MINUTES

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

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

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 Laura Perry at 7:10 p.m.

2. Roll Call
Trustees: Laura Perry, Tony Ruiz, Mark Dover, Kent Child, Tom Breen, Mike Davenport, Walt Glines
Dr. Steven M. Kinsella, Superintendent/President
Dr. Kathleen Rose, Vice President of Instructional Services
Joe Keeler, Vice President of Administrative Services
Dr. Debbie Klein, Academic Senate
Diana Seelie, Professional Support Staff
Angie Oropeza, Recording Secretary

Others in Attendance: Susan E. Alonzo, Terry Newman, Ron Hannon, Rachel Perez, Anne Ratto, Fran Lopez, Sherrean Carr, Jack Bachofer, Fran Lopez, Diane Stone

3. Pledge of Allegiance
Tom Breen 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) Special Meeting of the Board of Trustees Minutes 1/5/11, Regular Meeting of the Board of Trustees Minutes 1/1/11, Board Facilities Development and Utilization Committee Minutes 1/25/11, Board Budget Committee Minutes 1/25/11
(b) Personnel Actions
(c) Warrants and Electronic Transfers Drawn on District Funds
(d) Ratification of Agreements
MSC (M.Dover/T.Breen) unanimous, student trustee aye - to approve.

6. Approval of Agenda
Laura Perry asked the Board to revise the agenda by moving Action Item, New Business, (a)Tenure Recommendation, after Comments from the Public, to accommodate guests. MSC (K.Child/M.Davenport) unanimous, student trustee – aye, to approve the agenda as revised.

7. Comments from the Public - This is a time for the public to address the Board.
Leah Halper distributed a list of GCFA activities, everyone is invited. She reported that that GCFA is trying to use CCA and CTA state resources. Seven faculty will be attending the CCA-CTA Winter conference.

Action Item, New Business, (a)Tenure Recommendation
Dr. Kathleen Rose presented the eight candidates recommended for tenure: Blanca Arteaga, Nicole Cisneros, Nikki Dequin, Shelley Giacalone, Kevin Kramer, Dr. Robin Kreider, Gilbert Ramirez, and Scott Sandler
MSC (K.Child/M.Dover) unanimous, student trustee – aye, to approve.

8. Officers' Reports
(a) Vice Presidents
Joe Keeler reported that two budget forums have been scheduled, on February 15, 2-3 p.m. and February 16, 9-10 a.m., both in the north lounge.

(b) College President (written report included)
Dr. Steve Kinsella reported that he included a written report to the Board on budget assumptions as we develop the budget. He is recommending that we stop reductions and either maintain stable funding or slight increase in funding and backfill positions as they open up. He is recommending that we hire four full-time faculty. While there are discussions at the state about large reductions and budget changes, that is not something he is overly concerned about because of the activity in the national economy that will eventually work down to us. The reserves we have accumulated and reductions we have made have given us a competitive advantage and he is proposing that we take advantage of it. If we are wrong we have plenty of reserves to work with. The recommendations he built into the report are those that he intends to go forward with unless the Board has an objection. He is very optimistic about the college’s ability to once again get positioned so when enrollment is funded by the state we have the enrollment we need, and we can dedicate our resources to the Board’s goals, the strategic plan, and the unit plans we have been developing as part of the overall planning process. He congratulated the newly tenured faculty members.

(c) Academic Senate
Dr. Debbie Klein thanked Steve for his report and expertise, and for prioritizing the class schedule and increasing it by 2% for the fall. She reported that the Senate will meet next week, they will discuss the 2011 senate and Board goals. The senate will also be discussing the withdrawal date procedure and the tenure evaluation process.

(d) Professional Support Staff
Diana Seelie reported that CSEA officers were installed today. Officers are going through training. The negotiating team will meet with the district tomorrow for the first time.
(e) Student Representative
Aaron Keller reported that the student life coordinator position is vacant and ASB requests that it be filled as soon as possible as they are having difficulty proceeding with day-to-day activities. ASB helped 23 students with textbook scholarships, four students attended the Leadership Symposium at UC Berkeley, ASB is working on the tobacco task force and a health fee resolution which will be presented at the next President’s Council meeting, they are organizing to take students to the March in March to the capitol.

(f) Board Member Comments
Mike Davenport reported that he attended a trustee conference Sacramento, and after working with other elected peers, and other college administrators, we have a huge reason to be proud of the leadership and instruction at Gavilan. This college and district is looked at as a Pinnacle across the state. He came back with a heightened sense of pride. Many of our districts in dire budget straits. A tax proposal coming up in June is key to colleges including the UC system and the state school system.

Kent Child acknowledged Lynn Lockhart, who will be retiring at the end of this semester. Lynn has a natural gift for communicating the complexities of math, particularly to math challenged students and older adults. Lynn volunteers many hours tutoring students. He has made a wonderful contribution to Gavilan. He also worked on the IEC committee for many years. Kent congratulated the newly tenured faculty. He is impressed with their amazing range, experience, and success so early in their careers, and it is a wonderful acknowledgement that so many have been Gavilan students. Kent also acknowledged the deans and department chairs who helped them get to this point in their career.

Tom Breen reported that on January 29-31 he served on a public advisory committee to an athletic department hiring committee. They had conversations with seven candidates and a selection has been made. He is meeting with a group in the Hollister School District assessing how to deal with the financial challenges they are facing.

Mark Dover – no report.

Walt Glines reported that he is on the Gavilan email distribution list and recommends that others consider getting on it. He has learned interesting information and about activities that are going on at the college, such as the amount of financial checks being disbursed and the free professional growth opportunities available to staff and their dependents. He reported that he read a story in today’s Mercury regarding student success and asked if we have a plan that includes measureable goals, and measures of student achievement. He also attended the trustee conference in Sacramento and echoes Mike Davenport’s comments. One of the more interesting sessions was on faculty and staff roles in local decision making. One of the speakers, Jane Patton, also presented at Gavilan last week. Tony Ruiz reported that he also attended the trustee workshop in Sacramento. It gives you a good idea of where you stand, and he walked away feeling very good in comparison to other colleges. It was interesting to learn how the Brown Act has gotten tighter. He was involved in discussing student success. He feels that student success is within the realm of teachers, they are the biggest factor, and it is dependent upon them. Administration facilitates, supports, offers ideas, encourages, and evaluates. The Board has authority only through policy. The Board’s main concern is certification. The Board should see that enough students are getting degrees and certificates and are transferring. He hopes our policy makes it clear on the part of the faculty, administration, Board, and the public. He also attended a conference in Charlotte on new partners for smart growth. We can learn from other success stories of schools partnering with libraries, YMCAs, and businesses to make dollars go further.
(g) Board President
Laura Perry reported that on January 21, she and Steve Kinsella made a presentation to Morgan Hill Leadership regarding Community Colleges. On January 29 she attended the Morgan Hill Chamber of Commerce dinner to honor Lorraine Welk as Woman of the Year. Last year Gavilan received Educator of the Year. The caliber of people representing Gavilan in the community is very high. Last Monday night she represented Gavilan at the swearing in for Mike Wasserman, the new Supervisor for Santa Clara County that represents this part of the district.

9. Board Committee Reports
Tom Breen reported that the Board Facilities met and the minutes are in the Consent Agenda. Mike Davenport reported that the Retirement Fund Committee met today and those minutes will be included in the next Board agenda. He also reported that the Board Budget Committee met and the recommendations for some of those changes are in the action items to follow.

10. Information/Staff Reports
(a) Recognition of the Employee of the Month
Fran Lozano introduced January 2011 Employee of the Month, John Lawton-Haehl, Theatre Department. John pays attention to all the details of the theatre productions. The students are well prepared and involved. He puts in many hours. He is active in the Vision Committee, and is Vice President of the Academic Senate. John stated that Gavilan has become a wonderful home and environment for someone like him who not only wants to be involved in his own program, but also in the vision of the school and helping the school prosper, grow, and change. He appreciates all the people he works with.

(b) Redistricting Process
Jan Chargin reported that we need to identify a demographer and legal counsel. The Community College League has developed a plan where we could use their vendor. Their price is approximately $35,000 plus legal, so we would like to get independent quotes and bring the information back to the Board. Jan reviewed the redistricting process included in the Board packet. If we change the method of election, the question is, does it remain at large or does it go to single trustee districts. If it is at large you can change the size of the wards, however the California Voting Rights Act is indicating that under-represented groups might benefit from an analysis. You could recommend single trustee districts and those would have to be drawn by population except in the case where there are multiple campuses in multiple counties. This is where legal counsel would be involved to see if we fit that because we only have the land for the campuses. If there are multiple campuses in multiple counties the requirement that the district have the same number of residents can be waived, otherwise it must be done proportional to population. Districts can cross county lines. The demographer and legal counsel would look at the demographics, weigh alternatives, and present possible legal scenarios and options. Laura Perry stated that we need to be in compliance with the law and after that we can consider options as a Board.

(c) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2010
Joe Keeler reported that we are doing great. This quarter we made approximately $300,000 in value of the assets.

(d) Measure E Bond Quarterly Preliminary Financial Status Report at December 31, 2010
Joe Keeler reported that this is a comparison of the current Measure E budget with actual expenditures. Everything is running as it should.
(e) FY 10-11 Mid-Year Financial Report
Joe Keeler reported that each year we compare actuals to the budget. Susan Cheu reviewed where we are for the mid year as of 12/31, projections for the rest of the year as of 6/30, and assumptions made and potential changes to increase accuracy.

III. ACTION ITEM
1. Old Business
   (a) Committees of the Board 2011
      MSC (K. Child/T. Breen) unanimous, student trustee – aye to approve.

2. New Business
   (a) Tenure Recommendation
      AGENDA REVISED TO MOVE THIS ITEM AFTER COMMENTS FROM THE PUBLIC

   (b) Sabbatical Leave Requests
      MSC (T. Ruiz/M. Dover) unanimous, student trustee – aye, to approve.

   (c) CCCT Board Election – 2011
      MSC (K. Child/M. Dover) unanimous, student trustee – aye, to nominate Mike Davenport. MSC (M. Dover/T. Ruiz) unanimous, student trustee – aye, to close nominations. The district will make available up to 200 flyers to the candidate, as allowed by regulations.

   (d) Donation of Trees from Michael Bonfante
      Joe Keeler reported that the college received a donation of trees valued at $20,700. MSC (K. Child/M. Dover) unanimous, student trustee – aye to accept the donation.

   (e) Measure E Cash Flow Analysis and Options
      Joe Keeler reported that we need to sell Measure E bonds to finish the projects. Bond counsel, David Casnocha, outlined the options. Dale Scott reviewed the information with the Board Facilities and Board Budget Committees and both committees recommend Alternative #1. Rob Leonard, on behalf of Dale Scott, reviewed for the Board the different scenarios and their recommendation to proceed with Alternative #1. MSC (M. Davenport/K. Child) unanimous, student trustee – aye, to approve.

   (f) Measure E Budget Adjustments
      Joe Keeler reported that the issue is reconciling the budget to the cost of completion. The adjustments have been reviewed with the Board Facilities and the Board Budget Committees, and they recommend that the Board approve the adjustments and the net change of $7,052,745 be placed in the program contingency. MSC (M. Dover/T. Breen) unanimous, student trustee – aye, to approve.

   (g) Budget Adjustments
      Joe Keeler reported that these are the budget adjustments for FY 2010-11 that Susan Cheu reviewed in detail earlier. MSC (T. Breen/K. Child) unanimous, student trustee – aye, to approve.

   (h) Quarterly Financial Status Report, CCFS 311Q at December 31, 2010
      Joe Keeler reported that the Chancellor’s Office requires us to file this report and it matches the information the Board has for the fiscal position of the district. MSC (K. Child/M. Davenport) unanimous, student trustee – aye to approve.
(i) Capital Project Change Order
   Joe Keeler reported that the change order has been reviewed by the architects and
   program manager.
   MSC (T.Breen/M.Dover) unanimous, student trustee – aye to approve.

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is March 8, 2011, Gavilan College, Student
   Center, North/South Lounge.

2. Adjournment
   The meeting was adjourned by consensus at 9:00 p.m.