



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Board Minutes
 Regular Meeting
 June 5, 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) (video conference) 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 2:35 p.m.

2. **Roll Call - Establish Quorum**

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
Patrick W. Mullen, President	X (arrived 2:45 p.m.)	
Angela Mitchell, Vice President	X	
Gaye Galvan		X
Charlotte Alexander	X	
Barbara George	X	

3. **Approval of Agenda** **Motion to approve as amended:** Alexander- **Passed** by. majority vote of the Board and unanimously by those members present (3-yes, 2-absent; Galvan, Mullen) to approve the agenda, noting the correction to item D.3.a (deleting "Purchasing" from the job title to read "Foundation Support Coordinator").

4. **Public Comment on Closed Session Items** None

5. **Recess to Closed Session** The Board recessed to Closed Session at 2:37 p.m.

6. **Reconvene in Open Session** The Board reconvened in open session at 4:17 p.m.

7. **Pledge** Trustee Mitchell

8. Budget Workshop

Toni Sommer, Assistant Superintendent/Vice President, Administrative Services conducted a budget workshop (Attachment A), which included a chronology of the development of the California state budget and the planning of the San Luis Obispo County Community College District (District) budget, summary of the state of the national and state economies, and critical points- (1) Department of Finance lowered outlook for California personal income growth in 2013 from 4.3% in January to 2.1% in the May revision, (2) the slowdown in economic outlook lowers the revenue forecast for 2013-2012 (\$1.3 billion), and (3) a forecasted rebound in 2014-2105 with tax revenues expected to grow 9.3% in 2014-2015 and 6.7% in 2015-2016. Specific comment was made regarding the improbability of receiving restoration funding and recovery of mandated costs. Ms. Sommer noted little funding has been received through the application for recovery of mandated costs. Ms. Sommer noted the following challenges for the state and impact to the District:

- Pace of the economic and revenue recovery is still uncertain.
- Constitutional requirement of the federal courts for California to significantly reduce crowding and improved health care provided in prisons.
- Federal government and courts have hindered the state's past efforts to reduce spending.
- Actions taken by federal government to address its own fiscal challenges could further strain state's budget.
- 1.57% Cost of Living Adjustment (COLA)
- Projected to be approximately \$701,000
- Restoration of 1.5%
- Still owed to the district \$3.126.552
- Projected earnings is \$0
- Additional support for implementation of the Student Success Act of 2012
- Projected to be approximately \$396,000
- She highlighted the following changes in the general fund structure:
 - \$29.0 million Property Tax (Dec/April) 64.59%
 - \$ 4.4 million Enrollment Fees 9.80%
 - \$ 5.5 million EPA (Prop 30) (quarterly) 12.25%
 - \$ 1.0 million Apportionment 2.22%
 - \$ 5.0 million Deferred (to July 2014) 11.14%
 - \$44.9 million (total)

Ms. Sommer noted the following challenges for the District:

- Cash Flow and Cash Insolvency.
- Redevelopment Agencies (RDAs).
- Costs of unfunded mandates.
- Mandated expense with the implementation of the Affordable (Health) Care Act (ACA) of 2012, STRS and PERS.
- Rising costs of technology, service contracts, supplies, and facility maintenance.
- Ability to earn restoration funds.
- Compliance with the 50% Law.

Ms. Sommer noted uncertainties regarding the budget, particularly, mandates under the healthcare reform act, the State Teachers Retirement System (STRS), and the Public Employees Retirement System (PERS). She specifically mentioned how the downturn in market returns was going to impact STRS and PERS costs.

- The 2013-2014 Tentative Budget will be based on the Governor's May Revision of his Proposed Budget released in January 2013.
- The budget will be balanced with some contingency funding.
- The outcome of the adopted State Budget and the district's 2012-2013 ending balance will be the basis for the 2013-2014 Final Budget to be presented to the Board for adoption at the September Board meeting.

Management Group Present

Superintendent/President
 Asst Supt/VP Administrative Services
 Interim Asst Supt/VP Student Services
 Interim 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, Inst Adv I Foundation
 Exec Dir, Human Resources

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 unanimously approved all appointments, appointment changes, resignations, and retirements, as presented.
- The Board provided direction to agents for labor negotiations regarding employee negotiations.
- The Board unanimously approved the extension of contract for the Interim Executive Dean of North County Campus and South County Center, and Interim Dean of Academic Affairs, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health, and Athletics.
- 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 as presented: Alexander- Passed by majority vote of the board and unanimously by those members present (4/0), to approve the following public employee appointments, as presented.

Appointments Government Code Section 54957(b)(1)

- a. Short Term Temporary
- b. North County Cluster Coordinator, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health
- c. North County Cluster Coordinator, WED&CP
- d. North County Cluster Coordinator, Arts, Humanities, and Social Sciences
- e. Instructor, Nursing
- f. Division Chair, Kinesiology/Health Sciences
- g. North County Cluster Coordinator, Arts, Humanities, and Social Sciences
- h. WED&CP Community Education Coordinator
- i. Instructor, Nursing
- j. Division Chair, Social Sciences
- k. Division Chair, Human Development And Business Education
- l. Web Application Administrator
- m. Admissions & Records Evaluations Analyst
- n. North County Cluster Coordinator, Sciences, Math, Kinesiology/Health Sciences, and Nursing/Allied Health

**Public
Employment**

- o. Human Resources Technician
- p. Summer 2013 Temporary Faculty and Overload Assignments

Motion to approve as presented: Alexander- Passed by majority vote of the board and unanimously by those members present (4/0), to approve the following appointment changes, resignations, and retirements, as presented.

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

- a. Foundation Support Coordinator, 100% FTE/12 months to 100% FTE/11 months
- b. Accounting Technician II, 50% FTE/12 months to 75% FTE/12 months
- c. Graphic Designer, 75% FTE/12 months to 75% FTE/11 months
- d. Executive Assistant, Superintendent/President & Board of Trustees
- e. Executive Assistant, Superintendent/President & Board of Trustees
- f. Administrative Assistant to Assistant Superintendent/Vice President, Academic Affairs
- g. Interim Assistant Superintendent/Vice President Student Services and College Centers to Assistant Superintendent/Vice President, Student Services and College Centers
- h. Accounting Technician I to Fiscal Analyst Special Projects, Grants and Categorical Programs
- i. Administrative Assistant to Assistant Superintendent/Vice President, Student Services and College Centers
- j. Institutional Advancement Support Coordinator 100% FTE/12 months to 100% FTE/11 months
- k. Interim Assistant Superintendent/Vice President, Academic Affairs to Assistant Superintendent/Vice President, Academic Affairs

Resignation Government Code Section 54957(b)(1)

- a. Account Clerk II, Public Safety
- b. Skilled Maintenance HVAIC-RI
- c. Secretary III
- d. Full-Time Instructor, Political Science
- e. Division/Department Assistant

Retirement Government Code Section 54957(b)(1)

- a. Full-Time Instructor, Nursing
- b. Part-Time Instructor, Construction
- c. Supervising Accountant
- d. Director, Computer Services
- e. Library Technician III

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)

Motion to approve revised contracts for the Interim Executive Dean of North County Campus and South County Center, and Interim Dean of Academic Affairs, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health, and Athletics as presented: Alexander- Passed by majority vote of the board and unanimously by those members present (4/0), to approve the revised contracts for the Interim Executive Dean, North County

Campus and South County Center and Dean of Academic Affairs, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health, and Athletics, as presented.

- 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- Revised contract for Interim Executive Dean, North County Campus and South County Center and Dean of Academic Affairs, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health, and Athletics.

Litigation

Conference with Legal Counsel, Litigation, Significant Exposure to Litigation Pursuant to Government Code 54596.9(b)(1); One Case, Student Grievance

Conference with Legal Counsel, Litigation, Significant Exposure to Litigation Pursuant to Government Code 54596.9(b)(1); One case- Capital Outlay

No action taken

10. General Hearing of Public Comment

None

11. Reports from Employee Organizations

Academic Senate

No report.

CCFT

Debra Stakes, Union President reported the following to the Board:

- She expressed optimism in working with the District with regard to negotiations. She commented on the focus of the faculty and the drive to meet the highest standards.
- She commented on the structural improvement of negotiating North County Coordinator positions to North County Cluster Coordinators.
- She commented on the combining of the Business Education and Human Development Divisions and indicated the union would bring full use of its tools to address the issue.

CCCUE

No report

Management Senate

Israel Dominguez, Management Senate President, reported the following to the Board:

- This is his last report as President of the management senate.
- He announced the officers for 2013-2014; Lisa Wearda - President, Lisa Gray - Vice President, Karen Tackett - Secretary, and Merlynn Foppiano - Treasurer.

Lisa Wearda presented Mr. Dominguez with a plaque from the management senate recognizing his leadership and contributions to the group.

12. Trustee Reports

Trustee Mitchell

No report

Trustee Alexander

Trustee Alexander reported the following:

- She attended the Foundation Executive meeting and commented on a major gift received by the college and how it would have a major impact on students.

- Trustee George** Trustee George reported the following.
- She welcomed Trustee Scovell.
 - She thanked Mr. Dominguez for his service to the management senate and the college.
 - She thanked Ms. Stakes for her expression of optimism and recognition of faculty.
 - She recognized Wellness Arts Program Coordinator Kelsey Kehoe, who was recently honored by the San Luis Obispo County Community Foundation with the Paul Wolff Accessibility Advocacy Award for her work in developing and expanding mental health services at the college.
 - She noted the end-of-year events put on by students, stating the concerts and theater were wonderful. She included the Student Athletes Award luncheon and commencement. She congratulated Kristin Pimentel for her successful planning and execution of the commencement program.
 - She thanked the CCCUE and staff professional development committee for inviting her to the annual bbq.
 - She commented on Bill Swanson commencement address made at Bunker Hill College and stated she was proud to serve as a trustee for the District.
- Trustee Scovell** Trustee Scovell reported the following:
- He stated he was humbled and happy to be participating as a student trustee on the Board.
 - ASCC held a nutrition week in May and stress-free finals.
 - He will be meeting with Anthony Gutierrez on August 6th to discuss Connect@Cuesta.
 - The Student Community Liaison Committee meets later this month.
- Trustee Galvan** Absent
- Trustee Mullen** Trustee Mullen reported the following to the Board:
- He noted former Trustee Knowles' appearance on California Minute on cable television.
 - He noted how well he thought commencement went this year and how rewarding it is to see the accomplishment reflected in the students' faces.
- 13. Report from Supt/Pres** Dr. Stork presented the following to the Board:
- He agreed with Trustee Mullen's perspective of commencement.
 - He commented on the increased faculty participation and thanked the Board for participating.
 - He commented on a large gift received by the college. His hope is to create a "Cuesta Promise" to provide every local high school graduate the opportunity to attend Cuesta College.
 - He is coordinating a meeting with the new president of Allan Hancock College, Kevin Walthers and Cal Poly president Armstrong to discuss transitioning students through their school careers.
 - He recognized Cuesta College Alum Bill Swanson, noting his commencement speech at Bunker Hill College.
- Shannon Hill presented the Foundation monthly gift report.
- 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

Planning and Accreditation

1. Deb Wulff, Assistant Superintendent/Vice President of Academic Affairs presented a brief update on activities associated with the accreditation follow-up report and the 2014 Self-Study. She is conducting meetings every Tuesday throughout the summer to facilitate the review of standards/sub-standards for 2014.

Dr. Stork reported that the Strategic Plan Progress Report is being reviewed and would be coming to the Board for review July. He thanked the Board for approving the recommendations for Assistant Superintendent/Vice President for Academic Affairs and Student Services; and extending the contracts for the Interim Executive Dean, North County Campus and South County Center and Dean of Academic Affairs, Math, Sciences, Nursing/Allied Health, and Kinesiology/Athletics/Health Science. He said the recruitment for the two interim positions would begin in January 2014 with a projected hire date in July 2014.

50th Anniversary Report

2. Shannon Hill, Executive Director, Advancement/Foundation provided an update on the activities and events for the 50th anniversary celebration. Activities that have occurred since the last meeting; big 50 group photo, 5k Run, expo booth, and President's commencement reception that included the 50th anniversary theme. Friday, June 7th, Art After Dark in San Luis Obispo includes faculty artists from Cuesta College. Cuesta will again have a presence at the Mid-State Fair with the welding trailer and will include the 50th anniversary theme. In the fall, founding art faculty will have exhibitions in the Cuesta Art Gallery.

BUSINESS AGENDA ACTION / DISCUSSION ITEMS	
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| <p>1. Curriculum Recommendations</p> | <p>Moved (Mitchell) -to approve 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 (Galvan), 1-advisory).</p> <p>Deb Wulff presented for Cheri Moore. She noted the accomplishments of the committee and the work contributing to the rewrite of the college catalog.</p> |
| <p>2. Faculty Emeritus Recommendations</p> | <p>Moved (Alexander) - to approve the faculty emeritus recommendations for Elizabeth Stein burg and Elizabeth Boster, 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).</p> |
| <p>3. Memorandum of Agreement between San Luis Obispo County Community College District and Allan Hancock Joint Community College District</p> | <p>Moved (Alexander) - to approve the MOU between the District and Allan Hancock College. Motion - Passed by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent (Galvan), 1-advisory).</p> <p>Deb Wulff presented the background on the three agreements with Allan Hancock College (AHC). The college belongs to a Southwestern Regional Consortium that requires these agreements. One change is that students are no longer taking paramedic courses at AHC.</p> |

4. Implementation of the SLOCCCD Facilities Master Plan

Toni Sommer presented the following to the Board:

- A draft proposal for a resolution establishing the reimbursement of bond costs to the District from bond funds.
- North County Facility Needs Assessment
 - Terry Reece has forwarded a request for proposal to (2) consultants with initial questions defining scope and timelines. Responses should be received and presented at the July board meeting. Responding to Trustee Alexander, Mr. Reece stated the two firms were IPI and PMSM, both local firms.
- The request from Paso Robles for the release of redevelopment funding has been denied by the Department of Finance. An option is to use funding from existing COPS, but not to exceed \$135,000.00.
- The assessment has elements which qualify for project funding.
- She requested permission from the Board to hire a bond consultant.
- Responding to Trustee George, Ms. Sommer said the search would be handled carefully, objectively and subjectively. She did not have an immediate response with regard to from where the funding would come. Dr. Stork indicated a recommendation would be coming back to the Board and will include the funding resource.

Consensus - by the board providing direction to the Assistant Superintendent/Vice President, Administrative Services to:

- Draft and present to the Board, a resolution allowing for reimbursement of bond costs (August).
- Award a contract to conduct the North County Facility Needs Assessment.
- Proposal on bond consultant, including a funding method.

The meeting recessed at 6:22p.m.

The meeting reconvened at 6:34 p.m.

5. Memorandum of Agreement between the College of the Sequoias (COS) and the San Luis Obispo County Community College District (District)

Moved (Mitchell)- to approve the memorandum of agreement between COS and 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).

Deb Wulff presented the agreement to the Board.

6. Certificates of Participation (COP) Refunding Opportunity

Moved (Alexander)- to approve the recommendation to direct the administration to pursue the refunding opportunity for the 2003 COP and the 2006 COP with the goal of at least 3 percent savings. **Motion - Passed** by majority vote of the board and unanimously by those members present (4-yes, 0-no, 1-absent (Galvan), 1-advisory)

Trustee Mullen reminded everyone that approval of an acceptable contract and insurance was still required.

7. Administrative Procedure AP 3050, Institutional Code of Ethics

Dr. Stork stated to the Board that this procedure is required by accreditation standard III.A.1.d, and promotes a civil and professional environment. Recommendations were made by all constituent groups and the final draft with Dr. Stork's amendments is presented to the Board for review. Discussion took place regarding the development of a

corresponding board policy for an institutional code of ethics.

The Board, **by consensus of those members present**, directed the Superintendent/President to draft a board policy for an institutional code of ethics.

- 8. Removal and Destruction of Financial Aid Student Records**

Moved (Mitchell) -to approve the removal and destruction of financial aid student records for academic year 1994-1995 through 2002-2003.
Motion - Passed by majority vote of the board and unanimously by those members present. (4-yes, 0-no, 1-absent (Galvan), 1-advisory).
- 9. Cuesta College Foundation Agreement for Services, Facilities, and Equipment 2013-2014**

Moved (Mitchell) - to approve the Cuesta College Foundation Agreement for Services, Facilities, and Equipment 2013-2014, 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).
 Shannon Hill, Executive Director, Advancement/Foundation reported to the Board that the proposed agreement was the same as what was presented and approved last year.
- 10. Agenda**

A preliminary list of proposed agenda items for the June 19, 2013 and the regular meeting scheduled for July 10, 2013 was presented for review.
 The Board agreed through consensus to:

 - Move the proposed tentative budget to the June 19, 2013 meeting
 - Start the June 19, 2013 meeting at 4:00p.m. and recess to closed session, then reconvene in open session at 4:30 p.m.
 - Start the July 10, 2013 meeting at 3:00p.m. and recess to closed session, then reconvene in open session at 4:00-p.m.
 - Add the contracts for Assistant Superintendent/Vice President, Academic Affairs and Student Services, and revised contract for the Assistant Superintendent/Vice President, Administrative Services.

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 (Scovell)- to approve the consent agenda, 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).

- 2. Board Minutes**

Draft minutes of the SLOCCCD May 1 2013, regular Board meeting.

3. Approval of Warrant Listings	<table border="0"> <thead> <tr> <th style="text-align: left;">Check Date</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>05/01/13</td> <td>\$ 319,660.19</td> </tr> <tr> <td>05/06/13</td> <td>\$ 497,162.84</td> </tr> <tr> <td>05/08/13</td> <td>\$ 249,322.39</td> </tr> <tr> <td>05/13/13</td> <td>\$ 64,714.48</td> </tr> <tr> <td>05/15/13</td> <td>\$ 106,613.71</td> </tr> <tr> <td>05/20/13</td> <td>\$ 66,984.12</td> </tr> <tr> <td>05/22/13</td> <td>\$ 154,536.41</td> </tr> <tr> <td>05/29/13</td> <td>\$ 132,116.12</td> </tr> <tr> <td>Total</td> <td>\$ 1,591,110.26</td> </tr> </tbody> </table>	Check Date	Amount	05/01/13	\$ 319,660.19	05/06/13	\$ 497,162.84	05/08/13	\$ 249,322.39	05/13/13	\$ 64,714.48	05/15/13	\$ 106,613.71	05/20/13	\$ 66,984.12	05/22/13	\$ 154,536.41	05/29/13	\$ 132,116.12	Total	\$ 1,591,110.26
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- 4. Approval of Payroll Orders** Approve Payroll Orders for May 2013, as presented.

Academic/Classified	\$ 128,424.13	236
Academic/Classified	\$ 3,409,144.85	761
	\$ 3,537,568.98	997

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

- 6. Quarterly Financial Status Report** Review the quarterly financial status report and approve the 2012-13 budget transfer financial activity report for the quarter ending March 31, 2013.

- 7. Declaration of Surplus Equipment** To declare obsolete equipment as surplus.

**DISCUSSION
BOARD EVALUATION**

1. The board understands the financial audit and its recommendations; yes/no – comments.

Trustee Alexander- She serves on the Audit Committee and stated yes, and hoped everyone understands it. She said her meetings with Toni Sommer and the auditors emphasized clear language and ensured information was delivered accurately. She added that it was important to rotate membership on the committee.

Trustee Mitchell - Said it had improved significantly over the past few years, and good progress has been made since 2007, even with the transition to Banner software.

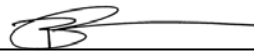
Trustee Mullen - Said the audit was a key document that provides third-party validation of the District's financial health.

Dr. Stork stated the Board Professional Development Plan would be on the next agenda along with the Board's self-evaluation. He emphasized the need for the Board to attend conferences, collectively or individually.

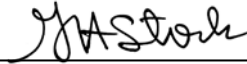
ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Minutes Prepared By:



 Todd Frederick
 Executive Assistant to the Board



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