



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

ADOPTED MINUTES
Organizational Meeting
December 13, 2006
4:00 p.m.

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

1. **Call to Order** The meeting was called to order by Angela Mitchell at 2:00 p.m.
2. **Roll Call** Board Members Present
Ms. Angela Mitchell, President
Mr. Patrick W. Mullen, Vice President (Absent)
Mrs. Gaye L. Galvan
Mrs. Marie Kiersch
Mr. Per C. Mathiesen
3. **Oath of Office** The Oath of Office was administered to re-elected Board Member, Mrs. Marie "Maggie" Kiersch by Dr. Rosenwasser. Re-elected Board Member Mr. Patrick Mullen was sworn in at another ceremony prior to the convening of this meeting.
4. **Approval of Agenda** The agenda was approved with the following changes prior to Closed Session. The agenda was revised and the order only of the Business Agenda was rearranged as follows: Action Items # O.1. moved to # O.10., Items # O.2. through #O.10. renumbered to Items # O.1. through # O.9; Item # O.16. moved to Item # O.11.; Items # O.11 through O.15 renumbered to Items # O.12 through # O.16.
Moved: Galvan/Seconded: Mathiesen — Passed unanimously by those members present to approve the Agenda, as amended.
5. **Recess to Closed Session** The Board recessed to Closed Session at 2:15 p.m.
6. **Reconvene in Open Session & Pledge of Allegiance** The Board reconvened in Open Session at 4:20 p.m. Dr. Marie Rosenwasser led the Pledge of Allegiance.

BOARD MEMBERS PRESENT

Ms. Angela Mitchell, President
 Mrs. Gaye L. Galvan
 Mrs. Marie Kiersch
 Mr. Per C. Mathiesen
 Mr. Bart Gant, Student Trustee (Advisory Vote)

MANAGEMENT PRESENT

Dr. Marie E. Rosenwasser
 Mr. Dan Chacón
 Mr. Ed Maduli
 Mr. Harry Schade
 Ms. Sandee McLaughlin
 Ms. Roanna Bennie
 Ms. Anna Davies
 Ms. Toni Sommer

VISITORS PRESENT

Mr. Ric Deschler	Dr. Patrick Schwab	Ms. Kris Wayland
Mr. Bob Mariucci	Mr. Pete Sysak	Ms. Delfina Medina
Mr. Lee Rosenwasser	Ms. Peggy Hudson	Mr. Francisco Curiel
Ms. Allison Merzon	Mr. Peter Dill	Mr. John Nickols
Mr. Kevin Bontenbal	Mr. Terry Reece	Mr. Chris Green
Ms. Karen Robert	Mr. John Fetcho	Mrs. Lisa Gray
Ms. Heidi White	Ms. Patricia Golden	

7. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

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

CLASSIFIED/MANAGEMENT PERSONNEL

Moved: Galvan / 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. Administrative Assistant to Dean, Workforce and Economic Development
- c. Division/Department Assistant, Counseling Department

Change in Status

None

Leave of Absence Without Pay

None

Resignations

None

Retirement

- a. Director, Nursing/Allied Health, Nursing Division

Public Employee Discipline/Dismissal/Release

None

***Academic
 Personnel
 (Attachment B)***

ACADEMIC PERSONNEL

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

Appointments, Faculty

- a. Fall 2006 Semester Overload and Temporary Assignments

Change in Status

None

Leave of Absence Without Pay

None

Resignations

None

Retirement

a. Instructor, Automotive Technology, Engineering and Technology Division

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. No Action Taken.

8. REPORTS FROM EMPLOYEE ORGANIZATIONS**Academic Senate**

Academic Senate President, Ms. Allison Merzon thanked the Board for approving the selection of the new Academic Professional Development Coordinator. They can now focus on using one-time funds to support development activities. She indicated a goal for the Senate is to see a fully funded position for Professional Development. That would agree with the Senate's adopted guidelines, as presented to the Board in 2001. The Senate has been working on Student Learning Outcomes (SLOs) and program review. SLOA Coordinator and deans have been working with faculty on outcomes based on the new standards. Program planning and review is a critical part of the review. Ms. Merzon thanked Dean of Student Learning, Roanna Bennie for her leadership in this process. Ms. Merzon, Dennis Bayean, Toni Torrey and Kevin Bontenbal will be attending Accreditation Institute Training, January 5 and 6, 2007. She attended the recent FERPA training and discovered many things about what is allowed and plans on preparing information for opening day. The Senate is studying the use of cell phones and PDA's in the classroom with regard to their use during critical periods such as testing. The Academic Senate's new web site (CCSenate.org) is up and running.

CCFT

No Report

CCCUE

Mr. John Fetcho reported that union members were unhappy and concerned with the recent increases in insurance coverage offered through the College. The concerns rest with what appeared to be last minute presentation to the members regarding quotes and summaries for new pricing and programs for health insurance. He said they union had to call an emergency meeting to address the information in order to satisfy the deadline for selecting a plan. He also indicated that the Academic Calendar was not fully addressed by the CCCUE for the same reason, which was delay in communicating the information. Mr. Fetcho reiterated

the importance of this issue and requested information involving major issues be processed in a timelier manner. He thanked the Board for acting quickly regarding the minimum wage issue, adding it was most beneficial for students and tutoring staff. He said the action will significantly impact the budget, but he is pleased with the results.

Management Senate

Management Senate President, Bob Mariucci had nothing significant to report regarding the activities of the Management Senate. He highlighted the recent successes in the Athletic Department which included the selection of three coaches of the year and three conference titles. Trustee Galvan remarked on her pleasure in seeing increased reporting on Cuesta's sports programs.

9. **REPORTS FROM BOARD MEMBERS**

Trustee Mitchell

Ms. Mitchell reported that she attended the ground breaking for the Theater Arts Building and thanked everyone for their participation and assistance in putting the event together.

Trustee Mullen

Absent

Trustee Galvan

Ms. Galvan gave her approval of the ground breaking ceremony for the Theater Arts Building saying it was well planned and carried out.

Trustee Mathiesen

Mr. Mathiesen said the music being performed in the Student Center Courtyard prior to the meeting was excellent and reflects the talents of our students. He attended the retirement party for Dr. Rosenwasser and said it was done to perfection.

Trustee Kiersch

Mrs. Kiersch said she had attended both the ground breaking for the Theater Arts Building and Dr. Rosenwasser's retirement party. Both were outstanding events and very professionally done.

Student Trustee Gant

Mr. Gant attended Dr. Rosenwasser's retirement party. He reported that the Student Social Club is sponsoring an upcoming community service day.

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

The Cuesta College Foundation received gifts in cash, pledges, real and personal property, and non-cash gifts that supplant cash totaling \$72,600.99 during the period of October 2006.

Dr. Rosenwasser presented a Special Donor Contribution on behalf of Wells Fargo and the Latino Outreach Council:

A \$2,500.00 grant check was donated by Wells Fargo Bank. Ms. Cecilia Merrill and Ms. Estella Vazquez of the Latino Outreach Council presented the Board with the check on behalf of Mr. Mark Corella, District Manager for Wells Fargo Bank and President of the Latino Outreach Council of San Luis Obispo County. Wells Fargo Bank and the Latino Outreach Council have partnered in promoting outreach and retention activities for Latino youth. Trustee Mitchell accepted the check on behalf of the Governing Board and Cuesta College. Dr. Rosenwasser thanked them for this wonderful gift.

The Ground Breaking for the Theater Arts Building took place on December 6, 2006 and marks a new and exciting beginning for Performing Arts. The Theater

Arts Building will have seating for 400 people. Amenities will include an experimental theater, dressing rooms, a scene shop, staging and make-up. The building will provide over 24,000 square feet of space for Cuesta students and the community. The College has received \$22.8 million in funding from the State of California. Site set-up and early phases of construction are underway. Occupancy is expected in 2009. Members of the Board of Trustees, Mayor of Atascadero, the Honorable Mr. Tom O'Malley, Mayor of San Luis Obispo, the Honorable Mr. Dave Romero, the San Luis Obispo County Supervisor, Mr. Jim Patterson, Jim Spencer and John Tongish of Spencer/Hoskins associates, Dale Lundgren of Lundgren Management and representatives from Assemblyman Sam Blakeslee's and Senator Abel Maldonado's Offices were among the distinguished guests at the ground breaking. There were wonderful performances by the Cuesta Wind Ensemble, directed by Jennifer Martin, the Faculty Jazz Quartet, the Cuesta Chamber Singers, directed by John Knutson, and the Drama Students. Dr. Rosenwasser thanked Ed Maduli and his staff, Terri Reece, Pete Pedroni, the Foundation and all the many others who worked together to showcase this momentous event for Cuesta College.

Twelve students received Morro Bay Art Association scholarship awards ranging from \$100 to \$500 for college level work. The Cuesta College students receiving scholarship awards were: Garet Zook, 1st place sculpture & ceramics; Dennis Kehoe, 2nd place sculpture & ceramics; Stacey Kalkowski, 3rd place sculpture & ceramics; Laura Rudsen, 1st place photography; Erin Taylor, 2nd place photography; Laura Rudsen, 3rd place photography; Scott Duka, Honorable Mention photography; Erin Taylor, Honorable Mention photography; Josh Tobey, 1st place 2-D; William Tuck, 2nd place 2-D; Mariya Suzuki, 3rd place 2-D; Cynthia Halley, Honorable Mention 2-D; Majida Fazal, Honorable Mention 2-D.

Financial Aid Specialist, Becky Mavity was a Cuesta Star in October for her innovative approach to managing the scholarship and donor data. She also coordinated a "class act" scholarship reception. Ms. Mavity used a fresh approach, seating the donors and recipients together allowing them to interact with each other. Director of Performing Arts, George Stone was a Cuesta Star in November because of his constant commitment to the College and its students. His work in the recording studio has been exemplary. The Performing Arts Division members are Cuesta Stars due to their overwhelming professionalism and recent lauded performances. Each event is well organized, superlatively performed and very representative of the talent at Cuesta College.

Cuesta College's 18th Annual Learning Disabilities Conference was held November 17 with guest speaker Dr. Edward M. Hallowell. The conference was sold-out with more than 200 parents, students, educators, and professionals in attendance. Dr. Hallowell, spoke on the topic of strategies for dealing with ADHD in schools, at college, and in the workplace. He is a highly respected psychiatrist and has written many books on the topic of ADHD. Dr. Hallowell spent time helping the participants understand that "how we frame the message to the individual with ADHD is extremely important". One metaphor he tells adolescent males is, "Your brain is like a Ferrari. It is fast, magnificent, and can out perform any car on the road but it has Chevrolet brakes." This way we emphasize the positive while still pointing out that there are issues that must be attended to. Dr. Hallowell stated that medication can help students concentrate. This provides structure, additional time to process assignments, as well as targeted tutoring.

These are all good strategies to accommodate students with ADHD. Many Thanks to Patrick Schwab and others from the DSPS staff for coordinating this extremely successful event.

The Food and Beverage Management Class of Cuesta's Hospitality Program hosted a phenomenal special events night on November 29, 2006. The group showcased unique, creative, and fun party events. Each concept was an original creation in development and design by the students participating in the program. Congratulations to Brandi McKay, her staff and students.

An Accreditation Study Workshop was hosted by the Assistant Superintendent / Vice President, Student Learning on November 28. The ACCJC's Dr. Deborah Blue provided insight on how to successfully conduct an accreditation self-study. The event was well attended. The information presented by Dr. Blue should prove helpful in Cuesta's upcoming self-study.

Cuesta College's Bowen Observatory hosted a public viewing of Mercury passing in front of the Sun on November 8. Physics/Astronomy instructor Dr. Patrick Len and his Astronomy students hosted the viewing. This was an opportunity for the College to showcase its Astronomy Program and offer the public a rare look at the surface of the sun. Many campus faculty, staff, students, and community visitors took advantage of the open house, including a small group of third graders from local Laureate Private School. Our thanks to Dr. Patrick Len for hosting this event.

The Cuesta College Evening Jazz Ensemble recently performed at the Santa Barbara Festival of the Arts and the Jubilee by the Sea in Pismo Beach. This fine group of musicians has been hailed as one of the best bands along the Central Coast, and they continue to impress audiences at every opportunity. Other recent plays and performances included "BUG" featuring Peter Epstein, the 8th Annual Vocal Jazz Festival Concert featuring "Vocalogy" and Don Shelton, directed by John Knutson, and The Christmas Story directed by bree valle.

The Cuesta College Paramedic Program is moving forward after a very successful beginning with 17 Cuesta students enrolled in the fall 2006 Semester. For Spring Semester these classes are offered as part of the Central Coast Paramedic Program, which includes clinical rotations and internships. Applications are now available for fall 2007 admission.

Spring 2007 Enrollment at Cuesta College is underway. Students will pay \$20 per unit, effective January 1, 2007. Class schedules have been mailed to all households in the District. Students have an increasingly broad and comprehensive set of choices in academic transfer and vocational/technical/professional courses offered in full-semester, half-semester and short course formats in traditional classrooms and on-line instruction.

The College Fine Art faculty exhibition "Evidence and Desire" opened on November 17th at the Cuesta College Art Gallery. This exhibit includes ceramics, installation art, mixed media, painting, photography, and sculpture work by 25 faculty artists. Cuesta College's entire full and part-time faculty has one or more pieces of art in this incredibly rich show. "Evidence and Desire" will be showing until February 2007. The Fine Arts Faculty is commended for the creative and

challenging show, a remarkably talented faculty.

The Men's Water Polo team placed third in the State Championships; its best finish since 1990. They won their 22nd conference title and 28th consecutive trip to the playoffs. Head Coach, John Marsh was named WSC Coach of the Year, for the 3rd consecutive year. The Women's Water Polo team won the WSC Conference title. Head Coach, Pete Schuler was named WSC Coach of the Year, for the second time. Women's Volleyball team won its first Conference title since 1998. They were 1-point away from qualifying for the State Championships, before falling to San Diego Mesa College in the Regional Finals. Head Coach, Roche Nystrom was named WSC Coach of the Year, for her third time. This year, Roche became the winningest volleyball coach in the history of Cuesta College with 194 wins. Cross Country qualified two student athletes to the State Finals and wrestling qualified four student athletes to the State Finals. It was a great fall!

Dr. Rosenwasser offered a personal word of thanks to the Foundation / Institutional Advancement, June Stephens and staff, Stephan Gunsaulus and the many others who planned, coordinated and participated in her retirement dinner on November 30, 2006. It was a memorable, heartfelt event and she said she was grateful to have been a part of it and the Cuesta College Family.

Sadly, former A&R employee Donna Morris died of complications following surgery on November 11. She is the mother of current A&R employee Lynn "Bonnie" Maul. Donna retired from Cuesta in 2004.

November also saw the passing of Harold Miossi. Harold was a former President of the Cuesta College Foundation Board and one of the main contributors to the SLO County Environmental Archives. He was a generous donor to the Foundation and a graduate of San Luis Obispo Junior College.

Mr. Donald Talley, Former President and Vice President of the Cuesta College Board of Trustees and Vice President of the Foundation Board of Directors passed away on December 1, 2006. He had recently received a heart transplant. We are indebted to him and his family for their dedication to the College.

UPCOMING EVENTS

Thursday December 14

- 2:00 p.m. Cuesta College Holiday Party – Conference Center 5401

Friday December 15

- 7:30 p.m. Voce and Jazz Ensemble - Cuesta College

Saturday December 16

- 8:00 p.m. Cuesta Master Chorale - Cal Poly Performing Arts Center

Monday December 25 – Campus Closed

Tuesday December 26 – Campus Closed

Saturday December 30

- 3:00 p.m. Women's Basketball, Hartnell vs. Cuesta - Cuesta College

Monday January 1 – Campus Closed

Dr. Rosenwasser presented the Board with the fall issue of "Connections". She thanked the entire Foundation / Institutional Advancement staff for their part in preparing this issue.

11. Communications
(Attachment D)

The Board received a letter from the Mayor of Paso Robles, requesting suggestions from Cuesta College regarding critically important city goals. Dr. Rosenwasser presented correspondence from the Community College League of California regarding the election of the California Community College Trustees Board. The Board will act on these communications as appropriate. She also presented the Board with a collection of media releases and news articles involving Cuesta College, as requested.

12. Reports
(Attachment E)

Public Safety Operations Report

Assistant Superintendent/Vice President, Administrative Services, Ed Maduli introduced the Director of Public Safety, Pete Sysak, who reported to the Board regarding current public safety operations status and statistics. Mr. Sysak began by indicating that the last time he reported this information to the Board was in 1998. He provided the mission and goals of the Public Safety Department, and that is to provide the students, faculty and staff at Cuesta College a safe and secure learning and working environment, and community members who use College facilities. He said that Cuesta College's mission and goals statement has been duplicated at approximately 20 other community colleges throughout the state. Mr. Sysak reviewed the Organizational Chart, and introduced the attending members of his staff; Officer Carlos Padilla and Officer Hopkins who both attended Cuesta College, Guadalupe Lopez who came from Alan Hancock, John Nickols, Sr. Officer, Larry Cooper one of Cuesta's original police officers, and Justin Longcar, dispatcher.

Mr. Sysak addressed police operations. The Cuesta Police Department is a certified California POST Police Agency and meets all the requirements under state criteria. The officers participate in training exercises with other local and state agencies. The police officers at Cuesta are active in a legitimate POST agency, which qualifies them to receive Community Oriented Policing Services (COPS) grants. A recent grant, which totaled over \$300,000.00, facilitated the hiring of the Colleges current police force. The department also has access to the California Law Enforcement Communication System (CLECS), which is connected to the Department of Justice and the Department of Motor Vehicles. An agreement was made with the Sheriff's Department, which coordinates live scan fingerprinting in the area. The public safety office will soon provide automated fingerprinting services for faculty and staff.

Mr. Sysak gave a summary of the Clery Act, which requires campus police to report and publish crime statistics. The College was publishing crime statistics long before the Clery Act required the report.

In response to a question from Trustee Galvan, Mr. Sysak said the COPS grant was a one-time grant, issued over a three-year period to cover officer's salaries. Mr. Ed Maduli added that parking fees and fines cover 75% of the officer's salary and 25% comes from the general fund. Mrs. Galvan also asked if Mr. Maduli knew the amount of the total budget for the Public Safety Department. Mr. Maduli responded that he did not have that information immediately available to him, but would provide it at a later date. Mrs. Galvan asked if there was any safety or emergency training being provided to any employees other than public safety personnel, and if so, what type of training was conducted. Mr. Sysak said that

safety training is provided for faculty, and staff regarding worker's safety and health services regarding rape awareness and health awareness. Mrs. Galvan asked if there was any training being provided to faculty and employees with regard to recognizing students who may be under the influence of crystal meth or marijuana. Mr. Sysak responded that such issues only occur once or twice per semester, and that Public Safety works closely with the faculty and the vice president's once an incident has taken place. He stated that he would provide the training to the faculty, but on more than one occasion, the faculty have indicated that if a student is identified as using illicit drugs, it is not their responsibility to report such incidents. Trustee Mitchell stated that Sandee McLaughlin requested this type of training from the Paso Robles Police department and asked for her input as to the usefulness of the training.

Trustee Galvan asked how much money had been received in POST funds over the past three years. Mr. Sysak said that the department receives approximately \$5000.00 per year in training reimbursement funds. Every request that was submitted for reimbursement of training funds has been approved by the state. Trustee Kiersch asked if there was an agreement with local ambulance service for the College. Mr. Sysak said the College works directly with the Sheriff's Department which coordinates the dispatch of emergency medical assistance. He indicated the response has been very good. Sometimes there is a shortage of available teams in the Morro Bay, Los Osos area; therefore the response time may be slower. The ambulance company has recently staged response teams on the campus when there has been a shortage in these aforementioned areas. Most of the officers on campus are EMT certified and can provide advanced assistance until regular emergency services arrive. Mrs. Kiersch asked whether statistics were maintained on students who were killed as a result of underage or binge drinking. Mr. Sysak's response was that such activity does not occur on campus, so the statistics are not maintained as part of the criteria reported by the College. He added that he did not know if there is an active AA chapter on campus.

Mr. Sysak pointed out the \$20.00 parking fee that is currently charged had not changed since 1992, and he feels it does not provide enough income to cover the maintenance costs for the parking lots and streets. In 1993 state legislation made parking violations a civil remedy versus a criminal infraction. An in-house appeal exists. Approximately 4,500 parking citations per year, which includes all campuses. Approximately 20% of those citations are dismissed through the appeal process. There are approximately 2,800 parking spaces on the San Luis Obispo campus. Two hundred forty were lost with the advent of the Theater Arts Building and 150 were gained with the expansion of Lot 1A. Complaints will continue to come in, especially with the rainy season now upon us. In response to Trustee Mathiesen's suggestion that staff parking be moved to the outer portions of the lots to allow the students to park closer to classes, Mr. Sysak said the ratio of staff to student parking is 1 to 4, which is in line with the rest of the state. Overflow parking on the Camp San Luis Obispo Air Field has been restricted since 9-11.

Mr. Sysak addressed requests for emergency response service and indicated the campus receives approximately 50 – 75 calls per year for such requests. He responded to Trustee Mathiesen comment regarding the existence of a campus ambulance a few years ago, saying there was an ambulance used in the EMT Program for many years, but the maintenance and upkeep on that vehicle was not cost effective. Every emergency vehicle has an emergency first responder unit.

Mr. Sysak responded to Trustee Kiersch’s question regarding emergency response procedures regarding the Diablo Nuclear Facility. He said the campus had participated in two recent county wide Diablo Canyon drills. The College does have procedures in place based on the State Emergency Management System (SEMS), but needs to be upgraded to the newly mandated Homeland Emergency Management System (HEMS). Revisions should be complete in January. Future training will include four hours initial training and four hours follow-on training. Students will be told to go to either Nipomo High School or Camp Roberts, but much depends on the type of emergency and variable conditions. Students and faculty will be notified through the Emergency Operations Center, as determined in the emergency procedures, by direct contact. Mrs. Kiersch displayed concern regarding the ability of personnel on foot to notify everyone on campus in a timely manner. Mr. Maduli interjected that the entire system is migrating to the HEMS model. Everything is centrally located and controlled from the Emergency Operations Center, which will be located in building 8000. Every event and building will be monitored from that central location. Runners will be sent out from that central location to ensure everyone remaining on campus is notified of an event and instructed on what to do. Many plans and procedures will be developed within the next year to comply with new requirements.

Mr. Sysak finished with comments regarding the Clery Act. Many colleges felt that many would look unfavorably on their institution if they published crime statistics. In reality the opposite effect occurred, wherein most institutions reflected a much safer environment than other locations. This is especially true with institutions such as Cuesta College. Responding to Trustee Galvan’s inquiry, Mr. Sysak said that there are three areas of concern regarding the reporting of these statistics, on campus, dormitories, and in or on campus buildings or property. Any incidents occurring in an off campus building or property must be reported. Public property relates to property adjacent to the campus. The College does have an agreement with the local golf course and the Sheriff’s Department that requires them to respond in the case of an emergency. The College built some of the buildings on that property and students sometimes conduct classes or studies on the property.

- 13. **Hearing of the Public** None.

**BUSINESS AGENDA
ACTION ITEMS**

The next nine items #O.1. through #O.9.) are related to the organizational meeting of the Board of Trustees for the following year, December 1, 2006, through November 30, 2007.

- 14. **Election of Board President and Vice President**
(Attachment F) Trustee Galvan nominated Trustee Mitchell for President and Trustee Mathiesen for Vice President. The Board unanimously agreed to the nominations.
- 15. **Date, Time, and Place of Regularly Scheduled Board Meeting** **Moved:** Gant / **Seconded:** Galvan — **Passed** unanimously by those members present to approve the 2007 Schedule for the Regular Board Meeting, as presented.
- 16. **Election of Official School** Trustee Mathiesen currently serves as the District Representative. Trustee Galvan nominated Trustee Mathiesen to continue to serve as the District

- District Representative to Annual Governing Board Representative Meeting for Election of County Committee on School District Organization** Representative. The Board unanimously agreed to the nominations.
17. **Appointment of Liaison Representative to the San Luis Obispo CSBA** The Trustees unanimously agreed, and Trustee Mitchell appointed Trustee Mathiesen to serve as the liaison representative to the San Luis Obispo County School Boards Association.
18. **Approval of Appointment of Audit Review Committee** Trustee Mitchell stated that she enjoys serving on the Audit Committee. Trustee Kiersch responded that she is waiting until Trustee Mitchell has been on the committee seven years before she will volunteer again. Trustee Galvan stated that she also enjoys it being on the committee. Trustee Mathiesen moved to appoint Trustees Galvan and Mitchell. The trustees supported the motion unanimously.
19. **Approval of Superintendent/President, Interim Superintendent/President, or Assistant Superintendent/Vice President as Authorized Agent of the Board of Trustees** **Moved:** Galvan / **Seconded:** Gant — **Passed** unanimously by those members present to approve the Superintendent/President, Interim Superintendent/President, or Assistant Superintendent/Vice President as Authorized Agent of the Board of Trustees, as presented.
20. **Authorization of Superintendent/President or Interim Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Items Such as Revolving Funds, Payroll Orders, Warrant Listings, Applications for Funds, and Reports** **Moved:** Galvan / **Seconded:** Kiersch — **Passed** unanimously by those members present to approve the Authorization of Superintendent/President or Interim Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Items Such as Revolving Funds, Payroll Orders, Warrant Listings, Applications for Funds, and Reports, as presented.
21. **Authorization of Superintendent/President** **Moved:** Kiersch / **Seconded:** Gant — **Passed** unanimously by those members present to approve the Authorization of Superintendent/President

dent or Interim Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Contracts

or Interim Superintendent/President and Assistant Superintendents/Vice Presidents as Agents of the Board of Trustees for Contracts, as presented. Trustee Galvan commented that there is a Board Policy regarding the monetary limits allowed on such contacts

22. ***Approval of Management Group Beginning December 1, 2006, for One Year***

Moved: Mathiesen / **Seconded:** Kiersch — **Passed** unanimously by those members present to approve the Management Group Beginning December 1, 2006, for One Year, as presented.

23. ***Audit Reports for District, Bookstore and Associated Students for Fiscal Year 2005-2006 (Attachment G)***

Moved: Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to accept the final Audit Reports for the District, Bookstore and Associated Students for Fiscal Year 2005-2006, as presented.

Assistant Superintendent / Vice President, Administrative Services, Ed Maduli began by introducing the Audit Firm Vavrinek, Trine, Day & Co., LLC, stating that this was the first time Cuesta College had used their services. He thanked the Director, Financial Services, Patricia Golden and Lead Accountant Chris Green for their outstanding efforts and cooperation during the audit. Every component of the campus was included in the audit, and the College did very well, as indicated in the report. Mr. Maduli introduced Heidi White, Team Leader for Vavrinek, Trine, Day & Co. Ms. White thanked the Board, saying it was a pleasure to present it to them. She introduced Steve Hagler who served as the Supervisor during the audit. Ms. White stated she had conducted an extensive review of the audit with the Board's Audit Review Committee during which much information was exchanged, and thanked the Board members for continuing to want to serve as members. She first addressed page 2 of the report which is the independent audit report on the District's financial statements. Paragraph three reads, "In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the financial position of the San Luis Obispo County Community College District as of June 30, 2006, and the changes in financial position and cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America." Ms. White said this was an unqualified opinion on the financial statements, the highest level of assurance that they can provide the Board members and the community that the financial statements are presented in accordance with the general accounting principles in the U.S. The audit covered many significant areas. She continued saying, over the course of the year, student financial aid office provided over \$4 million directly to Cuesta students. Ms. White pointed out page 50 of the report, which is significant because it is blank. There were no adjustments to the financial statements. What was presented to the Board in the Annual Financial and Budget Report (CCFS-311) to bring them in conformity to what is presented in the audit report. Everything is presented without adjustment. All federal programs were reviewed. Over \$6 Million was received in federal grants and contracts that were restricted for specific use. There were no compliance comments. The College staff made great efforts to ensure that money was spent appropriately and the compliance

components were met. Some internal compliance requirements were provided regarding the Book Store and Associated Students and internal control comments. She indicated that those issues were immediately addressed and she expects to see them fully implemented in the next audit cycle. Ms. White said the team would return in March or April. For a first year audit she said it was a positive experience and full access. Trustee Kiersch thanked the staff for cooperating with the audit and doing such a great job throughout the year. Trustee Mitchell mirrored her comments. A brief discussion ensued regarding whether to post the audit report on the web site or make it available in the library.

24. **2007 Grant
Anticipation Note
(GAN)**

(Attachment H)

Assistant Superintendent / Vice President, Administrative Services, Ed Maduli introduced the District's Financial Advisor, Andy Ach, who was present to assist in addressing any questions or concerns regarding the GAN. Mr. Maduli stated that the District has used this Note instrument in the past to provide the cash flow for the College's capital outlay programs. There is not sufficient cash flow in the budget to pay contractors. Traditionally there is a delay of three to six month before the state reimburses on actual expenditures. The District waited until the funding was approved for current projects. Now that the funds have been approved, the College needs the money to immediately begin on planned projects. The \$31 Million will allow for the Theater Arts Building (\$24 Million) and the Physical Sciences Lab (\$7 Million).

Public comment was provided by Mr. Ric Deschler. Mr. Deschler stated in August when the District borrowed funds using certificates of participation, there was very little information presented surrounding the costs involved. In fact, it took several probing questions by the audience to get a general idea of any payback schedule. He anticipated the Board would have further questions regarding this issue, and suggested the following: Financial Advisors or Bond Counsels are paid a flat fee or percentage of the debt. Is the fee applied to this Note a flat rate, or is it based on the amount of the Note, and did this influenced the \$31 Million amount of the GAN? Northcross, Hill, and Ach, LLC. and Jones Hall were two of the larger contributors to the Measure "G" campaign. Is it ethical or does it present a conflict of interest for the District to continue to automatically give them the COPs and now the GAN business. Has the District done a request for proposal on these large financial projects to get the most competitive company and advice? Does the District have a contract with Northcross, Hill, and Ach and Jones Hall to guarantee their fees are reasonable and within industry standard? Does the Board have any idea what the fees will be associated with this GAN?

Trustee Mitchell said that the District went out to all its major contributors with regard to supporting the Bond Campaign. That is normal practice. She asked Mr. Maduli and Mr. Ach to address the other questions. Mr. Ach said Chick Adams of Jones Hill was ill and not available for comment, but he would attempt to answer for him. Mr. Ach said Northcross, Hill, and Ach charge fees on a flat basis to ensure the amount of the Note is not influenced and that the transaction is sound for the institution involved. He stated his company's fee was \$30,000 and he believed it was the same for Jones Hall. This is comparable to District's past transactions.

Mr. Ach said their philosophy regarding the District is that the best service

will be received by having the District arrange its financing with low interest costs. That is where the bulk of the expense resides. Their fee is just a fraction of the total cost. Mr. Maduli added this transaction is based on 2.5 years with a payback structure of every six months starting in a year. It lowers the size of the Note quickly, reducing interest costs.

The District has been fortunate with these transactions. The District has actually had positive cash flow with the last two issues. The interest rate on the last GAN was 2.1% and the investing rate was 4.7%. By using the GAN the District is affecting a very important need, which is interim cash flow. Funds must be borrowed to facilitate this, and the GAN is the cheapest method, allowing the District to invest the money from the state proceeds at today's rate with an investment rate of 4.7% and an anticipated borrowing rate of 3.25%, make the arbitrage profit, pay the fees and generate profit for the District. There are no guarantees, but the cost of borrowing on the GAN's has been negative for the District and it has been profitable for them.

Mr. Maduli stated that every vendor was asked for donations regarding Measure "G". There were never any quid-pro-quo transactions. He continued, saying the District had executed the due diligence necessary in its search for financial advisors and bond counselors. The District has always selected the best product and service with the lowest costs. The firms the District is currently using are not making an exorbitant amount of money through a flat fee. The District does not use underwriters, which reduces the costs in the issuance of the Note. The financial advisors go directly to the market place resulting in a wide range of proposals, which is beneficial for the District. Mr. Maduli added that the services and products received from Andy Ach's and Chick Adams' companies hold with the best in the business.

Mr. Ach expressed his firm's desire to sell these notes under competitive sale. They use the internet to facilitate a competitive environment which generates a large volume of bids. During the last transaction, a purchaser of a note actually contacted Mr. Ach and asked to rescind the bid because it was too good. That competition saves basis points on the Note.

Moved: Galvan / **Second:** Mathiesen to approve resolution 06-22, authorizing the issuance and sale of Grant Anticipation Notes in the principal amount of not-to-exceed \$31,000,000.00 to bridge the District's building related expenditures and the eventual state reimbursements, as presented. Roll Call was taken and the vote recorded: (4) yeas (0) noes (1) absent. Resolution unanimously passed.

Trustee Mitchell added that the District's outstanding credit rating also keeps it competitive in these matters. Mr. Maduli said that the recent audit will also strengthen the District's position.

The Board meeting was recessed at 5:55 p.m.

The Board meeting reconvened at 6:07 p.m.

25. **Curriculum Recommendations**
(Attachment 1)

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

Curriculum Committee Chair, Dr. Kevin Bontenbal reported to the Board that the curriculum as presented was approved by the Committee in November. He also stated that the committee had approved Matthew Green to sit on the Committee as a non-voting member, representing non-credit and emeritus curriculum. He feels that is a positive step forward for the committee and the College. The Curriculum Committee also established a sub-committee to look into the issue of information competency and information literacy and what the College is doing to address that issue. Dr. Bontenbal said, having completed his first semester as Committee Chair, it had been an honor working with a professional and committed faculty. The Assistant Superintendent / Vice President, Student Learning, Harry Schade said the Dr. Bontenbal had been a delight with which to work and he was also very appreciative of his efforts and the fine work that the Curriculum Committee had done.

26. **Academic and Classified Calendar for 2007-2008**

(Attachment J)

Moved: Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve the recommended Academic and Classified Calendar for 2007-2008, as presented.

Assistant Superintendent / Vice President, Student Learning, Harry Schade began by thanking the CCFT and CCCUE for their collaborative efforts in completing this task. Committee representatives were given three options on which to review and provide feedback. The Committee was also considering what Allan Hancock may be doing with regard to their proposed compressed calendar. The details of that issue will be reviewed but were not considered for this revision due to time constraints. Mr. Schade responded to Trustee Mathiesen's comment regarding Mr. Fetcho's prior statement indicating a lack of lead time for this issue. He said that the union has two members on the committee, one of which who had been a long standing member, and the other new to the process. Only one of those members was reporting to the union and Mr. Schade took full responsibility for not communicating clearly the need to report back the union's opinions and recommendations. The long standing member was not actually sitting on the committee as a representative of the CCCUE. Consideration is given to local high school schedules and other colleges in the preparation of the calendar. Every effort will be made to complete that process as early as possible.

27. **2007-2008 Full-Time Faculty Hiring Priorities**

(Attachment K)

Moved: Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve the first six positions of the prioritized list of full-time faculty hires for 2006-2007, as presented.

Dr. Rosenwasser reported to the Board that this item is the result of a substantial collaborative effort between the Division Chairs, Deans, and Shared Governance Council. Each year the divisions and clusters prioritize their needs for new or full-time replacement faculty for the next academic year. These division and cluster priorities are presented to the Shared Governance Council whose members rank all the positions to arrive at the recommended prioritized list. As the faculty, division chairs, and deans consider the faculty priorities, they weigh enrollment, number of full-time faculty in the discipline, potential for enrollment growth, consequences of not hiring a new full-time faculty member, whether there will be a vacancy, availability of part-time faculty, and the role of the position maintaining the comprehensiveness of the educational program. While the Shared Governance Council prioritizes all the requested faculty positions, the

Planning and Budget Committee, with the advice of the Vice President of Administrative Services, decides the number of full-time faculty positions that can actually be hired for the next academic year. The Planning and Budget Committee and Chief Budget Officer, Mr. Maduli recommend approval of the first six positions prioritized to be advertised for 2007-2008. More positions may be added should funding be made available. Academic Senate President, Allison Merzon fully endorsed the recommended faculty positions and said that this effort is shared governance at its best. She concluded saying that some of the positions that were vacant due to retirements have been so for several years. She thanked the Board for supporting the faculty.

28. **Change Order No. 9 for the Allied Health/Math/Science Building**
(Attachment L)

Moved: Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve Change Order No. 9 for \$208,620.00, for the Allied Health/Math/Science Building, as presented.

Mr. Ed Maduli reported to the Board that this action should complete all business with Soltek. The goal now with this final settlement is to negotiate with the architect and its vendors to determine any culpability and recoup some of the expenses incurred in settling the change orders. Trustee Mitchell asked Mr. Maduli how that would affect the District's relationship the architects considering they are also involved with current projects. Mr. Maduli reassured the Board that the business relationship with the architects is solid, and that he does not anticipate any negative impact on current for future projects.

29. **Change Order(s) # 18-19 for the Library Addition and Remodel**
(Attachment M)

Moved: Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve Order(s) # 10-16 for \$95,865.36, for the Library Addition and Remodel Project, as presented.

Mr. Maduli reported to the Board that some of the project management personnel at Straub Construction had previously been employed by Soltek. The District did not know this when the contractor was selected. These contractors appear eager to write change orders. The District contests these issues and has rejected many claims. The District has only paid for completed work and not paid for any overhead. Many issues appeared in this building after the work had begun. He said that the main focus for the District is to control costs. Many people have toured the expansion project and all have had very positive reactions to the work that had been done.

BUSINESS AGENDA DISCUSSION/ACTION ITEMS

- Cuesta College Superintendent/President Transition/Recruitment Plan**
(Attachment N)

Trustee Mitchell distributed a publication regarding the conduct of a successful CEO search published by the Community College League of California. She asked Allison Merzon to address the board and bring them up to date on the Academic Senate's process regarding criteria selection. Ms. Merzon reported that the Senate had conducted several faculty forums to gather ideas and information. She recorded the names of the attendees and made further contact for more input. While that occurred, the Senate was evaluating the transition plan as presented to come up with collaborative ideas to facilitate the process. She met with CCFT President, Marilyn Rossa to determine how to best represent the faculty. They had difficulty narrowing the committee groups in terms of discipline and academic preparation and longevity, leadership, and willing participation. They came up with seven people; Ms. Merzon, Michele McAustin, Kevin Bontenbal, Jane Morgan,

Guyla Amyx, Margie Perez-Sesser, and Chris Gilbert. Trustee Mitchell commented that the Board needed to make the plan more specific and will accomplish that with more thought and consideration. Dean, Student Learning, Roanna Bennie reported that the Management Senate selected their membership by vote from each of the respective areas in the management group. Trustee Mitchell asked the group if there should be consideration to expand the other groups since the faculty has expanded theirs. Discussion ensued regarding the desire to make the groups fair. Trustee Mathiesen reiterated his stand that more people being involved was a good thing, and that the voice of many could be made through a representative. The City Manager of Paso Robles has agreed to serve as the community member from District 1 (Mitchell). Carol Nelson Selby has agreed to serve as the community member from District 5 (Galvan). Mr. Frank Martinez has agreed to serve as the community member from District 2 (Mathiesen). Ms. Marilyn Corey has agreed to serve as the community member from District 4 (Kiersch). Trustee Mitchell indicated that there would probably be three meetings of the criteria consensus groups. Trustee Gant said the student group has not made any selections. Potential participants are concerned with the times and length of the impending meetings. Executive Director of Foundation / Institutional Advancement, June Stephens said there were several foundation members willing to participate, but she was not quite sure where she fit into the process as member of the Management Senate and the Foundation. Trustee Mitchell discussed the executive and management groups which are small. Executive Director, Human Resources and Labor Relations would probably not serve on any group due to her already extensive involvement with the process. CCCUE President, John Fetcho identified himself, Bea Anderson, Eileen French, and Kathy Babb as the CCCUE members. This group was composed of Classified Union members only. There was concern regarding the exclusion of non-union members. This was cause to generate another group to ensure a large portion of these employees was properly represented. Ms. Merzon stated that if there was an increase in the overall ratio of the selection committee, that the faculty would most likely take issue because it weakens the faculty position in terms of hiring. Trustee Mitchell recommended addressing the issue in a numerical format.

The Board agreed to keep this item on the agenda for the next regular Board Meeting. The Board would be able to meet with each group towards the end of February or beginning of March.

30. **Agenda Items for Next Meeting**
(Attachment O)

A preliminary listing of agenda items for the next Regular Board meeting was reviewed. The Board agreed to hold the January Regular Board meeting on January 10, 2006. The Board will announce the Interim President at that time. There will be no reports in January. The 2007-2008 Goals for the SLOCCCD will be presented to the Board along with a review of the mid-year status report. Curriculum changes, Change Orders, and other administrative business as required will be submitted to the Board. Mr. Ed Maduli will serve as Acting Superintendent / President effective January 1 through January 10. The Board will prepare a response to Mayor Mecham's letter.

BUSINESS AGENDA
INFORMATION ITEMS

31. **California Community Colleges**

Mr. Maduli reported that the Governor's budget will be released on January 10th. The legislative analyst is projecting a 4.7 billion dollar structural budget

2007-2008 System Budget
(Attachment P)

deficit. COLA will also be reduced to 3.8%. In terms of Prop 98 availability, there will only be three items that the District will be able to fund; fee reduction backfill, COLA, which will not be 5%, and enrollment growth, which will probably not be 3%. There will be little, if any, with respect to one-time additional item funding.

CONSENT AGENDA

32. **Consent Agenda** **Moved:** Mathiesen / **Seconded:** Galvan — **Passed** unanimously by those members present to approve the Consent Agenda as presented.
- Approval of Minutes** Adopted the Minutes of the Regular Board Meeting of November 1, 2006, as
(Attachment Q) presented.
- Approval of Warrant Listings** Approve Warrant Listings No. 107 through No. 144, with VOID (119, 122, and 136) in the total amount of \$2,721,370.53, as presented.
- | | | | |
|-----------------------------------|------------|---------|----------------|
| Approval of Payroll Orders | Academic | No. 101 | |
| | Hourly | | \$77,157.30 |
| | Classified | No. 429 | |
| | Hourly | | \$267,723.01 |
| | Academic | No. 540 | |
| | Monthly | | \$2,140,198.32 |
| | Classified | No. 263 | |
| | Monthly | | \$1,081,262.59 |
| | | Total | \$3,566,341.22 |
- Approval of Gifts to the College**
- a. A Dancing Man Wire Sculpture, Personal Phone Book, and Vance Candle, donated by Mr. Jason Ortiz of San Luis Traditions for use as prizes for Tech Fair Design Contest.
 - b. American Welding Society Magazines (3 years), donated by Mr. Peter Vander Arend for use as a reference resource by the Welding Department.
 - c. A 1997 Mercury Villager Minivan, donated by Mr. Daniel Richardson for use by the Automotive Technology Department.
- Approval of Revised Job Description – Management & Supervisor Designations**
(Attachment R) Approved the revised job description for Director of Bookstore, Director of Computer Services, Director of Fiscal Services, Director of General Services, Director of Public Safety, Supervisor, Children’s Center, Early Childhood Education Laboratory Schools, and Supervisor, Campus Network and PC Computer Support, as presented.
- Approval of Reclassification of Designated Management and** Approve the proposed salary range increases, as presented, to become effective November 1, 2006.

**Supervisory
Positions**
(Attachment S)

**Approve the
Classified
Substitute/Short-
Term and Student
Pay Schedule**
(Attachment T)

Approve an increase to the minimum wage on the Classified Substitute/Short-Term and Student Pay Schedule, as presented.

**Approval of
Designation of New
Job Descriptions,
Classified
Bargaining Unit**
(Attachment U)

Approve the creation of two Classified Bargaining Unit job descriptions, as presented.

**Approval of
Declaration of
Surplus Equipment**
(Attachment V)

Declare equipment as surplus and approve of its disposal, as presented.

ADJOURNMENT

33. **Adjournment** The meeting was adjourned at 7:05 p.m. Unless otherwise announced, the next regular meeting of the Board of Trustees will be held on January 10, 2007.



Edralin Maduli
Acting Superintendent/President