



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

### BOARD MINUTES

Regular Meeting  
October 2, 2013

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in the N2002, Carissa Building, North County Campus, Paso Robles, California, and via polycom (video conference), in The Associate Students Auditorium, Room 5402, San Luis Obispo Campus, San Luis Obispo, California; members and the public having been noticed as prescribed by law.

1. **Call to Order** Meeting convened by Trustee Mullen at 2:38 p.m.
  
2. **Roll Call - Establish Quorum**

| Board Members                   | Present               | Absent |
|---------------------------------|-----------------------|--------|
| Patrick W. Mullen, President    | X (Arrived 2:50 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:** George/Alexander- **Passed** by majority vote of the Board and unanimously by those members present (4-yes, 0-no, 1-Absent (Mullen) to approve the agenda, as corrected.  
  
Closed Session Agenda Item D.3.a title should read Academic "Affairs" not "Support".
  
4. **Public Comment on Closed Session Items** None
  
5. **Recess to Closed Session** The Board recessed to Closed Session at 2:40 p.m.
  
6. **Reconvene in Open Session** The Board reconvened in open session at 4:19 p.m.
  
7. **Pledge** Trustee Scovell

**ADMINISTRATION PRESENT**

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

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

**VISITORS SIGN-IN** (Attachment A)

**8. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Government Code Section 54957.7

Trustee Mullen announced the following actions taken in closed session.

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

**Public  
 Employee  
 Performance  
 Evaluation**

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

**Public  
 Employee  
 Appointment**

**Motion to approve the public employee appointments, as presented:**  
 Mitchell/Galvan — **Passed** by majority vote of the board and unanimously by those members present (5-yes/0-no).

**Appointments** Government Code Section 54957(b)(1)

- a. Short Term Temporary
- b. Caseworker, WED&CP
- c. Dispatcher, Public Safety
- d. Clerical Assistant I, Health Center

**Public  
 Employment**

**Motion to approve the appointment changes, and resignations, as presented:** Mitchell/Galvan — **Passed** by majority vote of the board and unanimously by those members present (5-yes/0-no).

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

- a. Scheduling Technician, Academic Support
- b. Clerical Assistant I, EOPS to Clerical Assistant III, EOPS
- c. Associate Director of Allied Health, Nursing/Allied Health to Director of Allied Health, Nursing/Allied Health

**Resignation** Government Code Section 54957(b)(1)

- a. Instructional South County Centers Assistant, South County Center
- b. Caseworker, ILP, WED&CP
- c. Financial Aid Specialist, Financial Aid

**Retirement** Government Code Section 54957(b)(1)

- a. Division Police Sergeant Supervisor, Public Safety

**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: 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:

**9. General Hearing of Public Comment**

**10. REPORTS FROM EMPLOYEE ORGANIZATIONS**

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

- He presented a handout of senate proposals to the Board.
- The senate supports continued reassigned time for the student learning outcomes assessment coordinator and the distance education coordinator.
- The senate endorsed the follow-up report and provided feedback on the basic skills initiative.
- The senate approved proposed changes to BP 2305 and AP 2410.

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

- She attended council meetings in Oakland where much of the discussion focused on City College of San Francisco.
- She commented on AB1199, bridge funds for college reduced enrollment to due sanctions.
- She noted that two-thirds of the state’s community colleges have received raises and commented on the need to take a critical look at enhancing salaries.

**CCCUE**      No report.

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

- The management senate is currently focusing on health benefits renewal.
- The group is initiating a process for salary surveys as provided for in board policy 2050.

**11. REPORTS FROM BOARD MEMBERS**

**Trustee George**      Trustee George reported the following.

- She commended Trustee Scovell regarding his leadership in coordinating Constitution Day activities.
- She noted with commendation the founding art faculty exhibits being presented in the San Luis Obispo campus art gallery.
- She commended John Cascamo for completing his Doctorate.

**Trustee Galvan**      Trustee Galvan reported the following:

- She attended the San Luis Obispo School Board Association’s annual classified employee of the year dinner and noted Dina Ebeling’s contributions

to the college.

- She recommended that in conjunction with board liaison visits with local legislators that they (the legislators) also visit Cuesta and see first-hand what is happening.

**Trustee  
Alexander**

Trustee Alexander reported the following:

- She attended the writer's conference, during which she was honored in introducing her husband, Dave Congalton, who received an award.
- She attended the kick-off for the book-of-the-year and thanked Andrea Devitt for her efforts in coordinating the event.
- She noted the Friends of the CPAC event "Gleeful" was being held on October 20<sup>th</sup>.
- She attended the Women's Legacy Fund Luncheon with others from Cuesta.
- She attended the Nipomo Rotary meeting during which Dr. Stork was the guest speaker.

**Trustee  
Mitchell**

No report.

**Trustee  
Mullen**

Trustee Mullen reported the following to the Board:

- He attended a meeting with Senator Bill Monning and invited him to campus. It is being coordinated through the Superintendent/President's office.
- He and Trustee George have met with Board of Governors member Henry Ramos and invited him to attend a board meeting. That is also being coordinated through the Superintendent/President's office.
- He attended the annual San Luis High School Booster Bash with Dr. Stork as well as San Luis Coastal USD Superintendent Eric Prater.
- He will be participating in the annual City to the Sea half-marathon on October 13<sup>th</sup>.

**Trustee  
Scovell**

Trustee Scovell reported the following:

- He thanked those who attended Constitution Day.
- Club day is being held on the San Luis and North County campuses.
- He is attending the student statewide general assembly in Monterey and will introduce a bill on student trustee rights with the hope that other districts will take Cuesta's lead on the privileges extended to student trustees.
- The ASCC has a full senate membership.

**12. Report from  
Supt/Pres**

Dr. Stork presented the following to the Board:

- He attended the inaugural session of the Neighborhood Wellness Committee, comprised of representatives from the city of San Luis Obispo, Cal Poly, and Cuesta College. The focus is to increase the viability of relationships between students and the local neighborhoods in which they live. It is a progression of the Schools Community Liaison Council with renewed focus of effort. He commented on the impacts of student housing and the efforts to strengthen the ability to leverage good conduct of Cuesta students.
- He attended the San Luis Obispo School Board Association's annual classified employee of the year dinner.
- Several members of cabinet have met with the leadership of the Lucia Mar Unified School District in an effort to revisit and fortify institutional relationships. He commented on the effort to address the New Tech High School and the possibility of creating college classes to support the program.
- The student ambassador's luncheon is on October 4<sup>th</sup>.
- On October 11<sup>th</sup>, he will hold a press conference in front of the Administration Building (8000) on the San Luis Obispo Campus to announce the roll-out of

the Cuesta Promise scholarship program. He noted it would become part of the strategic plan that supports student capture rates and provide a reliable source for new student enrollment.

- On October 30<sup>th</sup>, he will attend the San Luis Obispo School Board Association's annual academic employee of the year dinner, during which Cuesta College faculty Don Norton will be recognized.
- The Community Foundation is hosting "College Night" on the Cuesta College San Luis Obispo campus on November 11<sup>th</sup>.
- He has submitted a request to speak at Good Morning SLO in order to promote the Cuesta Promise scholarship program.

Dr. Stork presented the Foundation monthly gift report.

Trustee George requested a report on the bridge plan for the Hollister Adobe.

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

None

## 14. Reports

### 1. Planning and Accreditation

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

- She notified the Board regarding the progress on the 2014-2017 Strategic Plan and explained the process followed for conducting a workshop during which plan was organized and reviewed.
- She stated the new plan would be coming to the Board in December for review and approval.

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

- She noted the Accreditation Steering Committee was meeting weekly and commended those participating for the commitment of their time.
- She presented a list of evidence associated with the Follow-up Report.
- She presented an update on the timelines for the 2014 Self-Study and the progress thus far. The report is due in June 2014.

### 2. 50th Anniversary Report

The Superintendent/President provided an update on the activities and events for the 50<sup>th</sup> anniversary celebration on behalf of the Executive Director, Advancement/Foundation. He noted the upcoming "Gleeful" event on October 20<sup>th</sup> and the Cuesta Retiree Brunch on October 18<sup>th</sup>. He commented on the new large stone in front of the administration building (8000) and the brass plaques commemorating J Vard Loomis' and Dr. Frank Martinez' contributions to the college.

Trustee Scovell noted that he and other students were working with Dee Limon on a diversity history timeline that will be displayed in the San Luis campus library.

### 3. Student Success and Support Program

The Assistant Superintendent/Vice President of Student Services, Sandee McLaughlin, presented a report to the Board regarding the Student Success and Support Program and the

implementation of the Student Success Act. (Attachment B)

Responding to Trustee Mullen, Ms. McLaughlin stated that follow up surveys had let the college know what was working as well as any issues regarding the online orientation process. Student Services meets with counseling to develop methods of improvement.

Trustee Scovell commented on his experience with online orientation and stated he considered it effective. Ms. McLaughlin added that the online orientation enhanced the face-to-face meetings. She reported to Trustee Mullen that the college was not currently tracking units with regard to the 100 unit limit.

**4. Institutional Effectiveness Outcomes / California Community Colleges Chancellors Office (CCCCO) Scorecard Report (2013)**

The Director of Institutional Research, Ryan Cartnal, presented the report to the Board. He demonstrated how to access the online scorecard. He explained that all data for strategic planning is a subset of the scorecard data. Mr. Cartnal reviewed the institutional effectiveness outcomes (IEOs) with the board. Discussion took place regarding the declining completion rate of prepared and unprepared students. The Superintendent/President commented on addressing the issue of losing student, rebuilding growth, and managing the trends. Discussion took place regarding the relative neutral level of the persistence rate of prepared and unprepared students.

Trustee George noted the gap between the performance of the prepared students and the persistence rate of 30 units.

Responding to Trustee Mullen, the Superintendent/President noted that the performance levels of the remedial ESL rate could be due to a lack of a specific goal. The improvement rate is excellent.

Discussion took place regarding the significant improvement of the career technical education completion rate of over 8 units.

Mr. Ryan stated that IEO #9 was being remodeled.

Discussion took place regarding IEO #10, referring back to several years of unqualified audits.

The meeting recessed at 6:00 p.m.

The meeting reconvened at 6:15 p.m.

**BUSINESS AGENDA  
ACTION / DISCUSSION ITEMS**

**1. Discussion on Budget Development and College Planning**

**No Action**

The Assistant Superintendent/Vice President Administrative Services presented an update on the activities of the Planning and Budget Committee regarding the allocation of lottery funds to fund items on the budget prioritization list; \$100,000 for banner programming, \$50,000 for Degree Works®, and any residual resulting from those allocations to go to marketing/advertising, but not to exceed \$25,000.

Ms. Sommer announced that there could be a cut related to the adjustments in allocation of redevelopment agency (RDA) dollars. She commented on issue between the Chancellor’s office and the Department of Finance, where there is a discrepancy in how much to backfill. It could be a difference of .7 percent (#312,885 to 2.4 percent (\$1,072,646). She noted that the 2013-2014 district budget did not include any funding for RDA backfill and that there were not conditional trigger cuts for mid-year.

**2. Curriculum**

**Motion to approve** (Galvan/Mitchell) the curriculum recommendations, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (5-yes, 0-no, 1- advisory).

Curriculum Committee Chair, Cherie Moore, presented the following to the Board:

- The committee held its first meeting of the semester on September 9<sup>th</sup>.
- All sub-committees have been filled.
- Cuesta currently has 12 Associate Degrees for Transfer approved by the Chancellor’s office. They will have 3 more ready to be forwarded for review in a few weeks. Some students have already received these degrees.
- She summarized the recommendations presented to the Board for review and approval.

**3. Cuesta College Advisory Committee List**

**No Action**

The Superintendent/ President presented the advisory committee membership lists to the Board. He commented on the purpose and the breadth of the list.

**4. Draft 4 – San Luis Obispo County Community College District/Cuesta College 2013 Follow-up Report**

**Moved** (Alexander/Galvan) – to approve the draft of the San Luis Obispo County Community College District/Cuesta College 2013 Follow-up Report, as amended. **Motion - Passed** by majority vote of the board and unanimously by those members present (5-yes, 0-no, 1-advisory).

The Superintendent/President reported that the date for the follow-up visit had been set for November 5, 2013. It will be a one-day visit by a three-member team. The names of the team members will be announced at a later date.

The Assistant Superintendent/Vice President of Academic Affairs and Accreditation Liaison Officer, Deb Wulff, presented the draft for review and comments. She stated that the report, if approved, would be forwarded to the visiting team and the accrediting commission, along with the governance handbook and the integrated planning manual. She noted recent changes made to the document.

Dr. Stork acknowledged the work being done by the Accreditation Steering Committee and cooperation of the Academic Senate with Kevin Bontenbal’s leadership.

**5. Update on the implementation of the Facilities Master Plan**

**No Action**

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

- An initial meeting was conducted with pre-bond consultants. The core working group included 25 Cuesta employees, representing all of the stakeholder groups. The 3-hour meeting addressed several issues regarding the proposed pre-bond survey.

- A follow-up meeting is scheduled for October 4<sup>th</sup>, during which the initial survey questions will undergo review. The focus is to find an intersection of the institution's needs and the community's desires.
- A "Bond 101" workshop is being held on October 3<sup>rd</sup> for the core workgroup and campus community.
- North County needs assessment open forums were held on September 11<sup>th</sup>. A draft proposal is scheduled to come to the Board in November.
- She presented information regarding the aging modular buildings on the San Luis Obispo and North County campuses. They can be used until September 20, 2015. The district must address the total amount of square footage to be lost by the removal of the modular buildings and assess the impact on programs and staff.
- Efforts will continue as directed by the Board.

**6. South County Needs Assessment**

**No Action**

The Superintendent/President commented on the process for conducting a South County needs assessment. He reported that after discussing the issue with pre-bond consultants, it was decided that the assessment survey be postponed until after any bond feasibility studies are completed as to not confuse the public.

**7. Review of Board Policy**

**No Action – Review Only**

The Superintendent/President informed the board of the review of board policy - chapters 1 and 2. The attached board policies were provided to the board for review with recommendations for revisions. The policies are being placed in the participatory governance process and will come back to the board for final review and approval at a later date.

Additional policies from chapter 2 will be presented at the November regular board meeting.

**8. Board Development – Advocacy / Accreditation**

The board discussed the goal objectives for advocacy and accreditation training.

Board members presented their completion certificates of the accrediting commission's online training.

Meetings were held with Henry Ramos and state senator Monning on September 9<sup>th</sup> and 27<sup>th</sup>, respectively.

Dr. Stork attended two events where senator Monning spoke at the San Luis Obispo library and met with local chamber boards. In conversations with senator Monning, Dr. Stork discussed the state's inability to provide adequate funding for higher education under Prop 13. Sustainability of funding now relies on the state's highest wage earners who rely heavily on the stock market. Conversations also included the topic of what happens when Prop 30 sunsets.

**9. Agenda**

A preliminary list of proposed agenda items for the October 2, 2013 Regular Board meeting was presented for review.



Discussion is taking place regarding the attendance of Henry Ramos at a future board meeting. Review of board policy was added.

**CONSENT AGENDA**

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

**1. Consent Agenda**      **Moved** (Mitchell) – to approve the consent agenda, as presented, with the exception of the draft minutes of the SLOCCCD September 4, 2013 Regular Board meeting. **Passed** by majority vote of the board and unanimously by those members present (5-yes, 0-no, 1-advisory).

**2. Board Minutes**      **Moved** (Alexander/George) – to approve the draft minutes of the SLOCCCD September 4, 2013 Regular Board meeting, as amended. **Passed** by majority vote of the board and unanimously by those members present (5-yes, 0-no, 1-advisory).

Trustee Alexander noted on page 7, quarterly review of district goals; correction - (Lauri Sinton – Chair of the Foundation Legislative Committee)

**3. Approval of Warrant Listings**

| Check Date   | Amount                 |
|--------------|------------------------|
| 08/28/13     | \$ 1,041,840.80        |
| 09/04/13     | \$ 186,937.24          |
| 09/09/13     | \$ 61,201.97           |
| 09/11/13     | \$ 607,449.25          |
| 09/16/13     | \$ 143,836.00          |
| 09/18/13     | \$ 83,603.64           |
| 09/23/13     | \$ 151,393.48          |
| <b>Total</b> | <b>\$ 2,376,262.38</b> |

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

|                            |                 |     |
|----------------------------|-----------------|-----|
| <b>Academic/Classified</b> | \$ 116,899.27   | 162 |
| <b>Academic/Classified</b> | \$ 3,329,449.08 | 739 |
|                            | \$ 3,446,348.35 | 901 |

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

**6. Declaration of Surplus Equipment**      Declare surplus equipment obsolete.

|           |  |
|-----------|--|
| <b>Q.</b> | <b>DISCUSSION</b><br><b>Board Evaluation</b> |
|-----------|--|

1. Do the records of the Board's actions (minutes, resolutions) indicate that its actions are in a manner consistent with its policies? Accreditation Standard IV.B.1.e – The governing board acts in a manner consistent with its policies.....

Trustee Scovell - Yes

Trustees George, Mitchell, Alexander, and Mullen concurred; Trustee Mullen adding that the Board's actions have been focused and purposeful.

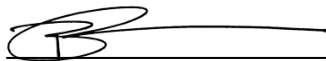
Trustees Mitchell and Mullen indicated they would attend the accreditation training being provided at the Community College League annual convention in November. Trustee Alexander is attending the full convention.

Trustee Alexander noted she was meeting with Lauri Sinton on October 10<sup>th</sup> to discuss identifying a role and set a course.

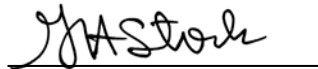
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|--------------------|
| <b>ADJOURNMENT</b> |
|--------------------|

**Adjournment** The meeting adjourned at 7:38 p.m.

Minutes Prepared By:



Todd Frederick  
Executive Assistant to the Board



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