



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

ADOPTED BOARD MINUTES

Regular Meeting
November 7, 2007
4:28 p.m.

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in Room 5401, Building 5000, Conference Center in the Cuesta College Student Center, San Luis Obispo Campus with members having received notice as prescribed by law.

1. **Call to Order** The meeting was called to order by Board President, Angela Mitchell at 1:05 p.m.
2. **Roll Call** Board Members Present
Ms. Angela Mitchell, President
Mr. Per C. Mathiesen, Vice President
Mrs. Gaye L. Galvan
Mrs. Marie Kiersch (absent)
Mr. Patrick W. Mullen (arrived at 1:30)
3. **Approval of Agenda** **Moved:** Mathiesen / **Second:** Galvan — **Passed** unanimously by those members present to approve the Agenda, as presented.
4. **Recess to Closed Session** The Board recessed to Closed Session at 1:07 p.m.
5. **Reconvene in Open Session & Pledge of Allegiance** The Board reconvened in Open Session at 4:28 p.m. Ms. Sandee McLaughlin led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Ms. Angela Mitchell, President
Mr. Per C. Mathiesen, Vice President
Mrs. Gaye L. Galvan
Mr. Patrick W. Mullen
Mr. Richie Kline, Student Trustee

ADMINISTRATION PRESENT

Mr. Edralin J. Maduli, Interim Supt/President
Ms. Toni Sommer, Interim Asst Supt / VP Admin Services
Ms. Sandee McLaughlin Interim Asst Supt / VP Student Services, NCC and SCC
Ms. Annette Loria, Exec Dir, HR and Labor Relations
Ms. June Stephens, Exec Dir, Foundation / Institutional Adv
Ms. Roanna Bennie, Dean
Ms. Allison Merzon, Interim Dean
Ms. Michele McAustin, Interim Dean

VISITORS PRESENT

Mr. Robert Schwennicke	Dr. Patrick Schwab	Dr. Kevin Bontenbal
Ms. Karen Tacket	Mr. Peter Dill	Mr. John Fetcho
Ms. Allison Merzon	Ms. Teri Sherman	Ms. Marilyn Rossa-Quade
Ms. Michele McAustin	Ms. Linda Brizzolara	Ms. Darlene Sawyer
Ms. Ilene French	Mr. Michael Donahue	Mr. Terry Reece

6. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

Board President Angela Mitchell announced the following actions taken in closed session.

- All classified/management appointments, changes in status, leave of absence without pay, resignations, and retirements were approved as presented.
- All faculty appointments, leave of absence without pay, and retirements were approved as presented.
- Instructions were given regarding the Superintendent/President contract. The Board is looking forward to a positive outcome.

***Classified/
Management
Personnel
(Attachment)*****CLASSIFIED/MANAGEMENT PERSONNEL**

Moved: Mathiesen / **Second:** Galvan — **Passed** unanimously by those members present to take the following action pertaining to Classified/Management personnel:

Appointments, Classified/Management

- Short-term, Hourly Employees
- Supervising Accountant, Fiscal Services
- Director, Small Business Development Center
- Director, Academic Support/DSPPS (Accreditation Stipend)
- Director of Facilities, Planning and Construction

Change in Status:

- Telecommunications Operator/Receptionist, General Services
- Project Services Specialist, Small Business Development Center

Leave of Absence without Pay:

- Secretary II, Physical Plant

Resignation:

- Skilled Maintenance: HVA/C R II, Physical Plant
- Payroll Technician, Fiscal Services
- Network Technician, Computer Services
- Network Technician, Computer Services

Retirements:

- Human Resources Analyst, Human Resources

Public Employee Discipline/Dismissal/Release

None

**Academic
Personnel
(Attachment)**

ACADEMIC PERSONNEL

Moved: Mathiesen / **Second:** Galvan — **Passed** unanimously by those members present to take the following action pertaining to Academic personnel:

Appointments:

- a. Fall 2007 Temporary, Overload and Substitute Assignments

Leave of Absence without Pay:

- a. Instructor, Mathematics

Retirement:

- a. Instructor, Languages and Communications

Public Employee Discipline/Dismissal/Release

None

**Labor
Negotiations/
Terms &
Conditions**

LABOR NEGOTIATIONS AND TERMS AND CONDITIONS OF EMPLOYMENT FOR REPRESENTED AND UNREPRESENTED EMPLOYEES

Instructions were given to the Superintendent/President regarding labor negotiations and terms and conditions of employment for represented and unrepresented employees.

- a. Agency Negotiator: Annette Loria
Instructions Regarding Classified Employees Negotiations
- b. Agency Negotiator: Ed Maduli
Instructions Regarding Academic Employees
- c. Agency Negotiator: Angela Mitchell
Instructions Regarding Unrepresented Employees: Confidential, Managers, Supervisors; Interim Contract, Director, Public Safety
- d. Agency Negotiator: Angela Mitchell
Instructions Regarding Unrepresented Employees: Executive Superintendent/President; Contract

7. REPORTS FROM EMPLOYEE ORGANIZATIONS

**Academic
Senate**

Academic Senate President Robert Schwennicke presented the following to the Board:

- Dr. Schwennicke thanked the Board for inviting him on the Presidential Search Site Visit. It was well organized and efficient.
- The last two senate meetings were spent working with Dr. Schwab on the accreditation progress report due November 1, 2007. With regard to the report, the senate thought the Board would call a special meeting to review and accept the report, prior to it being sent to the ACCJC. Dr. Schwennicke said he sent an email to Trustee Mitchell late in the process on October 27, 2007 stating the Senate's position on that issue.
- He looks forward to meeting Drs. Treadway and Buckley during their visit on November 8. Former Academic Senate Allison Merzon and Liaison Brent LaMon are also scheduled to meet with them.
- The Academic Senate's last item deals with the position of Director of Professional Development. Dr. Schwennicke said the issue is somewhat convoluted. He referred to the Academic Senate's report in the proposed minutes of the Board's regular meeting on October 3, 2007, wherein it is stated, "Senate members are concerned with regard to the position of Director

of Professional Development, and that it is to report to the Executive Director, Human Resources and Labor Relations and not to the Assistant Superintendent/Vice President, Student Learning. The current reporting structure was developed in August 2007. The Senate feels that since this position will be coordinating faculty professional development, the director should also report to the Assistant Superintendent/Vice President, Student Learning". Dr. Schwennicke said it is the word "also" that is a problem. He continued that as stated by Peter Dill whereas he (Dr. Schwennicke) did not read the proposal crafted in the Senate, and as stated by Mr. Maduli in the same minutes, that he (Mr. Maduli) recommended and guided that Dr. Schwennicke fully represent the Academic Senate fully and state their position and not necessarily his own.

- Dr. Schwennicke read the following proposal crafted in the Academic Senate on October 28, 2007.
 - The Academic Senate strongly supports a Director of Professional Development and additionally supports filling this position. The Senate insists that the position be primarily academic and report to the Vice President of Student Learning.
- There is a new proposal that will be brought to the Senate at the next regularly scheduled meeting. It has been ready for the last two meetings, but those were consumed by the cooperative work being done with Dr. Schwab on the progress report.
- The new proposal is:
 - The Academic Senate President will ask all faculty serving on the selection committee for the position of Director of Professional Development to step down from the committee, and not participate in the screening process, and not participate in the selection of interview candidates.
- Dr. Schwennicke indicated he had copies that proposal from a previous Senate agenda. Although the screening process has begun. Interviews have not begun. This will be a proposal at the next Senate meeting. He does not know if it will pass, but indicated that some have the mind that it will.

Trustee Mitchell asked Dr. Schwennicke when he had sent her his email. He indicated it was Saturday, October 28. She indicated there were limited days available for a special meeting with proper notification as per the Brown Act and that a quorum was not available prior to when the progress report was due.

Trustee Mullen thanked Dr. Schwennicke for his participation during the site visit and said he valued his input. He added that he was confused regarding the Academic Senate's position as previously stated. Trustee Mullen asked for clarification on whether the vote before the Academic Senate is to support the position or to not participate in the selection process of the Director of Professional Development position as it is currently structured. Dr. Schwennicke confirmed there is a proposal to not participate in the remainder of the selection process in protest to the current structure of the position reporting to the Director, Human Resources and not to the Vice President of Student Learning. He reiterated that the position of the Academic Senate is that the position is primarily academic. The vote will be this Friday.

Dr. Schwennicke thanked the Board for the manner in which the presidential selection process took place. The Board did an excellent job soliciting input from the campus and the community.

CCFT

CCFT President, Marilyn Rossa presented the following to the Board:

- She thanked the Board for including the faculty and staff in the site visit. They had a great day and did good work. Ms. Rossa said that in her opinion it was the first time faculty input was really listened to in the selection of a president.
- She received a letter from a community member whom she did not know, nor did she know any of the other individuals who signed it. It read as follows:
 - We the undersigned San Luis Obispo County residents want to express the strongest objections possible for the racist remarks by Per Mathiesen. Did Mr. Mathiesen fear that he would not be accepted in San Luis Obispo
 - “We the undersigned San Luis Obispo residents want to express the strongest objection possible for the racist remarks by Per Mathiesen. Did Mr. Mathiesen worry that he would not be accepted in San Luis Obispo because he was from a foreign country? Apparently, in Mr. Mathiesen’s view, a white person will be automatically accepted while a black person will be automatically suspect. This viewpoint reflects very unfavorably on Cuesta College and San Luis Obispo County and should be condemned. What African American would accept a position in SLO County if he/she felt Mr. Mathiesen’s remarks reflected the feeling of the county as a whole? Mr. Mathiesen should be relieved of his position. Any other action will show tacit approval of his views.” The letter was signed by Norma and Dave Fitton, SLO, Jo Ann Lloyd, Pismo Beach, David Englund, Los Osos, Lou and Paul Greenberg, Templeton, Donald Ryujin and Cynthia Breaux, Avila Beach, Jeanne Hazzard, SLO, Patricia Swart, Los Osos, David Clingerman, Morro Bay.
- Ms. Rossa indicated she had written to the Board regarding the position of Director of Professional Development. There is great unhappiness among the faculty regarding the situation as it currently stands. The union indicated last spring that it did not support this position. It did however, support a faculty Coordinator of Professional Development. It would cost the District much less money and focus on the needs of faculty. The needs of staff and management could be facilitated by another individual. This fall the union reaffirmed its position and again was not in support of this position. From a union perspective the primary reason for not supporting this position is the cost. Ms. Rossa confirmed the cost of this position with the Vice President, Administrative Services. The salary alone is nearly \$100,000 including benefits. They would need a full time assistant, and a supporting budget. The end result is a position that would cost the District approximately \$200,000. This is the equivalent to a one percent increase in salary for the faculty. The faculty does not want to fund this position. This should have no bearing on bargaining negotiations, and the costs should be born by other groups.
- The job description itself has issues. The union agrees with the Academic Senate. She has been addressed by faculty members assigned to the hiring committee who have expressed major concern. The pool is small, and two members were assigned late in the process. One faculty member was assigned on Friday and was to meet with the committee on Monday morning to select finalists. Another member was assigned Monday morning to select finalists. Ms. Rossa said this was unacceptable and that in her experience as a member of a hiring committee, an individual was not allowed to participate in the process unless he/she was involved from start to finish. She suggested the Board review its hiring policy and practices regarding how the process is conducted. This may open the door for legal action if in fact this is the case.

- The last issue regarding this position is the reporting structure. The union and the senate are in agreement with regard to this issue. This position is said to answer to the Director, Human Resources and Labor Relations. In the job description, under essential functions, approximately seven bullets down it states that this person will “Assist with the training for development and revision of Student Learning Outcomes.” This is an academic matter. Student Learning Outcomes are academic. It would be the same as a curriculum chair answering to Human Resources. It is absolutely unacceptable. An academic position has to answer to an academic administrator, not a classified administrator. The union will continue to protest this wherever and whenever that may be. She strongly urges the Board to halt this process immediately until there is a job description that matches who the position should report to, and all the loopholes with regard to who is on the hiring committee are resolved.

CCCUE

CCCUE President, John Fetcho presented the following to the Board:

- Mr. Fetcho thanked the Board for inviting him on the site visit and for its conduct of the entire process. He thinks it has gone well and everyone was well represented.
- It came to his attention last Tuesday there was going to be a diversity center, and was asked if he knew that the staff dining room was going to be used for the location of the center. Mr. Fetcho said he responded, indicating that he knew nothing about it. He sent an email yesterday morning, asking classified staff their thoughts on the issue of losing the staff dining room. He received twenty responses in two hours. Staff members are very upset that they are losing their dining room. He said people were passionate in their responses and they are upset that they were not involved in the process. It was understood that the space would be unavailable during construction, but once that was completed; the room would again be made available as a staff dining room. For many it is a place to get away from students, having had to deal with them all day. Mr. Fetcho read statements from those who could not attend the meeting.
- Judy Rittmiller, DSPS wrote, “I don’t appreciate the decision to take our dining room away. Normally lunch is the only time all departments can share time together and catch up with each other. Those of us who deal with students 8 hours a day need a place to escape where they can’t find us so readily. Don’t get me wrong, I love most of the students I work with, however they can be very draining, and we need a place to visit with our colleagues without interruption. It is important that staff have down time together. If we just go to our own staff rooms, even if they exist for some departments, then we won’t have the opportunity to converse with other staff and faculty outside our own departments. It is also important for faculty and staff to have a place to go in inclement weather. In the past, the staff dining room was very busy during winter. We could get hot food, enjoy each others company, and stay dry. Here is my suggestion. There are two rooms across from each other in the cafeteria. One is the staff dining room; the other is a meeting room. The diversity center could have one room and the other could be the staff dining room. Pretty simple huh. I do believe however, the best solution would be to create a diversity center in the 3100 building near EOPS and other student support services. Since DSPS is next door in the High-Tech Center, it makes even more sense to have it in the Student Services Center. Student could access it more easily. Having a Diversity Center is fine however there is one other

point I want to stress about having one. No matter where the Center is located, they need to make sure it is ADA compliant. Disabled students should be part of diversity also. It doesn't just revolve around language or race differences. Classified have even less opportunity to meet together as a cohesive unit and taking away our dining room should not be allowed to happen. When you discuss the staff dining room at the meeting, please ask that they consider the staff's needs too. Take into consideration my suggestions and those of my colleagues."

- Mr. Fetcho said he did not receive any responses from the Physical Plant, but he understands that the staff dining room is where they went for breaks and lunches.
- Cathie Babb, Division Assistant, Biology/Physical Science wrote, "Let's not saddle our new president with trying to do damage control. Let's resolve this now by relocating the diversity room and reinstating the staff/faculty break room near the cafeteria. It will be a win/win situation and everyone will be happy."
- Mr. Fetcho said they were not against a Diversity Center. We need to have one, but disagree with where it should be located.

Management Senate

Management Senate President, Joy Chambers presented the following to the Board:

- Ms. Chambers said she was not going to say anything, but felt she had to, in that she wanted to thank the Board on behalf of the Management Senate regarding the inclusiveness of the president selection process. She could not attend and Dr. Schwab went in her stead.
- She thanked the Board for including the request for emeritus status for management employees on the agenda.
- She attended a conference in Salt Lake City as part of the Pacific Assoc of Collegiate Registrars and Admissions Officers (PACRAO). Ms. Chambers also expressed her appreciation for the support which enabled her to travel to Washington, D.C. and Salt Lake City. The themes of that conference reflected the same types of issues Cuesta is currently experiencing. There were several sessions regarding professional development, change and change management, and diversity. She could not stress more the need for professional development. She said she does not necessarily agree with Marilyn Rossa that the position must be filled by an academic person, but the College needs it across the board. She certainly appreciates the opportunity to attend conferences such as she mentioned and here the discussions on diversity and other information that will help her do a better job in the future.

8. *REPORTS FROM BOARD MEMBERS*

Trustee Mitchell

- Trustee Mitchell said she appreciated everyone's participation in the president selection process. On the way back from the site visit she learned that the Unions, Academic Senate, and Management Senate had not been included before, which surprised her. She is thankful that the process developed as it did and it was not influenced by any previous practices.
- Attended the Foundation's annual kick-off at Santa Margarita Ranch. Trustee Mitchell said everyone did a wonderful job. Her daughter won the 50/50 cash raffle, which she herself won last year. The College and her daughter split the cash prize and she donated half of her winnings to the College. She commented on the great costumes and characters based on the pirate theme.

**Trustee
Mullen**

- Attended the Pioneer Day Parade and was pleased that the College was so well represented with two floats.
- Attended the Foundation's New Board Member Luncheon in the President's Office. It was a very positive event which stimulated the interests of new members to work hard for the College.
- Attended a diversity seminar on campus. The event (film) was attended by students and community members. It is nice to see Cuesta continue its efforts in this regard
- Visited Washington, D.C. to attend the swearing in of a Cal Poly graduate and supporter of Cuesta College, Robert C. Tapella, as the Nation's 25th Public Printer. It is great to see this achievement by someone who has strong affinity for both colleges.

**Trustee
Galvan**

- During her Grizzly meeting this morning at Camp San Luis Obispo, the group reflected on how much they appreciate the relationship between Cuesta College and the Grizzly Academy. Visiting the campus excites the students about continuing with their education. Some of the students attended the Tech Fair
- She attended the Foundation's annual kick-off at Santa Margarita Ranch. The pirate theme made for a scary, but very fun time.
- She attended the Foundation's Executive Board meeting on Pat Mullen's behalf because he was in Washington, D.C. She enjoyed Janice House's presentation, as well as Barbara George's presentation regarding the importance of participating in the Foundation. Community colleges are relying more and more on alternative sources of funding. Many things would not be possible if it was not for the efforts of the many donors and the Foundation. Ms. Galvan asked that if anyone sees a member of the Foundation to stop and thank them for all they do for Cuesta College.

**Trustee
Mathiesen**

- Attended the recent Planning and Budget meetings. The vocabulary has changed significantly since he last attended the meetings, but it is coming back to him. Funds come from many different sources, and are used for many unique needs. The meetings are friendly and efficient.
- Attended the Tech Fair and deferred the detail of the event to the President's report.
- Trustee Mathiesen stood and made the following announcement:
"To those of you who were at the May meeting, and heard my comments, I apologize. I deeply apologize."

**Trustee
Kiersch**

- Absent

**Student
Trustee Kline**

- In the month of October the ASCC conducted the following activities.
- Environmental Earth Week – Students signed "Life Earth Pledge" and received free Jamba Juice. There was a mountain bike raffle, and the student who won said he would ride his bike to campus instead of his vehicle.
- There was a Halloween Bash which included a costume contest.
- Transfer day went extremely well. Mr. Kline thanked Blake Reid for coordinating that event and doing a wonderful job.
- There will be a poetry slam later in the month.
- This weekend, 12 students from the ASCC will travel to San Jose to participate in the General Assembly.
- The North County Campus had a BBQ. This event was a result of a student

survey which indicated there was interest in having more North County events, and to possibly having an ASCC office there.

9. **Report from
Supt/Pres**
(Attachment)

In addition to the following written report, Interim President Ed Maduli presented the following to the Board:

- Mr. Maduli recognized Mr. Israel Dominguez, the new Director of the Small Business Development Center.
- Thanked the Foundation for bringing in over \$132,000.00 for the month of September. Last week the Foundation Board Grant Committee approved over \$200,000 in equipment grants to the College. The applicants who received grants have been notified and the money is immediately available.
- Mr. Maduli recognized June Stephens who achieved the designation of Certified Fund Raising Executive (CFRE). This is the primary credential for career fundraisers for practitioners, employers, and the public. CFRE candidates must meet multiple criteria including Education, Professional Practice, Professional performance, Service, and must pass an exam which tests six core fundraising competencies.
- The Tech Fair attracted over 500 high school students from across the county. Over twenty departments from Cuesta College participated. It was the largest Tech Fair in its ten-year history. Trustee Mathiesen awarded three scholarships from the Auto Service Group worth \$3,000.00. The recipients were Terry Richardson, Eric Leach, and Lucas Grant.
- Next week Mr. Maduli and June Stephens will attend the Prop 92 fund raising dinner in San Francisco. The CCFT sponsored a rally in support of Prop 92 on Tuesday. Mr. Maduli thanked CCFT for coordinating the event which was successful with students and faculty. Many students signed up and he participated in an interview which aligned Cuesta's support with the State's efforts regarding this legislation.
- Mr. Maduli introduced Janice House, Director, Computer Services who presented the following information to the Board regarding student email and MyCuesta.
 - The student portal, student email, wireless access, and web redesign will launch next week.
 - Students will have access to the MyCuesta portal and have a student email account. The email service is provided by Google at no cost through a product called "Applications for Education." This service is on Google's servers, independent of the College's data system. They deal with the spam and virus protection.
 - Students will also have wireless access through any appropriate network device at the North County and San Luis Libraries.
 - The Cuesta web page redesign will promote MyCuesta.
- Mr. Maduli commended Ms. House and Toni Sommer for negotiating the agreement with Google. San Luis Obispo County Community College District is only the second in the state to provide such a program with them. He thinks more colleges will participate in time.

FOUNDATION

The Cuesta College Foundation has received gifts in cash, pledges, real and personal property, and non-cash gifts that supplant cash totaling \$132,722.77 for the month of September 2007.

COMMENDATIONS AND RECOGNITION

Congratulations to Ms. June Stephens, Executive Director Institutional Advancement. June has earned recognition as a Certified Fund Raising Executive. CFRE candidates must meet multiple criteria including Education, Professional Practice, Professional performance, Service, and must pass an exam which tests six core fundraising competencies.

On October 8 the water supply at the San Luis Obispo campus was turned off due to maintenance on the outside water main that feeds the College. We closed the Student Services Center, Library and High Tech Center (buildings 3100 to 3400) due to the fact the cooling system is water-based. The Children's Center was also closed. The rest of campus remained open. The restrooms were closed and portable toilets and hand washing stations were brought in during the closure. Water was restored by 4:00 pm the same day. Classes for which water was needed were canceled at the instructor's discretion. I want to commend the Emergency Response Team, especially Administrative Services Interim Vice President, Toni Sommer; Director of Maintenance, Grounds and Operations, Terry Reece and his staff; Maryanne Zarycka, Todd Frederick, Lisa Gray, Kathy Cater, Kathi Good, Margie Allred and Haila Hafley-Kliver and her team for their efficient and timely response to this emergency situation.

Recently President George W. Bush signed the College Cost Reduction and Access Act of 2007. This Act is especially important for California's community college student because it eliminates a 15-year provision known as tuition sensitivity in the Pell Grant program. This provision kept our students from receiving the same Pell Grant amount provided to all other eligible students nationwide since California's community college enrollment fees were the lowest in the nation. Now Cuesta College students will receive the same amount for their Pell Grant as students at Cal Poly or UCSB will receive. This Act is retroactive to the beginning of the 2007-2008 school year. Thanks to Robin Crawford and the entire Financial Aid Office who are working diligently to award these additional benefits to 426 students which will increase their original Pell Grant awards by \$137,879 for a total of \$1,484,559 in current Pell Grant funds.

On November 5, Cuesta students attended Transfer Day and local High School students attended College Night to discuss their college careers with representatives from local and out of state colleges and universities, as well as branches of the military.

During October our Art Gallery hosted two exhibits. October 1 through 11 the featured exhibit was "Corpus: California Figurative Artists" which was followed by "Where the Sewer Meets the Sea: A Blimp Ride Over Los Angeles" October 19 through November 16.

The Second Annual Cuesta College Jazz Faculty Concert took place on October 26 and featured performances by seven faculty members with proceeds benefiting student scholarships. Original compositions and jazz classics were performed by David Becker (saxophone), Ken Hustad (bass), John Knutson (voice, piano), Ron McCarley (saxophone), George Stone (keyboard, trumpet), Inga Swearingen (voice) and Darrell Voss (drums).

Cuesta College Astronomy student and North County resident Jolyon Johnson coauthored a paper with instructor Russ Genet based on original scientific research conducted during their weekly evening seminar course. Their article was published in the Fall 2007 issue of the Journal of Double Star Observations.

Current students of the seminar presented their research projects at a special session of the Central Coast Astronomical Society at Cuesta College on Thursday, October 25. Seminar students will also participate in the international Small Telescope Astronomical Research (STAR) Conference held in San Luis Obispo in June 2008 and the Galileo's Legacy: Small Telescope Science 1609 and 2009 conference in January 2009 in Hawaii. As reported last Fall, three Cuesta College students made discoveries in the seminar that were published in the Journal of the American Association of Variable Star Observers and made presentations at the annual conferences of both the American Astronomical Society and the Society for Astronomical Science.

Other Information

On October 4 we held a brief ceremony to swear in Bart Topham, Interim Director of Public Safety. We were honored to be joined at that ceremony by Sheriff Patrick Hedges.

October 15-18, I served on an accreditation team visiting Sierra College in Rocklin as the assistant team chair, chaired Standard I and co-chaired Standard III.

10. **Communication** *(Attachment)* **NOTE:** Members of the Board of Trustees and/or the Superintendent/President may report the receipt of various items of correspondence that may be of interest to the College District.

None

11. **Reports**

12. **Diversity**

The Board received an update regarding diversity efforts on campus in four parts.

Recruitment Process and Diversity in Application Pools – Annette Loria, Director, Human Resources and Labor Relations presented the following:

- Cuesta College strives to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society.
- This report will focus on equal employment opportunity in our recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations. To properly serve a growing diverse population, the district continues to review and improve its practices in hiring and retaining faculty and staff that are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.
- Processes and procedures implemented through the District's Human Resources Office include the review of applicant pools for diversity to determine whether or not recruitment should go forward, or be continued. Review occurs at:
 - 1) the deadline for application,
 - 2) selection of candidates for initial interview by the selection committee for faculty and management positions, and
 - 3) selection of candidates for final interview by the Superintendent/President.
- The size of candidate pools for all employee groups has declined over the past several years. This is not unique to Cuesta College. California community colleges and universities are

experiencing a decline in the number of available, qualified candidates to meet staffing needs because of the volume of hiring throughout education.

- Significant District human and financial resources were committed to recruitment, selection, and employment of faculty and staff for academic year (2006-07). Approximately 5,438 hours have been spent by selection committees to screen applications, interview, and recommend candidates for employment into over 174 positions to date. Additionally, the Human Resources staff spent over 2,610 hours on work directly related to recruitment, selection, and employment. This does not include however, the significant amount of resources dedicated to the current presidential search. These figures are conservative, especially with respect to staff time because it does not include time dedicated to planning for recruitment or the hours committed by the Superintendent/President and other executive level administrators in interviewing, deliberating, and communicating with finalist candidates.
- Since July 1, 2007 there have been 43 recruitments processed for a combination of faculty, staff, and management positions. Of those recruitments 15 faculty, staff, and managers have been hired.
- Recruitment, selection and employment for academic year 2006-07 resulted in:
 - Two new full-time and four replacement full-time faculty positions
 - Three full-time temporary faculty positions, 125 part-time temporary faculty positions
 - Five new and 25 replacement classified positions
 - Three new and five replacement management positions
- Statistics for Academic Years 2007-08, 2006-07 2005-06, and 2004-05 indicate faculty and staff composition to be:
 - 2007-08 (Fall 2007)
 - 826 Employees -- 101/12.2% report ethnic minority and 462/55.7% are women
 - 2006-07 (Fall 2006)
 - 804 Employees -- 95/11.8% report ethnic minority and 441/54.9% are women
 - 2005-06 (Fall 2005)
 - 776 Employees -- 80/10.3% report ethnic minority and 428/55.2% are women
 - 2004-05 (Fall 2004)
 - 742 Employees -- 74/10.0% report ethnic minority and 422/56.9% are women
- Notwithstanding commitment, effort, and practices resulting in the employment of qualified faculty and staff, progress toward diversity continues to be gradual, but steady. Recognized needs for improving progress include:
 - Continued outreach, including efforts focused on reaching historically underrepresented groups.
 - Training for employee selection committee participants with respect to assessing skills and potential, including the potential to contribute to diversity, to maximize recruitment from small candidate pools.
- Plans for increasing outreach, training selection committee participants, and increasing support to new faculty and staff continue to be developed and assessed. Activities in progress include networking with other colleges to increase partnering in recruitment efforts, researching contemporary practices related to interviewing and selecting, and enhancing current advertising programs for efficiency and effectiveness in reaching a broad range of qualified applicants.
- Cuesta College continues to demonstrate a strong commitment to increasing the potential for hiring a more diverse workforce by continually improving its advertising and recruitment practices. It is recommended that the District continue to examine and improve its practices to enhance an understanding and sensitivity to our diverse student and employee populations and help create a respectful environment where individuals feel valued, and where effectiveness in teaching and providing services to students is enhanced.

Ethnicity Distribution for San Luis Obispo County, Cuesta College, Students and Employees – Ryan Cartnal, Director, Research and Assessment as presented in attachment (A) to this Section.

- The data is presented over time, longitudinally, and reflects increases and decreases in any

particular demographic over a three-year period.

Cuesta College Cultural Diversity Committee – Glenda Moscoso, Cuesta College Counseling presented the following:

- Ms. Moscoso Co-Chairs the committee with Catherine Cyr. Her presentation focused on four areas; mission, membership, meeting dates, and their plan for the next year.
- The committee has been in existence for 16 years. It used to be known as the Cultural Diversity and Student Equity Committee; however, this fall the Committee was restructured and the Student Equity component was moved to the Research Committee.
- The Committee's mission is to support and safeguard diversity as a key component of policies, practices and procedures. They collaborate with campus entities, and look for opportunities to celebrate diversity through activities, events, lectures, films, and book discussions. When needed, the Committee acts as an advisory body to the President's Office, Human Resources, and other campus groups who may address diversity issues.
- There are 27 active committee members who represent different sectors of the campus. The membership includes students, faculty, and staff. Ms. Moscoso introduced those members of the committee who were present.
- The Committee has met three times with two more meetings scheduled before the conclusion of the fall semester. Five meetings are scheduled throughout the spring semester.
- Ms. Moscoso highlighted a few of the activities scheduled for this year.
 - In collaboration with ESL they will sponsor the Immigrant Experience Display at the Arroyo Grande Center in November. This activity focuses on the diverse backgrounds of ESL students. The display includes short essays on student's immigration experience. She invited everyone to come.
 - This fall information was distributed regarding the President's Diversity Grant Proposal. The Committee should make a decision by the end of the semester.
 - They will combine efforts with the Cultural Center Committee to get broader representation & assist in event planning and coordination, and Support the AB-540 Symposium in collaboration with the Latina Leadership Network in April 2008.
- She thinks that this year the Committee is developing into more than just an event planning committee. They are providing leadership to the College in support of the District's Goals, wherein goal number four reads, "Through campus dialogue, develop a shared definition of cultural competence and identify ways it can be promoted throughout the campus community."
- The Committee has drafted a preliminary definition of cultural competency to be shared with the college and diversity language that was recommended to be included on the Board of Trustees Code of Ethics.
- She invited everyone to visit the Committee's web page.
- Ms. Moscoso ended her presentation with a quote from Rev. Jesse Jackson who said, "America is not like a blanket – one piece of unbroken cloth. America is more like a quilt – many patches, many pieces, many colors, many sizes, all woven together by a common thread."

Cuesta College Cultural Center Committee – Anthony Gutierrez, Coordinator for Student Development and Activities presented the following:

- Mr. Gutierrez serves as the Chair of the Diversity Center Committee.
- The 2002 Institutional Self-Study report directed the Vice President of Student Services to "investigate the development of a multicultural center in order to offer students a place to call 'home' while attending Cuesta."
- The report also stated, "In keeping with its values statement, the college endeavors to create and maintain a campus climate that embraces diversity and respects all individuals."
- With that in mind, a committee comprised of students, faculty and staff was established in Fall 2007 to facilitate the development of a "Diversity Center."
- The Committee has been meeting weekly since September planning the Diversity Center.

Through discussion, the Committee actually came up with the name "Cultural Center" and developed a set of core values under which to operate, exploration, awareness, and diversity. A student committee member said he hopes the center supports exploration, awareness and diversity by promoting literature, music, movies, events and human interaction for the purpose of exchanging, understanding, sharing, and celebrating unlikeness.

- A student committee member responded with the following with regard to developing the Cultural Center. "The Center supports the intellectual, social and cultural development of students by being a safe and supportive environment to find out and inquire about issues concerning (but not limited to) disabilities, race, class, social standpoints, ethnicity, political views, sexual orientation, gender, and nationality." -Student
- Current plans include the remodel of rooms 5104 A and B during winter break. The oversight of the center will be provided by the Student Life and Leadership Office, and funding and staffing will be an on-going discussion as the center develops.
- Future plans include the development of the Center's mission and goals, a grand opening in January 2008, and the Committee to stay viable and continue to serve in an advisory role, meeting on a regular basis.

Ms. Shilo Terek, Classified employee, Institutional Advancement made public comment to the Board regarding the Diversity Center. She said she felt Mr. Maduli and the Administration had done an adequate job of discussing the College's intention of creating a Diversity Center and its potential location.

Ms. Rossa asked if future demographics could include disabled students and staff, or whether there was a way to capture that. Ms. Loria said staff can choose not to disclose that information on their application. Ms. Rossa followed that she would like to see details of how many part-time jobs are held by women or men. She is particularly interested in faculty, specifically the part-time faculty. She also asked that with all the wonderful work the Diversity Committee was doing, if there was any movement or attempt to encourage a gay/lesbian/bi-sexual/transgender (GLBT) committee on campus to participate or have a faculty advisor for that group. There was a comment from the audience that there had been a film presentation in September on heterosexism, which had great turnout, but there was not enough commitment from faculty or community members to conduct the follow-on Stir-fry seminar.

John Fetcho said he already addressed this issue in his organization report. The Classified staff feel they were not informed regarding the location of the Center or consultation. He had over twenty responses to his email regarding this issue. He asked if there was any other location available for consideration, because people want somewhere to go and not have to interact with students. They have one half-hour out of the day in which to do so.

Trustee Kline asked if the same EOPS staff break room Mr. Fetcho previously mentioned could be used as the staff dining room. Mr. Fetcho said there is a problem with the electrical load. There can not be a refrigerator and microwave plugged in at the same time. The microwave kicks-out the circuit. He added that it was in the middle of the building with four walls, whereas the current location is pleasant; a place where you can get hot food, and a great place to meet with other folks from campus. He feels that if it is in 3100, people will not go there. Trustee Kline said students have the same problem in that they do not know where EOPS is.

Mr. Maduli said there was a large conflict for space during planning between Instruction and Student Services. Student Services wanted to encroach on the Professional Development Center. The goal is to be able to provide professional development for all employees. The design is such that there are areas there where faculty and staff can go to eat. With that in mind, the current location for the Diversity Center seemed to be the best decision. The landscape outside is to be developed adjacent to the current location. Mr. Maduli said he would rather mingle with the students because that is where our service is with the students. The portable units that comprise emerald city will be gone soon. That area is to be developed and used by staff. There are many international students on this campus that many of us may not be aware of, as well as veterans

and so on. He has been meeting with each of those groups and the resounding message from them is that the students want a place they can call home and it must be close to the cafeteria. Everyone is competing for the same space.

Mr. Maduli said the electrical issue in 3100 is a punch-list item. The building is not finished, and the electrical issues must be reviewed and some concerns must be mitigated. There will be a refrigerator and a microwave in the professional development center which is already paid for through equipment funds. Responding the Trustee Mullen, Mr. Maduli indicated the room is in 3100. There is an area for meeting, to develop presentations, hold professional development, and a private room with sound equipment. Mr. Fetcho reiterated that their main concern was that the staff was not included in the process. Mr. Maduli confirmed to Trustee Mullen that the Diversity Center would occupy both rooms in the cafeteria (5104 A and B). He said when the Diversity Center Committee was developed; Mr. Gutierrez went to each organizational group and asked that a representative be assigned to the committee. Each group has a representative who should be updating each one respectively regarding the activity of the committee. Sandee McLaughlin said this is an ongoing challenge with shared governance, in that information is not always disseminated in a timely fashion. She indicated that several discussions occurred in many different settings and at the cabinet managers group. She thinks the responsibility lies with those individuals to ensure information is passed on to their constituent groups. Ms. Rossa said faculty sometimes use the space and the CCFT was not aware of the decision and that it did not go to shared governance.

Mr. Maduli said the goal of the report was to bring to the Board the issues of ethnicity and diversity at the College. The data was presented to show the Board the comparison of the County's demographics and the student population as well as the staff. The District is making steady progress. There is now a more diverse group of managers and classified employees present at Cuesta College. The full-time tenure faculty is lagging.

Trustee Mitchell asked if any other colleges in Cuesta's situation and similar makeup in the community done anything other than the standard advertisements in other areas. Mr. Maduli said his last District had vibrant ethnic distribution despite the fact that their community demographic resembles that of San Luis Obispo. He said there were community clusters that were able to migrate to any college of their choice. In San Luis Obispo, there is no similar social group dynamic. The District has to attract a more diverse pool of faculty candidates. Once the applications are in hand they must not be excluded and they must make it to the second level of the process.

Trustee Mitchell asked if the selection process was slanted. Mr. Maduli said he did not know, but the process can not be tampered with, and it shouldn't be. Ms. Loria said the statistics are not provided to the screening committees. It is only when the interview process begins that ethnicity is revealed to an extent. Ms. Rossa said the faculty has not received any training with regard to equal employment opportunity while participating on selection committees. They used to receive such training. Faculty were assigned to each committee to monitor questions and to ensure there was not a slant to the process. Ms. Loria agreed and added that with no affirmative action, equal employment opportunity training is essential. The high turnover in Division Chairs has not facilitated forward progress in this area.

Trustee Mullen suggested that the focus is far too narrow wherein we are just looking at ethnicity and numbers of faculty, staff, students and the community. He thinks it is much broader than that. He said he was fortunate enough to have recently participated in a one day program sponsored by Global Lead out of Baltimore. It was titled "Leadership, Diversity and Inclusion". The focus of the program was based on the question of whether better decisions are made when there is a more diverse perspective as a group. They provided a series of statistics that showed groups made better decisions and had better project results when there was more diversity within the group. Diversity was not limited to ethnicity, but included economic striations, single parent backgrounds, health issues within the family, prior substance abuse in the family, those with or without children

and so on. Participants were taken through the process and then focused on how decisions were made. It showed that there was usually a diverse entry level group and as the position level increased, the diversity of the group decreased. Trustee Mullen suggested looking into the services provided by this company and others to offer that type of program for the Board in conjunction with other groups from the campus. It would be beneficial to the campus. Trustee Mathiesen asked if diversity was part of the equation in the hiring process, e.g. a collective point system which includes education, experience, and diversity. Ms. Loria said no. Ms. Rossa said the person doing the screening does not know the ethnicity of any particular applicant. She said in her experience on hiring committees, there is always a question regarding diversity and it is the applicant's response to that question that indicates their experience, competence, and sensitivity to the issue. Trustee Mathiesen asked that in the case of Cuesta College where there is a need to increase the number of minorities on the staff, can that be taken into consideration during the hiring process. Trustee Mitchell answered no. Trustee Mathiesen asked rhetorically, that can not be done and Ms. Rossa said not openly. She thinks what Trustee Mitchell is saying is that everyone needs to be trained with regard to latent prejudice. Ms. Rossa thinks it does exist. It has to be an honest approach. What argument can be made against someone even if it does not include race, it is not as easy as points.

Ms. McLaughlin said that when the Diversity Task Force was first put together it focused on hiring practices. One of the main objectives was to look at a uniform process for hiring that focused specifically at qualifications. Committees would be looking at what skills and qualifications they wanted individuals to have for a specific position and get away from the fuzzy-fit kind of thing that can get institutions into trouble. At that point specific questions were added to all manager interviews. She does not know if it exists for faculty. All the hiring committees have to include a diversity question. Ms. McLaughlin said part of that is for our own education, to remind us that it is an important issue. The other is to let the candidate know it is an important issue. Committees need to focus on the candidates and who is most qualified based on skills and experience. It will continue to be a challenge

Trustee Kline said he agreed with Trustee Mullen 100 percent. That method of finding diversity is exponentially more encompassing. Individuals who grew up in single parent households have a different culture than someone with a disability. A culture is a set of values and beliefs, and individuals can have a different set of values than someone not like them. That is why the Committee chose the name Cultural Center over Diversity because diversity focuses so much more on genetic variation. Trustee Kline asked if the College was looking for various genetic differences such as skin color or looking for individuals who have a good idea of what culture actually is; individuals who come from different lifestyles and belief systems. He thinks the purpose gets lost and diversity is a term coined for what is really being sought which is much more encompassing than what is actually going on right now.

Ms. Rossa commented that this issue is something that she has held close for many years. She indicated that Trustee Kline had asked what the College was actually looking for. She said, personally she is looking for color. The District's stats are very disappointing in that aspect. She added not just color because what Trustee Kline said was very true. There are not enough people of color at Cuesta, and that is her goal. Other socio-economic issues are also important, but if the District does not focus on that, the statistics will continue to be marginally different. She asked if the College participated in job fairs, sending representatives from each Division where there is a hire to where there is a more diverse pool of applicants. Ms. Rossa said another thing that can be done is to lower the minimum qualifications on job descriptions. Requiring a Ph.D. on a job description will lower the number of diverse applicants. Qualifications and skills must be maintained, but potential must be considered and the fact that many people of color who are in those professions have not had the same opportunity. The language has to be articulated carefully with regard to the qualifications, because many will be screened out in the first step.

Trustee Mullen said having Mr. Kline on the Board brings a different perspective by his age and

current experience in the College environment, and is a great example of what is being discussed. He would like to see the College take some of these steps next year.

13. ***Student Success and Retention at Cuesta College***

Ms. McLaughlin presented the following to the Board:

- There is a group on campus who, over the past year, has committed a considerable amount of time researching and discussing various aspects of student success and retention. Ms. McLaughlin said it was an important time to refocus and bring increased awareness to the campus.
- More time is spent being concerned with whether the College is meeting growth or how many students are coming to the campus than thinking about what it is that convinces a student to stay, and what connects them to the College and ensures they meet their academic goals.
- Ms. McLaughlin introduced Ms. Teri Sherman who presented the following to the Board:
- One of the premier goals of the Student Success and Retention Sub-Committee was to create a mission statement –
 - To provide direction and make recommendations to Cuesta College in its efforts to promote and enhance student retention and success.
 - The pursuit of this Student Success and Retention Sub-Committee mission supports goal # 6 of the 2007-2008 San Luis Obispo County Community College District Goals.
- A structure and criteria model was created based on four stages – preplanning, planning, implementation, and evaluation. During the first stage the Sub-Committee obtained institutional support for campus-wide initiative and establish structure to oversee the initiative. Relevant data was collected and key variables assessed such as student factors, institutional factors, characteristics, indicators, and potential interventions.
- In the second stage a campus plan and criteria were developed to identify goals for success/retention model and identify strategies.
- The third and next stage will include implementation. The final stage will be the evaluation, review and revision of data based on campus input.
- The role of the Sub-Committee is dynamic. The work will consist of planning, reviewing data, making recommendations, implementing retention efforts, and analyzing outcomes in order to enhance and improve Cuesta's campus wide retention initiative.
- The Vincent Tinto theoretical model for retention has been widely used to develop retention strategies to increase college retention rates. The major theme in his theory is social and academic integration. According to Tinto, if the students develop a sense of belonging and they are able to establish connections with faculty and staff, they are more likely to stay in college.
- Last semester the Sub-Committee spent many hours reviewing literature in what other institutions have accomplished regarding retention. A model was chosen and implemented.
- The model has eight integral parts which relate to a specific goal. Each Sub-Committee member was assigned a goal and tasked to develop objectives for their respective goal.
- When the model was adopted, Cuesta had already been achieving several of the objectives developed to meet respective goals.
- One of the key goals is identifying at-risk students. This needs to be accomplished at point of admissions, via assessment scores and prior transcripts (college and HS). The College must improve student and staff awareness of campus and community support services. The overall goal is to identify these students and offer them services early in the education process.
- Goal number two ensures adequate counselor coverage to address year-round service and a counselor liaison is assigned to each instructional cluster/division, and instructional site.
- Goal number three aims at increasing support for probationary and dismissed students. This will be accomplished by having a referral team of counselors for students entering with at-risk grades from another institution or those with low assessment scores. Letters will also be sent to students whom were dismissed the previous semester but never re-enrolled at Cuesta.

Approximately 1,000 students per year are academically dismissed from Cuesta due to substandard grades. Less than half of those students return to Cuesta College.

- Goal number four works on improving and promoting a positive campus climate and sense of connection for students. This is a key component to retention because a student's experiences and interaction with their environment may effect their perception about their college experience and in turn may affect their academic success and retention. Cuesta College can promote this goal by organizing on-campus social and community events to encourage out-of-class interaction, analyzing how students feel about their campus experience, and engineering layout of facilities to promote interaction between faculty, staff and students. A great example is the math and science building at the North County Campus.
- Goal number five (Curriculum Support) – Research shows that faculty play a key role in student retention, so it is important they are provided with adequate resources. The use of early alert, ongoing opportunities for faculty professional development and development of appropriate “bridge” courses, e.g. ESL 6 and English 100 can provide support for this critical area.
- Goal number six addresses how to improve student recruitment and awareness of Cuesta College and its programs. The Sub-Committee recommends updating the Outreach Calendar and improving its use to create a master calendar of outreach/recruitment efforts to achieve collaboration among Cuesta program and service providers who conduct outreach. They also recommend analyzing the admissions process and the level of ease of the online application and other admission documentation, and improving the process for non-English speakers.
- Goal number seven (Non-academic support) - Research reveals that in many instances, when students do not succeed, it is not because they can not handle the material in the classroom, but for other factors such as the lack of financial aid, health insurance, etc. It is important that the students are provided effective non-academic support. This can be achieved by encouraging faculty participation in student out-of-class activities and orientation, increasing faculty awareness of support services, and creating a level of services that supports the ever changing student demographics at Cuesta.
- Goal number eight (College-wide Training and Development) – The success of this campus-wide initiative depends on having every section of the campus involved. This can be achieved by providing training for all Cuesta faculty and staff on retention strategies, promoting increased collaboration within the campus community regarding retention initiatives, and supporting faculty in the development of student mentoring initiatives.
- Cuesta College has been using Noel-Levitz since 1995 to assess student satisfaction. Now that there is an initiative regarding student success and retention, the Sub-Committee suggests funds be allocated to purchase additional components of the Noel-Levitz. This would allow for a more successful tracking of data, e.g., at-risk students would be identified more quickly and allow for earlier intervention.
- The Sub-Committee recommends the College gather further research on success indicators to truly understand the student population, as well as:
 - Graduation Rates
 - Associate degree attainment
 - Certificate attainment
 - Fall-to-fall retention rates
 - Grade Data
 - Grade distribution including drop, fail, and withdrawal rates
 - GPA
 - Percentages of successes (C or better)
 - Work and Education
 - Workforce placement
 - Transfer outcomes
 - Enrollment Goal
 - Attainment of attendance goal outcome as specified on application
- Research tells us that colleges whom use the following strategies have an increase in both

student success and retention. The College should focus on four major areas, instructional program, institutional policies and procedures, institutional culture, and services and support.

- Strategy number one requires the commitment from the College to have concerned involved faculty, a culture focused on student learning, and options for development of under-prepared students.
- Strategy number two requires placement testing for all non-exempt students. Efforts should expand and refine course placement, and evaluate the orientation process.
- Strategy number three requires the College to be committed to service excellence, providing a culture of caring, fostering connection through integration, and maintaining a student centered philosophy. Campuses who maintain loyalty with their students have a higher degree of both student satisfaction and student retention.
- Strategy number four requires support with effective assessment and intervention, counseling services, free tutoring, comprehensive academic support centers, and multiple sources for providing financial aid. Student surveys consistently show that students rank these services as necessary in order to succeed in college. Faculty, staff, and management should also be aware of the services available to students.
- Ultimately, Cuesta College will employ a variety of strategies in terms of success and retention; but in college studies the practices having the greatest impact on retention will be academic counseling (intrusive, targeted), academic support services (tutoring, labs, required developmental coursework), and assessment (including mandatory course placement).
- It is a simple yet complex thought – If student life and learning can be improved at Cuesta College to meet the student's needs and expectations, then improved student success and retention will follow. The College's goal is to have a comprehensive campus-wide program that utilizes faculty, staff and management to promote student success and retention.
- In closing, Ms. Sherman said the purpose of the presentation is to garner support for this endeavor, because in order for the program to succeed, it needs complete campus buy-in. An extended presentation will be held on November 20, 2007 at 10:30 with lunch to follow.

Trustee Mathiesen asked if the College's retention rate was comparable to that at other California community colleges. Mr. Carnal answered, indicating the college does very well in comparison to like colleges, somewhere in the top 25 percent depending on discipline.

14. *Institutional Advancement / Foundation – Quarterly Report*

Ms. June Stephens, Executive Director, Institutional Advancement / Foundation presented the following to the Board:

- Ms. Stephens thanked the Board for their comments, and their participation in and support of the many events they conduct throughout the year.
- She agrees with Trustee Mullen's recommendation regarding professional diversity training and believes the Foundation Executive Board would probably be interested in funding such an event and participating in it as well. One of the topics during a recent Executive Board retreat was how to increase diversity within the Board itself.
- During the first quarter the Foundation brought in \$393,468.00 with approximately \$78,000.00 coming from the members of the Foundation Board of Directors.
- Last week the Foundation Grants Committee awarded over \$200,000.00 to faculty and staff. Total of funds provided through grants since 2002 is over \$600,000.00. The members of that committee were very impressed with the compassion expressed by the faculty in their presentations.
- Institutional Advancement has 100 percent participation from its staff in online payroll deduction in support of the Cuesta Fund. Cuesta now has 23 percent of its staff participating which is up approximately 12 percent, and 50 percent of management participate. Small gifts add up and are a huge part of the grant program.
- Ms. Stephens and Karen Tackett, Director of Foundation Programs met with the student government body and made a presentation regarding Institutional Advancement and the

Foundation. It parallels what was previously said in the last report regarding the integration of the college and the students, informing them what the Foundation does for students and the college. When students become more loyal to the College, it has a long term affect with regard to fund raising efforts. Those students who develop campus loyalty and meaningful connections may well be future donors. She thanked Mr. Kline for inviting them.

- Barbara George and Netzel & Associates made a presentation at the last Foundation Board because there is a need to hire additional support for the major gifts program. There is not enough staff and they have had to hire consultants. Studies reveal that for every staff member you add to fund raising effort, there will be an additional \$1 million funds raised.
- The audit is underway and will be completed soon.
- Ms. Stephens thanked the Board for including Institutional Advancement in the presidential selection process. The most important part of that for her was having the sense of being part of a team. In the end there was a common consensus. She thanked Mr. Kline and the community member who participated in the process as well. She particularly pointed out how wonderful a student he was for dedicating himself to the process and giving of his time, which as a student is precious and few. Ms. Stephens thanked Barbara George and Jim App for contributing their time.

Mr. Kline commented that the reason for inviting the Foundation to speak to the student body came from discussions on how get the students more involved with caring more about the school. Their thoughts were if the students learned how the Foundation affects them they would develop a greater appreciation for what they do for many at the College. Citizens donate to Cuesta because they believe in the school, the people who work here, and the students.

Trustee Mitchell called for a short recess at 6:28 p.m.

The meeting reconvened at 6:40 p.m.

15. *Hearing of the Public*

Robert Dockerty, American Star Tours, asked for the Board's help. He is exasperated with Cuesta College. American Star Tours has been in business since 1991 and is located in San Luis Obispo. His company has provided services for every school in a three county area except for Cuesta College. There are two local companies who service this area. American Star Tours has a small business certification issued by the state of California. That allows a fair and level playing field with regard to competition. The State's General Services Office has established a 5 percent preference under this licensing provision. Everyone has an equal opportunity to bid. It has been five or six years since the company has done any business with Cuesta College. Recently, they were given the opportunity to bid on a series of trips this year for Cuesta. The parameters changed during the bidding and he was told by Cuesta's procurement department that that is the way they do business and they can choose whomever they want. Mr. Dockerty said that under California State Law that is not allowed regarding state funds. He has told Cuesta about this on several occasions. There are several rules and laws which govern this process. Mr. Dockerty said Cuesta pays very high rates for their transportation services when the competition is eliminated. He said he knows for a fact that the College is paying \$3,000 for a trip it could possibly pay \$1,400.00 for. It happens all over the county. Cuesta is the only one not taking a competitive bid. He said his company has one of the safest records in California. They are DOT certified and all the buses are approved by the Highway Patrol to transport children, the highest certification in the nation. The company is a member of the Trailways family which is a large conglomerate of 80 companies across the nation who provide buses for many purposes. They do many military moves. They are number one in the area and get no business from Cuesta College. He has contacted the state auditor for community colleges and they have asked him to make contact with the District to try and get results; if not, he has to asked for a formal audit of the entire procedures at Cuesta and they will induce the District to follow state mandated requirements in the purchasing department.

Trustee Mathiesen asked what type of buses the company provides. Mr. Dockerty responded saying they have a variety of buses and that there is a large need in athletics that has not been addressed through his company.

BUSINESS AGENDA ACTION / DISCUSSION ITEMS
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1. **Curriculum Recommendations** **Moved:** Mathiesen / **Second:** Mullen — **Passed** unanimously by those members present to approve the curriculum recommendations made by the Curriculum Committee, as presented.

(Attachment)

Peter Dill made the following comments to the Board on behalf of Dr. Bontenbal:

- Referred to page O.1.1 – there are three new courses. BIO 10I is an island course. Advance biology students will take a trip to an island and conduct all of their work there.
- Music 43 was passed which makes possible the new degree certificate now offered in audio technology. This is an important addition in Cuesta's offerings.
- The first two classes under new courses, BIO 10I and Music 43 requested general education credits for the course under the College's AA degree. Mr. Dill explained that a sub-committee reviews course descriptions and content and compare them to the rubrics contained on page O.1.3. He pointed out how Music 43 did not qualify for general education credit as per Area C of the rubric because it is completely a technical class. This is how sub-committee decisions are made.

Trustee Mullen asked if there is excessive discussion and debate regarding these issues, or does it move quickly. Mr. Dill responded indicating one of the main reasons for the sub-committee was to get that discussion out of the main committee, because there is much debate in sub-committee and sometimes contentious. Approval for GE is very important to a program because it guarantees a certain amount of attendance. This makes curriculum political in a way Mr. Dill wishes it were not. There is sometimes more discussion even after the sub-committee has made its recommendation to the main committee. The faculty does not prefer to have issues brought to the Curriculum Committee to be hashed out in public any more than the Board wants most issues brought out in public meetings. It is preferred to let the faculty work things out among themselves and accomplish things behind the scenes.

Trustee Kline asked if students could participate in the decision process regarding curriculum. Mr. Dill said technically students were not part of the process nor is management. It is an open meeting so anyone can attend. One only needs to be placed on the agenda.

Mr. Dill announced that Leanne Fiorentino, Curriculum Resource Specialist had applied for a position at Allan Hancock College and said she will be difficult to replace, as hers is a critical position.

2. **Accreditation Progress Report** **Moved:** Galvan / **Second:** Mullen — **Passed** unanimously by those members present to approve the proposal for the District to pay fingerprinting costs for student hourly employees, as presented.

(Attachment)

Mr. Maduli presented the following to the board:

- He thanked Dr. Patrick Schwab for taking on the immense responsibility of preparing the progress report.

- Tomorrow Dr. Treadway and Dr. Buckley will visit and conduct an ACCJC visit in response to the report.
- Mr. Maduli thinks the College is fully prepared and will do well. One key point was getting program planning through planning and budget. This is a marked improvement. Roanna Bennie was the impetus in getting it through and he thanked her for her efforts.

Trustee Mitchell thanked everyone involved for their efforts, especially those in interim positions, but added that she would have liked to have seen the report sooner. She asked how the college stacked up with regard to the information contained on page 9 of the report relating to completion of student learning outcomes (SLOs). Dr. Schwab answered and said SLOs are spotty statewide, but Cuesta has been able to move forward. A committee was established and members were provided release time to receive training. Cuesta is not at the top of the pack, but it is in no way settling with those at the bottom. Ms. Mitchell also queried with regard to the SLO Coordinator; that the position was not renewed. Dr. Schwab confirmed it was not renewed. Mr. Maduli said the purpose of Brent LaMon coming on board was to develop the rubric. There is a SLO and Assessment Sub-Committee in Academic Senate which has purview. The information in the report contains data from May 2007. There has been more work done in other disciplines to develop SLOs such as in math and nursing. The entire math department met over summer to develop SLOs. Where progress comes into play is development of program reviews in non-instructional areas. This much work has never been previously accomplished with regard to tying programs with planning and budget. There still remains much room for improvement, but that is the hallmark of accreditation, continuous, sustainable improvement. An institution never attains completeness because they are constantly improving their process and procedure. They will be evaluated based on Standards. The team will meet with representatives of the Academic Senate and the Deans. They will look at program reviews from 2003 through 2006. Mr. Dill said he attended the last statewide academic senate meeting and learned that many colleges are having difficulty developing program reviews as they pertain to non-instructional areas and student services.

Trustee Mitchell asked how the student success and retention program fits in with SLOs. Mr. Maduli said the College is developing SLOs at the course level. He added that some colleges are grappling at the institutional level. Cuesta has made more progress. The challenge is how to develop SLOs in disciplines with only part-time faculty.

Trustee Mitchell is under the assumption, based on her reading the report that unit planning and shared governance is running much smoother, but was puzzled by the conflict over the Professional Development position. Mr. Maduli said not everything from the unit plans makes it into cluster plans. The position appeared in three different clusters as a high priority need. Based on that feedback the success of filling those institutional needs in 2007 was reviewed. Categorical programs are also being reviewed. Trustee Mitchell wanted Mr. Maduli to ensure the team knew there was not an appointment made regarding the Interim Vice President of Student Learning.

Mr. Maduli said Dr. Treadway did the last accreditation review in 2002. He will be focusing on the recommendations. It is not complete but the College meets the intent of the visit.

3. ***Annual Financial***

Moved: Kline / **Second:** Mathiesen — **Passed** unanimously by those members present to approve the 2006-2007 Annual Financial Budget Report, CCFS-311,

**Budget
Report, CCFS
- 311**

(Attachment)

as presented.

Ms. Toni Sommer presented the following to the Board:

- Chris Green and his staff are responsible for compiling this report.
- The report summarizes 2006-2007 which leads to the 2007-2008 budget.
- Ms. Sommer confirmed that there are no substantive changes.
- Mr. Maduli said many colleges are not meeting the 50 percent law, especially small colleges.

4. **Board Policy
Review – BP
2365
SLOCCCD
Cuesta
College
Recording of
Public
Meetings**

(Attachment)

Trustee Mullen asked if it would be easier to not wait two years. Mr. Frederick responded and said unless the Board wanted him to bring an item each month for destruction it facilitates a smooth process.

Trustee Mitchell said there was an unwritten policy and this clears the issue and establishes an official policy.

5. **Madrid
Consulting
Group
Agreement**

(Attachment)

Moved: Mathiesen / **Second:** Galvan — **Passed** unanimously by those members present to approve the Madrid Consulting Group Agreement, as presented.

Toni Sommer presented the following to the Board:

- Last year the Chancellor's office conducted a pilot program using consulting firms to do environmental scans for colleges to determine how to develop programs in their local communities.
- They put out a request for proposals to go after this money this calendar year.
- The Madrid Consulting Group was used in the pilot program and was listed as one of the recommended vendors by the Chancellor's office.
- This is a \$41,000.00 grant to facilitate an environmental scan. The Deans pushed and Cuesta was issued the grant.
- The scan will provide user friendly data to the College.
- This is something the District has not had the resources or money to support. Ms. Sommer encouraged the Board to approve the agreement.
- Ms. Sommer confirmed for Trustee Mullen that there are no associated costs with this grant and that competitive bids were not required.
- She purposefully wrote the contract to provide the money in stages so the College could control the funds.

Trustee Mitchell said this will be extremely useful data, especially if it includes dental hygiene data.

6. **Advisory
Committee
Assignments**

(Attachment)

Moved: Mathiesen / **Second:** Mullen — **Passed** unanimously by those members present to approve the Advisory Committee Assignments, as presented.

Mr. Maduli presented the committee lists to the Board and informed them that they could recommend individuals to participate in any of the committees. Trustee Mitchell said it would be helpful if the committees were sorted by Cuesta membership. Ms. Sommer said it depended upon how the committee was setup. Most of them are required by a grant or funding source. There is always a Cuesta member on each committee. The push is to have community and industry involvement. All VOCE programs are required to have committees.

Trustee Mathiesen said he has served on an advisory committee for 17 years. They are very involved and were able to make significant changes in specific programs involving auto technology, but only after they required the Chair be an active member of the committee and originate the agenda. Local employers conveyed their desires as to the type of employee they wanted. He asked who the Chairs were for the other committees. Ms. Sommer said it varies from group to group. In construction, they have chosen a community member to be the Chair. Cuesta staff will usually pull the group together because there is an interest. She likes that model because it shows genuine interest from the community. Committees involved in new programs are usually originated by the staff because outside sources have not yet received any orientation. Mr. Mathiesen asked if it was suggested that the chair be from the community. Ms. Sommer said there was an informal guide published before she was a Dean regarding advisory committees. She suggested that the manual be updated and republished because there are many new faces at Cuesta.

7. **Management Classified Emeritus Status** **Moved:** Galvan / **Second:** Kline — **Passed** unanimously by those members present to approve the recommendations for Management Emeritus Status, as presented.

(Attachment)

8. **Agenda Items for Next Meeting** A preliminary listing of proposed agenda items for the November 7, 2007 Board meeting as determined, is being presented for review.

- The item on professional development was moved to reports at the request of Mr. Maduli.
- The audit report was moved to January. The second part of the audit (Foundation) has not been completed.
- Trustee Mitchell asked Mr. Maduli to provide more information regarding the transportation process for the college.
- The January regularly Board meeting was scheduled for January 9, 2008 due to the New Year's holiday.
- The Board Audit Committee will provide dates when they are available to meet with the auditors when the audit is completed.

BUSINESS AGENDA INFORMATION ITEMS
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9. **Executive Recruitment Plan** Ms. Loria presented the following information to the Board:
- The budget update for the presidential recruitment plan was presented as per Trustee Mitchell's request.
 - Any additions since the report was compiled are minimal.

(Attachment)

Trustee's Mitchell and Mullen commented that the expenditures did not seem excessive and that the overall picture looked good.

- Ms. Loria said she worked with Jim Walker on a daily basis and it was a superb experience to work with him. Every aspect of the process has been positive throughout.

Mr. Gunsaulus said the video of the presidential forum was archived.

Trustee Mullen asked if anything had been done to thank those who participated in the screening committees. Ms. Loria said she was waiting until the process

closes and then everyone from top to bottom will be recognized.

Trustee Mitchell commented that she wanted this information brought to the Board because she wanted full disclosure regarding the search process.

10. College Planning and Budget Development (Attachment)

Interim Assistant Superintendent / Vice President of Administrative Services, Toni Sommer presented the following to the Board:

- Ms. Sommer attended recent CBO and CIO conferences.
- The message is consistent. The State entered the 1st fiscal quarter with a deficit as well as the 2nd quarter. This conveys a grim message regarding the budget.
- The governor has asked departments statewide for a 10 percent cut in their budgets. This does not paint a rosy picture for next year and she suggests the District conduct itself accordingly and spends funds responsibly.
- Capital gains taxes are due in December and may improve the numbers but that is the only glimmer of light coming out of Sacramento. Property values are down and stocks are fluctuating.
- Ms. Sommer thanked Roanna Bennie for bringing everyone through the planning cycle, and the Planning and Budget Committee who supported her plan. Program reviews were out of sync with program development. The effort is expanding to look at categorical funds. Unit and cluster plans are due in the spring.

CONSENT AGENDA

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| 1. | Consent Agenda | Moved: Mullen / Second: Gavan — Passed unanimously by those members present to approve the Consent Agenda, as presented. |
| 2. | Approval of Minutes (Attachment) | Adopt the Minutes of the Regular Board Meeting of September 5, 2007, as presented. |
| 3. | Approval of Warrant Listings | Approve warrant listings No. <u>20</u> ; Banner <u>8/29/07</u> through <u>9/24/07</u> , for a total amount of <u>\$4,398,338.14</u> , as presented. |
| 4. | Approval of Payroll Orders | Approve Payroll Orders, as presented. |

Academic Hourly	No.	93	\$51,103.80
Classified Hourly	No.	379	\$314,235.74
Academic Monthly	No.	538	\$2,210,387.10
Classified Monthly	No.	261	\$1,065,308.94
	Total	1,271	\$3,641,035.58

5. **Approval of Gifts to the College**
- Approve gifts to the college, as presented.
- a. A framed color photo of mission wall and yard donated by Jack and Laurie Sinton for display at the North County Campus.
 - b. A laser jet printer (HP1100) donated by Bea Anderson for use by the Fine Arts Department.
 - c. A 1989 Ford Mustang donated by Bruce Miller for use by the Engineering & Technology Department.

6. ***Change Order for the Library Addition and Remodel*** Approve Change Orders No. 28 and 29 for the Library Addition and Remodel for \$48,464.60 and (\$29,376.00), as presented.
7. ***Agreement for Vocational Training Between the San Luis Obispo County Community College District and Atascadero State Hospital*** Approve Change Order No. 7 for the Reconstruct Two Science Buildings for (\$113,474.00), as presented.
8. ***Addendum Agreement for Psychiatric Training Services to the Master Agreement for Vocational Training between San Luis Obispo County Community College District and Atascadero State Hospital*** Approve the revised job description, Classified Bargaining Unit, Administrative Assistant, Workforce Economic Development, as presented.
9. ***Revised Job Description, Classified Bargaining Unit*** Approve the revised job description, one Classified Bargaining Unit position, Publications Coordinator, as presented.
10. ***Revised Job Description, Classified Bargaining Unit*** Approve the revised job description, one Classified Bargaining Unit position, Student Services Assistant, as presented.
11. ***Declaration of Surplus Equipment*** Declare equipment as surplus and approve of its disposal, as presented

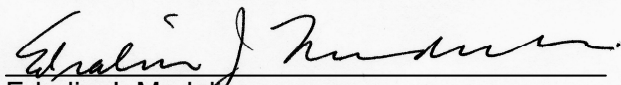
Q.	DISCUSSION
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1. Board Evaluation

- What went well?
 - Trustee Galvan said the discussions involved differences of opinion, which were voiced well.
 - Trustee Mullen said the sound appeared to be low and he had difficulty hearing audience members. Trustee Mitchell commented that ITS and Advancement were working on a new system. Mr. Gunsaulus confirmed they were looking at several vendors in order to find a technical solution for the audio in room 5401.
 - Trustee Mathiesen said they received a good deal of information, much of it new. He thinks the meetings could be shorter.
 - Trustee Mullen said he did not have a clear resolution on the diversity center and staff dining room. He asked if anyone felt there was a need to revisit the issue. Mr. Maduli said members of a committee representing a constituent group must report their activity back to the group they represent. Committee liaisons must work diligently with them to ensure the word is getting to the right people. Mr. Maduli said he would ensure everyone receives information regarding this issue, and what has, or will be decided.
 - Trustee Mitchell commented that her perspective was that everyone is working very hard to open effective lines of communication, but it appears that the college takes one step forward and two steps back. She thinks it can be better. Ms. Sommer suggested having a more robust orientation program to expose people to certain procedures and processes with which they may not be familiar. This particularly applies to managers. An example of this gap of knowledge is Mr. Gutierrez's work on the diversity center. He went out and gathered information regarding the needs for the center, and then asked General Services (GS) for their input, only to find that he had done the leg work normally associated with the duties of the GS office. He was unaware that there was an entire process in place to handle this part of his assignment.
- As a trustee, I am most pleased about the following things, which have been done or are being done at Cuesta College?
 - Trustee Mullen said he likes the way the ASCC is more involved with other groups on campus. Mr. Maduli commented that Anthony Gutierrez and Richie Kline have been great leaders. Ms. Stephens said the Foundation wants to expand its outreach.

ADJOURNMENT

Adjournment The meeting was adjourned at 7:47 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, December 5 2007, in Room 5401 of the Conference Center in the Cuesta College Student Center, Cuesta College San Luis Obispo Campus, and San Luis Obispo, California.



 Edralin J. Maduli
 Interim Superintendent/President