

**San Luis Obispo County Community College District**  
**Cuesta College**  
**2023-2024 Committee List**  
(Revised 10/12/2023)

**Participatory Governance Committee Structure and Descriptions**

**Central Committees** – have final recommendation authority over specified district-wide matters unless otherwise prescribed by educational code, collective bargaining agreements, Board Policy, or other legally binding statutes. College Council and Planning and Budget represent broad perspectives to provide recommendations that support the district’s mission, vision, values, institutional goals and objectives and district-wide operational plans.

**Content Committees** – are narrowly focused, in terms of content, then central committees. These committees serve to inform the work of central committees by providing their expertise in matters that have district-wide or specific stakeholder impact. Through formal reporting lines, each of these committees informs the work of one or more central committee.

**Standing Committees** – serve a variety of functions across the district, but are most likely department or function specific, such as the Cuesta Scholarship Committee or the Wellness Committee. Standing committees may serve a specialized role in supporting negotiated elements of the Collective Bargaining Agreements, such as the Benefits Committee or the District Calendar Committee or in addressing other institutional functions like employee wellness and professional development. The standing committees report back to their respective constituent groups or departments.

**Stakeholder Groups** – In addition to serving their collective groups, Stakeholder Group leaders appoint members to serve on content and central committees to represent their respective constituency group. Appointment underscores the important responsibility members have to interface with assigned content and central committees by attending committee meetings and reporting back to their particular Stakeholder Group. Stakeholder Groups include: Academic Senate Council, Associated Students of Cuesta College, Cuesta College Classified United Employees, Cuesta College Federation of Teachers, Cuesta College Management Senate, and Superintendent/President’s Cabinet.

**Other Committees**

**Ad-hoc Subcommittees or Groups** – One way to increase the effectiveness of all committees is to assign work to smaller groups composed of committee and/or non-committee members. The larger committee directs these subcommittees/groups which are brought together to focus on determined, time-specific, or ad-hoc tasks.

**Task Forces** are temporary groups of people formed to carry out a specific task or project, or to solve a problem that requires a multi-disciplinary approach. Task forces will likely bring people together from across the district and committees to address a specific issue. When the task force work ends, so does the task force.

Committees are encouraged to publish agendas, goals and minutes on *myCuesta* or *SharePoint*. Email lists for committees are available in Outlook and are maintained as memberships are updated through committee chairs or liaisons.

For information on participatory governance structure, committee relationships, workflow, the decision-making process, roles of faculty, staff and administrators, recommendation authority, and best practices for participatory governance committees, see the San Luis Obispo County Community College District Participatory Governance: Decision-Making and Committee [Handbook](#).

## I Central Committees

### I.A College Council

**Notes:** College Council replaces Shared Governance Council, as approved April 2010, effective Fall 2010. College Council approved a revised membership on December 9, 2014 and revised description on November 24, 2015. College Council approved a revision to the committee's composition on December 13, 2022.

**Description:** College Council is a central committee that acts as an advisory group to the Superintendent/President for Board policies, administrative procedures and district goals, plans and priorities. It is a communication vehicle for recommendations and proposals that come through the participatory governance system and serves as a clearinghouse for college-wide information. College Council is responsible for approving new college-wide committees and revisions to existing college-wide committees, acknowledging and reviewing initiatives and end-of-the-year assessments from specified content committees, conducting and analyzing the faculty hiring prioritization process, providing new program development recommendations to Planning and Budget and the Academic Senate, providing new restrictive fund faculty recommendations to Planning and Budget and reviewing proposals and making recommendations for program revitalization, suspension, and/or discontinuance.

**Chair Selection:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

\*2 vice presidents appointed by the Superintendent President from Administrative Services, Student Success and Support Programs, or Human Resources.

\*\*Per Title 5, section 53203 (f), "The appointment of faculty members to serve on college or district committees, task forces, or other groups dealing with academic and professional matters, shall be made, after consultation with the chief executive officer or his or her designee, by the academic senate."

\*\*\* The faculty on College Council will select the faculty co-chair.

#### Composition

Superintendent/President (Non-Voting)  
Vice President, Instruction, Co-chair  
2 Vice Presidents \*  
2 Managers appointed by the VPSSSP  
2 Managers appointed by the VP of Instruction  
9 Faculty Members\*\* – one of which will serve as  
Co-Chair\*\*\*  
At least 3 shall be Division Chairs, representing  
3 different Clusters

#### Member

Jill Stearns  
Jason Curtis  
Melissa Richerson, Elizabeth Coria  
Mia Ruiz  
Oscar Ramos, Araceli Espinoza-Wade  
  
1) Div Chair Bret Clark, 2) Div Chair - Vacant  
3) Div Chair – Vacant

## **College Council (continued)**

### Faculty Members Continued

- At least 1 shall be a North County Coordinator  
Academic Senate President or Designee  
CCFT President or Designee
- 1 CCCUE Representative, appointed by  
CCCUE
- 1 Cuesta College Management Senate  
(CCMS) Appointment
- 1 ASCC Representative

## **Members**

- 5) Jodi Meyer, 6) Vacant, 7) Mario Espinoza Kulick
- 8) Alex Kahane
- 9) Greg Baxley  
Eva Brown
  
- Rich Randolph

## **I.B Planning and Budget Committee**

**Notes:** College Council approved a revised composition on November 27, 2012. College Council approved a revised description on September 23, 2014.

**Description:** The role of the Planning and Budget Committee is to ensure that the district's budget supports the mission, Institutional Goals and Institutional Objectives, and integrated planning. The Planning and Budget Committee coordinates planning, ensuring broad participation from the district community and monitors the implementation of the educational and facilities master plans. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget. The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President.

The Planning and Budget Committee is responsible to:

- Develop and monitor completion and implementation of the Educational and Facilities Master Plans;
- Develop and review budget income and expenditure assumptions;
- Develop expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
- Develop prioritized list of funding requests using the Resource Allocation Rubric;
- Review the proposed final budget including any modifications that were made based on funding changes;
- Consider augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
- Evaluate funding levels for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, College Council, or other designated groups;
- Evaluate the district's planning and decision-making processes and prepare the Planning and Decision-Making Assessment Report;
- Inform the various district constituent groups of the budget status; and receive reporting from specified Content Committees and evaluate annual assessments.

**Chair Selection:** Co-chairs will serve staggered two-year terms. The College President will select one co-chair from the Administrative/Management members of the committee. The other co-chairs, one faculty and one classified, will be selected from the faculty and classified members on the committee by those members. The co-chairs will be determined in the Spring semester, if possible.

### **Composition**

9 (nine) faculty members

3 (three) appointed by the CCFT

6 (six) appointed by the Academic Senate

1) Brittany Mojo, 2) John Knutson, 3) Vacant

1) Alex Kahane, 2) Bill Demarest, 3) Doug Highland,

4) Erich Tucker, 5) Alan Ross, 6) Vacant

Jill Stearns

Jason Curtis

Elizabeth Coria

Superintendent/President (Non-Voting)

Vice President, Instruction

Vice President, Student Success and Support

Programs, Liaison to Cabinet

Mozell Person

1 Dean, Instruction

Matthew Green

1 Academic Director

### **Members**

## **Planning & Budget (continued)**

1 Classified Manager

Exec Dir, Advancement/Foundation or  
Designee

1 (one) Confidential Representative

5 (five) Classified Representatives, appointed by  
CCCUE

1 ASCC Representative

## **Members**

Katie Osman

Shannon Hill

Todd Frederick

Will Wooster, Aimee LaRue, Erin Warren-Gordon,  
Hunter Perry, Athene Gatley

## II Content Committees

### II.A Accreditation Steering Committee

**Notes:** A revised committee description was approved by College Council on April 24, 2022.

**Description:** This is a district committee of representatives from various constituent campus groups that plans the process and timeline for accreditation self-studies and maintains an annual record of accreditation standard progress reports. This committee develops templates, processes, and timelines for each of the standard committees and sub- committees; coordinates and conducts employee satisfaction surveys; reviews drafts prepared by each standard committee and various sub-committees; assists in the development and implementation of planning agendas; and assesses the institutional progress on addressing each standard.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

*During years when the committee is actively preparing a self-study, the standard faculty co-chairs are appointed by the Academic Senate President.*

Composition	Members
Vice President of Instruction (Accreditation Liaison Officer) - Co-chair	Jason Curtis
Academic Senate President or designee- Co-chair	Alex Kahane
Faculty (minimum of 4)	1) Lise Mifsud, 2) Glenda Moscoso, 3), 4) Vacant
Administrators (minimum of 4)	Ryan Cartnal, Mozell Person, Oscar Ramos, Maria Escobedo, Mia Ruiz
1 ASCC Representative	

### II.B Online Education Committee

The description and composition were revised April 12, 2011. A revised composition and description of the Distance Education Task Force was approved in February 2008 by Academic Senate and it was made a committee. The committee was renamed (Online Education Committee), and the description and composition were revised December 12, 2017.

**Description:** The Online Education Committee (OEC) promotes the quality, growth and sustainability of online learning and instructional technologies at Cuesta College. This Committee develops and recommends standards and policies in the following areas:

- Technology training and support for online learning and course development to enhance student success

- Course delivery and evaluation methods
- Faculty qualifications for assignment, and evaluation standards
- Compliance with current state and federal regulations

It is recommended that committee members have an interest in web-enhanced instruction.

*\* Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.*

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

### **Composition**

Dean of Student Success & Support Programs  
Cluster #6  
Executive Director Information Technology  
Electronic Communications Designer/Coord  
Instructional Designer  
Learning Management Systems Specialist  
Technology Trainer  
1 (one) CCCUE Representative  
6 (six) Faculty Members\*  
1(one) from each cluster

### **Members**

Mia Ruiz  
  
Keith Stearns  
Cynthia Wilshusen  
  
Cynthia Wilshusen  
Carrie Buhl  
Lana Rauch  
Cluster #1) Michael Mogull  
#2) Matthew Fleming, Michele Craig  
#3) Vacant  
#4) Vacant  
#5) Vacant  
Kate Porter (#7 counseling)  
Vacant (part-time)  
Matt Vasques

1 (one) Student Success and Support Programs  
faculty member  
1 (one) CCFT representative, *appointed by the  
(CCFT)President*  
1 (one) ASCC Representative



## II.C Enrollment Management Committee

Revisions to the Enrollment Management Committee's description and composition were approved November 10, 2015. The description and composition were revised December 12, 2017. Revisions to the committee composition was approved by College Council on April 12, 2022. Revisions to the committee description was approved by College Council on October 13, 2022.

**Description:** The Enrollment Management Committee provides leadership in enrollment management and assures enrollment management is integrated with college-wide institutional planning. To accomplish this work, the committee will:

- Regularly review and analyze enrollment reports and data
- Monitor student enrollment patterns and recommend FTES targets and strategies; credit and non-credit – by cluster, division, site, and modality
- Analyze barriers to Student Education Plan completion and recommend changes to remove those barriers
- Analyze barriers to completing degrees, especially around timely course offerings
- Make enrollment reports and data available to campus constituencies
- Bring awareness to the campus community of enrollment related issues
- Review research and best practices relating to enrollment management
- Provide a forum for dialogue and debate related to enrollment
- Recommend changes to District policies and practices that impact enrollment
- Make recommendations to the Planning and Budget Committee as appropriate.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

### Composition

Vice President of Instruction

Vice President of Student Success and Support Programs

Vice President of Administrative Services

Academic Senate President (or designee)

5 (five) Faculty, preferably selected to ensure at least:

1 faculty member from each Instructional Cluster

2 (two) Division Chairs

1 (one) NC Coordinator

One Counselor (Articulation Officer)

1 (one) Dean of Instruction or Student Success and Support Programs

### Members

Jason Curtis

Elizabeth Coria

Dan Troy

Vacant

(Cluster #1) Bret Clark,

#2), John Knutson, #4) Allison

#2) Sean Boling

Nolberto Marroquin

Maria Escobedo

## II.D Enrollment Management (continued)

Marketing and Communications representative  
Associate Dean, Financial Aid and Records  
Director, Outreach and Enrollment Services  
1 (one) CCFT appointment  
1 (one) ASCC student appointment  
1 (one) CCCUE appointment  
Institutional Research representative  
Financial Aid Representative (appointed by Dean,  
Student Success and Support Programs  
Workforce and Economic Development  
Representative (appointed by the Director, WED  
and Community Programs

## Member

Shannon Hill  
Vacant  
Aaron Borgeson

Ryan Carnal  
Martha Davis

Matthew Green

## II.E Equity and Student Success Committee

The Equity Action Committee and Student Support and Success Committee were combined and the description and composition revised February 27, 2018. The Equity and Student Success Committee description and composition were revised.

**Description:** The Equity and Student Success Committee provides support, makes recommendations, and facilitates coordination of campus-wide efforts to promote diversity, equity and inclusion for all faculty, staff and students, close student achievement gaps, and align student success and retention efforts with institutional planning. The committee utilizes participatory governance processes to make recommendations and disseminate information concerning the planning, coordination and implementation of instructional, Success and Support Programs and campus climate initiatives. The committee serves as the District advisory group to the Equal Employment Opportunity Plan, and the Student Equity and Achievement Plan.

**Composition:** A faculty co-chair will be selected at the beginning of the new academic year. The three co-chairs will report to Academic Senate regularly. \* Non-Voting \*\* Voting # One should be a division chair

## Composition

\* Vice President, Student Success and Support Programs, *Liaison to Cabinet*  
\* Vice President, Instruction  
\* Human Resources Representative  
\* Institutional Research Representative  
\* Director, Outreach, Orientation, and Success Activities  
\* At-Large  
\*\*# Math Faculty Representative  
\*\*# English Faculty Representative  
\*\*# Student Development and Success Faculty Representative (ESL or CSS)

## Members

Elizabeth Coria  
  
Jason Curtis  
Rebecca Hart  
Ryan Carnal  
Aaron Borgeson  
  
Mario Espinoza-Kulick  
(Math) Gabriel Cuarenta-Gallegos  
Vacant  
Vacant  
Vacant

## II.E Equity and Student Success Committee Continued

\*\*Student Success and Support Programs

Representative

\*\*ASCC Student Representative

Melina Simonds

\*\*# Faculty from department other than Math,  
English, SDS

\*\*# One At-Large Faculty Representative

\*\*# Counseling Faculty

Meghan Schuler-Jones

\*\*Director, Student Engagement

Erin Naegle

\*\*(1) One Dean of Instruction, *Co-Chair*

Vacant

\*\*Director of Continuing Education and  
Special Programs

Acaceli Espinoza-Wade

\*\* Associate Dean of Equity and Special Programs,  
*Co-Chair*

Michaela McLaughlin

\*\*Classified Union Representative

II.F Institutional Effectiveness Committee

The Institutional Effectiveness Committee was approved by College Council on September 27, 2011. This was a modification to the Institutional Research Committee.

**Description:** The Institutional Effectiveness Committee will:

- Create and supervise assessment of the institutional planning process;
- Update (make recommendations) to the IPPR template;
- Administer the institutional assessment tools;
- Conduct research, and implement improvements in the planning process;
- Identify the tools for the assessment of institutional effectiveness;
- Evaluate the results of the assessment of IEOs and make recommendations accordingly, to improve institutional planning processes and update master plans using the Accrediting Commission for Community and Junior colleges rubrics for institutional effectiveness;
- Implement improvements to institutional planning and/or modifications to the assessment tools;
- Administer the institutional assessment of IEOs for a continued ongoing cycle of assessment and improvement.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

**Composition**

Dean of Instruction (Liaison to Cabinet)  
Dean/Director from Student Success and Support  
Programs Area  
(appointed by the Vice President of  
Student Success and Support  
A faculty representative from each Cluster

1 ASCC Representative  
Others as needed

**Members**

Aubrey Kuan-Roderick  
Araceli Espinoza-Wade

1) Vacant, 2) Vacant, 3) Vacant,  
4) Kenneth Miller  
6) Vacant 7) Vacant

Ryan Cartnal

## **II.G Institutional Program Plan and Review Committee**

College Council approved a revision to the committee description on May 14, 2019. The Shared Governance Council approved the Institutional Program Plan and Review Committee description and composition on May 12, 2009 and a revision on May 11, 2010. A revision to the Program Planning and Review Committee's description and composition was approved on May 1, 2009 by the Academic Senate Council.

**Committee Description:** The Institutional Program Plan and Review Committee is a campus-wide committee with responsibility for developing, assessing, improving, and providing technical assistance to the institutional program plan and review template and process.

The committee will function as cluster teams to:

- Collect feedback from IPPR user's college-wide for annual assessment and updating of the IPPR form and process
- Provide technical assistance and guidance to college constituents when completing the IPPR form and process.

The committee will function as a full committee to:

- Draft proposals for refinement of the linkage between the IPPR and the budget allocation process for the Planning and Budget Committee.
- Draft proposals for further integration of college planning documents and the IPPR for College Council
- Draft recommendations and solicit feedback for changes to the IPPR form in consultation with Academic Senate and College Council.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

Approved changes to the IPPR document and distribution of the IPPR document will be coordinated through the office of the administrative co-chair.

\*Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

**Composition**

Vice President, Instruction (Non-Voting), *Liaison to College Council*

Vice President, Administrative Services (Non-Voting), *Liaison to Planning and Budget Committee*

SLOA Coordinator

3 (three) Faculty Members\*

2 (two) faculty members will be from Instruction cluster

1 (one) faculty member will be from Student Success and Support Programs cluster

4 (four) Classified Members

1 (one) classified member will be from Instruction cluster

1 (one) classified member will be from Student Success and Support Programs cluster

1 (one) classified member will be from Administrative Services cluster

1 (one) classified member will be from President's cluster

4 Managers

1 manager will be from Instruction cluster

1 manager will be from Student Success and Support Programs cluster

1 manager will be from Administrative Services cluster

1 manager will be from President's cluster

1 ASCC Representative

1 Faculty Co-chair appointed by the Academic Senate President

1 Administrative Co-Chair (appointed by the Vice President, Student Success and Support Programs

**Members**

Jason Curtis

Dan Troy

Kelli Gottlieb

Bret Clark

Emily Hinkle

Janine Medina

Lana Rauch

Aubrey Kuan-Roderick

Meghan Schuler Jones

Chris Green

Christian Escobar

Kelli Gottlieb

Mia Ruiz

## II.H Strategic Planning Committee

College Council approved this description and composition on March 24, 2015.

**Description:** The Strategic Planning Committee supports the superintendent/president in leading the development of the San Luis Obispo County Community College District Strategic Plan, monitoring progress, and assessing its effectiveness in moving the district toward achieving the Institutional Goals identified in the Educational and Facilities Master Plan.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

(\*) Faculty members are appointed by the President of the Academic Senate after consultation with the Superintendent/President.

(+) To be appointed by the Management Senate president after consultation with the Superintendent/President.

(#) To be appointed by the co-chairs of the respective committees.

### Composition

Superintendent/President, co-chair  
Vice President Student Success and Support  
Programs, co-chair  
Executive Director, Advancement/Foundation  
1 (one) Dean, Instruction  
1 (one) Division Chair \*  
1 (one) Academic Director +  
1 (one) Classified Director +  
Academic Senate President or designee  
CCFT President or designee  
1 (one) CCCUE Representative  
1 (one) ASCC Representative  
1 (one) NCC/SCC Representative \*  
Liaison to the Institutional Effectiveness  
Committee #  
Liaison to the Accreditation Steering  
Committee #  
Liaison to the Equity & Student Success  
Committee#

### Members

Jill Stearns  
Elizabeth Coria  
  
Shannon Hill  
Aubrey Kuan Roderick  
Vacant  
Ryan Cartnal  
  
Alex Kahane  
Denise Chellsen  
  
Araceli Espinoza-Wade

## II.I Technology and Web Committee

The Shared Governance Council approved the revised description December 8, 2009 and the revised membership February 9, 2010. College Council approved a revised description November 27, 2012. College Council revised the membership September 27, 2016. The Technology and Web Committees were combined, and the description and composition revised December 12, 2017. Committee composition was revised in College Council on January 24, 2023.

**Description:** The Technology and Web Committee is a content committee which develops and recommends standards and policies regarding technology and web resources at Cuesta College. The Educational and Facilities Master plans, the Strategic Plan, and the Technology Plan guide the Committee's decisions. The Committee facilitates college-wide participation to ensure appropriate and adequate technology and web services. The Committee recommends processes for updating and replacing district technology and web services.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

### Composition

Executive Director, Information Technology (co-chair)

1 Dean, Instruction

2 Management Senate Representatives

5 Faculty Members

1 appointed by CCFT

4 appointed by Academic Senate (one service faculty member)

Web Services Coordinator

1 Student Services CCCUE Representative

1 Administrative Services CCCUE Representative

1 ASCC Representative

### Members

Keith Stearns

Oscar Ramos

Lexie Bell, Melinda Weaver

John Arno

Praveen Babu, John Marsh, Carina Love, Elizabeth DeSwart

Lana Rauch

Carrie Buhl

Web Committee – Integrated with Technology Committee

Addition of web committee approved by Shared Governance Council in fall 2007. The Web Committee was integrated with the Technology Committee with a revised description and composition on December 12, 2017.



## **II.J Policy and Procedure Review Committee**

### **(NEW) 2023-2024 Academic Year**

The proposal to establish a Policy and Procedure Review Committee was approved by College Council on May 9, 2023.

This content committee serves in an advisory capacity, laying the groundwork and managing a series of processes that facilitate new board policy and administrative procedure and the timely review of the same, by participatory governance committees, the Academic Senate, and the Governing Board. To that end, the Committee shall work with members of the faculty, administration, and staff, through their respective campus groups in order to address campus policy and procedural concerns in an inclusive and collegial manner.

The Policy and Procedure Review Committee as well as other committees and shared governance bodies can initiate review of Board Policies and Administrative Procedures. The immediate charge of the Committee is to:

- Review Board Policies (BP) and Administrative Procedures (AP)
- Draft and propose new or revised language to existing BPs and APs
- Draft and propose new BPs and APs
- Advise on policy history, development, and conclusions
- Maintain currency standards regarding BPs and APs as determined by current legislation and in conjunction with ACCJC Standards and the CCLC Policy and Procedure Service.

Membership responsibilities include attending all regularly scheduled meetings, performing due diligence in reviewing policies and procedures, and all Committee assignments, make recommendations regarding policy and procedure proposals, and conduct research as necessary.

#### **Composition**

AS/VP Human Resources (Committee Chair)  
Academic Senate Council President or Designee  
CCFT President or Designee  
CCCUE President or Designee  
Management Senate President or Designee  
ASCC Representative  
Executive Assistant to the  
Superintendent/President & Governing Board  
(Admin Support)

#### **Members**

Melissa Richerson  
Alex Kahane  
Greg Baxley  
Monica Fiscalini  
Cinda Bitz  
  
Cindy Dilbeck

### III – Standing Committees

#### III.A Benefits Committee

On February 11, 2014, the Benefits Committee membership was revised to permit three representatives appointed by Management Senate rather than specifying a confidential employee, a dean, and the Director of Nursing.

**Description:** Responsible for reviewing and selecting employee health insurance packages.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

*\*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.*

#### Composition

6 Faculty Representatives\*

Vice President, Administrative Services, *Liaison to Cabinet*

Vice President, Human Resources (Ex-Officio),  
*Liaison to Cabinet*

3 Classified Representatives

3 Cuesta College Management Senate  
Representatives

Benefits Specialist (Non-Voting)

#### Members

Traci Holler, Dana Gough

Dan Troy

Melissa Richerson

Becci Carter, Claire Hawkins, Jennifer Noriega

Todd Frederick, Rick Camarillo, Brianna Martinies

III.B Campus Safety and Environmental Committee

**Description:** Makes recommendations regarding campus safety, emergency procedures, care, security of equipment, and hazardous waste management. Also considers and makes recommendations in matters related to facilities, parking, traffic, transportation, lighting, water, energy, and campus aesthetics. The chair is elected. The Vice President, Administrative Services and Director, Public Safety serve as liaisons to the Cabinet.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

\*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.

Composition

- 3 Faculty Representatives\*
- Director, Facilities, Planning and Capital Projects or designee
- Director, Public Safety or designee
- Supervisor, Grounds
- 2 Classified Representatives
- Vice President, Administrative Services
- 1 ASCC Representative
- Safety Coordinator

Members

- John Veres, Joe Vasta
- Bob Richerson
- Rich Randolph
- Scott DiMello
- Mary Anne Duarozan, Cheyanne Winn
- Dan Troy

III.C Cuesta Scholarship Committee

College Council approved changing the Financial Aid Committee to the Cuesta Scholarship Committee August 25, 2015.

**Description:** The Cuesta Scholarship Committee will:

- Develop the scholarship application process and timelines
- Make changes to the scholarship application
- Evaluate student eligibility criteria and make changes as necessary
- Recruit scholarship reviewers
- Coordinate the scholarship review process
- Provide training to scholarship reviewers
- Evaluate scholarship candidate qualifications
- Promote scholarship opportunities to students
- Award scholarships
- Assist in the planning and execution of the scholarship reception

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

**Composition**

Associate Dean, Financial Aid and Records - Chair  
Dean of Student Success and Support Programs,  
Liaison to Cabinet  
1 (one) ASCC Representative  
4 (four) faculty members appointed by Academic  
Senate  
Foundation Representative  
2 (two) Cuesta College Management Senate  
representatives  
2 (two) CCCUE representatives

**Members**

Vacant  
  
Anthony Gutierrez, Blake Reed, Neil Higgins,  
Greg Baxley  
Jessica Strano  
Alicia Paniagua, Jessica Strano  
  
Karen Garza

### III.D District Calendar Committee

**Description:** This is the official Calendar Committee for the District and includes membership from classified and faculty unions, and the Administration. As with previous practice, the District recommends all items agreed upon by the Calendar Committee to the Board of Trustees and refers any items not resolved to the District and Union bargaining representatives for resolution.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

*\*Faculty representatives are appointed by the President of the Exclusive Representative (CCFT) after consultation with the Superintendent/President.*

#### Composition

4 Faculty Representatives\*  
1 Classified Staff, appointed by CCCUE  
1 Manager, designated by Management Senate  
Vice President, Instruction  
Vice President, Student Success and Support Programs  
1 ASCC Representative

#### Members

Wes Sims, Pat Len, Susan Kline, Stacy Millich  
  
Jason Curtis  
Elizabeth Coria

### III. Employee Wellness Committee

**Description:** Coordinates and recommends programs and policies for employee wellness.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member. The committee chair is elected by the committee members.

#### Composition

Dean, Instruction  
1 ASCC Representative  
Other members as needed

#### Members

Aubrey Kuan Roderick  
Allison Head, Stacy Kimmey, David Prochaska,  
Cherie Moore, Darby Axelrod, Jenel Guadagno,  
Michalyn Maddelein, Elisabeth Deswart,  
Genevieve Lidoff, Kat Gritton  
Dee Limon, Coral Barrera, Anthony Geiger, Claudia Ferriday



### III.F Management Professional Development Committee

On January 15, 2009, the Staff and Management Professional Development Committee separated per mutual agreement.

**Description:** Considers the needs of and opportunities for confidential, supervisor and management employees for professional development. Recommends and plans programs and workshops. In consultation with the director of professional development, designs and directs all professional development policies, processes and programs, which are to strengthen and advance the professional skills practiced by Cuesta management and confidential employees in supporting the mission of the college. This is a standing subcommittee of Management Senate.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member. The Chair is appointed by the Management Senate.

#### Composition

2 Managers (supervisors or managers)  
2 Confidential employees, appointed by  
the Management Senate  
Vice President of HR and Labor Relations  
(Ex-Officio)

#### Members

Cinda Bitz, Jessica Strano  
Cindy Dilbeck, Toni Salgado  
  
Melissa Richerson

### III.G Staff Professional Development Committee

On January 15, 2009, the Staff and Management Professional Development Committee separated per mutual agreement.

**Description:** The Staff Professional Development Committee, in consultation with the Superintendent/President, will consider, recommend and plan professional development programs and workshops, evaluate fund requests and follow the Staff Professional Development Mission and Goals to meet the needs and opportunities of the classified staff.

**Composition:** The appropriate committee members will select the committee chair or co-chairs. For example, faculty on the committee will select who the faculty chair or co-chair will be, and the same for administrators and classified. The only exception is if a stakeholder group leader has appointed the chair or co-chairs, or the committee chair or co-chair responsibility is one of the job requirements of a committee member.

#### Composition

Classified staff, appointed by CCCUE in consultation  
with the Superintendent/President

#### Members

Mylea Christensen, Jacquelyn Contreras, Liana  
Rivera-Cardera

## Section IV – Stakeholder Groups

### IV.A Associated Students of Cuesta College

**Description:** The organization, Associated Students of Cuesta College (ASCC), is recognized by the district as the representative body of the students. In its role representing all students, the ASCC offers 18 opinions and makes recommendations through the District’s committee structure. They do so within the guidelines of state law and in support of the purview of the Academic Senate. The ASCC offers its opinion and recommendations to the administration of the district and to the Board of Trustees with regard to district policies and procedures that have or will have a significant effect on students.

**Composition:** Participating students must be officially registered as a student at Cuesta College and pay the Associated Students fee.

### IV.B Academic Senate Committees

#### IV.B 1 Academic Senate Council

**Description:** This council is the academic governing body at Cuesta College.

**Composition:** \*The President, Vice President, and At-large members of the Council are determined by a general election of the faculty and serve two-year renewable terms. The officers of the Academic Senate Council are the President, Vice President, Curriculum Chair, and the Statewide Senate Delegate, if applicable.

#### Composition

Academic Senate President\*  
Academic Senate Vice President\*  
Academic Senate Secretary  
Full Time Faculty At-large Senator\*  
Part Time Faculty At-large Senator\*  
NCC At-large Senator\*  
Curriculum Chair  
17 Senators, one from each division, elected by  
divisional faculty (serve three-year term

#### Members

Alex Kahane  
Fionnuala Butler  
Vacant  
Cynthia Wilshusen  
Vacant  
Ron Clark  
Vacant  
bree valle, Silvio Favoreto, Jennifer Sanders-  
Moreno, Kate Haisch/Melina Simonds, Steve  
Leone, Kelli Gottlieb, Carina Love, Canguo Liu, Bret  
Allen

CCFT President (Ex-Officio, Non-Voting)  
1 ASCC Representative

Greg Baxley



#### IV.B.2 Book of the Year Committee

**Description:** This is a subcommittee of the Academic Senate. This committee will coordinate the choice of book and activities related to the Cuesta Book of the Year event.

**Composition:** \*Faculty members are appointed by the Academic Senate President. One will be appointed or elected chair of the committee by members of the committee. Members shall serve for a renewable term of one year.

##### Composition

5 Faculty Members\* (maximum)

3 Classified Staff (maximum)

1 Manager

1 ASCC Representative

1 Community Member

##### Members

Matthew Davis, Bailey Drechsler, Denise Fourie,  
Andrea Devitt, Carina Love

#### IV.B.3 Curriculum Committee

**Description:** This joint Academic Senate/administration committee reviews and recommends to the Board of Trustees new and revised course proposals, degree and certificate changes, and general education and graduation requirements. This committee also discusses and makes decisions, when appropriate, on issues related to curricular processes, policies, and procedures. The Curriculum Chair is appointed by the Academic Senate to serve a two-year renewable term. The Vice President of Instruction will act as ex-officio committee member and liaison to the Cabinet.

**Composition:** \*Faculty representatives include one from each instructional division including; Library, DSPS, Counseling, Leadership, and Non-Credit and are elected/appointed by their divisional faculty or area representing.

**Composition** (#) Non-Voting

Curriculum Chair

19 Faculty Representatives\*

Sally Demarest, Margaret Korisheli, Amy Kayser,  
Chris Gilbert, Chris Akelian, Chris Machado, Heidi  
Webber, Brad Langer, Matthew Knudsen, Beth  
Johnson, Ron McCarley, Michele Gordon Johnson,  
Tanya Downing, Angela Orefice, Laurie Buchholz,  
Emily Kane  
Jason Curtis  
Monica Fiscallini  
Mia Ruiz

Vice President, Instruction #

Curriculum Coordinator #

Dean, Student Success and Support Programs

##### Members

**Curriculum Committee (continued)**

Director, DSPS #

Articulation Officer #

Admissions and Records Evaluation

Representatives #

1 CCFT Representative #

1 ASCC Representative #

**Members**

Jamie Bettencourt (Interim)

Vacant

Karen Garza

Jennifer Shellhorn

**IV.B.4 Equivalency Committee**

**Description:** This committee of the Academic Senate determines the equivalency of minimum qualifications for candidates for hire when such an evaluation is warranted or requested by a job applicant.

**Composition:** \*Faculty members are appointed by the Academic Senate President for renewable two-year terms. One will be appointed or elected chair of the committee by members of the committee.

**Composition**

5 (five) faculty members

**Members**

Frank Ha, Cherie Moore, Rick Staley, Zachary Hall, Michelle Craig

**IV.B.5 Faculty Lecture Series Committee**

**Description:** This is a subcommittee of the Academic Senate. The committee coordinates the choice of presenters for the Faculty Lecture Series. The committee will also schedule, reserve rooms, advertise, and perform any other duties necessary for the Faculty Lecture Series.

**Composition**

Faculty as Interested

**Preferred**

At least one from each academic cluster

At least one from Student Success and Support Programs

Zachary McKiernan (Cluster #3), Jennifer Martin (Cluster #2), Michelle Craig (Cluster #2), Lisa DeFraga (Cluster #3), Sarah Miller (Cluster #2)

**Members**

#### **IV.B.6 Faculty Professional Development Committee**

**Description:** This committee of the Academic Senate considers, plans, delivers, and recommends programs and services that will contribute toward professional growth of the faculty. In consultation with the Director of Professional Development, this committee will design and direct all faculty professional development policies and processes; this includes, but is not limited to, the Professional Development Center, the faculty mentoring program, conferences, pedagogical workshops, training seminars, and faculty orientations.

**Composition:** \*Faculty members are appointed by the Academic Senate President. One will be elected chair of the committee members by members of the committee.

##### **Composition**

Faculty as interested, appointed

##### **Members**

Matthew Davis, Eric Novitsky, Amelia Marini,  
Ryan Lowenstein, Lisa DeFraga, Denae Boggs

#### **IV.B.7 Institutional Tenure Review Committee**

**Description:** This is a joint Academic Senate/Administration committee that evaluates all tenure recommendations submitted by district tenure committees based on the policies and processes explained in Board Policy.

**Composition:** The chairperson shall be designated by the Academic Senate President following consultation with the Superintendent/President.

##### **Composition**

3 Tenured Faculty  
2 Administrators

##### **Members**

Katy Dittmer, Wesley Sims, Mike Kinter  
Jason Curtis,

#### **IV.B.8 Sabbatical Leave Committee**

**Notes:** The Academic Senate modified the description/purpose and appointments for the Sabbatical Leave Committee on May, 12, 2023.

**Description:** This is a committee of the Academic Senate that follows the purpose/policies, and procedures of the sabbatical leave provisions in the Collective Bargaining Agreement (CBA) and Board Policy.

**Appointments:**

- a. The Sabbatical Leave Committee Chair is appointed or elected by members of the committee.
- b. The Academic Senate President and the CCFT President shall each appoint two faculty members to this committee.
- c. The Academic Senate President, in consultation with the CCFT, shall appoint one additional member of this committee.
- d. The Vice President of Instruction will act as an ex-officio or non-voting member of this committee and serve as a liaison to Cabinet.
- e. The Committee will invite the past year's sabbatical recipients to join the committee as ex-officio or non-voting members of the committee to serve as mentors for the next year's sabbatical applicants helping them with their sabbatical proposals.

**Terms:** Faculty members shall serve for a renewable term of two years, and the chair will serve a renewable term of one year. In its report to the Senate Council, the term of service (1st , 2nd, 3rd, etc.) *and* year of that term (1st or 2nd ) **OR** the first academic year of committee service shall be identified for each faculty member of the committee.

#### **Composition**

5 Faculty Members

2 (two) appointed by the President of the Academic Senate after consultation with the Superintendent/President

2 (two) appointed by the President of the Exclusive Representative/CCFT after consultation with the Superintendent/President

1 (one) jointly appointed by the President of the Academic Senate and President of the Exclusive Representative/CCFT

Vice President, Instruction

(Ex-Officio), Liaison to Cabinet

#### **Members**

Sarah Miller, Mark Turner

George Stone, Beth Ann Dumas

Teri Sherman

Jason Curtis

#### **IV.B.9 Summit**

**Description:** The purpose of this non-voting committee is to foster a free exchange of information between the leadership of the Academic Senate, the President/Superintendent, and the Vice President/Asst. Superintendent and to resolve issues germane to both the Academic Senate and the District. This committee meets bi-monthly.

##### **Composition**

Academic Senate President  
Academic Senate President  
Superintendent/President  
Vice President, Instruction  
Vice President, Student Success and Support  
Programs

##### **Members**

Alex Kahane  
Fionnuala Butler  
Jill Stearns  
Jason Curtis  
Elizabeth Coria

#### **IV.B.10 Student Learning Outcomes and Assessment Committee**

(Eliminated on April 27, 2018 - Academic Senate)

#### **IV.B.11. The Student Success Centers Committee**

**Note:** The Academic Senate approved adding this Senate sub-committee on May 12, 2023.

**Description:** This is a faculty subcommittee of the Academic Senate that will collaborate with the Associate Director of the Student Success Centers on the planning and improvement of the centers, which includes, but is not limited to, the recruitment, hiring, education, and ongoing training of peer and community tutors across the curriculum.

**Purpose:** This committee will provide feedback and make recommendations on the use of the centers to support Guided Pathways initiatives, address equity gaps in our student population, encourage equity-minded practices, mentor tutors, and continuously improve the tutorial services provided for our students on both campus sites.

**Appointments:** The Academic Senate President shall appoint at minimum five faculty members to this committee, one of whom will be appointed or elected chair of the committee by members of the committee. Four faculty members will represent different areas of study, including one English and one Math faculty member, while the fifth may be from a similar area of study as the others. The Dean of SSSP and the Associate Director of the Student Success Centers will serve an ex officio role on the committee.

**Terms:** Members shall serve for a renewable term of two years.

**Members:**

#### **IV.C Cuesta College Classified United Employees**

**Description:** Classified staff members are represented in collective bargaining by the Cuesta College Classified United Employees, which operates under a contract negotiated and approved by its members.

**IV.D Cuesta College Federation of Teachers Committees**

**IV.D.1 Calendar Committee**

**Description:** The CCFT Calendar Committee is responsible for developing and implementing, under the direction of the Union Executive Board, all elements of Cuesta College’s academic calendar. These include the academic program year, the structure of the weekly program, and the number and placement of the flex days and holidays. The CCFT Calendar Committee also serves as the faculty union’s bargaining representative in negotiations with management and classified union representatives.

<b>Composition</b>	<b>Members</b>
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**IV.D.2 College Workload Committee**

**Description:** This committee will be responsible for setting course caps/maximum enrollment for the course outline of record.

**Composition:** The committee shall be composed of four members jointly appointed by the Federation President and Academic Senate President and four managers, including the Vice President of Instruction appointed by the Superintendent/President.

<b>Composition</b>	<b>Members</b>
4 (four) members jointly appointed by the Federation President and Academic Senate President	Brent LaMon, Jennifer Martin Vacant Vacant
4 (four) Managers including the Vice President of Instruction appointed by the Superintendent/President	Jason Curtis, Aubrey Kuan Roderick, Erin Naegle, Mozell Person, Oscar Ramos

#### IV.D.3 Committee on Political Education (COPE)

**Description:** The Committee on Political Education (COPE) is a permanent committee of every CFT local, including ours. Its purpose is to guarantee that members' voices are heard in the political and legislative arena at all levels of government. The COPE chair is a permanent member of the CCFT Executive Board and is provided time for a regular report. COPE regularly receives written information from both California Federation of Teachers and American Federation of Teachers about pending legislation and policy issues that could affect our members as well as about the actions and positions of elected officials and candidates. COPE determines if local action on any of these matters is needed and what form that action will take. COPE keeps an especially close watch on the actions of the elected Cuesta College Board of Trustees. It arranges to interview all candidates for trustee elections and can recommend that CCFT endorse certain candidates.

##### **Composition**

#### IV.D.4 Council of Representatives

**Description:** This council advises and provides divisional membership input to the CCFT Executive Board.

**Composition:** Elected by the divisional membership for a one-year term.

##### **Composition**

One-Year Term

##### **Members**

#### IV.D.5 Executive Board

**Description:** This body directs the actions of the CCFT committees and oversees negotiations and union membership.

**Composition:** Members of this committee are either elected by the membership or the Council of Representatives or appointed by the President. President or designee of the Academic Senate is an ex-officio member.

##### **Members**

Greg Baxley, Heather Tucker, Nancy Steinmaus,  
Roland Finger, Tom Patchell, Elizabeth Lobo,  
Wesley Sims



#### **IV.D.6 Grievance Committee**

**Description:** The purpose of the Grievance Committee is to ensure the District’s implementation of the contract and to process faculty grievances.

**Composition**

**Members**

#### **IV.D.7 Negotiations Committee**

**Description:** This committee is responsible for bargaining contractual agreements with the District.

**Composition**

**Members**

TBA

#### **IV.D.8 Part-Time Faculty Committee**

**Description:** The Part-Time Faculty Committee meets to discuss concerns and issues of part-time faculty and bring recommendations to the Union Executive Board for negotiation purposes.

**Composition**

**Members**

TBA

#### **IV.D.9 Peace and Justice Committee**

**Description:** Plan related events, make related materials available to faculty, inform faculty of related issues and make recommendation to the Executive Board regarding possible actions related to peace and justice to be taken by CCFT.

**Composition**

**Members**

TBA

#### **IV.E Cuesta College Management Senate**

**Description:** The Cuesta College Management Senate, established in 1996 is a campus organization representing the interests and concerns of managers including confidential staff, supervisors, directors, and deans. The purpose of Management Senate includes creating an avenue of formal representation for college

business, officially provide recommendations to the superintendent/president and promote communication between managers and with stakeholder groups.

**Executive Group:** (1) year term

President	Cinda Bitz
Vice President	Nicole Johnson
Secretary	Lexie Bell
Treasurer	Rick Camarillo

**IV.F Superintendent/President's Cabinet**

**Description:** Advisory to Superintendent/President.

**Note:** May involve others depending on issues being addressed.

**Composition**

Superintendent/President  
Assistant Superintendent/Vice President (4)  
  
Deans of Instruction (4)  
  
Dean of Student Success and Support Programs  
Dean, Student Success and Support Programs North  
Associate Dean, Financial Aid and Records  
Associate Dean, Student Equity and Special Programs  
Exec Dir Information Technology  
Exec Dir, Foundation/Institutional Advancement  
Exec Dir, Institutional Effectiveness and Research

**Members**

Jill Stearns  
Dan Troy, Jason Curtis, Elizabeth Coria,  
Melissa Richerson  
Oscar Ramos, Mozell Person,  
Aubrey Kuan Roderick, Erin Naegle  
Maria Escobedo  
Mia Ruiz  
Vacant  
Araceli Espinoza Wade  
Keith Stearns  
Shannon Hill  
Ryan Cartnal

## Proposed Meeting Days/Times

<b>Week</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>First</b>		Planning & Budget 3:00 pm	Book of the Year 12:00 pm	CCFT Executive Board 3:00 pm	Curriculum 1:30 pm
<b>Second</b>		College Council 2:00 pm	Cabinet 9:00 am IPPR 3:00 pm	Enrollment Management 1:30 pm Management Professional Development 3:00 pm	Benefits 10:30 am Tech/Web 1:30 pm Academic Senate 1:30 pm
<b>Third</b>	Accreditation Steering 2:00 pm	Planning & Budget 3:00 pm	Manager 8:30 am Management Senate 9:30 am Institutional Effectiveness 3:00 pm	Scholarship 2:00 pm Campus Safety 2:30 pm CCFT Executive Board 3:00 pm	Staff Professional Development 11:00 am Online Education 10:30 am Employee Wellness 12:00 pm
<b>Fourth</b>		College Council 2:00 pm	Cabinet 9:00 am Equity and Success 3:00 pm	Enrollment Management 1:30 pm Strategic Planning 3:00 pm CCFT Council of Representatives 3:00 pm	Tech/Web 1:30 pm Academic Senate 1:30 pm

All other committee meeting times will be determined by the respective committee.