



EXHIBITS

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, July 10, 2007
CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

Gavilan College, 5055 Santa Teresa Boulevard
Student Center, Gilroy, CA

MINUTES

I. CALL TO ORDER

The meeting was called to order by Mark Dover at 6:01 p.m.

1. Roll Call

Trustees: Mark Dover, Laura Perry, Elvira Robinson, Leonard Washington, Kent Child, Tom Breen

2. Recess to closed session

The Board recessed to closed session at 6:01 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

The meeting was called to order by Mark Dover at 7:00 p.m.

2. Roll Call

Mark Dover, Laura Perry, Elvira Robinson, Leonard Washington, Kent Child, Tom Breen, Mark Dover

Dr. Steven M. Kinsella, President

Rosie Armstrong, Professional Support Staff

Joe Keeler, Vice President of Administrative Services

Erin Crook, Academic Senate

John Pruitt, Vice President of Student Services

Suzanne Bulle, Recording Secretary

Others in Attendance: Susan Alonzo, Johanna Stewart, Matt Escover, Fran Lopez, Sherrean Carr
Jan Chargin

3. Pledge of Allegiance

Trustee Perry led the pledge of allegiance.

4. Report of any action taken in closed session

No action taken in closed session

5. Consent Agenda

MSC (Child/Perry) to approve the consent agenda.

6. Approval of Agenda

MSC (Perry/Breen) to approve the agenda.

7. Comments from the Public - This is a time for the public to address the Board

None

8. Officers' Reports

(a) Vice Presidents

John Pruitt acknowledged the work of the Catalog Committee and thanked Cindy Starr for her efforts in the publication of the catalog. Summer enrollment is up 10 headcount.

Joe Keeler parking lot project is on schedule.

(b) College President

Steve reported that the colleges' accreditation has been reaffirmed. A progress report will need to be done on recommendation #1. Three elements have been identified created in the recommendation dealing with program review, evaluation, and planning. One missing link was the IEC reports to unit plans for budget requests. Changes will be made to Administrative Procedures 4020; a budget request form will be created, as well as flow charts to assist everyone in understanding the process. A special meeting will need to be scheduled (President's Council, IEC, Accreditation Task Force) since most staff are not on campus. This will be presented as a first reading to the Board in September, for action in October. Commission representatives will follow up with a visit to the campus in October.

State budget is not complete, however, based on what we know right now the college will move all summer enrollment into the current fiscal year, approximately 250 FTES. This will be removed from the budget in 2007-08. One time funds are gone due to decline in state revenue.

(c) Academic Senate

Erin reported that the Senate is setting goals for next year, which include part time issues, communication with administration and GCFA, setting policy for academic integrity and plagiarism, evaluating the 16 week calendar, and student learning outcomes. Erin attended a Senate Leadership Conference with Debbie Klein, Senate Vice President. A training session will be coordinated to help faculty exercise more involvement in decision making.

(d) Professional Support Staff

Rosie reported that staff is participating in the Gilroy Garlic Festival to raise funds for scholarships.

(e) Student Representative

No report

(f) Board Member Comments

Trustee Breen requested that the computers, scheduled for surplus disposal, be donated to the Hollister Youth Alliance, of which he is a board member. The non profit organization provides services to children at low cost housing projects in Hollister. Gavilan was able to provide 6 computers. Trustee Breen thanked Joe Keeler for his assistance.

(g) Board President

No report

Board Committee Reports

No reports

10. Information/Staff Reports

(a) Report on Dissertation Research-Dr. Matt Escover, Adjunct Faculty Member

Dr. Escover acknowledged the level of cooperation from Gavilan College, staff, leadership, and the Board. The findings revealed healthy shared governance system at Gavilan College. A copy of the report was provided to the Board. Board members congratulated Dr. Escover on his work.

(b) Status of Measure E. Projects and Available Funding

Steve reported that this will be presented to the Citizens' Oversight Committee. The College will pursue additional funding for a student center bond. Joe reported that the first phase of the campus lighting should be completed by August 29, Sycamore Lane lighting is complete, second phase is scheduled for next summer, which will include the parking lot by the tennis courts including grading road that winds up to gym, phase three is exterior lighting around each building.

(c) Revised State Department of Education, Child Development Division, Summary of Findings, Contract Monitoring Review for Fiscal Year 2006-2007 on the two contracted programs – CCTR and CPRE

Sherrean reported that the state department visited the campus a couple of months ago and in a follow up visit noted the College is in compliance.

(d) Program Self-Evaluation Annual Reports for CCTR (Campus Program) and CPRE (State Preschool)

Provided as information

III. ACTION ITEMS

1. New Business

(a) Child Development Center Contract Number CCTR-7417 Program Type: General Child Care & Dev Programs, Project Number 43-6947-00-7, Resolution No. 882

MSC (Perry/Breen) to approve child development contract, Resolution No. 882, on a roll call vote (6 ayes, 0 nos, 1 absent).

(b) Child Development Center Contract Number CPRE-7376, Program Type: State Preschool, Project Number: 43-6947-007 and Resolution No. 883

MSC (Breen/Child) to approve child development contract, Resolution No. 883, on a roll call vote (6 ayes, 0 nos, 1 absent).

(c) Budget Adjustments

MSC (Perry/Child) to approve budget adjustments.

(d) Bid for Measure E Science Buildings Modernization Project

MSC (Robinson/Washington) to approve bid for Measure E science buildings modernization project.

(e) Bid for Measure E Occupational Education Building Modernization Project

MSC (Child/Washington) to approve bid for Measure E occupational education building modernization project.

(f) Bid for Measure E Relocation Services

MSC (Breen/Perry) to approve bid for Measure E relocation services.

(g) Contract to Provide Academic Furniture and Related Furnishings, Resolution No. 884
MSC (Robinson/Perry) to approve contract and Resolution No. 884 on a roll call vote (6 ayes, 0 nos, 1 absent).

(h) BFGC Architect Planners, Inc. (BFGC) Amendment to Master Planning Agreement and Amendment to Science Building Complex Project Assignment Amendments PAA
MSC (Breen/Perry) to approve amendments to master planning agreement and science building complex project assignment.

(i) Agreements for Division of State Architect (DSA) Inspection Services for the Measure E Science Buildings Modernization, and Phase I Site Improvement Projects

MSC (Perry/Washington) to approve agreements for Division of State Architect (DSA) inspection services for the Measure E science buildings modernization and phase I site improvement projects.

(j) Capital Project Change Order Request

MSC (Perry/Child) to approve capital project change order request.

(k) Notice of Completion for Infrastructure Project

MSC (Robinson/Child) to approve notice of completion for infrastructure project. Joe reported that there were no accidents reported on this project.

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is August 14, 2007, Gavilan College, Student Center, North/South Lounges.

2. The meeting was adjourned at 7:38 p.m.

*Roll Call Vote

MSC (Motion/Second/Carried)

President's Council
Tuesday, July 10, 2007
3:30- p.m., APE 120/121

MINUTES

Present: S.Kinsella, J.Pruitt, R.Armstrong, J.Keeler, E.Cervantes, A.Ratto, D.Seelie

President's Council Minutes 6/12/07

It was MSC (J.Keeler/D.Seelie) to approve the June 12, 2007 minutes.

Board Agenda

Steve reviewed the contents of the July 10 board agenda; it includes a report by Matt Escover on his dissertation project report which involved a study of the shared governance process at Gavilan.

Updates

- Steve reported that Gavilan's accreditation was reaffirmed. We are required to submit a progress report by October 15. We have begun the process. The biggest weakness is no clear link between the IEC review process and budget development. Joe is working on a form to be integrated for the linkage and we will evaluate if the resources reached the desired goal. We also need to clarify the links between the unit plans, the strategic plan, and the budget. The draft report will go through the shared governance process. The Board will review it in September and the final report will be presented in October. Commission representatives will follow up with a visit sometime in October.
- Joe reported that the parking lot is projected to be completed a couple of days before staff development day and the second set of portables are projected to be completed 2-3 weeks before staff development day. There is a back up plan in case of delays.
- Steve reported that we are awaiting information regarding some environmental issues which may affect the Coyote Valley Educational Center timeline.
- Joe reported that Steve, John and he will attend a budget workshop.

Employee of the Month

Lidia Filice was unanimously voted Employee of the Month.

Reports

Administration : Anne reported that the administrators and managers participated in a retreat on July 6 and reviewed the years' accomplishments. They will begin to work on the accreditation requirements.

Associated Student Body: none

Professional Support Staff : Diana reported that several staff members will be working at the Garlic Festival with the proceeds going toward scholarships.

Supervisors/Confidentials: Eddie added that confidential staff also participated in the July 6 retreat. Several people have been involved in training, such as CPR.

Faculty senate: none

The meeting was adjourned at 3:51

Submitted by Angie Oropeza

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IEC Minutes Date: September 7, 2007

COMMITTEE MEMBERS:

Present

Brown, Randy
Billups, Kyle
Clark, Dale
Jennings, Luella

Present

Krimsley, Victor
Lockhart, Lynn, Chair
Perez, David
Scattini, Cathy
Mary Ann Sanidad

Agenda Item	Discussion	Follow-up
<p>⊙ Changes to Review Documents Steve Kinsella Fran Lopez</p>	<p>⊙ Steve Kinsella and Fran Lopez attended the meeting to speak to the changes needed to comply with the accreditation committees recommendations. ⊙ The committee approved the changes made to the IEC Documents and the Board Policy. ⊙ The committee also approved changes made as a result of comments made by the programs reviewed during the last cycle.</p>	<p>⊙ Luella will make the changes on our documents and email them to Steve, Fran and Kyle. ⊙ The committee will check both the instructional and noninstructional documents for clarity by next meeting.</p>

<p>◎ Review Calendar</p>	<p>◎ Fall 07/Spring 08 we will review Administrative Services: Business Office Human Resources Maintenance Security, MIS. We will also review Child Development and the Child Development Center.</p> <p>◎ Victor suggested that we ask the Deans if they want to continue to review all of their programs in the same year or if we want to spread them out over the whole cycle.</p> <p>◎ After we hear from the Deans, we will build a new calendar.</p>	<p>◎ Lynn will email Joe and invite him and the managers of each department to an orientation meeting on October 5, our first meeting in October</p> <p>◎ Luella will email Sherrean and find out who to invite to the orientation meeting from Child Development program and Center. (It's Dionne Clabaugh and Susan Alonzo)</p> <p>◎ Luella will email Fran Lozano and John Pruitt to ask if they want if they want to review all of their programs in the same year or if they want to spread them out.</p> <p>◎ Luella will email everyone a calendar from a few years ago as a starting place for building the calendar.</p>
<p>◎ Next Meeting</p>	<p>◎ Agenda:</p> <ol style="list-style-type: none"> 1. Go over the instructional and noninstructional documents for possible changes. 2. Discuss the calendar. 	<p>◎ September 14, 2007 2:15 pm to 4:00 pm L168</p>

Notes from End of Year Meeting – July 6, 2007

Attending: Sherrean Carr, Teresa Ilasin, Pilar Conaway, Shairon Williams, Nancy Bailey, Joe Keeler, Suzanne Bulle, Steve Kinsella, Jan Chargin, Grace Cardinalli, Terry Newman, Susan Alonzo, Ron Hannon, Mimi Arvizu, Anne Ratto, Art Kerr, Dave Phillips, John Pruitt, Fran Lopez, Joy Parker, Susan Cheu, Eddie Cervantes, Rachel Perez, Susan Sweeney

Steve presented Shairon Williams with Employee of the Month award.

Steve announced that Gavilan had received reaffirmation of its accreditation. The college must complete a Progress Report (due Oct. 15, 2007), which will be followed by a visit by Commission representatives.

A copy of the letter regarding accreditation was distributed along with recommendations and comments from the team report and a copy of Standard I and Standard II guidelines.

Steve reviewed the recommendations from the evaluation team and provided an overview of the next steps for the Progress Report.

Planning

Create a 3 year budget request (development document) using the unit plans that have been developed

- What resources do you need?
- Add to program review?
- What are you trying to accomplish?
- How does it improve student learning?

Need to be consistent, contributes to academic quality (test results, licensing, retention/success, persistence)

- Unit plans, budget requests, decision by way of Strategic Planning Committee, College Budget Committee, President's Council, Administration, Board Budget Committee

Program Review

Planning component every 3 years, forms basis for unit plan, which everyone should have, to change (improvement, eliminate deficiency, meet community needs)

Questions to answer in Program Review:

Where are we?

These components will be added to Budget Guidelines

Questions to answer in evaluating:

- What did we achieve?
- How does it impact students?
- Evidence documented?

Carry over goals/plans not accomplished.

Steve will present this information at the Academic Senate meeting on July 10, 2007 and begin working on modifying Administrative Procedures 3520 and 4020 to incorporate changes.

The draft Progress Report needs to be done by Sept. 15, 2007 will include flow chart?

Steve presented maps on Coyote Valley and reviewed the details for the move of the South Bay Regional Public Safety Training Consortium from Evergreen Valley College to the Coyote Valley site. Currently there are 600+ FTES which will establish the site as an Educational Center and enable the College to pursue state funding buildings. The move will take about 1 year.

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Gavilan College Academic Senate
Tuesday, August 14, 2007
2:30 PM, HU101

MINUTES

Present: Erin Crook, Elena Dachkova, Mark Friedman, John Lango, Fran Lozano, Mary Ann Sanidad, Jason Wolowitz, Steve Kinsella, John Pruitt, Sharion Williams.

** Please note: Items were discussed out of order, but are reported in Agenda order.

I. Opening Items

- a. Call to order - 2:38 pm by Senate President Erin Crook
- b. Welcome and Roll Call
- c. Agenda Adjustments - none
- d. Approval of Minutes from July 10, 2007 – MSC, with 2 abstaining

II. Comments from the Public - none

III. Information Items

- a. PT Contracts – summer and regular semester - a plan is in place to correct contract issues and improve delivery time.
- b. New timeline for PT paychecks- plan to correct all issues in progress.
- c. Hiring Procedures – Shairon Williams - contracts are issued for the semesters that make up the academic year (Fall & Spring), are not issued for Winter or Summer semesters; HR is committed to distributing contracts by the first week of September 2007, and 4 weeks prior to the beginning of Spring '08. Question about Direct Deposit? It has caused a 10-day delay in some cases; is only available to end of the month payroll. Discussion on Hiring Procedures: new procedures are ready for implementation (see handout); more faculty members added to supervisor hiring panels. Discussion: Hiring Committee Orientation: viewed as opportunity for the committee to learn what the ideal candidate looks like; become familiar with other panel members. Many find it helpful, others consider it time wasted.

IV. Discussion Items

- a. Senator Topics
 - 1) Fall Board Meetings – Erin has Tuesday night conflict (Sept – Dec) and is hoping for a volunteer to cover those meeting for her.
- b. Vice President of Instruction update – Steve Kinsella reports that Adrienne Akinsete is no longer employed by Gavilan College; no further discussion in the matter could be permitted.
Dr. Victor Krimsley, pending Board approval, will serve as Interim VP of Instruction for a minimum of 6 months, possibly longer if needed. Dr. Krimsley was formerly with Hartnell College. He will be working on SLO's, accreditation progress report, and several P/T issues (assignments, salary/pay, contracts). We are lucky to have him fill-in for us, as the pool of experienced administrators is shrinking (retirement, moving out of the community college system). John Lango likened the situation to coaching –the philosophy of: "...what do we need and what can we get by with?" This position should be looked upon as a true career opportunity; faculty members would have a good skill set. Recruitment will begin soon; a professional group will be charged with performing background/reference checks prior to hiring.

c. Goals for 07-08

- 1) Faculty of the Year Process – John Lango would like to spearhead the new process, but will necessarily miss some meetings due to football season. Erin asks Senators to canvas their constituents for input and suggestions.
- 2) Learning Outcomes – we are still looking to hire the coordinator, but no one has applied yet. Erin is aware of some interested people, but more information is desired. Would part-time faculty be eligible?
- 3) PTCOC resolutions – ongoing - how some items will be/have been implemented and how to enforce other recommendations.
- 4) Review reassigned time for officers – Erin's research showed varied release time for Senate officers; would be asking for 100% to be divided amongst officers, and based on a standardized set of tasks to be done – a clearly defined "to do list" for each officer would be created.
- 5) Review senate by-laws – Erin asks that Senators to go to the website, review the bylaws for discussion/possible revision.
- 6) Update Senate website – responsibility of Senate President
- 7) Academic Integrity - Policy and Technology – a campus-wide policy that deals with plagiarism – there is technology out there to help.
- 8) Educational Program Development – San Benito County and Coyote Valley – ongoing discussion
- 9) 16-week calendar evaluation – tabled for next meeting.
- 10) TO BE ADDED – Overseeing the Early College High School- with a report to Senate by John Pruitt, citing any faculty complaints or other issues that arise from this addition to our campus.
- 11) TO BE ADDED – Scheduling - under the VP of Instruction, to centralize and streamline the process.
- 12) TO BE ADDED - Department Chairs as a Senate sub-committee – reporting to Senate, but reporting representative would not be voting member.
- 13) TO BE ADDED – Distance Ed

V. Action Items

- a. Resolution:** PT College of Choice committee recommendations (carried over)– Discussion on recommendations 4 & 5 – responsibility of Senate Officers; discussion on implementation of meeting rate for part-time faculty. Further discussion tabled to September meeting, as members of the PTCOC were not in attendance.
- b. Resolution:** Equivalence Committee recommendations (second reading) – revised wording approved. Resolution was MSC unanimous.

VI. Reports

- a.** ASB - none
- b.** President – Some small changes have been made to AP 4020, to program services review. Some unit plans have budget requirements (see handout). We need to evaluate everything that we see as a goal. Senate needs to make any change recommendations within the next 60 days; these go to President's Council, then the Board (which needs to vote in September), then to Commission – Steve will send electronic versions to Erin for distribution. We moved FTES back into '06-'07 which allowed us to realize a 12% growth – giving the college an additional \$2 million. With a 6-8% actual growth, we will soon fill all positions in the five-year plan. We had a surplus of approximately \$ 978,000 for '06-'07, and were able to transfer out \$1,000,000 to the GASB funding. The rest of the one-time money will be spent this year. The new parking lot will actually add about 20 spaces. Plan is to get Hollister and Coyote Valley up and running – fully develop the off-site locations.
- c.** Vice President of Instruction - none
- d.** Vice President of Student Services - none
- e.** Marketing Committee - none
- f.** Tech Committee - none

g. PTCOC Committee - none

h. Senate President - none

VII. Closing Items

a. Items for next agenda – contact Erin

b. Next meeting time – September 18th – time and location to be determined.

c. Adjournment – 4:02 pm

Submitted by
Diane K. Stone

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President's Council
August 8, 2007
Minutes

Attending: S. Kinsella, J. Keeler, D. Seelie, E. Cervantes, R. Armstrong, E. Crook

Others in attendance: J. Chargin

Minutes (7/10/07)

MS (Seelie/Armstrong) approved as presented, (Crook) abstained.

Board Agenda

Steve distributed proposed IEC changes to Board Policy 4020/Administrative Procedures 4020 that will address the recommendations from the Accrediting Commission. The administrative procedures do not need board approval. The changes will go through the shared governance process in September and will need to be approved by Oct. 15. IEC representatives have been contacted and Steve will present proposed IEC changes to the Senate on Aug. 14.

Steve met with county officials and progress is coming along on the golf course. A community meeting for the San Benito property is scheduled for Sept. 20, at the Veteran's building in Hollister. Forums will be scheduled internally in October to discuss the programs. Steve noted that information from demographics (Crown Market Research) indicated a need for a construction trades program. Erin asked for the information from the research report. Suzanne will follow up.

Employee of the Month

Members should bring nominations to the next meeting.

Updates

Steve reported that the growth rate last year was 12.7%; the police academy is at 150 FTES; Noncredit at 72 FTES. Assuming the state honors its commitment we should have another \$2 million in revenue. The budget requests from last year will be reviewed again when state budget is resolved.

A recommendation for an Interim Vice President will be presented at the board meeting. Pending board approval, Dr. Vic Krimsley, from Hartnell, will be on campus, Aug. 15 and continue for 6 months. The permanent hiring process will begin once everyone is on campus. Professional Personnel Leasing will be involved in recruiting and in conducting extensive reference checks.

Review/Evaluation of President's Council Process

Steve will present a flow chart at the next meeting and review board policy. Comments will be solicited from Council representatives and constituent groups to evaluate the existing process and make necessary changes.

Reports

- Administration: An Administrators Retreat is scheduled for Aug. 15. Work is being on part time faculty placement, salary schedule for lecture, and contracts.
- ASB: No representative
- Professional Support Staff: No report
- Supervisors/Confidentials: Eddie reported that the move to portables has been smooth and thanked Joe and Art for their assistance.
- Faculty Senate: Erin reported that she and Debbie Klein attended a leadership conference in June in San Jose. Work is continuing on growing Distance Education classes.

Meeting adjourned at 4:08 p.m.

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ACCREDITATION TASK FORCE

Monday, August 27, 2007

1:00 p.m., HRC 101

NOTES

Present: T.Breen, S.Kinsella, S.Carr, F.Lopez, K.Wagman, L.Lockhart, L.Jennings

Steve Kinsella began the meeting by welcoming everyone. He distributed and reviewed the draft Progress Report and charts Prepared for the Accrediting Commission for Community and Junior Colleges. Comments included the following:

- Changes were made to the administrative procedures to include a link (budget request form) between the unit plan, and the budget (I.1)
- The unit plans and budget requests will be posted on the IEC website
- Steve will revise the “Gavilan College Governance Process” to include the groups that go through the Academic Senate as part of the governance process
- The need for IEC clerical support was discussed. Steve indicated that the minute taker’s hours may be increased and may be able to assist the committee as needed.
- The deans are reviewing the unit plans for consistency in quality (I.5)
- IEC will send out campus-wide emails informing everyone when new data is posted on their webpage. They will also target specific groups and individuals with information, as appropriate (I.5)
- IEC will schedule presentations to campus groups such as President’s Council and Department Chairs for programs going through review during the “draft” stage (I.5)
- Additional work is needed to address the student learning outcomes (I.7)
- The Budget Request Form has been developed to bridge the gap between the program review, unit plan, strategic plan, and budget (I.8)
- The library self study report includes program learning outcomes and outcomes measures, an action plan and budget requests (1.9)
- The Budget Guidelines have been expanded to include goal measurement and tracking components (II.1)
- Steve asked everyone to review the documents and forward comments and suggestions to him and Fran Lopez. The draft progress report will go to the Board of Trustees in September for information and in October for action.
- Fran will provide a complete packet to be distributed to the task force

The next meeting was scheduled on September 17, 4:30 p.m., HRC 101

Submitted by Angie Oropeza

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GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, September 11, 2007

Grand Opening/Dedication Ceremony for TJ Owens Gilroy Early College Academy
5:00 – 6:00 p.m.
CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

Gavilan College, 5055 Santa Teresa Boulevard
Student Center, Gilroy, CA

MINUTES

I. CALL TO ORDER

The meeting was called to order by Mark Dover at 6:10 p.m.

1. Roll Call

Trustees: Mark Dover, Deb Smith, Elvira Robinson, Leonard Washington, Kent Child, Tom Breen, Laura Perry

2. Recess to closed session

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

II. OPEN SESSION 7:00 p.m.

1. Call to Order

The meeting was called to order by Mark Dover at 7:12 p.m.

2. Roll Call

Mark Dover, Deb Smith, Elvira Robinson, Leonard Washington, Kent Child, Tom Breen, Mark Dover, Tim Holliday

Dr. Steven M. Kinsella, President

Joe Keeler, Vice President of Administrative Services

John Pruitt, Vice President of Student Services

Diana Seelie, Professional Support Staff

Larry Moeller, Academic Senate

Suzanne Bulle, Recording Secretary

Others in Attendance: Sherrean Carr, Fran Lozano, Ron Hannon, Robin Egbert, Anne Ratto, Fran Lopez, Rachor P., Bill Wagner, Rachel Perez, Terry Newman, Jan Chargin, Susan Cheu, Diana Alfaro

3. Pledge of Allegiance

Trustee Child led the pledge of allegiance. A moment of silence was observed for the victims of Sept. 11, 2001.

4. Report of any action taken in closed session

No action taken in closed session.

5. Consent Agenda

MSC (Perry/Washington) unanimously carried to approve the consent agenda as corrected.

6. Approval of Agenda

MSC (Perry/Smith) unanimously carried to approve the agenda.

7. Comments from the Public - This is a time for the public to address the Board

None

8. Officers' Reports

(a) Vice Presidents

John Pruitt reported an overall 10% increase in enrollment throughout the campus sites. John thanked staff for an outstanding job done in customer service. The TJ Owens Gilroy Early College Academy began on Aug. 24 and thanked everyone for attending the dedication ceremony. A typical day for students begins at 8:00 and ends at 5:00 p.m. The Gilroy Unified School District delivers lunches; students can also buy lunch at the Gavilan Cafe and utilize all services at the college. Students are registering for classes via the web (20%) and telephone (6%).

Joe reported that the Occupational Education (OE), Theater and Science buildings are in the process of renovation with completion in mid October for the Theater, OE during various parts of the year, and Life Science by August 1, 2008. The next phase of renovation will move Art, Humanities and Art Lecture to portables. The parking lots are done including lighting. Requests are coming in for lighting in other lots. Joe thanked the Deans and staff for the team effort in moving offices and classrooms. Joe introduced Susan Cheu, Business Office Manager and Bill Wagner, Interim, Facilities Director.

Vic thanked the Board for the opportunity to work at Gavilan College and reviewed the highlights of various instructional programs; faculty completed reality tours in preparation for developing global studies program, social sciences will pilot a speakers series, arts in the classroom theater program begins at Gwinn Elementary school in San Martin, a new aviation flight technology course began this week, and an industrial technology course is underway, Terry Newman and Sherrean Carr received a Rural Opportunities Studies grant for San Benito County.

(b) College President

Steve welcomed Vic Krimsley as Interim Vice President of Instruction. The college added 28 new employees, which allows the college to provide better services. The budget has increased by 30% in two years. With the addition of new staff, space continues to be an issue. More classrooms are being utilized in the afternoons and work on evening enrollment still needs to be addressed. Lighting improvements may help increase evening enrollment. The economy will have an effect on the college in about 18 months with a reduction in property taxes. Development of off sites will become more important.

(c) Academic Senate

No report

(d) Professional Support Staff

Diana reported that staff has been busy; parking lots look great in the evening, CSEA met on Sept. 6th and 10th to review progress report for accreditation and obtain input.

(e) Student Representative

Student Trustee Holliday reported that the ASB is working on ASB card sales and activities for students. Student Trustee Holliday thanked John Pruitt and staff for their assistance and indicated that he has heard good comments on the parking lots.

(f) Board Member Comments

Trustee Child acknowledged Vic Krimsley and welcomed him to Gavilan College. Trustee Child acknowledged Mark Friedman for his years of service at Gavilan College in the classroom and as a grievance officer and wished him well in his retirement. Trustee Child commented on the beautiful landscaping in the parking lots and acknowledged the effort by staff with moving offices and classrooms. Trustee Robinson reported that the Latino Advisory Committee will meet on Sept. 17, 7:00 p.m. at the college. Trustee Breen acknowledged Diana Alfaro, ASB President. Trustee Breen reported that he and Sherrean Carr attended an aviation meeting on Sept. 6 and

received requests from the community. An Accreditation Task Force meeting is scheduled for Sept. 17, and a community meeting is scheduled for Sept. 20 in Hollister regarding the property site, an ROP meeting is scheduled for Sept. 25. Trustee Breen noted that the parking lots look great and welcoming.

(g) Board President

Trustee Dover thanked John and staff for their contribution to increased enrollment and acknowledged Joe Keeler for the great work on the parking lots and grounds. Trustee Dover acknowledged Ron Hannon on the women's sports programs, women's volleyball looking strong, women's softball has 24 students, and the men's soccer team has 26 players.

9. Board Committee Reports

Budget committee met.

10. Information/Staff Reports

(a) Update to Progress Report to Accreditation Commission – No. 2

Steve introduced Fran Lopez as the Accreditation Liaison Officer and reported that this report is going through the shared governance process (AP 4020, AP 3250, IEC guidelines, strategic planning bylaws, etc.) and will be brought back to the Board next month for action and following board approval it will be sent to the Accrediting Commission. Fran noted that every effort is being made to obtain input from every constituent group and to provide a comprehensive report. Trustee Washington asked about the budget request form and specific measurements used for evaluation. Steve referred to comments by the accreditation team about monies allocated and achieving a desired goal. Staff is now being asked to identify and evaluate the goal. Trustee Smith asked about assessment comments that indicate no information available. Steve noted that those comments will be updated as the board reviews its goals on a quarterly basis.

(b) Contract and Community Education Annual Report

Terry reviewed the report and noted highlights: enrollments up, College for Youth 697 and sports camp 127. Terry acknowledged Ron Hannon and staff for their assistance in the sports camps. A reorganization of the office has been done to focus on customer service. The math classes in College for Youth are the most enrolled classes. The number of contracts for Contract Education has increased, work is continuing on establishing good relationships with businesses, the Professional Development Institute will continue workshops with small businesses which are being sponsored by area Chambers. Terry is working with Rachel in coordinating the CAHSEE grant, which will help to defray the salaries of the Contract and Community program. Terry and Sherrean applied and were awarded a Rural Opportunities Studies Grant for San Benito County. This grant will assist the County in determining what they need to do to prepare the workforce. The biggest challenge is population size of the area; as it grows the opportunities for services will also grow. Trustee Dover acknowledged the work of the department and thanked Terry. Terry thanked everyone for the support of the program.

11. Recognitions/Presentations

Trustee Dover presented former Student Trustee, Jesse Sandow, with a plaque for his years of service to Gavilan College.

III. ACTION ITEMS

1. New Business

(a) Amendment to the Health Benefit Program JPA Agreement, Resolution No. 886

MSC (Perry/Smith) unanimously carried to approve resolution 886 on a roll call vote.

(b) Gavilan College Community Spirit Awards

MSC (Breen/Child)

Jan thanked the committee and announced nominees:

Morgan Hill

Individual: Laura Brunton

Non-profit: Teacher's Aid Coalition

Business: Anritsu

Gilroy

Individual: Sue Thurman & Peggy Ghysels

Non-profit: Wildlife Education and Resource Center (WERC)

Business: Dr. McKeever, Dentistry for Children

San Benito County

Individual: H. P. (Chilly) Fisher

Non-profit: Hazel Hawkins Hospital

Business: Hollister Supermarket

- (c) Reclassification of Instructional Site Coordinator Positions
MSC (Child/Robinson) unanimously carried to approve reclassification of Instructional Site Coordinator positions.
- (d) Quarterly Financial Status Report – CCFS 311Q
MSC (Smith/Washington) unanimously carried to approve quarterly financial status report.
- (e) Budget Adjustments
MSC (Washington/Holliday) unanimously carried to approve budget adjustments.
- (f) Public Hearing and Approval of the Final Budget FY 2007-08
Open public comment, 7:55 p.m.; closed public comment, 7:55 p.m.
MSC (Breen/Perry) unanimously carried to approve the final budget FY 2007-08.
- (g) Various Capital Project Change Orders
MSC (Robinson/Smith) unanimously carried to approve various capital project change orders.
- (h) Notice of Completion for Interim Housing Phase I Project
Trustee Smith stated a concern about lights near the portables in Lot C. Joe reported that additional lighting is coming in the exterior along with extending sidewalks. John noted that GECA school personnel are here before the students arrive and until they leave. The sidewalk and lighting hopefully will be done in a couple of weeks. The Board asked for this to be a priority and Trustee Smith asked about renting portable lights until permanent ones are in place.

MSC (Smith/Child) unanimously carried to approve notice of completion for interim housing phase I project.

IV. CLOSING ITEMS

1. The next regularly scheduled Board meeting is October 9, 2007, Hospira Solution Center, 755 Jarvis Drive, Morgan Hill.
2. The meeting was adjourned at 8:11 p.m.

*Roll Call Vote

MSC (Motion/Second/Carried)

MINUTES

Present: A. Arid, R. Beede, S. Carr, E. Crook, E. Dachkova, M. Friedman, S. Kinsella, D. Klein, F. Lopez, F. Lozano, C. Marquez, L. Moeller, J. Rekedal, V. Robinson, K. Wagman, L. Wexler, J. Wolowitz.

I. Opening Items

- a. Call to Order - 2:35 pm by Senate President Erin Crook
- b. Welcome and Roll Call - Erin announced, with apologies, that she had sent the agenda and minutes to Mimi last week; but there is something not quite right with her home computer, so Mimi did not receive the information for timely distribution. Welcome to Liana Wexler who is replacing Mary Ann Sanidad; Mark Friedman will now be the DRC representative; Ken Wagman will be the new Senator-at-Large; Blanca Arteaga will be replacing Grant Richards on the Staff Development Committee.
- c. Agenda Adjustments – moving items V a. and b. to IV e. and f; also adding IV b. 2); change wording of IV. b. 1) to: Guidelines for Release Time.
- d. Approval of minutes from 8/14/07 – tabled for next meeting

II. Comments from the Public - none

III. Information Items

- a. Program Review Process – (See handout from Steve-BP 4020 & AP 4020) – discussion on the handout included questions posed from Senators: should Curriculum Chair (or designee) attend Senate meetings to provide updates? should a representative from the Department Heads attend Senate meetings? Clarification was requested on AP 4020, Curriculum Development, E. 7.: as to the power of the President to change curriculum. The President can approve or disapprove curriculum, not change it.

IV. Discussion Items

- a. Accreditation Update – Fran Lopez – Our Progress Report on the response to the recommendation of the Accreditation Commission is due by October 15, 2007 on the issue of Planning, Evaluation and Program Review. (See Information Update – handout from Fran) - developed by the Accreditation Task Force.) Erin will forward electronically; Senators are asked to read the entire document, share with their constituents, forward any additional recommendations to Fran Lopez or Steve Kinsella not later than September 26th. Senate will vote and sign-off on October 2nd, President’s Council on October 3rd, Board of Trustees on October 9th.

b. Senator Topics

- 1) Guidelines for Release Time – Steve remains concerned about the amount of faculty release time, as many of the best faculty are involved in special projects which take them out of the classroom for extended periods. What is the right balance? Academic Senate President, GCFA Rep and Curriculum Chair generally have approved release time. How to keep faculty teaching? Steve remarks that overload is preferable to release time. Discussion on PT to FT ratio at 54-60% after 3 years of the 5-year plan. His target for the 5-year plan is 65% and get the FT ratio up; state goal is 75%. Senate will be asking for 100 % release time to be distributed among the officers, based on defined responsibilities, not on their Senate position.
- 2) Announcement by Celia Marquez – announcing for Alice Dufrense-Reyes – reminding everyone about the Annual “Health Faire” in the Student Center from 9 am to 1 pm on Wednesday, October 3rd. Attendance was down slightly last year, but hopefully faculty will encourage their students to attend this year. Students could be offered attendance as an extra credit opportunity, which will also educate them on the many services available to them.

c. Training Day Report

- 1) SLO Workshop – Erin attended the Student Learning Outcomes workshop; she has Fran Lozano & Liana Wexler). Informative and insightful. Topics include: How do classes address Learning Outcomes? do series of classes fit together? are these classes progressive? are series of progressive

the training notebook (also

classes encouraged? are assessments authentic and meaningful? how do these classes progress to a major? The English Dept. has revamped the Departmental Final Exam as one result of this information.

- 2) 16-week calendar assessment – Ali and Debbie attended this session, which looked at the challenges and positive aspects. Curriculum and faculty workload are major concerns. Students are often frustrated by the challenges of the shorter semester. Some faculty feel that the challenges are actually benefits. A survey of faculty and students is still under consideration; how will we deal with the data? how will we evaluate and assess? Other discussion included: parking – still an issue even with the new parking lot. Many students and faculty are struggling with parking and the way the blocks are scheduled, which seems to put a larger number of people on campus at the same time, competing for limited parking spaces. Growth in student enrollment, staff and faculty has not been adequately reflected with more parking. Scheduling, air conditioning (or lack thereof), and (re)construction are still issues.

d. Senate Leadership Report – Erin and Debbie attended in June and were able to take part in informative sessions and workshops. They learned about many of the leadership and decision-making opportunities in the Senate’s role on campus.

e. Resolution: Senate Goals ('07-'08) first reading – (see handout from Erin). Discussion included recommendation to prioritize some of these in order of “urgency”.

f. Resolution: COCPT Recommendations(fourth reading) – should be moved to higher up on the agenda to enable more time for detailed discussion; need to determine which ones are doable within this coming year, and look at implementation and enforcement.

V. Action Items – moved to Discussion Items

VI. Reports

a. ASB – none

b. President – See VI. d.

c. Vice President of Instruction – none

d. Vice President of Student Services – Steve Kinsella presented for John Pruitt- on the proposed Financial Aid reorganization (see handout); the financial aid technicians are highly trained for their position; recent loss of, and restructuring of personnel in that area, increase in the financial aid awards (from \$3.8 million in '05-'06 to \$4.7 million in '06-'07) are some of the factors that prompted this proposal. Senate should be prepared to vote on a resolution in this regard at the next meeting.

e. Budget Committee - none

f. Marketing Committee – none

g. Tech Committee – Vic Robinson will continue serving on the Tech Committee unless there is someone willing to replace him. He reported on the most recent Technology Committee meeting: Arturo(R2Row) had applied for a waiver for a computer purchase, for special portable cart (Digital Mobile Lab) – laptops instead of desktops. Was turned down by Steve – his concerns: (1) we would not be able to maintain and support the technology, and by nature- as laptops - would essentially be expendable. He would rather expand the in-class labs; (2) lifespan and long-term costs (including replacement); and (3) even private donors would insist that the cost of future upgrades and maintenance of the laptops would be our responsibility.

h. PT College of Choice Committee - none

i. Senate President – Tenure committees being formed; Departments need to advise of their representative for the next two years; Senate officer elections upcoming - for President, Vice President, Secretary and Treasurer. The “At-large” need to be done first. Some current terms will be ending on December 31st. Erin will send out information on Senator and officer job descriptions.

VII. Closing Items

a. Items for next agenda – send to Erin

b. Next meeting - October 2, 2007

c. Adjournment at 4:00 pm

** Please note: Items discussed out of order have been reported in agenda order.

President's Council
August 22, 2007
Minutes

Attending: S. Kinsella, D. Seelie, J. Chargin, R. Armstrong, A. Ratto, J. Pruitt,
S. Williams, D. Alfaro

Others in attendance: F. Lopez

Introductions

Minutes (8/8/07)

MS (Armstrong/Ratto) approved as submitted.

Update on Accreditation Progress Report

Steve distributed a draft report and reviewed. Fran Lopez, Accreditation Liaison, will continue working on the final report. Council members were asked to take this back to constituent groups and solicit input. The report will need to be approved by the Council in Sept. It will be presented to the Board for action and submitted to the Accreditation Commission by Oct. 15. The Budget Guidelines will be added to the report. The first Accreditation Task Force meeting is Aug. 27.

Budget

Steve reported that the state budget has been approved. There are no changes for K-12 and community colleges, no projected growth for 07-08, and our FTES is still up. There are 4 positions left on the 5-Year Faculty Hiring Plan, ending fund balance is at 10%, and the employee health benefit liability is 99% funded.

Amendments to Policies and Procedures

Steve reported that the amendments are a result of changes to the Education, Government codes and Title V changes. The Fair Political Practice Commission (FPPC) is requesting the changes to the Conflict of Interest policies and procedures.

Employee of the Month

Administration-Suzanne Bulle
ASB-Dr. Marc Turetzky
Professional Support Staff-Mimi Arvizu
Supervisors/Confidentials-Maribel Galvez
Faculty Senate-none

Employee of the Month – Maribel Galvez

Reports

Administration

Anne Ratto reported that the Early College High School will begin tomorrow with 60 students. New faculty orientation is Aug. 28, Staff Development Day is Aug. 29, and the Basic Skills Committee new student orientation is Aug. 28, 9-1:30 (700 letters were sent, 200 are expected).

ASB

Diana reported that the ASB is getting ready for the start of the new semester. There are five ASB members as of today. Shairon will contact Diana about the appointment of students to hiring committees.

Professional Support Staff

Diana reported that staff will begin meeting, the CSEA Executive Board meets Sept. 12, and CSEA members will have their first meeting on Sept. 17.

Supervisors/Confidentials

Jan reported that the grand opening for the Early College High School Academy is the same day as the board meeting, Sept. 11, 5:00 -6:00 p.m., and Brenda Owens, Dr. TJ Owens' wife, will be attending the dedication. Volunteers are needed for the San Benito County Fair and Taste of Morgan Hill, scheduled for Sept. 29 and 30.

Faculty Senate

No representative

Meeting adjourned at 4:14 p.m.

IEC Minutes Date: September 14, 2007

COMMITTEE MEMBERS:

Present

Brown, Randy, Billups, Kyle, Clark, Dale, Jennings, Luella

Present

Krimsley, Victor, Lockhart, Lynn, Chair, Perez, David, Scattini, Cathy, Mary

Ann Sanidad

Agenda Item	Discussion	Follow-up
<ul style="list-style-type: none"> ⊙ Changes to Review Documents 	<ul style="list-style-type: none"> ⊙ The committee approved taking out references to surveys in the process and time line. ⊙ Both the Instructional and Non-instructional documents have been updated and approved by the committee. 	<ul style="list-style-type: none"> ⊙ Randy and Lynn will get together to streamline the Enrollment and WSCH Data in Section B. 1.
<ul style="list-style-type: none"> ⊙ Review Calendar 	<ul style="list-style-type: none"> ⊙ The calendar was changed to add Athletics to the review cycle for this year and to put Student Services, Natural Sciences and English on the calendar for next year. 	<ul style="list-style-type: none"> ⊙ Luella will email the committee the updated calendar. ⊙ Kyle will post it to the website.
<ul style="list-style-type: none"> ⊙ Organize Orientation Meeting 	<ul style="list-style-type: none"> ⊙ Lynn will give an overview of the process. ⊙ Luella will demonstrate where to find the review documents, how to download them and how to email them to the committee. ⊙ Randy will talk about the data and surveys ⊙ Kyle will give an overview of the IEC website. 	<ul style="list-style-type: none"> ⊙ Administrative Services, Athletics, Child Development Program and Child Development Center have been invited to the orientation meeting on October 5.

<p>⊙ Review the Website</p>	<p>⊙ The committee decided to change the name Review to Under Review for clarity.</p> <p>⊙ The unit plans and budget requests should be moved into a folder with the programs that have already been reviewed so all documents referring to the review of a particular program will be in one place.</p> <p>⊙ The Unit Plan section and the Budget Request section can then be eliminated.</p>	<p>⊙ Kyle will make the changes to the website.</p>
<p>⊙ Next Meeting</p>	<p>⊙ Agenda: Orientation meeting with programs and services scheduled to be reviewed this year.</p>	<p>⊙ October 5, 2007 2:15 pm to 4:00 pm L171</p>

ACCREDITATION TASK FORCE MEETING

Monday, September 17, 2007

4:30 p.m., HRC 101

MINUTES

Present: T.Breen, V.Krimsley, K.Wagman, F.Lopez, L.Lockhart

Fran Lopez reviewed the changes in the progress report since the last Accreditation Task Force meeting. She reported that the changes were minor, mostly grammar, wordsmithing, etc. She has been presenting the report to campus groups and requesting input. Group presentations have been made, or will be made, to President's Council, IEC, Managers, Student Services, Department chairs, Academic Senate, and to the Professional Support Staff through Rosie Armstrong. Input should be sent to her and Steve Kinsella by September 26.

Ken Wagman suggested that Attachment 7 be revised to delete the "Curriculum Revisions" under the "President" and "Board of Trustees". It was agreed that a double arrow be inserted between the "Academic Senate" and the "President" and the "President" and the "Board of Trustees". Ken also asked why the "Academic Senate" box was in dashed lines, and requested that the "Health Facilities Safety Grounds" box be corrected to read "Health Safety Facilities Grounds". Fran will follow up.

The final recommendation will go to the Board of Trustees at the October meeting. Ken suggested that a summary be written and distributed campus wide or distributed by department heads to their employees after the Board meeting.

The meeting was adjourned at 5:05 p.m.

submitted by Angie Oropeza

President's Council September 26, 2007 Minutes

Attending: S. Kinsella, J. Keeler, D. Seelie, A. Ratto, E. Cervantes, D. Alfaro, E. Crook, R. Armstrong, S. Williams, V. Krimsley

Others in attendance: F. Lopez, J. Stewart

Minutes (9/12/07)

MS (Keeler/Lopez) approved as submitted.

Update on Accreditation Progress Report

Fran Lopez reported that the final version has been presented to every group on campus including administrators, managers, supervisory confidentials, faculty and professional support staff and this will be presented to the board at the Oct. 9 board meeting. A change was made to the Governance Process chart (Attachment 7). At the request of Ken Wagman, the arrow that pointed to the President's involvement in the curriculum revision process was removed, as was the word "revision" from the curriculum boxes. The next step is to request a recommendation from the President's Council. Shairon acknowledged Fran's work on report. Diana stated that students have not reviewed the document. MS (Krimsley/Crook) unanimously carried to approve report. Steve stated that there will be opportunity to change comments. Steve thanked Fran for a job well done.

Budget

a) Update on 2006-07 and 2007-08 Budgets

Joe reported that the books have been closed on FY 2006-07 with a net profit of \$800,000, part of which was a carry over of on-going funds. A transfer of \$1 million was made to retiree health benefits. Steve noted that the college benefited from growth increase and referred to handout (Revised FY 07/08 General Fund Revenue).

b) College Budget Committee Recommendation: Additional Permanent Positions

Joe distributed an excerpt from the Budget Committee minutes (9/25/07). Shairon provided an overview of the process. In addition, Joe noted that \$60,000 for the library will be funded with this increased general fund revenue. It is normally funded through the Instructional Equipment grant. If in future years Gavilan's budget has to be adjusted down due to the economic changes, the funds will again be drawn from the Instructional Equipment grant as it currently is. As information is received from the state in January it may mean more funding and additional discussions. Steve added that cash should be converted to resources, which provide services. We are growing and want to contain expenses to salaries and benefits at 80%; we are at 82%. We do not want to over commit, but we need to build into budget. MS (Armstrong/Seelie) unanimously carried to approve College Budget Committee recommendation.

Anne stated a concern about new staff and space accommodations. This is will be determined along the way. Steve is waiting to hear back from department chairs about mid year faculty hiring. Diana Alfaro asked about the possibility of making the Student Life Coordinator a full time position. Shairon stated that this will be reviewed again in January. Steve added that this can be reconsidered, but job duties still need clarification. Vic stated that all four faculty positions are on the agenda for next Monday. Erin indicated that she was not aware of faculty not wanting to proceed with mid year hiring. Steve noted there may be a concern about having a good hiring pool.

Administrative Procedures 3250 Institutional Planning

Administrative Procedures 4020 Program and Curriculum Development

Steve reported that this will be presented to the Board for information and indicated that the President has the authority to make changes to Administrative Procedures. The changes will take effective on Oct 10. MS (Crook/Ratto) unanimously carried to approve AP 3250 and 4020.

Review President's Council Governance Process

Steve distributed information regarding the evaluation of the governance process. Comments can be forwarded to Steve and this will be brought back the next meeting. Steve indicated that the evaluation should include a college survey and be reviewed on an annual basis.

Strategic Planning Committee Bylaws – Proposed Changes

Steve reported that this change was a recommendation from the accreditation visit to include a requirement to look at program review budget requests to pick up themes and strategies. MS (Crook/Ratto) unanimously carried to approve changes to Strategic Planning Committee Bylaws.

Employee of the Month

Administration-Suzanne Bulle
ASB-Grace Cardinali
Professional Support Staff-Irma Lopez
Supervisors/Confidentials-Suzanne Bulle
Faculty Senate-Irma Lopez

Employee of the Month – Irma Lopez

Reports

Administration

Anne reported that noncredit classes are maintaining a strong start; VESL classes are being offered in Aromas, Hollister, Gilroy (2), San Benito County jail, including matriculation services to encourage student enrollment in credit classes. GED preparation has been very successful. Last year noncredit served 2,400 students and 950 this past summer. Noncredit classes are addressing a great need in the community for older adults, basic skills and ESL students.

ASB

Diana reported that there are still several ASB positions open; VP of Records and Clubs has been filled. A vacancy has occurred with the resignation of the Student Trustee. Diana reminded everyone about the Health Fair and ASB cards are available, \$6 for the semester, \$10 for the year.

Professional Support Staff

Diane Seelie announced that Eric Dietze has been selected for the Senior Technician in MIS. Rosie reported that CSEA is working on several goals, with the primary goal of fundraising.

Supervisors/Confidentials

Shairon announced that a Leadership Series for managers will be launched in January.

Eddie reported that Supervisors/Confidentials will be meeting tomorrow, happy to have new staff, looking forward to the benefits from the ERP training.

Faculty Senate

Erin reported that the Senate is finalizing goals, working on evaluations and tenure meetings and election. Faculty are trying to work on special projects without release time.

Meeting adjourned at 4:35 p.m.