

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT  
REGULAR MEETING, BOARD OF TRUSTEES  
Tuesday, October 12, 2004  
CLOSED SESSION – 6:00 p.m.  
OPEN SESSION – 7:00 p.m.

MINUTES

I. CALL TO ORDER

Meeting called to order at 6:05 p.m.

1. Roll Call

Trustees: Laura Perry (absent), Elvira Robinson, Tom Breen, Deb Smith, James De La Cruz, Leonard Washington, Mark Dover

2. Recess to closed session

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

II OPEN SESSION

1. Call to Order

Meeting called to order at 7:27 p.m.

2. Roll Call

Trustees: Laura Perry (absent), Elvira Robinson, Tom Breen, Deb Smith, James De La Cruz, Leonard Washington, Mark Dover, Jesse Sandow, Student Trustee

Dr. Steven M. Kinsella, President  
Suzanne Bulle, Recording Secretary

Ken Wagman, Academic Senate  
Robert Rinck, Professional Support Staff

Others in Attendance: Jan Chargin, Fran Lopez, Lorraine Welk, Casey Michaelis, Tony Ko, David DiDenti

3. Pledge of Allegiance

Student Trustee Sandow led the pledge of allegiance.

4. Report of any action taken in closed session

The Board of Trustees acted to appoint Lynda Nolan-Kerr as Interim Director, Community Education during the period, Nov. 1, 2004 through Oct. 31, 2005. The vote was unanimous.

5. Ratification of Interim Director, Community Education

MS (Sandow/Breen) unanimously carried to ratify Interim Director, Community Education.

6. Approval of Consent Agenda

MS (De La Cruz/Dover) unanimously carried to approve consent agenda.

7. Approval of Agenda

MS (Washington/Breen) Student Trustee voted affirmative unanimously carried approve agenda.

8. Comments from the Public – This is the time for the public to address the Board.

Tony Ko, Citizens' Oversight Committee member, asked the Board to study the Coyote Valley land purchase carefully and to consider slowing down the process to acquire land for another campus.

## 9. Officers' Reports

### Vice Presidents

Sherrean Carr thanked Alice Dufresne-Reyes and the Allied Health faculty for their efforts in making the Health Fair successful. Over 1,500 staff, students and community members participated and 83 agencies were represented. October is Disabilities Awareness Month thanked staff for their coordination in planning activities. Dec. 17 is the due date for tenure review results. The IEC has chosen Administration of Justice to begin using a pilot program that will streamline the program review process. Department Chairs and Student Services are holding joint meetings every other month to discuss issues related to both divisions, which includes a Q & A session to highlight programs. Sherrean thanked the ASB in their efforts to get the vote out. Homecoming is scheduled for Oct. 23.

Joe Keeler reported that the District Technology Committee has met a few times, with 15-18 staff attending. From the bond proceeds, \$3.5 million is earmarked for infrastructure and \$3.5 million for an integrated computer system. A subcommittee will help select a consultant to help with purchasing and implementing the system. The Technology Committee is discussing the elements of the Technology Plan, e.g., to set standards in technology purchases of hardware, software and licenses. Steve, Joe, and Art met with Kitchell and Sugimura representatives to begin the renovation planning process, which may take 6-10 months. A forum was held today to review the bond projects and to provide an update on the processes for land acquisition, renovation, and technology.

### College President

Steve reported that the campus forum provided good discussion about all the activities taking place related to the bond. The Vision San Benito Advisory Committee is scheduled to meet on Oct. 21, 6:00 –8:00 p.m. at the City Council Chamber in Hollister. As a result of an action taken by the Governor, the College will be able to return \$115,000, earmarked for scheduled maintenance, to the general fund. The College is working on a problem related to enrollment. There is \$400,000 in the budget for enrollment growth. If we are not able to achieve the growth the College will need to make adjustments in the budget. The non-credit proposal will help augment the credit instructional program and the dollars earmarked for growth can be applied towards credit programs.

### Academic Senate

Ken Wagman reported that faculty and staff wore in jeans to acknowledge people who are Gay/Lesbian/Bisexual/Transgender. The new Senate officers effective Jan. 2005 are President, Jason Wolowitz, Vice President, Larry Moeller, Secretary, Marla Dresch. Faculty are looking forward to tenure in Feb. The Math department hosted a pizza and word problems event for students. The 16-week calendar committee is in the process of meeting to obtain information about the costs, etc. and a forum has been scheduled for the campus community. The goal is to have a recommendation to the President's Council by the end of the month.

### Professional Support Staff

Robert Rinck reported that October is Disabilities Awareness Month and many activities are scheduled for the month culminating with a vendor fair on Oct. 28. Nov. 8<sup>th</sup> is Transfer Day with 43 schools scheduled to participate. ASB, Puente and TRIO will be providing tours of the campus.

#### Student Representative

Student Trustee Sandow noted that the voter registration effort was a joint effort with staff, faculty and the Stand Together Group. On Wed., Oct. 13 the ASB will sponsor a debate watching party. Trustee Sandow thanked Robert and Ken for their assistance. David DiDenti reported that voting registration is going well and speakers are scheduled to be on campus. Homecoming is Oct. 23 and the first 100 students at the game with ASB cards will get a free movie pass. Gavilan athletic apparel will be available at a discount with an ASB card. Trustee Sandow acknowledged Ken Berry for obtaining the movie passes. Activities are in the planning process for a Halloween event on Oct. 29. Trustee Sandow announced that Anne Ratto, Susanne Muszala donated \$300 of their money to purchase T-shirts that will be sold for \$1.00 or any donation. T-shirts will be sold to faculty at cost.

#### Board President

No report

#### 10. Board Committee Reports

A meeting of the Policy Subcommittee will be scheduled.

#### 11. Information/Staff Reports

##### (a) Curriculum

This is provided for information.

##### (b) Board Self Evaluation

Committee members: Jesse Sandow, Leonard Washington, Tom Breen

### III. ACTION ITEMS

#### 1. New Business

##### (a) EOPS/CalWORKS/MESA Advisory Committee

MS (De La Cruz/Smith) Student Trustee voted affirmative unanimously carried to approve the advisory committee.

##### (b) Candidates for the Santa Clara County Committee on School District Organization

Trustee Laura Perry was nominated as a representative. MS (De La Cruz/Sandow) Student Trustee voted unanimously carried to appoint Trustee Perry as the representative to the Santa Clara County Committee on School District Organization.

##### (c) Non Credit Instructional Program Development

Steve stated that the proposal being presented is to provide the Board with additional information about a course of action that is being recommended. Education Code 84757 authorizes the development of noncredit instruction where community colleges can offer non-credit instruction, no fee, courses. The proposal has gone out to the campus and there are concerns about programs competing with credit programs, in particular, basic skills. There is no intention to compete with credit programs and one of the ways to control it will be to have the Curriculum Committee approve the curriculum and the Board of Trustees before it goes to the State. The College is challenged by increases in credit enrollment and non-credit enrollment is another avenue available to us. The College has allocated \$400,000 of available growth revenue to provide additional services to the community. These services can be offered by credit programs or non-credit programs. Enrollment information about students who are attending other colleges is still being reviewed. This may cause changes in the credit program, in the meantime the non-credit program is being recommended. It is also a way to prepare those students who are not prepared for college level work to acquire some additional skills to prepare them for college courses and transfer to baccalaureate degree programs.

Ken noted faculty concerns based on past history of non-credit classes and thanked Steve for answering questions presented to him. Trustee Dover asked if the revenue generated would come from the State to pay for the program. Steve reported that \$400,000 has been identified in growth for FTES enrollment. The credit program is not generating growth; the non-credit program can receive new revenue from the State, earned through FTES workload. This does not affect other operating budgets. The part time faculty budget allocated \$400,000 to generate 125 FTES, since the College was not able to generate that growth it will need to be reallocated. This will fund the instruction for this program. There is no need to change any other budgets. Trustee Smith asked about the estimated time for classes to be offered. Steve stated that the first two classes are the wellness and seniors program. The curriculum has been developed for the wellness program and will need to go through the Curriculum Committee. The curriculum for seniors is being developed. Trustee Dover asked if these classes would compete with community education classes. Steve stated that the College needs to find out what the market demand is for fee-based classes. The non-credit has specified curriculum and minimum qualifications for instructors. The College needs to find the right balance that will provide the maximum level of services to the college community and provide the revenue necessary to support both of the programs. Trustee Smith asked what other colleges offering in the area of non-credit. Steve stated that Monterey Peninsula College's majority of non-credit classes are wellness classes. They do not have a community education department. San Diego Community College has a separate continuing education college with its own president, 50,000 students and generates 11,000 FTES. Steve indicated that it seems reasonable to be able to generate at least 30 FTES. The timeline for the curriculum committee will determine when this can be implemented. Trustee Sandow shared his experience in taking non-credit math and English classes that prepared him for succeeding in college level courses. Sherrean noted that non-credit course models from other colleges are on the next Curriculum Committee agenda, Oct. 25. Trustee Dover asked if the funding were pulled back from the State would the College be left with funding these classes. Steve stated that the non-credit program has the most flexibility to adjust as the State continues to provide additional funds during the recession recovery. Robert Rinck stated that the Professional Support Staff does see the need for it, but there are concerns about duplicating services and competition for courses.

MS (Sandow/Breen) Student Trustee voted affirmative unanimously carried to approve non-credit instructional program development.

- (d) Job Descriptions for Interim Director, Community Education and Associate Dean, Community Development and Grants Management  
This item was tabled for next board meeting.

#### IV. CLOSING ITEMS

1. The next regularly scheduled board meeting is November 9, 2004, 7:00 p.m., Gavilan College, Student Center, North/South Lounges.
2. Meeting adjourned at 8:21 p.m.