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Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING, BOARD OF TRUSTEES
Tuesday, August 14, 2018

Morgan Hill Gavilan Site
Morgan Hill, CA 95037

DRAFT MINUTES

1. CALL TO ORDER 6:00 p.m.

2. CLOSED SESSION

Trustee Jonathan Brusco called the meeting to order at 6:02 p.m.

A. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, and Rachel Perez

Trustees Absent: Laura Perry

Dr. Kathleen Rose, Superintendent/President

Denee Pescarmona, Vice President of Academic Affairs

Frederick Harris, Vice President of Administrative Services

Kathleen Moberg, Vice President, Student Services

Wade Ellis, Associate Vice President of Business and Security Services

Eric Ramones, Associate Vice President of Human Resources and Labor Relations

Nancy Bailey, Executive Assistant to the President

B. Comments from the Public

Ken Wagman said goodbye to the board in his role as president of GCFA and announced that Rob Overson is the current president. He thanked the trustees for listening to his viewpoint over the years. Ken Wagman encouraged the board to review the district's offer to GCFA carefully as he doesn't think it will be accepted by membership. He added that the upcoming bond vote, may not have faculty support.

C. Recess to Closed Session

The Board recessed to closed session at 6:06 p.m.

3. OPEN SESSION 7:00 p.m.

A. Call to Order

President Jonathan Brusco called the meeting to order at 7:07 p.m.

B. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez

Trustees Absent: Laura Perry

Kathleen Rose, Superintendent/President

Board of Trustees: Tom Breen
Laura A. Perry, Esq.

Kent Child
Walt Glines

Mark Dover
Lois Locci, Ed.D.

Jonathan Brusco
Adam Lopez



Denee Pescarmona, Vice President of Academic Affairs
Kathleen Moberg, Vice President, Student Services
Frederick Harris, Vice President, Administrative Services
Nikki Dequin, Academic Senate
Jessica Fromm, Professional Support Staff Representative
Nancy Bailey, Executive Assistant to the President (Recorder)

Others in Attendance: Eric Ramones, Susan Sweeney, Bobbi Jo Palmer, Wade Ellis, Jan Bernstein Chargin, David Casnocha, Ron Hannon, Edwin Diaz, Jeanie Wallace, Diane Seelie, Linda Bernabe, Carina Cisneros, Fran Lozano, David Casnocha (Stradling Yocca Carlson & Rauth)

- C. Pledge of Allegiance
The Pledge of Allegiance was led by Lois Locci.
- D. Report of any Action Taken in Closed Session
Jonathan Brusco reported that no action was taken in closed session.
- E. Approval of Agenda
MSC (M. Dover/W. Glines) to approve the agenda.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.

0 Noes

1 Absent: Laura Perry

4. Consent Agenda

- A. Regular Meeting of the Board of Trustees minutes, July 10, 2018 and Board Budget Committee Meeting minutes, July 31, 2018
- B. Ratification of Payroll Warrants drawn on District Funds for the month of July 2018
- C. Personnel Actions
- D. Purchase Order Ratification
- E. Warrants and electronic transfers drawn on District Funds
- F. Ratification of Agreements
- G. Retiree Health Benefit Trust Investment Portfolio Status as of June 30, 2018
MSC (W. Glines/M. Dover)

Discussion: Adam Lopez noted that Daniel Chavez was identified as absent in the July 31 Budget Committee minutes and clarified that his name should replace Daniel's as he is the current student trustee that did not attend. Walt Glines requested that subcommittee minutes provide more information on topics discussed. It was suggested that future subcommittee meetings be recorded.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve as amended; to replace Daniel Chavez's name with Adam Lopez's name as absent at the July 31st Board Budget Committee meeting.

0 Noes

1 Absent: Laura Perry

5. Comments from the Public

Edwin Diaz-introduced himself as a candidate for Gavilan College Trustee Area 3 and provided his personal and professional background. Edwin Diaz is a retired school superintendent and is currently active in community organizations.

Jeanie Wallace-introduced herself as a candidate for Gavilan College Trustee Area 5 and provided her personal and professional background. Jeanie Wallace is currently a teacher at Sobrato High School and has been in the school district for 34 years.

Rob Overson-introduced himself as the current GCFA president and is in his 11th year of working in the Accessible Education Center. He announced activities for next week including the first E-board meeting, orientation for both new and part time faculty, and convocation. Rob Overson said he will provide the trustees with monthly updates.

6. Recognition

A. Recognition of the Employee of the Month

Kathleen Rose announced Pilar Conaway as the employee of the month. She said Pilar Conaway has served the district well for many years. Kathleen Rose said that Pilar Conaway has helped her while serving as the interim vice president of academic affairs which was a test of courage, tenacity, and resilience.

B. Gavilan College Student-Athlete of the Year Award

Ron Hannon, on behalf of the Department of Kinesiology & Athletics, announced Haley Leifheit as the 2017-18 Student Athlete of the Year Award. Ron Hannon spoke about Haley Leifheit's academic achievements, leadership, athletic accomplishments, and community involvement. Coach Kevin Kramer added that he felt lucky to coach her. Haley Leifheit said she appreciated the support she's received.

7. Officers' Reports

A. Vice Presidents

Frederick Harris – reported that he attended the Chancellor's state budget workshop along with Eric Ramones and Denee Pescarmona. He said Chancellor Oakley spoke at the workshop about the funding formula and how it will achieve equity. Fred Harris said the Board of Governor's had the first governance meeting for the 115th college; the Online College. Fred Harris reported that the Board Budget Committee met in July and recommended the creation of a college Institutional Efficiency Task Force. He said the Task Force has met three times to date with the goal of making primarily recommendations to the college president and Board Budget Committee for more efficiency within the institution. Fred Harris displayed a signed Incidental Take Permit for the Fairview Corners site and stated that it took 10 years to receive.

Kathleen Moberg – distributed a flyer "Assisting the Emotionally Distressed Student" that describes response guidelines when faced with a distressed or disruptive student. She described the work of the Behavioral Intervention Task Force and the use of the software Maxient. Kathleen Moberg answered specific questions about the reporting process. She reported that the Financial Aid department served 800 students in July and that student services is very busy with students coming in with last minute registration questions.

Denee Pescarmona – thanked everyone for their support this month. She reported that 58 out of 72 colleges attending the state budget workshop are in enrollment decline and that Gavilan is down 7% from this time last year. Denee Pescarmona said the college is following the enrollment plan and acknowledged Nikki Dequin for being instrumental in this work. She described the work being done and identified a new element of the plan which is the activation of a cancellation intervention team that reaches out to impacted students to ensure they get into a class that meets their educational goals. Denee Pescarmona invited everyone to the STEM

Symposium on Friday, August 17, 10 – noon. She noted she met the new physics instructor who will receive orientation next week along with part-time faculty members.

B. College President

Kathleen Rose – welcomed Denee Pescarmona and acknowledged the work she has done in the first 5 weeks. She announced that cabinet will hold a retreat on Wednesday, August 15. Kathleen Rose announced that the bond measure has been assigned Measure “X”. She invited everyone to Convocation on Friday, August 24 with “Year of Service” as the theme. Kathleen Rose said keynote speaker Eugene Whitlock, J.D. will be speaking on equity and recognizing bias in hiring, professional development and in the classroom. She also announced first day/week celebration activities.

C. Academic Senate

Nikki Dequin announced that their executive body will meet to discuss goals for the upcoming academic year. Gavilan faculty will be hosting the statewide executive senate committee on September 7.

D. Professional Support Staff

No report.

E. Student Representative – Adam Lopez provided a report on the Student Trustee Workshop he attended in August sponsored by CCLC. He said the experience was very valuable due to the information provided, topics discussed, and networking. Adam Lopez shared information on the workshops including the Student Trustee Role, Rights, Responsibilities and State Issues, Advocacy and Shared Governance. He said the activities were very engaging. He said the goal was for trustees to grow as a person and understand themselves while serving their community. He received insight from other student trustees who’ve assisted with the passing of a general obligation bond. Adam Lopez also attended the Institutional Efficiency Task Force and noted the amount of information and the commitment of attendees. He reported on his experience this summer as a STEM participant.

F. Board Member Reports

Walt Glines – reported on the Morgan Hill Education Committee meeting in which Dr. Rose provided an update on the college. He acknowledged Denee Pescarmona who also attended the meeting. Walt Glines recognized Ken Wagman as the past GCFA president and going above and beyond what’s expected in that role. He encouraged everyone to attend the STEM Symposium. Walt Glines said he asks students what they would like changed and they reply more classes that they need.

Mark Dover – thanked Adam Lopez for his great report. He congratulated Edwin Diaz and Jeanie Wallace for stepping forward as trustee candidates.

Rachel Perez – acknowledged Adam Lopez for his thorough report. She attended two meetings for the San Benito Latino/a coalition which is dedicated to building leadership capacity. She acknowledged two staff members, Angie Macedo and Izzy Quistian, for their professional customer service when assisting her with facility use. She attended a community class for youth at the San Ysidro Park. She noted information about Gavilan College on the Youth Center’s college board display. Rachel Perez acknowledged the firefighters who assisted in protecting her home from fire a second time this summer.

Kent Child – reminded everyone that fire and public safety training takes place at the Coyote Valley site and other community colleges in California. He shared a memory while a faculty member at Gavilan.

Lois Locci – remarked that she missed the July board meeting because she took her grandsons to meet their cousins in Genoa, Italy.³

G. Board President

Jonathan Brusco – reported that he worked this summer as principal at Pinewood School. He attended the Annual Edward Boss Prado Foundation fundraiser. He also attended the National Night Out in Morgan Hill. Jonathan Brusco welcomed Denee Pescarmona and the candidates running for board trustee.

8. Board Committee Reports

Jonathan Brusco provided a review of the July 31, Board Budget Committee meeting. He said the new state funding formula brings uncertainty to the college in terms of revenue and budget. He added that the college's long transition to basic aid (funding through property taxes) makes it difficult for the college to predict the revenue available each year. He said we have to assume the worst and plan for it. In a few years revenue should stabilize as the college reaches basic aid status. Jonathan Brusco said the college is reviewing and will take action on institutional efficiencies to help balance the budget over the next few years. He added that the college will do everything it can to continue as sound financial institution during the challenging changes.

Mark Dover added that information provided to the college from the state is very ambiguous.

Fred Harris provided a review of the new Funding Formula metrics which changes the state's funding program focus from "access based" to "success based". Enrollments – 70%, Grant supplement - 20%, Student Success grant - 10%.

A discussion took place on the impact of the new funding formula with comments about the concern for increases in fixed costs, the Board of Governor's Vision for Success which highlights college completion, and general frustration about the state's actions. Kathleen Rose reported that the Institutional Efficiency Task Force has met and is preparing recommendations to the president and the board.

9. Information/Staff Reports

A. 2018 Community Spirit Award

Jan Bernstein Chargin announced the deadline for Community Spirit Award nominations as August 31, 2018.

B. 2018 Coffee and Conversations Series

Jan Bernstein Chargin provided dates for the President's Coffee and Conversation Saturdays in the district's communities this fall.

C. EOPS Program Evaluation

Carina Cisneros provided detailed information on the intent of Extended Opportunity Programs & Services emphasizing that services for EOPS students are "above and beyond" what other students of the college receive. She said Gavilan EOPS serves 500 students per year.

Carina Cisneros shared information on the newly released "EOPS Quantitative Outcomes Assessment" report. One key finding of the report, "Participating in the EOPS program increases the odds of a student receiving a degree or certificate by 92%," was discussed from a general population aspect. Carina Cisneros said some requirements of the EOPS program are being added to services for the general population. Denee Pescarmona said that Guided Pathways will integrate instruction into student services to provide holistic support. She said a clear consistent schedule for the student, mentorship, and the incentive for completion is essential. Denee Pescarmona foundational pieces are being completed. Rachel Perez was hopeful that Guided Pathways will not be a hurdle to students with access issues.

- D. Gavilan JCCD Student and Support Program (credit) 2016-17 Year-end Expenditures Report
Kathleen Moberg shared the report submitted to the Chancellor's Office on how SSSP funds were used in 2016-17. She said for the upcoming year, SSSP has been folded into a block grant along with equity, basic skills and noncredit SSSP. She said this will be a transition year. The focus of the block grant is to support Guided Pathways. Kathleen Moberg described some of the services that were provided through SSSP funding and said they focused on "onboarding" students.

Nikki Dequin shared the fundamental work that has been completed and is being developed for Gavilan's Guided Pathways model. She said the entire college needs to be onboard with the change and added that it takes resources. The state has provided one-time funding of \$160,000 for a couple of initial years for building the model. Denee Pescarmona said encouraging early commitment to college and early exploration of college will help increase awareness. Rachel Perez said the Latino Advisory Committee may be able to assist as it has interest in an outreach project.

Denee Pescarmona replied to a question about defining the term "Meta Majors" and described them as a career cluster of similar majors. These clusters areas will help a student narrow their interests to a specific field of study. The work of mentoring and guiding a student is done by a cohort of peers, staff, counselors, and faculty. Both Kathleen Moberg and Adam Lopez provided additional information on how the Guided Pathways concept works.

10. Discussion Item

- A. Sample Board of Trustees' Annual Meeting Calendar Including Special Meetings and Board Development Dates

The intent of the sample calendar is to provide trustees with early planning for routine special meetings and trainings. A suggestion was made to add CCLC conferences to the calendar. The July 2018 retreat was postponed until after the November election. A suggested retreat date will be added to the calendar. Other significant event dates will be added.

- B. **Mission Statement Revision**

Jan Bernstein Chargin said a periodic review of the mission statement took place over the last 6 months among constituents. She received feedback from the trustees. This item will return to the trustees in October.

ACTION ITEMS

11. New Business

- A. Resolution No. 1038 – Resolution of the Board of Trustees Authorizing the Issuance of 2018-19 Tax and Revenue Anticipation (TRANS) Notes and Requesting the Board of Supervisors of Santa Clara County to issue said Notes
MSC (K. Child/A. Lopez)

Discussion: David Casnocha of Stradling Yocca Carlson & Rauth provided the trustees with a review of when and why a TRANS issuance is used. He said this short term borrowing "fills the gap" when the flow of revenue is interrupted. He added that the loan will be in the range of \$7.2 million. The interest rate is 2.9%. Wade Ellis explained the cash flow situation for the college for FY18-19. A discussion about cash flow and the TRANS issuance continued. Fred Harris said version 4 of the Resolution is the one being voted on. Multiple solutions are needed to curtail the need for TRANS in the years to come.

Roll Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.
0 Noes
1 Absent: Laura Perry

- B. Ratification of CSEA Agreement
MSC (M. Dover/K. Child) to approve the agenda.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.
0 Noes
1 Absent: Laura Perry

- C. Compensation for Unrepresented/Management Employees
MSC (W. Glines/R. Perez) to approve.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.
0 Noes
1 Absent: Laura Perry

- D. Instructional Service Agreement (ISA) between Gavilan Joint Community College District and County of Santa Clara
MSC (W. Glines/M. Dover) to approve.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.
0 Noes
1 Absent: Laura Perry

- E. Athletic Fields Upgrade Project, Change Order #8
MSC (W. Glines/M. Dover) to approve.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Lois Locci, Rachel Perez, and Adam Lopez (student trustee) to approve.
0 Noes
1 Absent: Laura Perry

12. CLOSING ITEMS

- A. The next regularly scheduled Board meeting is September 11, 2018, Gavilan College, Gilroy California.
- B. Adjournment – The meeting was adjourned at 9:51 p.m.