



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MINUTES

Regular Meeting

November 6, 2013

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California, and via video conference (polycom) N1015, Nacimiento/Wolf Building, North County Campus, 2300 Buena Vista Drive, Paso Robles, California; members and the public having been noticed as prescribed by law.

1. **Call to Order** Meeting convened by Trustee Mullen at 2:36 p.m.
2. **Roll Call - Establish Quorum**

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
Patrick W. Mullen, President	X	
Angela Mitchell, Vice President	X (arrived 2:41 p.m.)	
Gaye Galvan	X	
Charlotte Alexander		X
Barbara George	X	
3. **Approval of Agenda** **Motion to approve as presented:** George/Galvan- **Passed** by. majority vote of the Board and unanimously by those members present (3-yes, 0-no, 2-Absent) Alexander, Mitchell-arrived late; to approve the agenda, as presented.
4. **Public Comment on Closed Session Items** None
5. **Recess to Closed Session** The Board recessed to Closed Session at 2:38 p.m.
6. **Reconvene in Open Session** The Board reconvened in open session at 4:04 p.m.
7. **Pledge** Trustee Mitchell

ADMINISTRATION PRESENT

Superintendent/President
 Asst Supt/VP Administrative Services
 Asst Supt/VP Student Services
 Asst Supt/VP Academic Affairs
 Interim Exec Dean, North County Campus
 and South County Center

Dean, Humanities, Fine and Performing Arts, and
 Social Science
 Dean, Workforce and Economic Development
 Interim Dean, Math, Sciences, Nursing/Allied
 Health, and Kinesiology/Athletics/Health Science
 Exec Dir, Human Resources and Labor Relations
 Exec Dir, Inst Adv / Foundation

VISITORS SIGN-IN (Attachment A)**8. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Government Code Section 54957.7

Trustee Mullen announced the following actions taken in closed session.

- The Board conducted its monthly general evaluation of the Superintendent/President.
- The Board unanimously approved all appointments, appointment changes, resignations and retirements, as presented.
- The Board provided direction to the Administration regarding employee negotiations.
- No further action was taken by the Board in closed session.

Public Employee Performance Evaluation a. Agency Negotiator: Patrick Mullen
 General evaluation, Government Code Section 54957(b)(1)
 Superintendent/President

Public Employee Appointment **Motion to approve the public employee appointments, as presented:**
 George/Mitchell — **Passed** by majority vote of the board and unanimously by
 those members present (4-yes/0-no/1-absent; Alexander).

Appointments Government Code Section 54957(b)(1)

- a. Short Term Temporary
- b. Clerical Assistant II, Academic Affairs
- c. Caseworker, WED&CP

Public Employment **Motion to approve the appointment changes, and resignations, as presented:**
 Mitchell/Galvan — **Passed** by majority vote of the board and unanimously by those members present (4-yes/0-no/1-absent; Alexander).

Appointment Change Government Code Section 54957(b)(1)

- a. Community Education Coordinator, WED&CP
- b. Institutional Research Assistant, Research & Assessment
- c. Administrative Assistant – Scheduling Specialist, Academic Affairs to
 Division/Department Assistant, Library/Learning Resources, Distance
 Education and Student Development & Success
- d. Coordinator Community Programs, WED&CP
- e. Assessment Proctor, Matriculation/Assessment

Resignation Government Code Section 54957(b)(1)
 None

Retirement Government Code Section 54957(b)(1)
 a. Public Safety Officer I, Public Safety

Public Employee Discipline/Dismissal/Release Government Code
 54957(b)(1)
 None

Labor Negotiations/ Terms & Conditions	<u>Labor Negotiations and Terms and Conditions of Employment for Represented and Unrepresented Employees</u> Government Code Section 54957.6(a) <ol style="list-style-type: none"> a. Human Resources Development Agency Negotiator: Bill Benjamin Instructions Regarding Classified Employees; Negotiations b. Agency Negotiator: Bill Benjamin Instructions Regarding Academic Employees; Negotiations c. Agency Negotiator: Patrick Mullen Instructions Regarding Unrepresented Employees; Superintendent/President, Confidential, Managers, Supervisors:
Conference with Legal Counsel, Litigation	<ol style="list-style-type: none"> a. Conference with Legal Counsel, Litigation, Significant Exposure to Litigation Pursuant to Government Code 54596.9(a); One case – Personal Injury

9. General Hearing of Public Comment

10. REPORTS FROM EMPLOYEE ORGANIZATIONS

Management Senate	No report
Academic Senate	<p>Kevin Bontenbal, Academic Senate President, reported the following to the Board:</p> <ul style="list-style-type: none"> • He commented on the collaborative effort involved in the accreditation process and thanked everyone for their commitment and contribution. He commended Deb Wulff. • He commented on how the statewide senate is working with others to assist City College of San Francisco. He and Deb Wulff are scheduled to visit the college and meet with college representatives. • The senate has implemented the faculty shared learning form used to report information and best practices learned at conferences and professional development activities. • The senate has provided feedback on the review of the administrative procedure on course repetition and enrollment priorities and the board policy for standards of conduct. They are working on a policy regarding the verification of student identity for distance education.
CCFT	<p>Debra Stakes, Union President reported the following to the Board:</p> <ul style="list-style-type: none"> • She congratulated everyone for a successful accreditation visit. • She commented on the toll the work and pressure of accreditation has taken on faculty. • She commented on the need to expand the effort with regard to the review of pay scales and competitive salaries.
CCCUE	No report.

11. REPORTS FROM BOARD MEMBERS

Trustee Scovell	<p>Trustee Scovell reported the following:</p> <ul style="list-style-type: none"> • He attended the statewide conference.
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Trustee George

Trustee George reported the following.

- She commented on the apparent success and good work accomplished with regard to the accreditation visit.
- She attended college-night and commented that it appeared to be a great success.

Trustee Galvan

Trustee Galvan reported the following:

- She thanked everyone for the collective effort in response to accreditation.
- She attended the press conference announcing the Cuesta Promise and attended the Teacher of the Year Dinner sponsored by the County School Board Association.
- She attended the Cuesta Retiree Brunch and commented on the interest by retirees to be more involved in Cuesta College.
- She and Trustee Mitchell met with Assemblyman Katcho Achadjian.
- She attended the North County Cuesta College Library Roy E. Coats Memorial Library Dedication.

Trustee Mitchell

Trustee Mitchell reported the following:

- She and Trustee Galvan attended a meeting with Assemblyman Katcho Achadjian. She noted he was impressed with the accomplishments of the Skills USA teams. She reported he is interested in visiting the college.
- She will be attending the Community College League of California annual convention in San Francisco the third week of November.

Trustee Alexander

No report.

Trustee Mullen

Trustee Mullen reported the following to the Board:

- He attended the press conference announcing the Cuesta Promise and Good Morning SLO where the scholarship was also addressed.
- He attended the retiree brunch and reported that many who attended were excited about the event.
- He commented positively on the responses and reports he had received regarding the accreditation visit. He commended the college on its effort.
- He attended college-night and said he was impressed with the turnout, that included representation from learning institutions across the nation.
- He indicated he was overwhelmed with the response and success of the efforts of the Foundation and Counseling.

12. Report from Supt/Pres

Dr. Stork presented the following to the Board:

- He announced that the main focus had been the announcement and launching of the Cuesta Promise Program. He summarized the activities associated with the launch of the program, which has included public appearances, radio spots and commercials.
- He commended the staff on their superb effort and response to make college-night such a success.
- He introduced the representatives from Wells Fargo attending the meeting (Mark Corella, Chris Smith, Stephanie Levi, and Joshua Bergren; and announced the \$10,000 grant awarded to the college. The grant provides funding for tutoring, Educate' and other outreach efforts. Mr. Corella congratulated the college on its accomplishments and affirmed Wells Fargo's commitment of support.
- He introduced the Executive Director of the Foundation, who reported on the success of the recent phon-a-thon. She introduced one of the students who assisted the phone-bank, Micala Orban. Ms. Orban is a first semester

student from North Carolina. She said she enjoyed the positive response from those she spoke to and noted that many shared their stories and experiences, some from the old campus. All of the 22 students, except one, are from outside the immediate area or overseas.

- Dr. Stork commended the accomplishments of the college with regard to accreditation, noting the quality of the follow-up report and evidence supporting it. He noted his excitement in response to the visit but made clear the commission still needed to meet and take official action. The true test will be the commission's evaluation of the 2014 Self-Study. He and Deb Wulff will attend the commission meeting in January, regardless of their response.

The Executive Director, Advancement/Foundation presented the Foundation monthly gift report.

- 13. Communication** NOTE: Members of the Board of Trustees and/or the Superintendent/ President may report the receipt of various items of correspondence that may be of interest.

None

14. Reports

1. Planning and Accreditation

The Assistant Superintendent/Vice President, Student Service presented the following to the Board:

- She commended Kevin Bontenbal's work as co-chair and Kasey Kerckhoff's administrative support. She noted the best part of her meeting with the visiting team was their mention of Cuesta's integrated planning as "best practice" and "model document". All the pieces fit together and work.
- She remarked that the 2014 Self-Study needed to be completed by May 2014. Each week the Accreditation Steering Committee is reviewing the standards in groups. She presented the schedule for review.

The Assistant Superintendent/Vice President, Academic Affairs presented the following to the Board:

- She reported on two plans, the existing 2012-2014 Strategic Plan and the 2014-2017 Strategic Plan under development.
- Many people are enthusiastic and invested in the work being done. The 2014-2017 draft has been released for campus-wide feedback. She summarized the process for review and approval.

2. 50th Anniversary Report

The Executive Director, Advancement/Foundation presented an update on the activities associated with the 50th anniversary celebration.

- She reported the latest edition of Cuesta College News was being published. The publication has a broad reach.
- The close-out event for the 50th year anniversary will be the college holiday party on December 12th. All faculty and staff are invited.

3. Foundation Quarterly Report

The Executive Director, Advancement/Foundation presented the Foundation quarterly report.

- The report has been revised to show specifically where funds are benefiting the college.

- She reviewed the report, noting new Foundation Board members and the considerable amount of activity associated with the announcement and implementation of the Cuesta Promise.
- The Foundation Board accepted the recent audit report.

Trustee George thanked Ms. Hill for the improvements in the report, reflecting that it was a comprehensive and collaborative work. She noted her pleasure in the membership and the amount of work and commitment involved in the Cuesta Promise.

BUSINESS AGENDA	
ACTION / DISCUSSION ITEMS	

1. Discussion on Budget Development and College Planning

No Action

Information only.

The Assistant Superintendent/Vice President Administrative Services presented the updated allocation prioritization list and reviewed the funded and unfunded items.

She announced the auditors would be visiting the campus the week of November 11th.

She spoke to the Board regarding the information she received at the Association of College Business Officers seminar. She reported on key factors associated with Prop 30 and general economic data. There are no factors that would initiate triggers that would result in cuts to the current budget. She noted how a volatile stock market and federal instability could have a major impact on the 2014-2015 budget.

She stated that the Assistant Superintendent/Vice President, Student Services had been extremely effective in implementing and forecasting the Student Success and Support Program. Ms. Sommer reported she was one of very few business officers who had knowledge of the program and its impact on funding.

2. Update on the implementation of the Facilities Master Plan

No Action

Information Only.

The Assistant Superintendent/Vice President Administrative Services provided a brief update on the pre-bond feasibility core working group and the pending community survey.

She also provided the background on the North County Facility Needs update; forums were conducted and architects have developed a draft for the Board's review. The draft will be presented in public forum at the North County on November 13th.

The Assistant Superintendent/Vice President Administrative Services introduced Allen Kroeker of PMSM Architects. Mr. Kroeker presented the details of the revised plan based on the current work plan and the feedback received through open forum workshops. Focus was placed on needs and vision; the ability to maintain a campus core and clearly identify a campus entry point.

Other details were revealed during Mr. Kroeker's presentation, which included a brief review of the old plan, the proposed types of new buildings, purpose, and design character.

- 3. Curriculum** **Motion to approve** (Mitchell/Galvan) the curriculum recommendations, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander, 1- advisory).
- Curriculum Committee Chair, Cherie Moore, presented the following to the Board:
- The large amount of work by the committee met the November 1st deadline for the fall catalog and included adding learning outcomes to Curricunet.
 - She lauded Thea Labrenz’s appointment as full-time temporary articulation officer.
 - She reported that 14 Associate Degrees for Transfer had been approved by the Chancellor’s office, with 5 more that had been resubmitted with modifications.
- 4. Board Professional Development Plan** The Superintendent/ President revisited the purpose of the review of BP 2740; to reaffirm and/or make recommendation for improvement.
- Discussion, led by Trustee Mullen, took place as to whether the orientation of new and student trustees was adequate. Trustee Scovell stated the student trustee workshop was essential to attend and requested to attend the Community College League Annual Convention later in the month. Trustee George stated she had no meetings with the individuals or groups listed.
- Trustee Mullen suggested creating a checklist, which would indicate when checked, whether the activity is necessary.
- Trustee Mitchell said she had met with everyone on the list and suggested adding the online basic accreditation training offered by the ACCJC.
- 5. Board Policy Review** The Board continued its review of Chapter 2 of board policy.
- The Executive Assistant to the Board explained the process for review, reporting that the policies and procedures reviewed in October were being routed per the participatory governance process.
- The following policies and procedures were included in this review.
- | Current | New BP/AP |
|---------|--|
| 1605 | 2350 Public Comments at Board Meetings |
| 1140 | 2360 Minutes |
| 1201 | 2200 Board Duties and Responsibilities |
| 1210 | 2210 Officers |
| 1230 | 2220 Committees of the Board of Trustees |
- 6. Board Policy Review, BP 1100, The San Luis Obispo County Community College District** **Motion to approve** (Mitchell/Galvan) Board Policy 1100, The San Luis Obispo County Community College District, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander, 1- advisory).
- 7. Board Policy Review, BP 1200, District Mission** **Motion to approve** (Mitchell/Galvan) Board Policy 1200, District Mission, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander, 1- advisory).

- 8. **Review of Board Policy** First Read; BP 2431, Superintendent/President Selection.
Motion to approve (Mitchell/Scovell) Board Policy 2431, Superintendent/President Selection, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander, 1- advisory).
- 9. **Advisory Committee List** Additional lists for college advisory committees was presented for Board review.
- 10. **Agenda** A preliminary listing of agenda items for the next regular meeting scheduled for December 4, 2013.
 The Board agreed through consensus to add:
 - Pre-bond feasibility survey.
 - Board review of BP 2715, Ethics and Standards of Conduct.

CONSENT AGENDA

NOTE: The Board of Trustees will be asked to approve all of the following items by a single vote. Any Board member or public individual may ask that an item be removed from the Consent Agenda to be considered and discussed separately. The Student Board Member **may vote** on any of the items listed under Consent Agenda.

- 1. **Consent Agenda** **Moved** (Mitchell/George) – to approve the consent agenda, as presented, with the exception of the draft minutes of the SLOCCCD October 2, 2013 Regular Board meeting. **Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander 1-advisory).
- 2. **Board Minutes** **Moved** (Alexander/George) – to approve the draft minutes of the SLOCCCD October 2, 2013 Regular Board meeting, as amended. **Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent; Alexander 1-advisory).
 Trustee George requested the minutes noting the discussion regarding board development and advocacy reflect her meeting and conversations with Senator Monning. Senator Monning suggested the District work with other college districts within his district to strengthen advocacy efforts, including discussions on Prop 13. He is interested in visiting the college.

3. **Approval of Warrant Listings**

Check Date	Amount
09/30/13	\$ 378,896.53
10/02/13	\$ 819,974.94
10/07/13	\$ 279,705.03
10/09/13	\$ 416,589.00
10/14/13	\$ 213,547.71
10/16/13	\$ 346,156.97
10/21/13	\$ 96,310.33
10/23/13	\$ 1,507,086.44
Total	\$ 4,058,266.95

- 4. **Approval of Payroll Orders** Approve Payroll Orders for November 2013, as presented.

Academic/Classified	\$132,671.40	200
Academic/Classified	\$3,274,536.23	744
	\$3,407,207.63	944
- 5. **Revised Job Description (Management)** Revised job description for Director of Nursing.
- 6. **Revised Job Description (Management)** Revised job description for Director Allied Health.
- 7. **Revised Job Description (Management)** Revised job description for Police Sergeant.
- 8. **Revised Job Description (Classified)** Revised job description for Administrative Assistant for the Executive Dean, North County Campus and South County Center.
- 9. **Revised Job Description (Classified)** Revised job description for Administrative Assistant / Scheduling Specialist for the Dean.
- 10. **Revised Job Description (Classified)** Revised job description for Community Programs Assistant / Receptionist.
- 11. **Public Employee Appointments** Proposed salary/wage for unrepresented short-term temporary and management employees.
- 1. **Declaration of Surplus Equipment** Declare surplus equipment obsolete.

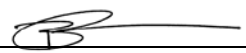
Q. DISCUSSION
Board Evaluation

1. 1) Do the written policies on governance procedures specify appropriate roles for all staff and students?
 - 2) Do the written policies on governance procedures specify the academic roles of faculty in areas of student educational programs and services planning? Trustee Scovell - Yes
- Accreditation Standard IV.A.3 - Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies (stakeholders).
- Discussion took place regarding the role of the Participatory Governance Handbook and the governance model identified in BP 2305.

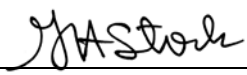
ADJOURNMENT

Adjournment The meeting adjourned at 6:45 p.m.

Minutes Prepared By:



 Todd Frederick
 Executive Assistant to the Board



 Gilbert H. Stork, Ed.D.
 Secretary to the Board