



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

## **BOARD OF TRUSTEES**

### **BOARD MINUTES**

Regular Meeting

May 6, 2009

3:00 p.m.

The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in room 5401, Student Conference Center, 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 Board President, Patrick Mullen at 3:00 p.m.
  
- 2. Roll Call -  
Establish  
Quorum**              Board Members  
Patrick W. Mullen, President  
Angela Mitchell, Vice President  
Gaye Galvan  
Per Mathiesen  
Marie Kiersch (absent)
  
- 3. Approval of  
Agenda**              **Motion to approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the agenda, as amended.
  - Item P.7 was removed from the agenda (Toni Sommer)
  - The Foundation Quarterly Report was moved ahead of the Basic Skills Report (Dr. Pelham)
  
- 4. Recess to  
Closed  
Session**              The Board recessed to Closed Session at 3:02 p.m.
  
- 5. Reconvene in  
Open Session  
& Pledge of  
Allegiance**          The Board reconvened in Open Session at 4:08 p.m. Trustee Vanherweg led the pledge of allegiance.

**BOARD MEMBERS PRESENT**

Patrick W. Mullen, President  
Angela Mitchell, Vice President  
Gaye Galvan  
Per Mathiesen  
Joe Vanherweg, Student Trustee

**ADMINISTRATION PRESENT**

Dave Pelham, Superintendent/President  
Toni Sommer, Interim Asst Supt / VP Administrative Services  
Cathleen Greiner, Asst Supt / VP Student Learning  
Linda Fontanilla, Asst Supt / VP Student Services  
Sandee McLaughlin, Exec Dean, NCC and SCC  
Annette Loria, Exec Dir, HR and Labor Relations  
June Stephens, Exec Dir, Foundation / Inst Adv  
Deborah Wulff, Dean  
Pamela Ralston, Dean

**VISITORS SIGN-IN**

Patrick Schwab  
Anthony Gutierrez  
Rusty Blair  
Casey Blair  
Dave Debroot  
Liz Lawrence  
Brian Locher  
Jani Johnson

Amy Pointer  
Steve Leone  
Kevin Bontenbal  
Deb Wulff  
Berta Parrish  
Joe Miller  
Cassie Freeman  
Cheryl Ziehl  
Josh Shepherd

John Fetcho  
Barb Miller  
Allison Merzon  
Terry Reece  
Chris Green  
Marcia Scott  
Ruth Kirstatter  
Steve Souze

**6. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

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

- The Board provided feedback to the Superintendent/President.
- All classified/management actions were approved as presented.
- All faculty actions were approved as presented.
- The Board approved the interim contract for Gil Stork, Interim Dean Student Learning.
- Instruction was provided by the Board to the President and staff regarding current labor negotiations.

**Supt/Pres  
Evaluation**

**SUPERINTENDENT/PRESIDENT**

- a. Agency Negotiator: Patrick Mullen  
Instructions Regarding Unrepresented Employees: Superintendent / President;  
general evaluation

**Classified/  
Management  
Personnel  
(Attachment )**

**CLASSIFIED/MANAGEMENT PERSONNEL**

**Motion to Approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the following action pertaining to Classified/Management personnel:

**Appointments, Classified/Management**

- a. Short-term, Hourly Employees
- b. Mail Clerk Messenger
- c. Director of Nursing
- d. Director of Allied Health

**Changes in Status**

- a. Health Center Assistant
- b. Division Department Assistant, Social Sciences

**Resignations**

- a. Instructional Assistant, Academic Support, DSPS
- b. Broadcast Technician

**Public Employee Discipline/Dismissal/Release**

None

**Academic Personnel**  
(Attachment )

**ACADEMIC PERSONNEL**

**Motion to Approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the following action pertaining to Academic personnel

**Appointments**

- a. North County Campus Coordinator, Nursing
- b. Summer Session

**Labor Negotiations/  
Terms &  
Conditions**

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

- a. Agency Negotiator: Annette Loria  
Instructions Regarding Classified Employees; Negotiations
- b. Agency Negotiator: Annette Loria  
Instructions Regarding Academic Employees; Negotiations
- c. Agency Negotiator: Patrick Mullen / Dave Pelham  
Instructions Regarding Unrepresented Employees: Superintendent/President, Confidential, Managers, Supervisors; Contract for Interim Dean, Workforce Economic Development

**Motion to Approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the Interim Contract for Dean, Workforce Economic Development

**7. REPORTS FROM EMPLOYEE ORGANIZATIONS**

**Academic Senate**

Academic Senate President Steve Leone presented the following to the board:

- The Senate continues its work on the accreditation response report. Mr. Leone thanked the Senate and the Chairs and Co-Chairs for all the work being done. The existing working relationship is solid and everyone is interacting well. They have completed an initial review of the first drafts for all nine recommendations.
- The Senate is managing the faculty email list-servs. An electronic usage policy is under development.
- Faculty evaluations of managers are underway and should be concluded by the end of the week.
- Two resolutions submitted by Cuesta faculty Bontenbal (Best Practices) and Devitt (GI Bill / Financial Aid) were approved at the State Plenary.
- The Senate is working with the Vice President of Student Learning to develop the job description for the Student Learning Outcomes Assessment Coordinator.

**CCFT**

No Report

**CCCUE**

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

- Vice President and Secretary elections are underway. The results will be announced at the Classified BBQ on May 28.
- The bargaining unit has concerns with the five-year contract that was awarded to Van Beurden (Gabe Rossetti) and signed by Ed Maduli, prior to his departure and without consultation. He believes this limits the bargaining units' ability to clearly analyze service providers and programs.

**Management Senate**

Management Senate President, Patrick Schwab presented the following to the Board:

- Last month the Management Senate had spirited discussions regarding the budget issues and the development of a response to the process to date. The group authorized a sub-committee to draft a response in the form of a resolution.

- The resolution was presented and read to the board. (Attachment A)

## 8. REPORTS FROM BOARD MEMBERS

### Trustee Mitchell

Trustee Mitchell presented the following to the board:

- She had the pleasure of attending Gary Rubin's business class as a guest lecturer.

### Trustee Mullen

Trustee Mullen presented the following to the board:

- He attended the annual Community College Public Relations Organization (CCPRO) conference in San Francisco. He said he was impressed with how well the College was positioned with regard to its participation and influence of the conference.
- He attended the Foundation awards luncheon and said it was nice to take the time to recognize influential people during a difficult time.
- He commented on the new banners and posters being put up around the college (Celebrating Excellence)

### Trustee Galvan

Trustee Galvan presented the following to the board:

- She attended the joint presentation on shared governance by Scott Lay (CCLC) and Mark Wade Lieu (State Academic Senate).
- She attended the Paso City Schools meeting during which most of the discussion was focused on budget issues.
- She attended the book of the year presentation hosted by the College.
- She attended the two-day Interest Based Problem Solving training. She said she was impressed with the attitude and spirit that was expressed by those who attended. The upbeat atmosphere was impressive.
- She attended the veterans outreach dinner and the Foundation awards luncheon. She said she was particularly impressed by the awards luncheon and thanked the Foundation for what it does for the College and its students.

### Trustee Mathiesen

Trustee Mathiesen presented the following to the board:

- He attended the veterans outreach dinner and the County Schools annual Classified employee recognition dinner.

### Trustee Kiersch

Absent

### Student Trustee Vangerweg

Trustee Vangerweg presented the following to the board:

- He attended the Foundation quarterly meeting on Monday.
- The ASCC hosted a celebration of Cinco de Mayo yesterday.
- The ASCC Social Club is holding a student dinner tonight.
- Last weekend he attended the ASCC state student assembly with ASCC President-elect, Josh Shepherd. He introduced Mr. Shepherd to the Board.
- Mr. Vangerweg expressed his appreciation for having had the opportunity to serve on the board and represent the student body.
- He was accepted to the Foundation Student Ambassador Program.

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

In addition to the following written report, Dr. Pelham presented the following to the Board:

- He attended the County Annual Dinner recognizing Classified employees. Cuesta College employee Kathy DeCou was recognized.
- He is sorry to see Joe Vangerweg moving on. He wished him luck and thanked him for his service.
- He introduced Bob Mariucci and recognized the selection of three Cuesta College

teams as 2007-2008 Pepsi Scholar Teams.

- Bob Mariucci cited that nearly 1000 teams across the state vie for this recognition. Last year only 13 were selected. It is the second year that the basketball team has been selected as top scholar, as well as women's track and field. The women's cross country team has the highest GPA in the state. He introduced Cuesta faculty; Jani Johnson (Track & Field), Brian Locher (Cross Country), and Russell Blair (Basketball).
- Dr. Pelham recognized Cuesta student Jeremy Kantner for his outstanding integrity and citizenship. Jeremy turned in a wallet he found on campus that contained several hundred dollars. The student who lost the wallet was extremely grateful of Jeremy's honesty.

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

None.

### **11. Hearing of Public Comment**

Stephan Gunsaulus, Director of Marketing and Communications presented an after action review of the CCPRO Annual Conference held in San Francisco. He highlighted key moments of the event and emphasized the role that he and Cuesta College had in making the conference a success. He had a power point presentation (Attachment B). Cuesta College came away with 12 of the 60 CCPRO awards with over 100 colleges competing.

### **12. Reports**

#### **Foundation Quarterly Report**

June Stephens introduced Foundation Board President, Iris Swisher, who presented the following to the board:

- The Foundation is doing well despite the current economic climate.
- The Cuesta Gold event took place in March.
- She recognized Ed Maduli's service.
- An advisory committee mixer and theater tour took place in April.
- She announced award recipients from the annual awards banquet.
- The annual graduation bbq is coming up on the 21st.
- There is a new alumni wall in the student center.
- The annual report has been published and the alumni edition of the Foundation News will be out soon.
- The Foundation wants to focus on the real needs of the college and develop strong campaigns.
- A resolution recognizing Joe Vanherweg for his distinguished service was read and presented.

#### **Basic Skills**

Dr. Cathleen Greiner, Vice President, Student Learning introduced Stacy Pointer, who presented the following to the board:

- She recognized Dr. Greiner, Dr. Fontanilla, Pamela Ralston, Steve Leone, and Patrick Schwab for their contributions to the basic skills initiative.
- She thanked committee members Cheryl Ziehl, Joe Miller, Barb Miller, Berta Parish, Doug Pillsbury, and Mary Hastings.
- Ms. Pointer reviewed the tasks on which they focused: tracking effectiveness, aligning student services and instruction, and mandatory advising.
- They are working on more tasks for next year.
- Dr. Robert Johnston will conduct a visit on May 15, during which he will conduct a general session then meet with individual groups. He will provide an assessment report regarding the college's position and give recommendations accordingly.

- Strong relationships have been created on campus.
- She extended a hand of partnership with the board on this initiative and asked for their support in the way of a resolution.
- Dr. Pelham said it is a philosophical point that society does not have any one single person to waste and Stacy's work exemplifies that mindset. He thanked her for the committee's efforts.

**BUSINESS AGENDA  
ACTION / DISCUSSION ITEMS**

- |  |   |
|--|---|
| 1. <b>Curriculum</b>   | <p><b>Motion to approve:</b> Mitchell — <b>Passed</b> by those members present to approve the recommendations of the curriculum committee, as presented.</p> <p>Kevin Bontenbal presented the following to the board:</p> <ul style="list-style-type: none"> <li>• The packet contains new certificates and revisions to existing certificates and degrees. They are presented for approval so they can be included in the next catalog.</li> <li>• The committee held its last meeting of the year on Friday.</li> </ul> |
| 2. <b>SLOCCCD<br/>Resolution 10-09;<br/>Recognizing Joe<br/>Vanherweg, Board<br/>of Trustees Student<br/>Trustee</b>                 | <p><b>Motion to approve:</b> Galvan — <b>Passed</b> by those members present by roll call vote, to approve SLOCCCD Resolution 10-09 as presented.</p> <p>Yes - Mullen, Mitchell, Mathiesen, Galvan<br/>Absent - Kiersch<br/>Abstain - Vanherweg</p> <p>Dr. Pelham read resolution 10-09.</p>  |
| 3. <b>Reaffirmation of the<br/>Role of the Student<br/>Board Member</b>  | <p><b>Motion to approve:</b> Mitchell — <b>Passed</b> by those members present to reaffirm the role of the SLOCCCD Student Trustee, as presented.</p>   |
| 4. <b>SLOCCCD<br/>Resolution 11-09;<br/>Classified School<br/>Employee Week</b>  | <p><b>Motion to approve:</b> Mathiesen — <b>Passed</b> by those members present by roll call vote, to approve SLOCCCD Resolution 11-09 as presented.</p> <p>Yes - Mullen, Mitchell, Mathiesen, Galvan, Vanherweg<br/>Absent - Kiersch</p> <p>Dr. Pelham read resolution 11-09.</p>  |
| 5. <b>Board Policy<br/>Review - New; BP<br/>1100, The San Luis<br/>Obispo County<br/>Community College<br/>District - First Read</b> | <p>No action taken.</p>   |
| 6. <b>Faculty Emeritus<br/>Status</b>  | <p><b>Motion to approve:</b> Galvan — <b>Passed</b> by those members present to approve faculty emeritus status for Hedy Carra and Dave Diaz, as presented.</p>   |
| 7. <b>Management /<br/>Classified Emeritus<br/>Status</b>  | <p><b>Motion to approve:</b> Vanherweg — <b>Passed</b> by those members present to approve classified emeritus status for Sandy Amborn and Judi Brown, as presented.</p>  |
| 8. <b>Revise One<br/>Supervisor Job<br/>Description;<br/>Supervisor<br/>Workforce<br/>Development and<br/>Special Programs</b>       | <p><b>Motion to approve:</b> Mitchell — <b>Passed</b> by those members present to approve the revision of one job description, as presented.</p> <p>Toni Sommer presented the following to the board:</p> <ul style="list-style-type: none"> <li>• This job is tied to grants. That language is not included in the current job description.</li> <li>• When the funding is expended, the position is discontinued.</li> </ul>  |

- Retirement contributions only exist during the term of employment. The District has no obligation to retain this position once funds are expended.

**9. Revise One Management Job Description; Director Financial Aid**

**Motion to approve:** Mathiesen — Passed by those members present to approve the revision of one job description, as presented.

**10. Revise One Classified Position; Accounting Technician I, II, III**

**Motion to approve:** Galvan — Passed by those members present to approve the revision of one classified position, as presented.

Annette Loria presented the following to the board:

- The accounting series has three levels.
- The course work required for the position was listed as 3 units. The college only offers that course work in 4 units. Those taking the class would exceed the requirement. The position is being realigned to reflect what is offered.

**11. Reclassification of Account Clerk I to Accounting Technician I**

**Motion to approve:** Mitchell — Passed by those members present to approve the reclassification of one position, as presented.

Annette Loria presented the following to the board:

- The individual in this position has been working out of class for some time.
- The position has been reviewed and the change negotiated.

**12. Bid for Hollister Bridge Replacement Project**

**Motion to approve:** Mitchell — Passed by those members present to approve the bid for the Hollister Bridge replacement project, as presented.

Toni Sommer introduced Mark Wilwand and Craig Campbell.

Mr. Wilwand said there were four bids and all of them came in lower than the authorized amount.

Trustee Galvan asked if each bid was evaluated. Mr. Campbell said that each had been fully evaluated.

**13. Agenda Items for Next Meeting**

A preliminary listing of proposed agenda items for the June 3, 2009 Regular Board meeting is presented for review.

The board agreed by consensus to the proposed agenda as presented.

The board agreed by consensus to conduct a board retreat and self-evaluation on June 3, 2009, at 11:30 a.m. prior to the regular board meeting.

**BUSINESS AGENDA  
INFORMATION ITEMS**

**14. College Planning and Budget Development**

Ms. Sommer presented the following to the board:

- Planning and Budget and Shared Governance Committees have worked very hard on coming up with ideas regarding budget development.
- She thanked Deb Wulff and Allison Merzon, who have been merciless on clarifying process and responding to the ACCJC evaluation report.
- It has been relatively easy to review the budget within Banner. It appears to be affective and the tentative budget will be presented during the June regular meeting.
- She read a budget update from CCLC President, Scott Lay.
- She is concerned about next year and which direction the upcoming election will go.
- Trustee Mullen asked if there had been any polling on the propositions under consideration. Stephan Gunsaulus said that all current polls have indicated a negative response to the proposals.

**15. Accreditation**

Dr. Greiner presented the following to the board:

- There has been amazing progress and work done in the last few months on the response to the ACCJC's evaluation report. The schedule has been intense.
- The collaboration between the Academic Senate and the Steering Committee has been tremendous.
- Some of the current outcomes are having an impact on other areas of the college. An incredible effort is being displayed by everyone involved.

**CONSENT AGENDA**

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

- 1. Consent Agenda**      **Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the consent agenda, as amended.
- Item P.7 was removed from the consent agenda.
  - Items P.6, P.8, and P.9 were pulled from the consent agenda for discussion and separate action.

- 2. Approval of Minutes**      Approve Draft Minutes of the April 1 2009 regular meeting as presented.

- 3. Approval of Warrant Listings**      Approve warrant listings, as presented:

4/1/2009	\$	214,402.12
4/6/2009	\$	360,318.30
4/8/2009	\$	139,619.32
4/10/2009	\$	175,845.76
4/15/2009	\$	1,011,507.41
4/20/2009	\$	262,937.88
4/22/2009	\$	181,011.05

- 4. Approval of Payroll Orders**      ~~TOTAL~~ Payroll Orders presented.

<b>Academic/Classified Hourly</b>	\$ 352,879.04	462
<b>Academic/Classified Monthly</b>	\$3,571,335.81	865
	\$3,924,214.85	1,327

- 5. Approval of Gifts to the College**      Approve gifts to the College, as presented.
- a. Seventy-five bound copies of "The Journal of American History" donated by Howard Miller for use by the library.
  - b. A 27 inch Sony Television donated by M. Basti for use in the library.
  - c. An 18" Bronze Cougar valued at \$5,000.00, donated by Dan Deutsche for use by the Athletics Department.
  - d. A \$50 and \$25 dollar gift certificate donated by the Quarterdeck for use by Advancement.

6. **Environmental Monitoring Services for Hollister Bridge Replacement Project** **Motion to approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the proposal for environmental monitoring services for the Hollister Bridge replacement project, as presented.
- Trustee Mitchell requested all the information be put together regarding specific amounts and agreements.
  - Toni Sommer indicated that the District was under a truncated timeline.
  - Trustee Mitchell inquired as to the amount of the contract.
  - Mark Wilwand said the request for qualifications did not allow for amounts. Selections were made on who they felt was best qualified. Subsequent conversations revealed potential initial proposals.
  - Responding to Trustee Mathiesen, Mr. Wilwand said the contracts were paid on an hourly basis.
  - Toni Sommer explained that the CalTrans process can appear backwards. The construction contract must be obtain prior to the consultants. Based on the construction bids, remaining funding can be spent on consultants.
  - Dr. Pelham said there is specific money set aside for this project but it is also tied into a very specific deadline which must be met.
  - Mr. Wilwand said they have to be out of the streambed by October and all remaining work completed by December.
  - Responding to Trustee Mullen, Toni Sommer indicated that there was no obligation of District funds. This is strictly state and CalTrans money. The project is revenue neutral unless the December deadline is not met.
7. **Design Consultant Services for the Hollister Bridge Replacement Project** Removed from consent agenda.
8. **Construction Management Services for the Hollister Bridge Replacement Project** **Motion to approve:** Mathiesen — **Passed** by unanimous vote of those members present to approve the proposal for construction management services for the Hollister Bridge replacement project, as presented.
- Trustee Mitchell asked to whom the contract was being awarded.
  - Mr. Wilwand said MNS Engineers Inc., a local company. He also said CalTrans is overseeing the project. The company has expertise in funding reimbursements and specializes in this type of project. All the potential firms had former CalTrans engineers on their teams.
9. **Change Orders for the Theater Arts Building** **Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the change orders for the Theater Arts Building, as presented.
- Trustee Mitchell asked for confirmation that there was in fact, only a little more than \$26,000.00 left for contingencies and what the outlook was for the completion of the building.
  - Mr. Wilwand said he could speak to the change orders presented but not to any amounts pending or where that money would come from.
  - Responding to Trustee Mullen, Ms. Sommers said the project was 80 percent complete. This issue is recent and she has to look into funding sources. Major issues involved architectural modifications/requirements.
  - Trustee Mitchell said that most contingency money is spent on the back end and not the front.
  - Trustee Mullen asked Ms. Sommer what her plan was on reporting back to the board. Ms. Sommers said she could provide a full report in July.
  - Mr. Wilwand said he already had a figure for pending change orders that exceeds what is available. They are not approved but necessary for

completing the project. He has figured that the change orders are 4.2 percent of the total construction costs, which is good. The county operates in a 5-10 percent window.

- Trustee Mullen said that when the changes orders are finally submitted, that a source for funding also be provided.
- Dr. Pelham said that during his tours of the building, it was explained that many of these changes were required by the inspector and associated with seismic retrofitting. The building has many custom designs.
- Trustee Mitchell requested the item be placed on the business agenda for discussion/action and not the consent agenda.

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<b>Q. DISCUSSION</b>
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1. What went well?

- Trustee Mitchell – The meeting went well. The reports were good and the discussion was in-depth. She thinks the board does a good job in setting clear expectations regarding reports.
- Trustee Mathiesen - The meeting went smoothly. The discussions brought up many questions regarding future projects.
- Trustee Galvan - It was a good meeting. Good issues were brought up and pertinent discussion took place. Our job is to make sure things get done right and the District does not incur liability.
- Trustee Mullen – Thinks the board sets clear expectations regarding performance reports.
- Trustee Vanherweg – The meeting went well. The level of discussion was adequate for the level of expected oversight regarding subject matters.

<b>ADJOURNMENT</b>
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**Adjournment** The meeting was adjourned at 6:38 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, June 3, 2009, in room 5401, Student Conference Center, San Luis Obispo Campus, San Luis Obispo, California



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Dave Pelham  
Superintendent/President