

Summary of Progress Reports in President's Cabinet Meetings

In accordance with the *San Luis Obispo County Community College District Strategic Plan 2012-2014*, Institutional Objective 4.2:

Complete all processes outlined in the *San Luis Obispo County Community College District Integrated Planning Manual 2012* within the identified timelines

Action Step 4.2.2:

Call for a progress report on the tasks identified in the master calendar in the first President's Cabinet meeting of each month

Dr. Stork called for a progress report on the tasks identified in the master calendar in Cabinet at the following meetings:

Strategic Planning and Integrated Planning Manual Planning Calendar Review in Cabinet
<i>Date</i>
August 29, 2012
September 5, 2012
September 24, 2012
October 3, 2012
January 9, 2013
February 13, 2013
April 24, 2013
May 29, 2013
July 24, 2013
August 28, 2013
<i>...and continuing...</i>



Superintendent/President's Cabinet Minutes

August 28, 2013 | 8:30-11:30A.M. | 8008

Description: Advisory to Superintendent/President.

Members:

- Bill Benjamin, Executive Director Human Resources and Labor Relations
- John Cascamo, Dean of Academic Affairs
- Bret Clark, Interim Dean of Academic Affairs
- Shannon Hill, Executive Director Foundation/Advancement
- Sandee McLaughlin, Asst Supt/Vice President Student Svcs & College Ctrs
- Nohemy Ornelas, Dean of Student Services

- Pamela Ralston, Dean of Academic Affairs
- Gary Rubin, Interim Executive Dean North County Campus and South County Center
- Toni Sommer, Asst Supt/Vice President Administrative Services
- Gil Stork, Superintendent/President
- Deb Wulff, Asst Supt/Vice President Academic Affairs

BUSINESS AGENDA	WHO	INTENT	NOTES	FOLLOW-UP
Call to Order and Check In	All	Information		
Approval of Agenda	All	Action	Motion to approve: Bret/Nohemy - passed	
Approval of Minutes from August 12, 2013	All	Action	Motion to approve as presented: Deb/Bret – passed 8-0-1 (abstention, Rubin)	
Retirements / Resignations / Dismissals a. Sue Porter – Resignation b. Kyle Beattie – Resignation (Jan 2014)	All	Information	a. Sue Porter has served as a tutor specializing in French. b. Kyle Beattie has served as South County A&R Specialist.	
Personnel Requests / Proposals a. Computer Services Reorganization – Dr. Stork b. Mathematics FT Temporary Spring 2014 – Bret	As Noted	Information/ Action	a. Dr. Stork described a proposed reorganization of computer services. Deb expressed concern that this proposal does not support a stronger connection between academic affairs/research and computer services. No action. b. Bret proposed recruiting a full-time temporary Mathematics instructor for Spring 2014 in order to fill classes needed. Motion to approve: Bret/Deb - passed	Computer Services Reorganization will be presented by Toni at a future meeting.

2014-2015 Catalog Timeline	Deb	Action	Motion to approve: Deb/John - passed as amended. Deb provided a revised catalog timeline to cabinet members. Additional changes were proposed in the Cabinet meeting and Deb will revise the timeline to reflect the changes.	Deb will send the revised timeline to Cabinet.
Integrated Planning Manual and Strategic Planning Calendar Review	Dr. Stork	Information	<p>Dr. Stork called for a progress report on the tasks identified in the IPM 2012 master calendar:</p> <ul style="list-style-type: none"> • VPAS prepared the final budget • Supt/Pres has planned the development of the 2014-2017 Strategic Plan • Strategic Planning Committee will propose a strategic plan for distribution in October <p>Dr. Stork called for a progress report on the tasks identified in the Strategic Plan 2012-2014:</p> <ul style="list-style-type: none"> • 2.2b.6 – Gary will present the results of the Educate Conference to Cabinet today. He presented to College Council yesterday. • 4.1.5 – Flex day and opening day workshops on the integrated planning model were presented. • 1.4.6 – This initiative is on track. • 1.5.6 – Implementation is on schedule Mathematics with the exception of a common assessment for MATH 003. English reading assessment was replaced by approach to student engagement, which was a challenge to assess. • 4.1.6 – an overview of the integrated planning model was developed and provided to committee chairs to present in an orientation meeting. The slideshow is available in SharePoint. 	
Educate Conference Report	Gary	Information	The Educate Conference was held on March 22, 2013 at the North County Campus. 270 students in SLO county and surrounding area attended, 72 were high school seniors, 24 of whom are currently enrolled.	Dr. Stork asked, <i>'what are you actively doing to move the District's relationship with Lucia Mar forward?'</i>

Response to IEC Recommendation – Bilingual Employees	Bill	Information	Bill described progress toward standardizing a stipend for district employees whose positions recommend or require bilingualism. Sandee and Bill continue to work on this and will discuss it with unions.	
Banner Functional Lead Handbook	Janice House	Information	Janice presented a draft handbook for functional leads in order to inform employees of current responsibilities of banner functional leads. Members provided feedback.	Bring back to Cabinet in September and to Cabinet Managers on October 16.
Non-Essential Software	Janice House	Information	Janice stated that when computer services installs a new operating system on an employee’s computer, the essential items will be reinstalled following the system update, however, the non-essential software will not be reinstalled.	Use Policy will be reviewed.
North County Facility Forums	Dr. Stork	Information	PMSM was selected to coordinate and develop a facilities needs assessment of the SLOCCCD’s North County Campus. District-wide and public community forums will be held on September 11 and November 13.	
Standing Items				
a. 50th Anniversary Celebration	Shannon	Information	No report was provided	
b. Accreditation/Strategic Planning Update	Deb, Sandee	Information	Deb requested updated information and evidence for the district’s follow up report by Friday, August 30.	
c. Redevelopment Oversight Committees	Toni	Information	No report was provided	
d. Student Success Act	Sandee	Information	No report was provided	
OTHER				
Check Out	All	Information		
Adjourn	All			

Cabinet Retreats will be held on the following dates (the 5th Wednesdays in 2013-2014):

- July 31, 2013
- October 30, 2013
- January 29, 2014
- April 30, 2014



Superintendent/President's Cabinet Minutes

July 24, 2013 | 8:30-11:30A.M. | 8008

Description: Advisory to Superintendent/President.

Members:

- Bill Benjamin, Executive Director Human Resources and Labor Relations
- John Cascamo, Dean of Academic Affairs
- Bret Clark, Interim Dean of Academic Affairs
- Shannon Hill, Executive Director Foundation/Advancement
- Sandee McLaughlin, Asst Supt/Vice President Student Svcs & College Ctrs
- Nohemy Ornelas, Dean of Student Services

- Pamela Ralston, Dean of Academic Affairs
- Gary Rubin, Interim Executive Dean North County Campus and South County Center
- Toni Sommer, Asst Supt/Vice President Administrative Services
- Gil Stork, Superintendent/President
- Deb Wulff, Asst Supt/Vice President Academic Affairs

BUSINESS AGENDA	WHO	INTENT	NOTES	FOLLOW-UP
Call to Order and Check In	All	Information		
Approval of Agenda	All	Action	Motion to approve Shannon/Gary - passed	
Approval of Minutes from June 26, 2013	All	Action	Motion to approve Bret/Gary as presented - passed	
INFORMATION/DISCUSSION ITEMS				
Retirements / Resignations / Dismissals <ul style="list-style-type: none"> • Peete Cocke 	All	Information	Discussion took place regarding formal letter of resignation (Peete Cocke) and the probability of having to hire at least ten faculty next year. Discussion took place with regard to the need to assess the needs of the departments and students, and the focus on the core of GE need over the prioritization list.	Toni – Discuss impacts of reinstatement of furlough days to classified and management and significant loss of faculty at first meeting of P&B Committee.

BUSINESS AGENDA	WHO	INTENT	NOTES	FOLLOW-UP
Personnel Requests <ul style="list-style-type: none"> • Recruitment <ul style="list-style-type: none"> – WED&CP Coordinator (CalWorks) – Job Developer 	As Noted	Action	<p>Motion to approve, Toni/Deb - passed Motion to approve at full-time, Toni/Bret – passed</p> <p>Additional discussion took place regarding vacancies in Athletics and Payroll.</p>	Bret assessing 50/50 – support/trainer in athletics.
EEO Representatives on Hiring Committees	Bill	Action	<p>Discussion took place with regard to changing the hiring model so that an HR representative (HR personnel) was not on every hiring committee. They would attend the planning meeting, brief the committee chair and turn it over to them for the remainder of the process.</p>	<p>Toni – Have committee trained/briefed at first meeting and include a do/don't checklist. Hold committees to task and accountability. Bill to provide overview of responsibilities to chairs with factsheet and do/don't list. Bring recommendations back to Cabinet.</p>
Cuesta TV	Shannon	Discussion/Action	<p>Shannon reopened the discussion regarding the Cuesta TV project, focusing on the level of responsibility of those involved and the lack of authority to make appropriate decisions. Discussion took place regarding the possibility of developing a working committee and including it in the institutions committee list. Shannon was designated to lead this effort.</p>	Shannon – Develop a proposal for College Council.

BUSINESS AGENDA	WHO	INTENT	NOTES	FOLLOW-UP
Reorganization of Allied Health	Bret	Discussion/Action	Discussion took place regarding the scope of the work required in nursing and allied health; too much work for one director. A proposal was made to go back to original model with two directors. The estimated cost to the District is approximately \$2700.00 per year. The range difference is one step.	HR – correct finance component on PARF (STRS/PERS) to accurately reflect academic manager positions. Bret – Reorganize proposal to move forward within the Allied Health Platform.
ASH Director - Stipend	Bret	Discussion/Action	Discussion took place with regard to how difficult it has been to fill the ASH Director’s position due to the salary schedule. District would pay stipend – balance weighs in expenditure versus lost FTES if not filled. Additional discussion took place regarding different funding sources, including the Ada Irving endowment. Motion to approve the stipend for the ASH Director pending the receipt of details, Shannon/Pamela – passed.	Toni/Shannon – Come up with numbers and Cabinet will decide what to do with the funds.
Follow Up from Previous Meeting				
a. Institutional Code of Ethics; AP 3050	Todd	Action	Posted to President’s and Trustees’ web pages	Todd posted to web
b. District Board Policy on security of District property (including keys)	Bill Toni	Action	Public Safety Policy on keys complete. HR waiting on response from union. Discussion included the need for job specific emails (notification regarding keys)	Working the piece on keys into the larger board policy on security of district property. Toni to discuss email issue with Janice.
c. Status of leave form update – union release time	Bill	New process	Modifying form is not the issue – must ensure Banner has the coding sequence to track.	Investigating issue with Banner.

			Discussion took place regarding reimbursement of mandated costs, under which release time is eligible. Administrators should also include negotiation time on calendar.	Toni/Bill to come back with proposal whether to keep funding in one spot or break out. Dr. Stork directed HR to review the issue and review and give direction to negotiating teams with regard to what to include on the leave form.
Consequences of expired TB Tests	Bill	Information	Discussion took place regarding the role and responsibility of employer and employee – failure to comply could be grounds for dismissal.	HR to develop an accurate list and provide to Dr. Stork who will prepare a letter to each employee to include the dates of proposed visits for testing on campus.
IEC Recommendations to Cabinet	Bret	Information	This discussion closes the loop on the recommendations made by the IEC committee regarding responsible parties. Recommendation 2 is institutionally required. Deb did not agree that recommendation 3 fit into the IPPR Committee description. Brett reminded everyone that these were just recommendations. This discussion will continue at the retreat and include strategic planning.	This will be part of the discussion during the Cabinet retreat.
Review Integrated Planning Manual and Strategic Planning Calendars	Dr. Stork	Information	Dr. Stork reminded everyone to print the 2013-2014 planning calendars with abbreviations. Bret – appropriate to include documents, target sections, offered; add column to flow-chart and fill in on semester-by-semester. Have to close the loop on what the college agreed to do and make appropriate changes in the strategic plan. Coming up in August: Pamela/Madeline, 1.4.6; 1.5.6	August 12 th Cabinet – reports/updates: Gary – Report on educate' conference. Ryan – 1.5.4 and 1.5.5, report on 2% outcomes. Deb/Sandee – 1.1.3, Idealized semester-by-

<p>IEC Committee Description Change</p>	<p>Bret</p>	<p>Information</p>	<p>similar for Math, report what they are.</p> <p>Discussion took place regarding the proposal to change components and description of the committee. It's representative of what has been learned through the integrated planning process and accreditation. Callouts are specific to documents. Presented to Cabinet prior to College Council.</p> <p>Toni noted need to see how P&B's roll fits in during fall, e.g., how are data and allocations lists used – catalyst on resource allocation process.</p> <p>Deb – Use language from follow-up report and add the calendar and accountability/process.</p> <p>Bret noted that what is presented are the recommendations from the committee.</p>	<p>semester sequence of courses, 1.2.3, specifically – liberal arts, humanities, pre-RN emphasis (report and evidence in cabinet) Deb/Sandee – 2.2.a.4, move to Sep 13 – cabinet before college council. Shannon – 5.1.6, Analyze community and civic leaders who participated in 13 activities. Sandee – 5.2.6, report on completion.</p> <p>Cabinet Retreat – Discuss relationships / tandem / IPPR, IEC – Deb can analyze.</p>
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REPORTS

Standing Items

<p>a. 50th Anniversary Celebration</p>	<p>Shannon</p>	<p>Information</p>	<p>Shannon reported success on Friday during Poly Days. The college has already been asked to come back next year. She is working on integrating 50th theme into more projects and events; retirement event in fall. Brief discussion took place regarding</p>	
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			importance to build back retired Cuesta community.	
b. Accreditation/Strategic Planning Update	Deb, Sandee	Information	<p>Deb reported concern of need to keep everyone involved and have them understand how important the continued focus on accreditation is. Follow-up report is completed. Dr. Conrad is reviewing the follow-up report and the strategic plan progress report.</p> <p>Need documentation to show change in strategic plan to 2013-2017 alignment.</p> <p>Shannon recommended pushing a roll-out of the new mission statement and having Dr. Stork include it in overall message. Have to ensure all changes are made to collateral materials.</p>	
c. Redevelopment Oversight Committees	Toni	Information	<p>Toni reported the acceptance of a TRAN for fall. Accreditation story in San Francisco has had an impact. There were ten colleges in the pool and the group was split into A and B series. Buyers came on late to purchase – Cuesta was in B series. It is going to cost the district about \$3300.00 more than anticipated because of the increase in rates.</p> <p>Toni reported that she was taking the resolution proposal to the Board for the refunding of the COPS, but was not optimistic with regard to maintaining the three percent savings margin. The state is already talking about a loophole in the refunding of RDA backfill, which could result in a \$2.8million shortage.</p> <p>She reported on activities in Atascadero.</p>	
d. Student Success Act	Sandee	Information	No report.	
OTHER				

FTES – Challenge	Dr. Stork	Information	Dr. Stork reported that the college would not meet its cap (8600), but would likely see (7945). It will have to be made up next year, pulling ftes from summer 2013 and summer 2014. The summer roll back will rob the college of the opportunity to see success in 2014-2015. Discussion took place regarding the need to be mindful of the. <u>Sandee has spent time reviewing characteristics data and the possible impact on scheduling.</u> Deb suggested need for academic programmer with the ability to build targets to meet ftes cap and understand cause and effect. Dr. Stork noted key is to not chase ftes, but to build a schedule to yield the right number of ftes based on reliable data.	Sandee – Be prepared to discuss at August 7 th Cabinet Topic meeting
Building 6900	Dr. Stork	Information	Toni gave a brief on the issue of water damage in building 6900, which impacts faculty office spaces and the veteran resource center.	Meeting on 25 th to discuss options.
Signing Authority Memo	Toni	Information	This item covers the level of signature required for certain amounts of expenditure.	Place on August 12 th agenda.
Check Out	All	Information		
Adjourn	All			

Future agenda items

- Signing Authority Memorandum – 8/12
- Review job descriptions – administrative assistant/scheduler, dean of academic affairs
- Follow-up: Tenure Track Faculty Contract - Research results of academic affairs effort 4 x yrs ago (copy) - Pamela

Cabinet Retreats will be held on the following dates (the 5th Wednesdays in 2013-2014):

- July 31, 2013
- October 30, 2013

- January 29, 2014
- April 30, 2014

Upcoming Events:

- Summer Hours from June 3 through August 9
- August 5 – Foundation Board Meeting
- August 7 – Board of Trustees Meeting
- August 8 – Scholarship Reception (5401)
- August 14 – Participatory Governance and Decision Making Workshop (5401) from 9:00am – 11:00am
- August 15 – Accreditation Workshop (Library) from 11:00am – 3:00pm; Connect@Cuesta from 1:00 – 6:00pm
- August 16 – Fall 2013 Opening Day (5401)
- August 29 – Strategic Planning Session I: Assess (5401) from 12:00 to 4:00pm
- September 2 – Board Holiday, Labor Day
- September 12 – Women’s Legacy Fund Luncheon (Madonna Expo Center) 12-2 p.m.



Cabinet Meeting

May 29, 2013

TIME: 8:30am – 11:30pm
Administration Conference Room

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	<p>Each member reported how s/he feels and what attitude s/he is bringing to the table.</p> <p>Dr. Stork noted that when Cabinet members will not attend the meeting it should be communicated to his office. He also requested that Outlook calendars are kept up to date.</p>		
2. Minutes from the May 22, 2013 meeting	Pamela clarified that Arroyo Grande requested permission to pay off a loan.	<p>MOTION: Gary/Sandee APPROVED as amended.</p>	
3. Cabinet Liaisons to Chambers of Commerce	<p>Dr. Stork made the following assignments to county chambers of commerce:</p> <p>Paso Robles – Gary Templeton – Toni Atascadero – Sandee San Luis Obispo – Shannon Arroyo Grande/Grover Beach – Bret Morro Bay – Deb Los Osos – John Cambria – Pamela Pismo Beach – Bill Nipomo – Nohemy Cayucos – Deb will determine liaison</p>		

4. Personnel	<p>Dr. Stork provided direction to Bill regarding the interim contracts for Dean Academic Affairs, Mathematics, Sciences, Nursing, Kinesiology, Athletics, (Clark) and Executive Dean North County Campus and South County Center (Rubin).</p> <p>Resignation – Jennifer Breska, Case Worker.</p>	<p>Information.</p> <p>Information.</p>	
5. Review of Results of Cabinet Assessment on May 22, 2013	<p>Dr. Stork provided a summary of results of the Cabinet assessment held last week.</p> <p>The proposed changes are effective July 2013 and they include: the agenda will be timed, check in will be a few words to convey how you are feeling right now and what attitude you bring to the meeting, the agenda will address action/discussion first and information items at the end, on board meeting days cabinet will begin at 9:00am and provide an opportunity for open dialogue, the meeting agenda and personnel action forms will be sent out Fridays (Thursdays in Summer) and action/personnel forms are due in the president's office by Friday at Noon and Cabinet Retreats will be held on the fifth Wednesdays in 2013-2014 (July 31, October 30, January 29 and April 30).</p> <p>Cabinet meetings will be assessed again in June 2014.</p>	<p>Information.</p>	<p>All agenda items and personnel action forms are due to the president's office by Noon on Friday (Thursday during Summer) so they may be included with the agenda.</p>
6. Management Senate	<p>Dr. Stork encouraged participation in management senate by those eligible. He talked about the importance of vetting interests, concerns and recommendations. Dr. Stork also noted that members are responsible for bringing value to the group.</p>	<p>Information.</p>	
7. 50 th Anniversary	<p>June 7 – Art After Dark Gleefull will include a 50th component</p>	<p>Information.</p>	
8. Accreditation	<p>Every Tuesday the deans and vice president review the accreditation substandard writings for the comprehensive report.</p>	<p>Information.</p>	
9. Strategic Planning	<p>Revised summary statements are due Friday.</p>	<p>Information.</p>	
10. Redevelopment Oversight Agencies	<p>Sandee reported the Paso Robles deferral was send back and the city may be billed for \$2M. We are less optimistic about trust account availability once this is resolved.</p>	<p>Information.</p>	

<p>11. Summer Enrollment</p> <p>12. Integrated Planning Manual and Strategic Planning Calendar Review</p>	<p>Cabinet members reviewed summer enrollment against targets.</p> <p>Dr. Stork reviewed the calendars for actions due in May and June 2013.</p> <p><u>Strategic Planning Calendar: May 2013</u> 1.4.4 – action is pending grade availability. Student self-assessment and survey data are available. 1.5 – grades will be available in July and will be included in the update to the Strategic Plan Spring 2013 Progress Report.</p> <p><u>Strategic Planning Calendar: June 2013</u> 1.1.3 – The sequence will be featured in the 2013-2014 catalog. 1.5.5 – Dr. Stork and Ryan Carnal will complete according to schedule. 2.2a.4 – Outreach survey will be reported at the first College Council in Fall 2013, and Sandee will ensure analysis is completed Summer 2013. 2.2b.4 – Gary will report in August to Cabinet and College Council.</p> <p><u>Integrated Planning Manual Calendar: May 2013</u> Assessment of the planning process occurred and will go to the July 2013 Board meeting.</p>	<p>Information.</p> <p>Information.</p>	
<p>Adjournment</p>			



Cabinet Meeting

April 24, 2013

TIME: 8:30am – 11:30am

Administration Conference Room

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.	Bill will meet with Joe Arteaga to develop a proposal regarding key control / employee leaves and provide an update by April 15.
2. Minutes from the April 17, 2013 meeting	<p>Updates:</p> <p>Bill provided an update on the key control process. Cabinet members noted that key control could be part of the exit interview process.</p> <p>Bill sent the template for feedback on the CCCUE collective bargaining agreement.</p> <p>Sandee inquired with Chris Green about the revised Enrollment Priority/AP 5055 and found continuing students are those who have completed 100 units or more.</p>	MOTION: Bill/Bret APPROVED as presented	Provide feedback on the CBA per the email.
3. Personnel Action	Instructional Aide II, WED & CP, .50 FTE, 12 months	Tabled at M. Green's request	

<p><i>Personnel Action, continued</i></p>	<p>Instructional Aide III, WED & CP, 1.0 FTE, 12 months (grant-funded)</p> <p>Purchasing Technician II Bookstore, 1.0 FTE, 12 months (replacement)</p> <p>Financial Aid Clerk II, 1.0 FTE, 12 months (replacement, MOE)</p> <p>Accounting Technician II, increase from .50 to .75 FTE, 12 months</p> <p>Student Center Assistant/Receptionist, .50 FTE, 11 months</p> <p>FT Temporary – Accounting Faculty (2013-2014)</p> <p>FT Temporary – Mathematics Faculty Pool (2013-2014) Recruit for a pool from which one or two may be hired.</p>	<p>MOTION: Toni/Sandee APPROVED as presented</p> <p>MOTION: Sandee/Deb APPROVED as presented</p> <p>MOTION: Sandee/Toni APPROVED as presented</p> <p>MOTION: Bret/Shannon APPROVED pending follow up.</p> <p>MOTION: Pamela/Nohemy APPROVED as presented</p> <p>MOTION: Toni/Gary APPROVED as presented</p> <p>MOTION: Toni/Deb APPROVED as presented</p>	<p>John will bring more information about John Muir / Shasta County program.</p> <p>Bill will inquire regarding increase to individual's position or requirement to open the additional .25?</p>
<p>4. Review Hiring Grid</p>	<p>Cabinet members reviewed and discussed the status of open recruitments.</p> <p>Compliments to HR for their work on the VP recruitments.</p> <p>VPSS and VPAA press releases can occur once all finalists understand this is the case, and Dr. Stork reviews the PR.</p> <p>Noted that K. DeCou's replacement was not listed [Kathy has not notified the District of her retirement].</p>		

5. 50 th Anniversary Celebration	The Presidents' Dinner was held Tuesday, April 14. The Time Capsule Ceremony will be held on May 1 at 1:30pm in Cougar Park. The 50 Photo will be May 9 at 2:30pm on the Soccer Field. There will be a Fun Run – 5K Race held May 11.		
6. Accreditation Update	Deb is concerned about burnout. The Accreditation Steering Committee (ASC) needs more help. Also, the 2008 Accreditation Self Study Report is not a good example as that report does not directly address issues and is not technical. The committee has provided good examples to members.		Deb will provide more information about the help the ASC needs.
7. Strategic Planning	Sandee announced the Spring 2013 Planning Progress Report draft has been sent to the Institutional Effectiveness Committee (IEC) for review and feedback. On May 13 the Strategic Planning and Institutional Effectiveness Committee will meet jointly to review the document.		Deb will send the draft Spring 2013 Planning Progress Report to Dr. Conrad once the committees have reviewed and revised the document.
8. Redevelopment Oversight Committees	No recent activity, consequently there is no report on this standing item.		
9. Review Strategic Plan and Integrated Planning Manual 2012 Calendars	<p>Dr. Stork led discussion of current action steps in the Strategic Plan 2012-2014 and the Integrated Planning Manual 2012.</p> <p><u>Strategic Plan April 2013</u></p> <p>1.1.2 & 1.2.2 – Engineering, Business and Liberal Arts (modified) and pre-RN have been completed. The initiative was undertaken by the Enrollment Management Committee. The proposal has been distributed to individuals within the respective divisions for feedback. Data are not yet in SharePoint. This will be published in the 2014-2015 SLOCCCD catalog. The additional location(s) for posting the information have not been determined to date.</p> <p>1.3.5 – Currently the checklist and competencies are under review by Academic Senate and CCFT is involved in the discussion as well. There is an effort to incorporate the competencies in the faculty evaluation process.</p> <p>3.1.6 – The final Decision-Making and Committee Handbook was presented to the Board of Trustees at their April 10, 2013 meeting as an information item. Dr. Stork has ensured online and print publication of the handbook per the action step.</p>		Bill will review the CCFT contract and right of assignment as it relates to the competency checklist in the assignment of faculty to DE courses.

<p><i>Review Strategic Plan and Integrated Planning Manual 2012 Calendars, continued.</i></p>	<p><u>Strategic Plan May 2013</u> 1.4.4 – The data have been collected and the analysis will not be able to be completed per the timeline due to limited resources. 1.4.5 – Grades post June 6. 1.5.4 – English and Mathematics Divisions are currently working on the surveys.</p> <p>Dr. Stork stated that with the eight action steps in June 2013, the district will have completed the first year of the two-year plan.</p> <p><u>Integrated Planning Manual 2012</u> Yesterday the revised mission statement was agreed upon and a final recommendation made to Dr. Stork. According to the IPM 2012, the revised mission statement will be recommended for board approval in May 2013.</p> <p>Dr. Stork reviewed the Timeline and Process for Resource Allocation as described in the IPM 2012, page 25.</p>		
<p>10. Summer School Promotion Campaign</p>	<p>Shannon announced there is \$45K in the budget for promoting Summer 2013 enrollment. She proposed the district include Summer school promotion screenshots on district computers used in the labs.</p>	<p>MOTION: Pamela/Bret APPROVED.</p>	<p>John will add the proposed mission statement to the May 2013 board meeting agenda.</p>
<p>11. Foundation Grant Requests</p>	<p>Shannon provided the list of Foundation grand requests. She requested that members review and prioritize the list of Foundation grants prior to Monday, April 29.</p>		<p>Prioritize foundation grant requests and return to Shannon before Monday, April 29.</p>
<p>12. AP 4105</p>	<p>Administrative procedure 4105 is mandated by the United States Department of Education. This was approved by Academic Senate on March 22, 2013. The effective date of AP 4105 is June 1, 2013.</p>	<p>Approved by consensus.</p>	<p>Deb will add AP 4105 to the May 2013 board meeting agenda.</p> <p>Dr. Stork will send AP 4105 to all employees.</p> <p>Deb will send AP 4105 to faculty.</p>

13.IEC Recommendations Based Upon Common Themes in IPPR Documents	Bret provided an update regarding the Institutional Effectiveness Committee's work to review CPPR documents for 2011-2012 and 2013-2013 and the identified issues and concerns: need for online support, bilingual support and additional assessment training.	Information.	Review the information; provide feedback by May 8.
14. Budget Update	Toni provided an update on the amounts and the sources of revenue. Sources include property tax, enrollment fee, EPA (proposition 30), apportionment and deferral payments.		Toni will send an email to Cabinet regarding revenue.
Adjournment			



Cabinet Meeting

February 13, 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 February 6, 2013 Meeting	Members reviewed the minutes.	MOTION: Bret/Pamela approved as presented.	
3. Accreditation Action Letter	We have not yet received the action letter from ACCJC, but expect it will arrive today or tomorrow. Discussed action plan once the action letter is received.	Information.	Dr. Stork is working with superintendent s to get the message out about accreditation.
4. Hiring Grid	Members reviewed and discussed the hiring grid. In response to a question about part time temporary faculty and eligibility to apply for a full time temporary position, Dr. Stork replied, "Part time faculty are not eligible to apply for a full time temporary position unless they worked at less than 67% for the last four semesters."	When a full time temporary faculty position is posted, a memorandum shall be sent to individual part time faculty to clarify their eligibility to apply.	Bill will ensure information about eligibility to apply for full time temporary positions is sent to current part time temporary employees.

<i>Hiring Grid, continued</i>	Members discussed the fact that full time faculty no longer sign contracts.		Bill will revise the current practice to provide contracts to full time faculty.
			Bill will check language in all job announcements to ensure language stipulates positions are subject to split and dual assignments as stipulated in §5.12.
5. Pre-Retirement Workload Reduction Requests	Cheryl Ziehl has requested a reduction to 80% effective Fall 2013. Course work has been reduced accordingly and Academic Affairs does not foresee a requirement to backfill.	MOTION: Bret/Shannon, approved	Pamela will draft letters to the incumbents.
6. 50 th Anniversary	Betsy Dunn has requested a reduction to 66%. Her workload would actually be reduced to 67% and Cabinet amended her request accordingly.	MOTION: Toni/Shannon, approved as amended.	
7. Accreditation	The District has announced an art contest.	Information.	
	There will be an invitation to participate in a photograph representing a "50" on the soccer field in May 2013.		
8. Redevelopment Oversight Committees	A report is due March 31, 2013. Institutional standards are a new requirement initiated by the United States Department of Education.	Information.	
9. Student Success Act	No report on this standing item.	Information.	
10. Review of Strategic Plan and Integrated Planning Manual Action in February	No report on this standing item.		
	Dr. Stork reviewed the Strategic Plan action steps to be completed this month. 3.1.4 – the Decision Making Handbook has been sent to Cabinet, Academic Senate, Management Senate, Associated Students of Cuesta College	Information.	

<p><i>Review of Strategic Plan Action in February, continued</i></p>	<p>for review in their February meetings. The feedback will be integrated as noted in the action step.</p> <p>4.1.4 – This action step will be completed by the target completion date.</p> <p>5.1.5 – Shannon sent the letter in February and is on track to complete the action step by the target completion date.</p> <p>5.2.5 – Sandee has received feedback from districts and is on track to complete the action step by the target completion date.</p> <p>Dr. Stork reviewed the Integrated Planning Manual actions to be completed this month.</p> <p>The Board of Trustees held a professional workshop on February 6 regarding Robert’s Rules of Order.</p> <p>The Strategic Planning committee discussed the template for the annual <i>Progress Report on San Luis Obispo County Community College District Strategic Plan</i> during its February 11 meeting.</p> <p>Toni has set the agenda to review budget assumptions.</p> <p>The revised mission statement is in draft form and was presented to College Council on February 12, 2013.</p>	<p>Information.</p>	
<p>11. Recommendation from Enrollment Management (EMC)</p>	<p>The EMC met yesterday and recommends the district pursue enrollment management target scenario two for 2013-2014:</p> <ul style="list-style-type: none"> -Summer 2013 675 -Fall 2013 4150 -Spring 2014 4150 -Summer 2014 675 	<p>Information.</p>	<p>Bret will present the recommendation to Planning and Budget.</p>
<p>12. Restoration Funds</p>	<p>Toni reported next year the state will restore \$50M against the \$65M owed. The restoration will affect future bases, so we will be able to earn back funds for a period of time until the window closes on a particular year.</p>	<p>Information.</p>	
<p>13. Division Assistant, .75 to 1.0</p>	<p>A formal personnel proposal will be brought back requesting changes to division assistant positions.</p>	<p>Information.</p>	<p>Deb will bring a proposal for changes to division assistant positions.</p>

14. Division Assistant Evaluations	Bill noted there was insufficient response to the online survey from supervisors.	Information.	Bill will present feedback and information at a March Cabinet meeting and to CCCUE.
15. E-campus News Feedback	Dr. Stork routed the newspaper E-Campus News to Cabinet for review and feedback. Sandee advised that Counselors are developing an online counseling tool as indicated in one article.	Information.	
16. Naming Policy	<p>Shannon presented proposed revisions to BP 1302 "Naming Opportunities".</p> <p>Members discussed the proposed changes and recommended one edit: The Board of Trustees shall have the final responsibility for the naming of buildings, facilities, grounds, or employee <u>endowed</u> positions.</p>	Recommendation: Change the first line as noted.	Shannon will revise the draft and prepare for board approval.
17. Leave Form Signatories	Toni and Bill recommend the immediate supervisor, who is not a union member, shall sign timesheets. Division chairs may sign for positions they supervise.	Recommendation: Provide training to immediate supervisors, including division chairs, regarding signing timesheets and associated responsibilities.	Bill will ensure training is provided to immediate supervisors, including division chairs, regarding signing timesheets and associated responsibilities
18. Steve Martin, Paso Robles City Councilmember	Gary met with Steve Martin who was interested in learning more about the North County Campus and how to increase communication between the District and the City Council. Dr. Stork recommended that we continue the district dialogues, and Mr. Martin would have the opportunity to join that meeting	Information.	
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 we have 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> <ul style="list-style-type: none"> -Planning and Budget January 29 -College Council February 12 -President's Forum February 13 		Cabinet will continue budget reduction discussion by cluster on January 23.

	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.		Bret will work with the Enrollment Management Committee on 2013-14 enrollment management targets and bring a proposal to Dr. Stork.
12. Decision-Making Handbook Review and Update Process	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.		Todd and Pamela will update BP/AP.
13. Institution's Commitment to Evening Programs and Services	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.		Sandee and Nohemy will determine if there is a demonstrated need for additional evening services.
14. Employees who work Non-daytime Hours serving on committees that meet during the day	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.		
15. Board of Trustees Meeting on February 6	Dr. Stork reviewed the proposed agenda items for the next regular board meeting.		
16. Review Strategic Plan and Integrated Planning Manual Action	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.		
Adjournment			



Cabinet Meeting

October 3, 2012

TIME: 8:30am – 11:30am

Academic Affairs Conference Room, #3160J

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. Review minutes from September 24, 2012	Members reviewed the minutes. Deb noted that between three and five questions will be added to the CCSSE and the Institutional Effectiveness Committee will determine those questions.	MOTION: Pamela/Gary Minutes were approved as presented.	Lisa will prepare the minutes for posting to the myCuesta channel. Deb will send the standard CCSSE questions to Cabinet. Bill will follow up on the short term list.
3. Review of Strategic Plan and Integrated Planning Manual Progress	Dr. Stork reviewed the October 2012 action steps 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. He noted that Toni has held several meetings with budget leaders. Deb has completed the 10 minute overview of the integrated planning model that includes the master calendar (4.1.2) and it will be posted next week.	Information	Toni will send the IPPR templates. Responsible parties will complete actions as outlined in the 2012-2014 Strategic Plan.

4. Personnel Action Request	Recruitment: Purchasing Technician I, Bookstore, 1.0 FTE, 12 month. It was noted that this request is a replacement position using the existing job description approved by the Board of Trustees on August 3, 2011.	Approved with modification to item #2 in which option C should be checked. MOTION: Sandee/Bill	
5.Strategic Planning	Sandee updated Cabinet on the Strategic Planning Committee meeting where the responsible parties and operational plan authors attended a meeting September 24 to learn how to describe and document the status of each action step.	Information	
6. Board of Trustees Meeting Packet Review	Cabinet members reviewed the board packet.	Information	
7. Redevelopment Oversight Committees	Meetings are occurring regularly. Toni and Pamela will attend meetings this week.	Information	
8.Proposed Revisions to BP 7230 – Classified Employees	Bill sent the revised BP with the new additional AP for review. At the next Cabinet meeting we will bring it back for action.	Information	Bill will resend the revised BP and AP.
9.Intra Campus Parking	Toni provided an update on the status of parking near 3100 on campus.	Information	Toni will check lighting near the proposed parking at 3100.
10. Memorandum of Agreement between SLOCOE and Advancement	Toni brought the MOA between the SLOCOE Educational Support Division and the Cuesta College Advancement Office regarding the jointly owned Tricaster Studio equipment.	Information	Cabinet members send questions to Toni.
11.Paso Robles High School Community Day	Dr. Stork encouraged members to attend Paso Robles High School's upcoming community day October 10 and 11.	Information	Sandee will find out whether there is a limit on the number of guests.
12.Committee Initiatives due September 28, 2012	Dr. Stork asked Cabinet liaisons about committee initiatives not yet submitted by the Accreditation Steering, Financial Aid, Management Professional Development and District Calendar Committees.	Information	Liaisons will follow up with the respective committee chairs and submit reports.
13.Staff Appreciation Day October 8	The Cuesta College Foundation will host a staff appreciation day on Monday, October 8 from 3:00 to 5:00pm in room 5401.	Information	Be present at the event.

14. Cabinet Retreat October 9	At the retreat Cabinet will prepare for the results of the November 6 election.		Review AP 4021 prior to the retreat
15. Faculty Seniority List	In response to Pamela's inquiry about whether the faculty seniority list had been sent this Fall, Bill responded it had not been sent. CCFT and the District have agreed to use the last four of the social security number (where 1234 is ranked higher on the list than 2341) as a tie breaker.		Recommend establishing a date annually to send the seniority list.
16. Program Elimination	All criteria used to determine program prioritization will be included in the information at the October 9 retreat.		
17. County Bag Ordinance and Cuesta College Bookstore	Toni advised that the Bookstore is using plastic bags not subject to the single-use bag ordinance which came into effect October 1, 2012.		
Adjournment			



Cabinet Meeting

September 24, 2012

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

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	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
1. Check-In /			
2. Review minutes from September 12, 2012	Members reviewed the minutes.	MOTION: Deb/Santee 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>Santee 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.

	<p>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.</p>		
4. Accreditation and Strategic Planning Update	<p>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.</p>	Information	
	<p>Sandee reported the strategic planning committee meeting today will prepare responsible parties to complete their sections of the Strategic Plan progress report.</p>	Information	
5. Redevelopment Oversight Committees	<p>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.</p>	Information	
6. Employees' Children on Campus	<p>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.</p>	Information	
7. Shared Learning Form	<p>Sandee presented the proposed District shared learning form, which is to be attached to the final approval of District Travel/Conference Forms.</p>	Information	<p>Sandee will work with Fiscal Services to post the form with the Conference Request/Travel Reimbursement Form</p>
8. Additional Questions on the CCSSE Survey	<p>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.</p>	Information	<p>Deb will discuss with Ryan and bring to the October 3 Cabinet Meeting.</p>
9. Workplace Harassment	<p>A general policy on workplace harassment will be developed.</p>	Information	<p>Todd will provide the CCLC template for this policy to Bill.</p>
10. Changes to Financial Aid for 2012-2013	<p>Nohemy reviewed several changes to financial aid programs as a result of changes in regulations.</p>	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

September 5, 2012

TIME: 9:30am – 11:30am

Administration Conference Room, 8008

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	Each member reports how s/he feels and what s/he is bringing to the table.	Information.	
1. Check-In /			
2. Review minutes from August 29, 2012	<p>Jessica Bryce has created stickers to be mounted on each cart reminding drivers of the requirement for cart training.</p> <p>Two clusters have 100% completion of SLOs.</p> <p>Addition to minutes: Sandee will bring the updated Shared Learning Form to Cabinet for discussion on September 12.</p>	<p>MOTION: Deb/Shannon Minutes were approved as amended.</p>	<p>Lisa will update minutes and prepare them for posting to the myCuesta channel.</p>
3. Personnel	<p>(a) Human Resources Specialist, 1.0 FTE/12 months, replacement</p> <p>(b) Job description: Safety Compliance Coordinator</p>	<p>MOTION: Sandee/Pamela Approved for recruitment.</p> <p>MOTION: Bill/Bret Approved for review by CCCUE.</p>	
4. Board Packet Preparation	Dr. Stork inquired about part time and overload assignments in the board packet. Dr. Stork reminded deans to monitor the list for Peralta issues. Deans described the scenarios resulting in overloads and related matters in their clusters.	Information.	Bill will report back on the compensation questions.

Board Packet Preparation, <i>continued</i>			
5. Accreditation Update	<p>Deb is working on updates to Draft 5 of the Show Cause Report. Draft 4 of the Show Cause Report will be provided to the Board of Trustees on September 13, 2012.</p> <p>Dr. Stork summarized two letters received yesterday from Dr. Barbara Beno. One letter stated that the District is to use the February 2012 action letter from ACCJC when preparing the show cause report, not the guide posted on the ACCJC website as initially instructed. The other letter stated that the District is considered “referred”, which means the District is subject to additional monitoring due to a “high level of debt”.</p>	Information. Information.	
6. Timeline for Searches for the Asst Supt/Vice President Academic Affairs & Asst Supt/Vice President Student Services Positions	<p>Dr. Stork summarized the tentative timeline for the searches for the Asst Supt/Vice President Academic Affairs & Asst Supt/Vice President Student Services positions as follows:</p> <ul style="list-style-type: none"> • November 2012-February 2013 – recruitment • March-April 2013 – first interviews • May 2013 – final interviews • June 2013 – board considers for approval • July 1, 2013 – projected starting date 	Information.	
7. Website Launch and Web Policies	<p>Lana Rauch presented an overview of the new website. A beta test and survey of the new site will be sent District-wide later today. The website will launch on September 20.</p>	Information.	
8. Integrated and Strategic Planning Calendars	<p>Dr. Stork summarized the Integrated Planning Manual activity for September 2012 as follows:</p> <ul style="list-style-type: none"> • The final 2012-2013 budget will be presented to the board of trustees for approval on September 13, 2012. • The VPAS will schedule meetings with units to review their 2012-2013 budgets. 		
Integrated and Strategic Planning Calendars, <i>continued</i>	<p>Dr. Stork summarized the 2012-2014 Strategic Planning action steps scheduled to occur September 2012 as follows:</p> <ul style="list-style-type: none"> • 3.1.1 – Distribute the proposed definition of categories of groups and committee structure to Planning and Budget, Academic Senate Council and College Council for review and comment (Decision Making and Participatory Governance Task Force/Pamela Ralston and Marie Larsen) • 4.1.2 – Collaborate to develop a ten 		Responsible parties listed in the action items will ensure the action items are completed in September. Dr. Stork will report on the

<p>9. Resolutions: (a) Opposition to Proposition 32; (b) Support CC System Budget Priorities and Proposition 30</p> <p>10. Addendum to the Budget</p>	<p>minute overview of the Integrated Planning Model that includes the mater calendar. Collaborate with committee co-chairs to include this item on one agenda. (Accreditation Liaison Officer/Deb Wulff and Academic Senate President/Kevin Bontenbal)</p> <ul style="list-style-type: none"> • 5.1.2 – Collaborate with the Fundraising Committee to develop a draft inventory of all 2012-2013 activities that distribute invitations to business and civic leaders. Circulate the draft inventory district-wide and corrections. (Executive Director, Advancement/Shannon Hill) • 5.2.2 – Collaborate with the group identified in action step 5.2.1 to develop a draft inventory of all 2012-2013 activities that distribute invitations to K-12 districts and universities. Circulate the draft inventory district-wide and corrections. (Vice President Academic Affairs/ Deb Wulff, Vice President Student Services/Sandee McLaughlin) <p>Cabinet members discussed the proposed resolutions for inclusion in the board packet.</p> <p>Toni updated Cabinet on the current \$253,000 gap. Today the District and CCFT may discuss how to bridge the gap. Toni reminded Cabinet members that we need to be mindful of the 50% law.</p>		<p>status of these activities in the last Cabinet meeting in September 2012.</p> <p>Todd will update the resolutions and include them in the board packet for the meeting on September 13, 2012.</p>
Adjournment			



Cabinet Meeting

August 29, 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. Review minutes from August 22, 2012	Jessica Bryce oversees District-wide golf cart training. Those who have carts are prepared to redirect untrained cart drivers to Jessica.	Minutes were approved as amended.	Toni will follow up to inquire about the method of tracking who has completed golf cart driver training.
3. Accreditation	Deb and Kasey are working on updating reports and documenting evidence. Deb summarized the accreditation steering committee meeting. Deb is working closely with faculty and continuing conversations on the show cause report. We have one cluster with 100% completion of SLOs and District-wide we are currently at 80%.	Information.	
4. Planning Calendar Review	Dr. Stork described the monthly reporting in Cabinet for completion of items in the Integrated Planning Manual 2012 (as described in the Strategic Plan, action step 4.2.2) and the Strategic Plan 2012-2014.	Information.	Toni -- Strategic Planning and Student Support and Success Committees will be included in the Microsoft SharePoint pilot group
	As outlined in the Integrated Planning Manual 2012 (T6c), VPAS Toni Sommer refined the Tentative Budget based on state budget changes as shown in the Final Budget 2012-2013	Information.	

	<p>Dr. Stork summarized the following Strategic Plan 2012-2014 Action Step accomplishments in August:</p> <p>4.1.1 - On August 16, 2012 the Fall 2012 Committee, Governance, and Integrated Planning Workshop was held and the materials were subsequently posted on the accreditation website, under college resources (link) .</p> <p>On August 17, 2012, Fall Opening Day, Deb Wulff and Kevin Bontenbal, Co-Chairs of the Accreditation Steering Committee, presented the integrated planning model and manual. (link) .</p> <p>4.2.1 – On August 17, 2012 the master calendar of all tasks and timelines identified in the integrated planning manual was distributed and posted online. (link).</p> <p>4.2.2 - During this Cabinet meeting Dr. Stork reviewed progress on the tasks identified in the Integrated Planning Manual master calendar which were completed in August.</p> <p>5.1.1 – Dr. Stork identified the fundraising council as the “group to collaborate with the Executive Director, Advancement and Foundation” on institutional objective 5.1.</p> <p>5.2.1 – Dr. Stork will identify “a group to collaborate with the Vice President, Student Services and the Vice President, Academic Affairs” on institutional objective 5.2. by September 10, 2012.</p> <p>September actions will be reviewed next week.</p>	Information.	
5. Redevelopment Oversight Committees	<p>Sandee attended the Paso Robles RDA meeting and some funds will likely be used to update sidewalks as required for accessibility.</p> <p>Toni reported that Chris attended the Grover Beach RDA meeting.</p> <p>FCMAT RDA Teleconference will be held this afternoon at the SLOCOE.</p>	Information.	Identify working group Toni will forward FICMAT handouts to Pamela.
6. BP 7230	Bill reported he has not revised the BP to date.	Information.	
7. Email use and the CCFT CBA	Email is the primary communication source on campus and employees have a professional responsibility to regularly read email. Department chairs and division managers should remind	Information.	

8.Opening Day Fall 2012 Critique	people to check email. Cabinet reviewed opening day activities.	Information.	
9.Workplace Harassment	The Education Code speaks generally about 'unprofessional conduct'. Ethics statement taskforce will meet early in the Fall 2012 semester to resume work.	Information.	Bill will inquire about standards of professional conduct. Professional Standards BP will be reviewed at a future Cabinet meeting
10.Enrollment Update	Deb provided an update on Fall 2012 enrollment. Generally, Humanities area is a bit softer than typical. Overall, the District must narrow the scope of offerings, and cease offering upper level coursework. Students should get through in two years, and that is not currently happening in some areas. Cabinet discussed lead faculty stipends and roles.	Information.	
11.Shared Learning Form	Sandee discussed a form to facilitate information sharing District-wide following a conference. The form is to be attached to the travel request and routed with the final signature process. Could be linked with District Objectives. Professional development committees could also use the information.	Information.	Sandee will bring the updated form to Cabinet for review on September 12.
12.Enrollment Management	Bret reported that the Enrollment management Committee proposed a target that reflects small college status. If proposition 30 fails, 8003 FTEs target and a small Summer. If proposition 30 is a success, recommending 8727 FTEs.	Information.	
Adjournment			