MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.
Trustee Walt Glines called the meeting to order at 6:02 p.m.

(a) Roll Call
Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci and Laura Perry

(b) Comments from the Public
Colette Marie McLaughlin – said she was released from employment with Gavilan College and received a letter of reprimand for unprofessional conduct. She said she was shocked to receive it and said she had not been contacted about the investigation or any type of remediation to resolve a problem. She said she felt the reprimand letter was the result of a complaint letter she wrote to the National Advisory Committee on Institutional Quality and Integrity that is investigating the ACCJC. She said she has observed unprofessional behavior by the president of the college and holds the board accountable.

(c) Recess to Closed Session
Walt Glines identified the closed session items to be discussed. The Board recessed to closed session at 6:19 p.m.

II. OPEN SESSION 7:00 p.m.
1. Call to Order
   Walt Glines called the meeting to order at 7:02 p.m.

2. Roll Call
   Trustees: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Laura Perry, and Adrian Lopez (student trustee)

   Dr. Steven Kinsella, Superintendent/President
   Dr. Kathleen Rose, Executive Vice President, Instructional Services
   Kathleen Moberg, Vice President, Student Services
   Frederick E. Harris, Vice President, Administrative Services
   Bea Lawn, Academic Senate
   Lucy Olivares, Professional Staff
   Nancy Bailey, Recorder
Others in Attendance: Shawn Mulcare, Wade Ellis, Eduardo Cervantes, Sherrean Carr, and Fran Lopez, Anne Ratto, Fran Lozano, Kathy Campbell, Mary Ann Sanidad, Debbie Klein, Randy Brown, Nicole Cisneros, David Didenti, Blanca Arteaga, and Priscilla Ahmed

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

Student Trustee Adrian Lopez requested a moment of silence in memory of Gavilan and GECA student Alex Armlin.

4. Organizational Meeting Organizational Meeting
(a) Election of Officers (President, Vice President, Clerk)
   MSC (T. Breen/K. Child) to nominate Laura Perry for Board President
   Vote:
   7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
   0 Noes

   MSC (K. Child/T. Breen) to nominate Mark Dover for Board Vice President
   Vote:
   7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
   0 Noes

   MSC (K. Child/M. Dover) to nominate Lois Locci for Clerk of the Board
   Vote:
   7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
   0 Noes

   The gavel was passed to incoming president Laura Perry.

(b) Set Meeting Dates/Locations
   MSC (K. Child/L. Locci)
   Vote:
   7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
   0 Noes

(c) Board Committee Membership
   Athletic: Mark Dover, Tom Breen, Walt Glines
   Board Policy: Kent Child, Laura Perry, and Lois Locci
   Budget: Kent Child, Mark Dover, Jonathan Brusco
   Community Education: Mark Dover, Tom Breen, Laura Perry, and student trustee
   Facilities Development and Utilization: Mark Dover, Walt Glines, Jonathan Brusco, and student trustee
   Evaluation of College President: Kent Child, Mark Dover, and Laura Perry
   Strategic Planning Steering: Tom Breen, Lois Locci, and Laura Perry
   Board Self-Evaluation Committee: Kent Child, Jonathan Brusco, Walt Glines
   Off Site Educational Centers: Kent Child, Lois Locci, and Jonathan Brusco
   Retirement Board: Lois Locci (Clerk of the Board), Steven Kinsella, Frederick E. Harris (Vice President of Administrative Services)
The Board Policy Committee will review the Ad Hoc Committee list.

MSC (K. Child/T. Breen)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

5. Report of any Action Taken in Closed Session
No reportable action taken in closed session.

6. Approval of Agenda
MSC (T. Breen/L. Locci)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

7. Consent Agenda
(a) Regular Board Meeting Minutes, November 10, 2015, Community Education Ad Hoc Committee Minutes, November 10, 2015, Board Policy Subcommittee, November 10, 2015
(b) Personnel Actions
(c) Warrants and Electronic Transfers Drawn on District Funds
(d) Payroll Warrants Drawn on District Funds
(e) Ratification of Agreements
(f) Budget Adjustments
(g) Monthly Financial Report
(h) Santa Clara County Treasury Investment Portfolio Status as of June 30, 2015 and September 30 2015
(i) Disability Resource Center/Workability III Advisory Committee

MSC (K. Child/T. Breen) to approve the consent agenda with a correction noted on Item II.7.(e), Ratification of Agreements. The term for Kone, Inc. is corrected to: 7/1/2015 – 6/30/2020.
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve as corrected.
0 Noes

8. Comments from the Public
None.

9. Officers’ Reports
(a) Vice Presidents
Kathleen Rose – reported that next week is final exam week. A winter intersession with 21 days of instruction will be held with 30 courses being offered. She said 41 new courses were developed during the fall semester. CurricUNET will be implemented this spring which will automate the curriculum development process for faculty.
Kathleen Moberg – acknowledged the work of the Student Equity Plan report writers. She said the TRIO year-end report had been filed with 100% of their goals reached. Kathleen Moberg attended the EAB Navigate Conference in Washington D.C. She said it holds a lot of potential for students. They are hopeful for a soft launch in March.

Fred Harris – reported that Santa Clara County Board of Supervisors approved the Gavilan College lease at the San Martin airport site. He will be meeting with three administrators of the California Department of Fish and Wildlife to discuss mitigation for Phase 2 of the Coyote Valley project.

(b) College President – Dr. Steve Kinsella reported on the “Winds of Change” forum. He said that Kent Child and Walt Glines both attended and that Kent Child provided an overview of the presidential search process. Walt Glines added some additional comments. Steve Kinsella will be in Washington D.C. next week on behalf of the ACCJC. He added that state and local resources look good for the next few years for Gavilan.

(c) Academic Senate
Bea Lawn reported that Academic Senate discussed recommendations from the noncredit committee which will be presented to the board in February. They also continue to discuss college hour and ways to strengthen it. Bea Lawn said Academic Senate is considering the reorganization proposal of the instructional division. She is ending her 3 year tenure as Academic Senate President. She reviewed the challenges of fulfilling AB1725 and noted that communication and participation are hindered easily and she reviewed some of the obstacles. Bea Lawn invited trustees to come to Academic Senate meetings. She reported the election results for 2016. The new officers are: Dr. Arturo Rosette (President), Dr. Blanca Arteaga (Vice President), and Sabrina Lawrence (Secretary).

(d) Professional Support Staff
Lucy Olivares said CSEA will hold elections for new officers next week. They are still in negotiations and waiting for the results of the classification study.

(e) Student Representative
Adrian Lopez reported that 2 ASGC members attended the Fall General Assembly. He said the donated canned food was distributed. He participated in the Hollister “Lights on Parade” by riding on the Gavilan float. He continues to do ASGC recruitment.

(f) Board Member Comments
Kent Child – reported that Rolf Bruckner died. Rolf wanted to place a “friendship” bench on campus. Kent Child commented on the groundbreaking in Coyote Valley as a “beautiful site”. He also acknowledged the talented staff retiring; Lynda Kerr, Ana Garcia, Terry Newman, and Silva Ramirez. Kent Child thanked Judy Rodriguez and Gavilan students for participating in the Lights on Parade.
Mark Dover – no report.
Jonathan Brusco – thanked Walt Glines for his service as board president. He commented on the college preparation involved in the Coyote Valley Groundbreaking and looks forward to future site development there.
Walt Glines – said the Coyote Valley Groundbreaking was a memorable event. He said he and Kent Child attended the Winds of Change forum. Walt Glines acknowledged the college staff who attended the forum for making an effort to learn about the changes and to be part of the planning. He said staff will be asked to provide input on the desired qualities of a new president.
Lois Locci – thanked Walt Glines for mentoring her through her first year as a trustee.  
Tom Breen – wished everyone “Merry Christmas”.

(g) Board President  
Laura Perry – thanked Walt Glines and acknowledged his work as president especially getting them through the redistricting changes. She thanked Gavilan staff and President Kinsella for the idea of acquiring the land for the Coyote Valley site. She noted that Morgan Hill residents attended the groundbreaking. She said she looks forward to having a groundbreaking in San Benito County in the future. Laura Perry expressed her sadness for Terry Newman’s retirement and wished her well.

10. Board Committee Reports  
Facilities Development and Utilization Subcommittee – Tom Breen reported that the Subcommittee received a report on ongoing projects and details on the planning of the PE facilities renovation including the swimming pool repairs. Mark Dover added that additional funding may be needed to complete the project list.

11. Information/Staff Reports  
(a) Recognition of the Employees of the Month  
Wade Ellis introduced Senior Accountant Laurel Blakley as the October Employee of the Month. He said Laurel has institutional knowledge and is a great resource to the district. She is an integral part of the Business Services’ team and is valuable in the implementation of the Banner Systems.

Fred Harris commented on Ericson Estamo and Diana Seelie who received the November Employee of the Month award. Ericson and Diana are both Computer Hardware/Software Technicians. They provide outstanding service and support to the district with a high level of customer service.

(b) Contract and Community Education 2014-2015 Annual Report  
Dr. Kathleen Rose introduced Terry Newman, Director of Contract and Community Education to answer any questions about the report. In answering Lois Locci’s question regarding the variation of indirect costs over the years, Terry Newman said that some grants will absorb some of those expenses including salaries. Lois Locci acknowledged the work required to generate the revenue to “earn” such a budget. Mark Dover said thank you to Terry Newman for stabilizing community education during a difficult period.

(c) Noncredit Committee Update  
Dr. Rose introduced the Academic Senate Noncredit Committee which has been engaged in discussions this fall semester. She noted that there is great growth, partnership, and collaboration potential in this area.

Debbie Klein spoke as the committee co-chair and said the committee members represented faculty and administrators from the Gavilan Consortium, ESL, English, Math, Social Science, DRC, and CalWORKs. She said funding legislation AB86 and AB104 restructured adult and continuing education and increased funding of certain noncredit courses. She said there are 2 key questions that were discussed: 1) what is the role of our existing credit program; and, 2) how do we build bridges between ESL credit and ESL noncredit programs. The committee’s goal is to facilitate the interaction of faculty from credit and noncredit programs with regard to program development, instruction, and curriculum.
The committee identified and is researching how to combine the excitement of new pathways for students with the strength of our credit program’s success for an academic pathway; and, how to build bridges between the credit and noncredit programs. Part of their research includes discussing and designing curriculum ideas and examining both Gavilan student success data and data from other community colleges.

The committee submitted recommendations to Academic Senate which were unanimously approved and will be forwarded to the Board of Trustee in February.

(d) Noncredit/Gavilan Regional Adult and Career Education Services (ACES)
Dr. Randy Brown acknowledged the staff and noncredit faculty for their commitment to the program and for adapting to change. He also acknowledged President Kinsella and the Board of Trustees for their vision in establishing the noncredit program years ago along with Rachel Perez for laying the foundation. Randy Brown reviewed how noncredit classes are different from credit program classes. He identified the allowable courses that Gavilan offers which includes ESL, High School Equivalency Preparation, Career Preparation, and Library Support classes. Noncredit currently offers courses at 16 sites in the district’s area. Randy said AB86/104 had restored adult education funding. There is an opportunity for an increase in apportionment along with greater curriculum scrutiny and assessment accountability. He reviewed the work accomplished thus far; some of which included increased counseling support, greater curriculum consistency, improved marketing, and common final exams.

Mary Ann Sanidad identified the consortium members: Morgan Hill Adult School, Gilroy Unified, San Benito High School District, San Juan-Aromas and Gavilan College. The consortium’s task is to create seamless pathways both academic and career by articulating and aligning all of the members’ programs. They want to accelerate students’ progress toward their next goal. They need to provide professional development to their faculty and utilize existing structures in the region. Mary Ann identified some of the consortium’s accomplishments including the completion of a three-year plan and annual budget along with governance policies. An allocation of $750,000 was received from the state.

Randy Brown and Mary Ann Sanidad answered questions.

(e) Associated Students of Gavilan College (ASGC) Semester End Report
David Didenti, Priscilla Ahmed, Adrian Lopez, and Dr. Blanca Arteaga provided a report that summarized ASGC’s accomplishments during Spring and Fall 2015. David Didenti reviewed ASGC representation on state and local committees, college hour events and activities, revised documentation, and goals for spring 2016. Blanca Arteaga noted that ASGC is in need of new membership in spite of ongoing recruitment efforts. Bea Lawn said faculty are supportive of ASGC and share many of the same goals.

(f) Board Policies and Administrative Procedures
Steve Kinsella presented revisions to Board Policies and Administrative Procedures. The Board Policy revisions will be presented to the Board at the January 12 meeting for approval. Kent Child will forward some minor changes for AP 2510. Administrative procedures will be posted and implemented.

(g) Board Policy 2350, Speakers
Steve Kinsella presented BP 2350, Speakers, as a recommendation from the Board Policy Committee. The maximum minutes per topic for a speaker changed from five to three minutes.

(h) Draft Board Goals
Kent Child presented the 2016 board goals for review. He said they were drafted from trustee input received during the Board Self-Evaluation.

I. ACTION ITEMS
1. Old Business
   (a) ASGC By Laws
      MSC (T. Breen/J. Brusco)
      Discussion: Thank you to David Didenti for his work on the by-laws.
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      0 Noes

2. New Business
   (a) Curriculum
      MSC (K. Child/M. Dover)
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      0 Noes

   (b) Student Equity Plan
      MSC (J. Brusco/W. Glines)
      Discussion: Kent Child commended the staff for the comprehensive detailed report.
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      0 Noes

   (c) Change in Retiree Health Benefits Vesting and Entitlement for Classified and Academic Administrators
      MSC (T. Breen/A. Lopez)
      Vote:
      5 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Lois Locci, Laura Perry, and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      2 Noes: Mark Dover and Walt Glines

   (d) Second Amendment to the Donation Agreement and Joint Escrow Instructions for Coyote Valley Campus Acquisition
      MSC (T. Breen/W. Glines)
      Vote:
      7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
      0 Noes
(e) Approve an Agreement with Live Oak Associates, Inc. for the preparation of a Participating Special Entity application for the Gavilan College Aviation Maintenance Technology Project at San Martin South County Airport
MSC (W. Glines/L. Locci)
Discussion: Fred Harris reported a recent change. He said the County will help process the paperwork which reduces the cost of the agreement by about $2,000.

Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(f) Approval of an agreement with Storm Water Inspection and Maintenance Services, Inc. to provide QSP (Qualified SWPPP Practitioner) for the Coyote Valley Educational Center, Phase 1
MSC (W. Glines/K. Child)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(g) Approve an agreement with K&D Landscaping, Inc. for construction work for the Gavilan College Water Storage Tank, Distribution, & Well Improvements Project
MSC (W. Glines/T. Breen)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(h) Approve an agreement with Arch Pac, Inc. to provide preliminary design, programming and cost estimates for retrofit of the existing pool at the Gilroy campus of Gavilan College
MSC (W. Glines/M. Dover)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(i) Measure E Bond Program Budget Alignment
MSC (W. Glines/J. Brusco)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

MSC (T. Breen/A. Lopez)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes
(k) MOU with South Bay Regional Public Safety Training Consortium
Item pulled from agenda.

(l) Selection of Professional Personnel Leasing, Inc. to conduct executive search services for a new Superintendent/President
MSC (T. Breen/W. Glines)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve with an additional charge of $3,000 for travel expenses.
0 Noes

(m) Gilroy Unified School District Purchase of Portable Buildings 4 & 5
MSC (W. Glines/T. Breen)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

(n) Agreement with Ellucian Company L.P. to train staff and implement the Chart of Accounts, E-Requisitions, and Imagining/Document Management modules as part of the Gavilan College Banner Application Project
MSC (T. Breen/W. Glines)
Vote:
7 Ayes: Tom Breen, Jonathan Brusco, Kent Child, Mark Dover, Lois Locci, Laura Perry, Walt Glines and Student Trustee Adrian Lopez, advisory vote of aye, to approve
0 Noes

IV. CLOSING ITEMS
1. The next regularly scheduled Board meeting is January 12, 2016 Gilroy Campus, North/South Lounge.
2. Adjournment
The meeting was adjourned by consensus at 8:53 p.m.