



# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Superintendent/President's Report

Description: A written update/report of the activities and events for the month of January and February, 2012

Agenda Section: Report

Originator: Superintendent/President

Other:

Presented by: Dr. Stork

**Background Information:** The Superintendent/President presents an update to the Board every month regarding college/district activities and events.

**Current Considerations:** N/A

**Fiscal Impacts:** N/A

**Recommendation:** Information only.

Agenda Approval: *G. H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012



**President's Report  
February 1, 2012**

Spring Opening Day took place on Friday, January 13 in the Associated Students Auditorium, Room 5401, and had a slightly different look. In addition to the traditional presentations of the Service Excellence Award (Lisa Gray) and the M'May Diffley Award (Inga Swearingen), we presented the Cuesta College 2012 Honored Alum Awards. We recognized the individual success of each of our honorees, as well as the faculty and staff whose contributions and guidance were so critical to that success. There were updates on current system changes including changes in Title 5 which affect course repetition and census and drop dates, and an update on additional support provided for distance education. My comments focused on the budget, future planning, and the opportunities and challenges that face us all in the year ahead.

This year's honored alums:

- Jay Asher of San Luis Obispo graduated from Cuesta in 1996 and went on to work in bookstores and San Luis Obispo Library while writing fiction in the evenings. His novel for young adults "Thirteen Reasons Why" was released in 2007 and has been published in more than 30 languages. "The Future of Us," co-written with Carolyn Mackler, was released in November. Both are scheduled to be made into movies.
- Marin A. Pilloud of Honolulu graduated from Cuesta in 1998 and earned a bachelor's degree in anthropology from UC Berkeley and a master's degree and doctorate in biological anthropology from Ohio State University. She works as a forensic anthropologist for the Joint POW/MIA Accounting Command and has performed field missions to recover the remains of U.S. military personnel in Laos and Vietnam.
- Michael Jean Thibodeaux of Morro Bay graduated from Cuesta in 1985 and earned a bachelor's degree in criminal justice from San Diego State University and a master's degree in education specializing in counseling and guidance from Cal Poly. He is an adjunct faculty member at Cal Poly and teaches courses in the education and forestry and natural resources departments. He left the Central Coast from 2001-2006, and worked for the US Forest Service in Kamas, Utah, and Fairplay, Colo. Before that he was dean of students at Flamson Middle School in Paso Robles and campus supervisor at Paso Robles High School.
- Dee Torres of San Luis Obispo is the director of homeless services for Community Action Partnership of San Luis Obispo County. She moved to the area in 1994 and began her studies at Cuesta before transferring to Cal Poly. She is leading the effort to build and staff the first 24-hour homeless service center in San Luis Obispo. She oversees the Prado Day Center, Maxine Lewis Memorial Shelter and case management programs around the county.

### L.1.3.

The electrical switch that caught fire last year has been replaced. The project included installing two new runs of wire, one from the 2000 complex and one from the 4000 engineering yard as well as new connectors on the 8000 building wires. Hank Agostini led this project and was instrumental in getting it completed on time and within budget. Interruption to college activities was minimized and the work appeared seamless. I extend my thanks and appreciation to Hank and his team for taking such care on this project.

I continue to participate in major donor asks in support of the Foundation's Annual Campaign. I and other members of Cabinet have also continued other community outreach efforts, attending the local Chamber's Annual Installation Dinners.

I attended the groundbreaking ceremony and building dedication for the Lucia Mar USD Central Coast New Tech High School at Nipomo High School. New Technology High School is an education revolution. With new ways of learning and teaching, this innovative school design is transforming education across the country. Abandoning the idea of "traditional schooling", New Tech High School provides students with unique opportunities to gain the knowledge and skills to survive and succeed in the 21st-century global economy. The goal of New Tech Schools is to effectively prepare students for the 21<sup>st</sup> century by focusing on engagement, relevancy, and experience within the curriculum. To accomplish this, New Tech schools use a project-based learning method which includes in-class simulations and real world challenges, college classes, community service and internships within the community.

The Dale and Mary Schwartz Learning Resource Center at the North County Campus opened on January 17. It is truly a magnificent facility and much appreciated by students and staff. We are experiencing the normal bugs of opening a new facility, but issues are being dealt with quickly and efficiently.



# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Cuesta College Foundation Gifts

Description: To report gifts received by the Cuesta College Foundation of cash, real and personal property and non-cash gifts that supplant cash for the month of December 2011.

Agenda Section: Report

Originator: Foundation *SAH* Other: Prepared by Jackie King *JK*

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

<b>Background Information:</b>	Foundation monthly gift donations to be reported to the Board of Trustees.
<b>Current Considerations:</b>	N/A
<b>Fiscal Impacts:</b>	N/A
<b>Recommendation:</b>	N/A

Agenda Approval: *G.H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: *1/25/2012*





**MONTHLY REPORT OF GIFTS  
SUMMARY – DECEMBER 2011**

Various	\$ 139,444.12	Gifts Over \$200.00
Various	\$ 288.00	Booster Club
Various	\$ 7,267.86	Friends of the Library
Various	\$ 2,397.07	Scholarships for Named Students*
Various	\$ 13,160.47	Other Gifts Under \$200.00**
Various	\$ 1,199.00	Non Cash Gifts
<b>TOTAL RECEIVED December 1, 2011 – December 31, 2011</b>	<b>\$ 163,756.52</b>	

\*This amount represents money received for scholarships for designated students as received from various clubs and organizations.

\*\*Only cash gifts are included

**Payroll Deduction Gifts (November 30<sup>th</sup> and December 31<sup>st</sup> Payroll):** Christopher Akelian, Charlotte Alexander, John Arno, Dina Baca Ebeling, Dennis Baeyen, Gregory Baxley, Guadalupe Beanway, Jill Beck, Laura Becker, William Benjamin, Christine Beyer, Katherine Blum, Mary Ellen Bohnsack, Steven Boothe, Iricia Bramsen, Christine Braun, Steven Budke, John Byrne, Rick Camarillo, John Cascamo, Jay Chalfant, Leila Chambers, Delbert Chausse, Denise Chelisen, Edward Conklin, Joe Dansby, Calvin DePass, Andrea Devitt, Jane Donaldson, David Dowell, Betsy Dunn, John Fetcho, Janet Florez, Linda Fontanilla, Todd Frederick, Barbara George, Sally Girard, Lisa Gray, Matthew Green, Anna Greiner, Jeffrey Grover, Stephan Gunsaulus, Haila Hafley Kulver, Tonya Hardiman, Linda Harris, Claudia Hayner, Douglas Highland, Shannon Hill, Catherine Hillman, Julie Hoffman, Janice House, Julianne Jackson, Richard Jackson, Katherine Jimison, Fay Johnson, Jani Johnson, Dennis Judd, Alexa Kahane Unch, Dorrae Kim, Jackie King, Michael Kinter, Margaret Korisheli, Marie Larsen, Christina Lau, Patrick Len, Steve Leone, Gregory Lewis, Diane Limon, Susan Lloyd, Carla Maitland, Robert Mariucci, Laurie McConico, April McGee, Sandee McLaughlin, Madeline Medeiros, Allison Merzon, Barbara Miller, Kenneth Miller, Angela Mitchell, Cherie Moore, Edie Morales, Jane Morgan, Patrick Mullen, Donald Norton, Berta Parrish, Pamela Peachey, Nanette Pina, Pamela Ralston, Karen Reyes, Pamela Rose, Gary Rubin, Ron Ruppert, Lisa Schicker, Deborah Schlanser, Ronald Schram, Patrick Schwab, Robert Schwennicke, Linda Scott, Marcia Scott, Randy Scovil, Dawn Smith, Toni Sommer, Sharon Spatafora, Richard Staley, Mark Stengel, George Stone, Jessica Strano, Jack Sullivan, Jay Thompson, Antonia Torrey, Mark Turner, Karen Urquhart Tacket, Estrella Vazquez, Kristine Wayland, Lisa Wearda, Nancy Webb, James West, Peggy Wright, Deborah Wulff, Maryanne Zarycka.



MONTHLY REPORT OF GIFTS  
DECEMBER 2011

Date	Amount	Purpose	Name and Address
12/16/2011	\$ 300.00	Matthew Aydelott Endowment for Youth	Karen Aydelott
12/14/2011	\$ 250.00	Master Chorale	Thomas and Pauline Azaret
12/22/2011	\$ 500.00	Athletics Sponsorship	Ben Franklin's Sandwich Shop
12/22/2011	\$ 550.00	Rosie Benevedo Memorial Endowment	Terry Benevedo
12/22/2011	\$ 650.00	Rosie Benevedo Memorial Scholarship	Blakeslee & Blakeslee, Inc. Diane Brocato
12/16/2011	\$ 200.00	Master Chorale	James and Marcia Brabeck
12/31/2011	\$ 5,000.00	Nursing	
12/12/2011	\$ 250.00	Master Chorale	Thomas Brown

Date	Amount	Purpose	Name and Address
12/12/2011	\$ 325.00	Master Chorale	Brown's General Offices, Inc. Rita LaPlant
12/20/2011	\$ 1,500.00	Area of Greatest Need	Thomas and Joan Butch
12/5/2011	\$ 25,000.00	James T. Clarke Nursing Fund	James and Karen Clarke
12/22/2011	\$ 500.00	C.M. Peart Family Endowment	Margaret Collier
12/22/2011	\$ 500.00	Margaret Peart Collier Early Childhood Education Endowment	Margaret Collier
12/5/2011	\$ 500.00	Chamber Singers	Coward Revocable Intervivos Trust Richard L. Cowart, Trustee
12/14/2011	\$ 500.00	Area of Greatest Need	Pam Dassenko
12/5/2011	\$ 300.00	Chamber Singers	Evelyn Destefani
12/8/2011	\$ 500.00	Gil Peter SAM Memorial Endowment	Linda Ellis
12/14/2011	\$ 250.00	CCFT Lenore Erickson Scholarship	Charles and Lenore Erickson

Date	Amount	Purpose	Name and Address
12/20/2011	\$ 1,000.00	North County Campus	Marge Ernst
12/22/2011	\$ 10,000.00	Margaret J. Templeton Endowment	Bert and Candace Forbes
12/31/2011	\$ 1,500.00	Area of Greatest Need	Founders Community Bank Reese Davies
12/31/2011	\$ 1,000.00	Frances French Nursing Endowment	George and Mary French
12/8/2011	\$ 704.50	Cuesta College Book of the Year	Friends of the Library
12/22/2011	\$ 500.00	Area of Greatest Need	Douglas and Eleanor Gabriel
12/14/2011	\$ 200.00	Social Sciences	Randall and Kelly Gold
12/19/2011	\$ 997.25	Skills USA	GPC NAPA
12/31/2011	\$ 500.00	Area of Greatest Need	William F. Griffiths

Date	Amount	Purpose	Name and Address
12/12/2011	\$ 500.00	Chamber Singers	Jerome Boots and Cricket Handler
12/12/2011	\$ 500.00	North County Campus Performing Arts	Robert and Olga Harway
12/31/2011	\$ 1,000.00	Area of Greatest Need	Hearing Solutions
12/12/2011	\$ 325.00	Master Chorale	Richard Hoibrook
12/16/2011	\$ 200.00	Women's Basketball	Paul H. Holmes
12/8/2011	\$ 250.00	Area of Greatest Need	Dennis and Carol Howland
12/22/2011	\$ 200.00	Area of Greatest Need	Thomas and Linda Hurd
12/12/2011	\$ 250.00	Master Chorale	Estate of Mrs. Ada S. Irving
12/22/2011	\$ 19,139.43	Ada Irving Nursing Endowment	Edward Jones
12/31/2011	\$ 16,695.09	Ada Irving Nursing Endowment	Kevin Klipsel
12/12/2011	\$ 700.00	Master Chorale Sponsorship	

Date	Amount	Purpose	Name and Address
12/8/2011	\$ 1,000.00	Area of Greatest Need	Jack N. Kanbara
12/31/2011	\$ 1,500.00	Area of Greatest Need	Keenan Associates Mr. Tim Keenan
12/9/2011	\$ 200.00	Area of Greatest Need	Mary Kennedy
12/20/2011	\$ 250.00	Area of Greatest Need	Kon Tiki Inn
12/16/2011	\$ 750.00	Athletics Sponsorship	Kona's Deli
12/5/2011	\$ 5,000.00	LaVonne Gaebe Nursing Endowment	Laurence C. Gaebe Family Foundation, Inc.
12/14/2011	\$ 1,500.00	Area of Greatest Need	Randolph and Patricia Lawrence
12/8/2011	\$ 1,500.00	Electronics Technology	Matt Leedom
12/31/2011	\$ 507.00	Area of Greatest Need	Ronald Little

Date	Amount	Purpose	Name and Address
12/31/2011	\$ 200.00	Joseph T & Amy Silva Arsenio Endowment	Henry and Diane Mayo
12/14/2011	\$ 500.00	Area of Greatest Need	Brendan V. McAdams, Jr.
12/31/2011	\$ 1,000.00	Area of Greatest Need	C. Patrick McKeague
12/31/2011	\$ 800.00	Athletics Sponsorship	Miner's Ace Hardware
12/8/2011	\$ 221.64	Area of Greatest Need	Patrick and Laura Mullen
12/31/2011	\$ 221.64	Area of Greatest Need	
12/12/2011	\$ 800.00	Bud & Grace Myers Scholarship (Quota Int. of PR)	Grace Myers
12/14/2011	\$ 300.00	Chamber Singers	Newcomers Club of SLO
12/19/2011	\$ 200.00	Area of Greatest Need	Roy Parsons
12/8/2011	\$ 2,500.00	Area of Greatest Need – Matching Gift Patrick Mullen	PG&E Corporation Foundation
12/31/2011	\$ 507.00	Area of Greatest Need – Matching Gift Ron Little	

Date	Amount	Purpose	Name and Address
12/14/2011	\$ 300.00	Area of Greatest Need	James and Ann Ream
12/31/2011	\$ 1,000.00	Area of Greatest Need	Barnet and Linda Reiner
12/22/2011	\$ 3,000.00	Area of Greatest Need	Mary Elizabeth Rizzoli
12/31/2011	\$ 500.00	Area of Greatest Need	Brian M. Roberts
12/31/2011	\$ 250.00	Area of Greatest Need	San Luis Ambulance Service, Inc.
12/12/2011	\$ 250.00	Master Chorale	San Luis Obispo Solar Group
12/31/2011	\$ 2,012.00	Area of Greatest Need	James P. Sargen
12/31/2011	\$ 5,000.00	Area of Greatest Need	
12/20/2011	\$ 300.00	John Schaub Memorial Deans Award Endowment	Marion F. Schaub
12/8/2011	\$ 250.00	Friends of CPAC	Dennis Schneider

Date	Amount	Purpose	Name and Address
12/9/2011	\$ 200.00	Area of Greatest Need	Charles E. Seger
12/12/2011	\$ 500.00	Jazz Studies	Robert and Alice Sennett
12/12/2011	\$ 500.00	Area of Greatest Need	Sandra D. Sigurdson
12/16/2011	\$ 200.00	Area of Greatest Need	James and Norma Sinton
12/31/2011	\$ 1,200.00	Area of Greatest Need	SkillsUSA California
12/19/2011	\$ 503.57	Skills USA	Laura Slaughter
12/22/2011	\$ 1,000.00	Nursing	Dave and Marlys Snyder
12/22/2011	\$ 500.00	Frank and Lois Martinez President's Scholarship Endowment	James Spitzley
12/31/2011	\$ 300.00	Area of Greatest Need	Leah Stanley
12/20/2011	\$ 200.00	Area of Greatest Need	

Date	Amount	Purpose	Name and Address
12/31/2011	\$ 1,600.00	Athletics Sponsorship	Stenner Glen
12/8/2011	\$ 242.50	Jack and Nancy Sullivan's Veterans Fund	Jack and Nancy Sullivan
12/31/2011	\$ 242.50		
12/31/2011	\$ 1,000.00	Area of Greatest Need	Talley Farms Rosemary Talley
12/31/2011	\$ 4,000.00	Welding	LindaLee Thoresen
12/22/2011	\$ 1,000.00	Disabled Students Programs	Sheila L. Tiber
12/16/2011	\$ 200.00	Women's Basketball	Williams Concrete Construction Stephen A. Williams



# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Update on the Dale and Mary Schwartz Learning Resource Center and PG&E Energy Rebate presentation

Description: The Director of Facilities Services, Planning and Capital Projects will present a photo-update on the Learning Resource Center and representatives from PG&E will be in attendance to present an energy efficiency rebate to the District.

Agenda Section: Report

Originator: Administrative Services

Presented by: Terry Reece and Toni Sommer *T. Sommer* Other:

<b>Background Information:</b> The Dale and Mary Schwartz Learning Resource Center was designed utilizing energy-efficient features. The rebate is the effect of those savings.
<b>Current Considerations:</b> The Director of Facilities Services, Planning and Capital Projects will present a photo-update on the Dale and Mary Schwartz Learning Resource Center and representatives from PG&E will be in attendance to present an energy efficiency rebate to the District.
This supports Educational Master Plan Core Principle 9, Sustainability.
<b>Fiscal Impacts:</b> Anticipated rebate in excess of \$90,000, which will offset energy efficiency projects.
<b>Recommendation:</b> This is informational only.

Agenda Approval: *Gilbert H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012





# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Cuesta College Foundation Quarterly Report

Description: To report Foundation Board/Staff activity to the Board of Trustees for the period of October 1, 2011 through December 31, 2011 and to provide a regular avenue of communication and sharing of relevant information.

Agenda Section: Report

Originator: Foundation

Other: Prepared by Jackie King

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

**Background Information:** Foundation quarterly gift donations to be reported to the Board of Trustees.

**Current Considerations:** N/A

**Fiscal Impacts:** N/A

**Recommendation:** The Foundation has received \$393,010.17 in cash, pledges, real and personal property, and non-cash gifts that supplant cash for the Second Quarter ending December 31, 2011.

Agenda Approval: Gilbert H. Stork, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012





**Cuesta College Foundation**  
**Second Quarter Report to the Board of Trustees**  
**October 1, 2011 – December 31, 2011**

**Contributions**

**Second Quarter gifts to the Cuesta College Foundation totaled \$393,010.17.**

Gifts over \$10,000.00 this quarter included:

- \$35,834.52 from the **Estate of Ada S. Irving** for the Ada S. Irving Nursing Endowment.
- \$25,000.00 from **James and Karen Clarke** for the James T. Clarke Nursing Fund.
- \$22,000.00 from **Mary Studer Schwartz** for the Mary Schwartz NCC Fund.
- \$16,000.00 from **California Hazardous Materials Investigators Association** for Construction Technology.
- \$12,000.00 from **Eugene J. Miller** for supporting the Foundation Grants and the Area of Greatest Need.
- \$10,000.00 from **Jim and Lyn Baker** for the Friends of CPAC, and \$1,000.00 for Master Chorale.
- \$10,000.00 from **Allyn and Lee Arnold** for the Friends of CPAC, and \$5,000.00 for the Area of Greatest Need.
- \$10,000.00 from **Bert and Candace Forbes** for the Margaret J. Templeton Nursing Endowment.

**Unrestricted gifts totaled \$55,692.06.**

Gifts over \$1,000.00 this quarter included:

- \$7,012.00 from **James Sargen**.
- \$3,000.00 from **Mary Elizabeth Rizzoli**.
- \$2,000.00 from **Iris Swisher and Dick Strachan**.
- \$2,000.00 from **Ken and Gaby Levine**.
- \$1,500.00 from **Michael Morris**.
- \$1,500.00 from **Keenan Associates**.
- \$1,500.00 from **Founders Community Bank**.
- \$1,000.00 from **Gary Harkins**.
- \$1,000.00 from **Jack and Laurie Sinton**.
- \$1,000.00 from **Scott Wall**.
- \$1,000.00 from **5-Cities Community Service Foundation**.

**Unrestricted gifts continued:**

- \$1,000.00 from **Anneka Scranton**.
- \$1,000.00 from **Randolph Lawrence**.
- \$1,000.00 from **Barnet and Linda Reitner**.
- \$1,000.00 from **Rosemary Talley of Talley Farms**.
- \$1,000.00 from **C. Patrick McKeague**.
- \$1,000.00 from **Robert and Olga Harway**.

**Business Partners Program gifts totaled \$12,600.00.**

Gifts over \$1,000.00 this quarter included:

- \$5,000.00 from **Bob and Debra Wacker** for the Area of Greatest Need.
- \$2,500.00 from **Charles Cabassi** for the Area of Greatest Need, and \$500.00 for Booster Club.
- \$1,600.00 from **Stenner Glen** for Athletics Sponsorship.
- \$1,500.00 from **Matt Leedom** for Electronics Technology.

**Endowed Fund gifts totaled \$64,010.52.**

Gifts over \$1,000.00 this quarter included:

- \$5,000.00 from the **Laurence C. Gaebe Family Foundation, Inc.** for the LaVonne Gaebe Nursing Endowment.
- \$1,000.00 from **Quota International of Paso Robles** for the Bud & Grace Myers Endowment (Quota Int. of PR).
- \$1,000.00 from **Gary and Vallerie Steenson** for the Martha C. Bennett Nursing Endowment.
- \$1,000.00 from **Joseph Bennett** for the Martha C. Bennett Nursing Endowment.
- \$1,000.00 from **George French** for the Frances A. French and Marion E. French Memorial Nursing Scholarship Endowment.
- \$1,000.00 from **Sheila L. Tiber** for the Disabled Students Endowment.

**Scholarship gifts totaled \$36,114.07.**

Gifts over \$1,000.00 this quarter included:

- \$1,000.00 from **G.A. Halvorson** for the Nancy Victor Music Students Scholarship Fund of the Performing Arts Division.

**Designated Department/Program gifts totaled \$213,096.10.**

Gifts over \$1,000.00 this quarter included:

- \$5,000.00 from **James Brabeck** for the Nursing Program.
- \$4,000.00 from **LindaLee Thoresen** for the Welding Program.
- \$1,950.00 from **Valery Goodman-Pater** for the Friends of CPAC.
- \$1,000.00 from **Harold Tillema** for Baseball.
- \$1,000.00 from **Summer Kaeding** for the Booth Emergency Fund.

**Designated Department/Program gifts continued:**

- \$1,000.00 from **Don Anderson** for the Friends of CPAC.
- \$1,000.00 from **Marge Ernst** for the North County Campus.
- \$1,000.00 from **Laura Slaughter** for the Nursing Program.

**Non-Cash and In-Kind Gifts totaled \$11,497.42.**

Non-Cash and In-Kind gifts valued over \$1,000.00:

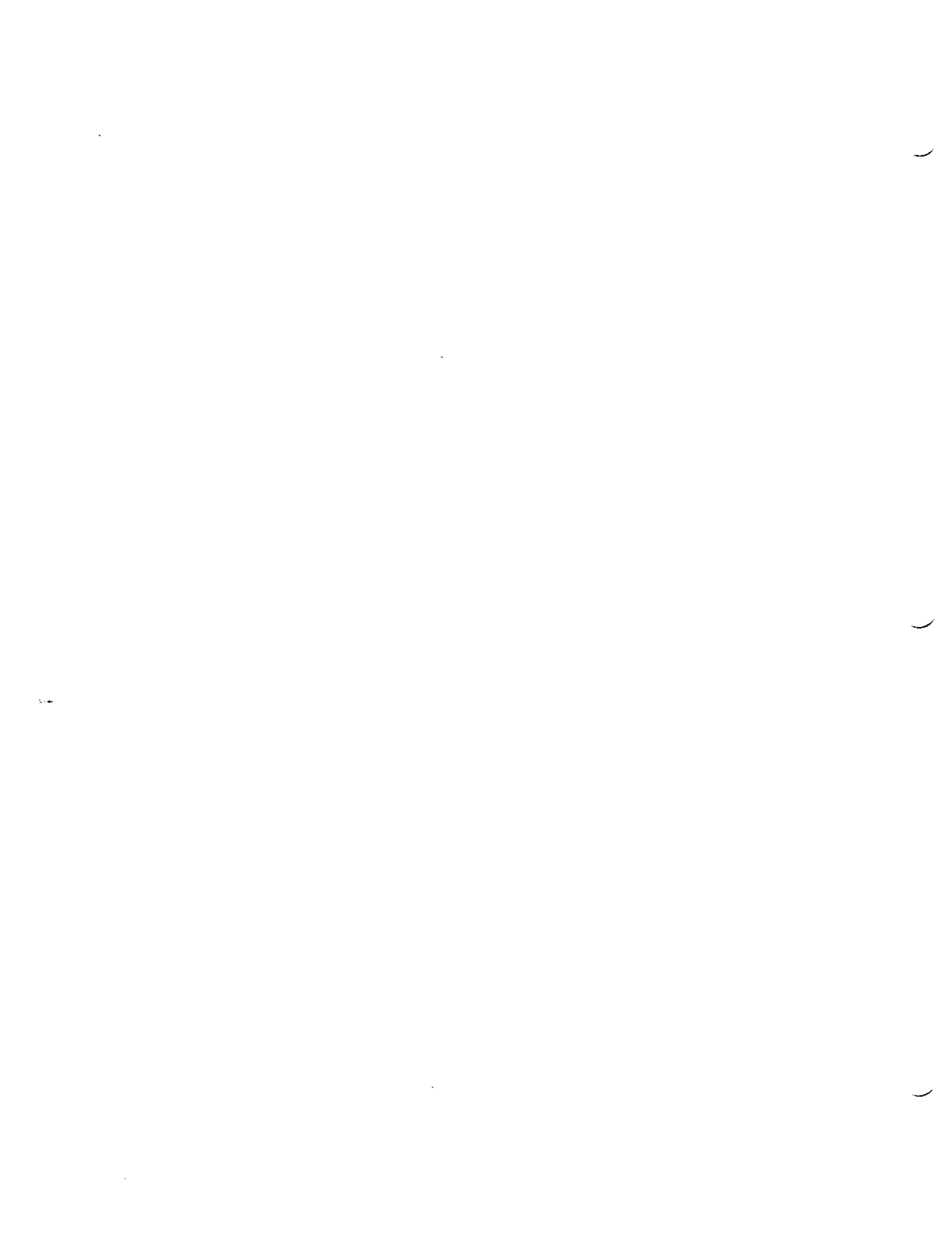
- \$9,200.00 event fee waiver from **Robert Hall Winery** for the Children's Center family day special event.

**Second Quarter 2011-2012 Events**

Business Partners' Luncheon	October 18, 2011
Foundation Quarterly Board Meeting	November 7, 2011
Business Partners' Luncheon	November 15, 2011

**Upcoming Third Quarter 2011-2012 Events**

Planned Giving Workshop	January 10, 2012
Opening Day	January 13, 2012
Foundation Quarterly Board Meeting	February 06, 2012
Business Partners' Luncheon	February 15, 2012
Business Partners Luncheon	March 20, 2012
College Recognition Awards	April 19, 2012
Presidents' Recognition and Schwartz LRC Dedication	May 24, 2012





# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Nonresident Tuition Fee

Description: Establish the Nonresident Tuition Fee for 2012-2013

Agenda Section: Discussion/Action

Originator: Administrative Services Other:

Presented by: Christopher Green and Toni Sommer

*Christopher Green* *Toni Sommer*

**Background Information:** Out-of-state students are required, by law, to pay a nonresident tuition fee covering the full expense of education. Education Code Section 76140 requires that the nonresident tuition fee be adopted by the Board of Trustees on or before February of each year. (The nonresident fee for 2011-2012 is \$189 per unit.)

**Current Considerations:** The attached Nonresident Tuition Fee Worksheet outlines the options for establishing the nonresident tuition fee. Based on the attached worksheet, the Statewide average average cost is \$179 per unit, the District's average cost is \$187 per unit, and the Nonresident Capital Outlay Fee is \$29 per unit. The District has the option of using the Statewide average or the District average and can choose whether or not to include all or a portion of the Capital Outlay Fee.

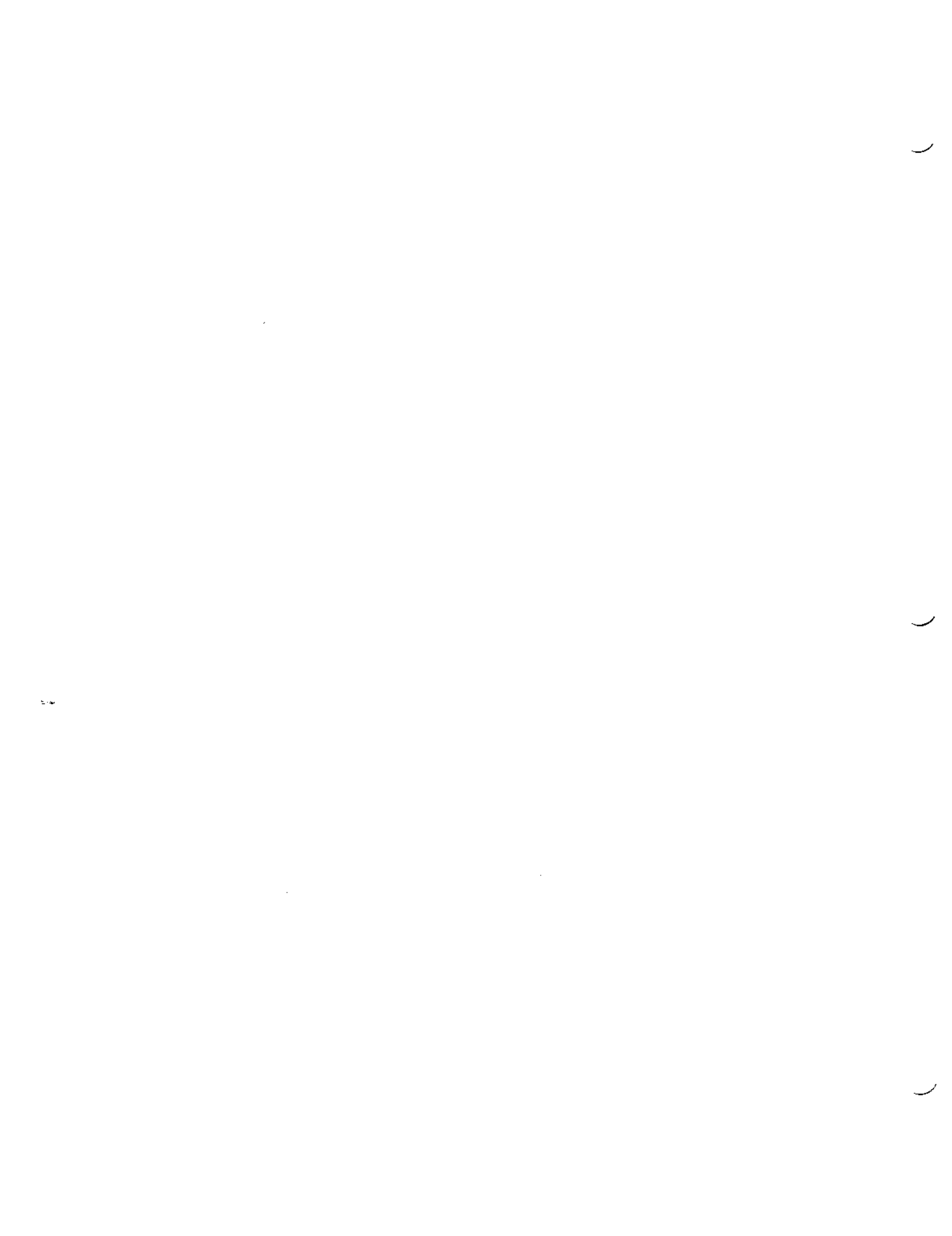
Establishing the Nonresident Tuition Fee supports Educational Master Plan Core Principle 4, Institutional Effectiveness.

**Fiscal Impacts:** During the past four years the Nonresident Tuition Fee has ranged from \$181 - \$189 per unit. Revenue generated during those years ranged from \$737,000 to \$892,000 per year.

**Recommendation:** It is recommended that the Board of Trustees establish the 2012-2013 Nonresident Tuition Fee to be the District average of \$187 per unit plus a \$12 Capital Outlay Fee for a total of \$199 per unit.

Agenda Approval: *G. H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012



## California Community Colleges 2012-13 NONRESIDENT FEES WORKSHEET

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2012-13 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. <b>Expense of Education for Base Year</b> (2010-11 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$6,582,664,734	\$51,780,664	\$
B. <b>Annual Attendance FTES</b> (Recal 2010-11)	1,276,020	9,563	
C. <b>Average Expense of Education per FTES</b> (A + B)	\$5,159	\$5,414	\$
D. <b>U.S. Consumer Price Index Factor</b> (2 years)	x 1.038	x 1.038	x 1.038
E. <b>Average Cost per FTES for Tuition Year</b> (C x D)	<del>\$5,355</del>	\$5,620	\$
F. <b>Average Per Unit Nonresident Cost – Semester (Qtr)</b>	<del>\$179 (\$119)</del>	\$187	\$
G. <b>Statewide average – Semester (Qtr)</b>	<del>\$190 (\$127)</del>	\$	\$
H. <b>Comparable 12 state average – Semester (Qtr)</b>	<del>\$331 (\$221)</del>	\$	\$

**Annual Attendance FTES** includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

**Column 3** is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

### NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

**Option 6.** The greater amount of the calculations of statewide nonresident tuition for 2007-08 through 2012-13 is \$190 per semester unit or \$127 per quarter unit (2009-10).

**Option 7.** The average of the nonresident tuition fees of public community colleges in 2010-11 of no less than 12 states comparable to California in cost of living is \$331 per semester unit or \$221 per quarter unit.

**Requirement for Use of Option 6 or 7:** The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue (2009-10).
- Actual resident FTES was greater than funded resident FTES (2009-10).
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3) (2009-10)
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3) (2009-10).

Continue to next page ►

The district governing board at its February 1, 2012 meeting adopted a nonresident tuition fee of \$187 per semester unit or \$ \_\_\_\_\_ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- 1. Statewide average cost, per column 1.
- 2. District average cost, per column 2.
- 3. District average cost with 10% or more noncredit FTES, per column 3.
- 4. Contiguous district. \_\_\_\_\_ (*Specify district and its fee*).
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
- 6. Statewide average cost, from 2009-10 (\$190 per semester unit; \$127 per quarter unit).
- 7. No more than average tuition of 12 states with cost of living comparable to California.

**NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)**

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2010-11 \$8,439,893
- b. FTES for 2010-11 9,563
- c. Capital outlay expense per FTES (*line a divided by line b*) \$882 \_\_\_\_\_
- d. Capital Outlay Fee per unit:
  - 1. Per semester unit (*line c divided by 30 units*) 29

**OR**

- 2. Per quarter unit (*line c divided by 45 units*) \_\_\_\_\_
- e. 2012-13 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2010-11 Nonresident Tuition Fee*) 29

The district governing board at its February 1, 2012 meeting adopted a nonresident capital outlay fee of \$ 12 per semester unit or \$ \_\_\_\_\_ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2012, please submit a copy of this report by February 15, 2012 to:

California Community Colleges Chancellor's Office  
 Fiscal Services Unit  
 1102 Q Street, 4<sup>th</sup> Floor  
 Sacramento, CA 95811-6549 FAX (916) 323-3057

District San Luis Obispo County Community College

Contact Person Chris Green \_\_\_\_\_

Phone Number & email (805) 546-3902; email: cgreen@cuesta.edu \_\_\_\_\_



## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

**Title:** Institutional Tenure Review Committee Recommendations

**Description:** The Institutional Tenure Review Committee (ITRC) recommends the granting of multi-year contracts and tenure to the faculty noted below.

**Agenda Section:** Discussion/Action

**Originator:** Academic Affairs

**Other:**

**Presented by:** Dr. Cathleen Greiner, Vice President of Academic Affairs

**Background Information:** The ITRC meets per the CCFT Collective Bargaining Agreement and is composed of faculty and administration. The Committee meets in the Fall Semester to review the tenure track faculty's self-maintained files and make recommendations for multi-year contracts and tenure.

**Current Considerations:** The ITRC process supports the 2011-2016 Educational Master Plan Core Principle of Academic Excellence and College Culture and the Strategic Plan 2010-2013 Strategic Direction Seven, Professional Development.

The ITRC recommends granting tenure to the following faculty members who have successfully completed tenure review:

1. Lise Mifsud
2. Bruce Silverberg

The ITRC recommends a two-year contract to the following faculty members who have successfully completed two years of tenure review:

3. Laurie Brummett
4. Silvio Favoreto
5. Zachary Hall

The ITRC recommends offering a second one-year contract to the following faculty members who have successfully completed their first year of tenure review:

6. William Demarest
7. Roland Finger
8. Katy Neidhardt

**Fiscal Impacts:** Faculty who are recommended for multi-year contracts and tenure are budgeted in the 2011-12 budget for instructional salaries and are planned to continue in subsequent budgets.

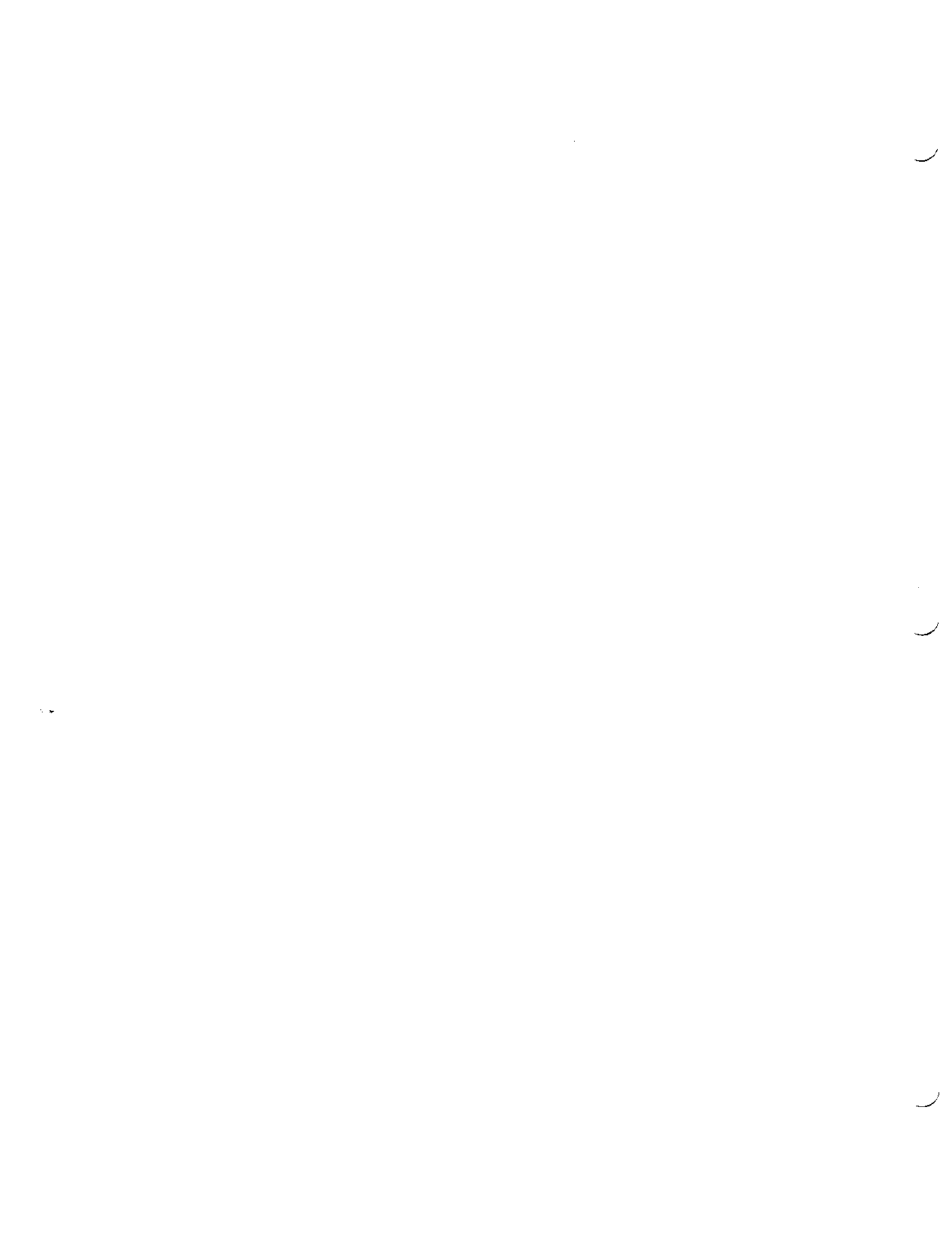
**Recommendation:** The Vice President of Academic Affairs and the ITRC Committee recommend approval of the multi-year contracts and tenure recommendations as presented.

Agenda Approval: \_\_\_\_\_

Gilbert H. Stork, Ed.D.  
Superintendent/President

Date: \_\_\_\_\_

1/25/2012





## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

**Title:** 2012-2013 Sabbatical Leave Committee Recommendations

**Description:** The Sabbatical Leave Committee recommends two faculty for partial year sabbaticals.

**Agenda Section:** Discussion/Action

**Originator:** Academic Affairs

**Other:**

**Presented by:** Dr. Cathleen Greiner, Vice President of Academic Affairs

**Background Information:** The Sabbatical Leave Committee, composed of faculty and administration, met in Fall 2011. This annual process includes reviewing the submitted sabbatical applications and results in the committee's recommendation for the faculty sabbatical leave recipient(s). This valuable experience promotes both personal and professional growth for the faculty selected and contributes to the pedagogical and learning commitments of the college.

**Current Considerations:** The Sabbatical Leave Committee recommendation encourages professional development supporting Strategic Direction Seven (Strategic Plan 2010-13) and the Educational Master Plan Core Principles: Academic Excellence, College Culture, Sustainability, Student Access, Student Success and Institutional Effectiveness.

1) Dr. Jane Morgan

During Jane Morgan's sabbatical leave she plans to collaborate with the San Luis Obispo County Community Foundation (SLOCCF) to research and write a report about at-risk youth in the San Luis Obispo area and the youth's specific pathways into careers and/or college. Morgan will conduct a literature review on other relevant studies, develop interview questions and conduct interviews with at-risk youth from the SLOCCF Youth Pathways Program. She will interview experts in related programs to determine models for student success, analyze data and complete a final report. The final report will address factors that influence student retention and success of recent high school graduates and those that did not complete high school. Morgan will examine circumstances that lead students to continue with their education and others to pursue a non-academic path. This report will be made available to not only SLOCCF and Cuesta College Social Sciences Department, but to any additional groups or committees that can benefit from the research. Additionally, Morgan is prepared to share the results from her study during a professional development activity. The proposed project will no doubt enhance Morgan's professional development and facilitate her currency in the field of Sociological Research. The collaborative work with SLOCCF and their interest in the project serves a community need, but results will also directly serve Cuesta College in terms of identifying pathways for increased student success and retention. Morgan will also be able to incorporate the research design, data analysis, and her findings into her sociology lectures, giving students access to first hand, real world experiences in the field of sociology.

Dr. Jane Morgan's request is for a one semester sabbatical leave. She is the Social Science Division Chair and plans to maintain her Chair position (40% load) and take a 50% sabbatical from teaching during both the Fall 2012 and Spring 2013 semesters.



## San Luis Obispo County Community College District Board of Trustees



### 2) Mr. Matt Vasques

The primary goal of his sabbatical will be to study, observe, and apply web-based video conferencing technology to develop curriculum for communication courses at Cuesta College. This will provide a practical and real world learning experience for students preparing to enter the workforce. As a part of the learning and evaluation process, Vasques plans to work closely with Coral Reef Alliance and MPA Monitoring Enterprise. Both groups have invited Vasques to attend their meetings, which rely on web-based video conferencing, so he can learn firsthand how the web conferences are set up, gain experience with trouble shooting and learn to run an effective meeting. Independently, Vasques will also study and analyze which web-based video conferencing platforms offer the greatest user ease and transferability to the classroom. He also plans to take courses offered by @ONE and CCC Confer to help understand and apply basic web conferencing concepts. Once Vasques has completed his sabbatical leave, he plans to organize a workshop series to help the Communication Studies Department discuss and learn about video conferencing and present a report to the Language and Communication Division and Distance Education Committee detailing findings from his study. Vasques would also be interested in disseminating the curriculum to other interested California Community Colleges and presenting his findings at communication conferences. His research on web-based video conferencing will increase his knowledge of the subject, enhance his teaching skills and help to strengthen the department's curriculum. There is also a clear and direct benefit to Cuesta College communication students. Once the various web-based video conferencing methods and technology have been evaluated and implemented in classes, students taking those classes will be better prepared for communication-based employment opportunities.

Mr. Vasques requests a one semester sabbatical leave during Spring 2013 semester.

**Fiscal Impacts:** The replacement costs of \$50,000 have been budgeted for 2012-13 fiscal year. The Vice President of Academic Affairs, President of the Academic Senate and the Sabbatical Leave Committee continue to appreciate the strong commitment by Cuesta College to continue funding faculty sabbatical leaves.

**Recommendation:** The Sabbatical Leave Committee recommends approval of Jane Morgan and Matthew Vasques to each receive one semester sabbatical for the 2012-2013 Academic Year as presented.

Agenda Approval: \_\_\_\_\_

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_

1/25/2012



## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 2, 2011

Title: Audit Report for District

Description: Review and accept the 2010-2011 final audit report for the District

Agenda Section: Discussion/Action

Originator: Administrative Services

Other:

Presented by: Christopher Green and Toni Sommer *T. Sommer*

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

**Current Considerations:** It is the auditor's opinion, based on their audit and the report of the other auditors (the Foundation), that the basic financial statements present fairly, in all material respects, the financial position of the San Luis Obispo County Community College District and its discretely presented component unit (the Foundation) as of June 30, 2011 and 2010, and the respective changes in the financial position and cash flows, for the years then ended, are in conformity with the accounting principles generally accepted in the United States.

The audit received an "unqualified opinion."

The annual audit supports Educational Master Plan Core Principle 4, Institutional Effectiveness.

**Fiscal Impacts:** No direct fiscal impact.

**Recommendation:** Accept the 2010-2011 audit report for the District.

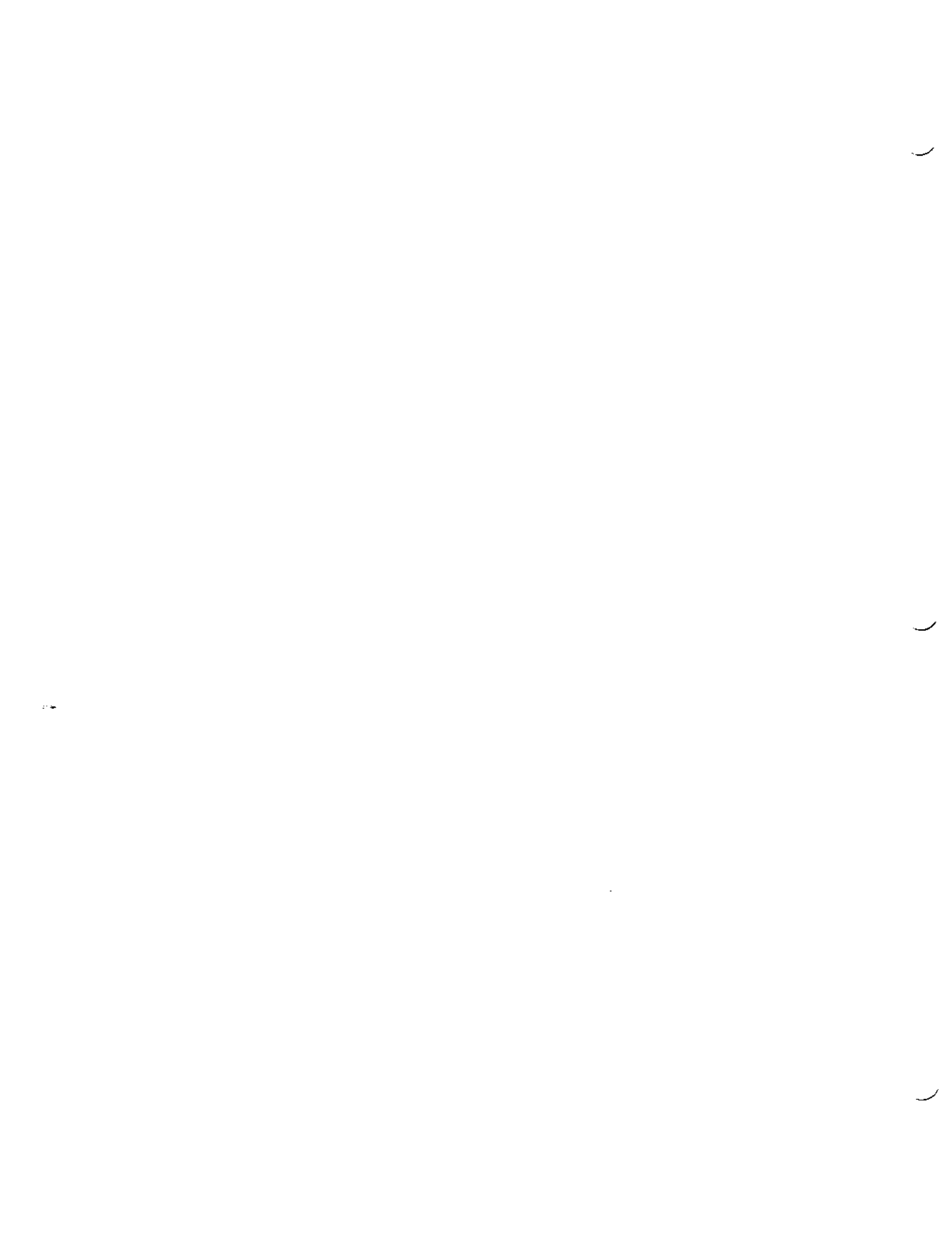
Agenda Approval: \_\_\_\_\_

*Gilbert H. Stork*

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_

*1/25/2012*





# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Change Orders for the Dale and Mary Schwartz Learning Resource Center

Description: To approve Change Orders for Dale and Mary Schwartz Learning Resource Center

Agenda Section: Discussion/Action

Originator: Administrative Services

Other:

Presented by: Terry Reece and Toni Sommer *T. Sommer*

**Background Information:** A Change Order provides revised project scope changes and/or compensation to the Contractor in settlement of issues that had been in dispute during the decrease in contract quantities for certain work items. Contract Change Orders are necessary in order to resolve outstanding project-related issues. The Contractor shall be compensated by an Adjustment of Compensation at an Agreed Lump Sum Price for the work of this change.

**Current Considerations:** Change Orders submitted during the month of January 2012 are attached for the Board's consideration. These Change Orders are for payment due from previous work completed.

Pre-Con Change Order 11-19: This Change Order is a back-charge for straightening of acoustical ceiling grid hanger wires at first and second floors in the amount of (\$3,000.00).

RF Koerber, Inc. Change Order 16-05: This Change Order is to provide labor to straighten acoustical ceiling grid hanger wires, reassemble seismic brace wires and straighten and reassemble seismic brace wires in the amount of \$6,112.50.

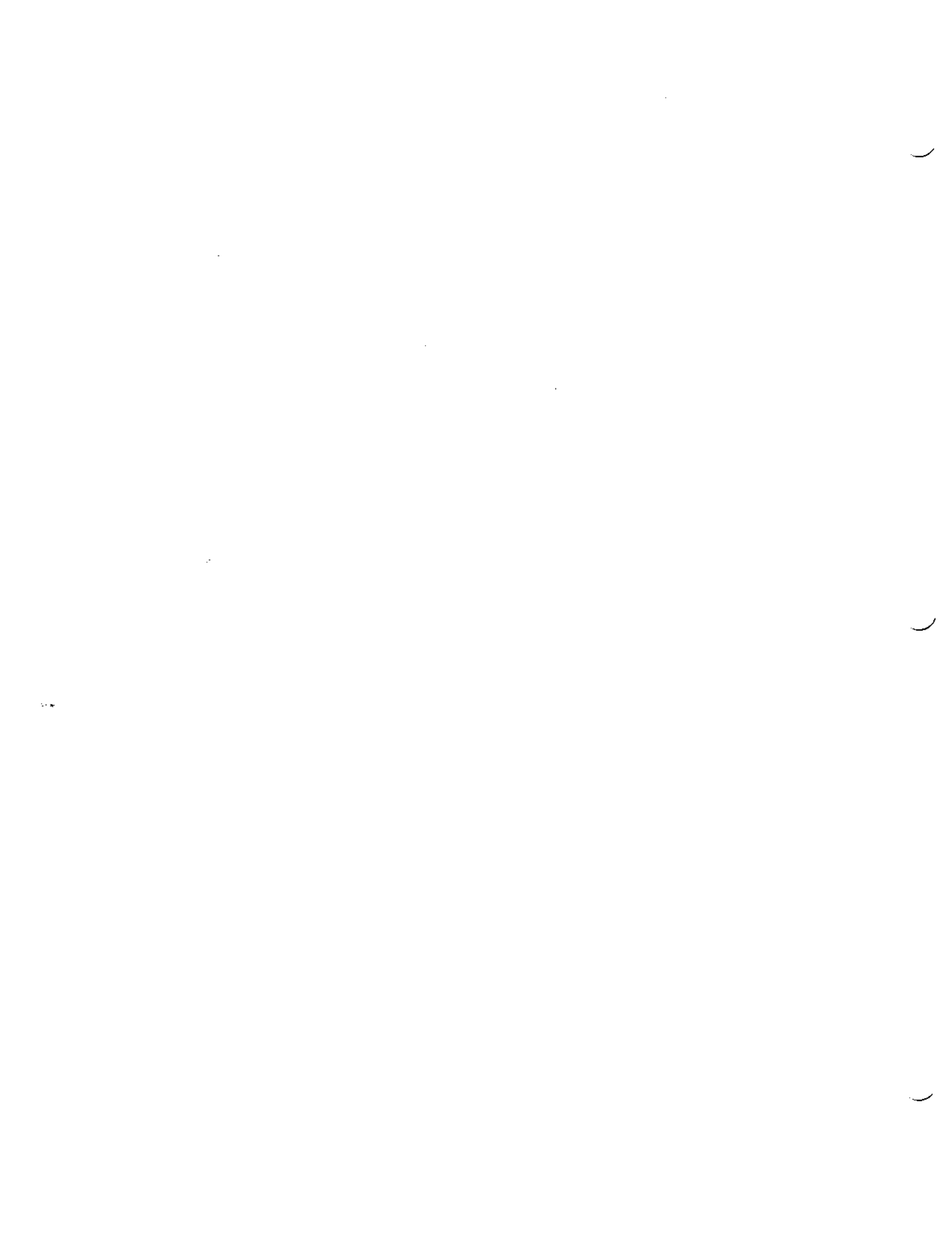
This supports Educational Master Plan Core Principle 9, Sustainability.

**Fiscal Impacts:** \$3,112.50, which is covered by the COPS funds and reimbursed with State.

**Recommendation:** It is recommended that the Board of Trustees approve the above-listed Change Orders for the Learning Resource Center in the amount of \$3,112.50.

Agenda Approval: *G. H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012



## ATTACHMENT A

Change Orders for the Dale and Mary Schwartz Learning Resource Center consists of two (2) change orders per multiple-prime contractor listed below:

<b>Bid Package</b>	<b>Type of Work</b>	<b>Construction Firm</b>	<b>Contract Sum</b>	<b>Change Order</b>
11-19	Lath, Plaster, Drywall	Pre-Con Industries, Inc.	\$1,591,394.19	(\$3,000.00)
16-05	Acoustical Ceilings & Wall	R.F. Koerber, Inc.	\$160,480.85	\$6,112.50

<b>Contingency</b>	<b>\$890,000.00</b>
<b>Previous Change Orders</b>	<b>(\$467,545.97)</b>
<b>Change Orders as listed above</b>	<b>(\$ 3,112.50)</b>
<b>Less miscellaneous expenses (other than Change Orders)</b>	<b>(\$ 404,114.67)</b>
<b>Contingency Balance</b>	<b>\$ 15,226.86</b>



Prime Contract Change Order

Detailed, Grouped by Each Number

Together. Building Greatness.™

Cuesta NCC Learning Resource Center (CM) Project # 10-005 Blach Construction Company
2800 Buena Vista Drive Tel: 805.238.7600 Fax: 408.244.2220
Paso Robles, CA 93446

Date: 1/19/2012
To Contractor: R.F. Koerber, Inc. P.O. Box 3822 Paso Robles, CA 93447
Architect's Project No: 08197.000
Contract Date: 4/14/2010
Contract Number: 10-005-16
Change Order Number: 005

The Contract is hereby revised by the following items:

Acoustical Ceiling Grid Hanger Wires Straightening, Modification of Installed Seismic Brace Wires

Table with 3 columns: PCO, Description, Amount. Rows include RF Koerber LRC 16: Provide labor to straighten acoustical ceiling grid hanger wires at first and second floors (4,548.24), RF Koerber LRC 16: Provide labor to reassemble seismic brace wires and change out (13) seismic brace wires shortened by testing (1,117.56), and RF Koerber LRC 16: Provide labor to straighten and reassemble seismic brace wires (446.70).

Summary table with 2 columns: Description, Amount. Rows include The original Contract Value was (151,490.00), Sum of changes by prior Prime Contract Change Orders (8,990.85), The Contract Value prior to this Prime Contract Change Order was (160,480.85), The Contract Value will be changed by this Prime Contract Change Order in the amount of (6,112.50), The new Contract Value including this Prime Contract Change Order will be (166,593.35), The Contract duration will be changed by (0 Days), and The revised Substantial Completion date as of this Prime Contract Change Order is.

BFGC-IBI Group Architecture Planning
ARCHITECT
4115 Broad Street, Ste. B6
San Luis Obispo, CA 93401

R.F. Koerber, Inc.
CONTRACTOR
P.O. Box 3822
Paso Robles, CA 93447

Cuesta College
OWNER
Highway 1 Building 7400
San Luis Obispo, CA 93405

Address
By Rick Mello
SIGNATURE
DATE 1/20/12

Address
By Reg Koerber
SIGNATURE
DATE 1/19/12

Address
By Toni Sommer
SIGNATURE
DATE 01/20/2012



Together. Building Greatness.™

Prime Contract Change Order

Detailed, Grouped by Each Number

Cuesta NCC Learning Resource Center (CM) Project # 10-005 Blach Construction Company
2800 Buena Vista Drive Tel: 805.238.7600 Fax: 408.244.2220
Paso Robles, CA 93446

Date: 1/17/2012
To Contractor:
Pre Con Industries, Inc.
725 E. Oak Street
Santa Maria, CA 93454

Architect's Project No: 08197.000
Contract Date: 6/2/2010
Contract Number: 10-005-11
Change Order Number: 019

The Contract is hereby revised by the following items:

Back-charge for Straightening of Acoustical Ceiling Grid Hanger Wires

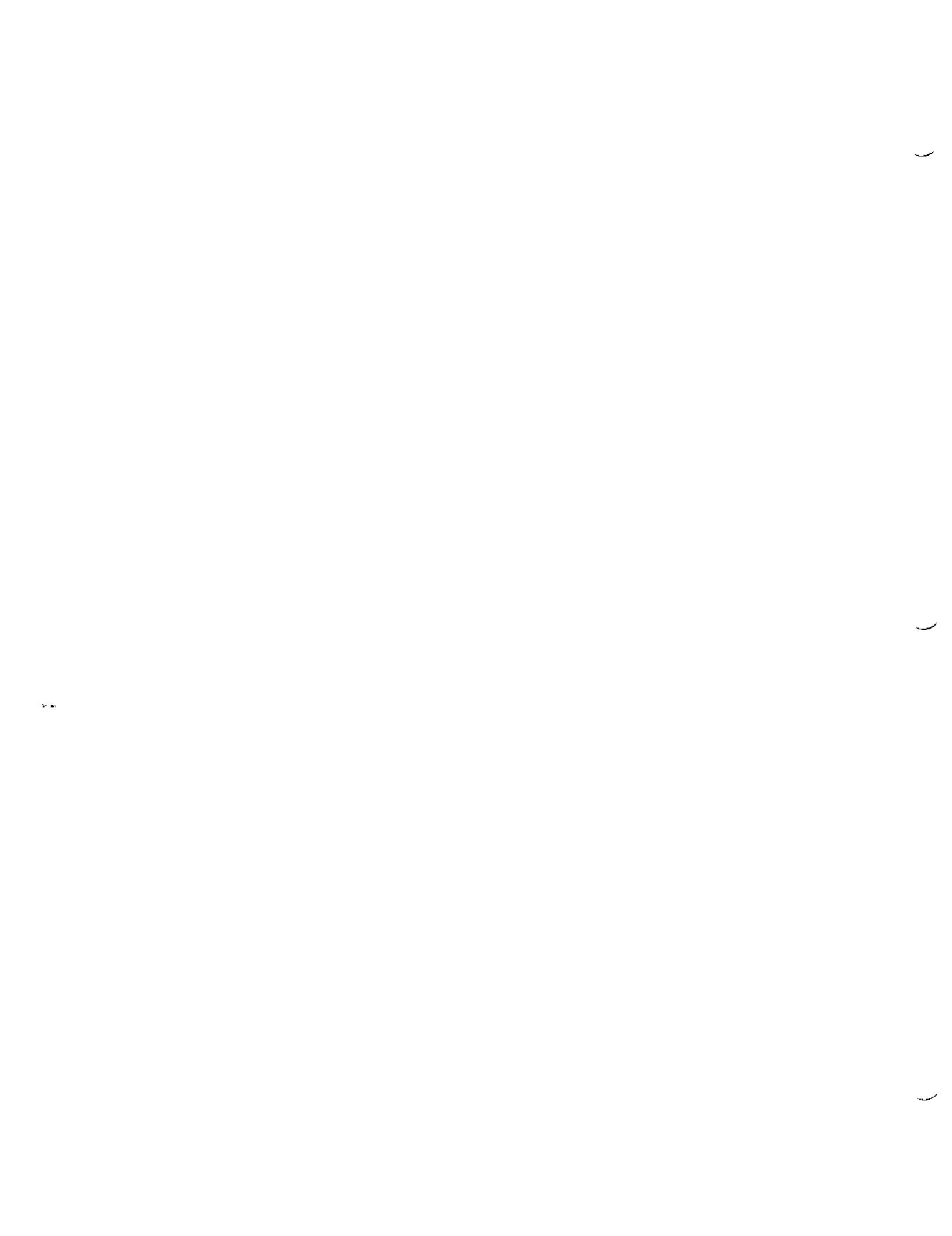
Table with 3 columns: PCO, Description, Amount. Row 1: 334a, Pre Con LRC 11: Back-charge for straightening of acoustical ceiling grid hanger wires at first and second floors, (3,000.00)

Summary table with 2 columns: Description, Amount. Rows include: The original Contract Value was (1,534,067.00), Sum of changes by prior Prime Contract Change Orders (57,327.19), The Contract Value prior to this Prime Contract Change Order was (1,591,394.19), The Contract Value will be changed by this Prime Contract Change Order in the amount of (3,000.00), The new Contract Value including this Prime Contract Change Order will be (1,588,394.19), The Contract duration will be changed by (0 Days), The revised Substantial Completion date as of this Prime Contract Change Order is.

BFGC-IBI Group Architecture Planning
ARCHITECT
4115 Broad Street, Ste. B6
San Luis Obispo, CA 93401
Address
By Rick Mello
SIGNATURE
DATE 1/20/12

Pre Con Industries, Inc.
CONTRACTOR
725 E. Oak Street
Santa Maria, CA 93454
Address
By John Amburgey
SIGNATURE
DATE 1/19/12

Cuesta College
OWNER
Highway 1 Building 7400
San Luis Obispo, CA 93405
Address
By Toni Sommer
SIGNATURE
DATE 01/20/2012





## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

**Title:** Modification of the 2012-13 calendar and presentation of the 2013-14 Cuesta College calendar.

**Description:** Two items:

- 1) Modify the 2012-13 Cuesta College calendar to move the scheduled FLEX day on the Wednesday prior to Thanksgiving (11/21/12) to October 5, 2012;
- 2) Presentation of the proposed 2013-14 Cuesta College calendar

**Agenda Section:** Discussion/Action

**Originator:** Academic Affairs

**Other:**

**Presented by:** Dr. Cathleen Greiner, Vice President of Academic Affairs

### **Background Information:**

1) The District Calendar Committee met early in the Fall 2011 semester to respond to the Chancellor's Office requirement that Cuesta College must provide instruction at least three days per week in order to collect apportionment. Having the Wednesday before Thanksgiving as a FLEX day only allows for two days of instruction for that week of classes. Therefore, in order to receive apportionment for the week of instruction, Cuesta needs to move the established FLEX day to comply with the Chancellor Office regulation. This modification needs to occur in the 2012-13 Academic Year and continue forward.

2) The District Calendar Committee meets in the Fall semester to establish a proposal for the Cuesta College calendar two years out from the current year. The committee met in the Fall 2011 semester to establish a proposal for the Cuesta College 2013-2014 calendar. The proposal presented carefully considers the current and next year Cuesta academic calendars, national holidays, Chancellor Office regulations, County Office of Education schedules and FLEX days.

**Current Considerations:** The Strategic Plan and the Educational Master Plan are not impacted or addressed with this request.

1. Proposed modification to the 2012-13 academic calendar (this calendar year was opened per the requirement to offer three (3) instructional days during the week of Thanksgiving)

Fall semester 2012: August 20 – December 21

- PROPOSED = FLEX Day: October 5th; November 21st will no longer be a FLEX day.

2. Proposed academic calendar for 2013-2014

PROPOSED = Summer 2013: June 17 – July 25, 4 day/10 hour work week

- Independence Day Holiday: July 4

PROPOSED = Fall 2013: August 19 – December 20

- FLEX Days: August 14, 15, 16
- Labor Day Holiday: September 2



### San Luis Obispo County Community College District Board of Trustees



- FLEX Days: October 11, 14-15
- Veterans Day: November 11
- Thanksgiving Holiday: November 28, 29, 30 (Closed Saturday)
- Board Holiday: December 24
- Christmas Day: December 25
- Floating Holiday: December 31
- New Years Day Holiday: January 1

**PROPOSED = SPRING 2014: JANUARY 21 – MAY 23**

- FLEX Days: January 16-17
- Martin Luther King Holiday: January 20
- Presidents' Holiday: February 14, 15, 17 (Closed Saturday)
- Board Holiday: April 21
- Spring Break: April 21 - 25
- Memorial Day Holiday: May 26
- FLEX Days: May 27 and 28

**Fiscal Impacts:** If the 2012-2013 FLEX day, 11/21/12, is not moved to 10/5/12, there will be an impact on apportionment.

**Recommendation:**

Recommend approval of the modification to the 2012-13 calendar and approval of the 2013-14 Calendar as presented.

Agenda Approval: *G. H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 11/25/2012



# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Public Employee Appointments

Description: Proposed Salary/Wage Unrepresented Short Term Temporary and Management Employees

Agenda Section: Discussion/Action

Originator: Human Resources

Other:

Presented by: William Benjamin

**Background Information:**

This item presents the proposed salary/wage for unrepresented short term temporary and management employees, on which action was taken by the Board in Closed Session.

**Current Considerations:**

The attached spreadsheets provide the name, assignment percentage FTE/months, fund, rate of pay, and effective date.

**Appointments:**

- Short Term Temporary Employees (Attachment A)
- Supervising Accountant, Fiscal Services, 100% FTE/12 month

**Fiscal Impacts:**

The annual fiscal impact of short term hires is \$32,437.82 of which \$20,657.22 is general funds and \$11,780.60 is categorical funds.

For management hires the annual fiscal impact is as follows:

- General funds = \$66,492.00 in salaries and \$20,431.13 in fringe and fixed costs, for a total of \$86,923.13. These funds do not require an increase in the established budget.
- Categorical funds = \$0
- Revenue funds = \$0

For confidential hires the annual fiscal impact is as follows:

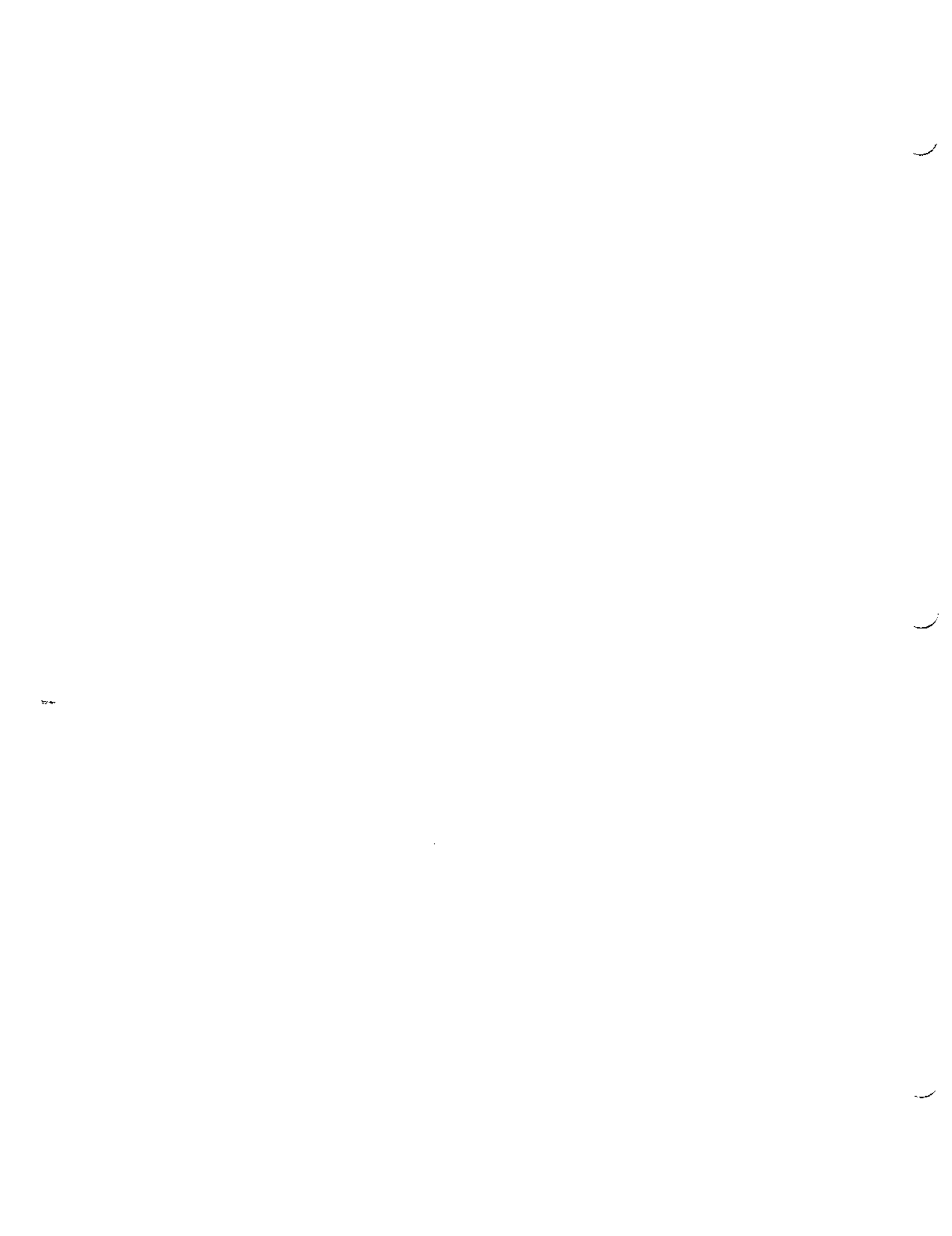
- General funds = \$0
- Categorical funds = \$0
- Revenue funds = \$0

**Recommendation:**

Review and consider for approval the proposed salary/wage placements as presented.

Agenda Approval: *Gilbert H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012



Employee	Department	Sub	Short-term	Job Title	Pay Rate	Total Estimate Cost	Fund*	Reason for Hire	Dates
Beckwith, Thomas	Athletics		X	Assistant Coach	\$13.01	\$1,691.30	G	Short-term work assignment	1/1/2012 to 5/31/2012, not to exceed 175 days
Carroll, Deanna	Bookstore		X	Assistant IV	\$13.01	\$2,602.00	G	Short-term work assignment	1/1/2012 to 6/30/2012, not to exceed 175 days
Hagood, Janet	Fiscal Services	X		Supervising Accountant	\$31.27	\$3,752.40	G	Substitute pending approval for permanent hire.	1/1/2012 to 2/29/2012, not to exceed 60 calendar days
Hoffman, Susan	Bookstore		X	Assistant II	\$10.21	\$816.80	G	Short-term work assignment	1/1/2012 to 6/30/2012, not to exceed 175 days
Hutchens, Bryan	Athletics		X	Assistant Coach	\$13.01	\$2,081.60	G	Short-term work assignment	11/1/2011 to 3/31/2012, not to exceed 175 days
Mendoza, Sonia	Admissions & Records		X	Assistant III	\$11.26	\$2,649.40	G	Short-term work assignment	1/1/2012 to 3/31/2012, not to exceed 175 days
Nason, William	Nursing & Allied Health		X	Teacher's Assistant	\$13.65	\$907.00	G	Short-term work assignment, part of TA pool for department	1/1/2012 to 5/31/2012, not to exceed 175 days
Nevarez, Sandra	Tech Prep		X	Student Services Assistant III	\$11.26	\$6,530.80	C	Short-term work assignment	12/1/2011 to 6/30/2012, not to exceed 175 days
Sierra-Blandon, Dellaira	Financial Aid		X	Financial Aid Assistant II	\$15.09	\$6,156.72	G	Short-term work assignment	1/1/2012 to 4/30/2012, not to exceed 175 days
Smith, Steven	DSPS		X	Notetaker	\$10.21	\$3,471.40	C	Short-term work assignment	12/1/2011 to 6/30/2012, not to exceed 175 days
Sparlin, Mark	Physical Sciences		X	Lab Assistant	\$22.23	\$1,778.40	C	Short-term work assignment	12/1/2011 to 6/30/2012, not to exceed 175 days

\*Fund: G=General, R=Revenue, C=Categorical, F=Foundation Acct.

<u>Name</u>	<u>Assignment</u>	<u>Appointment %/FTE/Months</u>	<u>Fund*</u>	<u>Step/Column</u>	<u>Effective Date</u>
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Appointments:  
 HAGOOD, Janet<sup>1</sup>

Fiscal Services	Accounting Supervisor 100%/12 months	G	50/C	2/07/2012
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\*Fund: G= General, R=Revenue, C=Categorical, F= Foundation Acct.

<sup>1</sup> Replacement Position; <sup>2</sup> New Position; <sup>3</sup> Conversion



## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Technology Plan

Description: The Technology Plan is one of the operational plans listed in the 2010-2013 Strategic Plan (Strategic Goal 2.D).

Agenda Section: Discussion/Action

Originator: Administrative Services

Other: Technology Committee

Presented by: Janice House and Toni Sommer

*T. Sommer*

**Background Information:** In the 2010-2013 Strategic Plan, Strategic Goal 2.D states:  
"Cuesta College will develop a Technology Master Plan setting forth major technology priorities, which will be aligned with the College's mission, vision, values, Educational Master Plan and other master and operational plans"

In Fall 2010 the Technology Committee took the action item to develop the Technology Master Plan, which has since been renamed the Technology Plan. The Technology Committee began work on this plan January 2011. The work included reviewing existing survey results and designing and distributing an additional survey with special efforts to solicit input from students. In addition to using the Core Principles from the Educational Master Plan, the committee used numerous sources of data including these surveys that are listed on page 5 of the Plan.

The committee worked through the Summer of 2011 to develop 15 specific five-year goals that are organized under five broad themes (pages 7-11 of the Plan). The themes include: Student Access and Success; (Fiscal) Sustainability; Technology Access, Currency and Innovation; Employee Professional Development; Stewardship and Efficiency. In addition each of the 15 goals has specific action steps that are necessary to achieve that goal. The goals and their action steps are compiled in Appendix B, along with groups that would be impacted or must be involved in undertaking the actions required for the goal (see pp 14-18). If goals can be accomplished by the Technology Committee or Computer Services they are listed as A(ction) steps. If other groups must commit to being involved, they are listed as R(ecommendation) steps.

The information compiled in Appendix B will likely be updated on an annual basis to mirror the progress toward accomplishing the goals. Projects that result from the action steps are identified and tracked in the Annual Technology Project Review (ATPR). Thus there will be a direct path from goal to action step to project initiation to project completion.

**Current Considerations:** Once the Technology Committee approved the plan, it was on the agenda and discussed at the following committees in Fall 2011: Planning and Budget, College Council, Strategic Planning, ASCC and Academic Senate. Planning and Budget recommended to Dr. Stork to move this plan forward in the approval process.

Appendix A of the Technology Plan indicates which EMP Principles are supported by each Technology Plan Goal.

Appendix B: The Strategic Planning committee has the responsibility of moving the items



**San Luis Obispo County Community College District  
Board of Trustees**



listed as recommendations to become action items within the college.

**Fiscal Impacts:** To fully implement the items listed in this plan has a large and long term fiscal impact to Cuesta. Technology has never been funded to the level that it should. This Plan describes areas of greatest deficiency and suggests steps to rectify the situation.

The Technology Plan is a 5 year plan (2012 – 2017). This is a College Operational Plan and commitments are necessary from groups across the college to accomplish the goals. These commitments are compiled as the "A or R" steps in Appendix B. The Goals should not change during the duration of this plan. When the impacted groups agree to a suite of action steps these are changed from R to A in Appendix B. The action steps may change as either they are accomplished or new action steps are determined necessary to achieve the goal. In addition, action steps can be changed when new requirements occur. An example of this is changes that will be required at Cuesta based on the Student Success Taskforce document that have recently been adopted by the Board of Governors

The adoption of this plan implies that these technology goals will be integrated and implemented as part of the College Strategic Plan.

**Recommendation:** Approval of the 2012-2017 Technology Plan

Agenda Approval: \_\_\_\_\_

*G. H. Stork*

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_

*1/25/2012*

# CUESTA COLLEGE

## Technology Plan

### 2012-2017

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San Luis Obispo Campus

North County Campus

South County Centers

Distance Education

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San Luis Obispo Community College District

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## INTRODUCTION

Cuesta College is committed to providing access to and promoting the effective use of information technology in support of its mission, vision, and values. In light of this commitment, the College has sought to create strategic and effective planning for the next five years. In support of the 2011-2016 Educational Master Plan (EMP), the Technology Committee has developed the following Technology Plan which charts a course for technological innovation, support for technology use, and the efficient acquisition, maintenance and replacement of its technology infrastructure.

The purpose of the Technology Plan is to assess and prioritize current and projected technology needs, including technology support, training, hardware, software, licensure, policy issues, and technological infrastructure.<sup>1</sup> The primary focus of this document is to consider needs and trends that will have an impact on the College and our students over the next five years, and to establish appropriate priorities, goals, and action steps that will best support the overall vision of the College.

Immediate technology needs, short-term planning, and specific operational details for proposed and existing technology projects are found in the Annual Technology Plan and Review (ATPR). The ATPR is an essential part of Cuesta's technology planning documentation. It provides a summary review of all technology projects from inception through implementation, including an assessment cycle performed by the technology users. Each project in the ATPR is also linked to the Technology Plan, thus showing how the goals and actions/recommendations of the Technology Plan are actualized each year.

Because of the rapid changes in information technology, coupled with frequent and unexpected variations in state funding, this plan should be viewed as a living document. The Technology Committee will review it annually, and the actions corresponding to each of the goals revised or updated as needed.

## BACKGROUND

Since 2008, Cuesta College has made strides in improving the planning for and allocation of technology. The College has instituted a central IT budget, devised strategies to streamline processes, and developed a process to integrate planning for technology resources. The Annual Technology Plan and Review (ATPR) has successfully documented such changes and short-term goals, but longer-term planning is necessary to continue efforts to improve the College's systematic approach to technology.

In response to a number of accreditation recommendations from ACCJC in 2009, the College drafted a Strategic Plan and updated the Educational Master Plan for 2011-2016. Both of these important documents call out the need for integrated and effective planning for and implementation of technology at the College. The 2010-2013 Strategic Plan set as a goal the development of "a Technology Master Plan setting forth major technology priorities, which will be aligned with the College's mission, vision, values, Educational Master Plan and other master and operational plans." (Strategic Goal 2.D)

The Technology Committee met that goal in 2011 by writing the 2012-2017 Technology Plan. In the spring of 2011 the Technology Committee prepared for the first draft of this document by developing a Strengths, Weaknesses, Opportunities, and Threats assessment, which, in conjunction with a series of community surveys, assessments, and technology inventories, provided insights to areas of technology needs. A small taskforce met over the summer and used the ten Educational Master Plan Core Principles to guide the focus in writing a preliminary draft. The EMP Core Principles highlight important areas of goal setting for the College. The following Technology Plan works to respond to those principles by establishing goals, organized under themes (see Appendix A that offers a correlation between the EMP Core Principles and the goals of the Technology Plan). In addition, the Director of Computer

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<sup>1</sup> Strategic Goal 2.D, San Luis Obispo County Community College District 2010-2013 Strategic Plan

Services, acting in a role of facilitating administrator and liaison with the other Operational Plans, worked to coordinate goals and action plans with other groups to result in a truly integrated planning process.

## SOURCES

The Technology Plan is derived from and supports the Core Principles, goals, and technological needs described in the 2010-2013 Strategic Plan and the 2011-2016 Educational Master Plan. In addition, the following resources and data were considered when writing this document:

- 2010 Annual Technology Plan and Review
- 2010 Campus Computing Report
- 2009 and 2010 Faculty Use of Technology Survey
- Cuesta College Technology Proposal: Allocation, Support and Renewal
- Technology Committee SWOT survey
- District-wide SWOT survey
- T-tab requests from 2011 IPPRs
- Technology Training survey
- Technology Committee vision and brainstorm session
- Technology Master Plans/best practices from comparable institutions
- Equipment inventories
- Review of 2010-2011 technology purchases (via spending codes)
- 2011 Cuesta College Job Satisfaction Survey

## FUNDING ASSUMPTIONS

For any planning to be of real value, it must take into account some measure of the funding resources expected to be available or the potential lack thereof. The following assumptions regarding funding were made when writing this document.

- A significant number of demands for technology-related support will compete for limited funding. Consequently, the use of resources allocated to technology will be driven by needs/strategies which are identified and prioritized in this plan.
- The economy for the state of California is not likely to improve much over the next five years, and in fact, may continue to decline.
- The Cuesta College Foundation will continue to support, at some level, the acquisition of new technology through grant requests and specific donations.
- Cuesta developed a funding stream via the MAA (Medical Administrative Activities) program, from which 45% of the income will be used to fund technology at Cuesta.
- Other external sources of funding may be developed, but these acquisitions will be consistent with the overall Technology Plan of the College.
- Cuesta College will write a Title III Grant that may provide additional funding.

## GUIDING PRINCIPLES

The following guiding principles, which describe the fundamental values used to make decisions regarding the acquisition and use of information technology, were used in writing this plan.

- Student access and success are the primary focus for the use of information technology.
- Technology must be responsive to changing student, institutional, and community needs.
- The mission of the district drives decision-making regarding the use of technology.
- Effective use of technology requires consistent and accessible quality support for students and employees.
- Maintaining existing technologies is generally given higher priority than expansion or implementation of new initiatives but emerging or innovative solutions would not be overlooked.
- The total cost of ownership (TCO) is to be assessed in all stages of planning and implementation of new technologies.

## TOTAL COST OF OWNERSHIP

Cuesta College is moving toward integrating the business practice, commonly referred to as the total cost of ownership, which provides an estimate of the total cost to deploy and maintain a given technology over its lifetime. This is considered an essential aspect of financial planning because technology deployments typically incur, over their lifetime, a variety of direct or indirect operational costs that are less apparent than the initial capital expense of deployment.

One specific aspect of total cost of ownership planning is the cost to replace the technology as it ages. This is particularly relevant to Cuesta College because, while many technology deployments at the College are initiated by special one-time funds (such as grants, new building funds, special programs, etc.), the replacement costs are typically borne by the District. As one-time funded projects age, the District must allocate funds to renovate obsolete systems. By budgeting for the inevitable replacement costs, the College will be better able to plan instructional and administrative programs confident that the underlying technology will be maintained at an appropriate standard.

## ASSESSMENT AND REVIEW

The Technology Plan is a five-year plan, so in order to maintain currency and effectiveness, it will be reviewed and the actions updated annually as needed. This annual evaluation of the plan will involve several components. The Technology Committee will conduct assessments in alignment with the Institutional Effectiveness Committee. Additionally, the Technology Committee will evaluate the progress the District has made toward each of the goals since the last review. Part of this evaluation will include referencing the current Annual Technology Plan and Review (ATPR), which tracks larger institutional projects that pertain to technology and correlates those projects with actions in the Technology Plan. Finally, the Technology Committee will review current trends and changes in information technology and education and make any necessary recommendations for modifications or additions to the actions listed under each of the goals.

Also, the Technology committee will evaluate the Technology Plan in its entirety at the end of the five-year cycle. Using survey data and other qualitative assessments, as well as lab-use statistics and other quantitative measures, the technology committee will evaluate progress and currency of all planning elements and make recommendations for plan revision if need be.

## THEMES AND GOALS

In the summer of 2011, a task force of the Technology Committee met to review the various data and resources, look for central themes that could be aligned with the ten EMP Core Principles, and within each theme identify recurring ideas that could be refined into goals. Although these goals were originally based solely on some of the EMP Core Principles, two logistical realities became apparent. First, the EMP Core Principles are so broad that it proved difficult to organize the goals around this structure and build true commonality between them. Secondly, most of the goals supported multiple Core Principles, so that listing them beneath a single principle would in fact mute the breadth of support and integration.

Therefore, the Technology Plan is organized around specific themes, establishing goals and action plans beneath these themes. The themes are ultimately derived from the EMP Core Principles, but serve as a more focused and natural organization of the goals and action plans. The goals are intended to be general, long-term major targets or end results that support the mission, vision, and values of Cuesta College, guided by the Strategic Plan and Educational Master Plan. Actions are more specific strategies, activities, and resource allocations designed to achieve the long-term goal. Appendix A provides a detailed correlation between the EMP Core Principles and the goals of the Technology Plan. Appendix B lists action items corresponding to each goal.

## STUDENT SUPPORT AND SUCCESS

Cuesta College uses technology for student support and success by facilitating student services processes, providing current classroom technology, and supporting student training.

**GOAL #1: THE STUDENT EXPERIENCE AT CUESTA INCORPORATES INSTRUCTION IN CURRENT TECHNOLOGY. THE EXPERIENCE INCLUDES THE NECESSARY SUPPORT RESOURCES FOR BOTH ONLINE AND FACE TO FACE COURSES.**

The curriculum at Cuesta College challenges students to move between different types of websites, including myCourses, public sites, and the current Learning Management System (LMS), and expects students to be able to access assignments and supplemental instruction from them. Information is presented in spreadsheet, tabular and graphical formats, and students are challenged to not only create similar formats, but also interpret the results using critical thinking skills. Student technical issues might vary from the lack of necessary software on personal computers that would allow them to read files in a standard format (PDF or MS Word) to the use of editing tools to enhance their documents. Classes taught in an online format presume students can navigate the associated websites as well as master the disciplinary content. Resources critical to student success might include dedicated student support counters in the libraries, a full time LMS instructor to interface with students, short courses, or online information to answer student questions. Such technology support could be coordinated so that students preparing for transfer or the workplace would be confident they have acquired basic technology competencies within the context of existing courses.

**GOAL #2: ALL CLASSROOMS AT ALL LOCATIONS HAVE AN APPROPRIATE CONFIGURATION OF MULTI-MEDIA SUPPORT FOR INSTRUCTION AND LEARNING.**

In the last few years Cuesta has made great strides in installing multi-media instructor stations which reflect current technology and incorporate an easy to use integrated control system. An integrated control system provides a consistent user interface that removes barriers and improves productivity for instructors teaching in multiple rooms and helps streamline classroom scheduling. Presently, approximately 20% of the classrooms have an integrated control system in place. To complete this conversion of

classroom media systems in a cost-effective manner, the College must balance instructional needs against the initial and ongoing costs for installation, maintenance, and replacement of these systems. **Specifically**, increasing the utilization of each media system by optimizing room scheduling is the key to achieving cost efficiency. Additional considerations will be necessary for classrooms that are leased by Cuesta, as typically the District will have limited authority to make any changes in the configuration.

**GOAL #3: CUESTA COLLEGE HAS INTEGRATED STUDENT SUPPORT SYSTEMS TO MINIMIZE HURDLES TO MATRICULATION (ADMISSIONS, ORIENTATION, ASSESSMENT AND TESTING, COUNSELING, AND STUDENT FOLLOW-UP), AND GOAL COMPLETION (CERTIFICATE, GRADUATION, TRANSFER).**

The online admission application currently in use is a state-wide system that meets title V regulatory guidelines. Cuesta has an online orientation system that informs students of numerous processes and resources, such as academic planning and pre-requisite requirements. Assessment testing is required for most first time students. Most parts of the process are automated, but some manual processes can slow down the delivery of results to the student. For most students this is the first contact, and therefore first impression, of Cuesta. It is essential that this experience be a positive one for the students.

## SUSTAINABILITY

Cuesta College is committed to providing technology resources that are sustainable, secure, and reliable, with appropriate planning and funding to allow regular support, maintenance, and upgrade or replacement.

**GOAL #4: CUESTA COLLEGE'S PRIMARY TECHNOLOGY IS SUSTAINED BY AN ANNUAL CENTRALIZED BUDGET INDEPENDENT OF THE IPPR PROCESS AND DESIGNED TO MAINTAIN INVENTORY AND STAFFING AT A STANDARD WHICH SERVES THE WORK OF THE COLLEGE.**

Cuesta needs to complete the transition to a centralized funding process, with one-time and annual funding requirements identified and the process for Planning and Budget oversight and approval established. This will greatly streamline the IPPR process as two-thirds of the requests in Spring 2011 were related to the upgrade or replacement of existing inventory and software licensing. The current ATPR contains the most recent figure required to bring existing computers (both academic and employee) up to this standard, and also estimated annual budgetary figures to maintain the standard in following years. Computers less than six years old will be placed on a revolving upgrade schedule. It is likely that external sources of funding will be necessary for the one-time upgrade costs, but verified annual maintenance and replacement costs would be part of the annual College budget. Maintaining an appropriate level of PC and network support staff will be a primary consideration when determining annual funding requirements.

**GOAL #5: CUESTA COLLEGE'S CAMPUS NETWORK INFRASTRUCTURE MEETS CURRENT AND ANTICIPATED WORK NEEDS AND IS SUFFICIENTLY FUNDED AND STAFFED.**

The College network was installed in 1998 with piecemeal upgrades since that date as limited funds were made available. As of 2011, the estimate to bring the infrastructure to industry standards is approximately \$1-1.5 million initially. Although this budget item was ranked as the number 6 priority by Planning and Budget in Spring 2011, the current state budget situation makes it unlikely that the one-time upgrade costs could come from General Funds in the next five years. Accordingly, the College is considering a Title III grant to refresh the network technology. Once refreshed, the College must commit to funding annual replacement to keep the network technology current. The estimated annual cost to maintain the infrastructure is provided in the current ATPR.

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**GOAL #6: NETWORK APPLICATIONS ARE CONSISTENTLY AVAILABLE TO USERS.**

According to current industry standards, Cuesta College's network applications (such as email, Internet access, Banner, myCuesta, etc.) should be available to users with an uptime of at least 99.95%. Essential to maintaining this uptime are robust facilities that provide resilient power and cooling. However, the data center facilities at Cuesta College are hampered by unreliable power and cooling. And, due to the legacy construction of the data centers, only minimal generator backup is available in the event of a power outage. At the SLO campus, renovation of the original, purpose-built data center is under review. At the North County campus, the new LRC building will house a permanent data center starting Spring 2012. The new NCC data center will provide opportunity for off-site backup of data from the SLO data center that can be utilized in case of a disaster to facilities at the SLO campus. As a foundational component of Cuesta's data protection and recovery architecture, that offsite backup will further enhance application availability. Off-site services are also used to host some applications via Cloud Computing. As this market grows there may be more opportunities to move applications to the Cloud.

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**GOAL #7: CUESTA COLLEGE'S DATA AND NETWORK SERVERS ARE PROTECTED AGAINST SECURITY BREACHES.**

Cuesta has systems, tools and processes in place to help reduce the risk of security breaches. Examples include redundant firewalls between the Cuesta LAN and the Internet, virus and spam filtering on all email, automatically updated virus software on all servers and computers, a testing and deployment process for campus standard software patches, tools to "push out" critical security patches, and enforced requirements for system passwords. In addition, there are regular communications and training for employees on best practices to avoid being tricked by spammers and phishing attempts. Security measures must continually adapt and evolve as the threats are continually changing.

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**TECHNOLOGY ACCESS, CURRENCY, AND INNOVATION**

Cuesta College is committed to providing equitable technology resources and appropriate access to technology at all campuses/centers within the district and through distance education, to delivering effective and meaningful technology as a competitive edge by providing technology resources that meet current industry standards, and to be forward-thinking in the use of new and innovative technologies.

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**GOAL #8: CUESTA COLLEGE IS WIRELESSLY ACCESSIBLE IN ALL AREAS OF ALL BUILDINGS ON ALL CAMPUSES.**

In 2005 Computer Services installed the necessary infrastructure to support wireless access at Cuesta. When myCuesta was launched, it enabled wireless access to the Internet for faculty, staff, and students (in currently active locations) via a personal device through the use of their myCuesta login and password. Since 2005, Computer Services has included wireless access in each new and remodel building project. Additional wireless access has been deployed as individual departments or groups have identified funding. (For example, the ASCC funded wireless access in the student center at the SLO campus.) Going forward, the College will adopt a centralized funding model for increasing coverage of wireless access.

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**GOAL #9: THE COLLEGE EVALUATES CURRENT AND EMERGING TECHNOLOGIES AND INCORPORATES THOSE WHICH WILL IMPROVE INSTITUTIONAL EFFECTIVENESS AND STUDENT LEARNING.**

The technology landscape continues to evolve at a rapid pace. It is imperative that Cuesta keep up with this pace in order to remain competitive with our curriculum and program offerings. Cuesta has made some advances in implementing innovative technology.

The Nursing simulation manikin and use of electronic white boards and classroom performance systems are good examples. However, the process for identifying emerging technologies, communicating changes in the technology landscape to the campus community, and evaluating the appropriateness of current or emerging technology for use here at Cuesta, is in need of improvement. Also, given the current picture of the state budget and economy, Cuesta employees must be as efficient as possible in performing their work. This imposes an additional need to evaluate and implement technology that will increase work efficiency and provide better customer service when it is cost effective to do so.

**GOAL #10: THE COLLEGE'S WEBSITE IS REGULARLY UPDATED AND ACCESSIBLE BY ALL PLATFORMS, INCLUDING SMART PHONES AND TABLETS. INTERNAL PORTALS ARE EASILY NAVIGATED.**

The Cuesta College website has been under development using tools that will easily accommodate a variety of devices. The primary devices that the website is being developed for are desktop and laptop computers. The new web site is scheduled to launch in March 2012. Following the initial launch, there will be an effort to optimize the display of website information for smart phones and tablets. In addition, a new version of Luminis (the product which drives myCuesta) will be available in approximately 2014, and it will incorporate a new technology that better accommodates mobile devices. The current version has some new features that Cuesta has yet to implement. The system that allows users to easily update their information in the public web site can also be used to update information in myCuesta.

**GOAL #11: THE LEARNING MANAGEMENT SYSTEM (LMS) IS ACCESSIBLE BY MOBILE DEVICES SUCH AS SMART PHONES AND TABLETS.**

The Learning Management System (LMS) currently in use at Cuesta is Blackboard. In Spring 2011 a decision was made by the Distance Education Committee, in conjunction with the Technology Committee, to convert the campus standard LMS from Blackboard to Moodle. The conversion process was begun in Fall 2011 and is expected to be completed by July 1, 2012. Moodle has an interface that is accessible to tablets and mobile web, and this interface will be available upon initial launch. In the near future, Moodle will offer a mobile web application for the version that we are implementing.

## **EMPLOYEE PROFESSIONAL DEVELOPMENT**

Cuesta College is committed to providing all employees with appropriate and sufficient training in the use of technology resources.

**GOAL #12: CUESTA COLLEGE PROVIDES APPROPRIATE TECHNOLOGY TRAINING IN ORDER TO ACCOMPLISH NECESSARY JOB-RELATED RESPONSIBILITIES.**

Cuesta currently has a Technology Trainer on campus who develops, teaches and advertises technology instruction, tips and training in support of all Classified, Faculty and Management personnel. The Technology Trainer holds face-to-face class sessions and provides online training modules for Banner navigation. The Technology Trainer currently distributes a survey each Fall/Spring semester to gain a sense of what technology training is needed to best meet the needs of all constituent groups employed at Cuesta College. Not all training can be provided by this in-house resource.

**GOAL #13: THE COLLEGE PROVIDES TRAINING FOR NEW AND EXISTING INSTRUCTIONAL TECHNOLOGY, INCLUDING CUESTA'S LEARNING MANAGEMENT SYSTEM AND OTHER ONLINE INSTRUCTIONAL TOOLS.**

The conversion process from Blackboard to Moodle was begun in Fall 2011 and is expected to be completed by July 1, 2012. Part of this conversion includes appropriate faculty and support staff training. Support staff in both Computer Services and Library Support began taking online administrative training modules in the summer of 2011.

Cuesta has yet to develop a successful model for training and supporting faculty with other new classroom technology that is appropriate given our current staffing levels and organization. For example, in the 2009-2010 Academic Year, via the Technology Committee, Cuesta developed a campus standard Classroom Performance System (CPS, aka clickers). For numerous reasons the decision was made to provide pedagogical support via a mentor system that relied on faculty members who had previous experience with the technology. This process failed to result in a successful adoption of the CPS technology in the classroom by the faculty. For instructors to incorporate a new instructional technology, they need assurances that adequate, effective, and timely training and technical support will be available as needed. The College needs to determine a better process to successfully launch and support new technology in the classroom.

**STEWARDSHIP / EFFICIENCY**

Cuesta College is committed to an efficient use of technology resources. This includes the use of currently available software to increase employee and department productivity.

**GOAL #14: CUESTA COLLEGE WILL MAXIMIZE THE CAPACITY OF BANNER TO IMPROVE PROCESSES AND DATA COLLECTION.**

There is currently a list of at least 80 projects requested to enhance Banner. Some of the projects require little technical support to implement. The projects are reviewed and prioritized at a monthly meeting that the Director of Computer Services has with the three Vice Presidents.

**GOAL #15: CUESTA COLLEGE WILL CONSOLIDATE THE NUMBER OF STUDENT COMPUTER STATIONS TO MATCH STUDENT DEMAND WITH INSTRUCTIONAL NECESSITY, WHILE SIMULTANEOUSLY IMPROVING THE LEVEL AND SUPPORT FOR STUDENT COMPUTING.**

Cuesta has twice the number of student computers and half the support staff as recommended by the TCO (Total Cost of Ownership) model that was published by the Chancellor's Office.<sup>2</sup> Given the reality of the budget, additional staffing is not likely in the near future. Therefore, the College needs to reduce its inventory. Historically, Cuesta has operated with the mindset that a student computer lab is under the ownership of a particular department. This mindset is changing, partially due to the reality of budget reductions and also as a result of the ACCJC recommendations. Software was installed in student labs beginning in Fall 2010 to log the usage of the computers. This data can be used in determining appropriate actions for computer consolidation and efficient classroom scheduling.

<sup>2</sup> Technology II Strategic Plan 2000-2005; Board of Governors, California Community Colleges

APPENDIX A

TECHNOLOGY PLAN GOALS SUPPORTING EDUCATIONAL MASTER PLAN CORE PRINCIPLES

Theme	Goal	1 - Academic Excellence	2 - College Culture	3 - Innovation/Competitive Edge/Emerging Technology	4 - Institutional Effectiveness	5 - Local Service Area	6 - Resource Development	7 - Student Access	8 - Student Success	9 - Student Mobility	10 - Workforce Development
	Goal 1 The student experience at Cuesta incorporates instruction in current technology. The experience includes the necessary support resources for both online and face to face courses.	x		x		x		x	x		x
	Goal 2 All classrooms at all locations have an appropriate configuration of multi-media support for instruction and learning.	x		x							
	Goal 3 Cuesta College has integrated student support systems to minimize hurdles to matriculation (admissions, orientation, assessment and testing, counseling, and student follow-up), and goal completion (certificate, graduation, transfer).			x			x	x	x		
Theme	Goal 4 Cuesta College's primary technology is sustained by an annual centralized budget independent of the IPPR process and designed to maintain inventory and staffing at a standard which serves the work of the College.		x								



**APPENDIX B**

**GOALS AND CORRESPONDING ACTIONS/RECOMMENDATIONS**

Actions (A) and Recommendations (R) are specific strategies, activities, and resource allocations designed to achieve the long-term goals. When actions require the participation or authorization of groups or individuals outside of the Technology Committee, they are listed as a Recommendation to the District Strategic Planning Committee. Once the recommendation has received the necessary support/authorization, it will be upgraded to an action. If the action leads to a specific project, the project will be tracked in the Annual Technology Plan and Review (ATPR) with appropriate cross-references to this document listed. The right column lists departments, groups, or individuals that may share some level of responsibility for or involvement with the implementation of each action or recommendation. Any actions listed that require consultation or approval from a shared governance body at the College (i.e. Academic Senate, Planning and Budget) will go through the necessary College process.

**Student Support and Success**

1. The student experience at Cuesta incorporates instruction in current technology. The experience includes the necessary support resources for both online and face to face courses.

1.1 Develop standards and competencies for information technology for all Cuesta students.	R	Academic Senate, Student Success and Retention Committee, Technology Committee
1.2 Identify student technology support needs that are currently not being met. This includes support for Distance Ed classes.	R	Academic Senate, Student Success and Retention Committee, Technology Committee, ASCC
1.3 Develop appropriate resources for students to meet their technology support needs. May include online interactive and face to face interaction and information.	R	Academic Senate, Student Success and Retention Committee, Technology Committee
1.4 Hire a Student Technology Resource Instructor.	R	Director Learning Resources/DE, P&B, Cabinet

2. All classrooms at all locations have an appropriate configuration of multi-media support for instruction and learning.

2.1 Computer Services works with Academic Affairs to determine a reasonable multi-media configuration for classrooms.	A	Computer Services, Academic Affairs
2.2 Identify the number of rooms requiring multi-media in order to meet the instructional needs.	A	Computer Services, Academic Affairs
2.3 Prioritize classrooms and identify annual funds to install the equipment in each classroom. Add replacement costs to annual replacement budget.	R	Computer Services, Academic Affairs, Appropriate Impacted Departments
2.4 Investigate options such as partnering with the leaser or using portable equipment, if it makes sense, to increase the functionality of leased classrooms.	R	Computer Services, Academic Affairs

3. Cuesta College has integrated student support systems to minimize hurdles to matriculation (admissions, orientation, assessment and testing, counseling, and student follow-up), and goal completion (certificate, graduation, transfer).

3.1 Assemble a Student Services taskforce of staff and service faculty from appropriate departments and identify areas that could be improved with technology.	R	Student Services, Computer Services
3.2 If the change requires a programming effort with Banner, use existing process to prioritize these requests. If the change doesn't require programming resources, then evaluate and prioritize for implementation.	R	Student Services, Computer Services
3.3 Review the content and organization of myCuesta as it pertains to first time students.	R	Student Services, Computer Services

**Sustainability**

4. Cuesta College's primary technology is sustained by an annual centralized budget independent of the IPPR process and designed to maintain inventory and staffing at a standard which serves the work of the College.

4.1 Replace computers more than 6 years old. The one-time cost for these replacements is determined and reported in the ATPR.	R	Technology Committee, P&B, Cabinet
4.2 Computers are replaced on a revolving upgrade schedule to keep them less than 6 years old. The annual cost for these upgrades is determined and reported in the ATPR.	R	Computer Services, Technology Committee, P&B, Cabinet
4.3 Funding and management for software licensing is centralized.	R	Computer Services, Technology Committee, P&B, Cabinet
4.4 The total cost of existing support contracts is compiled. Each contract is examined in terms of the needs of the College.	A	Computer Services
4.5 Hire PC and network support staff required to maintain college systems.	A	Director of Computer Services, P&B, Cabinet
4.6 Cuesta establishes a Central IT budget with sufficient funds to meet annual requirements. This budget is independent from the Cluster IPPR process.	R	Computer Services, Technology Committee, P&B, Cabinet

5. Cuesta College's campus network infrastructure meets current and anticipated work needs and is sufficiently funded and staffed.

5.1 The administration leads an effort to obtain external support to replace the SLO campus infrastructure by 2014. Likely sources of external funds include Foundation donors and/or grants.	R	Computer Services, Technology Committee, P&B, Cabinet
5.2 Computer Services produces a detailed cost assessment for hardware replacement that accounts for deferred maintenance costs, including data communications as well as servers and storage. Costs for consultants and contractors need to be included.	R	Computer Services
5.3 Determine year over year cost to maintain the infrastructure, including support contracts, staffing and regular replacement.	R	Computer Services, Technology Committee, P&B, Cabinet

6. Network applications are consistently available to users.

6.1 Computer Services and Physical Plant renovate existing data center in 4109 to house servers on the SLO campus with redundant cooling and power to mitigate power outages.	A	Computer Services, Facilities
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6.2 Identify and implement cost effective backup and recovery solutions that meet the evolving business needs of the College.	A	Computer Services
6.3 Computer Services continues to include cloud computing (aka off-site) resources when evaluating new applications and solutions. Weight the cost/benefit/risk during the evaluation.	R	Computer Services

7. Cuesta College's data and network servers are protected against security breaches.

7.1 Hire an outside consultant to do a security audit of Cuesta network and system in 2012.	A	Computer Services, Public Safety
7.2 The results of this audit is reviewed, prioritized and budgeted.	A	Computer Services, Public Safety
7.3 Develop a comprehensive employee training plan to teach all employees best practices to protect themselves, the data, and Cuesta technology resources from a security breach. Look for outside and on-line resources. The plan needs to be ongoing and the content kept up to date.	R	Computer Services, Professional Development Committee
7.4 Utilize the Technology Trainer and Professional Development committee to implement the training plan.	R	Computer Services, Professional Development Committee

**Technology Access, Currency, and Innovation**

8. Cuesta College is wirelessly accessible in all areas of all buildings on all campuses.

8.1 Technology Committee develops a prioritized list of buildings and outdoor spaces for wireless deployment by May 2012.	A	Technology Committee, Computer Services
8.2 Computer Services provides estimated budget for the top four priority spaces.	A	Technology Committee, Computer Services
8.3 Work within the budget funding processes, including Foundation Grants, to make annual progress on this goal.	R	Technology Committee, Computer Services, B&P, Cabinet

9. The College evaluates current and emerging technologies and incorporates those which will improve institutional effectiveness and student learning.

9.1 Technology Committee and VP Academic Affairs create a faculty forum where information about changing curriculum technologies are brought to light and evaluated.	A	Technology Committee, VP Academic Affairs
9.2 The Director of Computer Services meets monthly with the 3 VPs to identify priority projects from the Banner requested project list. Use this process to focus limited resources on projects that move Cuesta toward the goal.	A	Director of Computer Services, VP Academic Affairs, VP Student Services, VP Administrative Affairs
9.3 Technology Committee, VP Student Services, and VP Administrative Services create a faculty/staff forum where information about changing technologies are brought to light and evaluated.	A	Technology Committee, VP Student Services, VP Administrative Services
9.4 Computer Services assigns staff to evaluate new technology and facilitate their adoption to the rest of the College.	A	Computer Services, appropriate staff from other departments

10. The College's website is regularly updated and accessible by all platforms, including smart phones and tablets. Internal portals are easily navigated.

10.1 In Spring 2012, Marketing will evaluate the work effort to optimize the appropriate content for smart phone and table display. Determine a project plan and identify the necessary resources and timeline for this project.	R	Marketing, Computer Services
10.2 Convert existing myCuesta channels to be able to use the content management system to update the content.	A	Computer Services, appropriate staff from other departments
10.3 Train appropriate users on using this system. The goal would be that additional content can be added to myCuesta and easily updated so that it is kept current. This will be done by August 2012.	A	Marketing, Computer Services
10.4 Determine a solution and identify resources and funding required to implement technology for Cuesta's web site to be accessible via mobile devices.	A	Computer Services

11. The Learning Management System (LMS) is accessible by mobile devices such as smart phones and tablets.

11.1 Evaluate and implement the mobile web application for Moodle.	A	Computer Services, Director Learning Resources/DE, DE Committee
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**Employee Professional Development**

12. Cuesta College provides appropriate technology training in order to accomplish necessary job-related responsibilities.

12.1 Each department develops customized "how to" user documentation for internal department technologies, policies, and processes.	R	Department Banner Functional Leads
12.2 Train faculty on new and existing classroom technology.	R	Professional Development Committee, HR, Tech Trainer
12.3 Provide training on full use of Banner.	R	Functional Leads, Consultants
12.4 Provide employee technology training.	R	Professional Development Committee, HR, Tech Trainer
12.5 Provide training for technical staff to keep up with current/changing technology.	R	Professional Development Committee, HR, Tech Trainer

13. The College provides training for new and existing instructional technology, including Cuesta's learning management system and other online instructional tools.

13.1 The Director of Library Learning Resources provides hands-on, in person training for the new LMS during 2011-2012 Academic year.	A	Director Learning Resources/DE, DE Committee, Technology Committee
13.2 Appropriate support staff in both computer services and library support complete online administrative training modules in the new LMS system.	A	Director Learning Resources/DE, Computer Services
13.3 Additional/ongoing faculty training on campus standard LMS is scheduled on a regular basis.	R	Director Learning Resources/DE, DE Committee

13.4 In cooperation with Computer Services staff and instructional technology expert, develop and implement a process for beta testing and training faculty on new and existing instructional technologies. Evaluate models that have previously been used.	A	Director Learning Resources/DE, Technology Committee, Computer Services
13.5 Hire a Technology Resource instructor.	R	Director Learning Resources/DE, P&B, Cabinet

**Stewardship / Efficiency**

14. Cuesta College will maximize the capacity of Banner to improve processes and data collection.

14.1 Hire more technical staff that is required to support current and additional Banner functionality.	R	Director of Computer Services, P&B, Cabinet
14.2 Move forward with implementation of Web Time Entry. Web time entry will replace the current monthly leave form for permanent employees to the web. This will eliminate much of the monthly paperwork that is required with our current paper-based system. Web Time Entry for all permanent classified employees will be implemented by 2012.	R	Payroll, HR, Deans Assistants
14.3 Use the tools available in Banner and R25/S25 to maximize the efficiency of scheduling classroom and its content such as tables, chairs, computers, software, etc.	R	Facilities, Academic Affairs
14.4 Implement online requisitions in Banner. Previously a modification was required for this project. There have been upgrades since that time. Evaluate the current software.	R	Purchasing
14.5 Enhancement to Faculty Load and Payroll integration (aka FLAC). This is a fairly new feature of Banner that improves the integration between the scheduling system and the payroll system as it pertains to faculty load driving faculty pay.	R	Deans Assistants, Payroll, HR
14.6 Banner has a module that supports tying scanned documents to entities in Banner (a student, a vendor, or an employee). Financial Aid is the next department on the list to implement this product. Pilot an implementation using outside technical resources for the implementation.	R	Computer Services, Financial Aid

15. Cuesta College will consolidate the number of student computer stations to match student demand with instructional necessity, while simultaneously improving the level and support for student computing.

15.1 Review student computer usage data and make recommendations based on this data for classroom scheduling and computer replacement.	A	Technology Committee
15.2 Consolidate existing student computer labs and remove old computers out of inventory without replacing.	R	Computer Services, Academic Affairs (including impacted departments)

**APPENDIX C****REVISION HISTORY****Technology Plan**

October 28, 2011: Final Draft approved by Technology Committee  
November 8, 2011: Presented to College Council to receive input; endorsed by College Council  
November 14, 2011: Presented to Strategic Planning Committee to receive input  
November 15, 2011: Approved by Planning and Budget Committee and recommended to Superintendent/President  
November 17, 2011: Presented to ASCC to receive input; endorsed by ASCC  
November 18, 2011: Presented to Academic Senate to receive input  
December 9, 2011: Version 2 of Final Draft incorporating input from other groups approved by Technology Committee  
January 31, 2012: Approved by Planning and Budget Committee and recommended to Superintendent/President  
February 1, 2012: Approved by Board of Trustees





## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Agenda

Description: Proposed list of agenda items for the next regularly scheduled meeting.

Agenda Section: Discussion/Action

Originator: Superintendent/President

Other:

Presented by: Dr. Stork

**Background Information:** The Superintendent/President presents a proposed list of agenda items for the next regularly scheduled meeting based on past practice and current operational needs.

**Current Considerations:** The Board will discuss and recommend items to be placed on the March 7, 2011, regular board meeting

**Fiscal Impacts:** N/A

**Recommendation:** Review and discuss proposed and potential agenda items for the next regularly scheduled meeting.

Agenda Approval: \_\_\_\_\_

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_

1/25/2012



**PROPOSED POTENTIAL BOARD AGENDA ITEMS**

Regular Board Meeting

**March 7, 2012**

Reports

1. As Directed

Action/Discussion

1. Curriculum Recommendations
2. Trustee Election Process – Demographic Study
3. Board Professional Development
  - a. Reports
  - b. Development Plan
  - c. Board Goals – Quarterly Review
4. Quarterly Financial Status Report - 311-Q / Budget Transfers
5. Women's History Month - Resolution
6. Commitment to Diversity - Resolution
7. Board Policy Review

Information Items

1. Budget and College Planning Updates
2. Accreditation and Master Planning
- 3.

Consent Agenda Items

Regular items including: approval of minutes, warrant listings, payroll, and gifts to the College, and declaration of surplus equipment.



# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: College Planning and Budget Development

Description: An update on current activities and reports regarding planning and budget development

Agenda Section: Discussion/Action

Originator: Administrative Services

Other:

Presented by: Toni Sommer

**Background Information:** This is a recurring item during which the Vice President of Administrative Services speaks to activities and developments regarding college planning and budget development ideas.

**Current Considerations:** Presentation information will occur based on real-world timing and availability.

This supports the Educational Master Plan Core Principle 4, Institutional Effectiveness.

**Fiscal Impacts:** Various - depending on the nature of the action being reported.

**Recommendation:** Information only.

Agenda Approval: *G.H. Stork*

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012





# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Accreditation and Master Planning

Description: A regular update on accreditation and master planning

Agenda Section: Information

Originator: Superintendent/President

Other:

Presented by: Dr. Stork

**Background Information:** In an effort to help the Board make sound and well informed decisions, the Superintendent/President will provide updates to the Board on accreditation and proposals and activities regarding master planning.

**Current Considerations:** An update on the current status of accreditation for the college and planning activities of the Accreditation Steering Committee will be provided by the Superintendent/President. The college is beginning its work for the 2014 Self-Study.

**Fiscal Impacts:** N/A

**Recommendation:** Information only.

Agenda Approval: *G. H. Stork*, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012





# San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Consent Agenda

Description: A summary of consent items presented to the Board for approval.

Agenda Section: Consent

Originator: Superintendent/President

Other:

Presented by: Dr. Stork

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

**Current Considerations:** The following items are presented for approval under the Consent Agenda.

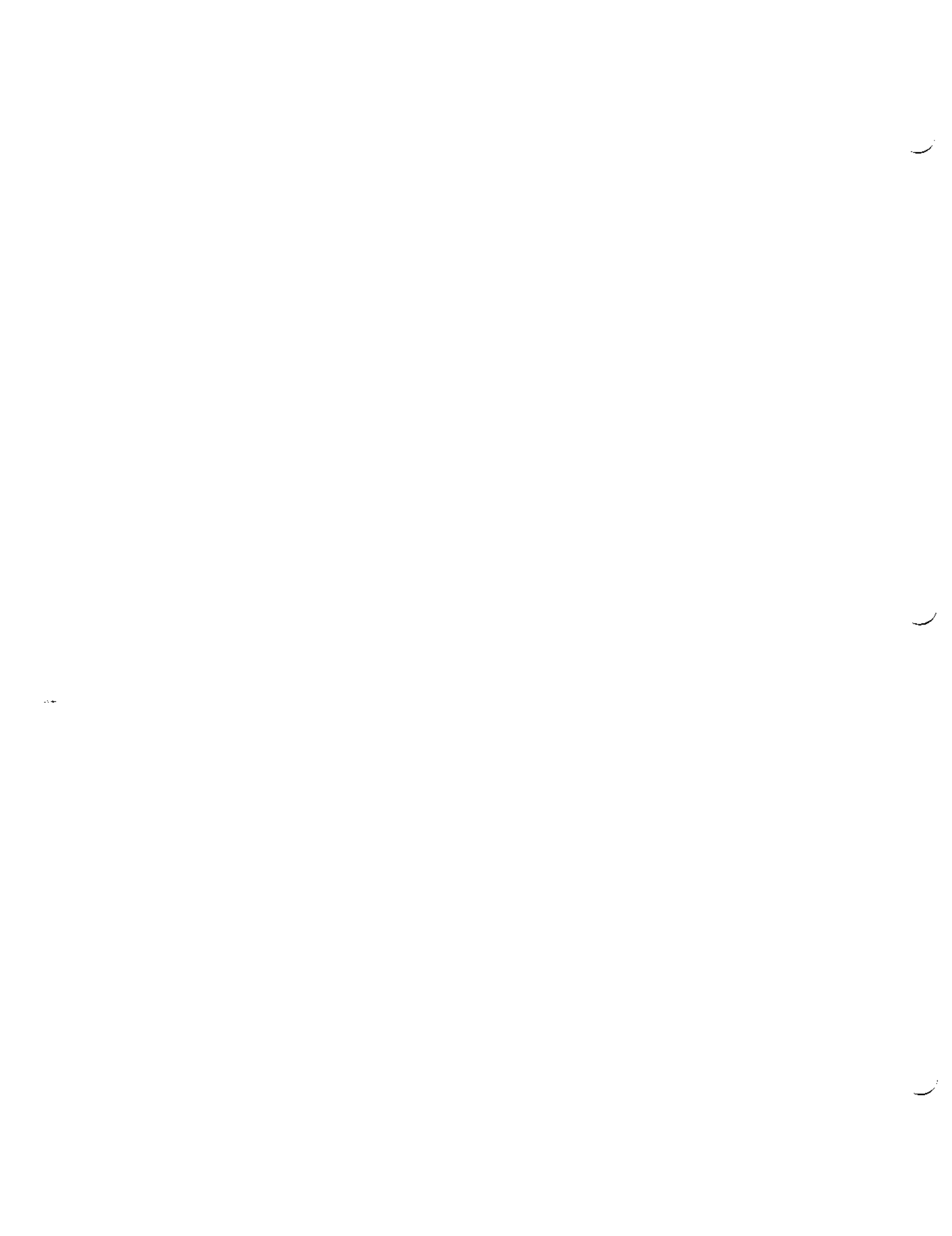
- Q2. Draft Minutes of the SLOCCCD regular board meeting held on January 4, 2012.
- Q3. Approve warrant listings in Banner from January 4, 2012 - January 23, 2012.
- Q4. Payroll Orders - January 2012.
- Q5. Gifts to the College as presented in the agenda.

**Fiscal Impacts:** N/A

**Recommendation:** Approval of all items on consent agenda, as presented.

Agenda Approval: \_\_\_\_\_, Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_





## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Board Minutes

Description: Draft minutes of the SLOCCCD January 4, 2012, regular Board meeting.

Agenda Section: Consent

Originator: Superintendent/President

Other:

Presented by: Dr. Stork

**Background Information:** The Board is required by the Brown Act to maintain a written record of public meeting proceedings.

**Current Considerations:** The minutes provide a record of actions taken by the Board.

**Fiscal Impacts:** N/A

**Recommendation:** Accept the draft board minutes, as presented.

Agenda Approval: \_\_\_\_\_

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: \_\_\_\_\_

1/25/2012





SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

**BOARD OF TRUSTEES****BOARD MINUTES**

Regular Meeting

January 4, 2012

4:00 p.m.

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in The Associated Students Auditorium, room 5401, San Luis Obispo Campus, San Luis Obispo, California, and North County Campus via video conference (polycom), room N1015, members and the public having been noticed as prescribed by law.

**1. Call to Order** Meeting convened at 2:30 p.m.

**2. Roll Call -  
Establish  
Quorum**

Board Members

Patrick W. Mullen, President  
Angela Mitchell, Vice President  
Gaye Galvan  
Per Mathiesen  
Charlotte Alexander

PresentAbsent

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**3. Approval of  
Agenda**

**Motion to approve: Mathiesen — Passed** by majority vote of the Board and unanimously by those members present to approve the agenda, as presented.

**4. Public  
Comment**

None

**5. Recess to  
Closed  
Session**

The Board recessed to Closed Session at 2:33 p.m.

**6. Reconvene in  
Open Session**

The Board reconvened in regular open session at 4:05 p.m.  
Student Trustee Kayli Mazingo was absent.

**7. Pledge**

Trustee Mathiesen

**ADMINISTRATION PRESENT**

Gil Stork, Superintendent/President  
Toni Sommer, Asst Supt/VP Administrative Services  
Cathleen Greiner, Asst Supt/VP Academic Affairs  
Linda Fontanilla, Asst Supt/VP Student Services  
Sandee McLaughlin, Exec Dean, NCC and SCC

Pamela Ralston, Dean  
Deborah Wulff, Dean  
John Cascamo, Dean  
Bill Benjamin, Exec Dir, Human Resources  
Shannon Hill, Exec Dir, Inst Adv / Foundation

VISITORS SIGN-IN (Attachment A)**8. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Government Code Section 54957.7

Board President Patrick Mullen announced the following actions taken in closed session.

- The Board unanimously approved all short-term temporary appointments, resignations, and retirements, as presented.
- The Board provided direction to the Administration regarding employee negotiations.

**Public  
Employee  
Performance  
Evaluation**

- a. Agency Negotiator: Patrick Mullen  
General evaluation, Government Code Section 54957(b)(1)  
Superintendent/President

**Public  
Employee  
Appointment**

**Motion to approve:** Galvan — **Passed** by majority vote of the board and unanimously by those members present, to approve the following public employee appointments, as presented.

**Appointments** Government Code Section 54957(b)(1)

- a. Short Term Temporary

**Public  
Employment**

**Motion to approve:** Mathiesen — **Passed** by majority vote of the board and unanimously by those members present, to approve the public employee appointment changes, resignations and retirement, as presented.

**Appointment Change** Government Code Section 54957(b)(1)

None

**Resignation** Government Code Section 54957(b)(1)

- a. Clerical Assistant II

**Retirement** Government Code Section 54957(b)(1)

- a. Textbook Buyer  
b. Division/Department Assistant - Nursing

**Public Employee Discipline/Dismissal/Release** Government Code 54957(b)(1)

None

**Labor  
Negotiations/  
Terms &  
Conditions**

**Labor Negotiations and Terms and Conditions of Employment for Represented and Unrepresented Employees** Government Code Section 54957.6(a)

**Motion to approve:** — **Passed** by majority roll call vote of the board and unanimously by those members present, to approve the contracts for Superintendent/President, Assistant Superintendent/Vice President Administrative Services, and Executive Director, Institutional Advancement/Foundation, as presented.

- a. Human Resources Development Agency Negotiator: Bill Benjamin  
Instructions Regarding Classified Employees; Negotiations  
b. Agency Negotiator: Bill Benjamin  
Instructions Regarding Academic Employees; Negotiations  
c. Agency Negotiator: Patrick Mullen  
Instructions Regarding Unrepresented Employees,  
Superintendent/President, Confidential, Managers, Supervisors:

**9. REPORTS FROM EMPLOYEE ORGANIZATIONS**

**Management Senate** No Report

**Academic Senate** No Report

**CCFT** No Report

**CCCUE** No Report

**10. REPORTS FROM BOARD MEMBERS**

**Trustee Mitchell** Trustee Mitchell reported the following:

- She participated as a member of the District Audit Committee to review the most recent audit and was pleased with the outcome.

**Trustee Mullen** Trustee Mullen reported the following:

- He attended a briefing on December 16 at the County Office of Education regarding the demographic study being conducted for the District.
- He will be attending the upcoming Skills USA competition in Salinas taking place in February.

**Trustee Galvan** No Report

**Trustee Mathiesen** No report.

**Trustee Alexander** Trustee Alexander reported the following:

- She attended the Audit Committee meeting with Trustee Mitchell and was pleased with the outcome.
- She complimented the staff for managing the budget.

**Student Trustee Mozingo** Absent.

- 11. Report from Supt/Pres**
- Dr. Stork presented the following in addition to his written report:
- Dr. Stork presented the local Chamber Installation Dinner schedule.
  - He has been invited to speak to the Morro Bay Chapter of AAUW on January 14. They are supporters of Cuesta and interested in the status of the Title IX complaint. The District has not received any correspondence from OCR since the District's last correspondence four months ago.
  - The ACCJC will be meeting next week to review mid-term and follow-up reports. There should be approximately a two-week turn around on the report of decisions made. The information should be available by the next regular Board meeting.
  - Dr. Stork recognized the Foundation gift report.
  - Spring Opening Day is January 13. The program will be a mix of updates and recognition of employees, and includes the recognition of Cuesta College Honored Alums. Updates will include course

repetition, census drop date, and distance education. His message will center on reality, budget decisions, and the reshaping of the institution with the hope of outcomes with collective responsibility and not directed actions.

Sandee McLaughin said the "Meet and Greet" schedule for the spring semester will be emailed to Todd Frederick for distribution to the Trustees.

- 12. Communication** **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.
- 13. General Hearing of Public Comment**  
None.
- 14. Reports**  
None.

<b>BUSINESS AGENDA</b> <b>ACTION / DISCUSSION ITEMS</b>
--

- |   |  |
|---|--|
| <b>1. Curriculum</b>  | <p><b>Motion to approve:</b> Mitchell — <b>Passed</b> by majority vote of the board and unanimously by those members present, to approve the curriculum recommendations, as presented.</p> <p>Cheri Moore presented the following the Board:</p> <ul style="list-style-type: none"> <li>• Any discussions or system changes are being presented to the committee. Eric McDonald and Lori Yoshiyama have presented.</li> <li>• The Board will receive a significant volume of changes in April.</li> <li>• Thirty instructors have signed up for Curricunet<sup>®</sup> training.</li> <li>• She noted the baseball class moving from 1 unit to 3 units.</li> </ul> |
| <b>2. Nomination of Candidates for California Community College Trustees (CCCT) Board</b> | <p><b>Motion to close nominations:</b> Mathiesen — <b>Passed</b> by majority roll call vote of the board and unanimously by those members present to close nominations for the CCCT.</p> <p>The Board received the information regarding nominations to the CCCT Board. No nominees were named.</p>  |
| <b>3. Change Orders for the Dale and Mary Schwartz Learning Resource Center</b>           | <p><b>Motion to approve:</b> Mitchell — <b>Passed</b> by majority vote of the board and unanimously by those members present, to approve the change orders for the Dale and Mary Schwartz Learning Resource Center, as presented.</p> <p>Terry Reece reported the two credits contained in this item offset the two changes. The final punch list for the building is currently being dealt with. The Information Tech folks are pushing to complete their work. The building can legally be occupied today, and complete closure is expected within 45 days.</p> <p>Terry Reece also reported the Hollister Bridge Project had received full closure.</p>         |
| <b>4. Change Order for the Sewer Replacement Project</b>                                  | <p><b>Motion to approve:</b> Galvan — <b>Passed</b> by majority vote of the board and unanimously by those members present, to approve the change orders for the Sewer Replacement Project, as presented.</p>  |

Terry Reece reported the District was waiting on the easement from the State to finalize the project (next week). Mr. Reece noted Specialty Construction's excellent job on the project.

Toni Sommer noted the project came in within budget and on time.

- 5. **Public Employee Appointments**      **Motion to approve:** Mitchell — **Passed** by majority vote of the board and unanimously by those members present to approve the salary/wage for short-term temporary and unrepresented employees, as presented.
- 6. **Revised Job Descriptions (Classified)**      **Motion to approve:** Mathiesen — **Passed** by majority vote of the board and unanimously by those members present to approve the revised job descriptions for Admissions and Records Clerk I, Financial Aid Clerk I, Financial Aid Clerk II, and Secretary III, as presented.
- 7. **Agenda**      A preliminary list of proposed agenda items for the February 1, 2012 Regular Board meeting was presented for review. The Board agreed through consensus to the following:  
 Add:
  - Tenure Review Committee recommendations
  - 2012-13 / 2013-14 Academic Calendar
  - Litigation (2 cases)

**BUSINESS AGENDA  
INFORMATION ITEMS**

- 8. **College Planning and Budget Development**      Toni Sommer presented the following to the Board:
  - She reported both Tier 1 and Tier 2 triggers had been met. Tier 1 is a general deficit to apportionment and Tier 2 is a workload reduction.
  - The Planning & Budget Committee met late last semester to develop a timeline for reduction processes and activities, which includes an open forum to be held in March. A budget reduction plan will be presented to the Board in May.

**CONSENT AGENDA**

**NOTE:** The Board of Trustees will be asked to approve all of the following items by a single vote. Any Board member or public individual may ask that an item be removed from the Consent Agenda to be considered and discussed separately. The Student Board Member **may vote** on any of the items listed under Consent Agenda.

- 1. **Consent Agenda**      **Motion to approve:** Alexander — **Passed** by majority vote of the board and unanimously by those members present, to approve the consent agenda as presented.
- 2. **Board Minutes**      Approve the draft minutes of the SLOCCCD December 7, 2011, regular Board meeting, as presented.
- 3. **Approval of Warrant Listings**

11/30/2011	\$	858,510.11
12/05/2011	\$	547,910.67
12/07/2011	\$	23,119.55
12/12/2011	\$	733,980.50
12/14/2011	\$	323,578.26

12/19/2011 \$ 904,452.21  
 \$ 3,391,551.30

4. **Approval of Payroll Orders** Approve Payroll Orders for December, as presented.

<b>Academic/Classified</b>	\$ 141,433.26	218
<b>Academic/Classified</b>	\$ 3,531,433.38	836
	\$ 3,672,866.64	1054

5. **Gifts to the College** Approve gifts to the college as presented on the regular agenda.

6. **Declaration of Surplus Equipment** Declare obsolete equipment as surplus.

**Q. DISCUSSION**

1. What went well and; As a Trustee, I am most concerned about the following things regarding the District and the college? Comments from each Trustee.

- Trustee Alexander – She is most concerned about accreditation and the budget. She said having a standing time on the agenda to speak to planning and accreditation works well. It enables the Board and public to stay informed regarding these issues.
- Trustee Galvan – She agreed with Trustee Alexander. The Board has a good grasp of roles and reports.
- Trustee Mathiesen – He doesn't know if any improvements can be made at this time. Many things were improved last year, and he has no issues with the District.
- Trustee Mitchell – She is most concerned about the budget and leadership development and succession planning for the college. The Bond issue has also been on her mind.
- Trustee Mullen – He stated consistent reports, staff input, and public input are key issues. He favors the addition of the Board Development Plan and schedule to the agenda. It keeps the Board focused on what is happening.
- Trustee Mazingo – Absent.
- Dr. Stork – Said accreditation is never over. The spirit of revised Standards makes it a continual process. He agreed with the Board. There has been a strong and active effort to stay informed, which was noted by the visiting team in November. Dr. Serban's interview with Trustee Mullen revealed his extensive level of understanding and knowledge of the relationships between the Board and the President, and the District and the College. This not only applied to Standard IV but the other standards as well. The budget will continue to be a challenge throughout California, and we will continue to look for ways for the institution to survive without dismantling the structure of the college. He thanked Todd Frederick for incorporating suggestions and recommendations into the Board process and supporting documents.

**ADJOURNMENT**

**Adjournment** The meeting was adjourned at 5:10 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, February 1, 2012, at 2:00 p.m. (closed session) in room 5402, Associated Students Auditorium; 3:00 p.m. (Board Workshop – Brown Act in room 5401, Associated Students Auditorium, and 4:00 p.m. (open session) in room 5401, Associated Students Auditorium; San Luis Obispo Campus, San Luis Obispo, California, and via polycom (video conference), in N1015, North County Campus, Paso Robles, California.



## San Luis Obispo County Community College District Board of Trustees



Board Date: Wednesday, February 1, 2012

Title: Board Evaluation

Description: A monthly discussion by the Board to identify the areas of board function that are working well and those that may need improvement.

Agenda Section: Discussion/Action

Originator: Superintendent/President

Other:

Presented by: President of the Board

**Background Information:** The Board of Trustees agreed to develop a monthly self-evaluation process. This instrument encompasses the standards mandated by the Accrediting Commission, and will provide useful information for the board members during its annual self-evaluation review process. Discussions will include board roles and responsibilities. Through this evaluation process board members should identify areas for improvement, understand what they expect from themselves and each other to be an effective board, and summarize their notable accomplishments and characteristics.

**Current Considerations:**

1. What practices are working well during Board meetings, and what can be improved?
2. Does the Board ensure all members are knowledgeable about the district's fiscal condition by holding board study sessions on state and other revenues, long-range budget projections, and supports trustee education on understanding budgets, financial statements and audit reports.

**Fiscal Impacts:** N/A

**Recommendation:** Discussion/Critique

Agenda Approval: \_\_\_\_\_

Gilbert H. Stork, Ed.D,  
Superintendent/President

Date: 1/25/2012



**San Luis Obispo County Community College District  
Board of Trustees**



**San Luis Obispo County Community College District  
Board of Trustees Goals  
2011-2012**

1. The Board will ensure that a complete revision of the emergency planning and response documents and the training of college employees is completed.
2. The Board will develop a more comprehensive awareness of the diversity on campuses and centers within the District, the student body and employee groups.
3. The Board will continue to take appropriate actions to resolve the ACCJC recommendations.
4. The Board will endorse an integrated planning system, unified by a common set of assumptions and well-defined procedures that promotes continuous improvement of institutional effectiveness.
5. The Board will provide direction regarding the development of a Long Term Fiscal Plan that outlines the goals for fiscal sustainability, describes the relationship of the Fiscal Plan to the other institutional plans, and establishes a link between the strategies of the Fiscal Plan and the annual budget process.
6. The Board will provide direction regarding the implementation of a Resource Development Plan in cooperation with the college's Foundation that is aligned with the college's mission, vision, values, and institutional goals, with a particular focus on the goals of the Long Term Fiscal Plan.
7. The Board will continue to develop new community partnerships and relationships as an institutional necessity to advance excellence in programs and services.
8. The Board will provide direction regarding the development of a sustainable process for utilizing institutional effectiveness measures to foster college-wide excellence.
9. The Board will continue to support the efforts to identify and explore new facility options for the South County Center and North County campus.
10. The Board will support professional development opportunities and support for faculty, staff, and managers in order to achieve excellence in teaching, student learning, and scholarship.



# San Luis Obispo County Community College District Board of Trustees



## CUESTA COLLEGE

### BOARD DEVELOPMENT PLAN

CALENDAR 2011-2012

<b>Activity</b>	<b>Action</b>	<b>Timeline</b>	<b>Who is Involved</b>
<b>New Board Member Orientation</b>	Review BP 1620/ AP 1620	Board Meeting November	Board, President
	Plan orientation for new Board Member	Board Meeting December	Board, President
	Schedule new Board Member meetings with campus constituents groups	January-February	President
	Orientation of Student Trustee	May-June	Board Pres, President, VP Student Services
<b>Board Goals Development</b>	Review Previous Board Goals	Board Meeting June	Board, President
	Determine New Board Goals	Board Meeting July	Board, President
<b>Board Training</b>	Accreditation Standard IV	Board Meeting, September	Board, Accreditation Liaison Officer
	Brown Act	Board Meeting, February	Board, Legal Consultant
	Accreditation Manual for Institutional Self-Evaluation	Board Meeting, April	Board, President, Accreditation Liaison Officer
	Planning/Budget	Budget Workshop June	Board, President, VP Administrative Services
	Diversity	July	Board, TBD
<b>Board Assessment</b>	Board Self-evaluation BP 1035/AP 1035	Board Workshop June	Board, President
	Revise Board Development Plan	Board Meeting July	Board, President

