



**Wednesday, October 2, 2019  
SLOCCCD Board of Trustees**

**San Luis Obispo County Community College District**

**TIME: 3:00 p.m. — Call to Order and Recess to Closed Session**

**In the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California and via polycom (video conference) N1007, Learning Resource Center, North County Campus, 2800 Buena Vista Drive, Paso Robles, California.**

**TIME: 4:00 p.m. — Continue in Regular Open Session**

**In the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California and via video conference link in N1007, Learning Resource Center, North County Campus, 2800 Buena Vista Drive, Paso Robles, California.**

**A. Convening Items**

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**Subject**                      **1. Call to Order/Roll Call/Establish Quorum**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                        Public

Type                          Procedural

The board will convene the meeting and establish a quorum.

## **A. Convening Items**

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**Subject**                      **2. Approval of Agenda**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action

Recommended Action    Approve the agenda for the October 2, 2019 regular board meeting as presented.

The board must approved the agenda before proceeding with regular business.

**Motion & Voting**

Approve the agenda for the October 2, 2019 regular board meeting as presented.

Motion by Barbara George, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## **A. Convening Items**

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<b>Subject</b>	<b>3. Public Comment on Closed Session Items</b>
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Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
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Access	Public
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Type	Information
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The public may address the Board of Trustees on any matter pertaining to the College District that is not on the agenda. The public may also address the Board on each of the remaining items on the agenda. This is an opportunity for the public to address any agenda item under consideration by the board in closed session. Comments will generally be limited by the President of the Board of Trustees to three (3) minutes per item. If a large number of individuals wish to speak on a specific item, the Board may limit total input to thirty (30) minutes on any item. Individuals wishing to speak are asked to complete a request card and hand it to the Board secretary.

## **B. Closed Session**

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**Subject**                    **1. Public Employee Performance Evaluation; Government Code, Section 54957(b)**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Discussion

**Monthly mutual review of the Superintendent/President's goals.**

## B. Closed Session

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**Subject**                    **2. Conferences with Labor Negotiators; Government Code Section 54967.6, Unrepresented Employees; Management, Supervisors and Confidential Employees.**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                      Action, Discussion

Preferred Date            Oct 02, 2019

Absolute Date            Oct 02, 2019

Fiscal Impact            No

Budgeted                No

**Agency Negotiator:** Jill Stearns, Ph.D

**Instructions Regarding Unrepresented Employees; Management, Supervisor and Confidential Employees.**

## B. Closed Session

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**Subject**                    **3. Conferences with Labor Negotiators; Government Code Section 54967.6, Academic Employees**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Oct 02, 2019

Absolute Date            Oct 02, 2019

Fiscal Impact            No

Budgeted                No

**Originator:** Human Resources and Labor Relations

**Presented by:** Melissa Richerson, Vice President Human Resources and Labor Relations

**Instructions Regarding Cuesta College Federation of Teachers (CCFT) Negotiations**

## B. Closed Session

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**Subject** 4. Conferences with Labor Negotiators; Government Code Section 54967.6, Classified Employees

Meeting Oct 2, 2019 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Preferred Date Oct 02, 2019

Absolute Date Oct 02, 2019

Fiscal Impact No

Budgeted No

**Originator:** Human Resources and Labor Relations

**Presented by:** Melissa Richerson, Vice President Human Resources and Labor Relations

**Instructions Regarding Cuesta College Classified United Employees (CCCUE) Negotiations**

## B. Closed Session

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**Subject**                    **5. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Oct 02, 2019

Absolute Date            Oct 02, 2019

Fiscal Impact            No

Budgeted                No

**Originator:** Human Resources and Labor Relations

**Presented by:** Melissa Richerson, Vice President Human Resources and Labor Relations

**Background Information:**

N/A

[Admin Content](#)



## C. Reconvening Items

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<b>Subject</b>	<b>1. Pledge of Allegiance</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Procedural

## C. Reconvening Items

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**Subject**                    **2. Announcement of Action in Closed Session**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Procedural

Once a closed session has been completed, the legislative body must convene in open session. (GovCode § 54957.7(b).) If the legislative body took final action in the closed session, the body may be required to make a report of the action taken and the vote thereon to the public at the open session. (GovCode § 54957.1(a).) The report may be made either orally or in writing. (GovCode § 54957.1(b).)

## C. Reconvening Items

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**Subject**                      **3. Introductions and Recognitions**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Information

Introduction of new employees and promotions to the board, and recognitions.

## C. Reconvening Items

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<b>Subject</b>	<b>4. Public Comment</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Information

The public may address the Board of Trustees on any matter pertaining to the College District that is not on the agenda. The public may also address the Board on each of the remaining items on the agenda. Comments will generally be limited by the President of the Board of Trustees to three (3) minutes per item. If a large number of individuals wish to speak on a specific item, the Board may limit total input to thirty (30) minutes on any item. Individuals wishing to speak are asked to complete a request card and hand it to the Board secretary.

## D. Consent

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<b>Subject</b>	<b>1. Consent Agenda</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)

Recommended Action Approve those items published on the consent agenda, as presented.

### **Background Information:**

The consent agenda is an instrument under Robert's Rules of Order that enables the body to consider and approve a grouping of routine items that do not require board discussion and to take action through a single agenda item. In voting to approve (i.e. consent to) what is on the consent agenda, the board is on record as having approved/accepted or given its blessing to these matters. It has established a record of having met its fiduciary or oversight responsibility (i.e. assure that no harm is done) over a wide range of matters, all of which have already occurred. Adding value to or insuring the soundness of future actions is the highest leverage activity of governance. The consent agenda strengthens board discipline and responsibility. Use of a consent agenda encourages members to read their packets in advance, foregoing unnecessary reconsideration of items included therein. It sets a higher standard for review of the packet prior to the meeting.

### **Current Considerations:**

The following items are presented for approval under the Consent Agenda.

2. Board Minutes for the SLOCCCD September 4, 2019, regular board meeting.
3. Payroll Orders for September 2019.
4. Warrant listings for September 2019.
5. Public Employee Appointments, Changes, Resignations, and Retirements.
6. Employment contracts.

*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.*

### **Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## D. Consent

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**Subject**                      **2. Board Minutes - September 4, 2019**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent), Minutes

Fiscal Impact              Yes

Budgeted                    Yes

Budget Source              General and Categorical Funds

Recommended Action      Adopt the draft minutes of the September 4, 2019 regular board meeting, as presented.

Minutes                      [View Minutes](#) for Sep 4, 2019 - SLOCCCD Board of Trustees

**Originator:** Executive Assistant to the Board

**Presented by:** Dr. Jill Stearns, Superintendent/President

**Background Information:**

The Board maintains a written record of its public meeting proceedings as required by the Brown Act. The minutes provide an official record of the actions taken by the Board.

**Current Considerations:**

The draft minutes for the September 4, 2019, regular meeting are attached for review and adoption.

*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.*

**Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## D. Consent

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**Subject**                      **3. Payroll Orders for September 2019**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent)

Fiscal Impact              Yes

Budgeted                    Yes

Budget Source              General Fund, Revenue, and Categorical Funding

Recommended Action      Accept the payroll orders for September 2019, as presented.

**Originator:** HR/Payroll

	<b>Amount</b>	<b>Employees</b>
<b>Mid-Month:</b>	\$ 130,515,.68	200
<b>End of Month:</b>	\$ 4,172,369.42	731

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**Total:**                      \$ 4,302,885.10                      931

*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.*

### **Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## D. Consent

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**Subject**                      **4. Warrant Listings for September, 2019**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent)

Fiscal Impact              Yes

Budgeted                  Yes

Budget Source              General and Restricted Funds

Recommended Action    Accept warrant listings for September, 2019

**Originator:** Accounts Payable

<b>Check Date</b>	<b>Amount</b>
09/04/19	\$ 448,349.94
09/09/19	\$ 2,216,071.70
09/11/19	\$ 966,837.12
09/16/19	\$ 267,484.24
09/18/19	\$ 272,544.42
09/24/19	\$ 308,237.20

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**Total**                      **\$ 4,479,524.62**

*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.*

**Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge



## D. Consent

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<b>Subject</b>	<b>5. Public Employee Appointments - Employee Appointments, Changes, Resignations, Retirements, Disciplines, Dismissals and Releases</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)
Preferred Date	Oct 02, 2019
Absolute Date	Oct 02, 2019
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	There is no fiscal impact for new faculty positions at this time. There is no annual fiscal impact for new classified positions at this time. The annual fiscal impact for new administrative or management positions is \$128,780. The annual fiscal impact to the management, supervisor, confidential and classified changes is \$101,295 all of which are restricted funds. There is no annual fiscal impact for faculty changes at this time.
Recommended Action	Approve public appointments, changes, resignations, retirements, disciplines, dismissals and releases as presented.

**Originator:** Human Resources and Labor Relations

**Presented by:** Melissa Richerson, Vice President of Human Resources and Labor Relations

**Background Information:** This item presents the proposed salary/wages for appointments, changes, retirements, resignations, disciplines, dismissals, releases, faculty, classified, management, supervisors, confidential, short-term/temporary and student employees.

**Current Considerations:** See Attachments for detail.

File Attachments

[Board of Trustees - Personnel Transactions\\_Attachment A.pdf \(181 KB\)](#)

[Board of Trustees\\_Personnel Transactions\\_Student Employees\\_Attachment B.pdf \(144 KB\)](#)

*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.*

### **Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## D. Consent

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<b>Subject</b>	<b>6. Employment Contract(s)</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)
Preferred Date	Oct 02, 2019
Absolute Date	Oct 02, 2019
Fiscal Impact	No
Budgeted	No

Recommended Action Approval of the employment contract(s) as presented.

**Originator:** Human Resources and Labor Relations

**Presented by:** Melissa Richerson, Vice President, Human Resources and Labor Relations

**Background Information:**

The attached is one employment contract being presented for review:

- Director of Philanthropy

**Current Considerations:**

Approval of the management contract(s).

File Attachments  
[Michelle Hanafiah Contract 2019-2020.pdf \(125 KB\)](#)

*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.*

**Motion & Voting**

Approve those items published on the consent agenda, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## E. Business Agenda

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**Subject** 1. Annual Financial and Budget Report, CCFS-311

**Meeting** Oct 2, 2019 - SLOCCCD Board of Trustees

**Access** Public

**Type** Action

**Fiscal Impact** No

**Budgeted** Yes

**Recommended Action** Approve the Annual Financial and Budget Report, CCFS-311

**Goals** 1. Fiscal - Ensure fiscal stability through appropriate planning and awareness of fiscal challenges and environmental factors.

Goal 1 - Fiscal 1.2 Budget Development

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services

### **Background Information:**

California Code of Regulation, Title 5, Section 58310, requires the San Luis Obispo County Community College District (District) Governing Board to review at a regularly scheduled meeting, the accompanying Annual Financial Status Report, Form CCFS-311, which summarizes and communicates the results of budgetary decisions and transactions of all governmental, proprietary, and fiduciary funds for the fiscal year.

### **Current Considerations:**

A major component of this annual report is the analysis of compliance with the 50 Percent Law. The District is reporting 50.29% for fiscal year 2018-19.

File Attachments  
[SLOCCCD\\_311Annual\\_Report.pdf \(615 KB\)](#)

### **Motion & Voting**

Approve the Annual Financial and Budget Report, CCFS-311

Motion by Angela Mitchell, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge

## E. Business Agenda

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### **Subject**                      **2. Curriculum Recommendations**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action, Discussion

Fiscal Impact              No

Recommended Action    Approve the curriculum recommendations, as presented.

**Originator:** Curriculum Committee

**Presented by:** Alex Kahane, Curriculum Committee Chair

**Background Information:** The following is a summary of highlights from the Sept. 6 Curriculum Meeting

### **The Curriculum Committee and Academic Senate President received training on rules and regulations including:**

- Which proposals are certified locally and which are still submitted to the Chancellor's Office for review
- A training manual including an orientation to the PCAH and the information it contains
  - The five criteria used by the Chancellor's Office to approve those programs and courses
    - California Community College Mission and District Mission
    - Regional Need
    - Curriculum Standards
    - Availability of Adequate Resources
    - Compliance with Ed Code and Title 5
  - Criteria for Credit Course Submissions
  - Credit Hour Definitions and Calculations
  - Program (Degree/Certificate) Criteria
- Links to resources covering more in-depth information on topics including recent Title 5 updates, credit hour calculations, effective approval processes, and information on the Course Outline of Record

### **Training on Local Curriculum Processes**

- The role faculty play in the Curriculum Process
- How to start curriculum changes
- What major modification proposals sub-committees review, and sub-committee work
- The Technical Review process
- Monthly Curriculum Timeline, and annual calendar of curriculum deadlines

### **Business**

- **Subcommittee reports** included Caps (new courses), DE (3 new requests), and MQDD (2 new courses, 1 major mod)
- **New courses** include 2 noncredit ESL offerings that will assist beginning students
- **New certificates** for ESL, Foster Youth Child Advocates, and Structural Steel (all noncredit)
- **New prefix** of WATR established- two existing CTCH courses will move into this prefix

### **Current Considerations:**

#### **New Courses**

CTCH 700 Workplace Safety – OSHA10 (In Board packet and approved June 5, 2019, but left off agenda)  
ESL 720 ESL Basic Conversation, Low Beginning  
ESL 721 ESL Basic Conversation, Beginning

#### **Course Major Modifications**

AGPS 250 Introduction To Viticulture  
CHEM 201BX Applied Problems For General Chemistry II  
CSS 254 Major And Career Exploration  
ENGR 225 AUTOCAD  
GEOG 201 Physical Geography  
KINA 204 Power Lifting

**Course Reactivations**

ESL 025 Intermediate Level Conversation  
ESL 035 Advanced Level Conversation  
ESL 043 Intermediate Grammar  
ESL 044 High-Intermediate Grammar

**New Degrees/Certificates**

Noncredit ESL: Beginning Conversation  
Noncredit Foster Youth Child Advocate Certificate C.C.  
Noncredit Structural Steel Certification

**CCCCO Minimum Qualifications**

CSS 254 Major And Career Exploration  
ESL 720 ESL Basic Conversation, Low Beginning  
ESL 721 ESL Basic Conversation, Beginning

**Distance Education**

CSS 254 Major And Career Exploration  
ECE 244 Supervision And Administration Of Parent Program  
ECE 246 Administration And Supervision Of Early Childhood Schools

**Subject Letter Code Prefix Change**

CTCH to WATR -- This change will affect two CTCH courses.

File Attachments  
[BOT\\_Curriculum\\_Packet\\_Oct\\_2019.pdf \(1,236 KB\)](#)

**Motion & Voting**

Approve the curriculum recommendations, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -Advisory Vote-

## E. Business Agenda

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<b>Subject</b>	<b>3. SLOCCCD Resolution 12-19; Education Protection Account 2019-2020</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$3,078,687.00
Budgeted	Yes
Budget Source	EPS Funds
Recommended Action	Approve SLOCCCD Resolution 12-19; Education Protection Account 2019-2020, as presented.
Goals	Goal 1 - Fiscal 1.2 Budget Development

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services

### **Background Information:**

The Schools and Local Public Safety Protection Act of 2012 (Proposition 30) passed in November 2012. The Extension of the Proposition 30 Income Tax Increase (Proposition 55) passed in 2016. The Education Protection Account (EPA) is created from the State General Fund to receive and disburse these temporary tax revenues.

### **Current Considerations:**

Local school districts have sole authority to determine how the monies received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. The act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. Expenditures can only be non-administrative costs such as instruction and student support costs.

File Attachments  
[12-19\\_EPA\\_Resolution\\_2019-2020.pdf \(83 KB\)](#)

### **Motion & Voting**

Approve SLOCCCD Resolution 12-19; Education Protection Account 2019-2020, as presented.

Motion by Angela Mitchell, second by Barbara George.

Final Resolution: Motion Passed

Yes: Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -Advisory Vote-

## E. Business Agenda

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**Subject**                      **4. Budget Development and College Planning**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Discussion, Information

Goals                      Goal 1: Fiscal – Ensure fiscal stability through appropriate planning and awareness of fiscal challenges and environmental factors.  
                                    Goal 1 - Fiscal 1.2 Budget Development  
                                    Goal 1 - Fiscal 1.3. Investigate and evaluate alternative revenue resources.

**Originator:** Dan Troy, Vice President of Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services

**Background Information:**

This is a recurring item during which the Vice President of Administrative Services speaks to activities and developments regarding college planning and budget issues.

**Current Considerations:**

Presentation information will occur based on real-world timing and availability.

- Current budget news
- Budget Development

## E. Business Agenda

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**Subject**                    **5. Proposed list of agenda items for the next regularly scheduled meeting.**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Recommended Action    Approve the proposed agenda for the next regularly scheduled board meeting with recommendations as deemed appropriate by the board.

**Originator:** Superintendent/President

**Presented by:** Superintendent/President

### **Background Information:**

The Board proposes agenda items as deemed necessary or as part of the regular board business.

### **Current Considerations:**

The Board will discuss the proposed agenda items for the November 6, 2019, regular meeting and make recommendations with regard to adding or removing items.

### Consent Agenda Items

- Minutes
- Warrant listings and payroll
- Public Employment - appointment, re-appointment, resignation, retirement, discipline/dismissal/release
- Job Descriptions
- Declaration of surplus equipment

### Action/Information/Discussion

- Curriculum
- Board Development – Review of BP/AP 2740, Orientation
- Board Policy Review
- Advisory Committee Lists

### Consent Agenda Items

- Minutes
- Warrant listings and payroll
- Personnel
- Quarterly Fiscal Report
- New/Revised Job Descriptions
- Declaration of surplus equipment

### Agenda Items Pending / Not yet scheduled



## F. Contracts Bond Projects

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<b>Subject</b>	<b>1. Project Amendment No. 02, Construction Management Services, with Klassen Corporation for Project Assignment No. 02, Aquatic Center &amp; ADA Upgrades</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Dollar Amount	\$26,717.00
Budget Source	Measure L Bond Funds
Recommended Action	Approve Project Amendment No.02, Construction Management Services, with Klassen Corporation for Project Assignment No. 02, Aquatic Center & ADA Upgrades
Goals	<p>Goal 4: Integrated Planning – Ensure the institution addresses long-term planning and objectives through the implementation of the Educational/Facilities Master Plan and Strategic Plan.</p> <p>Goal 4 - Integrated Planning 4.1. Facilities and Programs.</p> <p>Goal 4 - Integrated Planning 4.2. Ensure appropriate bond project oversight is accomplished.</p>

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of the Measure L Bond (2014), the District has been engaged in the design, bidding and construction of works of improvement consisting generally of the demolition, construction, modernization, and/or alteration of new and existing physical facilities at the District's San Luis Obispo and North County campuses.

The District identified a need for Construction Management Services for the Bond projects. The District entered into a contract with Klassen Corporation to provide on-going Construction Management services on June 15, 2018.

**Current Considerations:**

One of the projects identified by the District was the need for an Aquatics Center & ADA Upgrades. The District accepted Project Assignment No. 02 with Klassen Corporation for the Aquatics Center & ADA upgrades project in July 2018. Project Amendment No. 01 was ratified on 05/01/2019 and resulted in an increase to the contract total by \$12,776.50.

Project Amendment No. 02 is for an adjustment to the Construction Management fees due to the actual project value exceeding the estimated value. Amendment No. 02 is an increase to the contract in the amount of \$26,717.00.

The funds for this Project Amendment is identified in the Measure L Bond budget.

File Attachments <a href="#">Klassen.Proj.Amend.No.02.AquaticCtr.ADAupgrades.PA.No.02.pdf (799 KB)</a>
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## F. Contracts Bond Projects

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<b>Subject</b>	<b>2. Project Assignment No. 24 with Klassen Corporation, Agreement for On-Going Construction Management Services for San Luis Obispo Campus Hollister Adobe Rehabilitation Project.</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Dollar Amount	\$9,399.00
Budget Source	Measure L Bond
Recommended Action	Approve Project Assignment No. 24 with Klassen Corporation, Agreement for On-Going Construction Management Services for San Luis Obispo Campus Hollister Adobe Rehabilitation Project

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

### **Background Information:**

With the passage of the Measure L Bond (2014), the District has been engaged in the design, bidding and construction of works of improvement consisting generally of the demolition, construction, modernization, and/or alteration of new and existing physical facilities at the District's San Luis Obispo and North County campuses.

The District identified a need for Construction Management services for the Bond projects. The District entered into a contract with the Klassen Corporation to provide on-going Construction Management services on June 15, 2018.

### **Current Considerations:**

One of the projects identified by the District was the need for San Luis Obispo (SLO) Campus Hollister Adobe Rehabilitation. The District requested and received a fee-only proposal from Klassen Corporation, Project Assignment No. 24, to perform construction management services for the SLO Campus Hollister Adobe Rehabilitation Project. The contract amount for Project Assignment No. 24 is \$9,399.00. The funds for Project Assignment No. 24 is identified in the Measure L Bond budget.

#### File Attachments

[Klassen.ProjAssignment.No.24.SLO.Campus.Hollister.Adobe.Rehabilitation.pdf \(743 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>3. Project Assignment No. 25 with Klassen Corporation for On-Going Construction Management Services for San Luis Obispo Campus Building 7300 Boiler Replacement Project.</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$3,615.00
Budgeted	Yes
Budget Source	Measure L Bond
Recommended Action	Ratify Project Assignment No. 25 with Klassen Corporation for On-Going Construction Management Services for San Luis Obispo Campus Building 7300 Boiler Replacement Project.

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

### **Background Information:**

With the passage of the Measure L Bond (2014), the District has been engaged in the design, bidding and construction of works of improvement consisting generally of the demolition, construction, modernization, and/or alteration of new and existing physical facilities at the District's San Luis Obispo and North County campuses.

The District identified a need for Construction Management services for the Bond projects. The District entered into a contract with Klassen Corporation to provide on-going Construction Management services on June 15, 2018.

### **Current Considerations:**

One of the projects identified by the District was the need for a replacement of the boiler in Building 7300. The District requested and received a fee only proposal from Klassen Corporation, Project Assignment No. 25, for construction management services for the SLO Campus Building 7300 Boiler Replacement Project. The District entered into a contract for Project Assignment No. 02 on 09/05/19. The total contract amount for Project Assignment No. 25 is \$3,615.00. The funds for this Project Assignment No. 25 are identified in the Measure L Bond budget.

#### File Attachments

Klassen.ProjAssign.No.25.SLO.Bldg7300.BoilerReplacement.pdf (854 KB)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>4. Approve Project Assignment No. 07 with Tom Holzschuh, Project Inspector for On-Going Inspection of Record Services on the Fiber Cable Plant Master Build Out Project.</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$19,000.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Approve Project Assignment No. 07 with Tom Holzschuh, Project Inspector for On-Going Inspection of Record Services on the Fiber Cable Plant Master Build Out Project.

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:** With the passage of the Measure L Bond, the District is engaged in the design, bidding and implementation of renovation/new construction projects at the San Luis Obispo campus and the North County campus. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings and ADA renovations. In most renovation, repair and new construction projects, some element, if not the whole project, is subject to the Department of State Architect (DSA) oversight/approval. To comply with the DSA requirements, an inspector certified by DSA must be retained by the District to serve as an oversight representative for DSA. The District has entered into agreement with Tom Holzschuh to provide DSA Inspector Services and serve as the District's Inspector of Record (IOR) on March 16, 2018.

**Current Considerations:** One of the projects identified by the District was the need for Fiber Cable Plant Master Build Out (Fiber Star). The District requested and received a proposal from Tom Holzschuh for Project Assignment No. 07, to perform Department of State Architecture (DSA) Inspector of Record inspection services. The total contract amount for Project Assignments No. 07 is \$19,000.00. The funds for Project Assignment No. 07 is identified in the Measure L Bond budget.

File Attachments  
[TomHolzschuh.IOR.ProjAssign.No.07-FiberStar.pdf \(780 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>5. Project Amendment No. 07, for Additional Civil work with 19six (PMSM) Architects for Project Assignment No. 12, on the North County Campus Early Childhood Education Building</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Dollar Amount	\$4,350.00
Budgeted	Yes
Budget Source	Measure L Bond
Recommended Action	Approve Project Amendment No. 07, for Additional Civil Work with 19six (PMSM) Architects for Project Assignment No. 12, on the North County Campus Early Childhood Education Building

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects.

**Background Information:** With the passage of the bond, the District will be engaged in the design, bidding and construction of the renovations and replacements of the District's facilities. One of the Facilities needs identified in Measure L was the need to replace the modular facility housing the Early Childhood Education program on the North County Campus. This structure was deemed non-compliant and is in need of replacement with a permanent structure. The program is temporarily housed in a leased modular facility until the new structure is completed.

**Current Considerations:** The District presented and received approval by the Board on August 3, 2016 for 19six Architects to provide and perform complete architectural and design services for the North County Early Childhood Education Building. Project Amendments No. 01, No. 02, No. 03, No. 04, No. 05 and No. 06 were ratified on 06/05/2019 and resulted in an overall increase to the contract total by \$268,845.00.

The District requested and received a proposal from 19six Architects for additional civil work for the new Sewer Wye Connection, Project Amendment No. 07. Project Amendment No. 07 fixed fee contract amount shall increase the total contract amount by \$4,350.00. The funds for Amendment No. 07 have been identified in the Measure L Bond budget.

File Attachments <a href="#">19six(PMSM).ProjAssign.NCECE.Amend.NO.07-CivilSewerWork.pdf (589 KB)</a>
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## F. Contracts Bond Projects

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<b>Subject</b>	<b>6. Ratify contract with J.R. Barto Heating for SLO Campus Building 7300 Boiler Replacement Project.</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$76,160.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify contract with J.R. Barto Heating for SLO Campus Building 7300 Boiler Replacement Project.

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of Measure L, the District has been engaged in the design, bidding and construction of projects identified as needing updates and improvements. One of the projects identified was the replacement of boiler equipment for Building 7300.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting Commission (UPPCA) to request proposals for the Building 7300 Boiler Replacement project. The District received Bid proposals on August 12, 2019. J.R. Barto Heating was deemed the lowest qualified bidder. Their amount was a base bid of \$76,160.00. The District entered into a contract with J.R. Barto Heating on 09/04/2019 to complete the project. The funding for this contract is already identified in the Measure L master budget.

File Attachments  
[J.R.Barto.7300BoilerReplacement.pdf \(434 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>7. Contract with Smith Electric for Building 1400 HVAC Equipment Replacement on the San Luis Obispo Campus</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$44,558.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Approve contract with Smith Electric for Building 1400 HVAC Equipment Replacement on the San Luis Obispo Campus

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of Measure L, the District has been engaged in the design, bidding and construction of projects identified as needing updates and improvements. One of the projects identified was the replacement of HVAC equipment on the Gym Building 1400.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting Commission (UPPCA) to request proposals from contractors for the Building 1400 HVAC Equipment Replacement project. The District received Bid proposals between June 21 and August 7, 2019. Smith Electric was deemed the lowest qualified bidder. Their amount was a base bid of \$44,558.00. Upon Board of Trustee approval, the District will enter into a contract with Smith Electric to complete the project. The funding for this contract is already identified in the Measure L master budget.

File Attachments  
[SmithElectric.1400.HVAC.equip.replacement.pdf \(382 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>8. Contract with Taft Electric Company for Cuesta College Campus and Fiber Cable Plant Master Build Out Project</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$661,180.00
Budgeted	Yes
Budget Source	Measure L Bond
Recommended Action	Ratify contract with Taft Electric Company for Cuesta College Campus and Fiber Cable Plant Master Build Out Project

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of Measure L, the District has been engaged in the design, bidding and construction of projects identified as needing updates and improvements. One of the projects that has been added to the Measure L project list is the installation of a campus-wide new cable and cable fiber.

**Current Considerations:**

The District advertised a Notice Calling for Bids for the Cuesta College San Luis Obispo Campus and Fiber Cable Plant Master Build Out (FiberStar) project. The District received Bids on June 18, 2019. Taft Electric Company was deemed the lowest qualified bidder. Taft Electric Company bid amount was a base bid of \$661,180.00. The District entered into contract with Taft Electric on 09/04/19. The funding for this contract is already identified in the Measure L master budget.

**File Attachments**

[Taft.FiberCablePlant\(Fiberstar\).Aug2019..pdf \(856 KB\)](#)



## F. Contracts Bond Projects

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**Subject**                    **9. Proposals with Furniture Installation Team for Building 2300 within the 2000 Complex Modernization and ADA Upgrades Projects**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action

Fiscal Impact            Yes

Dollar Amount           \$12,040.00

Budgeted                Yes

Budget Source           Measure L Bond

Recommended Action    Approve Proposals with Furniture Installation Team for Building 2300 moves within 2000 Complex Modernization and ADA Upgrades Projects

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of Measure L, the District has been engaged in the design, bidding and construction of projects identified as needing updates and improvements. One of the projects identified in the Measure L project list is the 2000 Complex Modernization and ADA Upgrades.

**Current Considerations:**

The District requested and received two proposals from Furniture Installation Team (FIT) to disassemble, reassemble and transport furniture to Cuesta College storage sites. The first proposal is to disassemble and move items to storage on the San Luis Obispo campus in a not-to-exceed amount of \$4,863.00. The second proposal is for moving stored items back to the 2300 building and the reinstallation and reassembly of furniture in a not-to-exceed amount of \$7,177.00. The combined cost of the proposals is \$12,040.00. Upon approval of the proposals, the District will enter into a contract with Furniture Installation Team (FIT). The funding for this contract is identified in the Measure L Bond budget.

File Attachments  
[FIT.2300Bldg.Propsoals.2019.pdf \(1,000 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>10. Proposals from Bob Raymond's Flooring for Bldg. 1400 Lobby &amp; Bldg. 2300 Carpet Replacement Projects</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$44,450.00
Budgeted	Yes
Budget Source	Measure L Bond
Recommended Action	Approve Proposals from Bob Raymond's Flooring for Bldg. 1400 Lobby & Bldg. 2300 Carpet Replacement Projects

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Assistant Director of Bond Projects

**Background Information:**

With the passage of Measure L, the District has been engaged in the design, bidding and construction of projects identified as needing updates and improvements. One of the projects identified in the Measure L project list is the 1000 Complex Modernization and ADA Upgrades and 2000 Complex Modernization and ADA Upgrades.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting Commission (UPPCA) to request proposals from pre-qualified vendors for the flooring replacement of the Building 1400 Lobby and Building 2300 as part of the 1000 Complex Modernization and ADA Upgrades and 2000 Complex Modernization and ADA Upgrades. The District received proposals from Bob Raymond's Flooring. The amount of the proposal is \$44,450.00. Upon approval of the proposals, the District will enter into contract with Bob Raymond Flooring. The funding for this contract is already identified in the Measure L master budget.

File Attachments  
[BobRaymondFlooring.1400&2300.Proposal.pdf \(73 KB\)](#)

## G. Stakeholder Reports

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**Subject**                      **1. Reports from Employee Organizations and the Superintendent/President**

Meeting                      Oct 2, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Information, Report

Academic Senate – Dr. Roland Finger

Cuesta College Federation of Teachers (CCFT) – Dr. Debra Stakes

Management Senate – Bryan Millard

Cuesta College Classified United Employees (CCCUE) – Rebecca Carter

Superintendent/President – Dr. Jill Stearns

## G. Stakeholder Reports

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<b>Subject</b>	<b>2. Updates/Information from Board Members</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Information, Report

## H. Institutional Reports

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**Subject**                    **1. Foundation Monthly Report of Activity**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Information

**Originator:** The Cuesta College Foundation

**Presented by:** Shannon Hill, Executive Director, Institutional Advancement and the Cuesta College Foundation

**Background Information:** Foundation monthly donations reported to the Board of Trustees

File Attachments

[AUGUST\\_2019\\_MONTHLY REPORT SUMMARY.pdf \(125 KB\)](#)

[AUGUST\\_2019\\_MONTHLY REPORT.pdf \(164 KB\)](#)

## H. Institutional Reports

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<b>Subject</b>	<b>2. 2020 Institutional Self Evaluation Report (ISER)</b>
Meeting	Oct 2, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Information
Goals	Goal 2: Accreditation – Ensure alignment with accreditation standards. Goal 2- Accreditation 2.1. Review progress of the development of the 2020 Institutional Self-Evaluation Report (ISER).

**Originator:** Academic Affairs

**Presented by:** Dr. Jason Curtis, Interim Assistant Superintendent/Vice President, Academic Affairs

**Background Information:**

This is a recurring agenda item to keep the board apprised of the progress and status of the development of the College's ISER.

**Current Considerations:**

Any content and reporting is provided for information only.

## H. Institutional Reports

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**Subject**                      **3. Measure L - Implementation, Issuance, and Projects**

Meeting                         Oct 2, 2019 - SLOCCCD Board of Trustees

Access                         Public

Type                             Information, Report

Goals                            Goal 4: Integrated Planning – Ensure the institution addresses long-term planning and objectives through the implementation of the Educational/Facilities Master Plan and Strategic Plan.  
Goal 4 - Integrated Planning 4.2. Ensure appropriate bond project oversight is accomplished.

**Originator:** Administrative Services

**Presented by:** Dan Troy, Vice President of Administrative Services and Brian McAlister, Associate Director of Bond Projects

**Background Information:**

This is a recurring item during which Dan Troy, Vice President of Administrative Services, and Brian McAlister, Associate Director of Bond Projects speak to activities and developments regarding Measure L, the District's \$275 million general obligation bond.

**Current Considerations:**

The following items will be discussed:

- 2nd issuance projects
- 3rd issuance planning
- EV charging stations

File Attachments September 2019 Montly Report Combined-cm.pdf (3,401 KB)
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## H. Institutional Reports

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**Subject** 4. College Operations and Activities Update

Meeting Oct 2, 2019 - SLOCCCD Board of Trustees

Access Public

Type Information

**Originator:** President's Office

**Presented by:** Dr. Jason Curtis, Assistant Superintendent/Vice President, Academic Affairs, and Dr. Mark Sanchez, Assistant Superintendent/Vice President, Student Services and College Centers

**Background Information:**

The AS/VP, Academic Affairs, and the AS/VP, Student Services and College Centers will present information to the Board relative to department and program activities, and successes.

**Current Considerations:**

This item is presented to the Board as information only.



## I. Discussion

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**Subject**                    **1. October Monthly Board Self Evaluation**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                      Discussion

Goals                      Goal 2: Accreditation – Ensure alignment with accreditation standards.

**Background Information:**

The Board of Trustees agreed to conduct a monthly self-evaluation critique. This instrument encompasses the standards mandated by the Accrediting Commission, and will provide useful information for the board members during its annual self-evaluation review process.

The Board uses the board performance standards identified in the Community College League of California's Trustee Handbook, 2018, page 61 for regular review and assessment of board performance. The standards are presented in a manner to facilitate a survey to be included in the Board's annual self-evaluation. The Board's responses will be recorded and consolidated as part of the overall annual self-evaluation.

**Current Considerations:**

1) Meeting and Process: What went well — What improvements could be made?

2) Board Leadership: Does the board have and adhere to a code of ethics?

Reference: Community College League of California, "Trustee Handbook" 2018, *pg 61, Ch 14 Board Self-Evaluation.*

*Board Policy 2715 College Board of Trustees Code of Ethics and Standards of Practice*  
*Administrative Procedure 2715 College Board of Trustees Code of Ethics and Standards of Conduct*

File Attachments

[Brd\\_Goals\\_2019\\_20\\_Clean.pdf \(189 KB\)](#)

[Board\\_Development\\_Plan\\_2018-19\\_Final.pdf \(100 KB\)](#)

## J. Adjournment

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**Subject**                    **1. Adjournment and Notice of Next Meeting**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Information

Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, November 6, 2019, at 3:00 p.m. in the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California and via video conference link in N1007, Campus Center, North County Campus, 2800 Buena Vista Drive, Paso Robles, California. The board will convene and recess into closed session, and reconvene in regular open session at 4:00 p.m.

## K. Signed Documents

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**Subject**                    **1. Signed Documents Resulting from Board Action October 2, 2019**

Meeting                    Oct 2, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Procedural

### **D.6 Employment Contracts**

### **E.3 SLOCCCD Resolution 12-19; Education Protection Account 2019-20**

File Attachments

Hanafiah\_Signed.PDF (2,433 KB)

12-19\_EPA\_2019\_Signed.PDF (516 KB)