

4. Enrollment Management Proposals	Linda Fontanilla reported three options for enrollment drafted by Bret Clark. She added that Bret is to be commended for his work, it's important for the Enrollment Management Committee to have options for review and discussion. Members discussed high school students and their summer enrollment trends, previous years it was primarily AP courses and was through the WED/CP area.	Information.	Dr. Stork will follow up with high schools regarding summer school.
5. Student Debit Cards	Linda Fontanilla briefed members on the benefits of a student debit card program: funds could be disbursed more efficiently, would reach the student faster, and will improve the College's ability to return unused funds per requirements. There is a flat annual fee of \$5,000 and it's expected the College will save at least that in staff time. The cards could also be used as identification, for positive attendance, for copies, and so on (up to three magnetic strips on the back of the card). If the College pursues student debit cards request for proposals are required. Linda responded affirmatively when asked whether an ATM would be installed at the North County Campus. Pamela would like the RFP to include a criterion about the bank's current relationship with Cuesta College.	Recommend moving forward with the RFP.	Linda will schedule a meeting with Toni, Gil, Nohemy, Linda, Chris to discuss how the process should move forward, develop an RFP and the timeline.
6. Position Restoration	Cabinet discussed whether or not it's possible to restore two positions to 12 months based on newly available grant funding. It was determined the positions will not be restored to 12 months.	Information.	
7. EEO Training	The EEO training requirement for all hiring committee members will be announced at Dr Stork's College Wide Forum on December 9. The training PowerPoint slideshow and quiz will be available on the website and a hardcopy of the quiz will be kept on file. Deb noted this quiz could be done through Blackboard (Moodle) which is able to grade and keep a list of those who have met the requirement.	Information.	
8. Pay for Adjunct Faculty Office Hours	Discussion took place regarding part-time faculty office hours. Office hours are not required of adjunct faculty. Pamela said Academic Affairs representatives would like to meet with HR and Payroll about proposed changes to the office hours form. She added that web-time entry would assist with this.	Recommend making the form and the process clearer.	
9. EOPS/CARE Student Thanksgiving	Linda Fontanilla reminded Cabinet to donate to the funds to benefit EOPS/CARE students for the Thanksgiving meal.	Information.	

Benefit			
10. CCFT Reopeners	Bill Benjamin encouraged Cabinet's input on changes to the faculty contract.	Information.	
11. Accreditation Site Visit November 10.	A schedule for the upcoming visit was provided to Cabinet members.	Information.	
12. Foundation Grant Process for Fall 2011	Barbara George asked whether members had sufficient time to prepare grant requests this Fall. Discussion resulted in the following improvements to the process: The published due date will be for applications to be submitted to the appropriate dean for review, questions, signature. Administrators will submit applications to the Foundation Office by a silent due date.	Information.	
13. Trades Tech Challenges	<p>Many variables have surfaced regarding moving forward on the T/T building. In order to proceed, the building must be re-engineered to incorporate new codes, but must retain the footprint and utilization (projected cost \$275,000). Reallocation of funds depends on the state's ability to pass another general obligation bond. The City of Paso Robles must be able to support the infrastructure support to that parcel. We need to fund the parking lot at \$1M. If we are to move forward we need to give the architect the directive to proceed.</p> <p>Sandee outlined several advantages of moving forward on the project. Deb noted there is duplication of programs at SLO and NCC with the project, have we considered if we will offer them at both locations or move them to the NCC? The initial investments are doable, it is ongoing costs of sustaining the building that are of concern. Additionally, there is concern that all of these considerations have not been outlined at Planning and Budget, and the Academic Senate will consider whether to support the project Friday. Sandee emphasized the importance of communicating clearly on this once we know the status of the project.</p>	Information.	
14. Other	Personnel – Bill reviewed a personnel concern.		Bill will report back on short term library employee - same position as previously held?
Adjournment	11:45am		



Cabinet Meeting

February 13, 2012

TIME: 8:30 am – 10:00 pm
Administration Conference Room, 8008

MEMBERS	
Bill Benjamin	Santee McLaughlin
John Cascamo	Pamela Ralston
Linda Fontanilla	Toni Sommer
Shannon Hill	Gil Stork
Cathleen Greiner	Deborah Wulff

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In / Review of Minutes	<p>Each member reports how s/he feels and what they are bringing to the table.</p> <p>Dr. Stork – Reviewed the conduct and content of the open forum held last Friday.</p> <p>Linda – Conducted a session with counselors, addressing issues surrounding closure plan and sanctions.</p> <p>Dr. Stork – Spoke to all the County School Superintendents regarding the College's accreditation status.</p>	Information.	
2. Accreditation Strike Team Update	<p>Deb – Reported on the benefits of attending the accreditation institute sessions. She and Kevin will provide/publish a weekly update and post it to the web page. She discussed the new processes related to the IPPR and self assessment. She summarized the work being done and developed regarding accreditation.</p>		
3. Budget	<p>Discussion took place regarding budget reduction targets and the work that had been done up to this</p>		

Reduction Plan	point. Each VP and Exec Director summarized the proposal on how to approach reductions for each respective area of operation within the college.		
Adjournment	11:05 p.m.		

operators and bookstore, and North County.

Immediate discussion re: negotiations regarding function of New Dean and Director in Student Services.

Bill – Provide solid answer on process for layoff/rehire (recruitment) –

Linda - Determine exact seniority of Peralta Counselors. Review PT Counseling funding.

John – Review Community Programs and Recreation; talk to Toni with regard to folding Workforce Development and Business Enterprise under one roof.

Cathleen – Fine-tune model for Division Assistants.

Everyone – Look at Operating Costs.

Shannon/Dr. Stork – Follow up on role of Foundation regarding any ongoing personnel funding.

			Everyone – Review Short-Term Temps by department; support or eliminate.
Adjournment	11:28 a.m.		

	<p>was conducted.</p> <p>Deb reported the new accreditation web page would be presented to the Steering Committee later today.</p> <p>Toni – Reported the capital outlay fee in the student non-resident fee goes to the general fund.</p>	<p>approve Toni/Shannon - Approved</p>	<p>any legal issues and protocol associated with summer schedule (4/10).</p> <p>Todd – Follow-up with Henry Ramos re: Board meeting.</p>
2. Accreditation	<p>Deb – Gave an update on the activities and status of timelines: Facilities Plan received and being reviewed by John Cascamo, that and Fiscal Plan will go to next Planning & Budget – March 6.</p> <p>Discussion took place regarding the EEO Plan.</p> <p>Deb – Today the group will be discussing integrated planning. The analysis that has come back on recommendation 7 is excellent.</p> <p>Dr. Stork reviewed Cabinet’s meeting schedule with Eva Conrad.</p>		<p>Deb – Contact CCCUE (Ilene) and request Dina Ebeling to serve on Steering Committee to ensure group representation.</p> <p>Linda – Look into a student nominee for Steering Committee.</p>
3. Strategic Plan	<p>Sandee – Provided an update on the activities of the group, which includes Pamela Ralston, Barb Miller, Karen Reyes and Marie Larsen.</p>		<p>Deb/Sandee – Monday, after discussing Strategic Plan with Eva – presentation to Steering Committee.</p> <p>Toni – Add standing item to Planning & Budget agenda (Strategic Plan)</p>
4. Student Debit Cards	<p>Linda – Provided an update on the program including vendor costs and implementation, e.g., IT component.</p>		
5. Budget	<p>Discussion took place with regard to refinements to the budget reduction proposal. Each VP and Executive Director presented more detailed information from each area.</p> <p>The group discussed the plan for Student Services and the plan for Academic Affairs, focusing on</p>		<p>Linda – Investigate alternative methods for student communications.</p> <p>Cabinet –</p>

	reorganization of Division Assistants. The group discussed the plan for Administrative Services.		Continue budget discussion on 29 th from 1:30-3:30 Bill – Draft PT Faculty recruitment procedures.
Adjournment	11:38 a.m.		



Cabinet Meeting

February 29, 2012

TIME: 1:30 am – 3:30 pm
Administration Conference Room, 8008

MEMBERS	
Bill Benjamin	Sandee McLaughlin
John Cascamo	Pamela Ralston
Linda Fontanilla	Toni Sommer
Shannon Hill	Gil Stork
Cathleen Greiner	Deborah Wulff

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
1. Check-In / Review of Minutes	Each member reports how s/he feels and what they are bringing to the table.	Information.	
2. Budget	Cabinet conducted a detailed discussion regarding the elements of the Budget Reduction Plan.		Toni – Revisit timeline with regard to the plan and Board presentation. Dr. Stork – Back up timelines to facilitate appropriate discussions with union representatives.
3. Personnel Requests	No Action was taken on any personnel request presented on the agenda.		
Adjournment	3:30 p.m.		



Cabinet Meeting

March 7, 2012

TIME: 8:30 am – 11:30 am
Administration Conference Room, 8008

MEMBERS	
Bill Benjamin	Santee McLaughlin
John Cascamo	Pamela Ralston
Linda Fontanilla	Toni Sommer
Shannon Hill	Gil Stork
Cathleen Greiner	Deborah Wulff

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
1. Check-In / Review of Minutes	Each member reports how s/he feels and what they are bringing to the table.	Information.	
2. Budget	<p style="background-color: yellow;">Dr. Stork reported the Budget Reduction Plan would be presented to the Board at the April 4 regular meeting.</p> <p style="background-color: yellow;">Discussion took place regarding the budget reduction data worksheet.</p>		Cathleen/Deans – Discussions with Division Chairs regarding Assistants. Need input from Academic Affairs.
3. Board Packet Review	<p>Cabinet conducted a review of the Board Agenda.</p> <p>Meeting takes place in Arroyo Grande; Lucia Mar Unified All Purpose Room.</p>		
Adjournment	11:30 a.m.		



Cabinet Meeting

September 24, 2012

TIME: 8:30am – 9:30am
Administration Conference Room, 8008

MEMBERS		
Bill Benjamin	Sandee McLaughlin	Toni Sommer
John Cascame	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action 1. Check-In /	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
2. Review minutes from September 12, 2012	Members reviewed the minutes.	MOTION: Deb/Sandee Minutes were approved as presented.	Lisa will prepare the minutes for posting to the myCuesta channel.
3. Review of Strategic Plan and Integrated Planning Manual Progress	<p>Strategic Plan: In September, the following items are scheduled for completion: 3.1.1, 4.1.2, 5.1.2, 5.2.2.</p> <p>Deb will complete the 10 minute overview of the integrated planning model by Friday, September 28, 2012. It will be posted on the accreditation website, available in SharePoint and posted on myCuesta.</p> <p>Shannon collaborated with the group and will follow up with those who did not attend. She will have a list by Friday, September 28.</p> <p>In October, the following items are scheduled for completion: 1.3.1, 2.2a.1, 2.2b.1, 2.2b.2, 3.1.2, 4.1.3, 5.1.3, 5.2.3.</p> <p>Sandee provided an update on 2.2a.1. Gary provided an update on 2.2b.1.</p>	Information	Responsible parties will complete actions as outlined in the 2012-2014 Strategic Plan.

	Integrated Planning Manual: September 2012 the final budget was presented to the board of trustees for approval. Toni has scheduled meetings with budget leaders and the data has been sent to division chairs and program managers.		
4. Accreditation and Strategic Planning Update	Deb informed Cabinet that Recommendation 7 in the Show Cause Report is being updated. The Accreditation Steering committee meeting is combined with the Strategic Planning committee meeting today. Toni reviewed the Long Term Budget Reduction Plan, which will be included on the October 3, 2012 board agenda.	Information	
	Sandee reported the strategic planning committee meeting today will prepare responsible parties to complete their sections of the Strategic Plan progress report.	Information	
5. Redevelopment Oversight Committees	Pamela will attend a meeting later this week. Many committees are having two meetings per month due to audits. Paso Robles was closer to releasing funds and is holding on the determination until after the audit.	Information	
6. Employees' Children on Campus	Discussion took place regarding the District's liability warrants and the need to develop a clear policy in this regard. Considerations: children of non-employees (students and vendors/contractors), bring your child to work day.	Information	
7. Shared Learning Form	Sandee presented the proposed District shared learning form, which is to be attached to the final approval of District Travel/Conference Forms.	Information	Sandee will work with Fiscal Services to post the form with the Conference Request/Travel Reimbursement Form
8. Additional Questions on the CCSSE Survey	Sandee inquired about the procedure to determine the additional questions permitted on the CCSSE Survey. Deb responded that Ryan will be a great resource to help determine what the additional questions should be.	Information	Deb will discuss with Ryan and bring to the October 3 Cabinet Meeting.
9. Workplace Harassment	A general policy on workplace harassment will be developed.	Information	Todd will provide the CCLC template for this policy to Bill.
10. Changes to Financial Aid for 2012-2013	Noemy reviewed several changes to financial aid programs as a result of changes in regulations.	Information	

11.Dream Act Conference	On Saturday, October 27, the California Dream Act Steps to College Conference will take place at Allan Hancock College. Transportation from the San Luis Obispo and North County Campuses is available. Nohemy provided an event flyer.	Information	
12.Negotiations Update	Bill provided an update on CCCUE and CCFT negotiations.	Information	Bill will provide information on District release time including FTE and cost.
13.Free Speech Policy BP/AP 3900	Sandee presented the updated Free Speech BP/AP 3900. The updated policy will be reviewed by the Associated Students of Cuesta College at their next meeting.	Information	
14.District Initiated Reclassification	Nohemy proposed the reclassification of a Financial Aid employee due to District business need.	Information	Nohemy, Sandee and Bill will initiate the reclassification process.
15.Inner Campus Parking	This topic is postponed until the October 3, 2012 Cabinet meeting.	Information	
16.Classified Substitute/Short Term Pay Schedule	The schedule has been updated and will be considered for board approval on November 7, 2012.	Information	
Adjournment			



Cabinet Meeting

October 10, 2012

TIME: 9:30am – 11:30am

Administration Conference Room, #8008

MEMBERS		
Bill Benjamin	Sandee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
1. Check-In /			
2. Review minutes from October 3, 2012	Members reviewed the minutes.	MOTION: Pamela/Gary Minutes were approved as amended.	Lisa will prepare the minutes for posting to the myCuesta channel.
3. Proposal to College Council	Cabinet members analyzed criteria as outlined in AP 4021 appendices B and C in conjunction with the Long Term Budget Reduction Plan and applied these criteria to a list of programs to be discontinued and/or revitalized. Members also discussed the need for modifications to AP 4021.		Dr. Stork will present a proposal to College Council on October 16, 2012.
4. Central Coast Economic Forecast on November 9, 2012	Dr. Stork informed Cabinet members that as a sponsor of the event Cuesta College has six seats. Those interested in attending were noted and will be registered for the event.		Lisa will register event attendees.
5. \$0 BOG Data	Nohemy explained that due to MIS reporting concerns from CCCCO, BOG waivers awarded to students who dropped classes for 09/10 and 10/11 years must be paid back (approx. \$17,000) and future financial aid categorical funding could be impacted.		
Adjournment			



Off-Schedule Cabinet Meeting

October 15, 2012

TIME: 8:30am – 11:30am

Administration Conference Room, #8008

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
1. Check-In /			
2. Long-Term Budget Reduction Plan	Cabinet members discussed the long-term budget reduction plan, the timeline and process.		Deans make a list of community members who will be informed of the programs to be considered for discontinuance.
3. Higher One	Nohemy informed members that currently Higher One is the vehicle used for financial aid check disbursement only, and it would be beneficial to expand that to all refund disbursements. Nohemy proposed that the district use Higher One for all refunds effective Spring 2013.	MOTION: Nohemy/Santee Approved by members present.	
4. Faculty Obligation Number	Prior to the meeting Toni provided a memorandum with the full time faculty list attached requesting cabinet members to verify the accuracy of the list. She asked that Laura Becker is notified of updates to the list by Friday, October 19, 2012.		Members review and inform Laura of changes to the full time faculty list by Friday, October 19, 2012.
Adjournment			



Off-Schedule Cabinet Meeting

October 17, 2012

TIME: 9:45 am – 11:30 am

Administration Conference Room, #8008

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda	Add (other) agenda item(s) – Roll Out of program elimination plan, and Central Coast Economic Forecast (seats).		
a. Discussion / Action			
1. Check-In	Each member reports how s/he feels and what s/he is bringing to the table.	Information	
2. Accreditation/ Strategic Planning Update	Deb spoke to the ongoing efforts with regard to training and organizing for the visit. She noted the importance to educate the community regarding the standards so people are capable of better understanding what the college is doing.	Everyone work on cleaning up and updating the catalog.	Deb - sending information sheets for standards and eligibility requirement 19, power point in preparation of visit to President's office for distribution to campus community.
3. Redevelopment Oversight Committees	No updates/reports.		
4. Long-Term Budget Reduction Plan	Cabinet reviewed the ordered list for program elimination, which is under consideration. Extensive discussion took place regarding elimination versus modification, efficiency, and impacts of actions on the college and community.		

	<p>Dr. Stork noted that South County, in the context of a site, was not part of the conversation; it is a delivery site and has operational costs associated with it. The focus must remain on program efficiency and costs.</p> <p>Discussion took place regarding how programs are defined. John suggested a review using a weighted rubric to eliminate small courses, especially those under CTE.</p> <p>Discussion took place regarding the roll-out of the list; how the information would be distributed. Bret noted the importance of notifying those affected prior to releasing the list publically.</p> <p>John noted possible significant feedback from advisory committees.</p>		
Adjournment			



Cabinet Meeting

December 5, 2012

TIME: 8:30am – 11:30am

Administration Conference Room, #8008

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
2. Minutes	No review of minutes.		
3. Personnel Action	<ul style="list-style-type: none"> a. Recruitment – Secretary III 1.0/12 mo b. Recruitment – Financial Aid Specialist 1.0/12 mo c. Classified Sub/Short-Term and Student Pay Schedule 	<ul style="list-style-type: none"> a. Motion to approve w/out 25% GF obligation b. MOTION to approve as presented Pamela/ Santee - pass c. Discussion – Review of list and recommended changes. 	<p>Toni - Redress 75/25 R/GF funding split to see if restricted fund can cover 100%</p> <p>Bill – Board Agenda with recommended changes.</p>
4. Accreditation/ Strategic Planning Update	Deb / Accreditation – The co-chair teams are set for the committee and a template is being developed. Will bring DE issue to next cabinet,	Information.	

	<p>e.g., access to tutoring, counseling, and financial aid – online and inclusive policies. The college has one year to implement and identify evidence for 2014 self-study.</p> <p>Sandee asked Dr. Stork to allow Mark Stengel, Mary Hastings, and Cande Munoz to attend meeting with regard to DE issue. It would provide information and ability to reinforce need to meet requirement.</p> <p>Pamela – recommended same people attend Distance Education Committee.</p> <p>Deb – Hope is to begin process in spring and assess in the fall.</p> <p>Sandee – Addresses 2.b. – what support is student services providing to DE?</p> <p>Shannon – Come in with a timeline, proposal for activities required and the plan for execution.</p> <p>Dr. Stork – This should dovetail with the accreditation timeline.</p> <p>Discussion took place regarding the difference between “correspondence” and “DE” courses. Highlighted importance of going through Cuesta management system and protection and identity of students</p> <p>Commission Meeting in January / Dr. Stork – presented an update on what is expected and the work he is doing to prepare to appear before the commission. He will ask them to seriously consider reaffirmation.</p> <p>The commission sent an invitation to colleges to host an accreditation workshop. Dr. Stork responded, indicating Cuesta could support, but after spring.</p>		<p>Deb – Meet with Sandee, Nohemy, Mark, Cande, and Mary</p> <p>Deb – Topic; SLOs</p>
5. Redevelopment Oversight Committees	<p>Participating members presented updates on recent committee activity.</p>	Information.	
6. Review Strategic Plan and Integrated Planning Manual Action	<p>Discussion took place regarding responsibility of co-chairs to ensure appropriate activity occurs during meetings, as prescribed in the planning calendar.</p> <p>Review of the planning calendar was completed by all members.</p> <p>Gary – Proposals for Educate’ have been approved; plans are ongoing for the conference.</p> <p>Deb – She has collaboration with faculty on high school student outreach. There are more than the two faculty per team initially planned for.</p> <p>Discussion took place regarding the semester/semester sequence of courses required for engineering, liberal arts, and business.</p>	Discussion.	<p>Sandee – Bring the outreach schedule to cabinet and</p>

	<p>Sandee/Deb collaborating with deans to develop a two-year cycle with commitment to a schedule and delivery site (April).</p> <p>Dr. Stork – reiterated – it is everyone’s responsibility to know what is on the planning calendar as it may require support from one specific area to another; regardless of who is the responsible party.</p> <p>Discussion took place regarding the catalogue, specifically; electronic copy is hidden, underutilized, convoluted and difficult to digest. Pamela suggested moving away from pdf usage and hyperlink to the class schedule.</p> <p>Deb – Reported Mark and Carina were on top of the draft list of faculty competencies with regard to DE.</p>		<p>provide to Dr. Stork; he will present at Superintendent’s Council.</p> <p>Dr. Stork – Expects full focus on this during the next catalogue review; Deb to schedule.</p> <p>Shannon – Release of Web 2.0 – Lose academic server and roll out new templates that could possible link back to catalogue and include sequences.</p>
7. Drop Rosters Online	<p>Kristin Pimentel presented proposal to cabinet. Go-live target is spring 2013.</p>	Cabinet formally endorsed proposal.	
8. Priority Registration	<p>Nohemy presented topic to cabinet – priority registration (note-takers).</p> <p>Dr. Stork – This should be reviewed by the Enrollment Management Committee.</p>		<p>Nohemy – Collaborate with Bret and request this topic be addressed by the EMC.</p>
9. Monitor Screen Shots on Campus Computers	<p>Shannon – This is being done across campuses to promote HigherOne. She suggested all requests for similar activity should go through cabinet for review and approval from the requesting activity.</p> <p>Deb recommended using web banners to highlight positive Cuesta accomplishments and activities to students, potential students, and the community.</p>		
10. Budget Reduction Plan	<p>Discussion took place with regard to the next steps involved in the budget reduction plan. Discussion took place about the secondary effects of program elimination; scheduling, migration of equipment, teach-out in specific areas where needed.</p>		<p>Toni – Map out timeline for next phase.</p>

11. Chancellor's Office Budget Update	Reinstatement of intrastate deferrals – Toni presented information on how the state was moving up deferred payments one month from January to December. The action will ease cash flow pressures.		Deb – Meeting with AHC VP of instruction; discussing ongoing classes for effected students – Deans meeting with their counterparts.
12. Division Assistants – Consolidation	Pamela led discussion regarding the consolidation of ESL and Academic Skills faculty. It would be the first time Academic Skills would have a dean and academic chair. Discussion took place regarding the student success initiative. Nohemy asked to be included in future meetings/discussions to cover any DSPS issue. Dr. Stork reminded everyone that the college is obligated to conduct an evaluation of the division assistant reorganization – that this must be part of the discussion. Toni commented on the process – plan/implement/assess – this issue must be addressed through the process.		Academic Affairs – develop timeline and structure of how the assessment of division assistants will take place – (early January – 8 th)
13. Leave Forms	Discussion took place regarding leave for faculty who do not attend division meetings on Fridays.	Dr. Stork – Directed leave forms to be used.	Bill – Be clear on the requirements of the Contract and review with deans. Deb – Send message reminding faculty of the requirement to attend division meetings.
14. SENSE / CCSSE	Deb reported that the research center would not come to the college prior to the acquisition of data.		

15. Department of Education Participation Agreement	Nohemy reported the college had received provisional certification, not to exceed September 2015. Accreditation status is the factor for the provisional certification. Follow up letters will need to be forwarded to keep the Department of Education appraised of the college's status.		
16. Classified Substitute / Short-term and Student Pay Schedule	Bill presented the revised schedule for review. Recommendations were made and will be included in the revision presented to the Board.		
Adjournment			



Cabinet Meeting

January 9, 2013

TIME: 8:30am – 11:30am

Administration Conference Room

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Toni Sommer in Dr. Stork's late arrival.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reported how s/he feels and what s/he is bringing to the table.	Information.	
2. Vacation and Compensatory Usage	Toni briefed Cabinet members on excess vacation and compensatory balances. At one time it was an audit exception and annual payouts were much higher than recent years due to the district's close management of excess time. Additionally, absence forms must be completed whether time off is taken or not.	Information.	Work with individuals to use excess vacation and comp time before August 15, 2013.
3. Banner	Bret and Deb proposed the district consider using \$100,000 of Lottery funding to address Banner issues. Currently modules are not configured correctly and do not interface with one another and if we plan to join the consortium we have work to do prior to joining.	Information.	Toni, Nohemy, Bret, Janice will bring a proposal to Cabinet.
4. Personnel Action Requests	The request to recruit for Human Resources Analyst to replace Gaye Steil was approved. This position may be reduced to .5 FTE to meet budget requirements pending further discussion within the cluster.	MOTION: Shannon/Nohemy Approved	

5. Review of Minutes from December 12, 2012	Cabinet members reviewed and discussed the minutes.	Minutes were approved as presented.	
6. 50 th Anniversary Celebration	Shannon announced that a 50 th Anniversary logo will be unveiled at next week's opening day event. It can be used in auto signatures and will be used on banners.	Information.	
7. Accreditation Update	The District has gone through a half-cycle of planning and assessment, and has refined processes according to the assessment. The Accreditation Steering Committee will meet off schedule on January 28 for the first meeting of the Spring 2013 semester.	Information.	
8. Strategic Planning Committee	The District has completed the Fall 2012 planning progress report, which was presented to the Board of Trustees January 8. The update shows the substantive work completed with many producing results beyond expectation at this point in the process.	Information.	Dr. Stork recommended a change to how the data in the planning progress report is presented
9. Redevelopment Oversight Committees	<p>Cabinet members provided updates on recent work of the redevelopment oversight committees.</p> <p>Sandee noted that Paso Robles has not recently met, but they are still working toward allocating funds that are designated for the North County master plan.</p> <p>Toni said the Atascadero committee met at the end of December and again right after the New Year.</p> <p>Pamela attended the Arroyo Grande meeting and there is a due diligence report to be reviewed. She said the Pismo Beach committee will not meet again until March.</p>		
10. Student Success Act	Sandee and Kristin will work with colleagues at Taft College to formulate a plan to improve how the District provides SEPs to students.		
11. Cabinet Retreat Continued from January 7	<p>Each dean provided an update on teach outs for programs to be eliminated. Once finalized, teach out plans will be submitted to the ACCJC.</p> <p>Toni presented the timeline for taking the budget reduction plan to the various committees. The planned timeline is:</p>		Cabinet will continue budget reduction discussion by cluster on January 23.

	<p>-Planning and Budget January 29 -College Council February 12 -President's Forum February 13</p> <p>Bret discussed Enrollment Management/FTEs Targets and establishing a baseline efficiency for each dean while building the schedule. Proposed planning for a robust summer 2013 and rolling it forward to hit next year's target.</p>		<p>Bret will work with the Enrollment Management Committee on 2013-14 enrollment management targets and bring a proposal to Dr. Stork.</p>
12. Decision-Making Handbook Review and Update Process	<p>Pamela is incorporating edits to the handbook. This work is ahead of the target completion date. The district needs to align current board policies and administrative procedures to be consistent with the proposed handbook.</p>		<p>Todd and Pamela - update BP/AP.</p>
13. Institution's Commitment to Evening Programs and Services	<p>Evening services have been reduced and there may be a need to increase evening services. Services are offered virtually as well but there may be a need to shift hours to cover the evening.</p>		<p>Sandee and Nohemy will determine if there is a demonstrated need for additional evening services.</p>
14. Employees who work Non-daytime Hours serving on committees that meet during the day	<p>The question was asked: If an employee would like to serve on a committee that meets during the day, but the employee works other hours, does the district have a duty to accommodate the employee's wishes? The district is not obligated to permit participation on committees.</p>		
15. Board of Trustees Meeting on February 6	<p>Dr. Stork reviewed the proposed agenda items for the next regular board meeting.</p>		
16. Review Strategic Plan and Integrated Planning Manual Action	<p>Dr. Stork summarized the 2012-2014 Strategic Planning action steps 1.3.3, 3.1.3, 5.1.4, 5.2.4, 1.4.3, 1.5.3, 2.2a.3 and Integrated Planning Manual action scheduled to occur in January 2013.</p>		
Adjournment			



Cabinet Meeting

January 23, 2013

TIME: 8:30am – 11:30am

Administration Conference Room

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Toni Sommer in Dr. Stork's absence.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reported how s/he feels and what s/he is bringing to the table.	Information.	
2. Accreditation	<p>Deb reported the first meeting of the semester for the ASC was coming up. She expressed concern regarding the polycom connections with North County.</p> <p>Santee added, particularly those locations capable of a polycom connection but not shared content screens.</p> <p>Dr. Stork announced he was presenting an update to the EVC and Good Morning SLO this week regarding accreditation. He is also meeting with the Editorial Board of the Tribune focusing on accreditation, bond, South County, and restoration. He iterated there would be no restoration unless it was part of the master plan and adequate funding was available.</p> <p>Discussion took place regarding campus community feedback on opening day presentations. Toni was directed to call together working group on emergency response on campus; Toni, Joe, Ron, and Gary.</p>	Information.	<p>Toni to follow up with computers services</p> <p>Toni – Call together working group to further discuss emergency</p>

3. Service Animals on Campus	Kathy Peters presented a proposal for a revised/new board policy and college administrative procedure on service animals on campus. She presented background and noted changes in the law.	Consensus to move proposal forward to other groups for review and input.	response on campus and possible task force. Consider including campus contacts.
4. Budget Reduction Plan – Phase II	The VP's presented revised reduction plans for their respective clusters. Dr. Stork commended everyone in their efforts to avoid personnel/position reductions. Discussion took place regarding North County Coordinators - Dr. Stork said the contract would be enforced.		Academic Affairs, Gary, and Sandee; develop a proposal for a plan for Coordinators and present to cabinet in two weeks. Deb – Forward written proposal to Cabinet. Toni – Proceed with investigation regarding proposed student technology fee; legality and/or restrictions.
5. FTES Report	Bret presented a summary of the current FTES outlook. Discussion took place with regard to comparing last year's data with spring 2013 projections. Bret presented new FTES target scenarios.	Information	Bret – Send revised / adjusted FTES scenarios to members.
6. Enrollment	Discussion took place with regard to current enrollment.	Information	
7. Contact with Board and other dignitaries	Dr. Stork reminded cabinet that whenever they have contact with a trustee, the president's office needs to know. The trustees are expected to contact the president first regarding board issues, and not make direct requests to staff or faculty. Gary presented the proposed goals related to Cuesta College to be included in the Paso City Council Economic Plan.	Information	

8. Paso Robles – City Economic Plan		Review	Modify official name – include SLOCCCD, Cuesta College consistently throughout document.
9. Agenda Items for Next Meeting	Student Services (moves) – Sandee FT-Temp Proposal – Bret/Deb Higher One Update – Nohemy MAA Update – Toni Non-Resident Tuition - Toni		
Adjournment			



Cabinet Meeting

January 30, 2013

TIME: 8:30am – 11:30am

Administration Conference Room

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reported how s/he feels and what s/he is bringing to the table.	Information.	
2. Minutes from the January 9, 2013 Meeting	Members reviewed the minutes. In response to Dr. Stork's inquiry, there is no concern about employees' ability to use excess vacation and compensatory time by August 15, 2013.	MOTION: Toni/Bret approved as presented	
3. Minutes from the January 23, 2013 Meeting	Members reviewed the minutes. Regarding PolyComs, content will be available on all systems within a few weeks and a how-to card will be available.	MOTION: Shannon/Pamela approved as presented	
4. Hiring Update	The District will replace the human resources analyst at 1.0 FTE. Members reviewed the hiring grid and discussed the status of various open positions.		
5. 50 th Anniversary Celebration	Save the date cards were mailed and should arrive in mailboxes tomorrow or Friday. This is a private event, as with previous years, however there will be an expanded invitation list due to the 50 th Anniversary theme. Other events in the planning stages that will have a 50 th theme are the 5K run and possibly a September 11 event related to female first responders.	Information.	

<p>6. Accreditation Update</p> <p>7. Strategic Planning Committee</p> <p>8. Redevelopment Oversight Committees</p> <p>9. Student Success Act</p> <p>10. Student Services Moves</p> <p>11. Budget Reduction Plan, Phase II</p> <p>12. FT Temporary Proposal: Chemistry / Ceramics</p>	<p>The first accreditation steering committee meeting of the Spring 2013 semester was held Monday. Each team working on the comprehensive report will have a G drive. Discussion and assessment of the work regarding accreditation led to a suggestion to establish an Office of Institutional Effectiveness.</p> <p>During the meeting Monday, the committee heard updates from responsible parties.</p> <p>The state recognizes it was optimistic about what agencies would provide and reduced projections. There are still questions at the state level.</p> <p>No update on this standing item.</p> <p>Sandee provided an update on the moves underway in her office, research and assessment and veteran's services. Once the moves are complete a summary of the moves and map will be sent district-wide.</p> <p>Members discussed and refined the plan for phase II of the budget reduction plan. Dr. Stork will take the final plan for Phase II to Planning and Budget Committee on February 5 for review and return for action on February 19. The proposed reduction plan will then be considered by the board of trustees on March 6, 2013.</p> <p>As a follow-up from the December 12, 2012 Cabinet meeting Academic Affairs brought a proposal for full-time temporary faculty for the 2013-2014 year.</p> <p>Pamela briefed members on the need for a qualified ceramics instructor following the retirement of Guyla Amyx in 2010 and one has retired and one is on unpaid leave since that time.</p> <p>Bret noted that qualified Chemistry faculty has proven hard to recruit which is compounded by the loss of a full-time faculty member.</p>	<p>Information.</p> <p>Information.</p> <p>Information.</p> <p>Information.</p> <p>Information.</p> <p>MOTION: Shannon/Bill Approved recruitment of one each Chemistry and Ceramics full-time temporary for the 2013-2014 year.</p>	<p>Re-check grants for funding and completion dates in preparation for layoffs as applicable.</p>
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13. MAA Update	Sandee reported that the MAA program is not likely to be as strong an income-producing activity as initially anticipated. The District was paid for 2010-2011 activities; however, that revenue has not yet been disbursed because an audit is being conducted. Additionally, there is an intermediary that must be paid under the contract whether funds are received or not, so the district has made quarterly payments per the contract. As a result, SLOCCCD may consider canceling the contract in the future.	Information.	
14. Non-Resident Tuition	Toni recommends SLOCCCD charge \$199 (per unit in addition to the enrollment fee) for the 2013-2014 school year. This recommendation will be presented to the Board of Trustees at the regular meeting February 6, 2013.	Information.	
15. Textbooks	Discussion took place regarding the challenges the Bookstore experiences as a result of competition and reduced enrollments; and restocking fees resulting in a net loss when faculty order books, but students do not purchase from the bookstore. Bookstore revenue supports repayment of the COPs.	Information.	Reconvene Textbook Taskforce. Deans discuss textbook issue with chairs.
16. Screenshots for Accreditation	Shannon proposed screenshots on computer stations/labs throughout the District with an accreditation update as part of the messaging effort. This would replace the myCuesta card screenshots currently in place.	Proposal	Shannon will bring back to discuss timeframe and whether simultaneous messages are possible.
Adjournment			



Cabinet Meeting

February 6, 2013

TIME: 8:30am – 11:30am

Administration Conference Room

MEMBERS		
Bill Benjamin	Santee McLaughlin	Toni Sommer
John Cascame	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reported how s/he feels and what s/he is bringing to the table.	Information.	
2. Minutes from the January 30, 2013 Meeting	Members reviewed the minutes.	MOTION: Pamela/Santee approved as amended.	
3. Hiring and Retirement Update	Recruitment / Human Resources Specialist 1.0 FTE/12 months. This position was last recruited less than 60 days ago resulting in a strong candidate pool. The district has determined one of the finalists from that pool will be offered the position.	Information.	
	Update / Media Relations Coordinator, 1.0 FTE/12 months. The position was offered to Lauren Milbourne who is scheduled to begin work following approval at the March 6, 2013 meeting of the Board of Trustees.	Information.	
	Pamela conveyed pending retirement and reduced workload requests. Marian Galczenski and Mary Hastings have indicated retirement and Cheryl Ziehl has requested a pre-retirement reduced workload. A proposal for staffing is needed.	Information.	Pamela, Nohemy, Gary and Santee will develop a proposal.

4. 50 th Anniversary Celebration	Shannon presented a call to action to “Tell Your Stories” with a 50 th Anniversary Survey. This will provide information to be published in The Tribune in April 2013. The Phone-A-Thon started Monday. To date \$1,000 has been raised.	Information.	
5. Accreditation Update	Sandee and Toni attended ACCJC team training in order to serve on upcoming external site evaluation visits. Sandee will serve on the Imperial Valley College team and Toni on the Gavilan team. The emphasis of the training was on student achievement and student learning outcomes.	Information.	
6. Strategic Planning Committee	Sandee noted there was a meeting on Monday. Strategic Planning Committee members will work over the course of the next few months to produce the annual planning progress report. The timeline for development of the 2014-2016 strategic plan begins in September 2013.	Information.	
7. Redevelopment Oversight Committees	No updates on this standing item.	Information.	
8. Student Success Act	Sandee and Nohemy have scheduled a visit to Taft to collaborate regarding DegreeWorks implementation in order to meet SEP requirements.	Information.	
9. Review Board Packet	Cabinet members reviewed the packet for the February 6, 2013 board meeting.	Information.	
10. Higher One update	Nohemy conveyed that last week \$2.2M was disbursed through Higher One. Of the student receiving disbursements, approximately 40% will use Higher One, 40% will use direct deposit, and 20% will receive a paper check (or are still deciding). Last week a representative from Higher One was at the SLO campus to answer questions. Also, the Higher One taskforce has reconvened to continue to work through implementation issues.	Information.	
11. Number of AA-T and AS-T degrees offered in Fall 2014	Deb reviewed the status of twenty-two associate degrees of transfer. Academic affairs is working to move forward with the required updates including 350 textbook updates.	Information.	
12. Screenshots	Shannon inquired about the ability to rotate screenshots, which is not possible at this time. Cabinet determined the district will update the Higher One information currently on computers, and once the Accreditation update is available the screenshots will convey that information.	Information.	
13. Litigation Update	Toni provided an update on current litigation.	Information.	

14. Update on Banner Assessment	Toni, Bret and Nohemy met to discuss and assess the district's implementation of Banner. They determined a meeting with another college which has a more successful implementation is needed. Additionally, there is an Ellucian conference aimed at student success in Monterey next month which Nohemy will attend, and sessions from the Philadelphia conference will be accessible and attended virtually by Bret, Toni and Bill.	Information.	
15. Top Sheets, Timesheets, Pay Rates and Signatures	<p>Leave forms must be signed by an approved signatory. Clarification on who is an approved signatory will be provided.</p> <p>Pay rates must be assigned as they are currently approved (one cannot adjust the pay rate but must assign it as stipulated in the schedule).</p> <p>Furlough Days: Managers and Confidentials need to take one (1) furlough day a month plus one (1) floating furlough day for a total of 13 for the 2012-2013 year--furlough days must be reported on the monthly Leave Report. Classified take their furlough time during the summer (July – August 10, 2012 and June 2013) by working 4/8 for 32 hours per week. They Do NOT report this furlough time. Classified also have three (3) floating furlough days to be taken some time during the 2012-2013 year—these three floating furlough days must be reported on the monthly Leave Report.</p>	Information.	Bill will clarify the approved signers of leave forms.
16. DSPS	With recent reductions to staffing, DSPS no longer has the capacity to deliver tests to faculty members.	Information.	Santee, Nohemy and Deb will bring a proposal to Cabinet.
17. Budget Reduction Phase 2	On Monday the Executive Group will discuss a proposal related to the budget reduction.	Information.	
18. FTEs	Bret outlined 2013-2014 Enrollment Target Scenarios which were discussed by Cabinet members.	Information.	Bret will lead a discussion with the Enrollment Management Committee, which will recommend targets to the superintendent /president.
19. Others	The district needs a formal policy which stipulates that employees who are on extended leave must turn in district property not needed while on leave, including keys.	Information.	Bill will work with public safety to create the policy

	When a college from another district would like to teach within the SLOCCCD, it requires board approval. Additionally, if that college also wishes to use SLOCCCD facilities, they must be reserved through the office of the director of facilities services, planning and capital projects.		
Adjournment			



Cabinet Retreat Meeting

January 7, 2013

TIME: 8:00am – 11:15am

Fairways at Dairy Creek

MEMBERS		
Bill Benjamin	Sandee McLaughlin	Toni Sommer
John Cascamo	Nohemy Ornelas	Gil Stork
Bret Clark	Pamela Ralston	Deborah Wulff
Shannon Hill	Gary Rubin	

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP
I. Call to Order	The meeting was called to order by Dr. Stork.		
II. Business Agenda			
a. Discussion / Action			
1. Check-In	Each member reported how s/he feels and what s/he is bringing to the table.	Information.	
2. Budget Reduction Plan	Cluster managers described proposed reductions and revenue-generating ideas to meet the \$800,000 goal. Clusters will further refine and continue discussions.	Information.	Update Cabinet January 23
3. Board of Trustees Meeting Packet Review	Cabinet members reviewed the board packet.	Information.	
4. Opening Day Spring 2013	Dr. Stork briefed members on the agenda for Spring 2013 Opening Day to be held January 18.		
5. Update on Teach Outs	Deans are working on a comprehensive teach out plan. Once the plan is final it will be submitted to the ACCJC.		Discussion will continue at the January 9 Cabinet meeting
Adjournment			