



Superintendent/President's Cabinet Minutes

November 13, 2019 | 9:00AM to 11:00AM | Room 2758

Description: Advisory to the Superintendent/President.

Members:

- Ryan Carnal, Dean of Academic Affairs
- John Cascamo, Dean of Academic Affairs
- Jason Curtis, Interim Asst Supt/Vice President Academic Affairs
- Maria Escobedo, Dean North County Campus & South County Center
- Shannon Hill, Executive Director Foundation/Advancement
- Madeline Medeiros, Dean of Academic Affairs
- Melissa Richerson, Vice President, Human Resources and Labor Relations

- Mark Sanchez, Asst Supt/Vice President Student Svcs & College Ctrs
- Isabelle Saber, Interim Dean of Academic Affairs
- Genevieve Siwabessy, Dean of Student Services
- Jill Stearns, Superintendent/President
- Keith Stearns, Executive Director Information Technology
- Dan Troy, Asst Supt/Vice President Administrative Services
- Guests:

| BUSINESS AGENDA | WHO | INTERSECTION OF PURPOSE AND PRIORITY | NOTES |
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| <p>Changes to November 13, 2019 Cabinet Agenda and Review of Minutes from October 23, 2019 Cabinet meeting</p> | <p>J. Stearns</p> | <p>Action</p> | <p>AGENDA: M. Richerson asked that a resignation be added to the agenda. Motion: To approve the agenda with the noted addition, D. Troy / M. Escobedo - approved.</p> <p>MINUTES: Motion: To accept the minutes from the October 23, 2019 Cabinet meeting as presented, M. Escobedo / S. Hill - approved.</p> |
| <p>Personnel</p> <ol style="list-style-type: none"> 1. Hiring Grid 2. Retirements/Reduced Workloads <ol style="list-style-type: none"> a. Celeste Brown, Purchasing Technician, effective 12/28/2019 b. Martin Cattoir, Heavy Equipment Operator, effective 12/1/2019 3. Resignations <ol style="list-style-type: none"> a. Ann Miller, Full-time faculty, Nursing, effective 5/22/2020 | <p>M. Richerson</p> | <p>Budget / Resource Allocation Campus Climate Diversity & Equity Institutional Effectiveness Institutional Goal 5 Standard III.A Board Goal 1</p> | <ol style="list-style-type: none"> 1. Cabinet reviewed the Hiring Grid. 2. Cabinet reviewed the retirements of Celeste Brown and Martin Cattoir. 3. Cabinet reviewed the resignation of Ann Miller. M. Richerson will verify that A. Miller is resigning and not retiring. M. Richerson reported on the resignation of Lara Bright, Payroll Technician, whose last working day will be |

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| <p>4. Restructures/Reorganizations 5. Job Descriptions 6. Recruitments 7. Reclassifications 8. Professional Experts</p> | | | <p>12/18/2019 and will use vacation hours through 1/7/2020.</p> <p>4. None. 5. M. Richerson noted there are several job descriptions going to the December Board meeting. 6. Recruitments were reviewed with the Hiring Grid. 7. The application period for Classified employees to apply for reclassification is open and closes on 1/31/2020. 8. None.</p> |
| <p>Enrollment Update</p> | <p>J. Curtis</p> | <p>Budget Human Resources Long-Term Planning Student Centered Funding Formula Institutional Goals 1, 2, 5 Board Goal 1</p> | <p>J. Curtis noted enrollment will likely be down at the end of the semester. Dual enrollment is down compared to 2018, hindered by the fact that permission to enroll forms are not being returned. J. Curtis and R. Cartnal are reviewing success rates based on number of units attempted at different sites. J. Curtis reviewed an Enrollment by Site for Fall 2019 handout which identifies student enrollment (headcount) based on the number of units attempted (does not indicate success) at different sites/modalities (dual enrollment and prison removed). The following was discussed:</p> <ul style="list-style-type: none"> • Need to improve in 12 to 15+ units attempted areas. • Does data support any changes to how many units students are encouraged to take? This depends on the goal of the student. • Cuesta's data is in line with national data. Students have to be fully engaged to complete in a timely fashion. |
| <p>Auto Awarding of Certificates & Degrees</p> | <p>J. Stearns</p> | <p>Local College Vision Goals 1A, 1B, 1C, 2A Institutional Goal 1.1 Student Centered Funding Formula</p> | <ul style="list-style-type: none"> • Policy & Procedure Task Force developed a schedule at its November meeting. After assignments are handed out, work on BP 4100 will begin. • G. Siwabessy is reviewing how to provide greater efficiency in evaluation of external transcripts. • S. Hill and L. Rauch have completed a first check of the website. Language should be standardized with a soft language change for the 20-21 catalog for certificates. |
| <p>Board Policy- Biennial Update</p> | <p>T. Frederick</p> | <p>Standard IV.A Board Goal 2</p> | <p>The Community College League of California's biennial update has been published. The update contains thirty-five revisions to nine administrative procedures and none to board policy. The templates are uploaded on CCLC's Policy & Procedure Subscriber Service BoardDocs website. Next steps: Area</p> |

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| | | | experts will review the CCLC biennial update and note any required action for review and/or revision to Cuesta College board policy and administrative procedure. The Policy & Procedures Task Force will determine a process to become and remain current and will build a process for timely engagement for policies and procedures to go to the board. Cabinet discussed academic freedom and the need for a policy. |
| OTHER INFORMATION | | | |
| Opening Day | J. Stearns | | Opening Day will include the launch of Strategic Plan 2020-2023 and an overview of how all college plans work together. Presentations on SCFF, enrollment management, guided pathways, ASAP, equity, and the Promise will be included. |
| ADJOURN | | | |
| Adjourn | The meeting adjourned at 10:00 AM. | | |