MINUTES

I. CALL TO ORDER 6:30 p.m.
The meeting was called to order by Kent Child at 6:30 p.m.

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

2. Comments from the Public
   None

3. Recess to Closed Session
   The Board recessed to closed session at 6:31 p.m.

II. OPEN SESSION 7:00 p.m.
    1. Call to Order
       The meeting was called to order by Kent Child at 7:04 p.m.

    2. Roll Call
       Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, Tony Ruiz, Anél Tovar

       Dr. Steven M. Kinsella, Superintendent/President
       Dr. Kathleen Rose, Executive Vice President, Instructional Services
       Terry Newman, Interim Senior Director of Administrative Services
       Jen McMillen, Academic Senate
       Diana Seelie, Academic Senate
       Angie Oropeza, Recorder

       Others in attendance: Susan E. Alonzo, Nancy Bailey, Susan Cheu, Anne Ratto, Veronica Martinez, Fran Lopez, Mari Garcia, Rachel Perez, Fran Lozano, Edward Cervantes, Shawn Mulcare, Jan Chargin

    3. Pledge of Allegiance
       The pledge of allegiance was led by Anél Tovar.

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

    5. Approval of Agenda
       MSC (L. Perry/M. Dover) 7 ayes, 0 nays, Student Trustee, aye, to approve.

    6. Consent Agenda
       (a) Regular Board Meeting Minutes, December 10, 2013 and Board Facilities Development and Utilization Committee Minutes, December 10, 2013
       (b) Personnel Actions
       (c) Warrants and Electronic Transfers Drawn on District Funds
       (d) Citizens’ Oversight Committee Resignation
(e) Budget Adjustments
(f) Monthly Financial Report
MSC (T.Breen/L.Perry) 7 ayes, 0 nays, Student Trustee, aye, to approve.

7. Comments from the Public
None

8. Officers’ Reports
(a) Vice Presidents
Terry Newman reported that the business office is working on the 12/13 auditing statements, the 14/15 tentative budget, and Susan Cheu and she will attend a budget workshop in Sacramento. Dr. Kathleen Rose reported that January 24 is professional development day. In the afternoon, faculty will work on the continuing SLO/PLO work identified by accreditation requirements. She also reported that we are gearing up to work on another Title V grant. As of today registration headcount is up 7% and seat count is up 2% from the same time last year.

(b) College President
Dr. Steven Kinsella reported that the state budget included less than 1% COLA. The Governor supports a 3% increase in the number of students. We are 700 FTE below our peak. We were at 5800, this year we are at 5100. The difference between 5800 and what the state is paying for is restoration. The way it works is that every college can restore their prior base. If you restore it, that is the money you get. That limits what we may potentially earn. We have earned all available restoration. If this money is defined as restoration, there is a cap on how much we can earn. If it is put in growth, it allows us to take advantage of situations in which colleges don’t grow and can’t get restoration money. If they put those funds into growth, it becomes available to everyone else. We’ll watch the situation as it is the only new money this year. Funds will be allocated to the student success initiative. It forces us to allocate matriculation costs to student success. Community colleges are receiving a $1 billion increase in overall revenue, but $600 million will go to pay down the debt, so system-wide we’ll receive approximately $400 million. The Governor has underestimated revenue and probably overestimated expenses. That will create the same situation we are dealing with now with settle out money. Settle out money is owed to us but not paid. It is given to us as one-time money and we can’t hire positions with one-time money. In response to Trustee questions, Dr. Kinsella stated that we try to balance the budget as closely as we can. The only way we provide services to students is through people; we can’t do that with one-time money. About 25% of community college presidents brand are new. The commission is struggling to get qualified people to serve on teams. He will serve on the Riverside City College accreditation team in March. The Department of Education has increased the areas they want specific data reported on such as student efforts, accomplishments, and more focus and analysis that the data was reviewed, assessed, and what happened as the result of the assessment. We have begun to prepare appropriate documentation in compliance of regulations.

(c) Academic Senate.
Jen McMillan reported that Senate held an end-of-the-year retreat. They assessed 2013 goals, discussed future goals, and gave feedback on the processes. In 2014, Senate will continue its review of grants, work on developing smooth relationships, review student success act ramifications, distance education, instructional approaches, and revise the bylaws. In 2013, the Senate’s work included resolutions, administrative procedures/Board policies, college hour, distance education, mastery level language, and guidelines for faculty representatives.
(d) Professional Support Staff
Diana Seelie reported that CSEA held elections. She remains as President, new officers include Carol McEwan as Steward and Adriana Servin as Communication Officer; the rest of the officers stayed the same. Their first meeting is tomorrow, they have a new labor rep, and they will survey members for negotiation items.

(e) Student Representative
Anél Tovar reported that the Child Development Center Club voiced concerns about safety and security in the near future by allowing non-certified students in the building. The ASB will be writing a resolution in support of the CDC students. The ASB requests that the student activities coordinator position be filled, they are planning college hour and welcome-back week activities, and will recruit new members. In honor of Black History Month, they will have a jazz band and Rocky T. Ram. All are welcome. They are in the process of changing their name to Associate Student Government.

(f) Board Member Comments
Jonathan Brusco thanked everyone who worked on the accreditation report. He will attend an online education conference in February.
Walt Glines encouraged everyone to get a flu shot. He thanked Tom Breen for attending the Gilroy Chamber Spirit Awards breakfast.
Mark Dover reported that he attended the budget and strategic planning workshops on Saturday. He was pleased that Cabrillo, Hartnell, and MPC trustees and administrators came and commented our president's knowledge on budgeting.
Laura Perry reported that she attended the Saturday workshop. Dr. Kinsella did an excellent presentation.

(g) Board President
Kent Child acknowledged the great budget presentation on Saturday by Dr. Kinsella and Gavilan Trustees’ work on the strategic plan. He was pleased and proud to see colleagues from other colleges on campus and to hear their appreciation. He acknowledged the ASB for their accomplishments for the year. He presented the Humboldt County Arts Association Magazine. The cover pictures him and former Gavilan student, Conrad Calimpong, who is now a world famous ceramic artist.

9. Board Committee Reports
None

10. Information/Staff Reports
(a) Recognition of the Employee of the Month
Anne Ratto introduced Mari Garcia as December employee of the month. Mari has been an EOPS counselor since 2008. She is a role model, her bilingual skills are a great asset, she has facilitated graduation and transfer of hundreds of students, has served as EOPS Club Advisor, and participates in many campus committees. She goes above and beyond in whatever she does. Mari thanked everyone.

(b) Community Education Spring 2014 Schedule of Classes
Rachel Perez stated that they try to keep up with recommendations and trends.

(c) Directors and Confidentials Council Bylaws
Veronica Martinez stated that the group has representation in shared governance but this will formalize the group and provide an opportunity for discussion and to provide feedback. Kent Child suggested some grammatical suggestions and was impressed by the wording.
(d) BOG A Health Service Fee Resolution
Dr. Kinsella reported that a few years ago a change was made to exempt some BOG students from the health fee. The BOG-A is probably one that should have been exempted. Because it has fiscal impacts, it needs to be done in a way that we have the ability to make sure financially the services are still available. Gabriela Wetzel, VP of ASB Finances, spoke in support of BOG-A low income students be exempted from paying the health fee. The fiscal impact on the college is approximately $8,000 per year. Walt Glines stated that we need to support students coming to college. Jonathan Brusco requested that when this item comes to the Board next month, specific income guidelines to qualify for the program be included. In response to Trustee questions, Dr. Kinsella stated the following:

- Health service fees area allowed because the state won’t pay for the services. Services would be reduced if there is no other way of doing it. He is comfortable the college will be able to support whatever is necessary. It is a matter of living within available resources.
- We are not allowed to pass on these fees to others. The California Community College system receives a list of approved fees. In some cases we can charge a fee, in some the fees are limited to a certain amount. We are not obligated to provide the services. It is a service for any student who wants to take advantage of it, without regard to their income level. If we charge a fee we may, in some cases, ask an appropriate department such as Department of Rehab to reimburse us.
- Other services BOG-A students may be eligible for is free tuition; there may be other types of assistance they may be eligible for.

(e) Accreditation Follow-Up Report
Dr. Kathleen Rose reported that the draft provides an opportunity to see the progress made and the implementation of new levels of assessment that will be ongoing and sustained. The second recommendation is on distance education. We have done an assessment and plans are in place to increase the level and degree of services to distance education. The evidence will be available in February. She thanked everyone who worked on the report, particularly Anne Ratto, who did the final edit. Walt Glines acknowledged those who worked on the report for fully addressing the recommendations. Kent Child thanked everyone who worked on the report and will forward some grammatical suggestions.

(f) CCCT Board Election – 2014
Kent Child stated that this is an opportunity for a trustee to consider running for the Community College League Board. There were no volunteers.

(g) Sabbatical Leave Requests
Dr. Rose reported that the Faculty Staff Development Committee reviewed the applications and two applications were forwarded to the Board. Final approval is given by the Board at the second reading. Trustee suggestions included the following:

Research and Develop Summer Arts Bridge Program 2015 in Theatre Arts
- The proposal states, “...for local South County High School students.” Is San Benito County not included and is it limited only to South County?
- Goal I states that “...offering college level Theatre Arts courses for the first time at Gavilan”. College baccalaureate level theatre courses have been taught at Gavilan for almost 50 years.
- A budget needs to be presented for this additional program including faculty, staff, and part-time faculty to backfill. Will fees be charged to cover costs?
Developing the Political Science Program

- Consider visiting community colleges in universities that aren’t immediately in our neighborhood but more closely fit our student demographics.
- The Conclusion states “I am the only full-time faculty in my department, Political Science”. There is no Political Science Department at Gavilan, it is a discipline within the Social Science Department.

Dr. Kinsella stated that these are the proposals; the costing is part of the product. Faculty provide a report upon their return. That will be the time for Board interaction. Additional information on Trustee questions will be provided. Tony Ruiz stated that he assumes that any questions Trustees would ask would have been asked by the administration before the proposals are forwarded to the Board and that the administration supports them as a benefit to the college. Dr. Kinsella stated he supports the proposals; one could be flushed out a bit more. Dr. Rose stated that the Faculty Staff Development Committee spends a considerable amount of time reviewing the proposals. Faculty are provided an opportunity to speak to the committee. Kent Child stated that it is an intense vetting process. It is a significant investment for the institution. Trustee comments are addressing wanting to maximize the investment, the product, and the individual.

(h) Draft Strategic Plan 2014-15 Through 2018-2019
   Kent Child reported that the plan was reviewed and changes suggested at the January 11 workshop.

III. ACTION ITEMS

1. Old Business
   (a) Board Policies
      MSC (J.Brusco/W.Glines) 7 ayes, 0 nays, Student Trustee, aye, to approve.

   (b) 2014 Board Goals
      MSC (L.Perry/J.Brusco)
      Walt Glines suggested that future Board agenda items be marked when related to a Board goal. He also requested quarterly Board goals updates.
      7 ayes, 0 nays, Student Trustee, aye, to approve.

   (c) Revised Academic Calendar
      MSC (T.Breen/M.Dover) 7 ayes, 0 nays, Student Trustee, aye, to approve.

2. New Business
   (a) FY 2014-2015 Non-Resident Tuition and Capital Outlay Fee
      MSC (W.Glines/L.Perry) 7 ayes, 0 nays, Student Trustee, aye, to approve.

   (b) FY 2014-2015 Budget Planning Calendar
      MSC (L.Perry/W.Glines) 7 ayes, 0 nays, Student Trustee, aye to approve.

   (c) Letter of Agreement for Community College Forum
      MSC (W.Glines/M.Dover)
      Dr. Kinsella reported that this private agency provides access to unlimited, targeted, specific research. We are included in a group of California community colleges (currently eight colleges) so we can create industry databases for benchmarking purposes. It will assist us with needs analysis, marketing information, etc.
      7 ayes, 0 nays, Student Trustee, aye, to approve.
(d) Curriculum
MSC (J.Brusco/M.Dover) 7 ayes, 0 nays, Student Trustee, aye, to approve.

(e) Board Representative for the County Committee Election
MSC (L.Perry/W.Glines) 7 ayes, 0 nays, Student Trustee aye to approve
Jonathan Brusco, who volunteered to serve.

(f) GCFA/District Contract Proposal ("Sunshine")
MSC (W.Glines/L.Perry) 7 ayes, 0 nays, Student Trustee, aye, to approve.

(g) Measure E Bond Program Budget Alignment
MSC (W.Glines/T.Ruiz) 7 ayes, 0 nays, Student Trustee, aye, to approve.

* (h) FY 2013-14 Tax Revenue Anticipation Note Program, Resolution No 967
MSC (W.Glines/J.Brusco)
Jonathan Brusco expressed concern that the state puts colleges in the situation of having
to borrow funds, and suggests the college bill our legislators for the borrowing costs based
on legislative changes. Tony Ruiz suggested it should be in a formal resolution to the
legislature and making it a public issue. Kent Child suggested Jonathan Brusco, Tony
Ruiz, and staff confer and work on a letter to a newspaper and the resolution. Dr. Kinsella
stated that in order for state to pay us on time they need to pay the whole debt. They
don’t want it paid all in one year because it is so large and there won’t be funds for
anything else.
Roll Call vote: 7 ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines,
Laura Perry, Tony Ruiz, Anel Tovar, Student Trustee, aye to approve.

(i) Memorandum of Understanding Between Gilroy Unified School District and Gavilan
Joint Community College for Providing College Adult Education
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 February 11, 2014 Gavilan College,
   Student Center, North/South Lounge.

2. Adjournment
   The meeting was adjourned by consensus at 8:32 p.m.

* Roll Call Vote