GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, June 14, 2011
5055 Santa Teresa Boulevard, Gilroy
Student Center, North/South Lounge
CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

MINUTES

I. CALL TO ORDER 6:00 p.m.
The meeting was called to order by Laura Perry at 6:02 p.m.

1. Roll Call
   Trustees present: Laura Perry, Tony Ruiz, Kent Child, Tom Breen, Walt Glines
   Trustees absent: Mark Dover, Mike Davenport

2. Comments from the Public – This is a time for the public to address the Board
   None

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

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   The meeting was called to order by Laura Perry at 7:18 p.m.

2. Roll Call
   Trustees present: Laura Perry, Tony Ruiz, Kent Child, Tom Breen, Mike Davenport,
   Walt Glines, Aaron Keller
   Trustees absent: Mark Dover

   Dr. Steven M. Kinsella, Superintendent/President
   Dr. Kathleen Rose, Executive Vice President, Instructional Services
   Joe Keeler, Vice President, Administrative Services
   John Pruitt, Vice President, Student Services
   Dr. Debbie Klein, Academic Senate
   Diane Seelie, Professional Support Staff
   Angie Oropeza, Recording Secretary

   Others in attendance: Fran Lopez, Sherrean Carr, Ron Hannon, Stan Botto, Susan Alonzo

3. Pledge of Allegiance
   Aaron Keller led the pledge of allegiance.

4. Report of any action taken in closed session
   No action was taken in closed session.

5. Consent Agenda
   (a) Minutes from: Regular Board Meeting, 5/10/11, Board Facilities Development and
       Utilization Committee 5/10/11 and 6/2/11, Board Budget Committee 5/10/11
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Ratification of Agreements
   MSC (K.Child/W.Glines) 6 ayes, 0 nays, student trustee – aye, to approve.
6. Approval of Agenda
   MSC (T.Breen/M.Davenport) 6 ayes, 0 nays, student trustee – aye, to approve.

7. Comments from the Public - This is a time for the public to address the Board
   Sam Bozzo and Gene Sakahara introduced themselves as hosts of the "Great Kitchen" show on
   GavTV. They acknowledged GavTV’s great staff. They introduced one of their underwriters,
   Susan Black and Jeff Payne from Pinnacle Bank, who presented a check for $500 in support of
   GavTV programming. Sam Bozzo stated that this is the third contribution from Pinnacle Bank.
   Gene Sakahara and Sam Bozzo also presented a $500 check to be used for GavTV equipment.

8. Officers’ Reports
   (a) Vice Presidents
       Dr. Kathleen Rose reported that with the Board’s approval today, four faculty members
       will been hired for the fall semester in Aviation, Economics, English, and Child
       Development. An accreditation kick-off was held on May 24.
       John Pruitt reported that summer session began yesterday. Even though we kept the
       same number of sections as last summer, enrollment seat count is up 2% and head
       count is up 4.5%.

   (b) College President
       Dr. Steven Kinsella reported that the tentative budget is on the agenda for Board
       approval today. We are projecting a deficit of approximately $1.4 million. It is designed
       that way. As of today, state revenue exceeds projections, which is what we were
       anticipating. We haven’t taken the slash and burn approach others have taken. We have
       increased the number of classes for the fall. We have reserves we can use and some
       expenditures we can remove if needed. As of now, we anticipate making this up through
       the changes in the economy. When other colleges reduce their capacity, they don’t
       maintain their base enrollment growth. When they do that, they lose revenue which puts
       funds back on the table for those who have growth. The first apportionment report
       showed we have an allocation of $250,000 in growth revenue and it has been revised up
       to $750,000. While we are still generating more full time equivalent students than what
       the state is paying, the longer this goes on, the more funds we are getting in growth
       because of the compounding effects of other colleges’ decisions.

   (c) Academic Senate
       Dr. Debbie Klein reported that three senators will attend the State Senate Leadership
       Training Conference in Berkeley next week. The Senate has added back into the
       meeting agenda the College President and Executive Vice President reports. Among the
       Senate discussion items will be space allocation. A new ad hoc committee for next
       semester will convene to examine the Gavilan AA degree to see if it is effective for
       students and why they are leaving short of getting the degree.

   (d) Professional Support Staff
       Carol McEwan Suarez reported that the last chapter meeting is tomorrow, Diana Seelie
       and Gloria Mancera will be going to conference the last week of July.

   (e) Student Representative
       Aaron Keller thanked everyone and stated that it has been a pleasure to serve on the
       Board. He has been inspired by the Board’s sincerity and passion for the school, and will
       miss everyone.
Board Member Comments
Kent Child stated that it has been a pleasure to have Aaron on the Board and wished him well. He stated that Dr. Kinsella’s leadership and insight has set the tone for the staff and Board to keep the college in fiscal stability and strength at this difficult time in the state. As we encounter folks from other community colleges around the state, we realize we are fortunate to have Dr. Kinsella as president. He acknowledged the validity of having the healthy reserves this Board and their predecessors have strived to achieve. Most of the districts that have gone through layoffs had the minimum reserve requirement and are now finding that it is not sufficient for the current severe situation. He thanked Dr. Kinsella for his finesse with the budget. He acknowledged the outstanding graduation and everyone who worked on it. He acknowledged Dr. Carroll Briggs who passed away recently. Dr. Briggs was an amazing Gavilan Trustee who participated in numerous college activities. He made an impact on Gavilan and he will be missed.

Mike Davenport stated that reiterates Kent Child’s comments, particularly regarding the graduation and continuing to work with Dr. Kinsella on the Board Budget Subcommittee. He is enjoying being able to serve the community in this way, particularly with the leadership of Dr. Kinsella and his staff.

Tom Breen stated that Mark Dover is not here but if he was, he would wish Aaron Keller well as Aaron is from his school and Mark is very proud of him. He reported that he attended the quarterly ROP meeting on May 17; the next one is in September at San Benito High School. He attended the Aviation Advisory Committee meeting on May 25 although the time had been changed, but he still got to see the facility.

Walt Glines stated that the graduation was fantastic and congratulated everyone involved. He reported that the campus emergency notification alert system worked really well because had a phone call informing him that the power was out at Gavilan and a second call informing him that the power was back on and that the graduation would proceed as usual. He attended the faculty retiree celebration and was glad to know many of them would be back in some capacity.

Tony Ruiz reiterated Kent Child’s comments. He thanked Aaron Keller for his service.

Board President
Laura Perry stated that it was a great graduation. She also attended the athlete’s reception. The night before Gavilan’s graduation she attended the first GECA graduation and was amazed that students got their high school diploma one day, their AA the next day, and then transferred as juniors. It is a great service for the people in this community. It was nice to see that TJ’s family was in attendance. She thanked and presented Aaron Keller with a plaque of appreciation for his service as student trustee.

9. Board Committee Reports
Tom Breen reported that the minutes of the Board subcommittees are in the Board packet.

10. Information/Staff Reports
(a) Recognition of the Employee of the Month
Sherrean Carr introduced and congratulated Lupe Lopez as May employee of the month. Lupe is the quiet backbone of the business skills computer lab. She organized, arranged, and got the labs up and running after the building was remodeled. She provides one-on-one assistance to students and faculty. Lupe thanked everyone. She stated that it is a pleasure to work at Gavilan.

(b) Accountability Reporting for the Community Colleges (ARCC)
Dr. Randy Brown reported that this is a required annual report. The report includes a comparison to peer groups. The comparison looks at colleges that are matched on different background variables and compares the peer group average and lists the peer
group low and peer group high. On most indicators we are doing well. We are the group high for annual successful course completion rate for credit vocational courses. On two we are slightly under the mean; basic skills course success and completion rate. A different peer group is used for each indicator.

(c) President’s Council/Strategic Planning Shared Governance Survey
Randy Brown reported that we have conducted this survey for the last three years. It started out as a survey of staff’s awareness of President’s Council and how it operates. We’ve added other items to get staff feedback on the planning processes including strategic planning and shared governance in general. We had a 25% response rate. In general, we have increased in a lot of the measures. We’ve put in a great deal of effort into opening up the processes, generating input, and conducting planning events; and the data reflects that. Some of them are still low but we continue to discuss how to get people involved and participating, and thus more aware.

(d) Draft Strategic Plan FY 2011-2012 Through 2015-2016
Steve Kinsella reported that the draft strategic plan normally comes to the Board earlier. This year it took us longer because we wanted to make sure it accurately reflected the items that came up this year. Items that were completed or are no longer relevant were removed and new items that came out of the program planning process have been incorporated. The plan is on a five-year rolling process; each time we add a year and drop a year. The process is refined each year and we continue to focus on a series of goals. This process gives everyone the opportunity to give input.

(e) Summary of General Obligation Bonds Sale
Joe Keeler reported that the Ed Code requires us to explain at a Board meeting what happens when we issue a series of bonds. Michelle Serabia and Lisa Simpson from Dale Scott & Company stated that the material in the Board packet summarizes the sale of the District’s 2004 election Series D bonds. After the issuance of the Series D bonds for $28 million there will be no remaining authorization of the 2004 election. The district obtained the highest possible rating with Standard & Poor’s Rating and Moody’s. The underwriter declined bond insurance. The $28 million in bonds was sold with the All-in-TIC of 5.4%. All the bonds are current interest bonds with a final maturity date of August 2035. All the bonds are callable in 2021 at 100% of par so in 2021 the district will be able to refinance those bonds if the market rates are lower. All the bonds are within the tax rate limit of $25.

(f) Monthly Financial Report
Joe Keeler reported that this is for the period ending May 15 and everything is running as it should.

III. ACTION ITEM
1. Old Business
(a) Tobacco and Smoke Free Environment and Cessation/Prevention
John Pruitt reported that this is the second time this item has come to the Board. If approved by the Board it would identify four designated smoking areas in the parking lots and the remainder of the campus would become a smoke-free environment. MSC (K.Child/T.Ruiz) 5 ayes, 0 nays, 1 abstention, student trustee – aye, to approve.
2. New Business
(a) Child Development Center Tuition Rate Increase
Kathleen Rose stated that this meets the ongoing needs of the child development center. Walt Glines asked what the impact of the increase will be on enrollment. Susan Alonzo stated that the majority of the children are under state contract so there is no impact. The majority of the community program children are under agencies and we still fit under their limits. Our rates are higher than some centers and lower than others.
MSC (K.Child/T.Ruiz) 6 ayes, 0 nays, student trustee – aye, to approve.

(b) Curriculum
Kathleen Rose reported that this semester the Curriculum Committee updated 118 courses which included converting 48 PE courses to Kinesiology, inactivated 73 courses including 53 PE courses which are now Kinesiology, and approved two programs that meet the intent of SB1440 (AA in Communication Studies and AS in Administration of Justice). Debbie Klein reported that she received a congratulatory note from the State Senate President for being the first of 112 community colleges to approve that particular transfer degree. She forwarded the note to Susan Dodd and Bonnie Donovan who were instrumental in the work. Tony Ruiz asked if technological resources are available for English remedial work. Kathleen Rose stated that English sections have a strong lab connection with the Writing Center.
MSC (W.Glines/A.Keller) 6 ayes, 0 nays, student trustee – aye, to approve.

(c) Professional Services Agreement with McCallum Group, Inc. for Legislative Advocacy Services
Steve Kinsella reported that we used the services of this lobbyist in the past with great results. They assisted us with regulations concerning the golf course. They were also instrumental in changing regulations so colleges are able to include growth in their base enrollment. We stopped using them because we didn’t have any issues but now we are at a point where the PE/Kinesiology building has been on the state list for funding for several years. The state has a practice that if the college proceeds with any of the projects that have been identified for state funding they come off the state list and they assume the college will use its own money. So if we proceed with work on that building we’ll lose state funding. The consultant wants to pursue a bill that would allow us to start on projects that we have the money to pay for. We would seek authorization to proceed with the project with our own resources but it wouldn’t prevent us from being reimbursed by the state at a later time. The cost is $500 a month and we anticipate keeping their services for about two years.
MSC (T.Ruiz/K.Child) 6 ayes, 0 nays, student trustee – aye, to approve.

(d) Revision to Technology Master Plan
Joe Keeler reported that the agenda cover sheet lists the highlights of the major revisions and changes of the plan. Some areas are included, the rest are online. The plan was reviewed by the Tech Committee, President’s Council, and is being recommended for approval.
MSC (K.Child/A.Keller) 6 ayes, 0 nays, student trustee – aye to approve.

(e) Approval of New Parking Fine Schedule
Joe Keeler reported that this addresses an increase in the cost of parking fines, a fee for dismissed citations, and raising the daily parking fee. This has gone through the Health Safety Facility and Grounds Committee, President’s Council, and is being recommended for approval.
MSC (T.Ruiz/T.Breen) 6 ayes, 0 nays, student trustee – aye to approve.

(f) Disposal of Surplus Property
Joe Keeler reported that this is the normal process we use to dispose of items we don’t need. When possible we try to donate items to schools. Disposal of e-waste is done according law.
MSC (T.Ruiz/K.Child) 6 ayes, 0 nays, student trustee – aye to approve.
(g) Compensation for Unrepresented Employees
Steve Kinsella reported that he is recommending that the Board approve an increase of 2% on the salary schedule for unrepresented employees.
MSC (T.Breen/M.Davenport) 6 ayes, 0 nays, student trustee – aye to approve.

(h) GCFA/District Contract Proposal (“Sunshine”) – Revised
Joe Keeler reported that this revises the sunshine agreement by adding Article 1.4, openers and Article 6.8 association rights to member’s information.
MSC (K.Child/W.Glines) 6 ayes, 0 nays, student trustee – aye to approve.

(i) FY 2011-12 Tentative Budget
Joe Keeler reported that this is the 2011-12 tentative budget. He stated that even with the deficit, it gives us the authority to spend starting July 1. We work on the budget during the summer and come back to the Board with a final budget at the September Board meeting. Tony Ruiz suggested that the information regarding long-term outlook and conclusions be reviewed to take into consideration factors about San Benito County such as the economy being the fifth worst in the nation, the 26% unemployment rate, the local cost of the sewage plant, and the high cost of impact fees and traffic fees. As San Benito County deals with these issues, the growth projections will be different and the figures in the budget may need to be revised.
MSC (M.Davenport/K.Child) 6 ayes, 0 nays, student trustee – aye to approve.

*(j) Appropriations Limit for FY 2010/2011, Resolution No. 931
Joe Keeler reported that our limit is calculated at $54 million.
MSC (M.Davenport/W.Glines) to approve resolution No.931 roll call vote: 6 ayes, 0 nays, student trustee – aye to approve.

(k) Budget Adjustments
Joe Keeler reported that these are normal budget adjustments, there is nothing significant.
MSC (T.Breen/T.Ruiz) 6 ayes, 0 nays, student trustee – aye to approve.

*(l) Five-Year Capital Construction Plan and Final and Initial Project Proposals, Resolution Nos. 929 and 930
Joe Keeler reported that there are three items for approval: the Five-Year Capital Construction Plan 2013-2017, the Initial Project Proposal for the off-sites with Resolution 929 and the Final Project Proposal for the library/media, the student services/administrative center, and the theatre with Resolution 930. He stated that resolution 930 approves the final project proposal which is an application to the state for a new theatre. We follow green policies when they are economically feasible with the limited funds we have. We may move more into that area a little more aggressively, and under discussion with the Board.
MSC (W.Glines/K.Child) 6 ayes, 0 nays, student trustee – aye to approve the Five-Year Capital Construction Plan.
MSC (K.Child/M.Davenport) to approve resolution No. 929 roll call vote: 6 ayes, 0 nays, student trustee – aye to approve.
MSC (T.Breen/M.Davenport) to approve resolution No. 930 roll call vote: 6 ayes, 0 nays, student trustee – aye to approve.

(m) Capital Project Change Order
Joe Keeler reported that we are nearing completion of the social science building.
MSC (K.Child/A.Keller) 5 ayes, 1 nay, student trustee – aye to approve.
IV. CLOSING ITEMS
   1. The next regularly scheduled Board meeting is July 12, 2011, Gavilan College, Student Center, North/South Lounges.

   2. Adjournment
      The meeting was adjourned at 8:24 p.m.

*Roll Call Vote