

## Board of Trustees Meeting Agenda (Wednesday, November 2, 2016)

*Generated by Todd Frederick on Monday, December 5, 2016*

### **Members present**

Patrick W Mullen, Angela Mitchell, Barbara George, Pete Sysak, Student Trustee  
Constable -Advisory Vote-

### **Meeting called to order at 2:35 PM**

#### **A. Convening Items**

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

The meeting convened at 2:35 p.m.

Quorum established

**2. Approval of Agenda**

Approve the agenda for the November 2, 2016 regular board meeting as presented.

Motion by Pete Sysak, second by Barbara George.

Final Resolution: Motion Passed

Yes: Patrick W Mullen, Barbara George, Pete Sysak

Not Present at Vote: Angela Mitchell, Student Trustee Constable -Advisory Vote-

**3. Public Comment (Closed Session)**

None

#### **B. Closed Session**

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

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

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

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

## **C. Reconvening Items**

### **1. Pledge of Allegiance**

Trustee Sysak

### **2. Announcement of Action - Closed Session**

The board conducted its monthly review of Superintendent/President's Goals  
The board provided direction to agency negotiators regarding employee negotiations.  
No other action was taken by the board in closed session.

### **3. Public Comment**

None

## **D. Stakeholder Reports**

### **1. Reports from Employee Organizations**

Cherie Moore on behalf of Dr. Lara Baxley, Academic Senate President, reported the following:

- The Senate held two meetings in October.
- She commented on actions taken by the Senate.

Dr. Debra Stakes, CCFT President, reported the following:

- She provided an update on political activities and the focus on Prop 55.
- She noted the push for voter registration and active voting.
- She commented on the MOU regarding instruction at the Men's Colony.
- She commented on the agreement regarding longevity pay, placement, and step equity.
- She commented on the sunshining of sunshine reopeners for December.
- She commented on new tutor salary schedule.

Mary Rash, CCCUE President reported the following:

- The employee group is hopeful of the passage of Prop 55.
- The employee group has placed its support for Mary Strobridge for Area 5 Trustee.
- The executive group is looking into class reimbursement for union members.
- The union authorized two \$600 dollar scholarships.
- She announced the new Secretary, Tiffany Kerr

Shannon Hill, on behalf of Kasey DeBernardi, Senate President, reported the following:

- The group is continuing its work on the salary survey and a proposal regarding the 14 comparable institutions the district uses to develop and maintain job descriptions and salary schedules.

## 2. Reports from Board Members

Trustee Constable commented on recent ASCC activities.

Trustee Sysak - no report

Trustee George - no report

Trustee Mitchell - no report

Trustee Mullen - no report

## 3. Superintendent/President Report

Dr. Stork introduced a grant presentation from Vision Unida, with Jackie Garza and Richard Benitez.

Estella Vasquez presented and commented on leadership courses being offered and summarized the project.

Richard Benitez presented the check and commented on Cuesta's participation in food bank distribution.

Dr. Stork reported the following:

- He commented on classified employee of year and teacher of year dinner events.
  - He commented on college night and promise day.
  - He commented on the events scheduled for Veterans Week.
  - He commented on the Institutional Effectiveness Partnership Initiative (IEPI) and the Partnership Resource Team (PRT) project scheduled for spring to address outreach.
  - He commented on his meeting with Hunter Snyder, Senator Monning's new assistant, noting that he made an initial invitation for the senator to come to a board meeting.
- Employee Introductions

Classified

Kathryn "Katie" Nellesen, Foundation Programs Coordinator

Management

Shanna Ahrens - Supervising Accountant

Faculty

Emily Klingenberger - FTTemp - ESL

Michelle Craig - FTTemp - Fine Arts (History)

## E. Institutional Reports

## 1. SLOCCCD 2016 Student Success Scorecard and Institutional Effectiveness Outcomes Report

Dr. Ryan Cartnal, Director Institutional Research presented the 2016 Scorecard and IEO report.

- He commented on momentum grouping, outcomes and career tech. He noted the definitions for students (prepared for college) and (unprepared for college).
- Prepared are 4.3 times more likely to complete cert/degree/tr.
- He commented on the ZOOM program, which allows students to test multiple times.
- He reviewed the following IEOs:
  - IEO #1 Completion Rate
  - IEO #2 Persistence
  - IEO #3 Units Rate
  - IEO #4 Remedial ESL rate
    - Madeline Medieros, Interim Dean of Academic Affairs, Humanities, Fine Arts, and Social Sciences commented on the retooling of the ESL program.
    - Dr. Deb Wulff, VP, Academic Affairs reported that the college had moved ESL classes from credit to non-credit.
    - Ms. Medieros commented on data, noting it was a cohort from six years ago. Credit classes were six levels deep and did not serve the demographic need. The results of the reorganization won't be seen for a few years. She commented on the effectiveness of the program now and how, based on changes in policy and repeatability, the credit program was not previously successfully serving the community.
  - IEO #5 Remedial English rate
    - Dr. Cartnal noted the slight increase.
  - IEO#6 Remedial Math rate
    - Dr. Cartnal noted the two percent increase.
  - IEO #7 Career Technical Education rate
    - Dr. Cartnal noted that even with the slight decrease, Cuesta College was in the top five colleges in success for career technical education.
    - Discussion took place regarding career development and college-prep (non-credit). Students who took preparatory course(s) and moved on to a certificate or degree completion increased 7.2 percent.
    - Trustee Mullen commented on the significance of that statistic.
    - Dr. Ryan noted that although it was significant, it was not an established institutional effectiveness outcome. He also introduced the data regarding Skills Builder Median Earnings increases, i.e., 33.5 percent.
    - Dr. Stork reported that he had shared the data with the Workforce Development Board, noting that the largest portion of enrollment is students taking limited courses to improve opportunities. He stated that it speaks highly of the quality and strengths of Cuesta's programs.
  - IEO #8 Student body representative of service area.
    - Discussion took place regarding the differences in the reported data.

- Trustee George inquired about the upcoming outreach project coming, and whether there was any connection to this data? Discussion took place regarding the purpose of the outreach survey.
- Dr. Stork discussed the focus of the study and where enrollment drops off. It's important to know what that group is looking for and how the District can better serve them.
- Trustee Mullen cautioned in assuming the population of the service area would equally want to take advantage of opportunities the District offers. Would an older group want to take classes relative in equal proportion to a younger group? An older demographic would not be expected to take courses at the same rate as a younger student. Dr. Ryan stated that the 50+ group at Cuesta was similar to that throughout the state. Trustee Mullen stated that the District cannot assume it is doing a bad job and that the group may have different priorities.
- Discussion took place regarding the impact of local housing and economics on the smaller, younger demographic.
- Dr. Deb Wulff noted that the large numbers in the 19 and under group are much different than the previous years and reflects dual enrollment students .....
  - IEO #9 Campus climate inclusive of student body.
  - 14' and 16' increase in data response in every case. 2014 self-select survey (web based). 16 in conjunction w/ CCSSE.
  - Mullen - all statistically significant of top 4? ryan - top 4.
  - IEO#10 District demonstrates appropriate mgt.
  - Dr. Carnal demonstrated the scorecard webpage.
  - Dr. Stork commented on degree/certificate completion data and the difference between the prepared for college and unprepared for college.
  - Trustee George stated that she was grateful for the information every year, but in the end, it's just numbers. She asked what the college was doing with this information?
  - Dr. Carnal stated that the information would be used to incorporate measures into the strategic plan. Most of them are aimed at increasing outcomes.
  - Discussion took place regarding what the board should be doing in response to the report.
  - Dr. Wulff reminded the board that she was on the state advisory committee and that the issue with the data remains that it is a six year old cohort.
  - The disaggregated data is on the website. The college must come up with plans, such as student equity, to help support student success.
  - Dr. Stork stated that with regard to the older data, it was a way to see whether Cuesta was in the ball park compared to other districts with greater success and work towards improving success.

## 2. Measure L - Implementation, Issuance, and Projects

Dan Troy, VP, Administrative Services, announced the scheduled topping ceremony for the North County campus center.

Brian McAlister, Supervisor, Bond Projects commented on the following:

- the progress of the San Luis Obispo campus instructional building and the North County campus center.
- the design phase for the North County early childhood education center.

- the data center design and development is 50 percent complete. Trustee Mullen asked about redundancy in the new data center. Discussion took place regarding redundant generators and better connectivity.

Twenty-five Cuesta architecture students toured the SLO instructional building construction site.

Trustee George lauded staff regarding their continued impressive management and implementation of Measure L.

### **3. Foundation Monthly Report of Gifts**

Shannon Hill, Executive Director, Advancement/Foundation presented the report.

Information only.

### **4. Foundation Quarterly Report of Gifts**

Shannon Hill, Executive Director, Advancement/Foundation presented the report.

Information only.

Discussion took place regarding the take-away by the board in reference to the report. The board was encouraged to provide feedback regarding additional information or improvements.

## **F. Business Agenda**

### **1. Discussion on Budget Development and College Planning**

Dan Troy, VP, Administrative Services reported on the following:

- The initial FTES calculations of 8320 is slightly higher than last reported target of 8220.
- Activity on Prop 55 is being monitored.
- The report received at the ACBO conference last week indicated reasonably projections regarding the 2017-18 budget.
- Expectations are trending less towards growth, with some base funding increases, and restoration of faculty programs.
- There are no major state initiatives.
- The Legislative Analysts Office 5-Year Forecast is pending.
- One-time funding and PERS/STRS increases remain issues impacting budget development. Some districts are placing one-time funds into trusts to grow the funding and help pay for PERS/STRS increases.

### **2. SLOCCCD Facilities Master Plan (FMP)**

Dan Troy, VP, Administrative Services, summarized the feedback included in final proposed FMP. He commented on the North County shower facilities topic from last month and stated that there was a reference to that in EMP subject to program implementation and funding.

Trustee Sysak stated that the draft FMP did not address the shortcomings identified in the information provided in the Adhoc committee consolidation.

Trustee Mullen noted that students wouldn't be on site if it were not a safe environment. Trustee Sysak disagreed, and stated it was not safe and that there should be justification why the shortfall is not identified, citing clear parking, public safety services, and minimal student support.

Mr. Troy stated that the can approach the term adequate differently. The District is leasing the facility, which means that it meets DSA standards. Dr. Stork stated that the upcoming survey is not about facilities, but rather educational needs in South County.

Trustee Sysak stated that he was concerned at how the community will view the lack of presence of solar/alternative energy at Cuesta.

Discussion took place regarding how Cuesta purchases its energy and how it costs less than if solar or alternative methods were used. The discussion noted that some districts displace bond funding for general fund moneys by implementing such projects, many of which actually increase the associated carbon footprint. Cuesta and other community colleges purchase electricity like other commodities on the market. Twenty-five to twenty-seven percent of Cuesta's energy is non-carbon based. Cuesta uses efficient energy.

Discussion took place with regard to the need to include a small narrative regarding the 75 acres across the street from the main campus as it relates to the historical background of the college.

Trustee George commented on the dates of origin of the college. Trustee George stated that she agrees that there should be reference in the FMP as to how Cuesta meets its energy needs. She commented on adopting proper building names and developing/adjusting maps. An extended discussion to place with regard to referring to buildings by name and wayfinding points. Changing maps in the plan will not drive the change and a change in culture and branding will take time. Trustee Mullen noted that it should be a thoughtful project. Mr. Reece agreed that the maps needed to be changed but to do it properly would exceed the timeline for the FMP. He also noted that a wayfinding project is included in the end of the first issuance and extends into the second. Ms. Hill stated that her office should take the lead on promoting the proper branding and naming of buildings and create a branding guide.

Trustee George commented on the inventory of land, noting the incorrect acreage of land owned. Mr. Reece confirmed that it was incorrect and that it would be addressed

in the next sub-report that is sent to the state. The attachment cannot be arbitrarily change to satisfy the FMP. Trustee George agreed that reference in the plan should include evidence that buildings are safe and adequate as prescribed. She commented on the methods by which the board communicates, both to each other and with representatives of the college.

Dr. Stork noted Trustee George's comments. He stated that the way the status of facilities in South County were presented in past were from a comperable standpoint rather than a sufficient or safe concept. For teaching certain classes, facilities are not comperable, but that doesn't mean they are not adequate or sufficient. The college chooses not to offer courses at that particular site. The district can do better but faculty and students are not at risk.

Trustee Sysak stated that the district needs to state that it meets the standards.

### **3. Board Development Plan - Board Policy Review (BP/AP 2740, Board of Trustee Education/Orientation)**

Trustee Mullen requested the second footnote be changed to read, "The Superintendent/President's office will schedule meetings and track requests.

Trustee Mitchell suggested adding online accreditation training.

Trustee Mullen suggested adding fiscal orientation with the VP, Administrative Services.

### **4. Retired Faculty Emeritus Recommendations**

Approve the recommendation to confer faculty emeritus status for Alexis Olds, as presented.

Motion by Barbara George, second by Angela Mitchell.

Final Resolution: Motion Passed

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

### **5. Curriculum Recommendations**

Cherie Moore, Curriculum Chair, summarized the committee's activities.

Approve the Curriculum recommendations as presented.

Motion by Angela Mitchell, second by Barbara George.

Final Resolution: Motion Passed

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

## 6. Advisory Committee Lists 2016-2017

Discussion took place regarding how often the committees met, the percentage of attendance, and if participants felt valued.

Discussion took place regarding skills builder information, and how keeping the curriculum in line with industry depends on accurate input from advisory committees. Substantive dialog takes place with regard to curriculum, initiatives, and pilot programs.

## 7. Proposed list of agenda items for the next regularly scheduled meeting.

### Board Meeting Location Change

The Board of Trustees will be held on Wednesday, December 14, 2016 at 2:30 p.m. (convene – recess to closed session) at the Rancho El Chorro Outdoor School, Conference & Retreat Center, 2450 Pennington Creek Rd. San Luis Obispo, California. (map) This meeting will not be available via video-conference to the North County site.

Discussion took place regarding location - conflict w/ testing. Noted possible compromise of moving testing to another facility.

George - will board provide acknowledgement of Dick Hitchman's service (resolution)...add to December mtg.

### Reports

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

### Action/Discussion

- Organizational Meeting
- Curriculum
- Budget and Planning Updates
- Board Development Plan - Board Goal Assessment
- Facilities Master Plan

### Consent Agenda Items

- Minutes
- Warrant listings and payroll

- Public Employment - appointment, re-appointment, resignation, retirement, discipline/dismissal/release

- New/Revised Job Descriptions

- Short-term Temporary and Non-represented Salary/Wage

- Declaration of surplus equipment

Monthly Board Evaluation

Pending Board Items / Reports Not Scheduled

- Hollister Adobe (January)

- Extended Discussion (311)

## **G. Bond Project Contracts**

1. Ratification of Prime Contract Change Order No. 001 with Newton Construction, BP 1 Structural & Site Concrete, for the North County Campus Center

Ratify Prime Contract Change Order No. 001 with Newton Construction, BP 1 Structural & Site Concrete, for the North County Campus Center

Motion by Angela Mitchell, second by Barbara George.

Final Resolution: Motion Passed

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

2. Ratification of Prime Contract Change Order No. 001 with Michael Frederick Paving Corp (MFPC), BP 12 Grading, Paving Demolition & Utilities, for the North County Campus Center

Ratify Prime Contract Change Order No. 001 with Michael Frederick Paving Corp (MFPC), BP 12 Grading, Paving Demolition & Utilities, for the North County Campus Center

Motion by Angela Mitchell, second by Barbara George.

Final Resolution: Motion Passed

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

## **H. Consent**

1. Approval of Consent Agenda

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

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

## **2. Board Minutes - October 5, 2016**

Resolution: Adopt the draft minutes of the October 5, 2016 regular board meeting, as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

## **3. Payroll Orders for October 2016**

Resolution: Accept the payroll orders for October 2016, as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

## **4. Warrant Listings for October 2016**

Resolution: Accept the warrant listings for October 2016, as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

## **5. Public Employee Appointments; Government Code Section 54957(b) - Employee Appointments, Changes, Resignations, Retirements, Disciplines, Dismissals and Releases**

Resolution: Approve public appointments, changes, resignations, retirements, disciplines, dismissals and releases as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

**6. Proposed New and Revised Job Descriptions for Classified, Faculty, Management, and Short-term/Temporary Designations**

Resolution: Approval of the proposed new and revised job descriptions as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

**7. Revised Salary Schedule for Short-Term/Temporary and Student Employees**

Resolution: Approval of the revised salary schedule as presented.

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

Motion by Pete Sysak, second by Student Trustee Constable -Advisory Vote-.

Final Resolution: Motion Passed

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

**I. Discussion**

**1. November - Monthly Board Self Evaluation**

1) Do board members devote enough time, thought, and study to the duties and responsibilities of a community college board member?

Trustee Mullen - He is fortunate to serve with the other members. The time, energy, and effort towards Cuesta, and individual perspective is strong. It never feels like he's had enough time.

Trustee Mitchell - She used to have to spend more time researching. Boarddocs and the integration of items and content has improved and shortened the length of time required now. A person can tell when someone is not prepared.

Trustee George - Agrees with Trustee Mullen. Individual perspectives are enlightening and purposeful in improving student success. She appreciates what she has learned

from other members.

Trustee Sysak - Is sometimes overwhelmed with amount of time required to meet the obligation to the District. The opportunity to help make decisions that positively impact students is a rewarding experience.

Trustee Constable - Being a part of the board has had a positive effect. It is a challenge to sift through information and provide valued input from the student perspective.

Dr. Stork - Has had good fortune of long-lasting experience with the board and other districts experiences. No one has come on the board with an axe to grind. We have a great institution that is not impacted with a negative approach. He is able to exploit strengths and weaknesses when working with the board, as well as take away from their expertise. The quality of questions asked determine how deep an individual has gone in preparing for the meeting. He is privileged to serve with a board that cares. The nature of questions and drill down is the responsibility of its members to provide sound direction. It is a difficult transition moving from employee to board member, but that and the roll of the student trustee is invaluable.

## **J. Adjournment**

### **1. Next Meeting**

The meeting adjourned at 7:15 p.m.