



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MINUTES

Regular Meeting
January 8, 2014

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 Mitchell at 2:35 p.m.
2. **Roll Call - Establish Quorum**

Board Members	Present	Absent
Patrick W. Mullen, President	X (arrived 3:08 p.m.)	
Angela Mitchell, Vice President	X	
Gaye Galvan		X
Charlotte Alexander	X	
Barbara George	X	
3. **Approval of Agenda** **Motion to approve as presented:** Mitchell/George - **Passed** by majority vote of the Board and unanimously by those members present (3-yes, 0-no, 2-Absent (Mullen and Galvan); to approve the agenda, as presented.

Dr. Stork noted that the agency negotiator in closed session for faculty and classified employees was Toni Sommer.
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 4:03 p.m.
7. **Pledge** Trustee George
8. **Oath of Office** No action taken.

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, Math, Biological & Physical Sciences,
 Nursing/Allied Health, Kinesiology/Health
 Sciences and Athletics
 Dean, Workforce and Economic Development
 Exec Dir, Human Resources and Labor Relations
 Exec Dir, Inst Adv / Foundation

VISITORS SIGN-IN (Attachment A)

9. 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, re-appointments, and resignations, as presented.
- The Board provided direction to the Administration regarding classified and academic employee negotiations.
- The Board provided discussed one litigation case, personal injury with no action taken.

**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 — **Motion Passed** by majority vote of the board and
 unanimously by those members present. (3-yes/0-no/2-absent (Galvan, Mullen))

Appointments Government Code Section 54957(b)(1)

- a. Short-term, Temporary
- b. Instructor FT-Temp, Construction
- c. Instructor FT-Temp, Family Studies
- d. Instructor FT-TT, Accounting
- e. Instructor FT-Temp, Spanish
- f. Counselor FT-TT
- g. Instructor FT-TT, LVN
- h. Instructor FT-Temp, Spanish
- i. Network and Systems Administrator
- j. Instructor FT-TT, Ceramics
- k. Instructor FT-TT, EMS

**Public
 Employment**

**Motion to approve the appointment changes, and resignations, as
 presented:** Mitchell/Alexander — **Motion Passed** by majority vote of the board
 and unanimously by those members present (3-yes/0-no/2-absent (Galvan,
 Mullen)).

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

- a. Counselor, Counseling 89%/11 months to 100%/11 months
- b. Clerical Assistant II, WED&CP to Clerical Assistant III, Student Services,
 50%/10 months to 100%/12 months
- c. Accounting Technician II, Fiscal Services to Accountant, Fiscal Services
- d. Athletic Trainer II, Athletics, 50%/10 months to 100%/10 months
- e. Counselor, Counseling, 84%/11 months to 100%/11 months

Resignation Government Code Section 54957(b)(1)

a. Counseling Clerk, Counseling

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

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

**Labor
Negotiations/
Terms &
Conditions**

**Labor Negotiations and Terms and Conditions of Employment for
Represented and Unrepresented Employees** Government Code Section
54957.6(a)

- a. Human Resources Development Agency Negotiator: Toni Sommer
Instructions Regarding Classified Employees; Negotiations
- b. Agency Negotiator: Toni Sommer
Instructions Regarding Academic Employees; Negotiations
- c. Agency Negotiator: Patrick Mullen
Instructions Regarding Unrepresented Employees;
Superintendent/President, Confidential, Managers, Supervisors:

**Conference
with Legal
Counsel,
Litigation**

Conference with Legal Counsel, Litigation, Significant Exposure to Litigation
Pursuant to Government Code 54596.9(a); One case – Personal Injury

10. General Hearing of Public Comment
None

**BUSINESS AGENDA
ACTION / DISCUSSION ITEM**

11. REPORTS FROM EMPLOYEE ORGANIZATIONS

CCFT No report

CCCUE No report

**Management
Senate** Lisa Wearda, Management Senate President, reported the following to the Board:

- She reported the activity the senate had been conducting regarding salary surveys for managers, supervisors, and confidential employees.
- The senate assigned members to a personnel sub-committee that has collaborated with human resources and the Superintendent/President regarding job description review, and will focus work on issues being addressed by the college benefits committee.
- A reasonable plan and timeline has been developed for the project.
- She stated that the membership understood that there was currently no funding to apply to changes resulting from the salary survey, but had consensus that it was important process to complete.

**Academic
Senate** Kevin Bontenbal, Academic Senate President, reported the following to the Board:

- He announced the guest speaker for opening day, Patrick Perry, Vice Chancellor of Technology, Research, and Information Systems for the California Community Colleges Chancellor's Office, and thanked Cheri Moore for initiating the recommendation.
- He announced the two faculty awards that will be given on opening day; the M'May Diffley and a new award, the Virginia Sullivan Faculty Inspiration

- Award.
- He delivered a statewide senate rostrum to the Board.

12. REPORTS FROM BOARD MEMBERS

Trustee Scovell No report.

Trustee George Trustee George reported the following:

- She thanked Dr. Stork and Shannon Hill for the excellent handling of the Cuesta 50th Anniversary and how it was integrated into existing college events and activities.
- She lauded Lauren Melbourne's work with the media and the community.

Trustee Alexander Trustee Alexander reported the following:

- She attended the Foundation executive meeting on Monday during which they discussed the pre-bond survey. She said they were very invested in the prospect of a bond and willing to help.
- She will be attending the board chair workshop and legislative conference in Sacramento later this month.

Trustee Mitchell Trustee Mitchell reported the following:

- She participated in the audit review.

Trustee Mullen Trustee Mullen reported the following to the Board:

- He noted the unexpected passing of Cindy Sargen, daughter of Jim Sargen, Cuesta friend and benefactor.

- 13. Report from Supt/Pres** Dr. Stork presented the following to the Board:
- He commented on the passing of Cindy Sargen.
 - Adding to Trustee George's comments regarding Lauren Melbourne, he noted the importance of quality media relations and reliable information made available to the community.
 - He commented on information being released on cable television promoting the Cuesta Promise.
 - He attended the graduation ceremony for the medical assistants program.

In a special presentation, Lisa Gray, Executive Assistant to the Superintendent/President presented a "Quilt of Valor" to Todd Frederick, Executive Assistant to the Superintendent/President and the governing board. The quilt, created by volunteers through a national program, recognizes military veterans who have been touched by conflict and warfare, and provides them with a tangible piece of thanks and appreciation for their service.

The Executive Director, Advancement/Foundation presented the Foundation monthly gift report. She commented on the \$1 million gift, noting it had been invested but not endowed. It has been suggested that the best possible use of the funds would be to offer it as a match in funds to the Chancellor's office for North County projects.

- 14. 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

15. Reports

1. Planning and Accreditation

The Superintendent/President, presented the following to the Board:

- The commission meeting is this Friday, January 10th. He, Trustee Mullen, and Deb Wulff are going to Sacramento to present a statement.

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

- The Institutional Self-Evaluation is due to the commission on June 15, 2014. The draft will come to the board for review in three parts.

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

- She responded to Trustee Mullen’s request for data to support the report specific to baselines and goals.

<p>BUSINESS AGENDA ACTION / DISCUSSION ITEMS</p>
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1. Audit Report for District

Motion to accept (Mitchell/Alexander) the audit report for the District, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent (Galvan), 1- advisory).

A summary of the audit report was presented by

The District received an unmodified opinion, previously known as an unqualified opinion. Auditors did not have to modify their opinion. This is what financial institutions and bond managers want to see.

Trustee Mitchell noted the tremendous effort given to managing over \$11 million in federal awards. It was noted that 78.6 percent of the district budget is put towards salaries and benefits. The accreditation commission has reported that this figure should be no more than 85 percent. Auditors praised management for its cooperation allowing full access to records and evidence.

Trustee Alexander stated it was the cleanest audit she had observed.

The audit team will be rotated during the next cycle per contract.

2. Discussion on Budget Development and College Planning

Information

The Assistant Superintendent/Vice President of Administrative Services stated she and the Director of Fiscal Services would be attending the statewide budget workshop next week after the release of the Governor’s 2014-2015 budget proposal. She said little change is expected between the announcement and budget approval.

Dr. Stork stated the Board would have a budget workshop at the next regular board meeting in February.

3. Pre-election Bond Activities Update

Information

The Assistant Superintendent/Vice President of Administrative Services presented the following information to the Board:

- The Lew Edwards Group is working on talking points and materials. The next core group meeting is on January 24th. Discussion will take

place regarding tasks and recruiting.

- The group will address the “list of 1000”, a list of people the district should be talking to regarding a possible bond, both pro and con.
- Another voter opinion survey will be conducted in July with the intent of validating whether the Board should move forward on a bond measure proposal.
- Names of contacts will be collected from all sources from within and outside the campus. Expanded outreach is necessary to optimize the message.
- Discussion took place regarding the importance of a strong and consistent message communicating information on a bond.

Trustee Alexander departed the meeting at 5:03 p.m.

4. Curriculum

Motion to approve (Mitchell/George) the curriculum recommendations, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

Committee Chair, Cheri Moore presented a brief summary and update on the progress of completing ADTs to the Board. A total of 16 ADTs have been approved.

Trustee George stated how impressed she was with the amount of work that had been accomplished and noted Angie Lau’s effort in support of that work.

5. Substantive Change Proposal

Information

The Assistant Superintendent/Vice President of Academic Affairs explained the purpose of the proposal for substantive change. Conversation took place regarding the requirements to be met when a student can acquire 50 percent of course credit towards a degree online.

The commission meets in March to approve substantive change proposals and it must be received 30 days prior to be considered.

Dr. Stork stated the proposal would be on the February 5th regular meeting agenda for the Board’s consideration for approval.

6. Student Health Fee Increase

Motion to approve (Mitchell/George) the student health fee increase, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

The Assistant Superintendent/Vice President, Student Service presented the proposal to increase the student health fee. She stated it would help keep up with demand for services for students, especially the increase for mental health care. The program is revenue based. ASCC supports the proposal.

7. Revised Job Description (Manager)

Motion to approve (George/Mitchell) the revised job description for Dean, North County Campus and South County Center, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

This position now reports to the Assistant Superintendent/Vice President, Student Service. The revised title and functions conform to current job

duties.

8. Update on North County Campus Facilities Needs Assessment

Motion to approve (Mitchell/Scovell) the update on the North County Campus Facilities Needs Assessment for inclusion into the District's Facilities Master Plan, as presented. **Motion – Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

The Assistant Superintendent/Vice President, Administrative Services praised the work of Cuesta facilities employee Nikki Rocha in providing administrative support for this project. She introduced Alan Kroecker and Monesha Adnani of PMSM Architects who presented a summary of the proposed update to be included in the District Facilities Master Plan (attached), which included the principles and guidelines for the project, the building development plan, the overview of the 5-year building development plan, and a sustainable landscape plan.

The Assistant Superintendent/Vice President, Administrative Services indicated the focus of priorities 1 and 4 is the removal of modular buildings and replacement of the space lost in doing so.

The project square footage needs was based on projected students and proposed programs. There is flexibility designed in to the buildings.

The entire plan establishes a position of opportunity when funding presents viability.

Discussion took place with regard to the absence of reference to the Shultz/Fox and Ernst Courtyard. It was stated that the preference is to keep general references rather than specific with regard to aging and/or nonconforming buildings. The plan will be refined as funding and planning develops. Definitions must be flexible with regard to referencing particular buildings.

The meeting recessed at 5:58 p.m.

The meeting reconvened at 6:10 p.m.

9. Nomination of Candidates for California Community College Trustee (CCCT) Board

Information

The Board was provided information regarding nominations of candidates for California Community College Trustee (CCCT) Board

10. Board Policy Review

Motion to approve (Mitchell/Scovell) BP 2010 - Board Membership, BP 2015 – Student Members, BP 2100 – Board Elections, and BP 2105 Election of Student Member, as presented. **Motion – Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

11. Update of Administrative Procedure 5055, Enrollment Priorities

Information

An informational review of AP 5055, Enrollment Priorities was presented to the Board. Mandated priorities have been woven in existing priorities. The purpose for the change was to create consistency across the system in support of the Student Success and Support Program.

12. Agenda

A preliminary listing of agenda items for the next regular meeting scheduled for February 5, 2014.

An item submitting the proposal for substantive change is added, the review of the Strategic Plan 2014-2017, and review of the first installment of the institutional self-study.

Trustee Mullen requested the video be included from the economic forecast and the creator, Jamie Andreozzi, invited to the meeting.

Due to the budget workshop, the meeting will convene and recess to closed session at 2:30 p.m. and reconvene in open session for the workshop at 3:30 p.m. Regular open session will convene at the regular 4:00 p.m.

Dr. Stork indicated that when notification is received from accrediting commission, a press conference would be called to announce that information.

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** (George/Scovell) – to approve the consent agenda, as presented. **Motion – Passed** by majority vote of the board and unanimously by those members present (3-yes, 0-no, 2-absent (Galvan/Alexander, 1- advisory).

2. Board Minutes The draft minutes of the SLOCCCD December 8, 2013 Regular Board/Organizational meeting.

3. Approval of Warrant Listings	Check Date	Amount
	11/27/13	323,685.09
	12/02/13	24,995.44
	12/04/13	792,291.11
	12/09/13	115,106.28
	12/11/13	122,852.24
	12/16/13	181,769.41
	12/18/13	365,127.22
	Total	\$ 1,925,826.79

4. Approval of Payroll Orders Approve Payroll Orders for December 2013, as presented.

Academic/Classified	\$ 132,893.31	239
Academic/Classified	\$ 3,323,580.00	735
	\$ 3,456,473.31	974

5. Revised Job Description (Classified) Revised job description for Skilled Maintenance: HVA/C-R I and II.

6. Public Employee Appointments Proposed salary/wage for unrepresented short-term temporary and management employees.

Q.	DISCUSSION
	Board Evaluation

1.	<p>1) How does the governing board use analyses of quantitative and qualitative data and analysis in its decision making?</p> <p>Accreditation Standard I: Institutional mission and effectiveness. The institution demonstrates strong commitment to a mission that emphasizes achievement of student learning... <u>The institution uses analyses and quantitative and qualitative data and analysis in an ongoing and systematic cycle of evaluation, integrated planning, implementation, and re-evaluation to verify and improve the effectiveness by which the mission is accomplished.</u></p>
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Trustee Mitchell – Stated there were several examples of quantitative, scorecard, enrollment, etc. – but was unsure of qualitative. Trustee Mullen stated there were public opinion surveys, focus groups, and pre-bond survey.

Trustee George – Stated the qualitative data is well done and critical.

Dr. Stork – Reported that Patrick Perry, Vice Chancellor of Technology, Research, and Information Systems for the California Community Colleges Chancellor's Office will discuss design of scorecard and how it should be used on opening day.

ADJOURNMENT

Adjournment The meeting adjourned at 6:35 p.m.

Minutes Prepared By:

 Todd Frederick
 Executive Assistant to the Board

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