



5055 Santa Teresa Blvd., Gilroy, CA 95020

www.gavilan.edu

(408) 848-4800

Dr. Kathleen A. Rose, Superintendent/President

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING, BOARD OF TRUSTEES  
Tuesday, February 13, 2018

Gavilan Coyote Valley site, Building C, 104  
560 Bailey Avenue, San Jose, CA

MINUTES

I. CLOSED SESSION - CALL TO ORDER 6:00 p.m.

Trustee Jonathan Brusco called the meeting to order at 6:00 p.m.

1. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Laura Perry, and Rachel Perez

Excused Absence: Lois Locci

Dr. Kathleen Rose, Superintendent/President

Kathleen Moberg, Vice President, Student Services

Fred Harris, Vice President of Administrative Services

Wade Ellis, Associate Vice President of Business & Security Services

Dr. Eric Ramones, Associate Vice President of Human Resources & Labor Relations

Nancy Bailey, Executive Assistant to the President

2. Comments from the Public

None

3. Recess to Closed Session

The Board recessed to closed session at 6:02 p.m.

II. OPEN SESSION 7:00 p.m.

1. Call to Order

President Jonathan Brusco called the meeting to order at 7:10 p.m.

2. Roll Call

Trustees Present: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, and Daniel Chavez (student trustee)

Excused Absence: Lois Locci

Kathleen Rose, Superintendent/President

Kathleen Moberg, Vice President, Student Services

Fred Harris Vice President of Administrative Services

Nikki Dequin, President, Academic Senate

Jessica Fromm, Professional Support Staff Representative

Nancy Bailey, Executive Assistant to the President (Recorder)

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

Kent Child  
Walt Glines

Mark Dover  
Lois Locci, Ed.D.

Jonathan Brusco  
Daniel Chavez



Others in Attendance: Bobbi Jo Palmer, Wade Ellis, Eric Ramones, Ken Wagman, Annette Gutierrez, Ron Hannon, Susan Sweeney, Briana Everett, Katie McLaughlin

3. Pledge of Allegiance  
The Pledge of Allegiance was led by Walt Glines.
4. Report of any Action Taken in Closed Session  
Jonathan Brusco reported that no action was taken in closed session.
5. Approval of Agenda  
MS (R. Perez/K. Child) to approve the agenda.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

6. Consent Agenda
  - (a) Regular Meeting of the Board of Trustees minutes, January 9, 2018, Board Bond Orientation minutes, January 10, 2018, and Board Training and Committee of the Whole, Strategic Planning minutes, January 23, 2018
  - (b) Personnel Actions
  - (c) Warrants and electronic transfers drawn on District Funds
  - (d) Payroll Warrants drawn on District Funds
  - (e) Purchase Order Ratification
  - (f) Ratification of Agreements
  - (g) Budget Adjustments
  - (h) Monthly Financial Report
  - (i) Mid-Year Financial Report
  - (j) Measure E Bond Quarterly Financial Status Report as of December 31, 2017
  - (k) Retiree Health Benefit Trust Investment Portfolio Status as of December 31, 2017
  - (l) Santa Clara County Treasury Investment Portfolio Status as of September 30, 2017

MSC (K. Child/L. Perry) to approve

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

**6. Comments from the Public**

Ken Wagman – is coordinating Science Alive which takes place on Saturday, March 3 from 9:00 – 12:30. He said this is a great community event for middle school age students in the district. As president of Gavilan College Faculty Association, he said they are looking forward to beginning negotiations at the end of the month with the goal of concluding by spring break.

7. Recognition
  - (a) Recognition of the Employee of the Month

December, 2017 – Maria Noreiga, supervisor of accounting and budget, introduced Mayra Cortez as an essential Gavilan employee in her position as Student Financial Service Technician. Mayra Cortez is known for her welcoming smile and pleasant attitude which is invaluable as a cashier working with students on a regular basis. The student body nominated Mayra Cortez as Employee of the Month and described her as compassionate, knowledgeable, and professional.

## 8. Officers' Reports

### (a) Vice Presidents

Fred Harris – reported that the volleyball field will be ready for play at the end of the month and the baseball/softball field will be ready March 2<sup>nd</sup>. Fred Harris provided a handout, "Introduction: Issuance by the Number" prepared by PiperJaffray. He gave an overview of the information in the handout including the success of the recent bond refinancing, history of the bond and the savings to residents in the district. Fred Harris attended a meeting at the Chancellor's office for a discussion on the Online 115<sup>th</sup> college, a new funding formula, and categorical consolidation. He said these items are "works in progress" and may be major changes in how community colleges are supported. Fred Harris participated, along with trustee Glines, in the Morgan Hill Economic Development Committee and noted that through collective efforts educational opportunity is a priority in economic development. He said that trustee Glines brings a strong voice to that committee. Fred Harris has submitted an application to be a board member of the San Benito Chamber of Commerce. He looks forward to participating in the community. Fred Harris spoke about the Incidental Take Permit for Phase II of the Coyote Valley site and expressed hope to use the Habitat Conservation Plan process.

Kathleen Moberg – reported that student life has been hosting black history month events. She said on February 22<sup>nd</sup>, the first President's List celebration will take place where students will receive certificates for their academic achievement. Kathleen Moberg said planning and preparation has begun for high school educational forums in March. May 5<sup>th</sup> is slated for "Super Saturday."

### (b) College President

Kathleen Rose – reported that a Guided Pathways retreat will take place on February 14 focusing on writing a five-year work plan. She said the work plan will be presented to the Board of Trustees at their March 13, 2018 meeting. Kathleen Rose said the work plan will become part of our accreditation document and Quality Focus Essay. She said conversations and discussions will take place as the college creates clear curriculum pathways for students.

Kathleen Rose acknowledged the men's and women's basketball teams and coaches for doing great things on the new Christopher Court. She also commented on an article on Benitolink which focused on Gavilan's county jail transition program. Kathleen Rose announced the retirement of the college's health nurse, Alice Dufresne-Reyes, at the end of the May. She noted that Alice's daily presence on campus will be missed but added that she will still be a big part of our college life and community.

### (c) Academic Senate

Nikki Dequin invited everyone to attend the Guided Pathways Workshop where the work plan will be drafted. She added that the work plan will come to the board on March 13 for consideration. It is due at the end of March. Nikki Dequin said the senate is discussing a resolution supporting the online education initiative. She said the academic senate steering committee met to discuss streamlining efforts in their work.

(d) Professional Support Staff

Jessica Fromm reported that CSEA is offering a scholarship opportunity. Applications are due by March 23<sup>rd</sup>. She said their next meeting is scheduled for February 21, 2018.

(e) Student Representative

Daniel Chavez – reported that ASGC met twice this semester. He said a camera owned by ASGC was lost.

(f) Board Member Reports

Trustees acknowledged past Gavilan board member and retired faculty, Tony Ruiz, who passed away. Tony Ruiz was remembered for his dedication and commitment to students and his community. In the classroom his teaching was considered “magical”, he was an advocate for early technology in the classroom and created the first international student program.

Mark Dover – commended Gavilan’s social media presence. He felt students would be pleased with the results of the fields’ renovation project. Mark Dover asked for an update on the solar car charging stations. Fred Harris provided information on a system he is researching.

Rachel Perez – attended the Martin Luther King breakfast with other Gavilan attendees. She served as motivational speaker for students at the Morgan Hill Chamber of Commerce “Rock the Mock”. She said the event focuses on career and job interviews. In January she attended the Gilroy Historical Society Heritage Luncheon. Rachel Perez attended the Gilroy Chamber of Commerce “Spice of Life” awards.

Walt Glines – attended the 150<sup>th</sup> Anniversary of Elks Lodge nationwide and thanked Gavilan staff who attended. Walt Glines expressed support for the Science Alive program. He suggested staff hold a meeting with public officials to discuss traffic safety on Bailey Avenue. He would like to attend the meeting.

Kent Child – shared memories of Tony Ruiz’s accomplishments at Gavilan College.

Laura Perry – attended the Martin Luther King breakfast and said former trustee Elvira Robinson received a service award. She enjoyed the article in the *Morgan Hill Times* on Gavilan’s athletic field projects. Laura Perry shared memories of being one of Tony Ruiz’s students.

(g) Board President

Jonathan Brusco – acknowledged Gavilan’s social marketing and news articles. He attended CCLC’s Board Chair Workshop in January and the Martin Luther King breakfast. Jonathan Brusco agreed with the Bailey Avenue safety concerns expressed by trustee Glines.

9. Board Committee Reports

Board Policy Committee – Kent Child reported on the meeting held on February 13 in which a portion of Chapter 5, Student Services, policies and procedures were reviewed. He said they will be provided to the full board in March as an information item. Kent Child added that Kathleen Rose spoke at the committee meeting about an internal review of policies to enhance understanding and guide the college’s future.

10. Information/Staff Reports

- (a) Gavilan College Foster Youth Services Overview, Foster Youth Connect: A Celebration and program update

EOPS/Foster Youth Counselor Simone Reyes gave an overview of the specialized support services provided to foster youth and shared some of their daily struggles. She said Gavilan offers 133 self-identified students support and a respite from their struggles. Simone Reyes said more foster youth are accessing services in which they are eligible such as the Chafee Grant, the John Burton Advocates for Youth book fund, and a designated counselor. She described the November 2017 Foster Youth Connect program and lunch.

(b) Mid-Year FY 2017/18 Financial Report Discussion

Associate Vice President Wade Ellis reported on last year's \$3.3 million apportionment payback plan with the state. He identified three problems Gavilan faces as it nears basic aid. Gavilan's first concern is the new funding formula being proposed by the state. Wade Ellis said the results of the new formula may be negative for Gavilan as it strives toward basic aid status. A second concern is being over budget on adjunct expenditures mid-year. He said to balance the mid-year budget 160 spring semester classes were cancelled. Wade Ellis said the challenge is the "unknowns" in revenue and possible apportionment payback for this fiscal year. He reviewed a handout "Santa Clara County Assessor's Office, Real Property – Community College Districts, 2018-2019 Assessment Roll" which indicated roll growth for Gavilan College of 4.97% since 2017-2018. Wade Ellis reviewed the Mid-year Report and the adjustments since adoption in September. He talked about ways to balance the budget at year end. Wade Ellis answered a question about holding a larger ending balance. We currently hold a 13.42% fund balance. Wade Ellis recommended being cautionary in order to end the year in a positive position.

Kathleen Rose responded to a question related to the cancelled classes for the 2018 spring semester. She said enrollment management protocol was used to review and determine which sections to cancel. She said this process began in November. Kathleen Rose added that all students were contacted and provided student services' support in rescheduling. She suggested providing information to the board on the enrollment management plan at a future meeting. Trustee Walt Glines requested that College Hour be included in the discussion.

(c) Draft Board of Trustees' Goals, 2018

Jonathan Brusco presented draft goals resulting from the Board's Strategic Planning meeting. He said they were reviewed and considered attainable, measureable, and appropriate for 2018. Any final edits should be forwarded to the President's Office. The 2018 goals will be placed on the March 13, 2018 agenda as an action item.

(d) Implementation of BoardDocs®

Kathleen Rose reviewed the implementation of BoardDocs for the March 13, 2018 meeting. A dual approach of both a digital and paper copy will be available for trustees.

(e) Amendment to the District's Conflict of Interest Code

Fred Harris reported that the Fair Political Practices Commission requires reviews and updates to the district's Conflict of Interest Code. The proposed amendments will be open for public comment until March 31, 2018. The amended Conflict of Interest Code will then be presented to the board at the regular April 10, 2018 for approval.

### III. ACTION ITEMS

1. New Business

- (a) Quarterly Financial Status Report, CCFS 311Q as of December 31, 2017  
MSC (W. Glines/M. Dover) to approve

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

- (b) Gilbane Building Company Project Assignment Amendment  
MSC (W. Glines/M. Dover) to approve

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

- (c) Notice of Completion for the Coyote Valley Educational Center, Increment #1  
MSC (W. Glines/D. Chavez) to approve

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

- (d) Athletic Fields Upgrade Project Change Order #4  
MSC (W. Glines/L. Perry) to approve

Discussion: A question was asked about using the contingency amount of \$698,500 to complete the bid alternate items for lighting. Fred Harris said potential change orders are still being negotiated which will reduce the contingency amount. Trustees requested a review of the lighting bid. Dr. Rose suggested a complete project budget review at an upcoming meeting that will include spending, contingency, and the lighting bid to enable the board to make a decision.

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

- (e) Accept Winning Bids for Energy Efficiency Prop 39 Projects  
MSC (R. Perez/W. Glines) to approve

Vote:

6 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Walt Glines, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

0 Noes

1 Absent: Lois Locci

- (f) Miscellaneous Remodel Projects: Design Services  
MSC (W. Glines/L. Perry) to approve

Discussion: The funding source for the project designs was discussed with two of the projects being funded through grant monies. Concern was expressed over using general funds on two remodel projects when the athletic fields are a priority. Fred Harris and Kathleen Rose provided the programmatic needs for the projects. Discussion continued

among trustees. Several trustees expressed an interest in reviewing the athletic fields' budget and alternate bid items before moving ahead with other facility expenditures.

Vote:

5 Ayes: Jonathan Brusco, Kent Child, Mark Dover, Rachel Perez, Laura Perry, (Daniel Chavez – student trustee) to approve.

1 No: Walt Glines

1 Absent: Lois Locci

III. CLOSING ITEMS

1. The next regularly scheduled Board meeting is April 10, 2018, **Student Center Lounge**.
2. Adjournment – The meeting was adjourned at 9:02 p.m.