



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

BOARD MINUTES

Regular Meeting
February 6, 2013

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California, and via video conference (polycom) (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 at 2:03 p.m.

2. Roll Call - Establish Quorum	<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
	Patrick W. Mullen, President	X	
	Angela Mitchell, Vice President	X	
	Gaye Galvan	X	
	Charlotte Alexander	X	
	Barbara George	X	

**3. Approval of
Agenda** **Motion to approve as amended:** Galvan — **Passed** by majority vote of the Board and unanimously by those members present (5-yes, 1-absent; Alexander) to approve the agenda, as noted.

Dr. Stork requested to remove from consideration, closed session item D.3.a (appointment change, Supervisor, Children's Center, Human Development, Reduced Workload).

**4. Public
Comment** None

**5. Recess to
Closed
Session** The Board recessed to Closed Session at 2:04 p.m.
Trustee Alexander arrived at 2:06 p.m.

**6. Reconvene in
Open Session** The Board reconvened in open session at 3:45 p.m.
Trustee Knowles arrived at 2:51 p.m.

7. Workshop **Robert's Rules of Order**

Todd Frederick, Executive Assistant to the Superintendent and the Board, presented a video session and led a discussion on Robert's Rules of Order.

Budget Workshop

Toni Sommer conducted a budget workshop for the Board and presented the following:

- She summarized the key components and requirements of Proposition (Prop) 30.
- She explained the impact of deferrals and the timeline for funding from Prop 30.
- Responding to Trustee Mullen, she indicated the interest on the Tax Revenue Anticipatory Note (TRAN) was 0.46 percent.
- Discussion took place regarding potential growth revenue.
- Discussion took place regarding the proposed 90 unit course cap subsidized by the state and the many issues to be resolved.
- She discussed the impact of the absence of redevelopment agency funding.

Dr. Stork noted the importance of the Board conducting two budget workshops to gain critical insight of what is expected and the issues the District may face over the next six months. The State's focus is education.

8. Pledge **Trustee Galvan**

ADMINISTRATION 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, Social Sciences, Fine and Performing Arts

Dean, Workforce and Economic Development

Interim Dean, Math, Sciences, Nursing/Allied

Health, and Athletics

Exec Dir, Human Resources

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 unanimously approved all appointments, appointment changes, and retirements, with the exception of item d.3.a, which was removed from consideration, and one faculty not considered for tenure due to ineligibility (Johnson).
- 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 as presented: Mitchell — **Passed** by majority vote of the board and unanimously by those members present (6/0), to approve the following public employee appointments, as presented.

Appointments Government Code Section 54957(b)(1)

a. Short Term Temporary

b. Institutional Research Assistant

- c. Job Developer
- d. Spring 2013 Temporary Faculty and Overload Assignments

Public Employment

Motion to approve as presented: Alexander — **Passed** by majority vote of the board and unanimously by those members present (5/0), to approve the public employee appointment changes, and retirements, as presented.

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

- a. ~~Supervisor, Children's Center, Human Development, Reduced Workload~~
- b. Community Programs Receptionist/Assistant, Unpaid Leave of Absence
- c. Recommendations for First, Second, Third Year, and Tenure Faculty Contracts (Johnson ineligible – removed)

Resignation Government Code Section 54957(b)(1)

- a. Instructional Aide II, Workforce, Economic Development & Community Programs
- b. Instructional Aide II, Workforce, Economic Development & Community Programs

Retirement Government Code Section 54957(b)(1)

- a. Part Time Instructor, Business Education
- b. Full Time Instructor, Fine Arts
- c. Part Time Instructor, English
- d. Part Time Instructor, Nursing/Allied Health

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

Litigation

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

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

10. General Hearing of Public Comment

None

11. REPORTS FROM EMPLOYEE ORGANIZATIONS

Academic Senate

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

- Cherie Moore was reappointed as the Curriculum Committee Chair.
- The Senate has formed a task force to look into program discontinuance and revising Administrative Procedure AP4021.

- He attended accreditation training in Los Angeles.
- He has requested information from the Vice President of Academic Affairs regarding program elimination, i.e., implementation, teach-outs, certificate/degree modifications, and any plan on restoration through savings.

CCFT

Allison Merzon, Union President, reported the following to the Board:

- The bargaining unit and the District have signed a memorandum of understanding regarding course caps.
- She commented on the State's proposal regarding the 90 unit cap for students.
- The union is preparing for unit elections.

CCCUE

No report.

**Management
Senate**

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

- The Senate did not meet in January.

12. REPORTS FROM BOARD MEMBERS**Trustee
George**

Trustee George reported the following.

- She attended opening day on the 18th.
- She commented on Cuesta faculty and staff noted in the SLO Tribune's top 20 under 40.
- She commended John Cascamo and Lisa Gray for their committee work on the SLO Chamber.

**Trustee
Alexander**

Trustee Alexander reported the following:

- She thanked everyone for their support to her family during a difficult time.
- She commended Dennis Baeyen for his leadership on the poetry out loud competition.

**Trustee
Galvan**

No Report.

**Trustee
Mitchell**

No Report.

**Trustee
Knowles**

Trustee Knowles reported the following:

- ASCC held club day on the SLO campus today; North County will be tomorrow.
- Welcome back events are planned for the next few weeks.
- He attended the Foundation Board meeting on Monday.
- He is participating in the Foundation's phonathon donation effort.
- The ASCC has distributed packets for their upcoming elections.
- The ASCC is forming a budget committee to review and revise the budget for next year.

**Trustee
Mullen**

Trustee Mullen reported the following:

- He attended the meeting of the Accrediting Commission for Community and Junior Colleges (ACCJC) meeting with Dr. Stork and Deb Wulff on January 10.
- He attended opening day on January 18.
- He attended Good Morning SLO on January 24th where Dr. Stork spoke to accreditation, and later that day with the editorial board of the Tribune.
- He attended the Skills USA regional competition, where the Cuesta team represented a diverse and talented group. He thanked the many faculty involved in making the program a success.

- 13. Report from Supt/Pres** Dr. Stork presented the following to the Board:
- He commented on the ACCJC meeting that took place on January 10.
 - He discussed the plan to disseminate accreditation information once it is received by the College.
- 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

Dr. Stork discussed the changes in accreditation reporting requirements coming from the ACCJC.

Deb Wulff reported on the recent activities being conducted in collaboration with the Academic Senate regarding the 2014 Self-Study. She indicated the Department of Education was coming out with new regulations in an effort to strengthen student achievement; a recurring theme. The new focus on institutional standards is the same message Dr. Beno presented during her training visit to Cuesta.

2. 50th Anniversary Report

Shannon Hill, Executive Director, Advancement/Foundation, presented a proposed timeline of events planned to celebrate the College's 50th Anniversary. She presented the newly designed logos. Ms. Hill commented on the creative ideas being embraced, but noted they were staying within capabilities and scope of resources available.

The meeting recessed at 5:50 p.m.

The meeting reconvened at 6:05 p.m.

3. Cuesta College Foundation Quarterly Report

Shannon Hill presented the Foundation Quarterly Report ending December 31, 2012

BUSINESS AGENDA
ACTION / DISCUSSION ITEMS

- | | |
|---|---|
| 1. Audit Report for the District | <p>Moved (Alexander) – to accept the 2011-2012 final audit report for the District. Motion - Passed by majority vote of the board and unanimously by those members present (6/0).</p> <p>Chris Green, Director Fiscal Services and Bill Rauch, Vavrinek, Trine, Day & Co. LLP presented the final audit. The District received an unqualified report. Mr. Rauch noted that there were no adjustments to the 311 reports, indicating the District's financial information is sound.</p> <p>Trustee Mitchell noted that the Fiscal Review Committee, she and Trustee Alexander, met with the auditors to review the results.</p> <p>Trustee Alexander noted this action meets Board Goal (1) The Board of Trustees will ensure the District maintains fiscal stability.</p> |
|---|---|

2. **Budget Development and College Planning** Information Only
 Toni Sommer presented the spreadsheet Mike Hill had recommended.
 Chris Green explained the purpose and makeup of the spreadsheet.
 Discussion took place regarding how this tool could help managers track and forecast spending more efficiently.
3. **Nonresident Tuition Fee** **Moved** (Galvan) – to approve the proposed non-resident 2013-2014 tuition to \$199.00 per unit. **Motion - Passed** by majority vote of the board and unanimously by those members present (6/0).
 Toni Sommer briefed the Board on the worksheet and formula used to determine the proposed \$199.00 per unit. She noted the capital outlay fee was not included.
 Responding to Trustee Alexander, Chris Green said he did not know how many students this issue effected, but the total fiscal impact is approximately \$899,000.00.
4. **Revised Job Description(s)** **Moved** (Alexander) – to approve the revised job description (Classified) for Web Application Administrator, as presented. **Motion - Passed** by majority vote of the board and unanimously by those members present (6/0).
5. **Facilities Planning** Dr. Stork presented this item to the Board, citing their request to discuss future planning for facilities, including priorities from the District's facilities master plan. Discussion took place regarding the need to fully understand the scope of need at each site and develop a prioritized list and supporting costs and address a possible strategy for a potential bond. Discussion took place regarding the need to update the plans and drill down into the needs and generate a solution for each site.
 Trustee Mullen proposed providing direction to the Superintendent/President to proceed with revising the North County Educational Facilities Master Plan, and addressing a South County Survey.
 Dr. Stork said the Administration would come back to the Board with a plan and strategy for those areas. Dr. Stork noted that bringing the Educational Master Plan and the Facilities Master Plan together is built into the integrated planning model. He also reminded everyone of the importance of following the planning process.
6. **Agenda** A preliminary list of proposed agenda items for the March 6, 2013 Regular Board meeting was presented for review. Through consensus the Board agreed to:
 Add
 - update on the District's emergency response plan that includes addressing the event of an intruder on campus.
 - sabbatical leave recommendations.
 - agreement with Ayers Hotel, easement modification.
 - workshop, Brown Act.
 The executive assistant to the Board was directed to prepare assessment

sheets for the Board Goal review that clearly links activities to accomplishment of goals.

The Vice President, Administrative Services will be absent.

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** (Alexander) – to approve the consent agenda, as presented.
Motion - Passed by majority vote of the board and unanimously by those members present (6/0).

2. **Board Minutes** Approve the Draft minutes of the SLOCCCD January 8, 2013, regular Board meeting, as presented.

3. **Approval of Warrant Listings**

01/02/13	\$	5,160.40
01/07/13	\$	24,617.36
01/09/13	\$	261,582.20
01/14/13	\$	647,678.65
01/16/13	\$	262,802.84
01/23/13	\$	257,049.32
01/30/13		\$2,886,885.42
Total		\$4,345,776.19

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

Academic/Classified	\$ 108,869.46	204
Academic/Classified	\$3,222,480.33	755
	\$3,331,349.79	959

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

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

Q. DISCUSSION**Board Evaluation**

1. Is the Board clear on the difference between its policy role and the roles of the CEO and staff?

Trustee Mitchell – Very clear and the Board works hard to keep actions appropriate with responsibilities.

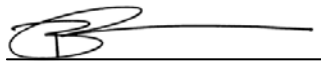
Trustee Mullen – This is included in Board member training by the Community College League. He is cognizant of the issue. Dr. Beno says it well when she maintains that the focus of the board is the (what) not the (how).

Dr. Stork – This issue was addressed during two accreditation visits regarding proper authority delegated to the Superintendent/President. The District is doing a very good job.

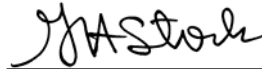
ADJOURNMENT

Adjournment The meeting adjourned at 7:37 p.m.

Minutes Prepared By:



Todd Frederick
Executive Assistant to the Board



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