



**Wednesday, December 11, 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, Campus 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 polycom (video conference) N1007, Campus Center, North County Campus, 2800 Buena Vista Drive, Paso Robles, California.**

**Main Governing Board**

## **A. Convening Items**

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

Meeting                      Dec 11, 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                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action

Recommended Action    Approve the agenda for the December 11, 2019 board meeting as presented.

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

**Motion & Voting**

Approve the agenda for the December 11, 2019 board meeting as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak

## A. Convening Items

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<b>Subject</b>	<b>3. Public Comment on Closed Session Items</b>
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Meeting	Dec 11, 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                    Dec 11, 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, Academic Employees**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Dec 11, 2019

Absolute Date            Dec 11, 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**                    **3. Conferences with Labor Negotiators; Government Code Section 54967.6, Classified Employees**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Sep 04, 2019

Absolute Date            Sep 04, 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**                    **4. Conferences with Labor Negotiators; Government Code Section 54967.6, Unrepresented Employees; Management, Supervisors and Confidential Employees.**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Dec 11, 2019

Absolute Date            Dec 11, 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**                    **5. Public Employee Discipline/Dismissal/Release, Pursuant to Government Code Section 54957**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Preferred Date            Dec 11, 2019

Absolute Date            Dec 11, 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	Dec 11, 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                    Dec 11, 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                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Information

Department Heads/Supervisors will introduce new employees and announce promotions to the board.

Admin Content

Cherie Moore, Division Chair, Applied Behavioral Sciences to present.

The Central Coast Bailliage of the Confrerie de la Chaine des Rotisseurs (short name: The Chaine Foundation) is donating 6000.00 to the Cuesta College Hospitality Program.

Representatives present:

**Thomas Humphrey:** Bailli (Chapter President) Central Coast Bailliage, Food and Beverage Director at Allegretto,

**Chef Jeffrey Wiesinger:** Conseiller Gastronomique, Central Coast Bailliage, owner of Jeffrey's Wine Country BBQ ,

**Jim Gerakaris:** Vice-Echanson Central Coast Bailliage and Cuesta Benefit Dinner Chair, Winery Sommelier and Wine Educator, JUSTIN Vineyards & Winery

## C. Reconvening Items

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**Subject****4. Public Comment**

Meeting

Dec 11, 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	Dec 11, 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 November 6, 2019, regular board meeting.
3. Payroll Orders for November, 2019.
4. Warrant listings for November, 2019.
5. Public Employee Appointments, Changes, Resignations, and Retirements.
6. Proposed new and revised job descriptions.
7. Revised salary schedule for Classified employees.
8. Quarterly Financial and Budget Report, CCFS-311.
9. 2018-2019 Budget Transfer Financial Activity Report for the year ending June 30, 2019.

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject**                      **2. Board Minutes - November 6, 2019**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent), Minutes, Procedural

Fiscal Impact              Yes

Budgeted                    Yes

Budget Source              General and Restricted Funds

Recommended Action    Adopt the draft minutes of the November 6, 2019 regular board meeting, as presented.

Minutes                      [View Minutes](#) for Nov 6, 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 November 6, 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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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<b>Subject</b>	<b>3. Payroll Orders for November 2019</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Dollar Amount	\$4,290,144.72
Budgeted	Yes
Budget Source	General Fund, Revenue, and Categorical Funding
Recommended Action	Accept the payroll orders for November 2019, as presented.
<b>Originator:</b>	HR/Payroll

	<b>Amount</b>	<b>Employees</b>
<b>Mid-Month:</b>	\$ 191,577.14	271
<b>End of Month:</b>	\$ 4,098,567.58	734

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**Total:**           \$ 4,290,144.72           1005

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject**                      **4. Warrant Listings for November 2019**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent)

Fiscal Impact              Yes

Dollar Amount             \$2,659,235.00

Budgeted                  Yes

Budget Source             General and Restricted Funds

Recommended Action    Accept warrant listings for November 2019, as presented.

**Originator:**    Accounts Payable

<b>Date</b>	<b>Amount</b>
11/04/19	\$ 656,531.06
11/06/19	\$ 635,110.04
11/13/19	\$ 151,848.93
11/18/19	\$ 673,376.27
11/20/19	\$ 406,947.06
11/22/19	\$ 135,421.64
<b>Total</b>	<b>\$ 2,659,235.00</b>

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-



## 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	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)
Preferred Date	Dec 11, 2019
Absolute Date	Dec 11, 2019
Fiscal Impact	No
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 hires at this time. There is no fiscal impact for new administrative or management new hires at this time. There is no fiscal impact to the management, supervisor, confidential and classified changes. There is no annual fiscal impact to the 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 \(120 KB\)](#)

[Board of Trustees\\_Personnel Transactions\\_Student Employees\\_Attachment B.pdf \(119 KB\)](#)

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject**                      **6. Proposed New and Revised Job Descriptions for Classified and Management Designations**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action (Consent)

Preferred Date              Dec 11, 2019

Absolute Date              Dec 11, 2019

Fiscal Impact              No

Budgeted                    No

Recommended Action    Approval of the proposed new and revised job descriptions as presented.

**Originator:** Human Resources & Labor Relations

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

**Background Information:**

The proposed new or revised job descriptions are submitted to facilitate updates in industry language, reclassification, and/or recruitment.

**Current Considerations:**

The following job descriptions are attached for the Board's review and approval:

- Engineering and Technology Laboratory Technician (New)
- Institutional Research Assistant (New)
- Regional Director, Employer Engagement, Business Entrepreneurship (Revised)

**File Attachments**

[Engineering and Tech Laboratory Technician\\_10-2019.pdf \(102 KB\)](#)

[Institutional Research Assistant 10-2019.pdf \(118 KB\)](#)

[Regional Director 11-2019 \(Marked Up\).pdf \(139 KB\)](#)

[Regional Director 11-2019.pdf \(106 KB\)](#)

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject**                    **7. Revised Salary Schedule for Classified, Management and Short-Term/ Temporary and Student Employees**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action (Consent)

Preferred Date            Dec 11, 2019

Absolute Date            Dec 11, 2019

Fiscal Impact            No

Budgeted                No

Recommended Action    Approval of the revised salary schedules as presented.

**Originator:** Human Resources and Labor Relations

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

**Background Information:**

The revised salary schedules reflect the recent changes to job descriptions as well as minimum wage changes effective 1/1/2020.

**Current Considerations:**

Approval of the revised salary schedules as presented.

File Attachments

Classified\_2019-2020\_Schedule\_Eff\_7-1-19.pdf (163 KB)

Management Schedule Eff 07-01-2019.pdf (98 KB)

2019\_2020\_Updated\_Short-Term\_Temporary\_and\_Student\_Salary\_Schedule\_Effective\_01\_01\_20.pdf (143 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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject** 8. Review the Quarterly Financial and Budget Report, CCFS-311 and Approve the 2019-2020 Budget Transfer Financial Activity Report for the Quarter ending September 30, 2019

**Meeting** Dec 11, 2019 - SLOCCCD Board of Trustees

**Access** Public

**Type** Action (Consent)

**Fiscal Impact** No

**Budgeted** Yes

**Recommended Action** Accept the 2019-2020 Budget Transfer Financial Activity Report, as presented.

**Originator:** Administrative Services

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

### Background Information:

California Code of Regulation, Title 5, Section 58310, requires the District's Governing Board to review at a regularly scheduled meeting, the accompanying Quarterly Financial Status Report, Form CCFS-311Q, for the quarter ending September 30, 2019. Education Code Section 84040 provides that the Board of Governors periodically assess the financial condition of San Luis Obispo County Community College District. This assessment reviews the unrestricted portion of the General Fund and includes a four-year comparison of revenues and expenditures, cash balances, full-time equivalent students (FTES) and current year budget-to-actual amounts.

The CCFS-311Q also reports significant fiscal events for the current and future reporting periods.

Attached is the corresponding 2019-20 Budget Transfer Financial Activity Report that reflects budget transfers for the quarter ending September 30, 2019.

### Current Considerations:

For fiscal year 2019-2020, the district has received 10.3% of budgeted revenues and expended 23.9% of budget expenditures for unrestricted funds.

#### File Attachments

CCFS\_311\_Q1\_FY1920.pdf (502 KB)

2020 Q1 FUND 11 BUDGET TRANSFER REPORT.pdf (103 KB)

2020 Q1 FUND 12 BUDGET TRANSFER REPORT.pdf (55 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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## D. Consent

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**Subject**                    **9. 2018-2019 Budget Transfer Financial Activity Report for the year ending June 30, 2019**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action (Consent)

Fiscal Impact            No

Budgeted                Yes

Recommended Action    Approve the 2018-2019 Budget Transfer Financial Activity Report, as presented.

**Originator:** Administrative Services

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

### **Background Information:**

California Code of Regulations Section 58307 limits district expenditures to the amount appropriated for each major expenditure classification as approved by the district governing board through adoption of the district budget (CCR §58305) or as amended by subsequent intra budget transfers or other budget revisions. The attached 2018-2019 proposed budget transfers require board approval. Previously, this report would have accompanied the CCFS-311 report for the 2018-19 4th quarter, but the Chancellor's Office eliminated that report as of the 2018-19 year as it was deemed to be duplicative of the annual CCFS-311 annual report.

### **Current Considerations:**

Approve the proposed 2018-2019 budget transfers.

File Attachments  
[2019 Q4 FUND 11 BUDGET TRANSFER REPORT.pdf \(104 KB\)](#)  
[2019 Q4 FUND 12 BUDGET TRANSFER REPORT.pdf \(75 KB\)](#)  
[Subfunds Final Budget Transfer Report.pdf \(427 KB\)](#)

*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: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobridge, Student Trustee Bachman -  
Advisory Vote-

## E. Business Agenda

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### **Subject** 1. Annual Organizational Meeting

Meeting Dec 11, 2019 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Fiscal Impact No

Recommended Action Approve the nomination for Board President.  
Approve the nomination for Board Vice President.  
Appoint the Liaison Representative to the SLOCSBA as nominated.  
Appoint members to the Audit Review Committee as nominated.  
Authorize the Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for items such as Revolving Funds, Payroll Orders, Warrant Listings, Applications for Funds, and Reports.  
Authorize the Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Contracts.  
Approve the Management Group beginning December 1, 2019, for one year, as presented.

Goals [Goal 2: Accreditation – Ensure alignment with accreditation standards.](#)

**Originator:** Superintendent/President

**Presented by:** Dr. Jill Stearns, Superintendent/President and Trustee Pete Sysak, Board President

#### **Background Information:**

Education Code, Sections 35143 and 72000, requires that an organizational meeting of the District's governing board must take place between December 7 and December 21 of each year. Any board member who leaves office must file Form 700, "Leaving Office Statement of Economic Interests," and each new board member must file an "Assuming Office Statement" with the County Clerk's Office. Secretary of State form NP/SF-405 Statement of Facts - Roster of Public Agencies Filing must be updated and filed with the County Clerk-Recorder and the Secretary of State within 10 days of a change in membership of the governing board. A copy must also be sent to the County Office of Education.

#### **Current Considerations:**

The Board must elect officers and make appointments to the San Luis Obispo County School Board Association, and approve authorized agents of the Board and the administrative management group.

1. Election of Officers - President and Vice President of the Board of Trustees, and the District Clerk (Attached)
2. Date, Time, and Place of Regularly Scheduled Board Meetings (Attached)
3. Appoint a District Representative who will attend the Annual Governing Boards Representatives' Meeting, typically held after the San Luis Obispo County School Board Association (SLOCSBA) Annual Fall Dinner Meeting in October. This individual's only responsibility is to help select members of the County Committee on School District Organization. (Attached)
4. Appoint a Liaison Representative to the SLOCSBA. This individual represents the San Luis Obispo County Community College District (SLOCCCD) Board of Trustees at the SLOCSBA Executive Board Meetings. The same person may serve as the District Representative.
5. Appointment of Board of Trustees Audit Review Committee.
6. Approval of Superintendent/President or Assistant Superintendent/Vice Presidents as Authorized Agent of the Board of Trustees.
7. Authorization of Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for items such as Revolving Funds, Payroll Orders, Warrant Listings, Applications for Funds, and Reports.
8. Authorization of Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Contracts.
9. Approval of Management Group beginning December 1, 2019, for one year.
  - Superintendent/President
  - Assistant Superintendent/Vice President, Administrative Services
  - Assistant Superintendent/Vice President, Academic Affairs

- Assistant Superintendent/Vice President, Student Services and College Center
- Vice President, Human Resources and Labor Relations
- Dean, North County Campus and South County Center
- Dean of Academic Affairs, Arts, Humanities, and Social Sciences
- Dean of Academic Affairs, Sciences and Mathematics
- Dean of Academic Affairs, Workforce and Economic Development
- Dean of Student Services
- Executive Director, Advancement / Foundation
- Executive Director, Information Systems and Technology

#### File Attachments

[Annual Org Meeting of Governing Boards notification.pdf \(84 KB\)](#)

[Cert of Appt of Official School Dist Rep to Annual Gov Boards Rep Mtg.pdf \(147 KB\)](#)

[Certificate of Election of District Clerk\\_Notice of Meeting Place.pdf \(137 KB\)](#)

[np-sf-405 2020.pdf \(63 KB\)](#)

[SLOCCCD\\_2020.pdf \(147 KB\)](#)

## E. Business Agenda

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**Subject**                      **2. Guided Pathways Essential Practices: Scale of Adoption Self-Assessment**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action

Recommended Action    Approve the Guided Pathways Essential Practices: Scale of Adoption Self-Assessment

Goals                      1. Fiscal, 1.1 Enrollment

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.

**Originator:** Guided Pathways Implementation Team

**Presented by:** Madeline Medeiros, Dean Academic Affairs, Arts, Humanities and Social Sciences

**Background Information:**

The Scale of Adoption Assessment is designed to help the college assess how far along it is in adopting essential guided pathways practices at scale.

A fundamental goal of guided pathways is to increase the rate at which historically underrepresented students earn college credentials, particularly degrees and credentials in fields of high economic value, while also closing gaps for low-income students, students of color, returning adults, students with disabilities, and other groups with inequitable outcomes. California Community Colleges are encouraged to strengthen supports for all students to explore options for careers and college and choose and complete a program of study suited to their interests and aspirations, and colleges are encouraged to critically examine each practice to think about how the college is serving students who have been historically underrepresented and/or underserved in higher education.

The submission of the plan is due to the Chancellor's office by March 1, 2020. It requires the approval of the Academic Senate President, which took place in September 2019, and the Board of Trustees.

**Current Considerations:**

The Guided Pathways Scale of Adoption Assessment is provided to the Board for review and approval.

File Attachments  
[CCRC\\_SOAA\\_CCC\\_Sep\\_3\\_2019\\_Cuesta.pdf \(862 KB\)](#)

**Motion & Voting**

Approve the Guided Pathways Essential Practices: Scale of Adoption Self-Assessment

Motion by Angela Mitchell, second by Patrick W Mullen.

Final Resolution: Motion Passed

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



## E. Business Agenda

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### **Subject**                      **3. Curriculum Recommendations**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action, Discussion

Fiscal Impact              No

**Originator:** Curriculum Committee

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

#### **Background Information:**

The following is a summary of highlights from the Nov. 1, 2019 Curriculum Meeting

- This meeting was last chance to submit course proposals in time to guarantee that they would complete the curriculum processes in time to appear in the 2020-2012 College Catalog
- Subcommittee reports included **MQDD** (new courses, and one addition), **DE** (4 new courses, 3 existing), **course caps** (new courses), and **Requisite Review** (4 new courses, 2 existing)
- The committee voted to administratively remove all ENGL 156 corequisites/prerequisites/advisorics. Courses that need a replacement corequisite/prerequisite/advisory can establish one through an expedited process.
- The committee adopted the California Community Colleges General Education CLEP List for awarding local GE credit for passing scores on **College Level Examination Program** tests.

#### **Current Considerations:**

##### **New Courses**

AGB 206 Supervision and Management in Agriculture  
AGPS 251 Viticulture Practices  
CTCH 228 Introduction To Plumbing  
CTCH 230 Introduction To Residential Wiring  
CUL 255 Catering Principles  
HOSP 255 Catering Principles  
KINA 228 Indoor Cycling for Cross Training  
KINA 260 Soccer Skills and Tactic  
NUTR 240 Personalized Nutrition Planning For Lifetime Wellness

##### **Major Modifications**

CUL 210 Culinary Arts Fundamentals I  
CUL 220 Culinary Arts Fundamentals II  
CUL 249 Plant-Based Cuisine  
ECE 204 Health, Safety, And Nutrition  
ESL 706 Low Advanced Integrated Skills  
ESL 799 Advanced Integrated Skills  
KINA 206 Trx Full Body Fitness  
KINA 214 Core Fitness With Cardio  
KINA 224 Core Pilates  
KINA 292 Swimming & Diving Applications  
PSYT 110 Introduction To Psychiatric Technician

##### **New Degrees/Certificates**

Culinary Arts Studies, C.A.

##### **Degrees/Certificates Modifications**

Child Development/Early Childhood Education, A.A.  
Culinary Arts Foundation, C.S.

##### **CCCCO Minimum Qualifications**

AGB 206 Supervision and Management in Agriculture  
AGPS 251 Viticulture Practices  
CTCH 228 Introduction To Plumbing

CTCH 230 Introduction To Residential Wiring  
CUL 249 Plant-Based Cuisine  
CUL 255 Catering Principles  
HOSP 255 Catering Principles  
KINA 228 Indoor Cycling for Cross Training  
KINA 260 Soccer Skills and Tactic  
NUTR 240 Personalized Nutrition Planning For Lifetime Wellness

**Distance Education**

AGB 206 Supervision and Management in Agriculture  
AGPS 241 Introduction To Soil Science  
AGPS 242 Introduction To Plant Science  
AGPS 243 Plant Propagation And Production  
CTCH 228 Introduction To Plumbing  
CTCH 230 Introduction To Residential Wiring  
NUTR 240 Personalized Nutrition Planning For Lifetime Wellness

**Prerequisites/Corequisites/Advisories**

AGPS 251 Viticulture Practices  
CUL 210 Culinary Arts Fundamentals I  
CUL 220 Culinary Arts Fundamentals II  
CUL 255 Catering Principles  
HOSP 255 Catering Principles  
NUTR 240 Personalized Nutrition Planning For Lifetime Wellness

**Approved By Vice President (Information Only)**

**Title And/Or Number Change**

CHEM 200 Introductory Chemistry  
PSCI 210 Energy and Matter

**Subject Letter Code Prefix Change**

WATR 270 Basic Water Treatment  
WATR 272 Water Distribution Systems

File Attachments  
[BOT\\_Curriculum\\_Packet\\_Nov\\_2019.pdf \(1,890 KB\)](#)

**Motion & Voting**

Approve curriculum recommendations as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

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

## E. Business Agenda

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**Subject**                    **4. Board Policy Review - BP 4025, Philosophy and Criteria for Associate Degree and General Education; Second Read**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action, Discussion

Fiscal Impact            No

Recommended Action   Review new board policy BP 4025, Philosophy and Criteria for Associate Degree and General Education.

Goals                    [Goal 2: Accreditation – Ensure alignment with accreditation standards.](#)

**Originator:** Academic Senate

**Presented by:** Alex Kahane, Curriculum Chair, Academic Senate

**Background Information:**

This policy is legally required and currently not in the District's policy library. The philosophy is taken from Title 5, which is the policy of the Board of Governors, and that of the local Academic Senate. The proposed policy was presented to the Board for first read on November 6, 2019.

**Current Considerations:**

Proposed Board Policy 4025 is presented to the Board for approval.

Administrative Procedure 4025 is provided as information to the Board.

File Attachments

[BP\\_4025\\_Philosophy\\_Criteria\\_Associate\\_Degree\\_and\\_General\\_Ed\\_final.pdf \(101 KB\)](#)

[AP\\_4025\\_Philosophy\\_Criteria\\_AD\\_and\\_GE\\_final.pdf \(112 KB\)](#)

**Motion & Voting**

Approve new board policy BP 4025, Philosophy and Criteria for Associate Degree and General Education.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobbridge, Student Trustee Bachman -  
Advisory Vote-

## E. Business Agenda

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**Subject**                    **5. Board Policy Review - BP 3515, Course Outline (Retire and Rescind)**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action

Fiscal Impact            No

Recommended Action    Retire board policy BP 3515, Course Outline and Rescind all language contained therein.

**Originator:** Academic Senate

**Presented by:** Alex Kahane, Academic Senate Curriculum Chair

**Background Information:**

Administrative Procedure AP 4020 Program, Curriculum, and Course Development was revised to incorporate the information contained in BP 3515 Course Outline to free up the assigned number for another policy. Board Policy number 3515 is assigned to another topic (Reporting Crimes) and is legally required.

**Current Considerations:**

It's recommended that the Board retire current BP 3515 Course Outline and rescind all language contained therein.

The revisions to AP 4020 have been approved by Academic Senate and College Council, and it has been implemented. It is attached as information to the Board.

File Attachments

[BP\\_3515\\_Course\\_Outline\\_Retire.pdf \(19 KB\)](#)

[AP\\_4020\\_Program\\_Curriculum\\_Course\\_Development.pdf \(171 KB\)](#)

**Motion & Voting**

Retire board policy BP 3515, Course Outline and Rescind all language contained therein.

Motion by Angela Mitchell, second by Patrick W Mullen.

Final Resolution: Motion Passed

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

## E. Business Agenda

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**Subject**                      **6. Board Policy Review (New) - BP 5110, Counseling; Second Read**

Meeting                        Dec 11, 2019 - SLOCCCD Board of Trustees

Access                         Public

Type                            Action, Discussion

Fiscal Impact                No

Recommended Action    Approve revised board policy BP 5110, Counseling, as presented.

**Originator:** Student Services and College Centers

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

**Background Information:**

This policy is legally required and currently not in the District's policy library. Counseling services are an essential part of the educational mission of the District. It has been properly vetted through the participatory process.

The proposed policy was presented to the Board for first read on November 6, 2019.

**Current Considerations:**

Proposed Board Policy 5110 is presented to the Board for approval.

Administrative Procedure 5110 is provided to the Board as information.

File Attachments

[BP\\_5110\\_Counseling\\_final.pdf \(75 KB\)](#)

[AP\\_5110\\_Counseling\\_2019.pdf \(90 KB\)](#)

**Motion & Voting**

Approve revised board policy BP 5110, Counseling, as presented.

Motion by Patrick W Mullen, second by Barbara George.

Final Resolution: Motion Passed

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

## E. Business Agenda

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**Subject**                      **7. Board Policy Review (New) BP 6320 Investments - Second Read**

Meeting                         Dec 11, 2019 - SLOCCCD Board of Trustees

Access                         Public

Type                             Action

Fiscal Impact                No

Budgeted                      No

Recommended Action     Approve Board Policy (New) BP 6320 Investments and AP 6320 Investments

Goals                            [Goal 2: Accreditation – Ensure alignment with accreditation standards.](#)

**Originator:** Administrative Services

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

**Background Information:**

Board Policy 6320 Investments is a new policy for the District. This is legally required. The proposed policy is consistent with District practice on investment of resources and closely align to the language recommended by the Community College League of California.

This policy was properly vetted through the participatory governance process.

Administrative Procedure 6320 is also new and has been vetted through the participatory governance process. It is attached as information for the board.

The proposed policy was presented to the Board for first read on November 6, 2019.

**Current Considerations:**

Proposed Board Policy 6320 is presented to the Board for approval.

File Attachments

[BP\\_6320\\_Investments\\_Draft\\_2019.pdf \(86 KB\)](#)

[AP\\_6320\\_Investments\\_2019.pdf \(102 KB\)](#)

**Motion & Voting**

Approve Board Policy (New) BP 6320 Investments and AP 6320 Investments

Motion by Patrick W Mullen, second by Barbara George.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Mary Strobbridge, Student Trustee Bachman -  
Advisory Vote-

## E. Business Agenda

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<b>Subject</b>	<b>8. Institutional Planning - Strategic Plan 2020-2023</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Discussion, Information, Procedural
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 2: Accreditation – Ensure alignment with accreditation standards.

**Originator:** Strategic Planning Committee

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

**Background Information:**

The San Luis Obispo County Community College District's integrated planning model is a cycle of evaluation, development of goals and objectives, resource allocation, plan implementation, and re-evaluation. The district annually assesses institutional effectiveness and improves services to our students through this integrated planning cycle.

**Current Considerations:**

The Cuesta College Strategic Plan 2020-2023 has been developed using the 2016-2026 San Luis Obispo Community College District Educational Master Plan, Facilities Master Plan, Technology Master Plan, Chancellor's Office Local Vision for Success Goals, and Student Centered Funding Formula (SCFF) as guiding tools to assist in the development of the strategic plan goals and objectives. Aligning the college's strategic plan goals and objectives with the Chancellor's Office Local Vision for Success Goals was methodical since Cuesta College will be required to report on these metrics annually, and will impact elements of the funding received by the state in the new SCFF.

File Attachments  
[SLOCCCD\\_StrategicPlan\\_2020-2023\\_Final.pdf \(778 KB\)](#)

## E. Business Agenda

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**Subject**                    **9. Board Development Plan - Review 2019-2020 Board Goals**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Discussion, Information

Goals                    [Goal 2: Accreditation – Ensure alignment with accreditation standards.](#)

**Originator:** President's Office

**Presented by:** Dr. Stearns, Superintendent/President and Pete Sysak, Board President

**Background Information:**

The board conducts a quarterly assessment of its annual goals as a method of tracking progress on attaining goal objectives, which is part of the Board Development Plan.

**Current Considerations:**

The attached goal assessment model is provided to facilitate the Board's review regarding its progress, to date.

File Attachments <a href="#">Brd_Goals_2019_20_Assessment_Dec.pdf (273 KB)</a>
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## E. Business Agenda

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<b>Subject</b>	<b>10. Budget Development and College Planning</b>
Meeting	Dec 11, 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.

- Latest Budget news
- Budget Development

## E. Business Agenda

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**Subject**                    **11. San Luis Obispo County Community College District (the District) and Cuesta College Federation of Teachers (CCFT) Joint Initial Proposal for Negotiations**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                        Information, Procedural

**Originator:** Human Resources and Labor Relations

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

### **Background Information:**

The San Luis Obispo County Community College District and Cuesta College Federation of Teachers intend to commence the process of contract re-openers pursuant to the public notice procedures included in Government Code Section 3547.

### **Current Considerations:**

The Board of Trustees present the San Luis Obispo County Community College District and Cuesta College Federation of Teachers Joint Initial Proposal for negotiations to members of the General Public and the District.

The District and CCFT have agreed to jointly propose to negotiate the following items:

#### Article 3 – Academic Freedom and Intellectual Property

CCFT would like to extend the academic freedom of faculty to include methods of instruction and assessment and use of electronic materials.

#### Article 4 – Compensation

The District and CCFT share a commitment to increasing faculty compensation.

CCFT would like to negotiate salary and benefits, including total compensation improvements.

The District recognizes that these discussions need to be approached with caution considering the economic reserve and need to remain fiscally responsible. The District would like to evaluate the fringe benefit(s) and discuss where improvements could be made for that portion of total compensation. Additionally, the District is intending to discuss stipends and the various ways the District pays for certain tasks (i.e.. work on APPW, etc.).

The District and CCFT are intending to negotiate of 2- year contract for the academic years of 2020-2021 and 2021-2022.

#### Article 5 – Work Hours, Work Year, and Workload

CCFT would like to update the Division Chair selection process, CMC compensation for time spent at entry, alteration to Part-Time Faculty large class loading after 2 semesters and non-credit loading in ESL.

The District would like to review Article 5 and negotiate the following: CCAP agreements across academic disciplines; Administrators role in part-time faculty hiring; Flex Days and participation of Flex activities. The District is also interested in eliminating the role of the Superintendent/President in the selection of Division Chairs and North County Campus Cluster Coordinators, as these roles are selected by Division Faculty.

#### Article 6 – Leaves of Absence

CCFT is interested in modifications to load bank and load bank leave policies to allow for a longer period to retain banked load and adopt a process for banking large class loading that is calculated at census.

#### Article 7 – Evaluation Procedures and Tenure Review Process

CCFT would like to update the evaluation forms to make the Dean/Manager form mirror the Student evaluation and Peer evaluation forms.

The District intends to negotiate an evaluation component to faculty assigned to Coaching and North County Cluster Coordinator positions.

#### Article 9 – Disciplinary Action

The District is interested in allowing an informal process and resolution for informal complaints.

## E. Business Agenda

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**Subject** 12. Proposed list of agenda items for the next regularly scheduled meeting.

Meeting Dec 11, 2019 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Fiscal Impact Yes

Budgeted Yes

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 January 8, 2020 regular meeting and make recommendations with regard to adding or removing items.

Consent Agenda Items

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

Action/Information/Discussion

- District Audit Report
- Budget and Planning
- Board Policy Review
- Facilities/Project Contracts
- CCCT Board Elections - Call for Nominations

Reports

- Institutional Planning - ISER (standing item)
- Measure L (standing item)

Agenda Items Pending / Not yet scheduled

- Update regarding transfer of names from temporary to permanent buildings.
- Athletic programs - New or Renewed; impact on Title IX position and FTES (January).

## F. Contracts Bond Projects

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**Subject**                    **1. Project Assignment No. 29, Construction Management Services with Klassen Corporation for electric vehicle charging stations**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action

Fiscal Impact            Yes

Dollar Amount           \$9,723.00

Budgeted                Yes

Budget Source            Measure L Bond Funds

Recommended Action    Ratify Project Assignment No. 29, Construction Management Services with Klassen Corporation for electric vehicle charging stations

**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 ongoing Construction Management services on June 15, 2018.

**Current Considerations:**

One of the projects identified by the District was the need for electric vehicle charging stations. The District accepted Project Assignment No. 29 with Klassen Corporation to provide Construction Management Services for the electric vehicle charging station project. The total contract amount for Project Assignment No. 29 is \$9,723.00. The District entered into Project Assignment No. 29 with Klassen Corporation on October 25, 2019. Funding for Project Assignment No. 29 is identified in the Measure L Bond budget.

File Attachments <a href="#">Klassen.Proj.Assign.No.29.EVChargingStation.Nov2019.pdf (878 KB)</a>
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## F. Contracts Bond Projects

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<b>Subject</b>	<b>2. Amendment No. 01, Architectural Services with 19six Architects for Project Assignment No. 30, Public Safety Modular Project on the San Luis Obispo Campus</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$4,000.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Approve Amendment No. 01, Architectural Services with 19six Architects for Project Assignment No. 30, Public Safety Modular 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 will be engaged in the design, bidding and construction of the renovations and replacements of the District's facilities. One of the projects identified is the need for a Public Safety Modular on the San Luis Obispo Campus.

**Current Considerations:** The District received approval for 19six Architects to provide and perform complete architectural and design services for the Public Safety Modular, Project Assignment No. 30, on the San Luis Obispo Campus in the amount of \$46,400.00 at the September 4, 2019 Board of Trustees meeting.

Amendment No. 01 is for a Natural Gas Field Inspection in the amount of \$4,000.00. Upon acceptance of Amendment No. 01, the total contract amount will be \$50,400.00. The funding is identified in the Measure L Bond budget.

### File Attachments

[19sixArchitects.Proj.Amend.No.01.PublicSafetyModular.Nov2019.pdf \(1,139 KB\)](#)

## F. Contracts Bond Projects

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**Subject**                      **3. Amendment No. 10, Architectural Services with 19six Architects for Project Assignment No. 08, San Luis Obispo Campus Data Center**

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Action

Fiscal Impact              Yes

Dollar Amount             \$2,120.00

Budgeted                  Yes

Budget Source             Measure L Bond

Recommended Action     Approve Amendment No. 10, Architectural Services with 19six Architects for Project Assignment No. 08, San Luis Obispo Campus Data Center

**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 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 Campus. One of the Facilities needs identified in Measure L was the need to build a San Luis Obispo Campus Data Center.

**Current Considerations:**

The District presented and received approval by the Board of Trustees on August 3, 2016 for 19six Architects to provide Architectural Services for the San Luis Obispo Campus Data Center in the amount of \$42,900.00.

Amendment No. 10 is for additional structural engineering services in the amount of \$2,120.00. Upon acceptance of Amendment No. 10 the total contract amount will be \$579,830.00. The funding is identified in the Measure L Bond budget.

**File Attachments**

19sixArchitectsProjAssignNo.08.AmendNo.10.DataCenter.Nov2019.pdf (1,243 KB)

## F. Contracts Bond Projects

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**Subject** 4. Contract with Seamair Construction, Inc. for the sanitary sewer connection on the North County Campus Early Childhood Education Project.

Meeting Dec 11, 2019 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$29,528.00

Budgeted Yes

Budget Source Measure L Bond

Recommended Action Ratify contract with Seamair Construction, Inc. for the sanitary sewer connection on the North County Campus Early Childhood Education 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 for the sanitary sewer connection for the North County Campus Early Childhood Education.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting Commission (UPPCA) to request proposals for the North County Campus Early Childhood Education Project for the sanitary sewer connection. The District received bid proposals on September 26, 2019. Seamair Construction, Inc. was deemed the lowest qualified bidder with a base bid of \$29,528.00. The District entered into contract with Seamair Construction, Inc. on October 15, 2019. The funding for this contract is already identified in the Measure L master budget.

File Attachments

[Seamair.UPPCA.NCECESanitarySewerConnection.pdf \(575 KB\)](#)



## F. Contracts Bond Projects

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<b>Subject</b>	<b>5. Contract with Quaglino Roofing for San Luis Obispo Campus Emergency Roof Repairs Project.</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$60,000.00
Budgeted	Yes
Budget Source	Measure L Bond
Recommended Action	Ratify contract with Quaglino Roofing for San Luis Obispo Campus Emergency Roof Repairs 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 San Luis Obispo Campus Emergency Roof Repairs.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting Commission (UPPCA) to request proposals for the San Luis Obispo Campus Emergency Roof Repairs Project. The District received bid proposals on July 11, 2019. Quaglino Roofing was deemed the lowest qualified bidder in a not-to-exceed amount of \$60,000.00. The District entered into a contract with Quaglino Roofing on October 29, 2019 to complete the project. The funding for this contract is already identified in the Measure L master budget.

File Attachments

[Quaglino.UPPCA.SLOCampusEmerg.RoofRepairs.Oct2019.pdf \(1,080 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>6. Constructability Review Fee Proposal from Klassen Corporation for the North County Parking Lot 10 and Site Improvements project.</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$4,350.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Constructability Review Fee Proposal from Klassen Corporation for the North County Parking Lot 10 and Site Improvements 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 are improvements to the North County Parking Lot 10 and site improvements.

**Current Considerations:**

One of the needs identified on the North County Campus is improvements to Parking Lot 10 and Site Improvements. Cuesta College requested and received a proposal from Klassen Corporation to perform a constructability review of the improvements to the North County Parking Lot 10 and Site Improvements. The constructability review consists of a full review of plans and specifications as well as quality control and bid scope comments and suggestions. Klassen will provide project management for this project.

The Constructability Review for the improvements to the North County Parking Lot 10 and Site Improvements is a fixed fee amount of \$4,350.00. The District entered into this contract with Klassen Corporation on November 15, 2019. The funding for this contract is already identified in the Measure L Bond master budget.

**File Attachments**

Klassen.ConstructabilityReviw.NCparkingLot.SiteImprove.Nov2019.pdf (375 KB)

## F. Contracts Bond Projects

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**Subject**                    **7. Proposal with Golden State Sealing & Striping, Inc. for asphalt work for the 1000 Complex ADA Upgrades Project.**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Action

Fiscal Impact            Yes

Dollar Amount            \$7,325.00

Budgeted                Yes

Budget Source            Measure L Bond Funds

Recommended Action    Ratify proposal with Golden State Sealing & Striping, Inc. for asphalt work for the 1000 Complex ADA Upgrades 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 is the 1000 Complex ADA Upgrades. A need for asphalt work associated with the 1000 Complex ADA Upgrades has been identified.

**Current Considerations:**

The District utilized the Uniform Public Construction Cost Accounting commission (UPCCA) to request proposals for asphalt work for the 1000 Complex ADA Upgrades Project. The District received Bid proposals on November 14, 2019. Golden State Sealing & Striping, Inc. was deemed the lowest qualified bidder. Their amount was a base bid of \$7,325.00. The District approved the proposal and entered into contract work with Golden State Sealing & Striping, Inc. on November 15, 2019. The funding for this contract is already identified in the Measure L Master Budget.

File Attachments

[GoldenStateSealingStriping.Asphalt.1000ComplexADA.pdf \(946 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>8. Electrical Agreements with Thoma Electric, Inc. to provide Electricians and Supervision for the 12Kv Electrical Switchgear Upgrades Project on the San Luis Obispo Campus.</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$16,000.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Agreements with Thoma Electric, Inc. to provide Electricians and Supervision for the 12Kv Electrical Switchgear Upgrades Project 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 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.

One of the projects identified in Measure L is the need for replacement of the existing San Luis Obispo Campus 1000/2000 electrical medium switchgear and the 12Kv main electrical switchgear.

### **Current Considerations:**

The District requested and received a proposal from Thoma Electric, Inc. to provide two electricians to oversee project contractors for the medium voltage electrical replacement project servicing the 1000/2000 complex and the main electrical 12Kv switchgear project servicing the San Luis Obispo Campus.

The District entered into an agreement with Thoma Electric, Inc. on November 21, 2019 to perform these services. The total of the proposal is a not-to-exceed amount of 16,000.00. The funding for this contract is identified in the Measure L Bond budget.

File Attachments  
[Thoma.12KvSwitchgearSuper.Nov2019.pdf \(351 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>9. Prime Contract Change Order No. 003 with AMG Associates for the San Luis Obispo Campus Data Center</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$35,150.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Order No. 003 with AMG Associates for the San Luis Obispo Campus Data Center

**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 is engaged in the design, bidding, and implementation of renovation projects and new construction at the District's two campuses. One of the items identified in the Measure L Bond was the review and upgrade of the District's Informational Technology (IT) infrastructure. District staff and consultants recommended that a Data Center building be constructed to address deficiencies on the San Luis Obispo campus. Some of the items identified were to centrally locate Informational Technology (IT) infrastructure currently located in multiple and separate locations and provide sufficient rack space for current needs. The District publicly called for bids for the construction of a Data Center on the San Luis Campus. AMG Associates was awarded the contract at the September 6, 2018 Board of Trustees meeting.

### **Current Considerations:**

The District awarded AMG Associates a contract in the amount of \$5,595,000.00 on September 6, 2018.

Prime Contract Change Order No. 003 is for changes to the layout of the equipment room at the District's request, scheduling of work to be completed on a weekend to coincide with a scheduled power shutdown, painting of exterior window curbs at the District's request, remove and replace existing valve boxes found to be in substandard conditions, relocate storm drain tie-in due to field conditions, and installation of redwood headers at specific AC paving locations. These items were not included in the original scope of work.

Prime Contract Change Order No. 003 is an overall increase to the contract in the amount of \$35,150.33 and brings the new contract value to \$5,663,517.99. Prime Contract Change Order No. 003 is anticipated to be the final change order for the Data Center. The funding for this contract is already identified in the Measure L master budget.

File Attachments  
[PCCO.No003.AMG.DataCenter.Nov2019.pdf \(957 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>10. Agreement with AT&amp;T for relocation of AT&amp;T's Fiber Main Point of Entry (MPOE) on the San Luis Obispo Campus.</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$11,819.24
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Agreement with AT&T for relocation of AT&T's Fiber Main Point of Entry (MPOE) 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 the Measure L 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 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 received a proposal to remove and relocate the AT&T fiber and AT&T equipment from the 3100 data server room to the new Data Center main point of entry. The total for AT&T to complete this work is a fixed fee amount of \$11,819.24. The District signed the proposal and entered into contract with AT&T on November 21, 2019. The funding for this contract is identified in the Measure L Bond master budget.

File Attachments  
[AT&T.DataMPOE.Nov2019.pdf \(823 KB\)](#)

## F. Contracts Bond Projects

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<b>Subject</b>	<b>11. Prime Contract Change Order No. 001 with Electricraft for the 1000/2000 Complex 12KV Medium Voltage Electrical Equipment Replacement on the San Luis Obispo Campus</b>
Meeting	Dec 11, 2019 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$48,031.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Order No. 001 with Electricraft for the 1000/2000 Complex 12KV Medium Voltage Electrical 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 on structures and aging infrastructures. One of the projects identified is the replacement of the 12KV medium voltage equipment for the 1000/2000 complex on the San Luis Obispo campus.

### **Current Considerations:**

The entered into contract with Electricraft on March 29, 2019, for the 1000/2000 Complex 12KV Medium Voltage Electrical Equipment Replacement project for a base bid amount of \$485,584.00. Prime Contract Change Order No. 001 is for installation and removal of temporary power and generator. This is to supply power to support critical 1600 (pool) equipment and building 1400 usages while the replacement of the 12KV medium voltage equipment for the 1000/2000 complex on the San Luis Obispo campus is completed. These items were not included in the original scope of work. These changes to scope resulted in an overall increase to the original contract in the amount of \$48,031.00. Prime Contract Change Order No. 01 will bring the new contract value to \$533,615.00. The funding for this contract is already identified in the Measure L master budget.

File Attachments  
[PCCO.No001.ElectriCraft.1000and2000.12Kv.Nov2019.pdf \(760 KB\)](#)

## F. Contracts Bond Projects

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**Subject**                    **12. Prime Contract Change Order Summary**

Meeting                    Dec 11, 2019 - SLOCCCD Board of Trustees

Access                    Public

Type                    Information

**Originator:** Administrative Services

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

**Background Information:**

The Prime Contract Change Orders listed in the attached summary are for the Data Center Project, 1000/2000 Complex Electrical replacement (switchgear) on the San Luis Obispo campus, and provided to the Board as information. This summarization was prepared based upon Prime Contract Change Orders approved in the period prior to the Board document presentation deadlines.

File Attachments ChangeOrderSummaryLog.Nov2019.pdf (44 KB)
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## G. Stakeholder Reports

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

Meeting                      Dec 11, 2019 - SLOCCCD Board of Trustees

Access                      Public

Type                      Information, Report

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

Management Senate – Bryan Millard

Cuesta College Classified United Employees (CCCUE) – Rebecca Carter

Academic Senate – Dr. Roland Finger

Superintendent/President – Dr. Stearns

## G. Stakeholder Reports

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<b>Subject</b>	<b>2. Updates/Information from Board Members</b>
Meeting	Dec 11, 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                    Dec 11, 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

OCTOBER\_2019\_MONTHLY REPORT SUMMARY.pdf (124 KB)

OCTOBER\_2019\_MONTHLY REPORT.pdf (182 KB)

## H. Institutional Reports

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**Subject**                      **2. Measure L - Implementation, Issuance, and Projects**

Meeting                      Dec 11, 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 191101 Monthly Report.pdf (1,744 KB)
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## I. Discussion

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<b>Subject</b>	<b>1. December Monthly Board Self Evaluation</b>
Meeting	Dec 11, 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) Trustee Education: Are all board members encouraged to engage in ongoing education about college and state issues?

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

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

## J. Adjournment

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

Meeting                    Dec 11, 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, January 8, 2020, at 3:00 p.m. in the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California and via polycom (video conference) 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.