



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

ADOPTED BOARD MINUTES

Regular Meeting

November 5, 2008

4:13 p.m.

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

- 1. Call to Order** The meeting was called to order by Board President, Patrick Mullen at 2:00 p.m.

- 2. Roll Call** Board Members
Patrick W. Mullen, President
Angela Mitchell, Vice President
Gaye L. Galvan
Marie Kiersch
Per Mathiesen (Absent)

- 3. Approval of Agenda** **Motion to approve:** Mitchell — **Passed** by unanimous vote of those members present to approve the agenda, as amended.

The order of reports was modified, placing the Chorale European Tour report first under regular reports.

- 4. Recess to Closed Session** The Board recessed to Closed Session at 3:03 p.m.

- 5. Reconvene in Open Session & Pledge of Allegiance** The Board reconvened in Open Session at 4:13 p.m. Gaye Galvan led the pledge of allegiance.

BOARD MEMBERS PRESENT

Patrick W. Mullen, President
Angela Mitchell, Vice President
Gaye L. Galvan
Marie Kiersch
Joe Vanherweg, Student Trustee

ADMINISTRATION PRESENT

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

VISITORS PRESENT

Peter Dill	Patrick Schwab	Steve Leone
Kathy Claassen	Alexandra Brito	Laura Becker
Andria Peldszuz	Allison Merzon	John Byrne
Megan Claassen	Pamela Ralston	Jack Sullivan
John Fetcho	Lisa Deluna	Nanette Pina
Karen Tacket	Madeline Medeiros	Virginia Findley
Bob Dockerty	Linda Brizzolara	Sabrina Robertson
Anthony Gutierrez	Vicki Sawsak	Marcia Scott
Andrea Devitt	Maryanne Zarycka	Deb Wulff
Alysha Nye	Matthew Green	Chris Green

6. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

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

- All classified/management appointments, pre-retirement reduced workloads, reduced workloads, and resignations were approved as presented.
- All faculty appointments were approved as presented.
- Instructions were provided regarding negotiations
- The board denied to claims under litigation.

**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. Receptionist/Operator
- c. Receptionist/Operator

Change in Status

None

Pre-retirement Reduced Workload

- a. Telecommunications, Lead Operator
- b. Division Department Assistant

Resignations

- a. Assistant Supervisor Children's Center

Retirements/Pre-retirement

None

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. ESL Non Credit
- b. Engineering & Technology Substitute
- c. Student Life and Leadership Substitute

Reduced Workload Restoration

- a. English

Partial Leave of Absence Without Pay

None

Pre-Retirement Reduced Workload

None

Retirement

None

Public Employee Discipline/Dismissal/Release

None

Litigation

Existing Litigation

Motion to Approve: Kiersch — **Passed** by unanimous vote of those members present to deny claim one as presented.

Motion to Approve: Mitchell — **Passed** by unanimous vote of those members present to deny claim two as presented.

- a. Conference with Legal Counsel, Existing Litigation, Significant Exposure to Litigation Pursuant to Government Code 54596.9(a) Two Cases; 1) Notice of Violation Regarding Enforcement Case COD 2007-00483, 2) Summons – Complaint for Damages

**Labor
Negotiations/
Terms &
Conditions**

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

No instructions were given to the Superintendent/President regarding labor negotiations and terms and conditions of employment for represented and unrepresented employees.

- a. Agency Negotiator: Annette Loria
Instructions Regarding Classified Employees
- b. Agency Negotiator: Annette Loria
Instructions Regarding Academic Employees
- c. Agency Negotiator: Dave Pelham
Instructions Regarding Unrepresented Employees: Superintendent/President, Confidential, Managers, Supervisors

7. REPORTS FROM EMPLOYEE ORGANIZATIONS

Academic Senate

Academic Senate President, Steve Leone presented the following to the Board:

- The senate passed a proposal to increase the voluntary dues from \$5 to \$10.
- The senate two new representatives-at-large; Katherine Neidhardt (North County) and Marilyne Cleeves (PT).
- The state plenary is this weekend. Several Cuesta faculty will be presenting, including Kevin Bontenbal, Allison Merzon, Peter Dill, and Andrea Devitt.
- Some statements that were made by the ACCJC site-visit team during their exit brief gave some senate members pause and concern. The team stated that "governance structures at this campus are not aligned with ACCJC standards." Many members think this represents a biased interpretation of Standard IV, and the senate does have its own interpretation of Standard IV. The team appreciated the manner in which they were hosted but mentioned very little in the way of the Steering Committee's report. They (the site-visit team) appeared to focus on the most recent year rather than the last six years.

CCFT

CCFT President, Allison Merzon presented the following to the Board:

- Negotiations have begun.
- She is concerned about the shifting of resources and how it may grow. She specifically addressed the fact that the board packet was provided in electronic form and she had to print from her office, thus placing the costs on her division. She doesn't know if funds have been reallocated to her division and is concerned about the creep factor across campus.
- She will be attending an AFT conference in Arizona this weekend after plenary.
- She echoed remarks made by Steve Leone regarding the ACCJC exit brief. She attended and was disappointed with the team's comments on shared governance. Ms. Merzon said shared governance is a cornerstone at Cuesta College. She saw their remarks as a way of possibly minimizing the voices at the table and that is disconcerting. It is a way to develop new leaders, many of whom come out of such shared governance committees and groups.

Trustee Mullen asked Ms. Merzon whether she thought the ACCJC team was implying that the shared governance practices at the college went further than what is defined by the standards. Ms. Merzon said it was their statement that it (the level of shared governance) undermined the authority of the president and the board.

CCCUE

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

- He congratulated Trustee Galvan on her re-election victory.
- Negotiations have begun and have been spirited.
- He is also concerned about the reallocation of resources with regard to printing of the board packet and other collateral materials for other committees.
- He was disappointed during the ACCJC visit. He was scheduled to meet with team members but was told later that because he was not the leader of the classified senate, they would not have to meet with them. He was discouraged that it appeared the union didn't matter.

Management Senate Management Senate Vice President, Jay Chalfant presented the following to the Board:

- The senate is looking closely at health benefits and has several people involved. The group has representation on the benefits committee and they are actively participating and looking for new ideas. This is an extremely important issue.
- The 20th Annual Disabilities Conference is on November 21st.

8. REPORTS FROM BOARD MEMBERS

Trustee Mitchell Trustee Mitchell presented the following to the board:

- She attended the Paso Robles City Schools meeting yesterday. That continues to be a good source of what is happening in the local schools and the community.
- She attended the President's luncheon for new Foundation Board members.
- She participated in the ACCJC visiting team's interviews. It was interesting to hear what they had to say. She did not attend the exit brief.

Trustee Mullen Trustee Mullen presented the following to the board:

- He also met with the ACCJC visiting team. He said that having heard other comments he now has a better sense of where they were coming from with regard to their comments.
- He has received very positive comments regarding transfer day and college night from friends and associates who took their kids to the event. He extended his congratulations to all who contributed to this extremely successful and well received event.

Trustee Galvan Trustee Galvan presented the following to the board:

- She thanked all those who worked on and supported her campaign. It was a rewarding experience and brought her back in contact with many friends and acquaintances.
- She attended lunch at the staff development day. She was pleased with the chance to communicate to the employees and share some time with them.
- She had the opportunity to speak with several of the staff. Their main concern appears to be health care. She also spoke to several students.
- She was invited to attend a demonstration at a solar plant. The governor was in attendance and observed the activation of a grid. The plant relies on steam generated by the solar panels to supply enough energy for 3,500 homes.
- She attended the Grizzly meeting this morning. She recommended that they call and possibly setup something to educate the students on what new industry may be available, specifically green technology. Many students want to stay and attend Cuesta College.
- She attended the County School Board Association Annual Dinner. Over 160 attended.
- She looks forward to working with everyone, those who supported her and those who did not. The district is facing many problems and there is a lot of work to do and she hopes to do it together, as a whole community.

Trustee Mathiesen Absent

Trustee Kiersch Trustee Kiersch had no report.

**Student
Trustee
Vangerweg**

Student Trustee Vanherweg presented the following to the board:

- He attended the state conference in San Jose in October. It provided an opportunity for them to liaise with other schools. They discussed text book pricing and the possibilities of a text book loan program and even an open resource such as the internet. There is some interest on campus.
- The students went around campus and visited various departments including public safety to improve communications.
- During finals week there will be a stress relief activity to help students deal with the pressures of finals.

**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 School Board Association Annual Dinner and was impressed with the caliber of teachers who were recognized. Madeline Medeiros, recipient of the Cuesta College Academic Employee of the Year, was not able to attend because she was teaching but was able to attend this evening. Dr. Pelham recognized Madeline and presented to her a plaque and certificates from the County and state legislators.
- He enjoys visiting classes and Madeline was one of his first contacts in this regard. *Poets in Translation* is a powerful event that not only gets students to recite work in front of an audience but also in a language with which they are not too all familiar. He said she was instrumental in developing that program. These are exceptional students with an exceptional teacher. Dr. Pelham expressed his appreciation for the support, care, and compassion Madeline develops for her students enabling them to successfully accomplish such challenges.
- He highlighted two Cuesta students who took part in a daring rescue of a man went off a trail, into a local lake while on his motorized chair. Shaun Moore and Jasmine Dollahite were fishing when they heard yelling and a splash. Shaun jumped in and brought the man, who was partially paralyzed, to the shore. Dr. Pelham publicly acknowledged their heroism and said they are not exceptions but the rule when it comes to Cuesta students.
- He thanked the Foundation Board for accommodating their schedules and assisting the college.
- The Foundation received \$158,288.92 in cash, pledges, real and personal property, and non-cash gifts that supplant cash for the month of September 2008.

**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.

The Board received communications from Robert Dockerty - AmericanStar Trailways regarding charter bus service and bidding procedures.

11. Reports

Cuesta Chorale - European Tour

John Knutson presented a video report of the Chorale's summer European tour and performance at the 13th Annual Chorale Festival in Provence, France.

- He presented a framed and matted poster with photos of the choir to June Stephens in recognition of her assistance to the group.
- The choir was invited by the French government to represent the U.S. in the festival which took place in a 12th century church.
- He presented a musical video presentation which contained images and performances of the group throughout their travels. He said it was an extraordinary trip which provided them an opportunity to

explore local villages and sing in various towns and cities.

- Twenty-nine students took part in the trip. The first performance was in Notre Dame Cathedral.
- Performances were presented in French and English. The group won over the hearts of residents and visitors.
- John said this trip had a huge impact on him and the students, more than any other he had been on.
- He thanked the Board, the College, and the Foundation for their appreciation and support of the arts and music.

Foundation Quarterly Report

June Stephens, Executive Director of Institutional Advancement/Foundation presented the following to the board:

- The Foundation had received over \$400,000.00 in cash and non-cash gifts through the month of September 2008.
- She introduced Karen Tacket, Director Foundation Programs and the Foundation Student Ambassadors who were in attendance. Ms. Stephens said they spend a tremendous amount of time in the community but very much enjoy working with the students.
- Ms. Tacket said June had introduced the idea of student ambassadors and she, (Ms. Tacket) had developed the guidelines and criteria for the positions. Applications were sent to the student body and nine students were selected.
- A curriculum was developed for the students so they could hit the ground running. Subjects included the California Community College System, Cuesta College, media training, public presentation, and etiquette training. The topics were covered over a two-day period. Another series is planned for the spring.
- Ms. Tacket explained the groups' mission and objectives. She also covered the requirements for participation in the program and benefits to the students.
- The students receive regular updates from the Chancellor's office and the College League to keep them current on important issues.
- The students are active and enthusiastic about their participation as is the Foundation.
- The student ambassadors who were in attendance introduced themselves; Lisa DeLuna, Alysha Nye, Alexandra Brito, and Megan Hoffman.

Non-Credit Programs

Toni Sommer, Dean - Workforce and Economic Development presented the following to the board:

- She has been evaluating non-credit classes. This has afforded her the opportunity to observe ESL students prepare for citizenship, adult students in art classes, and senior citizens using cans of food for weights during exercise and then donate the food to the food bank afterwards.
- Non-credit programs are provided for by the California Community Colleges. Zero credits are earned and classes are usually free but a portion of the state apportionment is received because they are recognized by the Systems Office.
- Although the funding is not as robust as for full credit classes, the FTES are counted equally.
- She briefed the nine areas which are allowed to be offered.
- Non-credit classes are relatively new and offerings have only recently increased over the past five years.
- Classes can be filled with concurrent enrollment in credit and non-credit classes.
- Susan Dressler introduced the emeritus program targeting older adults.
- The Vocational ESL program was facilitated through a grant.
- Classes are offered at high schools during summer to supplement their classes.
- Program success relies on positive attendance. Funds are not received unless attendance is strictly monitored.
- Currently, the application/registration process is the same as that for credit classes. Students must fully apply. Efforts have been made to vie for a shorter application. There are two problems associated with this issue. One is the programming and the second is the application itself. Much time is provided assisting students enrolling.

- The Chancellor's office is considering adding more data elements and this may inflate the application altogether.
- She thanked the curriculum committee for their assistance in developing courses quickly in response to the community's needs.
- Care needs to be taken funding classes and the lack of facilities remains an issue. Priority must be given to credit classes, events and community programs. Growth, maintenance and care are major concerns.
- Ms. Sommer spoke to enrollment, current partners, and non-credit ESL sites. Child care is offered concurrent with classes to facilitate attendance.
- Non-credit classes can be used to offset budget issues.

Grants and Categorical Funds

Toni Sommer, Dean - Workforce and Economic Development presented the following to the board:

- She read the letter recommending NATEF certification for Cuesta College. The NATEF study was three times the size of the Accreditation Self-Study.
- Grants help:
 - Bridge to Success, Career Connections, Curriculum development and updates, Hospitality Program Development, Hospitality Program Expansion, NATEF Certification for Automotive Program, Printing of college materials in Spanish, Professional development opportunities, Regional Environmental Study, Upgrading of labs, Vocational English as a Second Language (VESL), and Workplace Readiness Programs
- Ms. Sommer summarized the benefits and institutionalization of grants at Cuesta College. Benefits also generate problems in that grant money eventually stop. The problem has not been solved with regard to institutionalizing programs once this occurs.
- She introduced Deb Wulff, Dean - Sciences, Math, Nursing, and Physical Education.
- Ms. Wulff presented a summary of the results of the Nursing Program:
 - 2004-2005
 - Increase RN student enrollment +10 (46 Students).
 - 2005-2006
 - Increase RN student enrollment +10 (56 Students).
 - Funded Retention Specialist.
 - Subsidize: DON salary, Research, A&R
 - 2006-2007
 - 2 /full-time Faculty Salaries.
 - Subsidize: New Full-Time Tenure Track Faculty, DON, Research, A&R, Retention Specialist.
 - NCLEX Review Course in SLO (\$400/student).
 - Assessment Test & Study Guides.
 - CINAHL (online library resource).
 - 2007-2008
 - 2 /full-time Faculty Salaries
 - Subsidize: New Full-Time Tenure Track Faculty, DON, Research, A&R, Retention Specialist.
 - NCLEX Review Course in SLO (\$400/student).
 - Assessment Test & Study Guides.
 - CINAHL (online library resource).
 - Remodeled Room 2501/updated technology.
 - Purchased Baby Simulation Manikin.
 - Moveable wall (skills lab).
 - 2008-2009
 - 2 /full-time Faculty Salaries.
 - Subsidize new Full-Time Tenure Track Faculty, DON, Research, A&R, Retention Specialist.
 - NCLEX Review Course in SLO (\$400/student).
 - Assessment Test & Study Guides.

- Pediatric Manikin.
- Secretarial Support.
- 2009-2010
- Simulation Coordinator.
- **Benefits & Institutionalization**
 - Two Faculty salaries, Retention Specialist.
 - Subsidize: DON, Research, A&R, Increase student enrollment, Increase of student success.
 - Assessment testing as part of the application process \$100/student.
 - Nursing Divisions state reputation.
 - Consistent High NCLEX scores; state and national reputation.
- **Future grant opportunities**
 - Chancellor's Grant
 - State and National Simulator Grants
 - DOAH will seek grant opportunities for Allied Health programs.

12. Hearing of Public Comment

Andrea Devitt - Cuesta Counselor; Presented her position regarding the walls in the transfer center. She said the college knew ahead of time, in 2007, that this was an issue. She works in EOPS so it is not as much of an issue for her as it is for those in the transfer center. She wanted to clarify that this is not for the counselors but for the students. There is a lot of personal information that is discussed. She asked for an update on the status of the improvements. Ms. Devitt congratulated Trustee Galvan on her re-election to the board.

Dr. Pelham responded to Ms. Devitt and Trustee Mullen. He said the pursuit of funds has continued for the project and asked Ed Maduli to provide further details. Mr. Maduli said a source for funding had been identified; one-time funding and categorical funds. He said the earliest anything could be done regarding this project is early summer. Moving too soon could have a negative impact on the budget considering the impending mid-year cut is imposed. It is going to be a bad year (2009-2010). All discretionary cuts have been made.

Ms. Devitt about the four offices currently going up in the Student Services area.

Allison Merzon - Cuesta Faculty; provided comment regarding categorical / grant funding. She understands the enthusiasm to embrace the funding provided from outside the college. The other side of the coin is what happens when the funding runs out; especially in reference to some of the full time faculty salaries that are funding this way. A commitment is made, and rightfully so but the needs of those faculty are included in discussions in the same manner as those needs of other faculty in math, science, etc. where categorical funds do not exist. She said there needs to be a broader discussion. The faculty who work for grants are not compensated for their work, which often includes preparation, implementation, and reporting. There is no standard process for release time or stipend.

BUSINESS AGENDA
ACTION / DISCUSSION ITEMS

1. Curriculum Recommendations

Motion to approve: Galvan / Mitchell — **Passed** by those members present to approve the curriculum committee's recommendations, as presented.

Dr. Bontenbal presented the following to the board:

- Most of the curriculum presented is non-credit courses.
- They received final approval from the Systems Office on the Liberal Arts Degree.
- The curriculum committee also passed a proposal for the college to stop providing transcripts on certificates less than 18 units unless they have been officially approved by the Chancellors Office.
- The group has been working with the general education subcommittee to help

make the process more transparent and have the faculty more involved.

- As Ms. Sommer previously mentioned, they are working on how quickly courses can be approved so they can be offered sooner. The Systems Office does not allow courses to be published in the college catalog until the courses have been approved.
- Responding to Trustee Mitchell, Dr. Bontenbal said the only degree available solely on-line was for Library Technician (AA). Student can accomplish their general education requirements on-line but no other degree.

2. Student Health Fee Increase

Motion to approve Mitchell / Galvan — Passed by those members present to approve the facilities use agreement between Cuesta College and the Lucia Mar Unified School District, as presented.

Linda Fontanilla, Asst Supt/VP Student Services and Vickie Sawsak, Health Center Coordinator presented the following to the board:

- The health center is a fee based service. Periodically, the Chancellors Office sends notice that the price has increased. Any time that amount exceeds one dollar, it must be brought to the board for approval.
- Cuesta College is the only school in the region at its current rate. Most institutions are at \$17.
- The college will not be able to maintain the current level of service to its students without the increase.
- Responding to Trustee Kiersch, Ms.Sawsak said the nurse practitioner is the only person who can diagnose and prescribe an antibiotic. Other over the counter (OTC) medications are also provided such as Tylenol, ace bandages, and band-aids.
- Trustee Kiersch said some colleges do not offer health care services and asked should be continued if it grows too much.
- Ms. Sawsak said the center was founded by the students based on a need. She was hired to develop the program which she considers vital. She is also part of a statewide organization which assists other colleges in developing and establishing their programs. Some colleges offer health coverage through Kaiser which is not available here. She said the ASCC unanimously supports the program and this proposal, and agree in paying it forward.
- Dr. Fontanilla said that during talks with the students, they said there was nowhere else they could go for \$14. The center currently has a part-time psychologist but she is seeing an increase in students who would benefit from such counseling. She has been making such counseling a condition in some cases for students to remain in school after they have had disciplinary issues.
- Dr. Pelham indicated that services are also available at North County. He has been at smaller colleges that struggle with providing the basics to students. This is a benefit to students and helps retention.
- Trustee Vanherweg said the students were very interested in the supporting the program and increasing services. Many have inquired as to expanding services.
- Sandee McLaughlin said in North County it is a critical resource. The nurse has participated in emergency response and they also provide mental health counseling. The office is completely booked during office hours.
- Trustee Mullen said no one ever wants to increase fees but it appears this is the right thing to do and it is important the students have weighed in on the issue.

3. 2008-09 Proposed General Fund and Special Funds Final

Motion to approve Kiersch / Galvan — Passed by those members present to approve the 2008-09 Proposed General Fund and Special Funds Final Budget as presented.

Budget

Ed Maduli presented the following to the board:

- He commended Chris Green, Director Fiscal Services; John Byrne, Accounting Supervisor; and Laura Becker, Budget Accountant for their diligence in completing the budget on time. He also thanked Merlynn Foppiano for her part in the preparation of the budget.
- Mr. Maduli summarized the major features of the budget which included, at the time of development, a statewide \$15 billion dollar deficit. The Governor's May revise contained short-term fixes and one-time solutions through budget maneuvers.
- For community colleges the actual shortfall was approximately \$92 million. That is now well over \$100 million and growing.
- The January apportionment is delayed until April.
- Current risks include a mid-year cut and a shortfall in state budget revenue. Tax assessment revenues will continue to decrease. The situation for the 72 community college districts across the state is dire and funding is insufficient.
- The budget was developed based on the guiding principles contained on page 2 of the document (budget) which were diligently adhered to. The budget is balanced for the general fund, supplemental funds and the ASCC. Approximately \$900,000.00 has been put aside with the purpose of mitigating mid-year cuts.
- The good news is that planning and monitoring is sound. The conditions will continue to change and the district must develop a strategy to deal with a possible larger cut. Reserve levels must be preserved and full-time obligations must be met. Long-term debt is covered and there is a strong foundation of support in the form of grants.
- Capital outlay projects would not have happened without help from the Foundation.
- Trustee Galvan said this is a very serious situation and everyone must group together and send a message to Sacramento. Legislators need to get real and address this problem. She suggested appointing a delegation to go to Sacramento and visit as many legislators as possible with a strong message from community colleges. Advocacy is extremely important. Cutting education is cutting the trade and economic potential of the state.
- Mr. Maduli said the Foundation has impacted as well and it cannot be assumed that help will be available as much of their funds are restricted. The budget is balanced but the district will be facing cash flow issues in the spring. He said it is likely that another TRAN will be proposed to cover shortfalls. There may be a need for a GAN as well for capital outlay projects because there is no additional cash flow to cover those expenditures.
- Responding to Trustee Mitchell, Mr. Maduli said the college's credit rating was sound. All audits have been unqualified and he is confident that the best rate will be acquired. He said long term debt is covered but there is nowhere else to go for money. There is only the infusion of new money or a bond and that is unlikely within the next two to five years.
- Dr. Pelham said with regard to the GAN, in that addition to normal delays from the state, money will begin to slow even more as budget concerns increase. The support from the Foundation has been truly excellent but as previously stated; most of their funds are restricted. He is grateful for the size and health of the Foundation's holdings but asking for money must be looked at realistically.
- Ms. Merzon commented that with regard to the summary of the capital outlay projects, she is concerned with the lack of dialogue regarding the associated costs of these projects. It appears there is plan to build without a plan to fund other requirements.

- Trustee Kiersch thanked Mr. Maduli and his staff for their work on the budget.

4. Agreement with Keenan Financial Services

Motion to approve Mitchell / Galvan — **Passed** by those members present to approve the Agreement with Keenan Financial Services to provide Third Party Administration (TPA) for the District's 403b program for employees, as presented.

Ed Maduli presented the following to the board:

- The IRS has changed the rules regarding the administration of 403b, making it more difficult to maintain employee accounts.
- Administrative Services does not have the resources to manage each employee plan and maintain cap levels. To respond to this issue, an RFP was sent out to recruit a TPA. There were five responses and after committee review, two were selected for a final interview.
- Keenan (Envoy) will be much easier to manage.
- Responding to Trustee Mitchell, Mr. Maduli said the fees will be absorbed by the district. He said some other districts have tried to push this down to their employees and this has been a problem. The price is fixed for three years and Kerri DeCarli will manage the program.
- There will be a workshop for employees once everything comes online.

5. Food Services Agreement for San Luis Obispo County Community College District (District) - North County Campus

Motion to approve Mitchell / Galvan — **Passed** by those members present to approve the Food Services Agreement between the San Luis Obispo County Community College District - North County Campus and Susie Pyo, J&S Cafe for services at the North County Campus, as presented.

Ed Maduli presented the following to the board:

- He thanked Sandee McLaughlin for taking the lead on the proposals.
- This agreement covers the vendor for the new cafeteria in North County. Recruiting was a challenge since larger firms did not see it as a significant profit maker.
- The district is fortunate to have someone who has experience with the college and knows Cuesta.

6. Board of Trustees Self-Evaluation Tool (draft)

Dr. Pelham presented the following to the Board:

- During the Board Retreat in June, the Board discussed the development of a self-evaluation instrument. The consultant present suggested a format she had developed and several other districts had used.
- The document presented today is a draft. It is requested that the Board make recommendations and/or comments and give direction as to how to proceed.
- The initial draft contains information based on the last set of goals for 2007-2009. The Board may want to consider changing that data.
- Trustee Mullen said it was a good start and suggested a response time or deadline with regard to their input.
- The Board agreed on the format and to provide edits by next month with the final draft to be made available by January.

7. Agenda Items for Next Meeting

A preliminary listing of proposed agenda items for the November 5, 2008 Regular Board meeting is presented for review.

- The following items were added:
 - A GAN proposal.
 - Appointment of a Foundation Board Representative.
 - An update on the funding for walls in counseling.
 - Board Policy review (alcohol policy).

BUSINESS AGENDA INFORMATION ITEMS
--

8. **Annual Financial and Budget Report, CCFS-311** Ed Maduli presented the following to the board:
- H

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:** Mitchell / Galvan — **Passed** by unanimous vote of those members present to approve the consent agenda, as presented.
2. **Approval of Minutes** (Attachment) Approve Draft Minutes of regular meeting October 1, 2008 and special meeting October 14, 2008 as presented.
3. **Approval of Warrant Listings** Approve warrant listings, as presented:
- | | | | |
|--------------|-----------|---------------------|--|
| 10/1/2008 | \$ | 630,206.35 | |
| 10/6/2008 | \$ | 233,405.71 | |
| 10/8/2008 | \$ | 88,004.36 | |
| 10/13/2008 | \$ | 1,180,200.32 | |
| 10/15/2008 | \$ | 129,414.30 | |
| 10/20/2008 | \$ | 774,254.53 | |
| 10/22/2008 | \$ | 135,236.51 | |
| 10/27/2008 | \$ | 73,194.84 | |
| 10/29/2008 | \$ | 479,933.13 | |
| TOTAL | \$ | 3,723,850.05 | |
4. **Approval of Payroll Orders** Approve Payroll Orders, as presented.
- | | | | |
|------------------------------------|----|--------------|-------|
| Academic/Classified Hourly | \$ | 362,635.71 | 438 |
| Academic/Classified Monthly | \$ | 3,545,484.90 | 888 |
| | \$ | 3,908,120.61 | 1,326 |
5. **Approval of Gifts to the College** Approve gifts to the College, as presented.
- a. Accommodations for one night donated by Quality Suites for use as a raffle item at Cuesta Staff Development Day.
 - b. A bottle of Pinot Noir donated by Megan Peranick for use as a raffle item at Cuesta Staff Development Day.
 - c. Wine, Food and Wine book, and (2) complimentary wine tasting donated by Salisbury Vineyards, Karin Argano for use as raffle items at Cuesta Staff Development Day.
 - d. Deluxe accommodations for one night at Best Western Shore Cliff Lodge donated by Martin Resorts Inc. for use as a raffle item at Cuesta Staff Development Day.
 - e. A half-case of wine donated by Sylvester Winery for use by the North County Campus at retirement functions.
 - f. A case of wine donated by Cass Winery, Steve and Alice Cass for use by the

North County Campus at retirement functions.

- | | |
|---|--|
| <p>6. Revision and
Reclassification;
One Job Position,
Skilled
Maintenance
Plumber, Level I / II</p> | <p>Approve the proposed revision and reclassification of one job description, as presented.</p> |
| <p>7. Revision and
Reclassification;
One Job Position,
Skilled
Maintenance
Carpenter,
Cabinetmaker,
Locksmith Level I /
II</p> | <p>Approve the proposed revision and reclassification of one job description, as presented.</p> |
| <p>8. Reclassification;
One Job Position,
EOPS Program
Assistant / CARE
Coordinator</p> | <p>Approve the proposed reclassification of one job description, as presented.</p> |
| <p>9. Reclassification:
One Job Position,
(Classified),
Telecommunication
s Operator /
Receptionist Level I
/ II</p> | <p>Approve the proposed reclassification of one job description, as presented.</p> |
| <p>10. Change Orders for
the Theater Arts
Building</p> | <p>Approve Change Orders 12-11, 12-12, and 20-02 for the Theater Arts Building for \$2,534.00, \$5,720.48, and \$28,092.33 respectively, for a total of 36,346.81, as presented.</p> |

Q.	DISCUSSION
-----------	-------------------

1. What went well?
 - Trustee Mathiesen –
 - Trustee Galvan – The sound quality of the meeting is greatly improved.
 - Trustee Kiersch – Speakers should be oriented so they are easier to hear. The meeting went well. It started late but sometimes that cannot be helped.
 - Trustee Mitchell – The meeting went well. She suggested more courtesy to staff when questioning items.
 - Trustee Mullen – The improvement in the sound quality is significant. Noted to better brief adjustments in the agenda. The reports were good and timed well.
 - Trustee Vanherweg – The flow of the meeting was good. The new microphones are a noticeable improvement. An adequate amount of time was spent on each issue.

Question 2.

Does the board adequately refrain from giving directives on implementation issues, except through the policy adoption process, and then in terms of values-based principles? Comments from each Trustee.

- Trustee Vanherweg – The board does not micro-manage.
- Trustee Kiersch - The board does not micro-manage.
- Trustee Galvan – The board does not micro-manage. Expressing concerns to the Superintendent/President is crucial with regard to sound communication.
- Trustee Mullen - He said the board does not micro-manage but the natural tendency to move from policy to specifics is usually driven by comments from the community or those on campus.
- Dr. Pelham said he works for the board and appreciates the board acting through the president to give direction, not individually.

ADJOURNMENT

Adjournment The meeting was adjourned at 7:05 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Monday, December 15, 2008, Board Room, San Luis Obispo County Office of Education, 3350 Education Drive, San Luis Obispo, California.



Dave Pelham
Superintendent/President