



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

ADOPTED BOARD MINUTES

Regular Meeting

June 6, 2007

4:00 p.m.

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

- 1. Call to Order** The Annual Financing Corporation Board of Directors meeting was called to order by Board President, Angela Mitchell at 2:00 p.m. There was no old business to discuss or upon which to take action. There was no new business to discuss or upon which to take action. Meeting was adjourned at 2:03 p.m.

Meeting was called to order at 2:15 p.m. Interim Superintendent / President Ed Maduli requested Consent Agenda Item P.7 be removed from the agenda. Trustee Per Mathiesen asked for items P.11, 12, and 15 to be removed from the consent agenda for further discussion.
- 2. Roll Call** Board Members Present
Ms. Angela Mitchell, President
Mr. Per C. Mathiesen, Vice President
Mrs. Gaye L. Galvan
Mrs. Marie Kiersch (Arrived for Open Session at 4:00 p.m.)(Departed at 6:45)
Mr. Patrick W. Mullen
- 3. Approval of Agenda** **Moved:** Mathiesen /**Seconded:** Galvan — **Passed** unanimously by those members present to approve the Agenda, as amended.
- 4. Recess to Closed Session** The Board recessed to Closed Session at 2:19 p.m.
- 5. Reconvene in Open Session & Pledge of Allegiance** The Board reconvened in Open Session at 5:02 p.m. Assistant Superintendent / Vice President, Student Learning, Harry Schade led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Ms. Angela Mitchell, President
 Mr. Per C. Mathiesen, Vice President
 Mrs. Gaye L. Galvan
 Mrs. Marie Kiersch
 Mr. Patrick W. Mullen

ADMINISTRATION PRESENT

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

VISITORS PRESENT

Ms. Jane Morgan
 Mr. Bob Mariucci
 Ms. Shilo Terek
 Pete Pedroni
 Marilyn Pedroni
 Ms. Kris Wayland
 Mr. Dan Williams
 Mr. Peter Dill
 Ms. Trudy Bell

Mr. Frank Mateo
 Mr. Tim Mahoney
 Mr. Ryan Carnal
 Dr. Kevin Bontenbal
 Ms. Ilene French
 Ms. Kathy Andrews
 Ms. Peggy Hudson
 Ms. Joy Chambers

Mr. John Fetcho
 Mr. Matthew Green
 Mr. Franky Curiel
 Ms. Robin Crawford
 Ms. Delfina M. Maloney
 Mr. Chris Green
 Ms. Mary McCorkle
 Ms. Peppe Rose

6. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

7. Board President Angela Mitchell announced the actions taken in closed session. All classified/management appointments, changes in status, and resignations were approved as presented. All faculty appointments and resignations/retirements were approved as presented.

***Classified/
 Management
 Personnel
 (Attachment)***

CLASSIFIED/MANAGEMENT PERSONNEL

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

Appointments, Classified/Management:

- a. Short-term, Hourly Employees
- b. Job Developer, Workforce Development
- c. Secretary II, Academic Support/DSPS
- d. Human Resources Technician, Human Resources
- e. Director, Fiscal Services
- f. Student Support Site Assistant, North County Campus
- g. Fine Arts Studio Technician, Fine Arts Division

h. Lead Payroll Technician, Fiscal Services Department

Change in Status:

- a. Benefits Technician, Administrative Services
- b. Division/Department Assistant, Student Life and Leadership
- c. SBDC Project Services Specialist, Small Business Development Center
- d. ESL/VESL Outreach Recruiter, Student Support
- e. Division/Department Assistant, Human Development
- f. ESL/VESL Outreach Recruiter, Student Support

Resignations:

- a. Accounting Technician I, Institutional Advancement/Foundation
- b. Account Clerk II, Fiscal Services

Public Employee Discipline/Dismissal/Release
 ___ Employees

**Academic
 Personnel**
 (Attachment)

ACADEMIC PERSONNEL

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

Appointments:

- a. Full-time Broadcasting Communications Instructor, Languages and Communications Division
- b. Full-time English as a Second Language Instructor, English Division
- c. Full-time Marine Biology Instructor, Biological Sciences Division
- d. Full-time Auto Body Instructor, Engineering and Technology Division
- e. North County Campus Coordinator, English Division
- f. North County Campus Coordinator, Human Development Division
- g. North County Campus Coordinator, Business Education Division
- h. North County Campus Coordinator, Nursing/Allied Health Division
- i. Division Chair, Nursing/Allied Health Division

Retirement:

- a. Librarian, Learning Resources

Summer Session Assignments/Non-Credit/Substitutes

None

Public Employee Discipline/Dismissal/Release

None

**Labor
 Negotiations/
 Terms &
 Conditions**

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

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

- a. Agency Negotiator: Annette Loria
 Instructions Regarding Classified Employees
- b. Agency Negotiator: Ed Maduli
 Instructions Regarding Academic Employees
 One (1) Denial of Level I Grievance and request for Level II Consideration.
- c. Agency Negotiator: Angela Mitchell
 Instructions Regarding Unrepresented Employee

Public Employee Performance Evaluation: Assistant Superintendent / Vice President, Student Learning; Assistant Superintendent / Vice President, Student Services.

- d. Agency Negotiator: Angela Mitchell
Instructions Regarding Unrepresented Employees: Confidential, Managers, Supervisors

Trustee Mitchell reported:

- Instruction was provided to the Interim Superintendent / President not to extend the contract for the Assistant Superintendent / Vice President, Student Services beyond December 31, 2007.
- Instruction and authority was given to the Interim Superintendent / President to enter into a settlement agreement with the Assistant Superintendent / Vice President, Student Learning.

8. **REPORTS FROM EMPLOYEE ORGANIZATIONS**

Academic Senate No Report

CCFT No Report

CCCUE No Report

Management Senate Management Senate President Bob Mariucci reported:

- This would be his last report to the Board in the capacity of President of the Management Senate.
- Joy Chambers has been elected as President and Patrick Schwab as Vice President.
- He thanked the Board on behalf of the Management Senate for their hard work and dedication in supporting them and the College.

9. **REPORTS FROM BOARD MEMBERS**

Trustee Mitchell Angela Mitchell reported:

- She attended the Community College League of California Annual Trustees Conference in San Francisco. Several timely seminar topics were on the agenda including executive searches and accreditation. The roundtable discussions were outstanding.
- She participated in Commencement which offered her the opportunity to shake the hand of every graduating student who took part in the ceremony. She is impressed with the diversity of the students at Cuesta. She thanked Joy Chambers for organizing and orchestrating a very successful event.
- She attended the President's Luncheon to recognize Foundation donors. It was a wonderful, well organized event with good attendance.

Trustee Mullen Pat Mullen reported:

- He attended the graduation BBQ luncheon for students sponsored by the Foundation. Mr. Mullen thanked the staff and the generosity of Ken and Gaby Levine and Charlie Cabassi who provided their time and resources.
- He attended commencement, which he thought went very well and was inspirational.

**Trustee
Galvan**

Gaye Galvan reported:

- She attended the Foundation Awards Luncheon on May 11 and received positive feedback from many participants.
- Attended the Athlete of the Year Luncheon on May 15.
- She attended the Foundation's graduate BBQ luncheon.
- She participated in the End-of-Year Event. It was competently organized and executed.
- She attended Nurses Graduation and Commencement.
- She attended the Community College League of California Annual Trustees Conference in San Francisco. It was an outstanding conference during which valuable information was presented and exchanged between trustees from throughout California. Much of the information received and discussed was very timely for the District.
- She attended a meeting regarding the North County Campus Trade / Tech Building with Mayor Meecham, City Planner, Jim App, Angela Mitchell and Sandee McLaughlin.
- She commended Institutional Advancement for the last issue of "Connections". She suggested additional distribution to local dentist and medical offices.
- She has received numerous positive comments from throughout the community regarding Mr. Maduli's effectiveness and positive leadership at Cuesta.
- She attended a Special Education Completion Ceremony. It was moving and inspirational.
- She will speak at the upcoming juvenile court graduation.
- She will attend the Grizzly Academy Graduation at Cal Poly on June 15.
- She attended the President's forum with Cuesta's pre-nursing students. She feels the students came away from the meeting with a better understanding of the District's actions regarding the nursing program application moratorium.

**Trustee
Mathiesen**

Trustee Mathiesen reported:

- Three Cuesta College students received \$1000.00 scholarships from the Automotive Service Council. The College's association with this organization is through Cuesta's Automotive Department and its Advisory Board whose members are mostly independent garage owners and also members of the Council.
- He has had three cadets from the Grizzly Academy work in his shop. He said it was a pleasure having them and to participate in their work program. The cadets are polite, respectful, and diligent.

**Trustee
Kiersch**

Trustee Kiersch reported:

- She attended the Community College League of California Annual Trustees Conference in San Francisco. Based on what she heard through various speakers at the conference, she is comfortable that Cuesta College is doing many positive things and doing them correctly. She also feels the College is dedicated to meeting the needs of its students.

Student Trustee No Report

**10. Report from
Superintendent
President
(Attachment)**

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

- He thanked Director of Admissions and Records Joy Chambers for an outstanding commencement and announced she was hosting a Dessert Buffet on June 14 for all faculty and staff that helped make the 2007 Cuesta Commencement a great success. The location is SLO campus, room 5305

from 3:00 p.m. to 4:30 p.m.

- He thanked June Stephens and the Foundation for organizing an outstanding President's Luncheon recognizing Cuesta donors.
- He commended Institutional Advancement for the last issue of "Connections".
- In 2003-2004 the Foundation was a \$6 million dollar foundation. Today the Foundation maintains assets of over \$13 million dollars. This growth has occurred mainly during June Stephens' tenure as Executive Director. He thanked her and the entire staff for their professionalism and dedication to the students and the college.

Mr. Maduli introduced Mr. Frank Mateo and Mr. Tim Mahoney of the Southern California Gas Company, who presented the Board with a check for \$17,581.50. Mr. Mahoney said they also presented Cuesta student Anthony Logan with a \$1000.00 scholarship last week at the Foundation. Mr. Logan will be transferring to Azuza Pacific. The check presented to the Board is a rebate from the gas company and represents a partnership between the gas company and Cuesta College. It is for energy efficiency and savings in response to the College's installation of new boilers for the swimming pool. This installation will give the District an ongoing energy savings of \$15,000.00 per year. The pool is a community asset and the gas company fully supports Cuesta's efforts in improving the facility. Mr. Mateo said Cuesta College is one of the first institutions to participate in the consortium. He specifically thanked the Director of Maintenance, Operations and Grounds, Terry Reece for his efforts in facilitating this project.

- Mr. Maduli presented Mr. Chris Green as the new Director, Fiscal Services.
- Trustee Mitchell also thanked Mr. Terry Reece on behalf of the Board for his efforts and cooperation with Southern California Gas Company.

FOUNDATION

1. The Cuesta College Foundation has received gifts in cash, pledges, real and personal property, and non-cash gifts that supplant cash totaling \$44,326.92 for the month of April 2007.

COMMENDATIONS AND RECOGNITION

Assistant Superintendent/Vice President, Student Services, Dan Chacón was reappointed to the Arroyo Grande Community Hospital Foundation Board. His term is effective March 3, 2007 through February 28 2010. We thank Dan for his willingness to share his commitment and mission of service to the poor.

Cuesta's Small Business Development Center (SBDC) has been awarded Intuit's SBDC Community "Best Practices" Award. Cynthia Wilshusen has made a significant impact since assuming her role as SBDC Director in December 2006.

Vocational Nursing Program receives full approval. Cuesta College has received full accreditation for its Vocational Nursing Program for the period from April 12, 2007 through April 11, 2011. The College has been approved to admit a full-time class of 30 students to start on May 29, 2007 to replace the students graduating on May 18, 2007.

Cuesta College Nursing Program students exhibit their skills. The College graduated 41 nursing students in 2006. An overwhelming statistic associated with that program is that all 41 students passed the State's licensing exams on their

first attempt. These students are well qualified and well prepared and we thank the entire Nursing Division for their dedication and professionalism in making it so.

Cuesta highlights Diversity during a special event. The College hosted the "Unlearning Racism Retreat," designed to foster a deeper understanding and appreciation of differences.

The event was facilitated by Lee Mun Wah, an internationally known diversity trainer, community therapist and filmmaker. It was presented by the Cuesta College Cultural Diversity and Student Equity Committee.

Cuesta art students showcase their work. The annual student art exhibition show "Disciples of Sagacity" begins on Friday, April 27 and runs through Friday, May 18 in the Cuesta College Gallery. A reception and awards ceremony was held on Friday, April 27. The annual student art show features the unique sense of style that each Cuesta College art student has cultivated throughout the year.

Monetary prizes are awarded to the winners of each category, in addition to the Best of Show winner. Live music, complimentary food and activities are offered free to the public during the show's reception and awards ceremony.

Cuesta experienced three tragic losses in March and April.

Cuesta College student Marcus Stephenson, died March 3rd, 2007. Unfortunately, the news of his passing was not available in the media and so we were not able to report to the campus in a timely manner. The details surrounding the death are still unknown at this time. Marcus graduated from Coast Union High School in 2006. He first enrolled at Cuesta this past summer. He completed fall 2006 semester, and was enrolled in spring classes.

Dave Melendy, a longtime paramedic in Cambria and Cuesta College instructor, died April 2 as a result of injuries sustained in a motorcycle accident. Dave was not only the College's Paramedic Program Coordinator; he was the Lead Instructor for our EMT classes. He was very well known throughout our community and will be deeply missed by those who knew him as a friend and a colleague.

As reported in the 4/7/07 Tribune, Cuesta College student Chelsea Holston, age 18, died on April 3, 2007 as a result of injuries she received in a March 30th automobile accident. Chelsea graduated early from Nipomo High School so that she could start her college career. This Spring was her first semester at Cuesta.

11. **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 to the College District.
(Attachment)

The Board of Trustees received a petition from the student nursing association regarding the moratorium on nursing applications.

12. **Institutional Advancement – Marketing and Communications Report**

Interim Superintendent / President Ed Maduli gave an introduction to the report:

- In January 2007, the College embarked on a program review of marketing to develop a strategic plan.
- Executive Director, Foundation / Institutional Advancement June Stephens and Interim Director, Marketing and Communications Stephen Gunsaulus developed a comprehensive marketing plan which is presented to the Board this evening.

Mr. Maduli introduced Mr. Stephen Gunsaulus. Mr. Gunsaulus reported:

- He explained the “IA” Institutional Advancement Model and its composition. Through this effective model, Marketing and Communications can accomplish resource development for the District and the Foundation.
- The staff has over 32 years of combined community college experience and over 40 years of industry experience.
- Mr. Gunsaulus introduced the staff.
- The Community College Public Relations Organization awarded the group 3rd place last year for “Connections” and 2nd place for a vocational technology television commercial.
- The department’s goals are established through resource development, Communications, and Branding.
- The community needs to be aware of what the college does. The main reason is to reach potential students.
- Challenges include – 40% growth over last 9 years, resources vs. increase in costs, changing technology, changing content and deliver preferences and shifting demographics.
- Mr. Maduli developed the process and established the priorities for the plan –
 - Core Marketing (enrollment related resource development and Image/Branding)
 - Program Marketing (new programs and promotion)
 - Transitional Marketing Considerations (logical bundling of programs)
- The process would be developed from the bottom up to the President’s Marketing Advisory Group to establish a shared vision and buy-in from all constituent groups on campus.
- More than 40 target audiences exist – demographic, psychographic and preference of communications. Mr. Gunsaulus discussed Internal Target Audiences, External Target Audiences, Workforce Target Audiences, Community Target Audiences and Media Audiences.
- He explained branding – the recognition of attributes of who we are as an institution. Commonality should be maintained. Cuesta College has a great brand due to its longevity and outstanding reputation.
- E-Marketing is a future challenge. The College has already begun to address this with the launch and promotion of MyCuesta. Target priorities include updating web design and developing streaming technology for video presentation online and online brochures.
- Printed work is still required. Part of the brand is differentiating the college from high school.
- Seventy-eight separate locations have been identified as drop-off locations for the Class Schedule in 2007. This is in addition to the regular mail-out. This was done to increase target audience contact.
- This year the college will implement the use of a large plasma screen at its Mid-State Fair booth to increase the visual impact of its message.
- The College has invested in Billboard signage and media time on local stations and cable. Billboard locations will periodically rotate throughout the county.
- Cuesta will sponsor an upcoming Nickelodeon event at the Madonna Inn through their regular ad purchases with Charter Cable who is hosting the event. The goal is to have the college evoke an early childhood education presence.
- Mr. Gunsaulus feels a positive shift in media relations and increased interest in Cuesta College.
- Surveys will be implemented to increase feedback to the college.

Trustee Kiersch said she has people ask her why they receive a class schedule when they have no interest in or intention of attending Cuesta. Why does the college spend money on this item when it could be used to source other issues? Mr. Gunsaulus responded by saying the class schedule is one the primary motivators for people to enroll at Cuesta. It is the most effective and economic way to reach target audiences. It is the cost of doing business. Trustee Mullen said he receives the opposite reaction from families with school age children. It gives them an opportunity to open discussions with their kids and do some planning for the future.

13. *Hearing of the Public*

Mr. Dan Williams, Cuesta student and member of the ASCC presented the following to the Board:

- In Spring 2005 the Board approved a resolution authored by the students designating specific smoking areas on campus.
- In March 2006 several letters were sent to the Board by students inquiring as to why the smoking regulations had not been instituted.
- In May 2006 designated smoking areas were established with signs indicating smoking was allowed in those specific areas.
- Although these areas are in place, there are very few signs if any, which restrict smoking in areas other than the designated areas.
- Mr. Williams said Campus police do not enforce the smoking policy.
- He has seen Campus police pass by, without action, those in clear violation of the smoking policy.
- Mr. Williams is allergic to second hand smoke. Lack of enforcement of this policy places his health at risk and even though health fees have increased to supposedly increase public health on campus, he has seen no improvement, especially since this activity has gone unchecked.
- He is asking for the College to clearly inform the students that Cuesta is a “no smoking” campus except in designated areas and enforce District Policy.

Mr. Dennis Bayean, English Division Chair

- He is concerned with the requirement of having to fingerprint every employee at Cuesta, specifically hourly employees, whose numbers are approximately 600 personnel system-wide.
- At \$47 per fingerprinting, it does not seem cost effective for someone limited to working 5 hours per week and making minimum wage.
- Should something be discovered as a result of the fingerprinting, it only results in the person not working at Cuesta. It does not prevent them from being allowed to take classes. He feels the requirement doesn't make a tremendous amount of sense, since it does not remove the individual from college grounds.
- Is there a way to reduce, supplement, or defray the costs of fingerprinting?

Trustee Mitchell indicated both the smoking and fingerprinting issue will be placed on next month's agenda.

Peter Dill, Cuesta College reminded the Board of the upcoming February primary ballot and the possibility of introducing a bond measure for that election period. He feels it is a good time.

Allison Merzon, Interim Dean of Student Learning provided the names of the recipients of the Automotive Service Council's scholarships previously mentioned in Trustee Mathiesen's report.

- Perry Richardson, Eric Leach, and Lucas Grant were the scholarship recipients.
- Cuesta students James Schwind, Jordan Jacobsma, Guy Miller, and Mark Millar will compete in the National Skills U.S.A. competition in June in Kansas City. This is the “world series” of vocational skills competition and these students are gold medal contenders.
- Scholarship recipient Eric Leach will be participating in the competition for automotive tech. He placed second in the state competition which didn't allow him to move on to the nationals, however, the gold medal winner, whose place qualifies for advancement, is unable to attend opening the door for Eric as an alternate.

Trustee Mullen excused himself from the meeting for a brief period – 6:00 p.m.

Trustee Mullen re-joined the meeting – 6:18 p.m.

BUSINESS AGENDA ACTION / DISCUSSION ITEMS
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1. **Curriculum Recommendations**
(Attachment)

Moved: Galvan / **Seconded:** Kiersch — **Passed** unanimously by those members present to approve curriculum recommendations by the Curriculum Committee, as presented.

Dr. Kevin Bontenbal addressed to the Board:

 - That most of the changes in the packet are revisions to degree and certificate curriculum.
 - When courses are revised, the current course information is found in the left-hand column and the changes/revisions appear in the right-hand column.
 - The abbreviations for courses will change with the implementation of Banner, wherein the program only allows for four descriptive characters.
 - Courses which are transferable will begin with (2) i.e., 200; courses that are applied to degrees will begin with (1) i.e., 100 and courses which are neither will be either single or double digits.

2. **Academic and Classified Calendar for 2008-2009**
(Attachment)

Motion: Mathiesen / Second: Galvan – **Passed** unanimously by those members present to approve the Academic and Classified Calendar for 2008-2009, as presented.

Assistant Superintendent / Vice President, Student Learning Harry Schade presented this item to the Board.

 - With the implementation of Banner software, there is a requirement to establish a two-year calendar. That is why this item is coming before the Board now instead of in the fall.

3. **The Cuesta College Federation of Teachers (CCFT) Initial Proposal for 2007-2008 Negotiations covering July 1, 2007 through June 30, 2008 with the San Luis Obispo County Community College District (the District).**
(Attachment)

Moved: Mathiesen / **Second:** Galvan — **Passed** unanimously by those members present, to put forward the CCFT's Initial Proposal for 2007-2008 negotiations to members of the General Public and the District, as presented.

CCFT President Marilyn Rossa asked Executive Director, Human Resources and Labor Relations Annette Loria to present this item to the Board on her behalf. CCFT will reopen on salary issues and one other item as indicated. Once accepted and presented, a time schedule for negotiations may be developed.

4. **2007-2008 Tentative Budget**
(Attachment)

Moved: Galvan / **Seconded:** Mathiesen — **Passed** unanimously by those members present to adopt the 2007 – 2008 Tentative Budget, as presented.

Mr. Maduli thanked Interim Assistant Superintendent / Vice President, Administrative Services Toni Sommer for developing the tentative budget. It will allow the District to continue operations beginning July 1. The final budget will be

presented to the Board for approval in September 2007. Ms. Sommer presented the following to the Board:

- The tentative budget and the budget development plan.
- The Governor revised his proposed budget presented in January 2007 on May 14, 2007 (May Revise).
- The tentative budget is important to keep the institution operational effective July 1, 2007 pending the final budget.
- There are three proposed budgets – the Governor’s May Revise, one from the state senate, and one from the state assembly. These three budgets are fairly close. Ms. Sommer compared particular items of interest from the three.
- Apportionment reduction – Governor and Senate \$80 million, Legislature \$40 million.
- Matriculation – The Governor is asking for an increase of \$10 million, Senate and Legislature asking for (\$23 million).
- Career Tech – Additional money in base and increases overall from all three originators.
- Mandated reimbursement – (0) in Governor’s budget, increases from Senate and Assembly.
- Physical Plant and Instructional Support – Gain over \$45 million from all three originators
- Professional Development – (0) from Governor and Senate, \$5 million increase from Legislature.
- Nursing Grants – \$50 million from Governor, \$30 million from Senate, \$49 million from Legislature.
- Basic Skills – (0) from Governor, \$33 million from Senate, rollover from Legislature.
- Part-time Faculty Health Insurance and Office Hours – (0) from Governor and Legislature, \$5 million from Senate.
- The Governor’s May Revise was used to develop Cuesta’s tentative budget.
 - Base Reduction \$80 million
 - COLA 4.53%
 - Growth 2.00%
 - Categorical Funds \$10.5 million
 - One-time funding (for the system) \$152.7 million
 - Cash Deferral \$200 million
 - Assume Student Enrollment Remains at \$20 per unit
 - COLA is intended to cover all increased costs for school agencies, not just salaries
 - Cost increases that must be funded from COLA include:
 - Step & column
 - Benefits
 - Salary schedule enhancement
 - Energy
 - Other – such as restoring a reserve or reducing deficit spending, restoring program cuts
- 2007- 08 Growth Rate 2.00%
- Growth funded at 0.70% a probable discounted rate of approximately 40% (Since the District received stability funding for 2005-2006, it is unlikely that the District will achieve any growth in 2007-2008.)
- Projected 2007-2008 New Revenues
 - **On-going**

- COLA 4.53% = \$1,804,420
- Growth Zero
- **One-time**
- Basic Skills Redirection Zero
- Career Technical Education \$50 million
- Nursing Program Grants \$50 million
- High-Speed Internet Technology \$2.7 million (Matching Grants)
- Deferred Maintenance, \$47.5 million Instruction Equipment, Hazardous Abatement
- Categorical \$10.5 million Matriculation, Foster Care/Kinship, COLA
- Staff Development Zero
- TTIP Computer Support Zero
- Carryovers include \$70,000.00 from new program development but with a county property tax shortfall of (\$575,347.00).
- Projected new Expenditures
 - Step/Column/Longevity \$506,701
 - Faculty \$273,016
 - Classified \$153,160
 - Management \$ 80,525
 - Energy Costs Unknown
 - Salary Increase Unknown
 - New Positions Unknown
- **Budget Assumptions** – maintain reserve of 6 percent of state and local income.
 - PAYROLL

February 28, 2007	\$3,449,649.52
March 30, 2007	\$3,523,575.50
April 30, 2007	\$3,135,376.34
May 31, 2007	\$3,302,289.77
 - 2006-07 Reserve \$3,098,529.00
 - 2007-08 Estimated Reserve \$3,185,754
 - An item of particular concern is that payroll for any given month exceeds the amount in reserve.
 - Maintain 2006-2007 funding for categorical programs.
 - BFAP augmentation will continue – this funding pays for most of the Financial Aide Outreach positions.
 - Maintain 2006-2007 District matching for categorical programs.
 - No increase in SUI, workers' comp, or STRS.
 - Increase in PERS from 9.124% to 9.306%; equates to \$61,365 increase.
 - New positions for 2007-2008
 - Faculty – full-time tenure track
Auto body, Broadcast, Criminal Justice, DSPS (categorically funded), ESL, Marine Biology, and Nursing.
 - Faculty – full-time temp
LVN (grant funded), Paramedicine (grant funded), and Speech.
 - Classified positions under consideration
Faculty Development Coordinator, Custodian, ESL Division Assistant, ESL Division Chair, Physics/Astronomy Lab Tech, Marketing Coordinator, Increase Student Support Assistant, Increase Athletic Attendant, Increasing Performing Arts Assistant, Box Office Attendant, Director

Library/Learning Resources & Distance Education, Increase Math Coordinator NCC, and others.

- Energy costs will increase.
- Long-term and short-term liabilities will be funded (COP, LaSalle, GAN and TRANS).
- Full-time faculty obligation will be met.
- The Foundation has provided over \$900,000.00 in funding for various projects and needs.
- The tentative budget was developed keeping in mind the Board approved goals and priorities for 2007-2008 and Institutional Effectiveness Outcomes.

Responding to an inquiry by Trustee Mathiesen, Mr. Maduli said the purpose for the TRAN was to cover any shortfalls in the reserve. Responding to Trustee Mitchell's query regarding the county's tax shortfalls, Ms. Sommer said state law requires the county meet all city obligations first. The remainder is then divided between the school districts. The shortfall is programmed into the proposed budget. There is a law which requires the county to backfill tax shortfalls for K-12 but not for community colleges. Mr. Peter Dill asked for clarification regarding the District's escrow account which is used to cover issues (shortfalls) such as this. Mr. Maduli confirmed the existence of the account and its continual rollover.

5. **Rejection of Bids for the North County Campus Trades and Tech Building**
(Attachment)
- Moved:** Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to reject the bids for the NCC Trades and Technology Building, as presented.
- Mr. Maduli presented to the Board:
- There is a bid deficit of approximately \$2.6 million.
 - He does not recommend borrowing the difference just to get the project into the system.
 - He recommends taking the issue to the state public works board.
 - The intent is to go back out to bid in March 2008.
6. **Memorandum of Agreement (MOA) with Allan Hancock College**
(Attachment)
- Moved:** Galvan / **Seconded:** Mullen — **Passed** unanimously by those members present to approve the Memorandum of Agreement for Construction and Fire Science Technology with Allan Hancock College, as presented.
7. **2009-2013 Five-Year Capital Outlay Plan / District's Order of Priority and Initial Project Proposals (IPP's) and Final Project Proposals (FPP's).**
(Attachment)
- Moved:** Mathiesen / **Seconded:** Kiersch — **Passed** unanimously by those members present to approve the District's Order of Priority and Final Project Proposal (FPP) for the SLO Campus Math Building and the Initial Project Proposals (IPP's) for North County Early Childhood Education Building and the North County Campus Humanities Complex, as presented.
- Mr. Maduli presented to the Board:
- Annually, the District is required to submit its Five-Year Capital Outlay Plan to the Chancellor's Office by July 1.
 - The plan did go through Planning and Budget Committee.
 - The District is allowed to submit one FPP per site.

- 8. **Agreement with Horta Food Services, Inc.** (Attachment) **Moved:** Kiersch / **Seconded:** Mathiesen — **Passed** unanimously by those members present to award the bid for cafeteria services on the San Luis Obispo Campus commencing on August 1, 2007 through July 31, 2012 to Horta Food Services, Inc. of Templeton, California, as presented.

Ms. Toni Sommer presented to the Board:

- This action replaces the expired contract with Fresh and Natural.
- She implemented a selection committee which included four students and four staff.
- The committee received five extensive proposals.
- Three vendors were chosen for interviews and taste tests.
- The students interviewed intensely and deliberated extensively.
- The committee discovered the larger companies would have sold the contract to another vendor. This was frustrating to the students. An article included in the contract was the requirement for the vendor to meet with the student council at least once a semester to address any concerns.
- Horta foods came with a strong recommendation.
- This contract does not affect the North County Campus which is on a different cycle.
- Fresh and Natural will continue through the summer to allow them to deplete inventory.
- Horta will not have first right of refusal.

- 9. **Agenda Items for Next Regular Scheduled Meeting** (Attachment) A preliminary listing of agenda items for the next Regular Board meeting was reviewed.
Trustee Mitchell asked that the items presented under public comment (campus smoking policy and fingerprinting) be added to July’s regular meeting agenda. Various appointments will be presented to the Board for approval. A progress report will be presented on the executive recruitment plan.

**BUSINESS AGENDA
INFORMATION ITEMS**

- 10. **Cuesta College - Executive Recruitment Plan** (Attachment) Executive Director, Human Resources and Labor Relations Annette Loria reported:
 - CCCS representative Jim Walker will be invited to the July Board meeting to provide an update to the Board on the progress of the executive recruitment plan.
 - Part-time faculty will be added to the selection committee.
 - The Board Policy regarding the executive selection committee is intentionally vague.
 - Constituent leaders should contact members of the Board to lobby for any changes regarding the selection committee should anyone be concerned regarding appropriate representation, and not the Executive Director, Human Resources and Labor Relations.

- 11. **Board Policy and Procedure Review** (Attachment) Mr. Maduli presented to the Board:
 - The College is continuing its review of Board Policies.
 - The College is using the College League’s templates and resources to align the District’s board policy with theirs.
 - Revisions will be going through collaboration in the coming months.

CONSENT AGENDA

- P1. Consent Agenda** **Moved:** Mathiesen / **Seconded:** Mullen — **Passed** unanimously by those members present to approve the Consent Agenda, as amended.

As previously agreed, Item P.7. was removed from the consent agenda. Item(s) P.11., 12, and 15 were removed from the consent agenda for discussion.

Trustee Mathiesen presented the following comments and questions:

- According to the job description contained in item P.11., the candidate must be able to lift 100 pounds and/or carry 50 pounds.
- He recommended candidates be required to take an exam to determine if they have any faults with their backs prior to hiring.
- Ms. Annette Loria responded, indicating that the College could not require a pre-employment physical but can require a post-offer physical. An individual cannot be denied employment based on their inability to lift a specified amount of weight in the job description.
- The post-offer physical establishes a baseline for employees to determine the College's liability with regard to workers-compensation. It must be posted on the recruitment brochure.
- The College retains the right to hire or not to hire.

Trustee Mullen recommended moving forward on the items as written, to include the post-offer physical.

Ms. Loria said even though there is an established requirement to lift a certain amount of weight in the job description, most employers, especially public employee agencies ask employees to engage in safe lifting practices.

Moved: Mathiesen / **Seconded:** Mullen — **Passed** unanimously by those members present to approve Items P.11. and P.12 on the consent agenda, as presented. The decision to add a disclosure regarding a post-offer physical will be at the discretion of the Executive Director, Human Resources and Labor Relations.

- Regarding Item P.15, Trustee Mathiesen asked how the College could provide for the acquisition of safe and affordable housing as described in the primary program goals.
- Interim Dean, Allison Merzon addressed this issue, making it clear that the College was only providing for the improvement in a skill base that enables individuals to effectively acquire safe and affordable housing. These positions are categorically funded by an ILP Grant in concert with social services.

Moved: Mullen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve Item P.15 on the Consent Agenda, as presented.

- P2. Approval of Minutes (Attachment)** Adopt the Minutes of the Regular Board Meeting of May 2, 2007, as presented.
- P3. Approval of Warrant Listings** Approve Warrant Listings No. 295 through No. 331, VOID (297, 329), for a total amount of \$3,696,891.73, as presented.

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|---------------------------------------|--------------------|-----|-------|----------------|
| P4. Approval of Payroll Orders | Academic Hourly | No. | 42 | \$27,959.76 |
| | Classified Hourly | No. | 426 | \$233,190.85 |
| | Academic Monthly | No. | 567 | \$2,235,384.03 |
| | Classified Monthly | No. | 249 | \$1,036,905.74 |
| | | | Total | \$3,563,440.38 |
- P5. Approval of Gifts to the College** Approve gifts to the College, as presented.
- Assorted literature donated by Irene Reti for use by the Library.
 - Books donated by Arnold Frank for use by the Library.
 - Books donated by Sandee McLaughlin for use by the Library.
 - Aluminum shelving donated by Dorothy J. Graves for use throughout the college.
- P6. Reclassification of Designated Management Positions** Approve the proposed salary range increases, effective July 1, 2006, as presented.
- P7. Revised Job Description, Faculty Position** Approve the revised job description, one Faculty position, as presented.
- P8. Revised Job Description, Classified Bargaining Unit** Approve the revised job description, one Classified Bargaining Unit position, as presented.
- P9. Revised Job Description, Classified Bargaining Unit** Approve the revised job description, one Classified Bargaining Unit position, as presented.
- P10. Create One Job Description and Eliminate One Job Description, Classified Bargaining Unit** Approve the proposed job description (creation / elimination), one Classified Bargaining Unit position, as presented.
- P11. Create One Job Description, Classified** Approve the proposed job description, one Classified Bargaining Unit position, as presented.

***Bargaining
Unit***

- P12. ***Create One Job Description, Classified Bargaining Unit*** Approve the proposed job description, one Classified Bargaining Unit position, as presented.
- P13. ***Create One Job Description, Classified Bargaining Unit*** Approve the proposed job description, one Classified Bargaining Unit position, as presented.
- P14. ***Create One Job Description, Classified Bargaining Unit*** Approve the proposed job description, one Classified Bargaining Unit position, as presented.
- P15. ***Create One Job Description, Confidential, Supervisor, Manager*** Approve the proposed job description, one Supervisor designation, as presented.
- P16. ***Change Orders for the Theater Arts Building*** Approve Change Orders No. 01-01, 02-01, and 06-01 for the Theater Arts Building for \$32,316.19, as presented.
- P17. ***Change Orders for the Reconstruct Two Science Buildings*** Approve Change Orders No. 3 and 4 for the Reconstruct Two Science Buildings for \$54,666.20, as presented
- P18. ***Change Orders for the Library Addition and Remodel (Attachment)*** Approve Change Order No. 24 for the Library Addition and Remodel for (\$9,480.78), as presented.
- P19. ***Declaration of Surplus Equipment (Attachment)*** Declare equipment as obsolete and approve of its disposal, as presented.

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Q.	DISCUSSION
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1. Board Evaluation

What went well?

Trustee Galvan:

- The Marketing Report and the tentative budget were prepared well and informative.

Trustee Mullen

- He thought it was a productive meeting. He appreciated the public's comments and was thankful for their input.
- The discussion regarding future agenda items was healthy with everyone participating.

Trustee Mitchell

- The Board received good feedback from the public.
- She thanked the students for coming to the meeting.

Trustee Mathiesen

- Feels the Board needs to better manage its time during closed session.
- Stay on point during discussions.

What is the Board self-evaluation process, as defined in its policies? Does that process as described likely to be an effective review?

- Trustee Mitchell offered, based on her recent attendance at the annual trustees' conference, that the Board needed to review its current practice and policy and develop a process that is more closely tied to the District's goals and strategic plan.

ADJOURNMENT

Adjournment The meeting was adjourned at 7:03 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, July 11, 2007, in Room 5401 of the Conference Center in the Cuesta College Student Center, Cuesta College San Luis Obispo Campus, and San Luis Obispo, California.



Edralin J. Madril

Interim Superintendent/President