

**Progress Report Due March 15, 2008**

Commission Concern: (ER5, Standard III.A)

*The commission is concerned that at the time of the recent progress Report visit, the team noted that out of ten senior administrative positions: six were interim, one was vacant, and that the Interim President was also serving as the Interim Vice President for Student Learning. Eligibility Requirement 5 (Administrative Capacity) states, "The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose." The current administrative situation at Cuesta College places the institution out of compliance with the requirement.*

The Board of Trustees decided that in order to get through calendar year 2007 while maintaining as much stability as possible, that current employees would be used as interims whenever possible. The interims were carefully selected in regarding to their preparation and experience. The strategy also included having a Superintendent / President selected by the end of 2007 and then filling the two vacant Assistant Superintendent / Vice Presidents in Spring 2008, which is currently in process. The two dean vacancies that developed during this time were immediately put into the hiring process. This plan has been implemented and is on schedule. Therefore, all of the positions listed above will be filled by permanent staff by Summer 2008.

The following timeline and table details the process Cuesta has taken to ensure that the institution does have sufficient staff, with the appropriate preparation and experience to provide the administrative services necessary to support Cuesta's mission and purpose. Please see attached appendix A entitled Administrative Positions: Sept. 2006 to December 2007 for a timeline of events leading up to the current (Spring 2008) semester.

Timeline of Administrative Positions: January 2008 - Spring 2008. (see table on page 3 for summary of current status)

- January 2008:
- 1). Board of Trustees appoint Toni Sommer, former interim Assistant Superintendent/ Vice President of Administrative Services, as Assistant Superintendent / Vice President of Student Learning for Spring 2008 while a hiring search is being conducted for a permanent Assistant Superintendent / Vice President of Student Learning. Consistent with the job description of the Assistant Superintendent / Vice President of Student Learning, Toni Sommer is the Accreditation Liaison Officer.
  - 2). Ed Maduli, current interim Superintendent/President, is directed by the Board of Trustees to take over the duties of the Assistant Superintendent / Vice President of Administrative Services until the new President starts on March 3, 2008.
  - 3.) Dean of Student Learning of Humanities resigns. Gil Stork, retired Assistant Superintendent/ Vice President of Students Services, is appointed by the Board as interim Dean of Student Learning of Humanities during the hiring process for permanent Dean.

January 2008 cont...

4.) Permanent Dean of Student Learning for Math, Science, Allied Health, Physical Education and Athletics, Deborah Wulff is hired. Michele McAustin, interim Dean, returns to the Business Education division.

March 3 2008:

1.) Dave Pelham, Ph.D., selected in December 2007, assumes his duties as the new Superintendent/President.

2.) Ed Maduli returns to his permanent position of Assistant Superintendent/Vice President of Administrative Services.

Spring 2008:

1.) Patrick Schwab, Director of Academic Support/Disabled Student Programs and Services, is appointed to replace Allison Merzon, who returned to the classroom, as Interim Dean of Student Learning of Workforce and Economic Development.

a.) Patrick Schwab retains duties of director of Academic Support/Disabled Student Programs and Services with the assistance of two faculty members paid stipends to take care of the division's day to day activities.

2.) Assistant Superintendent / Vice President of Student Learning hiring process occurring. Position will be filled this Spring.

a.) Toni Sommer will return to her permanent position of Dean of Student Learning of Workforce and Economic Development.

3.) Assistant Superintendent / Vice President of Student Support hiring process occurring. Position will be filled this Spring.

a.) Sandee McLaughlin is now only Executive Dean of North & South County Centers.

4.) Dean of Student Learning Humanities hiring process occurring. Position will be filled this Spring.

a.) interim Dean, Gil Stork, returns to retirement.

Summer 2008:

All permanent Cabinet level administrative positions will be filled by permanent staff.

As of March 2008, the following table summarizes the status of the ten Cabinet level administrative positions at Cuesta College:

<b>Position</b>	<b>Permanent</b>	<b>Interim</b>	<b>Planned Hire Date For Permanents</b>
Superintendent/President	Dave Pelham		
Assist Sup/Vice President Administrative Services	Ed Maduli		
Assist Sup/Vice President Student Learning (ALO)		Toni Sommer	Spring 2008
Assist Sup/Vice President Student Support		Sandee McLaughlin	Spring 2008
Executive Director Human Resources	Annette Loria		
Executive Director Institutional Advancement	June Stephens		
Executive Dean North & South County Centers	Sandee McLaughlin		
Dean of Students		Joy Chambers	Temporary until VPSS hired
Dean of Student Learning Humanities		Gil Stork	Spring 2008
Dean of Student Learning Math, Science, Allied Health, PE, Athletics	Deborah Wulff		
Dean of Student Learning Workforce and Economic Development		Patrick Schwab	Toni Sommer (Retreats back in Summer 2008)

In the 44 year history of Cuesta College, the District has never had to deal with such a significant change in top administration and therefore, did not have the luxury of hindsight. Though the transition was not done perfectly, it was done strategically consistent with Cuesta College's Mission and Core Values of excellence, integrity, diversity, responsiveness, caring and collaboration. Interims were selected based on preparedness and experience. All staff and faculty have taken on extra work and duties to get the College through this transition. The plan for filling top administrative staff has been implemented and is on schedule. All of the Cabinet level administrative positions will be filled by permanent staff by Summer 2008.

Therefore, Cuesta College does currently fully meet the Eligibility Requirement 5, Standard III.A regarding Administrative Capacity.

**Appendix A:  
Administrative Positions: Sept. 2006 to December 2007**

- September 6 2006:
- 1.) Superintendent / President Marie Rosenwasser notifies Board of Trustees of her intent to retire December 31, 2006.
  - 2.) Board of Trustees decides to take a year to carefully hire a new Superintendent / President with input from all constituent groups.
  - 3.) Board of Trustees decides to appoint a current employee as interim in order to maintain stability.

**Date ??????:** San Luis Obispo County Community College District (Cuesta College) Board of Trustees appoint Ed Maduli, who held the position of Assistant Superintendent / Vice President of Administrative Services, as the Interim Superintendent/ President as of January 1, 2007.

December 31, 2006: Superintendent/ President Marie Rosenwasser retires.

January 1, 2007: Ed Maduli assumes duties as interim Superintendent/ President.

- January 2007:
- 1). Toni Sommer, who held the position of Dean of Student Learning of Workforce and Economic Development, is appointed by the Board of Trustees to replace Ed Maduli as the Assistant Superintendent / Vice President of Administrative Services until January 8 2008.
  - 2). Allison Merzon, tenured faculty member and Academic Senate President, was appointed by the Board of Trustees to replace Toni Sommer as the Interim Dean of Student Learning of Workforce and Economic Development through December 2007.

- June 6, 2007:
- 1). Board of Trustees, in closed session, instructs Interim Superintendent/President not to extend the contract for the Assistant Superintendent/Vice President, Student Services beyond December 31, 2007.
  - 2.) Board of Trustees, in closed session, Instructs and grants authority to the Interim Superintendent/President to enter into a settlement agreement with the Assistant Superintendent/Vice President, Student Learning.

August 1 2007: 1). Assistant Superintendent / Vice President of Student Services is placed on paid administrative leave on **July 1, 2007** until the expiration of his contract.

**Appendix A:  
Administrative Positions: Sept. 2006 to December 2007**

August 1 2007 cont... 2). The Assistant Superintendent / Vice President of Student Learning is placed on vacation, and then on administrative leave until the expiration of his contract.

- Fall 2007:
- 1). Sandee McLaughlin, Executive Dean North & South County Centers, accepts appointment by the Board of Trustees as the Interim Assistant Superintendent / Vice President of Student Support until position is permanently filled in Spring 2008. She retains her duties as Executive Dean for North & South County Centers.
  - 2.) In order to assist Sandee McLaughlin with her expanded duties, Joy Chambers, Director of Admission and Records, is appointed by the Board of Trustees to a temporarily created position of the Dean of Students.
    - a.) Once the Assistant Superintendent / Vice President of Student Services is filled permanently and Sandee McLaughlin returns to her regular duties as Executive Dean of North and South County Centers, Joy Chambers will return to her regular position as Director of Admission and Records
  - 3.) Dean of Student Learning of Math, Science, Allied Health, Physical Education and Athletics resigns. Michele McAustin, Chair of Business Education, is appointed as the Interim Dean.

August 1, 2007: Attempts to hire an outside Interim Assistant Superintendent / Vice President of Student Learning were not successful. During the period from August 1, 2007 through December 31, 2007 the Instructional Deans ran the Student Learning Cluster as an ad hoc, collaborative team with the Interim Superintendent / President signing documents requiring the a specified Chief Instructional Officer or Accreditation Liaison Officer signature.

December 2007: Dave Pelham, Ph.D., selected as the new Superintendent / President to start on March 3, 2008.

Evidence Documents:

Board of Trustees minutes of September 6, 2006

Board of Trustees minutes of \_\_\_\_\_ (Ed's appointment)

Board of Trustees minutes of \_\_\_\_\_ (Toni's and Allison's appointments)

Board of Trustees minutes of June 6, 2007

Board of Trustees minutes of \_\_\_\_\_ (Sandee, Joy and Michele's appointments)

Board of Trustees minutes of \_\_\_\_\_ (Dave's hiring)

Board of Trustees minutes of January \_\_ 2008 (Deb's hiring )

Board of Trustees minutes of \_\_\_\_\_ (Toni Gil and Patrick's appointments)  
Resumes of Interims

- Ed Maduli
- ✓ Toni Sommer
- Allison Merzon
- ✓ Sandee McLaughlin
- ✓ Joy Chambers
- ✓ Michele McAustin
- ✓ Patrick Schwab
- ✓ Gil Stork