	Suppressed	60.5%
40+ years old	Suppressed	75.0%	Suppressed	54.5%	Suppressed	83.3%	40	85.0%	Suppressed	74.1%
African American	Suppressed	80.0%	Suppressed	42.9%	Suppressed	78.9%	Suppressed	80.0%	Suppressed	66.7%
American Indian/Alaska Native	Suppressed	100.0%	Suppressed	60.0%	Suppressed	33.3%	Suppressed	50.0%	Suppressed	100.0%
Asian	17	70.6%	Suppressed	61.5%	19	78.9%	19	89.5%	23	69.6%
Filipino	Suppressed	81.8%	Suppressed	66.7%	Suppressed	42.9%	Suppressed	66.7%	10	90.0%
Hispanic	268	68.7%	274	63.5%	340	71.5%	368	70.7%	341	69.5%
Pacific Islander	Suppressed	75.0%	Suppressed	75.0%	Suppressed	100.0%	Suppressed	80.0%	Suppressed	0.0%
White	171	71.9%	170	68.8%	162	69.8%	202	74.3%	169	69.2%

Using the identified cohort, this table presents the percentage of students who required remediation and enrolled in three consecutive terms after starting at Gavilan.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

30 Units Overall	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	685	62.8%	729	60.4%	843	63.8%	1,003	67.7%	843	66.4%
Female	359	66.3%	413	60.3%	469	65.7%	562	69.9%	438	68.7%
Male	326	58.9%	313	60.7%	373	61.4%	422	64.7%	393	63.6%
< 20 years old	585	66.2%	598	64.0%	687	64.6%	804	71.3%	677	70.0%
20 to 24 years old	49	40.8%	58	43.1%	74	50.0%	88	50.0%	84	52.4%
25 to 39 years old	33	48.5%	46	45.7%	56	66.1%	60	50.0%	50	46.0%
40+ years old	18	38.9%	27	40.7%	26	76.9%	51	62.7%	30	56.7%
African American	18	66.7%	19	73.7%	26	61.5%	23	65.2%	16	56.3%
American Indian/Alaska Native	Suppressed	100.0%	Suppressed	62.5%	Suppressed	57.1%	Suppressed	44.4%	Suppressed	66.7%
Asian	27	59.3%	19	47.4%	35	65.7%	37	73.0%	37	67.6%
Filipino	15	80.0%	Suppressed	66.7%	12	66.7%	14	71.4%	21	61.9%
Hispanic	330	58.8%	347	58.5%	415	60.7%	474	63.1%	427	66.0%
Pacific Islander	Suppressed	50.0%	Suppressed	40.0%	Suppressed	33.3%	Suppressed	75.0%	Suppressed	50.0%
White	259	66.8%	287	61.7%	296	67.2%	351	72.4%	284	69.4%

Using the identified cohort, this table presents the percentage of students who achieved at least 30 credits within six years.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

30 Units Prepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	184	72.3%	222	64.9%	261	69.0%	324	75.9%	250	76.8%
Female	88	76.1%	108	65.7%	136	71.3%	171	81.3%	134	78.4%
Male	96	68.8%	113	63.7%	125	66.4%	148	69.6%	110	75.5%
< 20 years old	177	72.9%	208	65.9%	242	70.2%	300	77.3%	221	79.2%
20 to 24 years old	Suppressed	80.0%	Suppressed	60.0%	Suppressed	25.0%	10	70.0%	18	66.7%
25 to 39 years old	N/A	N/A	Suppressed	25.0%	Suppressed	57.1%	Suppressed	33.3%	Suppressed	42.9%
40+ years old	Suppressed	0.0%	Suppressed	60.0%	Suppressed	62.5%	11	54.5%	Suppressed	33.3%
African American	Suppressed	100.0%	Suppressed	100.0%	Suppressed	42.9%	Suppressed	66.7%	Suppressed	50.0%
American Indian/Alaska Native	N/A	N/A	Suppressed	66.7%	Suppressed	75.0%	Suppressed	66.7%	Suppressed	100.0%
Asian	10	50.0%	Suppressed	16.7%	16	56.3%	18	72.2%	14	85.7%
Filipino	Suppressed	75.0%	Suppressed	100.0%	Suppressed	80.0%	Suppressed	80.0%	11	54.5%
Hispanic	62	74.2%	73	68.5%	75	68.0%	106	74.5%	86	77.9%
Pacific Islander	Suppressed	50.0%	Suppressed	0.0%	Suppressed	50.0%	Suppressed	66.7%	Suppressed	100.0%
White	88	73.9%	117	61.5%	134	71.6%	149	75.2%	115	77.4%

Using the identified cohort, this table presents the percentage of students that earned 30 credits within six years among those not requiring remediation.





## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

30 Units Unprepared	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	501	59.3%	507	58.4%	582	61.5%	679	63.8%	593	62.1%
Female	271	63.1%	305	58.4%	333	63.4%	391	65.0%	304	64.5%
Male	230	54.8%	200	59.0%	248	58.9%	274	62.0%	283	59.0%
< 20 years old	408	63.2%	390	63.1%	445	61.6%	504	67.7%	456	65.6%
20 to 24 years old	Suppressed	36.4%	Suppressed	41.5%	Suppressed	51.4%	78	47.4%	66	48.5%
25 to 39 years old	Suppressed	48.5%	Suppressed	47.6%	Suppressed	67.3%	Suppressed	50.9%	Suppressed	46.5%
40+ years old	Suppressed	43.8%	Suppressed	36.4%	Suppressed	83.3%	40	65.0%	Suppressed	59.3%
African American	Suppressed	60.0%	Suppressed	64.3%	Suppressed	68.4%	Suppressed	65.0%	Suppressed	58.3%
American Indian/Alaska Native	Suppressed	100.0%	Suppressed	60.0%	Suppressed	33.3%	Suppressed	33.3%	Suppressed	0.0%
Asian	17	64.7%	Suppressed	61.5%	19	73.7%	19	73.7%	23	56.5%
Filipino	Suppressed	81.8%	Suppressed	50.0%	Suppressed	57.1%	Suppressed	66.7%	10	70.0%
Hispanic	268	55.2%	274	55.8%	340	59.1%	368	59.8%	341	63.0%
Pacific Islander	Suppressed	50.0%	Suppressed	50.0%	Suppressed	0.0%	Suppressed	80.0%	Suppressed	0.0%
White	171	63.2%	170	61.8%	162	63.6%	202	70.3%	169	63.9%

Using the identified cohort, this table presents the percentage of students that earned 30 credits within six years among those requiring remediation.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Remedial English	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	601	34.4%	635	34.2%	659	36.6%	819	36.8%	767	36.1%
Female	320	37.2%	360	36.1%	368	41.0%	440	40.5%	399	42.4%
Male	281	31.3%	272	31.6%	291	30.9%	354	32.5%	360	29.7%
< 20 years old	393	37.7%	385	38.4%	394	39.8%	464	45.9%	443	46.5%
20 to 24 years old	100	28.0%	127	25.2%	133	32.3%	190	23.2%	149	24.2%
25 to 39 years old	76	32.9%	96	33.3%	96	37.5%	125	24.0%	131	19.8%
40+ years old	32	18.8%	27	18.5%	36	13.9%	39	35.9%	44	20.5%
African American	18	33.3%	21	33.3%	21	42.9%	24	58.3%	22	31.8%
American Indian/Alaska Native	Suppressed	40.0%	Suppressed	50.0%	Suppressed	0.0%	11	0.0%	Suppressed	14.3%
Asian	19	26.3%	19	63.2%	25	44.0%	20	45.0%	29	34.5%
Filipino	15	40.0%	Suppressed	33.3%	12	41.7%	10	30.0%	15	53.3%
Hispanic	361	31.9%	389	32.6%	415	35.4%	498	31.5%	471	36.7%
Pacific Islander	Suppressed	100.0%	Suppressed	25.0%	Suppressed	0.0%	Suppressed	71.4%	Suppressed	0.0%
White	158	41.8%	172	36.0%	150	37.3%	193	46.6%	195	36.4%

Using the identified cohort, this table presents the percentage of students that enrolled in remedial English and subsequently completed a college-level English course in a later term.

## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Remedial Math	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	650	30.5%	626	28.6%	741	29.4%	817	31.8%	765	30.3%
Female	372	33.6%	363	31.4%	464	32.5%	500	33.6%	429	34.7%
Male	276	26.1%	260	25.0%	277	24.2%	296	28.7%	329	24.9%
< 20 years old	354	30.5%	325	32.0%	368	26.4%	411	37.5%	379	34.3%
20 to 24 years old	136	32.4%	139	24.5%	163	33.7%	174	25.3%	180	21.1%
25 to 39 years old	110	33.6%	107	29.0%	160	35.0%	145	27.6%	145	28.3%
40+ years old	50	18.0%	55	18.2%	50	20.0%	86	25.6%	60	36.7%
African American	20	30.0%	23	34.8%	16	18.8%	26	26.9%	19	15.8%
American Indian/Alaska Native	Suppressed	14.3%	Suppressed	100.0%	Suppressed	0.0%	14	7.1%	Suppressed	0.0%
Asian	27	44.4%	Suppressed	33.3%	24	41.7%	14	35.7%	25	56.0%
Filipino	13	39.5%	12	41.7%	Suppressed	33.3%	12	33.3%	11	45.5%
Hispanic	340	27.1%	353	26.1%	412	27.7%	438	29.2%	442	28.3%
Pacific Islander	Suppressed	33.3%	Suppressed	0.0%	Suppressed	50.0%	Suppressed	66.7%	Suppressed	80.0%
White	213	35.2%	206	31.1%	231	30.7%	249	36.9%	225	31.6%

Using the identified cohort, this table presents the percentage of students that enrolled in remedial Math and subsequently completed a college-level Math course in a later term.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Remedial ESL	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	75	8.0%	132	3.8%	130	7.7%	134	6.7%	85	4.7%
Female	54	11.1%	88	3.4%	85	10.6%	95	8.4%	52	5.8%
Male	21	0.0%	43	4.7%	44	2.3%	38	2.6%	31	3.2%
< 20 years old	13	0.0%	Suppressed	25.0%	Suppressed	12.5%	Suppressed	25.0%	Suppressed	12.5%
20 to 24 years old	16	12.5%	25	8.0%	26	15.4%	26	15.4%	16	6.3%
25 to 39 years old	37	10.8%	72	1.4%	74	1.4%	78	5.1%	44	2.3%
40+ years old	Suppressed	0.0%	27	0.0%	22	18.2%	25	0.0%	17	5.9%
African American	Suppressed	0.0%	N/A	N/A	Suppressed	100.0%	N/A	N/A	N/A	N/A
American Indian/Alaska Native	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asian	Suppressed	16.7%	Suppressed	0.0%	Suppressed	16.7%	13	0.0%	10	20.0%
Filipino	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	67	7.5%	119	4.2%	117	6.8%	117	7.7%	71	2.8%
Pacific Islander	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	Suppressed	0.0%	Suppressed	0.0%	Suppressed	0.0%	Suppressed	0.0%	Suppressed	0.0%

Using the identified cohort, this table presents the percentage of students that enrolled in remedial ESL and subsequently completed a college-level ESL course in a later term.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Career Technical Education	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate	Cohort Size	Cohort Rate
All	807	37.9%	685	40.4%	712	41.0%	895	44.5%	825	41.9%
Female	303	51.2%	284	52.1%	272	50.7%	299	54.2%	234	57.7%
Male	502	29.7%	398	32.4%	440	35.0%	577	39.9%	574	36.1%
< 20 years old	164	65.9%	152	73.7%	139	66.2%	178	74.7%	164	71.3%
20 to 24 years old	159	47.8%	176	40.3%	201	40.8%	246	41.5%	180	49.4%
25 to 39 years old	318	27.0%	273	26.4%	285	31.6%	352	34.9%	363	30.9%
40+ years old	166	21.7%	84	26.2%	87	32.2%	117	33.3%	117	23.1%
African American	19	47.4%	20	45.0%	19	31.6%	27	33.3%	26	46.2%
American Indian/Alaska Native	Suppressed	0.0%	Suppressed	20.0%	Suppressed	0.0%	11	54.5%	Suppressed	33.3%
Asian	39	33.3%	31	32.3%	44	40.9%	33	45.5%	28	42.9%
Filipino	26	26.9%	18	38.9%	24	45.8%	13	38.5%	17	29.4%
Hispanic	284	37.0%	241	42.3%	237	46.4%	348	51.1%	300	52.0%
Pacific Islander	Suppressed	0.0%	Suppressed	0.0%	Suppressed	42.9%	Suppressed	25.0%	N/A	N/A
White	379	41.4%	334	40.4%	333	37.8%	393	41.2%	378	37.8%

Using the identified cohort, this table presents the percentage of students who completed more than eight units in CTE courses in a single discipline that subsequently earned a credential or were transfer-ready within six years.



## 2016 Gavilan College Student Success Scorecard

Date: 11/2/2016

Gavilan College was established in 1919 in the city of Hollister, and eventually became part of the Gavilan Joint Community College District. The district is comprised of 2,700 square miles encompassing southern Santa Clara and most of San Benito County. Gavilan College offers a wide range of services, including programs of community education, study in the liberal arts and sciences, and study in the pre-professional, business, vocational and technical fields. Courses and programs of study are offered days, evenings, weekends and online.

Student Information	2014-2015
<b>Students</b>	9,670.0
Female	49.0%
Male	50.0%
Unknown Gender	1.0%
< 20 years old	23.7%
20 to 24 years old	28.1%
25 to 39 years old	30.2%
40+ years old	18.0%
Unknown Age	0.0%
African-American	2.4%
American Indian/Alaska Native	0.5%
Asian	4.1%
Filipino	1.8%
Hispanic	55.3%
Pacific Islander	0.4%
White	30.6%
Two or More Races	1.6%
Unknown Ethnicity	3.3%
<b>Other Information</b>	
Full-Time Equivalent Students	5,264.2
Credit Sections	1,625.0
Non-Credit Sections	138.0
Median Credit Section Size	19.0
Percent of Full-Time Faculty	43.5%
Percent of First Generation Students	46.0% * Insufficient Data
Student Counseling Ratio	677:1



## **ACTION ITEMS**

**NEW BUSINESS**



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

November 8, 2016

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

Instruction Office

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

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

**Background:**

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


**Budgetary Implications:**

None.

**Follow Up/Outcome:**

Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Kathleen Rose, Superintendent/President

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

Agenda Approval:  10/28/16  
Dr. Kathleen A. Rose, Superintendent/President

**GAVILAN BOARD OF TRUSTEES MEETING  
NOVEMBER 8, 2016  
CURRICULUM SUMMARY**

**NEW COURSE PROPOSAL – SECOND READING**

**CSIS 575      Assistive Computer Technology for Reading and Writing      1 Unit, 1 Lec, 0 Lab**  
This course provides instruction in effective use of assistive computer technology for reading and writing assistance. Students with disabilities will learn how to use text-to-speech and word prediction programs for improved reading, writing and study skills. Special emphasis will be placed on reading comprehension, vocabulary development, prewriting and editing for correct usage and research facilitation.

**JFT 8A      Firefighter I Academy Skills Review and Certification      1.5 Units, 0 Lec, 4 Lab**  
This course reinforces, combines, and integrates the skills learned in the basic fire academy in accordance with the State Fire Marshal Firefighter 1 curriculum. Students are provided the opportunity to take the National Capstone tests for International Fire Service Accreditation Congress (IFSAAC) and National Board on Fire Services Professional Qualifications (Pro Board) certifications. Successful completion of this course provides the student with the opportunity to apply for employment as a firefighter in the state of California and outside of California with those states that offer reciprocity.

**JFT 227      Chief Fire Officer 3A Human Resource Management for Chief Fire  
1 Units, 0.67 Lec, 0.67 Lab**  
This course provides students with a basic knowledge of the human resources requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program.

**JFT 228      Chief Fire Officer 3B Budget and Fiscal Responsibilities  
0.5 Units, 0.441 Lec, 0.58 Lab**  
This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding.

**JFT 229      Chief Fire Officer 3C General Administration Functions  
1 Units, 0.67 Lec, 0.67 Lab**  
This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ.

**JFT 230      Chief Fire Officer 3D Emergency Service Delivery Responsibilities  
1 Unit, 0.57 Lec, 0.8 Lab**  
This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident



**JLE 105 Correctional Officer Basic Academy**

**8 – 15.5 units, 5.5 – 11.11 Lec, 7.75 – 13.33 Lab**

Update student learning outcomes, course description.

Change units:

From: 10.5 -14.5 units, 8.57 – 10.27 Lec, 7.41 – 14.85 Lab

To: 8 – 15.5 units, 5.5 – 11.11 Lec, 7.75 – 13.33 Lab

Justification: This course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry level training of Correctional Officers for adult institutions.

**JLE 121 Advanced Officer Training**

**.5 – 1 Unit, .35 - .5 Lec, .57 – 2.6 Lab**

Change Units and hours:

From 2 Units, 1 Lec, 3.57 Lab

To: .5 – 1 Unit, .35 - .5 Lec, .57 – 2.6 Lab

Add repetition. The state requires annual ongoing training for law enforcement.

**JLE 166 Crime Scene and Forensic Photography**

**.5 Units, .45 Lec, .91 Lab**

Update prerequisite and student learning outcomes.

Justification: This course provides POST required training for crime scene and forensic photography.

**JLE 180 Law Enforcement Seminar**

**.5 – 2 Units, .57-1.02 Lec, .34-3.54 Lab**

Add repeatability as “Legally mandated training”

The state requires annual ongoing training for law enforcement.

Update methods of Instruction, student learning outcomes and methods of evaluation.

**KIN 8 Introduction to Sports Psychology**

**3 Units, 3 Lec, 0 Lab**

The Department of Kinesiology and Athletics would like to modify this course to allow it to be taught online. The department would like the option of teaching this class face to face or online. This would be the second online class (both lecture) for the department. It is our hope that the flexibility in the teaching/learning format will allow the course to be taught during intersession and/or at other times which allow the student/instructor the flexibility of not having to travel to campus. The Distance Education and Distance Education Contact information has been completed. And since we are reviewing the course, we updated the textbook information to a new edition and completed information on SLO assessment dates.

**KIN 15 Sports and Society**

**3 Units, 3 Lec, 0 Lab**

Adding the option to teach this class in an online format by completing the Distance Education and Distance Education Contact information. We also updated the textbook to a newer edition and indicated the SLO assessment year.

**WTRM 101 Introduction to Water, Wastewater Technology**

**3 Units, 3 Lec, 0 Lab**

This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 102 Beginning Water, Wastewater, Distribution Math**

**3 Units, 3 Lec, 0 Lab**

This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 103 Introduction to Electrical and Instrumentation Processes**

**3 Units, 3 Lec, 0 Lab**

This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 104 Motors and Pumps, Operation and Maintenance 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 105 Water Distribution 1 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 106 Beginning Water Treatment Plant Operation 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 107 Beginning Wastewater Treatment Operations 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 108 Water Distribution 2 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 109 Advanced Water Treatment Plant Operation 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 111 Advanced Wastewater Treatment Plant Operation 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 112 Applied Hydraulics 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 113 Beginning Wastewater Collection 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

**WTRM 114 Laboratory Analysis for Water, Wastewater 3 Units, 3 Lec, 0 Lab**  
This course is on the 5yr update cycle. Updated to current textbook edition, updated SLO assessment dates.

**WTRM 115 Supervision 3 Units, 3 Lec, 0 Lab**  
This course is on the five year review cycle. The content was reviewed, textbook updated to the most current edition, and SLO's were reviewed with information about assessment dates included.

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

November 8, 2016

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 September 30, 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 September 30, 2016.

**Background:**

The Quarterly Financial Status Report, CCFS 311Q for the quarter ending September 30, 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: Kathleen A. Robse  
Dr. Kathleen A. Robse, 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: (Q1) Sep 30, 2016

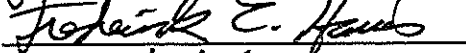
District: (440) GAVILAN

Your Quarterly Data is Certified for this quarter.

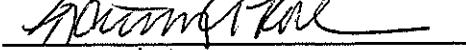
**Chief Business Officer**

**CBO Name:** Frederick E. Harris

**CBO Phone:** 408-848-4715

**CBO Signature:**   
**Date Signed:** 11/1/16

**Chief Executive Officer Name:** Dr. Kathleen A. Rose

**CEO Signature:**   
**Date Signed:** 11/1/14

**Electronic Cert Date:** 11/01/2016

**District Contact Person**

**Name:** Wade W. Ellis, CPA

**Title:** Director, Business Services

**Telephone:** 408-848-4739

**Fax:** 408-848-4789

**E-Mail:** wellis@gavilan.edu

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

Send questions to:  
Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto: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: (Q1) Sep 30, 2016

		As of June 30 for the fiscal year specified			
Line	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	28,756,014	30,175,048	29,345,423	33,717,201
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>28,756,014</b>	<b>30,175,048</b>	<b>29,345,423</b>	<b>33,717,201</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,240,214	28,234,919	28,085,511	32,681,481
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,747,859	1,812,274	2,043,948	1,630,981
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>28,988,073</b>	<b>30,047,193</b>	<b>30,129,459</b>	<b>34,312,462</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-232,059	127,855	-784,036	-595,261
D.	<b>Fund Balance, Beginning</b>	<b>2,937,919</b>	<b>2,705,860</b>	<b>3,915,619</b>	<b>3,953,884</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>2,937,919</b>	<b>2,705,860</b>	<b>3,915,619</b>	<b>3,953,884</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>2,705,860</b>	<b>2,833,715</b>	<b>3,131,583</b>	<b>3,358,623</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	9.3%	9.4%	10.4%	9.8%
<b>II. Annualized Attendance FTES:</b>					
G.1	Annualized FTES (excluding apprentice and non-resident)	5,224	5,321	5,179	5,256

As of the specified quarter ended for each fiscal year  
2013-14      2014-15      2015-16      2016-2017

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



H.1	Cash, excluding borrowed funds		881,472	1,826,926	3,818,070
H.2	Cash, borrowed funds only		2,000,000	0	0
H.3	Total Cash (H.1+ H.2)	4,269,451	2,881,472	1,826,926	3,818,070

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)
<b>Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	33,717,201	33,717,201	6,005,937	17.8%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>33,717,201</b>	<b>33,717,201</b>	<b>6,005,937</b>	<b>17.8%</b>
<b>Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	32,681,481	32,681,481	6,811,573	20.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,630,981	1,630,981	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>34,312,462</b>	<b>34,312,462</b>	<b>6,811,573</b>	<b>19.9%</b>
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-595,261	-595,261	-805,636	
L.	Adjusted Fund Balance, Beginning	3,953,884	3,953,884	3,953,884	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>3,358,623</b>	<b>3,358,623</b>	<b>3,148,248</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	9.8%	9.8%		

V. Has the district settled any employee contracts during this quarter? **NO**

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	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1:								
Year 2:								

b. BENEFITS:	Year 3:								
	Year 1:								
	Year 2:								
	Year 3:								

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

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

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? **NO**

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

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

November 8, 2016

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:** Budget Planning Calendar

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve the FY 2017/18 Budget Planning Calendar as part of the development of the District's budget for FY 2017/18.

**Background:**

As part of the budget process, attached is the proposed FY 2017/18 Budget Planning Calendar which establishes a timeline to develop, review, and approve the District's budget for FY 2016/17. The College Budget Committee and President's Council have reviewed and approved the proposed calendar.

**Budgetary Implications:**

None.

**Follow Up/Outcome:**

Follow Budget Planning Calendar timeline.

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

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

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

**Gavilan Joint Community College District  
Budget Planning Calendar for FY 2017 - 18**

**DRAFT**

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
<b>November 2016</b>		
November 1	Input of program plans and budget requests completed.	Staff
November 8	Approval of budget calendar for 2017-18	Board of Trustees
<b>December 2016</b>		
December 13	Approval of financial audit for 2015-16	Board of Trustees
December 15	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 22	Complete 90% of adjunct salary assignments	Deans
<b>January 2017</b>		
January 9	Governor's Budget Proposal for 2017-18 is released	Governor
January 9	Cabinet complete review/ranking of program plans	Cabinet
January 10	Completion of Board of Trustee goals	President / Board of Trustees
January 16	Distribute FY 2016-17 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director, Human Resources
January 18	State budget workshop-Sacramento	Cabinet and Director, Business Services
January 23	Distribute FY 2016-17 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director, Business Services
January 31	Program plan and budgets requests loaded into database	Webmaster
<b>February 2017</b>		
February 9	Mid-year review of budget to actual expenditures, all funds for FY 2016-17	Vice President of Administrative Services and Director, Business Services
February 13	Development of Strategic Plan (Budget Guidelines)	President

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
February 14	Begin prioritization process of program plans with budget requests	College Budget Committee
February 16	Reconciliation of position control file, (Group 1 and 2), all positions, all departments, all funds due to Director of Human Resources	Cabinet
February 20	Budget line item detail for other expenditures (4/5/6's) for all departments/all funds to the VP of Administrative Services	Cabinet

March 2017
------------

March 7	FY 2017-18 position control file, (Group 1 and 2) projections (Version #1) due to Director, Business Services	Director, Human Resources
March 8	Approval of FY 2017-18 Budget Guidelines (Strategic Plan)	President's Council
March 14	Submit prioritized program plans with budget requests to President's Council	College Budget Committee
March 18	Revenue and expenditures calculations; general fund only (Exhibit 2, Version #1) due to Cabinet	Director, Business Services and Director, Human Resources
March 20	Final deadline for changes to the Tentative Budget document due to VP of Administrative Services	Cabinet
March 22	Program plans with budget requests recommendation to President	President's Council
March 31	Review revenue and expenditure calculations with Board and College Budget Committees	Director, Business Services

April 2017
------------

April	Cost out summer/fall class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans
April 7	FY 2017-18 Strategic Plan to Board of Trustees	President
April 17	Revenue and expenditures calculation; all funds (Exhibit 2, Version #2) due to Cabinet	Director, Business Services and Director, Human Resources
April 19	Final status of prior year Budget Guidelines to VP of Administrative Services	President
April 24	Board and College Budget Committee review of Tentative Budget document	Director, Human Resources
April 28	Final revenue and expenditures calculation; all funds (Exhibit 2, Version #3) due to VP Admin. Services	Director, Business Services and Director, Human Resources

<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
May 2017		
May 15	Governor's May revise with district review	Cabinet
May 26	Complete Tentative Budget to printer	Vice President of Administrative Services
May 29	Re-review of prioritized program plans with budget requests in light of May revise revenue assumptions and expenditures	College Budget Committee
June 2017		
June 13	Tentative Budget adopted by Board of Trustees	Board of Trustees
June 30	Preliminary financial and compliance audit	Vice President of Administrative Services, Director, Business Services, various program managers, VPs, and Deans
July 2017		
July 10	Re-review of prioritized program plans with budget requests in light of actual Budget Act revenue assumptions and expenditures	College Budget Committee
July 19	Final deadline for the addition of new positions (Group 1 and 2) to the Final Budget. Freeze position file for Final Budget document due to VP of Administrative Services	Cabinet
July 27	Changes in budget line item detail for other expenditures (4/5/6's) department budgets, all funds due to VP of Administrative Services	Cabinet
August 2017		
August 1	State budget workshop	Cabinet and Director, Business Services
August 14	Revise Tentative Budget for Final Budget	Director, Business Services
August 10	Board Budget Committees review of Final Budget (College Committee does not meet in the summer)	Director, Business Services
August 15	Categorical year-end close, FY 2016-17	Director, Business Services

August 28	Complete Final Budget to printer	Vice President of Administrative Services
<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
August 31	All funds year-end close, FY 2016-17	Director, Business Services

September 2017
----------------

September 12	Review Final Budget with College Budget Committee	Director, Business Services
September 18	Database available for input of FY 2017-18 program plans with or without budget requests.	Staff
September 22	Final financial and compliance audit	Vice President of Administrative Services, Director Business Services, various program managers, VPs, and Deans

October 2017
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October 31	Draft Audited 2016-17 Financial Statements Review	Vice President of Administrative Services, Director Business Services
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November 2017
---------------

November 6	Input of program plans and budget requests completed.	Staff
November 14	Board and College Budget Committees development of FY 2017-18 budget calendar	Director, Business Services
November 27	Cost out intersession/spring class schedule	Vice President of Instructional Services, Vice President of Student Services, and Deans

December 2017
---------------

December 4	Complete review/rank of program plans with budget requests	Managers, Supervisors, and Deans
December 12	Approval of financial audit for 2016-17	Board of Trustees
December 16	Complete 90% of adjunct salary assignments	Deans

January 2018
--------------

January 5	Cabinet complete review/ranking of program plans with budget requests.	Cabinet
January 9	Approval of budget calendar	Board of Trustees
January 15	Completion of Board of Trustees goals	President / Board of Trustees

January 18	State budget workshop, Sacramento	Cabinet
January 22	Distribute FY 2018-19 position control file (Group 1 and 2), all positions, all departments, all funds for permanent and non-permanent staff to Cabinet for review.	Director Human Resources
<u>Deadline Date</u>	<u>Event</u>	<u>Responsible Party</u>
January 31	Distribute FY 2018-19 budget line item detail for other expenditures (4/5/6's) for all departments/all funds to Cabinet for review	Vice President of Administrative Services and Director, Business Services



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

November 8, 2016

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:** Ratification of CSEA Tentative 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 Classified School Employees Association (CSEA).

**Background:**

The District and CSEA Negotiating Teams have concluded negotiations for FY 2016-17. CSEA members voted to accept the Tentative Agreement (attached) on October 24, 2016.

The following compensation items are included in the Agreement:

- Employee Contribution toward Health Benefits
- Base Salary Increase of 3%

**Budgetary Implications:**

Estimated cost of \$119,910 will be included in 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 COMMUNITY COLLEGE DISTRICT AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #270**

**Tentative Agreement 2016-2017  
October 10, 2016**

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

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

The first paragraph of Section 23.2 will state, "For 2017-18 negotiations, the openers shall be two articles of each party's choosing in addition to Article 8 Compensation and Benefits and Article 12 Transfers and Reassignments"

2. Both parties agree to changes in Article 8 "Compensation and Benefits" Effective January 1, 2017, the maximum annual contribution by the District towards health benefit (medical, dental, vision, life insurance) costs for each classified employee will be set at the following limits:

- a. Employee Only \$11,500
- b. Employee + One Dependent \$22,000
- c. Employee + Two or More Dependents \$28,500

Each classified employee will have the opportunity to meet with a benefits representative to discuss their medical plan options. If an existing member is unable to switch from the highest cost plan to a lower cost plan due to an extenuating circumstance, the District will continue covering the member's medical premium until December 31, 2017. If a classified employee is required to contribute to their current health plan based on the limits set, the District will cover the premium cost until June 30, 2017.

Effective January 1, 2017 classified employees will receive a three percent (3%) ongoing salary increase which modifies the existing salary schedule.

3. Both parties agree to Article 10 Hours, to add a pilot program for the 2017 summer schedule to allow some employees the option to work a 4-10 schedule. The participating departments and employees will be determined by the District in consultation with CSEA.
4. Both parties agree to Article 12 Transfers and Reassignments, 12.1 "Definitions" to revise the language:

- 12.1.1 A voluntary transfer is a permanent change in the location of a Unit Member's work and includes a change from one (1) work station to another.
- 12.1.2 A reassignment is a permanent change from one (1) classification to another classification. A lateral reassignment is a permanent change from one (1) classification to another classification having the same salary range. A promotion is a permanent change from one (1) classification to another classification having a higher salary range.
5. These changes will be effective upon ratification by CSEA Chapter 270 and the Governing Board of Trustees of Gavilan College.
6. This Tentative Agreement concludes negotiations for the 2016-2017 year.

For CSEA:

Deise Amuzo

Diana R Seelie

\_\_\_\_\_  
\_\_\_\_\_

For District:

[Signature] 10/10/16

[Signature] 10/10/16

Madell D. [Signature] 10/10/16

[Signature]

12.1.1 A voluntary transfer is a permanent change in the location of a Unit Member's work and includes a change from one (1) work station to another.

12.1.2 A reassignment is a permanent change from one (1) classification to another classification. A lateral reassignment is a permanent change from one (1) classification to another classification having the same salary range. A promotion is a permanent change from one (1) classification to another classification having a higher salary range.

5. These changes will be effective upon ratification by CSEA Chapter 270 and the Governing Board of Trustees of Gavilan College.

6. This Tentative Agreement concludes negotiations for the 2016-2017 year.

For CSEA:

Debbie Amey  
Diana R Seelie  
Connie Campos

For District:

[Signature] 10/10/14  
[Signature] 10/10/16

# Gavilan Joint Community College District Governing Board Agenda

November 8, 2016

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:** Consider and Accept Bids for the Student Center Seismic Upgrade Project.

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees considers and accepts the bid from the winning contractor for the Student Center Seismic Upgrade Project.

**Background**

The bid for this project closed on October 18, 2016. A total of three (3) contractors participated in the bidding process. The apparent lowest responsible and responsive bidder has been identified as Calstate Construction, Inc. in the amount of \$885,777.

Attached is a letter providing a bid analysis from Gilbane, the construction managers, dated October 28, 2016. The letter includes a bid tabulation form.

**Budgetary Implications:**

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

**Follow Up/Outcome:**

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

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

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

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



PRELIMINARY RESULTS:

Bid Recording Sheet		Project: Gavilan Community College			10/18/2016
ITEM: Gavilan Community College Student Center Seismic Upgrade					
Bid Amount	Calstate Construction	Southwest Construction	Seward L Schreder Construction		
Bid Proposal	X	X	X		
Bid Security	X	X	X		
Subcontractors List	X	X	X		
Statement of Qualifications	X	X	X		
Non Collusion Affidavit	X	X	X		
DIR Registration	X	X	X		
Contractor License	X	X	X		
Addendum Acknowledgement	X	X	X		
<b>Bid Total</b>	<b>\$885,777.00</b>	<b>\$1,217,600.00</b>	<b>\$1,280,000.00</b>		

Notes:



October 28, 2016

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

**Re: Bid Analysis  
Student Center Seismic Upgrade Project  
Gavilan Joint Community College District**

Dear Frederick:

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

Gilbane reviewed the apparent low bidder's, 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 \$885,777 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	\$750,000
B. Low Responsive Bid	\$885,777
C. Average Bid	\$1,127,792
D. High Bid	\$1,280,000
E. Number of Contractors Contacted	8
F. Number of Plan Holders	5
G. Number of Potential Bidders	5
H. Number of Bidders	3

**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). Cal State Construction, Inc. has performed worked 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 the schedule and project budget with success and a positive outcome to the project.

**4. Bid Form Review**

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

**5. Reference Check**

A. 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 CDC Interior Renovations 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.<br>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<br>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: Steve Sowa, IBI Group  
Casey Michaelis, Gilbane Building Company

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

November 8, 2016

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:** 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 Student Center Seismic Upgrade Project.

**Background:**

The District anticipates construction of works of improvement on the Student Center and Administrative Offices. 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 Student Center Seismic Upgrade 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 \$10,000.

**Budgetary Implications:**

Efficient use of state Scheduled Maintenance and local Lease Revenue Bond funds.

**Follow Up/Outcome:**

Process agreement after Board approval.

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

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

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

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

November 8, 2016

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 Keith Brown Inspections.

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve this project inspector service agreement with Keith Brown Inspections for the Gavilan College Student Center Seismic Upgrade Project.

**Background:**

The District anticipates construction of works of improvement on the Student Center and Administrative Offices. 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 Keith Brown Inspections 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 Student Center Seismic Upgrade Project. Service fees for time and materials for inspection services not to exceed \$45,000.

**Budgetary Implications:**

The efficient use of state Scheduled Maintenance and local Lease Revenue Bond funds.

**Follow Up/Outcome:**

Process agreement after Board approval.

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

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

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

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

November 8, 2016

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:** Approval of two agreements with Enviro Science, Inc. for Hazmat Services for the Gavilan College Student Center Seismic Upgrade Project

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board of Trustees approve two service agreements with Enviro Science, Inc. for a hazardous materials testing & sampling survey, report of findings, and abatement plan of any possible hazardous materials found as part of the Gavilan College Student Center Seismic Upgrade Project.

**Background:**

In order to comply with Title 8 of the California Code of Regulations Section 1529, a hazmat survey must be performed, any findings shall be reported, and any hazardous materials found will need to be abated. This work will help to satisfy requirements contained in Title 8 of the California Code of Regulations. District wishes to contract with Enviro Science, Inc. for the following services required on this project for a combined amount not to exceed \$28,190:

- Pre Survey Services
- Site Inspection & Haz-Mat Survey Services
- Expanded Analytical Services at an independent lab
- Report Writing Services of findings
- Preparation of detailed Abatement Specifications

**Budgetary Implications:**

Effective use of state Scheduled Maintenance and local Lease Revenue Bond funds.

**Follow Up/Outcome:**

Process agreements 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**

November 8, 2016

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

Administrative Services

**SUBJECT:** Project Inspector Service Agreement with Consolidated Engineering Laboratories.

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve this project inspector service agreement with Consolidated Engineering Laboratories for the Gavilan College Student Center Seismic Upgrade Project.

**Background:**

The District anticipates construction of works of improvement on the Student Center and Administrative Offices. The District is required by applicable law to retain the services of a Division of State Architect (DSA) certified Project Inspector for special inspections. District wishes to contract with Consolidated Engineering Laboratories for IOR 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 Student Center Seismic Upgrade Project. Service fees for time and materials for inspection services not to exceed \$15,000.

**Budgetary Implications:**

The efficient use of state Scheduled Maintenance and local Lease Revenue Bond funds.

**Follow Up/Outcome:**

Process agreement after Board approval.

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

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

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

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

November 8, 2016

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:** Telephone System Planning Agreement with Angus-Hamer, Inc. at the Gavilan College Coyote Valley Educational Center

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees approve an agreement with Angus-Hamer, Inc. for initiating, planning, executing, monitoring and closing a new Telephone System at the Gavilan College Coyote Valley Educational Center.

**Background:**

The District is in the final stages of construction of the new Gavilan College Educational Center. A professional services agreement with Angus-Hamer, Inc. for an amount not to exceed \$15,000 is requested for approval to provide the following services for a new phone system at the site:

- Coordination with local exchange carrier to order inbound/outbound telecommunications circuits required for the selected phone system
- Project Planning
- System Design
- Project Execution
- Project Monitoring
- Develop a training plan for the new phone system (Train-the-Trainer approach)
- Project Closeout

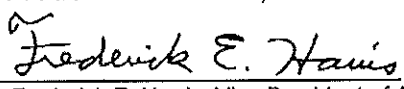
**Budgetary Implications:**

The cost of this contract will be reimbursed to the District by the South Bay Regional Public Safety Training Consortium.

**Follow Up/Outcome:**

Process agreement after Board approval.

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

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

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

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

November 8, 2016

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:** Coyote Valley Educational Center Increment #2, Change Order #3

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the third Change Order request for the Coyote Valley Educational Center Increment #2. Change Order #3 in an amount of \$140,369.65. The Original Agreement to Meehleis Modular Buildings, Inc. was \$6,481,454. The combined cost of Change Orders #1, #2 & #3 is \$312,014.65 or 4.8% of the original construction contract price, and leaves a \$336,130.35 balance in the construction contingency, and results in a total construction cost of \$6,793,468.65.

**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 Project  
Meehleis Modular Building, Inc., CO #3 for \$140,369.65. A detailed Change Order #3 table is attached for this project.

**Budgetary Implications:**

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

**Follow Up/Outcome:**

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

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

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

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

**Change Order for Project**

**CHANGE ORDER #03 - Meehleis Modular Buildings, Inc.**

PCO #	Description	Amount	Additional Days (Calendar)
12	Install and connect 1 junction box for 120V Circuit	\$ 447.53	0
13	Remove/replace markerboard and remove/patchback vinyl tackboard wall finish and gypsum board at Rooms B113, A127	\$ 3,872.69	
14	Add 170' of 3/4 Conduit from Annunciator to FACP in Building "A".	\$ 1,887.69	0
15	Provide and install Bird Prevention at Walkway and Shelter Canopies	\$ 16,914.98	0
16.1	Add in-wall wood blocking per detail RF110/SK1A	\$ 1,737.20	0
17	Provide and install feeder wire to Buildings A,B,C,D & E	\$ 115,509.56	
<b>TOTAL</b>		<b>\$ 140,369.65</b>	<b>0</b>

Contract Amount	\$ 6,481,454.00
Net Change By Previously Authorized Change Orders	\$ 171,645.00
Revised Contract Amount Prior to this Change Order	\$ 6,653,099.00
Change Order #03	\$ 140,369.65
<b>New Contract Amount Including this Change Order</b>	<b>\$ 6,793,468.65</b>

Available Construction Contingency	\$ 648,145.00
Change Order #01, #02 & #3	\$ 312,014.65
Remaining Construction Contingency	\$ 336,130.35

Contract Start Date	August 17, 2015
Contract Substantial Completion Date	October 28, 2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	October 28, 2016
<b>New Contract Substantial Completion Date (Including this Change Order)</b>	<b>October 28, 2016</b>



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

November 8, 2016

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

Administrative Services

**SUBJECT:** Gym Fire Alarm Replacement, Change Order #1

- Resolution: BE IT RESOLVED,  
 Information Only  
 Action Item

**Proposal:**

That the Board of Trustees authorizes the first project Change Order request for the Gym Fire Alarm Replacement. Change Order #1 is \$19,625. Original Agreement to Cupertino Electric, Inc. was \$216,142. Total construction cost including change order #1 is \$235,767.

**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:

Gym Fire Alarm Replacement

Cupertino Electric, Inc. CO #1 for \$19,625. A detailed Change Order #1 table is attached for this project.

**Budgetary Implications:**

The efficient use of state Scheduled Maintenance funds.

**Follow Up/Outcome:**

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

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

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

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

## Change Order for Gym Fire Alarm

### CHANGE ORDER #01 - Contractor

RCCO #	Description	Amount	Additional Days (Calendar)
001	Provide and install one (1) smoke detector	\$ 796.00	0
002	Remove existing fire alarm wire from Math Bldg. to Christy Box, clean out debris and replalce with new fire alarm wire where necessary to Math bldg. to Christy Box	\$ 4,000.00	0
003	Additional Labor time to trouble shoot and pull wire for underground work	\$ 1,610.00	0
003	Provide and install 1 added smoke detector in Lecture Room	\$ 521.00	0
003	Add ad install eleven (11) protective cages and covers in the gymnasium areas. Install six (6) stoppers boxes over the pull stations.	\$ 1,137.00	0
003	Provide and add two (2) Beam detectors in the large gym including added raceway. Install new power supply, programin, pre-test and final test.	\$ 11,561.00	0
<b>TOTAL</b>		<b>\$ 19,625.00</b>	<b>0</b>

Contract Amount	\$ 216,142.00
Net Change By Previously Authorized Change Orders	\$ -
Revised Contract Amount Prior to this Change Order	\$ 216,142.00
Change Order #01	\$ 19,625.00
<b>New Contract Amount Including this Change Order</b>	<b>\$ 235,767.00</b>
Available Construction Contingency	\$ 21,614.00
Change Order #01	\$ 19,625.00
Remaining Construction Contingency	\$ 1,989.00

Contract Start Date	7/25/2016
Contract Substantial Completion Date	9/16/2016
New Contract Substantial Completion Date (By Previously Authorized Change Orders)	9/16/2016
<b>New Contract Substantial Completion Date (Including this Change Order)</b>	<b>9/16/2016</b>