



**Wednesday, January 10, 2018
SLOCCCD Board of Trustees**

Agenda for Board Meeting

A. Convening Items

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Procedural

The board meeting will be convened and a quorum will be established.

A. Convening Items

Subject **2. Approval of Agenda**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Recommended Action Approve the agenda for the January 10, 2018 regular board meeting as presented.

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

Motion & Voting

Approve the agenda for the January 10, 2018 regular board meeting as presented.

Motion by Pete Sysak, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Barbara George, Pete Sysak, Mary Strobridge

A. Convening Items

Subject	3. Public Comment on Closed Session Items
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Meeting	Jan 10, 2018 - 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

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion, Information

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

B. Closed Session

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Preferred Date Jan 10, 2018

Absolute Date Jan 10, 2018

Fiscal Impact No

Budgeted No

Budget Source N/A

Recommended Action None

Agency Negotiator: Barbara George

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

B. Closed Session

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Preferred Date Jan 10, 2018

Absolute Date Jan 10, 2018

Fiscal Impact No

Budgeted No

Budget Source N/A

Recommended Action Address items as presented.

Agency Negotiator: Melissa Richerson, Vice President of Human Resources and Labor Relations

Instructions Regarding Cuesta College Federation of Teachers (CCFT) Negotiations

B. Closed Session

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Preferred Date Jan 10, 2018

Absolute Date Jan 10, 2018

Fiscal Impact No

Budgeted No

Budget Source N/A

Recommended Action Address items as presented.

Agency Negotiator: Melissa Richerson, Vice President of Human Resources and Labor Relations

Instructions Regarding Cuesta College Classified United Employees (CCCUE) Negotiations

C. Reconvening Items

Subject	1. Pledge of Allegiance
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Procedural

C. Reconvening Items

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

Meeting Jan 10, 2018 - 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

Subject	3. Introductions and Recognitions
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Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
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Access	Public
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Type	Information
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Department Heads/Supervisors will introduce new employees and announce promotions to the board.

Admin Content

Student Services

Jeffery Alexander, Jr., Director, Outreach, Orientation, and Success Activities

Ruth Cook - Counseling Assistant

Malca Stein - Administrative Assistant/Scheduling Specialist for the Dean

Christine Groff - DSPS Accommodation Assistant

C. Reconvening Items

Subject**4. Public Comment**

Meeting

Jan 10, 2018 - 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

Subject	1. Consent Agenda
Meeting	Jan 10, 2018 - 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 December 6, 2017 regular board meeting.
3. Payroll Orders for December 2017.
4. Warrant listings for December 2017.
5. Public Employee Appointments, Changes, Resignations, and Retirements.
6. Proposed new and revised job description (Classified Designation).

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.

D. Consent

Subject **2. Payroll Orders for December 2017**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action (Consent)

Fiscal Impact Yes

Dollar Amount \$3,971,143.01

Budgeted Yes

Budget Source General Fund, Revenue, and Categorical Funding

Recommended Action Accept the payroll orders for December 2017, as presented.

Originator: HR/Payroll

	Amount	Employees
Mid-Month:	\$ 164,021.36	263
End of Month:	\$ 3,807,121.65	760
Total:	\$ 3,971,143.01	1023

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.

D. Consent

Subject **3. Warrant Listings for December 2017**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action (Consent)

Fiscal Impact Yes

Dollar Amount \$3,414,166.96

Budgeted Yes

Budget Source General and Restricted Funds

Recommended Action Accept warrant listings for December 2017

Originator: Accounts Payable

Check Date	Amount
11/29/17	\$ 616,537.32
12/04/17	\$ 389,489.25
12/06/17	\$ 182,092.74
12/11/17	\$ 823,370.57
12/13/17	\$ 333,725.45
12/18/17	\$ 724,943.94
12/20/17	\$ 344,007.69

Total \$ 3,414,166.96

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.

D. Consent

Subject	4. Public Employee Appointments; Government Code Section 54957(b) - Employee Appointments, Changes, Resignations, Retirements, Disciplines, Dismissals and Releases
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action (Consent)
Preferred Date	Jan 10, 2018
Absolute Date	Jan 10, 2018
Fiscal Impact	Yes
Dollar Amount	\$115,129.00
Budgeted	Yes
Budget Source	There are no new faculty positions to report at this time. There are no faculty changes to report at this time. There is no annual fiscal impact for the new classified hires at this time. There are no new administrative or management new hires to report. There will be a fiscal impact to the management, supervisor, confidential and classified changes of \$15,613, all of which are general funds. The annual fiscal impact of short-term, temporary hires is \$80,968, of which \$31,233 are general funds, and \$49,735 are restricted funds. The annual fiscal impact of student employee hires is \$18,548 of which \$6,756 are general funds, \$11,626 are restricted funds, and \$166 are revenue funds.
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 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 (154 KB)

Board of Trustees_Personnel Transactions_Student Employees_Attachment B.pdf (88 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.

D. Consent

Subject **5. Proposed New and Revised Job Descriptions for Classified Designations**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action (Consent)

Preferred Date Jan 10, 2018

Absolute Date Jan 10, 2018

Fiscal Impact No

Budgeted No

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

Originator: Human Resources and Labor Relations

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

Background Information:

The below job descriptions are being presented for approval to be used for the classified benchmark salary survey and for department restructures.

Current Considerations:

See below for new and revised job descriptions:

- Audiovisual Technician - (Revised)
- Database Administrator - (Revised)
- Division/Department Assistant - (Revised)
- Human Resources Specialist - (Revised)
- Library Learning Resources Coordinator - (New)
- Technology Trainer/User Support (Revised)
- Web Application Administrator - (Revised)

File Attachments

Audiovisual Technician (Marked-Up) 12-2017.pdf (59 KB)
Audiovisual Technician.pdf (28 KB)
Database Administrator (marked-up) 12-4-2017.pdf (70 KB)
Database Administrator 12-4-2017.pdf (26 KB)
Division Department Assistant 10-20-2017.pdf (35 KB)
Division Department Assistant - Marked-Up 10-20-2017.pdf (53 KB)
Human Resources Specialist (Marked-Up) 12-07-2017.pdf (89 KB)
Human Resources Specialist Job Description 11-2017.pdf (40 KB)
Library_Learning_Resources_Coord_11_2017.pdf (100 KB)
Tech Trainer User Support 12-08-2017 Marked up.pdf (49 KB)
Tech Trainer User Support 12-08-2017.pdf (29 KB)
Web Application Administrator (marked-up) 12-5-2017.pdf (40 KB)
Web Application Administrator 12-4-2017.pdf (25 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.

D. Consent

Subject **6. Board Minutes - December 6, 2017**

Meeting Jan 10, 2018 - 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 December 6, 2017 regular board meeting, as presented.

Originator: Executive Assistant to the Board

Presented by: Dr. Gil Stork, 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 December 6, 2017 regular meeting are attached for review and adoption.

Admin Content

Minutes from the December 6 meeting are not complete and not attached (TSF 12/21)

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.

E. Business Agenda

Subject **1. Curriculum Recommendations**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion

Fiscal Impact No

Recommended Action Approve the Curriculum recommendations as presented.

Originator: Academic Affairs

Presented by: Alexandra Kahane

Background Information:

- **Subcommittee reports** included Caps (new courses/reactivation), DE (1 new request), General Education (4 courses), and MQDD (new courses, and 12 departments).
- **Program and Courses to support the DHSI Education grant** include the Elementary Teacher Education A.S.-T., EDUC 200, GEOG 225, Math 220, and PSCI 210 & 211.
- EDUC is a new department, and the PSCI department has been reactivated.
- **Taskforce formed** to review and draft BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education.
- The committee was updated on the status of COCI (issues still persist, update due late December 2017). The proposals below are slated to debut Fall 2018, but that can only happen if they can be processed through COCI and included in our College Catalog.

- The Workload Committee approved caps for 2 courses at their December meeting.

Current Considerations:

New Courses

AGM 224 - Small Gas Engines

AGPS 244 - Plant Identification and Usage I

AGPS 250 - Introduction to Viticulture

ECE 216 - Practicum: Curriculum/Environment Supervised Field Experience

GEOG 225 - World Regional Geography

MATH 220 - Mathematics for Elementary School Teachers

PSCI 210 - Survey of Chemistry and Physics

PSCI 211 - Earth Science

Major Modifications

AGPS 241 - Introduction to Soil Science

AGPS 242 - Introduction to Plant Science

AGPS 243 - Plant Propagation and Production

CHEM 210FL - Introductory Chemistry with Facilitator Assisted Learning

EDUC 200 - Introduction to the Teaching Profession

GEOL 229A - Geological Science Field Studies

GEOL 229B - Geological Science Field Studies

KINA 252 - Introduction to Outdoor Fitness

MATH 127 - Intermediate Algebra

New Degrees/Certificates

C.C., Developmental Math

A.S.-T, Elementary Teacher Education

Degree/Certificate Modifications

A.S.-T, Agriculture Business

Subject Letter Code Prefix Changes

Education - EDUC (New Department)

Physical Science - PSCI (Reactivating Department)

General Education Requirement

GEOG 225 - World Regional Geography, for Area B - Social and Behavioral Sciences

MATH 220 - Mathematics for Elementary School Teachers, for Area D2 - Analytical Thinking

PSCI 210 - Survey of Chemistry and Physics, for Area A - Physical and Life Sciences

PSCI 211 - Earth Science, for Area A - Physical and Life Sciences

Distance Education

PSCI 210 - Survey of Chemistry and Physics, for Blended (BL)

CCCCO Minimum Quals Discipline Designation Form

Department

Biology [BIO]

Education [EDUC]

Engineering and Technology [ARCH, ATCH, CNET, CTCH, CJ, EET, FTVE, and WELD]

English as a Second Language [ESL]

Physical Science [PSCI]

Courses

AGM 224 - Small Gas Engines

AGPS 244 - Plant Identification and Usage I

AGPS 250 - Introduction to Viticulture

ECE 216 - Practicum: Curriculum/Environment Supervised Field Experience

GEOG 225 - World Regional Geography

MATH 220 - Mathematics for Elementary School Teachers

Course Caps

The following Course Caps were approved at Workload Committee on December 7, 2017:

LDER 262 - Student Leadership, Course Cap 25 (Category 6)

LDER 263 - Exploring Leadership-Making A Difference, Course Cap 30 (Category 3)

File Attachments

[CC BOT Course Outlines 1-10-2018.pdf \(6,583 KB\)](#)

[Board Agenda 01-10-18.pdf \(87 KB\)](#)

Motion & Voting

Approve the Curriculum recommendations as presented.

Motion by Patrick W Mullen, second by Pete Sysak.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak, Mary Strobridge

E. Business Agenda

Subject **2. Executive Recruitment - Superintendent/President**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion, Information

Originator: Human Resources

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

Background Information:

The Superintendent/President's current contract expires June 30, 2018.

The Board established and initiated the executive recruitment process at its September 6, 2017 regular board meeting, which included an agreement with PPL, Inc. to utilize the professional and technical services of Dr. Dean Coli and other consultants to assist the District in search for the Superintendent/President position.

This is a standing item on the regular board agenda.

Current Considerations:

The Board, with the assistance of the Vice President, Human Resources and Labor Relations, will discuss the current status of the recruitment.

E. Business Agenda

Subject **3. Retired Classified Emeritus Recommendations**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact No

Recommended Action Approve the recommendations to confer Classified emeritus status for Betta Knerr, Robert Maddelein, and Sean Landers, as presented.

Originator: President's Office

Presented by: Dr. Gilbert Stork, Superintendent/President

Background Information:

Board Policy 7265, Emeritus Management and Classified Staff Status, provides for the granting of emeritus status to management and classified staff who meet the requirement, and are recommended by the respective employee group.

Recognition of emeritus status shall include, but not be limited to the following privileges, benefits, and courtesies:

1. An official document certifying Emeritus Status of the respective employee.
2. All employees who have Emeritus Status shall have their names listed in the college catalog.
3. Identification card indicating status as Faculty, Management, or Classified Emeritus at the College.
4. A library card allowing full use of the library.
5. Complimentary or reduced price admission to Cuesta College athletic, dramatic, film, lecture, musical, and other events at Cuesta College will be provided on the same basis as that provided to other regularly employed staff members.
6. Use of recreational and social facilities of the college with access and ticket arrangement similar to that available to the regularly employed Cuesta College staff.
7. Eligibility to receive campus news publications upon request.
8. A permanent emeritus parking permit.
9. A waiver of all fees to audit a course offered as part of the regular college curriculum (excluding courses offered through Community Education).
10. Eligibility to participate in Cuesta's Wellness Program on the same fee or non-fee basis as regularly-employed staff members.

Current Considerations:

As recommended by the Cuesta College Classified Unified Employees; the Superintendent/President endorses the following employees for Management Emeritus Status:

Name	Hired	Retired	Department
Betta Knerr	8/5/1993	12/29/2017	Early Childhood Education
Robert Maddelein	6/15/1998	12/30/2017	Facilities
Sean Landers	6/1/2004	1/15/2018	Information Technology

Motion & Voting

Approve the recommendations to confer Classified emeritus status for Betta Knerr, Robert Maddelein, and Sean Landers, as presented.

Motion by Pete Sysak, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak, Mary Strobridge

E. Business Agenda

Subject **4. Retired Management Emeritus Recommendations**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact No

Recommended Action Approve the recommendations to confer manager emeritus status for Haila Hafley-Kliver, as presented.

Originator: President's Office

Presented by: Dr. Gilbert Stork, Superintendent/President

Background Information:

Board Policy 7265, Emeritus Management and Classified Staff Status, provides for the granting of emeritus status to management and classified staff who meet the requirement, and are recommended by the respective employee group.

Recognition of emeritus status shall include, but not be limited to the following privileges, benefits, and courtesies:

1. An official document certifying Emeritus Status of the respective employee.
2. All employees who have Emeritus Status shall have their names listed in the college catalog.
3. Identification card indicating status as Faculty, Management, or Classified Emeritus at the College.
4. A library card allowing full use of the library.
5. Complimentary or reduced price admission to Cuesta College athletic, dramatic, film, lecture, musical, and other events at Cuesta College will be provided on the same basis as that provided to other regularly employed staff members.
6. Use of recreational and social facilities of the college with access and ticket arrangement similar to that available to the regularly employed Cuesta College staff.
7. Eligibility to receive campus news publications upon request.
8. A permanent emeritus parking permit.
9. A waiver of all fees to audit a course offered as part of the regular college curriculum (excluding courses offered through Community Education).
10. Eligibility to participate in Cuesta's Wellness Program on the same fee or non-fee basis as regularly-employed staff members.

Current Considerations:

As recommended by the Management Senate; the Superintendent/President endorses the following employees for Management Emeritus Status:

Name	Hired	Retired	Department
Haila Hafley-Kliver	8/8/1988	8/21/2017	Early Childhood Education

E. Business Agenda

Subject 5. Review and accept the 2016-2017 Final Audit Report for the District

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact No

Budgeted No

Recommended Action Accept the 2016-2017 Audit Report for the District, as presented.

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services

Background Information:

An annual financial and compliance audit is required by Education Code 84040 as the final examination of the annual financial statements' fairness and reliability. The audit is in accordance with the auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation.

Current Considerations:

It is the auditor's opinion, based on their audit, that the basic financial statements present fairly, in all material respects, the financial position of the San Luis Obispo County Community College District as of June 30, 2017, and the respective changes in the financial position and cash flows, for the year then ended, are in conformity with the accounting principles generally accepted in the United States.

The audit received an "unmodified opinion."

File Attachments

San Luis Obispo County Community College District Final Audit Report.pdf (1,805 KB)

Motion & Voting

Accept the 2016-2017 Audit Report for the District, as presented.

Motion by Patrick W Mullen, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak, Mary Strobridge

E. Business Agenda

Subject **6. Review and accept the Audit Report for the General Obligation Bond Fund (Measure L) for the year ending June 30, 2017**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact No

Budgeted No

Recommended Action Accept the Audit Report for the General Obligation Bond Fund (Measure L) for the year ending June 30, 2017

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services

Background Information:

The certified public accounting firm of Vavrinek, Trine, Day & Co., LLP. has completed the annual Measure L Audit Reports. The report is for board review and acceptance. The financial statements are the responsibility of the District's management. The auditor's responsibility is to express opinions on the financial statements based on their audit.

Measure L Bond Performance and Financial Audit Reports

San Luis Obispo County Community College District is a Proposition 39 bond. Proposition 39 requires that an annual comprehensive performance audit and financial audit be conducted.

Performance Audit Report - The auditors' Performance Review Audit Report did not reveal any items that were paid from the Measure L Bond Construction Fund that did not comply with the purpose of the Bonds that were approved on November 4, 2014. It is the opinion of our auditors that San Luis Obispo County Community College District "expended Measure L General Obligation Bond funds for the year ended June 30, 2017 only for the specific projects developed by the District's Governing Board and approved by the voters, in accordance with the requirements of Proposition 39, as specified by section 1(b)(3)C of Article XIII A of the California Constitution."

Financial Audit Report - It is the opinion of our auditors that the financial statements "present fairly, in all material respects, the financial position of the Measure L Bond Fund of San Luis Obispo County Community College District as of June 30, 2017, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America."

For both Measure L Audit Reports, there were no management comments or findings representing reportable conditions, material weaknesses, or instances of noncompliance related to the audit.

Current Considerations:

Accept the Audit Report for the General Obligation Bond Fund (Measure L) for the year ending June 30, 2017.

File Attachments

[San Luis Obispo County Community College District Measure L Final Audit Report.pdf \(580 KB\)](#)

Motion & Voting

Accept the Audit Report for the General Obligation Bond Fund (Measure L) for the year ending June 30, 2017

Motion by Mary Strobridge, second by Pete Sysak.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak, Mary Strobridge

E. Business Agenda

Subject **7. Establish the Nonresident Tuition Fee for 2018-2019**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$800,000.00

Budgeted Yes

Budget Source Non-resident Tuition Fee

Recommended Action Establish the 2018-2019 Nonresident Tuition Fee at the state average of \$258 per unit and a Nonresident Capital Outlay fee of \$5 per unit, for a total of \$263 per unit.

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services

Background Information:

Out-of-state students are required, by law, to pay a nonresident tuition fee covering the full expense of education. Education Code Section 76140 requires that the nonresident tuition fee be adopted by the Board of Trustees on or before February 1 of each year. In addition, the District has the option of charging a Capital Outlay fee. The nonresident fee for 2017-2018 is \$234 per unit plus a \$4 Capitol Outlay fee bring in the total to \$238 per unit.

Current Considerations:

The attached Nonresident Tuition Fee Worksheet outlines the options for establishing the nonresident tuition fee. Based on the attached worksheet, the Statewide average cost is \$258 per unit, while the District's average cost is \$272 per unit. The District has the option of using the Statewide average, the District average, or a fee in between the state and district average. Additionally, the District can also charge a nonresident Capital Outlay fee to help defray capitol expenses. Based on 2016-2017 Capital Outlay expenditures, the District can charge a Capitol Outlay fee of up to \$5 per unit.

Staff recommends adopting the statewide average nonresident tuition fee (\$258) plus a \$5 Capitol Outlay fee for a total charge of \$263 per unit.

It is estimated that the revenue generated from the nonresident tuition fees will be \$800,000.

File Attachments
[FS17-14 Nonresident Tuition report.pdf \(184 KB\)](#)

Motion & Voting

Establish the 2018-2019 Nonresident Tuition Fee at the state average of \$258 per unit and a Nonresident Capital Outlay fee of \$5 per unit, for a total of \$263 per unit.

Motion by Patrick W Mullen, second by Mary Strobridge.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak, Mary Strobridge

E. Business Agenda

Subject **8. Separation Incentive Program**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action, Discussion, Information

Fiscal Impact Yes

Budget Source General Fund

Recommended Action It is recommended that the Board of Trustees adopt the Resolution authorizing the offering of an early retirement incentive. It is further recommended that the Board approve the Agreement for Administrative Services with PARS to manage the early retirement incentive program and to designate the Assistant Superintendent/Vice President of Administrative Services as the District's Plan Administrator.

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services

Background Information:

With FTES in decline and the costs of pension obligations growing, the district faces significant budget challenges over the next several years. Given that, it may be mutually advantageous for the District and for eligible employees to offer an early retirement/separation incentive plan to reduce costs. If the Board of Trustees agrees to open the incentive window, employees would have until February 23rd to decide to take advantage of the incentive. At that time, the District would determine if the incentive met the desired fiscal and operational objectives for each employee group. A recommendation to the Board as to how to proceed would be made at the March 2018 meeting, and related employee retirements would be effective at the end of the fiscal year..

The proposal would offer 75 percent of an eligible employee's annual base pay to be paid out in equal installments over 5 years. The incentive window would be open to eligible faculty, academic managers, classified non-management, classified management, and supervisory/confidential employees. The District would analyze the outcomes of each area separately for recommendation.

It is proposed that PARS would manage the separation program. Among other services, PARS would distribute information packets to eligible and be available at specified sessions on campus to answer questions and help to complete materials for those wishing to take advantage of the incentive.

Current Considerations:

It is recommended that the Board of Trustees adopt the Resolution authorizing the offering of an early retirement incentive. It is further recommended that the Board approve the Agreement for Administrative Services with PARS to manage the early retirement incentive program and to designate the Assistant Superintendent/Vice President of Administrative Services as the District's Plan Administrator.

Administrative File Attachments
[Resolution011018.doc \(29 KB\)](#)

E. Business Agenda

Subject **9. Budget Development and College Planning**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion, Information

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, including information on the Governor's initial 2018-19 proposal
- Budget Development

E. Business Agenda

Subject **10. County-Wide Programming Survey Results - Cuesta College**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion, Information

Originator: Academic Affairs

Presented by: Dr. Ryan Carnal, Dean of Academic Affairs, Institutional Research, Library, Learning Resources and Instructional Technology

Background Information:

The Hanover Research County-Wide Programming Survey was administered from August to September to community members and prospective students of Cuesta College. The survey analyzes respondents' interest in taking courses at Cuesta College and summarizes respondent preferences for course formats, lengths, and location. The survey was administered both online and by phone. Upon conclusion of data collection, results from both data sources are combined into one dataset. Hanover Research collected 417 responses via phone and online survey, of which 403 were retained for analysis following data cleaning procedures.

Current Considerations:

Key Findings:

LIKELIHOOD OF Enrollment

Almost all respondents (95%) are at least moderately likely to take a course at Cuesta College in the future. Respondents' likelihood of enrollment is primarily affected by the types of courses or programs offered at Cuesta (76%) and the times when courses are offered (76%).

o The youngest group of respondents (i.e., 20 to 35 years of age) are significantly more likely to take a course at Cuesta than respondents of older age groups.

o Across income levels, respondents with middle-level income are significantly more likely to take a course at Cuesta, compared to respondents with lower or higher annual household income.

o Respondents who have taken a class at Cuesta in the past are significantly more likely to take a course in the future than those who have not previously enrolled at Cuesta.

Raising parents' awareness of the Promise Scholarship could potentially increase course enrollment at Cuesta College.

Among respondents who have children that are 20 years of age or younger, very few (11%) are familiar with the Cuesta College Promise Scholarship for recent high school graduates. Those who are familiar generally agree that the scholarship program would increase the likelihood of their child attending Cuesta College (85%).

The Emeritus College Program could potentially meet the personal development needs of senior community members.

Sixty-one percent of respondents over 50 years of age are interested in the Emeritus College Program. Courses available at the Emeritus College Program seem to coincide with senior respondents' personal development goals, as the majority in this age group are looking for non-credit personal development (rather than professional development or certification) through enrollment in community college courses (86%-100%).

o Among people aged 50 and older, respondents of higher income (65%) are significantly more likely to express an interest in the Emeritus College Program, compared to respondents with lower or middle-level income.

o Further, older respondents' interest in the Emeritus Program decreases as their education level increases. Respondents without a college degree are the most likely to be interested in the program (73%).

o Geographically speaking, senior residents of Arroyo Grande (89%) are more interested in the Emeritus Program than respondents living in other areas.¹

COURSE PREFERENCES

Respondents are primarily interested in non-credit courses that focus on personal enrichment and development.

Respondents who are likely to take a course at Cuesta most commonly indicate interests in non-credit personal development (63%). Similarly, more than half express moderate- to high-levels of interest in courses for personal interest and enrichment. More than three-quarters of respondents (82%) prefer non-credit courses over courses that offer credits.

Despite a general inclination for non-credit courses, younger respondents and respondents with middle-level income are somewhat interested in earning a certificate. Overall, 42 percent of respondents state that they are interested in earning a certificate by taking community college courses. While few respondents over 50 years old are interested in certification (0%-13%), significantly more respondents between 20 to 50 years old (46%-56%) are interested. Further, close to 70 percent of respondents with middle-level income are interested in certification, compared to 53 percent of lower income respondents and only 31 percent of higher income respondents who express similar interests.

Courses on computer skills and business may gain traction, especially from older and wealthier respondents. The largest proportion of respondents indicate that they are moderately or extremely interested in courses that improve computer skills (69%), and many also express interests in business classes (51%). Significantly more respondents who are 51 to 65 years of age are interested in computer skills and business classes than other age groups. Additionally, respondents with higher income are substantially more likely to be interested in courses on those two subject areas than respondents at lower or middle income levels.

Respondents generally prefer short courses and courses offered on the weekend. Respondents' interest in course enrollment decreases as the course becomes longer. Fifty-eight percent of respondents prefer non-credit short courses that are no more than two weeks long, compared to 13 to 28 percent who prefer courses ranging from six weeks long to 18 weeks long. Meanwhile, the majority prefer weekend courses over courses offered at various times during the work week (73% versus 10%-25%).

Cuesta College may consider expanding online course offerings. Eighty-seven percent of respondents prefer online or distance education, whereas only five to 16 percent prefer a physical campus of Cuesta College. Further, nearly 80 percent prefer to take courses offered by Cuesta completely online, as opposed to through a hybrid format or face-to-face course delivery (4%-21%). The flexibility of asynchronous online courses may be particularly appealing to respondents, as 76 percent indicate that times when the courses are offered affect their likelihood to enroll at Cuesta. Online learning could potentially eliminate the enrollment barrier of inconvenient course scheduling.

File Attachments

[County-Wide Programming Survey Analysis - Cuesta College.pdf \(1,201 KB\)](#)

E. Business Agenda

Subject **11. Advisory Committee Lists 2017-2018**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Information

Goals 5. Community; Objective 5.1, Understand community determinants of success and build relationships with community members and organizations. (5.1.2) Coordinate with the Superintendent/President regarding opportunities to participate in college presentations to local business and community organizations.

Originator: Superintendent/President

Presented by: Dr. Stork, Superintendent/President

Background Information:

Board Policy 2221 authorizes the Superintendent/President to appoint citizens of the community to serve as member of Advisory Committees. The role of the committees is to offer expert and professional advice and make recommendations to the Administration and the Board in the areas of discipline to which they are assigned. Appointments to committees shall consist of those community members who represent, nearly as possible, consistent with the needs of the committee, all geographic areas of the District.

Current Considerations:

The 2017-2018 Advisory Committee lists are attached for Board review. These advisory committees are an important link to the college in staying current with industry standards and working with the community in identifying specific program needs and developing a viable work force.

This activity supports Board Goal #5, Objective 5.1.

File Attachments

[2017_2018_Advisory_Committee_Brd_Final.pdf \(674 KB\)](#)

E. Business Agenda

Subject **12. CCCT Board Elections - 2018 Call for Nominations**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion, Information

Originator: President's Office

Presented by: Dr. Stork, Superintendent/President

Background Information:

Correspondence was received from the Community College League of California calling for nominations for candidates to the CCCT board for 2018 (Attached). Nominations will be accepted from January 1 through February 15, 2018.

The CCCT board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Current Considerations:

This information is provided to the Board for consideration of nominations to the CCCT 2018 Board.

Board members interested in either serving or nominating someone may acquire the official nominating form and supporting documentation from the President's Office, 546-3118; tfrederi@cuesta.edu. Nomination Ballots must include an official Biographical Sketch Form and Statement of Candidacy (Attached). It is recommended, although not required, that nomination materials be sent via certified mail. Faxed materials will not be accepted.

Election results will be announced at the CCCT annual conference in May 2018.

File Attachments CCCT_2018_Call_for_Nominations.PDF (2,577 KB)

E. Business Agenda

Subject **13. Proposed list of agenda items for the next regularly scheduled meeting.**

Meeting Jan 10, 2018 - 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 February 7, 2018 regular meeting and make recommendations with regard to adding or removing items.

Budget Workshop

Reports

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

Action/Discussion

- Executive Recruitment (standing item)
- Board Policy Review
- Curriculum
- Budget and Planning Updates
- Facilities/Project Contracts
- Faculty Tenure/Track Recommendations

Consent Agenda Items

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

Agenda Items Pending / Not yet scheduled

- NC RFQP
- Grizzly Academy and California Conservation Corps (programs and relationships). (Mullen/Sysak)
- SLO 75 Acres - Potential programs and use of property. (Sysak)

F. Contracts - Bond Projects

Subject **1. Prime Contract Change Order Summary for Measure L Projects**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Information

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

The Prime Contract Change Orders listed in the attached summary are for the San Luis Obispo Instructional Building on the San Luis Obispo Campus, and the North County Campus Center on the North County Campus. This summarization was prepared based upon Prime Contract Change Orders approved in the period prior to the Board document presentation deadlines.

File Attachments

NCCC Change Order Report 180110 BOT.pdf (42 KB)
SLO IB Change Order Report 180110 BOT.pdf (42 KB)

F. Contracts - Bond Projects

Subject	2. Prime Contract Change Order No. 002 with Newton Construction & Management (Newton), BP 03, General Trades, for the San Luis Obispo Instructional Building
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$29,850.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Order No. 002 with Newton Construction & Management (Newton), BP 03, General Trades, for the San Luis Obispo Instructional Building

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of an instructional building on the San Luis Obispo Campus. The District called for bids and awarded Bid Package #03 (BP 03) General Trades to Newton Construction on 04/08/2016. The contract is a base bid contract in the amount of \$921,000.00. Prime Contract Change Order No. 001 was ratified on 09/06/17, for a total of \$21,699.00, bringing the total contract value to \$942,699.00.

The current Prime Contract Change Order No. 002 is for temporary treads on the exterior stairs to allow access to the second floor, relocation of storage containers to allow for site and flat work to be completed, extension of SWPPP (Stormwater Pollution Prevention Plan) at the site, dumpster rentals, additional dust control measures due to weather, extension of rental of temporary toilets and traffic plates, and the remobilization fee related to the elevator installation. These changes to scope resulted in an overall increase to the contract in the amount of \$29,850.00, bringing the new contract value to \$972,549.00. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No.002.BP03.Newton.Nov2017.pdf \(403 KB\)](#)

F. Contracts - Bond Projects

Subject	3. Prime Contract Change Order No. 004 with R.F. Koerber, Inc (Koerber), BP 07, Acoustic & Metal Ceiling, for the San Luis Obispo Instructional Building
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$2,082.58
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Order No. 004 with R.F. Koerber, Inc (Koerber), BP 07, Acoustic & Metal Ceiling, for the San Luis Obispo Instructional Building

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of the Instructional Building on the San Luis Obispo Campus. The District called for bids and awarded the Bid Package #07 (BP 07) Acoustic & Metal Ceilings to R.F. Koerber on 04/08/2016. The contract is a base bid contract in the amount of \$261,365.00. Prime Contract Change Order No. 001 was approved on 09/06/2017. Prime Contract Order No. 002 was approved on 10/04/2017. Prime Contract change Order No. 003 was approved on 11/01/2017. Prime Contract Change Order No. 001, No. 002, No. 003 resulted in an increase to the contract in the amount of \$27,982.16 bringing the contract value to \$289,347.16.

The current Prime Contract Change Order No. 004 is for relocation of specific compression struts and additional compression struts to be installed, as well as labor fees for Saturday work to be completed to ensure the schedule was maintained. These changes to scope have resulted in an increase to the contract amount of \$2,082.58, that were not identified in the original contract. Prime Contract Change Order No. 004 will bring the new contract value to \$291,429.74. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No.004.BP07.Koerber.Nov2017.pdf \(378 KB\)](#)

F. Contracts - Bond Projects

Subject	4. Prime Contract Change Order No. 005 with Newton Construction (Newton), BP 06, Lath, Plaster & Gypsum Board Assemblies, for the San Luis Obispo Instructional Building
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$13,610.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Rarify Prime Contract Change Order No. 005 with Newton Construction (Newton), BP 06, Lath, Plaster & Gypsum Board Assemblies, for the San Luis Obispo Instructional Building

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of the Instructional Building on the San Luis Obispo Campus. The District called for bids and awarded Bid Package #06 (BP 06) Lath, Plaster & Gypsum Board assemblies to Newton Construction on 04/08/2016. The contract is a base bid contract in the amount of \$1,436,000.00. Prime Contract Change Order No. 001 was approved on 05/03/2017. Prime Contract Change Orders No.002 and No. 003 were both approved on 09/06/2017. Prime Contract Change Order No. 004 was approved on 11/01/2017. The sum of the previous Contract Change Orders total \$138,354.00 and brings the contract total to \$1,574,354.00.

The current Prime Contract Change Order No. 004 is for changes in scope not included in the original contract. These changes included drywall finish at interior break metal areas and the addition of full height sheetrock at conference rooms to aide as sound barriers. These changes to scope result in an overall increase to the contract in the amount of \$13,610.00, bringing the contract value to \$1,587,964.00. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No.005.BP06.Newton.Nov2017.pdf \(367 KB\)](#)

F. Contracts - Bond Projects

Subject	5. Prime Contract Change Order No. 005 with Newton Construction & Management, BP 12, Electrical, for the San Luis Obispo Instructional Building
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$4,195.00
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Order No. 005 with Newton Construction & Management, BP 12, Electrical, for the San Luis Obispo Instructional Building

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square-foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of an instructional building on the San Luis Obispo Campus. The District called for bids and awarded Bid Package #12 (BP 12) Electrical to Newton Construction & Management on 04/08/2016. The contract is a base bid contract in the amount of \$1,946,000.00. Prime Contract Change Order No. 001 was ratified on 09/07/2016. Prime Contract Change Order No. 002, was ratified on 02/01/2017. Prime Contract Change Order No. 003 was ratified on 05/03/17. Prime Contract Change Order No. 004 was ratified on 09/06/2017. The total of Prime Contract Change Orders No. 001, No. 002, No.003, and No. 004 resulted in an increase to the contract in the amount of \$76,665.00, bringing the new contract value to \$2,022,665.00.

The current Prime Contract Change Order No. 005 includes changes in scope to include items not identified in the original scope of work. Prime Contract Change Order No. 005 is for the relocation of electrical boxes and conduits in a storage area, additional electrical connection to the access control panel, added access control, cost to accelerate labor of electricians, add heat detector at elevator lobby for code compliance, and a credit for changing to Non-plenum Cat6A cable. These changes in scope resulted in an overall increase. Prime Contract Change Order No. 005 is an increase to the contract in the amount of \$4,195.00, bringing the new contract value to \$2,026,860.00. The funding for this contract is already identified in the Measure L master budget.

File Attachments

[PCCO.No005.BP12.Newton.Nov2017.pdf \(408 KB\)](#)

F. Contracts - Bond Projects

Subject	6. Prime Contract Change Orders No. 004 & No. 005 with GF Garcia & Sons, BP 13, Grading, Paving, Demolition & Utilities for the San Luis Obispo Instructional Building
Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
Access	Public
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$20,696.49
Budgeted	Yes
Budget Source	Measure L Bond Funds
Recommended Action	Ratify Prime Contract Change Orders No. 004 & No. 005 with GF Garcia & Sons, BP 13, Grading, Paving, Demolition & Utilities for the San Luis Obispo Instructional Building

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of an instructional building on the San Luis Obispo Campus. The District called for bids and awarded Bid Package #13 (BP 13 Grading, Paving, Demolition, & Utilities) to GF Garcia & Sons on 04/08/2016. The contract is a base bid contract in the amount of \$430,820.00. Prime Contract Change Order No. 001 was ratified on 09/07/2016. Prime Contract Change Order No. 002 was ratified on 12/14/2016. Prime Contract Change Order No. 003 was ratified 11/01/2017. The sum of the previous change orders bring the contract value to \$455,752.89.

Prime Contract Change Order No. 004 includes changes in scope to include asphalt and concrete demolition and repairs, and an upgrade to a redwood header board resulting in an increase of \$18,220.52. Prime Contract Change Order No. 005 is for the relocation of a storm drain to accommodate the courtyard plaza resulting in an increase of \$2,475.97. These items were not identified in the original scope of work. The current Prime Contract Change Orders No. 004 and No. 005 are for changes to scope resulting in an increase to the contract value in the amount of \$20,696.49, bringing the new contract value to \$476,449.38. The funding for this contract is already identified in the Measure L master budget.

File Attachments

[PCCO.NO005.BP13.GFGarcia.Nov2017.pdf \(368 KB\)](#)

[PCCO.NO004.BP13.GFGarcia.Nov2017.pdf \(392 KB\)](#)

F. Contracts - Bond Projects

Subject **7. Prime Contract Change Order No. 002 with R.F. Koerber, BP 06, Acoustic & Metal Ceilings for the North County Campus Center**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$7,119.84

Budgeted Yes

Budget Source Measure L Bond Funds

Recommended Action Ratify Prime Contract Change Order No. 002 with R.F. Koerber, BP 06, Acoustic & Metal Ceilings for the North County Campus Center

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square-foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of a campus center on the North County Campus. The District called for bids and awarded Bid Package #6 (BP 06 Acoustic & Metal Ceilings) to R.F. Koerber on 06/07/2016. The contract is a base bid contract in the amount of \$732,288.00. Prime Contract Change Order No. 001 was approved on 11/01/2017 and resulted in an increase of \$20,668.63 bringing the contract value to \$752,956.63.

The current Prime Contract Change Order No. 002 is for changes in scope not included in the original contract. These changes included seismic clips for the ceiling installation in select second floor rooms and for hanger wires for the acoustical plaster ceilings. Prime Contract Change Order No. 002 is an increase to the contract in the amount of \$7,119.84, bringing the contract value to \$760,076.47. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No.002.BP06.RFKoerber.Nov2017.pdf \(119 KB\)](#)

F. Contracts - Bond Projects

Subject **8. Prime Contract Change Order No. 001 with Tarlton and Son, BP 08, Painting for the North County Campus Center**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$4,166.19

Budgeted Yes

Budget Source Measure L Bond Funds

Recommended Action Ratify Prime Contract Change Order No. 001 with Tarlton and Son, BP 08, Painting for the North County Campus Center

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square-foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of a campus center on the North County Campus. The District called for bids and awarded Bid Package #8 (BP 08 Painting) to Tarlton and Son on 06/07/2016. The contract is a base bid contract in the amount of \$195,767.00.

The current Prime Contract Change Order No. 001 is for changes in scope not included in the original contract. These changes included painting of protected zones as required by code, additional painting at areas where wood paneling was deleted and not installed, and painting of the shaft walls not include in original scope. Prime Contract Change Order No. 001 is an increase to the contract in the amount of \$4,166.19, bringing the contract value to \$199,933.19. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No001.BP08.Tarlton.July2017.pdf \(121 KB\)](#)

F. Contracts - Bond Projects

Subject **9. Prime Contract Change Order No. 005 with Taft Electrical Company (Taft), BP 11 Electrical, for the North County Campus Center**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Action

Fiscal Impact Yes

Dollar Amount \$17,205.69

Budgeted Yes

Budget Source Measure L Bond Funds

Recommended Action Ratify Prime Contract Change Order No. 005 with Taft Electrical Company (Taft), BP 11 Electrical, for the North County Campus Center

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects

Background Information:

With the passage of the Measure L Bond (2014), the District is engaged in the design, bidding and implementation of renovation/new construction projects at the District's two main campuses. These projects range from immediate needs such as roof replacement and interim housing, to long-range projects such as new buildings. Immediate projects to be addressed are the building of the 44,000 square-foot two-story Campus Center on the North County Campus, the 32,000 square-foot Instructional Building on the San Luis Obispo Campus, and renovation/repair projects on both campuses.

Current Considerations:

One of the immediate needs projects identified for the first issuance of Measure L was the construction of an instructional building on the North County Campus Center. The District called for bids and awarded Bid Package #11 (BP 11) Electrical to Taft Electrical Company on 04/08/2016. The contract is a base bid contract in the amount of \$3,151,000.00.

Prime Contract Change Order No. 001 was approved on 2/1/2017. Prime Contract Change Order No. 002 was approved on 04/12/2017. Prime Contract Change Order No. 003 was approved on 09/06/2017. Prime Contract Change Order No.004 was approved on 11/01/2017 and resulted in an addition to the contract value of \$49,342.61.

Prime Contract Change Order No. 005 is for change in scope of work associated with the swap of cable tray styles, and relocation of cable trays due to mechanical conflicts and track lighting support. The changes result in an addition to the contract in the amount of \$17,205.69, bringing the contract total to \$3,217,548.30. The funding for this contract is already identified in the Measure L master budget.

File Attachments
[PCCO.No.005.BP11.Taft.Nov2017.pdf \(115 KB\)](#)

G. Stakeholder Reports

Subject	1. Reports from Employee Organizations and the Superintendent/President
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Meeting	Jan 10, 2018 - SLOCCCD Board of Trustees
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Access	Public
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Type	Information, Report
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Cuesta College Classified United Employees (CCCUE) – Mary Rash

Academic Senate – Stacy Millich

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

Management Senate – Janeal Blue

Superintendent/President – Dr. Stork

G. Stakeholder Reports

Subject **2. Updates/Information from Board Members**

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Information, Report

Written report submitted by Jordan Jantzen:

Happy New Year! My apologies to the Board for my absence, as currently I am either throwing a snowball or sledding on a car hood pulled by an ATV in the snow with my family in Nebraska.

I really enjoyed seeing all the Schedules- At-A-Glance all around the county, and was able to talk to numerous community members about Cuesta because of them seeing my face on the front. I also heard of lots of people seeing the Cuesta TV commercial on the local TV stations and even personally got to see the commercial in the movie theater while waiting to see Star War VIII. Cuesta is doing a great job of publicity. More and more I am hearing community members talk about Cuesta and the opportunities it provides.

ASCC has used the much deserved break to recoup from the Fall Semester and plan for the Spring Semester. We are in the midst of planning awesome events for students, while also doing our best to complete as much as we can in our remaining semester. We are borrowing an idea from the Board and are going to implement our own Senate Goals for our student senate. We are looking to focus on more publicity and events for students. We are also looking into how to make the transition of power the smoothest which will happen at the end of the semester. We want the next group of students to have a solid base to build upon, and it is our hope that they are able to be even more successful than us.

We are going to have funds available to upgrade our student center in this upcoming semester and are looking into some creative and useful ways to spend the money.

The food bank will be having their food distribution on Jan. 16th at both campuses.

Thank you and Happy New Year!

Jordan Jantzen
Associated Students of Cuesta College
President/Student Trustee

H. Institutional Reports

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Information

Originator: Foundation Accounting

Presented by: Shannon Hill, Executive Director, Advancement/Foundation

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

File Attachments

[NOVEMBER_2017_Monthly_Report_SUMMARY.pdf \(47 KB\)](#)

[NOVEMBER_2017_Monthly_Report.pdf \(62 KB\)](#)

H. Institutional Reports

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Report

Originator: Administrative Services

Presented by: Dan Troy, Vice President of Administrative Services and Terry Reece, Director of Facilities Services, Planning and Capital Projects and Brian McAlister, Associate Director of Bond Projects

Background Information:

This is a recurring item during which Dan Troy, Vice President of Administrative Services, Terry Reece, Director of Facilities Services, Planning and Capital Projects, and Brian McAlister, Associate Director of Bond Projects speaks to activities and developments regarding the District's \$275 million bond (Measure L).

Current Considerations:

The following items will be discussed:

- Repairs
- North County Campus Center
- San Luis Obispo Campus Instructional Building
- Bond Ratings Meetings
- Second Issuance Planning
- Hollister Adobe update
- Flagpoles update

I. Discussion

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Discussion

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. Discussions will include board roles and responsibilities, and attainment of Board Goals. Through this evaluation process board members should identify areas for improvement, understand what they expect from themselves and each other to be an effective board, and summarize their notable accomplishments and characteristics.

Current Considerations:

- 1) Meeting and Process: What went well - What improvements could be made?
- 2) What does the Board want to learn when establishing self-evaluation tools and assessing its performance?

Ref: Cindra Smith, Ed.D., "Assessing Board Effectiveness: Resources for Board of Trustees Self-Evaluation", 2009, pg 3

File Attachments

[AssessingBrdEffectiveness.pdf \(265 KB\)](#)
[Board_Development_Plan_2017-18_Final.pdf \(83 KB\)](#)
[Brd_Devel_Cal_2017-18_By-Month.pdf \(69 KB\)](#)
[Revised_2017-2018_Board_Goals.pdf \(37 KB\)](#)

J. Adjournment

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

Meeting Jan 10, 2018 - SLOCCCD Board of Trustees

Access Public

Type Information

Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, February 7, 2018, at 2:30 p.m. in the Associated Students Auditorium, room 5401, San Luis Obispo Campus, Highway 1, San Luis Obispo, California and via polycom (video conference) N3213, Learning Resource 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.