MINUTES

I. CALL TO ORDER 6:00 p.m.
The meeting was called to order by Laura Perry at 6:18 p.m.

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

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 6:19 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   The meeting was called to order at 7:01 p.m.

2. Roll Call
   Trustees: Laura Perry, Tony Ruiz, Mark Dover, Kent Child, Tom Breen, Jonathan Brusco, Walt Glines, AJ Rodriguez
   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. John Lawton-Haehl, Academic Senate
   Diana Seelie, Professional Support Staff
   Angie Oropeza, Recording Secretary
   Others in attendance: Susan E. Alonzo, Fran Lopez, Anne Ratto, Terry Newman, Susan Cheu, Judy Shanley, Diane Stone, Susan Sweeney, Sherrean Carr, Fran Lozano, Lisa Reeve

3. Pledge of Allegiance
   The pledge of allegiance was led by Jonathan Brusco.

4. Report of any Action Taken in Closed Session
   No action was taken in closed session

5. Consent Agenda
   (a) Regular Board Meeting Minutes October 9, 2012, Retirement Board Minutes October 9, 2012,
       Board Policy Subcommittee Minutes October 9, 2012
   (b) Personnel Actions
   (c) Warrants and Electronic Transfers Drawn on District Funds
   (d) Ratification of Agreements
       MSC (T.Breen/T.Ruiz) 7 ayes, 0 nays, student trustee aye to approve

6. Approval of Agenda
   MSC (T.Breen/K.Child) 7 ayes, 0 nays, student trustee aye to approve
7. Comments from the Public
Diane Stone, Kinesiology, reported that the men’s soccer team is in the state playoffs, coach Johnson is soccer coach of the year, Anthony Valasquez is co-forward of the year, Eric Savitra is co-goalkeeper of the year, six players are all conference. If the women’s volleyball team wins tonight they will be coast conference champions.
Leah Halper – GCFA President, congratulated Susan Dodd and Scott Sandler for employees of the month, she invited everyone to the December 5 GCFA holiday party, they also contributed to the CSEA holiday party. She appreciates the work by the expenditure reduction task force and the voters for passing of Prop 30 and hopes that the first restorations are to the class schedule and security at the off sites. Congratulations to Joe Keeler for his retirement.

8. Recognitions and Awards
Dr. Steven Kinsella recognized Joe Keeler for his service to Gavilan. He has taken the lead on many projects including Measure E. His work is appreciated. John Pruitt, and Dr. Kathleen Rose congratulated him Laura Perry presented a plaque and thanked him for his service.

9. Officers’ Reports
(a) Vice Presidents
John Pruitt reported that Calworks celebrated their 15th anniversary on November 8. He hopes for an opportunity to show the film they made regarding challenges students face and the support they get at Gavilan. He thanked Susan Sweeney and everyone who worked on the event. A successful transfer day was held on Thursday, he thanked Vania Parakati and everyone who worked on the event. On Friday, the admissions and records staff hosted region 3 and 4 of the California Association of Collegiate Registrars and Admissions Officers. About 150 people attended. Thank you to Candice Whitney and everyone who worked on the event. Pre-priority registration begins Friday, the schedule will be online tomorrow, a Veterans’ Expo is scheduled on November 15.

(b) College President
Steve Kinsella reported that we are waiting to hear what Prop 30 will mean for the college. The good news is that we won't make more reductions after the $2 million identified by the expenditure reduction task force. We will add classes back next year starting with summer and eliminate the reduction for fall. Changes for spring need to go into effect. Prop 30 will give us some of the funds the state owed us from last year. Growth money will be available. His recommendations to the Board will be different from the expenditure reduction task force regarding the golf course, Community Education, athletics, and a couple of other items. Both will be presented to the Board next month for action. We will reorganize administrative services for savings through the vice president’s retirement. He will be attending various accreditation commission meetings in the next couple of months.

(c) Academic Senate
Dr. John Lawton-Haehl reported that they will hold elections next month. Congratulations to employee of the month Scott Sandler, the children’s theatre will have a public performance of American Tall Tales on December 1, 7:00 p.m.

(d) Professional Support Staff
Diane Seelie reported that they will hold elections next month. They are raising money for scholarships through a quilt raffle and a poinsettia sale. A holiday celebration is scheduled on December 4, 5:30 p.m., at Westside Grill, everyone is invited.

(e) Student Representative
AJ Rodriguez reported that ASB is writing a resolution for college hour, several students attended a leadership conference and the general assembly last week, Halloween activities were successful, they are happy that Prop 30 passed, and they are discussing installing refillable water stations.

(f) Board Member Comments
Board members congratulated Joe Keeler on his retirement and thanked him for his service.
Mark Dover acknowledged Cathy Scattini’s retirement, congratulations to athletics for their success. He reported that he and Walt Glines presented the Gilroy Spirit Awards. Thank you to all who put out signs for his campaign; he looks forward to continuing to work for the college. Walt Glines acknowledged all veterans who attend Gavilan. The Gilroy Spirit Awards was a great event. Last month he, Dr. Kinsella, and others presented to the Gilroy Unified School District (GUSD) focusing on their students who attend Gavilan and their transfer rates to four-year schools, and the Gavilan student success initiatives. Congratulations to athletics for their success. He is happy that Prop 30 passed; a lot of credit goes to young people. Jonathan Brusco congratulated Mark Dover on a victorious campaign, he is looking for more prosperous times with the passage of Prop 30. Tom Breen congratulated Mark Dover on a victorious campaign. He attended a LULAC breakfast on Sunday and distributed the veteran’s expo flyer.

Tony Ruiz reviewed the difference between Prop 38 and 30.

(g) Board President
Laura Perry congratulated Joe Keeler on his retirement and Mark Dover on his victorious campaign.

10. Board Committee Reports
None

11. Information/Staff Reports
(a) Recognition of the Employees of the Month
Fran Lozano introduced Scott Sandler as September employee of the month. Scott is dedicated and committed. He is instrumental in number of programs, including Puente, and the English department portfolio grading system. He headed up the Learning Council, and we are lucky to have him on staff. Scott thanked everyone and acknowledged Eddie Cervantes as his Learning Center partner and Celia Marques who is the Puente counselor.
Terry Newman introduced Rosie Armstrong as October employee of the month. Rosie represents the best Gavilan has to offer. She anticipates needs and has excellent customer service skills. She is always prepared and knowledgeable. She serves on many college committees and is always willing to help. Many favorable comments are received from those she works with. Rosie thanked everyone and acknowledged Terry Newman Virginia Estrada.

(b) Expenditure Reduction Task Force Recommendations, Fiscal Years 2012–13 and 2013–14
Susan Sweeney, task force chair, reviewed the committee representation, the inclusive process, and the core principles used. Many resources were used and research done. Vice presidents, managers, and others were consulted. Extensive input was gathered from all constituent groups and grouped in themes that were developed into the recommendations. The following were comments made or information given in response to questions:
• Postage information will be forwarded for possible savings.
• Opposition to cuts in Community Education, Athletics, and the golf course were expressed.
• Suggestion to cut a percentage to all departments across the board so cuts are shared.
• Suggestions came from all constituencies, and athletics was one with the most suggestions. The question was asked about the amount that could be cut and not eliminate programs.
• Eliminating football would result in a net loss of dollars because of the number of FTEs.
• The focus was to keep the classrooms.
• The recommendation is to cut $100,000 in general fund subsidy over two years to Community Education with the manager deciding where to cut.
• Recommendations need to have money figures attached in order to discuss.
• Title 9 is not just athletics; it includes other programs such as nursing and cosmetology. If we cut football we would be greatly imbalanced on the male side with lack of participation.
There is a difference between overloads and overtime. The instructional program would be harmed if we didn’t do overloads in courses when qualified adjunct faculty are not available. Overload is not time-and-a-half, they get paid the same as adjunct faculty would be paid.

Other ways of monitoring parking need to be reviewed as opposed to a new hire. Hiring someone paid out of parking fines may encourage students to buy permits which will raise revenue. Existing staff may be able to help monitoring parking.

We already take advantage of bulk purchases but we could do more.

“expense accounts” were clarified to indicate that they are program budgets.

We want Gavilan to have student activities.

We need to invest and work with basic skills with the high schools.

We can’t shut the doors to community colleges, but students also need to maximize time.

Laura Perry thanked the task force for their work. All recommendations will be gathered, reviewed, and considered.

(c) Educational Master Plan
Dr. Kathleen Rose reported that this is a draft revision of the Educational Master Plan. It includes five areas of emphasis going forward in strategic planning. It will be brought back for Board action at the next meeting. It will be one of the accreditation documents in preparation of the March visit. It was suggested the beginning of the second bullet of the “Principles of Community” be reworded. Kathleen Rose stated that the strategic plan is updated annually and the Educational Master Plan is an overarching vision document. Most Educational Master Plans are refreshed on a six-year cycle. She stated that conversations are going on at the Chancellor’s Office about common course standards and what that will mean to our curriculum. As we move forward in doing transfer degrees we are insuring that there will be some pipeline through K-12, through the transfer degrees, and on to the CSUs. John Pruitt stated that SB1456 was the alignment in courses. We are waiting from Chancellor’s Office about the role community colleges will play with K-12 in a formalized way.

(d) Principles of Community
Kathleen Rose reported that this is being brought back suggesting a change to delete “in accordance with current bargaining unit contracts” so it will meet all standards on campus.

(e) Board Policies
Steve Kinsella reported that the changes will bring the policies up to date for accreditation.

(f) Accreditation Self Study
Ken Wagman reported that this is the first draft. He thanked everyone who worked on the document. It will be brought back next month for Board action. Board members thanked everyone for their tremendous amount of work, leadership, and expertise.

(g) Course Reductions
Kathleen Rose reported that these reductions are provided for information which may impact some community members.

(h) Measure E Bond Quarterly Preliminary Financial Status Report at September 30, 2012
Joe Keeler reported that this is an update on the first quarter of the fiscal year. Kent Child thanked Joe Keeler for all the fine work he put into Measure E.

(i) Retiree Health Benefit Trust Investment Portfolio Status as of September 30, 2012 with an Update for November Transfers
Joe Keeler reported that this is an update with bank statements attached. The matrix indicates that we had a balance of cash of $7.3 million and through the reductions of the transfers from the trust to the district to help with the deficit; the estimated balance at November 30 is $4.8 million. In response to Walt Glines’ question, Joe Keeler stated that we don’t have to pay the money back but we could if we chose to make it whole. He also stated that the total liability hasn’t changed we just have less money in the bank. Steve Kinsella stated that currently there
are current retirees who receive benefits and a group who is working who will retire. That is the one we are trying to cover with the annual required contribution. The annual required contribution is the cost for both groups. What we have done is taken money out of the retired prefunded group. We have it as an information item because we want everyone to know that money has been used to cover the deficit. Ken Wagman acknowledged Steve Kinsella and Joe Keeler for their expertise; it saves a number of classes.

(j) Monthly Financial Report
Joe Keeler reported that this is as of October 15 and everything tracking as it should.

III. ACTION ITEM
1. Old Business
   * (a) Resolution of the Board of Trustees of the Gavilan Joint Community College District Adopting the Mitigated Negative Declaration and Approving the Mitigation Monitoring and Reporting Program for the Gavilan College Gilroy Campus Modernization Project
   Joe Keeler reported that items a and b are separate resolutions and both require a public hearing. Judy Shanley, from David J.Powers, stated that at the October 9 Board meeting and public hearing, the CEQA process and issues were reviewed. The first resolution is to approve the mitigated negative declaration and adopt the mitigation monitoring program for the project. Six projects were combined into one for CEQA. An initial study was prepared. Since projects will be implementing all necessary mitigation measures, it is considered eligible for a mitigated negative declaration. The study was circulated for 30 days to agencies and the public. Responses to all comments and Trustee questions from the October 9 Board meeting are included in the report. None raised new issues or significant concerns about the study.
   Laura Perry opened the public hearing for the public to comment on the Resolution of the Board of Trustees of the Gavilan Joint Community College District Adopting the Mitigated Negative Declaration and Approving the Mitigation Monitoring and Reporting Program for the Gavilan College Gilroy Campus Modernization Project
   No Comments
   Laura Perry closed the public hearing
   MSC (T.Breen/J.Brusco) roll call vote: 7 ayes: Laura Perry, Tony Ruiz, Mark Dover, Kent Child, Tom Breen, Jonathan Brusco, Walt Glines, 0 nays, student trustee, aye, to approve.

   * (b) Resolution of the Board of Trustees of the Gavilan Joint Community College District Approving the Gavilan College Gilroy Campus Modernization Project
   Judy Shanley, from David J.Powers, stated that the second resolution is to approve the proposed project with the addition of the mitigation measures identified in the study. If approved, the final step is for the district to file a notice of determination. The completion of the CEQA process and approval of the project by the Board allows for the regulatory agency permitting process.
   Laura Perry opened the public hearing to comment on the Resolution of the Board of Trustees of the Gavilan Joint Community College District Approving the Gavilan College Gilroy Campus Modernization Project
   No Comments
   Laura Perry closed the public hearing
   MSC (T.Breen/K.Child) roll call vote: 7 ayes: Laura Perry, Tony Ruiz, Mark Dover, Kent Child, Tom Breen, Jonathan Brusco, Walt Glines, 0 nays, student trustee, aye, to approve.

   (c) Board Policies
   MSC (W.Glines/J.Brusco) 7 ayes, no nays, student trustee, aye, to approve

   (d) Board Self-Evaluation Instrument
   Kent Child reported that this is the second reading. The online evaluation will be sent to Trustees. A special meeting will be scheduled to review results and develop 2013 Board goals.
   MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, approve.
2. New Business
   (a) EOPS/CalWORKs/CARE Advisory Committee
       MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye to approve.

   (b) Disability Resource Center Workability III Advisory Committee
       MSC (K.Child/AJRodriguez) 7 ayes, 0 nays, student trustee, aye to approve.

   (c) Disability Resource Center Advisory Committee
       MSC (T.Ruiz/K.Child) 7 ayes, 0 nays, student trustee, aye to approve.
       Kent Child asked that all volunteers who serve on the committees be thanked for their service.

   (d) Career Technical Education Advisory Boards
       MSC (W.Glines/K.Child) 7 ayes, 0 nays, student trustee, aye, to approve.

   (e) Curriculum
       MSC (M.Dover/K.Child) 7 ayes, 0 nays, student trustee, aye, to approve as corrected.

   (f) Instructional Service Agreement Between Gavilan & Santa Clara Co. Holden Justice Training Center
       MSC (T.Breen/K.Child) 7 ayes, 0 nays, student trustee aye, to approve.

   (g) Health Fee Increase
       MSC (T.Ruiz/J.Brusco) 7 ayes, 0 nays, student trustee aye, to approve.

   * (h) Change in Signature Authority
       Joe Keeler reported that this changes the signature process from him to Kathleen Rose.
       MSC (K.Child/M.Dover) roll call vote: 7 ayes: Laura Perry, Tony Ruiz, Mark Dover,
       Kent Child, Tom Breen, Jonathan Brusco, Walt Glines, 0 nays, student trustee, aye, to approve.

   (i) Claim Against the District; Request to Waive Late Filing of Claim
       Joe Keeler reported that this is the right process in this case. We are not harmed by the request.
       MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve.

   (j) Lease for Morgan Hill Community Center
       MSC (K.Child/AJRodriguez) 7 ayes, 0 nays, student trustee, aye to approve.

   (k) Extend Contract with District Financial Auditor
       MSC (T.Ruiz/K.Child)
       Discussion: Walt suggested countering the request to $57,500 and no increase. Joe Keeler stated
       that we work with the auditors to keep fees down. Their workload has increased due to Chancellor’s
       Office requirements.
       Vote: 6 ayes, 1 nay (W.Glines), student trustee, aye, to approve.

   (l) Quarterly Financial Status Report, CCFS 311Q at September 30, 2012
       MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye to approve.

   (m) Budget Adjustments
       (K.Child/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve.

   (n) BFGC-IBI Group Architecture and Planning (BFGC) Project Assignment Amendment (PAAs) for
       Various District Projects
       Joe Keeler reported that all are related to the project approved with the negative declaration.
       MSC (T.Breen/M.Dover) 7 ayes, 0 nays, student trustee, aye, to approve.

IV. CLOSING ITEMS
   1. The next regularly scheduled Board meeting is December 11, 2012, Gilroy Campus, North/South
      Lounge.

   2. Adjournment
      The meeting was adjourned by consensus at 9:40 p.m.