The Board of Trustees of the San Luis Obispo County Community College District met in Regular Session in The Associated Students Auditorium, room 5401, San Luis Obispo Campus, San Luis Obispo, California, members and the public having been noticed as prescribed by law.

1. Call to Order
   The meeting was called to order by Board President, Patrick Mullen at 2:02 p.m.

2. Roll Call - Establish Quorum
   
<table>
<thead>
<tr>
<th>Board Members</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick W. Mullen, President</td>
<td>X</td>
<td></td>
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<tr>
<td>Angela Mitchell, Vice President</td>
<td>X</td>
<td></td>
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<tr>
<td>Gaye Galvan</td>
<td>X</td>
<td></td>
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<tr>
<td>Per Mathiesen</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Marie Kiersch</td>
<td>X</td>
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</tr>
</tbody>
</table>

3. Approval of Agenda
   Motion to approve: Kiersch — Passed by unanimous vote of those members present to approve the agenda, as presented.

4. Recess to Closed Session
   The Board recessed to Closed Session at 2:04 p.m.

5. Reconvene in Open Session
   The Board reconvened in regular open session at 4:02 p.m. Student Trustee Cheney present for open session.

6. Pledge
   Trustee Mitchell led the pledge of allegiance.

ADMINISTRATION PRESENT

Gil Stork, Superintendent/President
Toni Sommer, Asst Supt/VP Administrative Services
Cathleen Greiner, Asst Supt/VP Academic Affairs
Linda Fontanilla, Asst Supt/VP Student Services
June Stephens, Exec Dir, Foundation / Inst Adv
Deborah Wulff, Dean
Pamela Ralston, Dean
Ray Hobson, Dean

VISITORS SIGN-IN (Attachment A)
7. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION**

Board President Patrick Mullen announced the following actions taken in closed session.
- The Board approved all public employee appointments as presented, unanimous vote.
- The Board approved public employment actions as presented, unanimous vote.
- The Board provided guidance to the Administration regarding employee negotiations.

<table>
<thead>
<tr>
<th>Public Employee Performance Evaluation</th>
<th>a. Agency Negotiator: Patrick Mullen General evaluation, Government Code Section 54957(b) Superintendent/President</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Public Employee Appointment</th>
<th>Passed by unanimous vote of those members present to approve the following public employee appointments, except item (n.):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Public Employment Appointment Change</th>
<th>a. Clerical Assistant III, NCC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Passed</strong></td>
<td>Passed by unanimous vote of those members present to approve the following public employment actions:</td>
</tr>
<tr>
<td><strong>Resignation</strong></td>
<td>a. Head, Men and Women’s Track and Field Coach b. Director, Facilities, Planning and Construction</td>
</tr>
<tr>
<td><strong>Passed</strong></td>
<td>Passed by unanimous vote of those members present to approve the following public employment actions:</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
<td>a. Proposed under Separation Incentive Program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor Negotiations/Terms &amp; Conditions</th>
<th><strong>Labor Negotiations and Terms and Conditions of Employment for Represented and Unrepresented Employees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Human Development Agency Negotiator: Laura Benson Instructions Regarding Classified Employees; Negotiations</td>
<td></td>
</tr>
<tr>
<td>b. Agency Negotiator: Laura Benson Instructions Regarding Academic Employees; Negotiations</td>
<td></td>
</tr>
<tr>
<td>c. Agency Negotiator: Patrick Mullen / Gil Stork Instructions Regarding Unrepresented Employees, Confidential, Managers, Supervisors:</td>
<td></td>
</tr>
</tbody>
</table>

8. **REPORTS FROM EMPLOYEE ORGANIZATIONS**

<table>
<thead>
<tr>
<th>CCCUE</th>
<th>John Fetcho, CCCUE President, presented the following to the Board:</th>
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<tbody>
<tr>
<td></td>
<td>• CCCUE is concerned about the separation incentive and would like clarify the amount of the projected deficit.</td>
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<tr>
<td></td>
<td>• He asked what the status would be of existing requests for retirement under</td>
</tr>
</tbody>
</table>
the separation proposal if the group is rejected.

**Management Senate**

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

- He thanked the members of the Management Senate for their support and all their work over the last 2 years. It is a reflection of their dedication and strength of commitment to the college.
- He thanked the board for their persistent and focused efforts to improve the college.
- He appreciates the efforts of all constituent groups to improve communications with each other and the administration.
- The senate supports Dr. Stork in his efforts regarding integrated planning and committee realignment.
- He announced the new leadership for the senate, Todd Frederick, President and Mark Stengel, Vice President.

**Academic Senate**

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

- The Academic Senate does not meet during summer.
- He thanked Jani Johnson for her many years as head coach for track and field.
- He commented on personnel positions contained in the agenda. There are four new job descriptions. This action gives the perception the college is flush regarding funding, and that is not the case. With 15 faculty offering to participate in the separation incentive plan and summer classes being cancelled, it is a concern of some faculty that educational programs are not being supported as much as they should be.
- Funding and resources should be applied to faculty and programs.

**CCFT**

CCFT President, Allison Merzon presented following to the Board:

- She acknowledged Mr. Chalfant’s remarks regarding improved communications between constituency groups. It is a testament to Cuesta’s improved climate.
- Union is developing training relative to the contract for Division Chairs. This has not been previously done. They recognize the need with several new division chair assignments. It will be part of the flex program.
- She is working on outreach with faculty.
- She is concerned with the resignation of the Director of Facilities Planning and Construction. The area of construction is critical with regard to controlling overruns.
- The group has not received a staffing plan. The new strategic plan discusses the need for a human resources plan. Currently the only group that provides a staffing plan is faculty.
- The group is under the impression there is a current hiring freeze in place, but it does not appear so. She would like clearer communication regarding this issue.
- She asked for clarification regarding the figures presented for the separation incentive, particularly when there are more participating than projected and the overall savings appears lower.
- She thanked the board and Dr. Stork for reentering negotiations. It is a positive endorsement.

9. **REPORTS FROM BOARD MEMBERS**

**Trustee Mitchell**

No report
Trustee Mullen: No report

Trustee Galvan: No report

Trustee Mathiesen: No report.

Trustee Kiersch: No report

Student Trustee Cheney: No report

10. Report from Supt/Pres Dr. Stork presented the following in addition to his written report:
   • He noted the congressional grant included in his written report. The purpose is to develop training for high wage jobs in welding and solar tech lab in North County.
   • He noted the passing of Mary Barth.
   • Dan Lemkuhl won a silver medal in his age category at Skills USA and Madeline Stokes won gold in child development.

   Toni Sommer - no report.

   Dr. Fontanilla extended an invitation to the Board to attend the annual scholarship reception on August 6. This year over $161,000 is being awarded to 273 students.

   Dr. Greiner - no report.

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

12. General Hearing of Public Comment

   Carol Dover, SLO AAUW, presented the following to the Board:
   • She requested the result of the OCR investigation regarding Title IX be made available to the public as soon as it is received.

   Peter Dill, Cuesta faculty, presented the following to the Board:
   • The board agenda still lacks sufficient data for the board to make informed decisions. The background regarding the position of Associate Director, Nursing and Allied Health is insufficient.

13. Reports

   None

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**BUSINESS AGENDA**

**ACTION / DISCUSSION ITEMS**

1. Separation Incentive Program  
   **Motion to approve:** Galvan — Passed by unanimous vote of those members present to reject the separation incentive proposal for classified employees, and approve the proposal for faculty, as presented.
   
   Toni Sommer presented the following information to the Board:
   • She was directed by the Board to develop a separation incentive offer for all constituent groups. The information was sent to all eligible employees
and PARS conducted a fiscal analysis. No management employees chose to participate.

- In the classified pool there were 10 applicants, of which 4 were categorically funded. Of the 10 applicants, nine would have to be replaced, which would result in a savings of less than $11,000 the first year, $13,000 over three years, and $81,000 over five years.
- Categorical funding cannot be moved to general funding. Categorical programs would not allow the incentive to be paid from source funding so it would have to come from the general fund.
- The faculty pool included 15 employees (Attachment B). Three of these positions have already been replaced through the faculty hiring prioritization process. This action, without further replacement, brings the fiscal year 2010-2011 savings to just over $400,000. Over the next three years, $775,000, and $920,000 over five years.
- Dr. Stork said the recommendation from the administration is for the Board to reject the classified pool and accept the faculty pool. One position has already been moved to the general fund from categorical funding. There is no time to prepare and fill for fall 2010. Those positions will enter the planning process for 2011-2012. He is committed to meeting the faculty obligation number (FON) and 50% rule. The college is currently 16 above its FON of 146. Rehiring will be determined by the impact these actions have on instruction. Employee letters of intent are only binding if their pool is accepted. Classified employees, who chose to participate and submit a letter of retirement, will not be required to retire.

Public Comment

Peter Dill, Cuesta faculty, presented the following to the Board:
- He is concerned about the numbers.

Dr. Stork presented the following to the Board:
- When the college received the original data from PARS, it was an estimate based on an average and not specific individual data. The proposal, based on current data, and couple with replacement patterns resulted in lower numbers.

2. Medi-Cal Administrative Activities

Motion to approve: Galvan — Passed by unanimous vote of those members present to approve the proposal for Medi-Cal Administrative Activities, as presented.

Dr. Fontanilla presented the following to the Board:
- This proposal is presented for consideration based on queries from the Board as to what alternative funding opportunities were being pursued by the college.
- She introduced Carmen Paregien and Chris Gocke of Medical Billing Technologies.
- The program provides the college an opportunity to help students and receive reimbursements for services already being provided.
- She presented an overview of the program (Attachment C).
- She presented a development timeline for steps to implement the program:
  - Board approval
July 7, 2010

- Contract with Medical Billing Technologies, Inc.
- Contract with Kern County Superintendent of Schools – region 8
- Decision on distribution of reimbursements – general good of institution and participating departments.
- Campus wide communication and education
- Timeline for implementation
- Fees are paid either by flat rate or a percentage of amounts reimbursed to the District.
- There is no cost or risk to the District.
- Participants only survey five days of the quarter. Workload impacts are minimal.
- Dr. Fontanilla recommended the percentage fee plan. A flat fee requires upfront money from the District.

3. Memoranda of Agreement with Allan Hancock Community College

Motion to approve: Mathiesen — Passed by those members present, by unanimous vote, to approve the Memoranda of Agreement with Allan Hancock Community College, as presented.

Dr. Greiner said these letters are presented on an annual basis

4. Change Order for the North County Campus Learning Resource Center

Motion to approve: Mitchell — Passed by unanimous vote of those members present to approve the Change Order for the North County Campus Learning Resource Center, as presented.

Toni Sommer presented the following to the Board:
- This change order affects one contract, and brings it current with the abbreviated timeline for the project.

5. Review of Board Self-Evaluation

Action: Through consensus of the members present -- Dr. Stork and Patrick Mullen will develop a set of action steps and protocols for the Board and place the topic on the agenda of the next regular board meeting.

Dr. Stork presented the following to the Board:
- This is follow-on action regarding the Board’s self-evaluation conducted on June 9, 2010. It provides the opportunity to discuss activities to develop board growth and define areas of focus.
- Dr. Stork suggested he meet with board president Pat Mullen to work out details and bring refined ideas back to the board for appropriate action.
- There have been several issues that have had no action since the last evaluation. An example would be communication with the college and local communities. There is improved participation during public comment, but that is issue driven; not simply an opportunity to share a thought or idea.
- The final strategic plan may offer further opportunity to discuss expanded topics. One thing to make clear this year is the separation of District and College goals; how the Board manages itself and educates itself to be effective policy makers for the District, and the Board’s role in developing College goals. Staff, faculty, and deans are asked to focus on goals in planning reviews. The Board should be doing the same.
- Accreditation standards reflect a need for the Board to be in a mode of constant development.
- Dr. Stork said it is important to include the student trustee, as suggested in previous meetings.

6. Goals and Priorities

Action: Through consensus of the members present, the goals are to be placed on the agenda for the next regular board meeting. Board members
July 7, 2010

will evaluate the list contained on page O.6.2 of the board packet, using a number system 0-4 (0 - no progress, 4 - successfully completed). Members will also review the draft goals presented this evening (Attachment D), and make recommendations or request clarity. This will also be presented at the next meeting. The deadline for input is Thursday, July 21, 2010, and should be directed to the President's office.

Dr. Stork presented the following to the Board:

- Cabinet reviewed the 2007-2009 goals and priorities during a recent retreat and agreed only two had been met by the college and one, maybe two others had reached partial completion. The remaining goals were incomplete. Many have been worded as to make it extremely difficulty to assess and measure effectiveness. They were either too inclusive or not exclusive enough.
- The final draft of the strategic plan has been received. It contains strategic directions. Some changes were made to the original timeline because of the volume of work required to accomplish everything.
- A draft of possible college goals, as related to the strategic plan, is presented to the Board.
- Dr. Stork asked Board members to send any particular ideas adding to proposed activities to Pat Mullen.

Public Comment

Allison Merzon asked for an accounting from cabinet on how they progressed and met the goals and priorities of the college.

Steve Leone said there should be a distinction between board goals and those embedded in the strategic plan. Self-study recommendations suggest implementing some of what was planned, and assessing whether it was appropriate for the college. Evidence is needed to show the implementation of goals, the cycle of assessment, and the implementation of changes.

Dr. Stork agreed. He said a formal declaration is needed in the minutes to show that each had been addressed and evaluated. This is an opportunity to define a new direction. An evaluation will take place at the next meeting to address whether the college has properly addressed them and whether it was even feasible, based on how they were defined.

The meeting recessed at 6:00 p.m.

The meeting reconvened at 6:10 p.m.

7. Cooperative Work Experience

Motion to approve: Mitchell — Passed by unanimous vote of those members present to approve the proposal for the Cooperative Work Experience (CWE) Program, as presented.

Dr. Greiner introduced this topic.

- CWE has been challenged by the Chancellor's office by revision of Title 5 regulations, which requires the college to submit a new plan for CWE programs.
- Cuesta began the transition approximately a year ago. It was underway when Darrylin Gladstone, who was leading the effort, passed away.
- She introduced Matthew Green, Director of Workforce, Economic Development, and Community Programs, and Kimberly Blackie, Human Development, who stepped in and took over for Darrylin.
- She thanked them for their commitment and effort on this project.
Dr. Green presented the following to the Board:

• The loss of Darrylin was a loss of the history of the program. Kimberly Blackie, faculty of cooperative work experience, was available and responded to the need to provide support services for approximately 100 students in spring 2010.
• This proposal is presented because of changes implemented in Title 5, and is an opportunity to realign the CWE.
• Ms. Blackie presented the proposal for CWE (Attachment E)
• The CWE Program was moved from under the umbrella of Business Education to Workforce Economic Development (WED) effective January 2010.
• These changes will trigger curriculum changes; previously, students had a limit on how many units they could take. This is related to course repetition.
• This is an opportunity to make the program a more rigorous work-based learning experience while also improving instructional support, record keeping, and the accountability for all parties. To that effect, we are/will:
  • Revise our Program and Course level Student Learning Outcomes.
  • Better align Student Learning Outcomes with the individual Learning Objectives that each participating CWE student is required to develop and pursue during the course of the semester. This is a key focus for program improvement.
  • Strengthen the assessment components for the learning outcomes.
  • Revise the course outlines of record, necessary to meet new Title 5 regulations.
  • Develop new relationships and strengthen existing relations with college divisions, in particular in the area of Career Technical Education.
  • Create new opportunities to serve mainstream students with job opportunities and referrals and job search preparation support.
  • Increase outreach within the community by meeting with employers and more regularly participating in community/business organizations
• The deadline to the Chancellor's office is August 31, 2010.

8. New Job Description

Motion to approve: Mitchell — Passed by unanimous vote of those members present to approve the new job description for Public Safety Dispatcher, as presented.

Toni Sommer presented the following to the Board:

• Last year Dr. Pelham directed a reduction of hourly employees by 65 percent. The remaining 35 percent was available to develop conversions to regular staffing positions.
• Public Safety lost a dispatcher last year where only a day time dispatcher and an hourly filled the position. The remaining former hourly funding has been used to develop this position.
• The safety officer position in the North County was developed in the same manner.

Dr. Stork indicated the positions had been approved by the classified union through the regular process.

Trustee Mitchell asked for a more detailed explanation in the background section of the item, so the members could more fully understand the process and purpose.
9. **New Job Description**

**Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the new job description for Public Safety Officer I and II, as presented.

Toni Sommer said this was the same type conversion as explained in the previous item.

10. **Revised Job Description**

**Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the revised job description for Director of Nursing and Allied Health, as presented.

Dr. Stork said there had been some question as to whether this was a new position. He said it was a revised position, and requested Dean, Deb Wulff to clarify. Dr. Wulff said action was taken to revise this position to ensure the quality of institutional programs throughout the division, maintain the level of licensing required, and maintain valuable relationships with community partners.

11. **New Job Description**

**Motion to approve:** Galvan — **Passed** by unanimous vote of those members present to approve the new job description for Associate Director of Nursing and Allied Health, as presented.

Dr. Stork explained that this position is the result of collapsing the former Director position into an Associate Director. This will leave one primary manager for the nursing and allied health programs.

**Public Comment**

Allison Merzon queried as to the number of programs that had been added to nursing and allied health since the retirement of Mary Parker. Dr. Wulff answered, “None.” Ms. Merzon said assuming this position would be overseeing faculty and be part of the evaluation process, the education requirement should be for a Masters degree.

Dr. Wulff said when Mary Parker retired; she left with the LVN and Paramedic programs coming online. Both programs have very strict regulatory guidelines. The college will not be able keep a director unless there is someone else present to assist in the workload. There are regulatory and accreditation issues at stake. The programs require the support.

12. **Public Employee Appointments**

**Motion to Approve:** Galvan — **Passed** by unanimous vote of those members present to approve the salary for unrepresented employees, as presented.

Laura Benson summarized the recommended employee placements. The technician is a conversion position from hourly funding.

Karen Reyes, CCCUE, said the employees listed worked from June 1 through June 30, and inquired about the people who started July 1 and are just now coming to the board? Do they work before the board approves the list?

13. **Agenda**

A preliminary list of proposed agenda items for the June 2, 2010 Regular Board meeting is presented for review.

Add a report on veteran services at Cuesta College.

Add proposed Board Goals.
14. College Planning and Budget Development

Toni Sommer reported there had been no updates from Sacramento since she conducted the budget workshop in June.

Fiscal Services is closing out last year’s spending and addressing ongoing budget items.

15. Accreditation Status

Dr. Greiner presented the following to the Board:

- The administrative part of the committee is meeting when possible to work out the details of the response.
- She reviewed the executive summary in detail at the recent cabinet retreat.
- She is visiting with ACCJC tomorrow to conduct a follow up.
- Some of the actions taken tonight will be included in the response to recommendations (8 and 9).

Steve Leone said the faculty is unaware of what has been done. If the committee is meeting it is without the faculty.

16. Strategic Planning

Dr. Stork said he had reviewed draft V with Dr. Giese last week. They addressed each line item, clarifying responsible individuals for action steps and reasonable timelines. The predominance of activities was to occur in 2010-2011, which was not feasible. Draft VI has been received and will be sent to the committee for review. Dr. Stork said it is the correct vision for the college, and the timelines have been adjusted. The Academic Senate will have the opportunity to review the document, and then it will be presented to the Board for approval. He acknowledged the amount of work that had been accomplished, and thanked everyone who participated in the project. It is a living document and will be subject to constant change.

**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 — Passed by unanimous vote of those members present to approve the consent agenda without the minutes, as presented.

2. **Approval of Minutes**
   
   **Motion to approve:** Galvan — Passed by unanimous vote of those members present to approve the minutes for the SLOCCCD June 2, 2010, regular Board meeting, and June 9, 2010 Board workshop, as amended.

   Trustee Galvan noted she had been recorded as making motions at the June 2 board meeting, but confirmed she was absent. Those motions will be researched and corrected.

   Trustee Mitchell requested the second question from the board critique be included in the minutes.

3. **Approval of Warrant Listings**

   Approve warrant listings, as presented:

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<td>5/26/2010</td>
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<td>5/28/2010</td>
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<tr>
<td>6/9/2010</td>
<td>$181,689.35</td>
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4. Approval of Payroll Orders

Approve Payroll Orders, as presented.

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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,094,879.40</strong></td>
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5. Approval of Gifts to the College

As presented in the regular board agenda.

a. An original acrylic painting "Puerta de las Flores" donated by the artist, Wayne Parrish for use as a fundraising auction item for DSPS.
b. Handmade earrings donated by Thea Labrenz for use by EOPS.
c. A $50.00 gift certificate donated by Toni Sommer for use as a fundraising auction item for DSPS.
d. A gift basket donated by Cider Creek Bakery for use as an auction item for DSPS.
e. A picnic basket for dogs and their humans donated by Lisa Curtis for use as an auction item for DSPS.


Present for approval, new board policy, BP 4020, Program, Curriculum, and Course Development.

7. Board Policy Review: Revision to BP 3012, Rules and Procedures for Employment of All Faculty

Present for approval, revision and renumbering of BP 3012 to BP 7120, Faculty Recruitment and Hiring.

Q. DISCUSSION

1. What went well and, as a trustee, you are most pleased about the following things, which have been done or are being done at Cuesta?

- Trustee Mitchell - The meeting went well.
- Trustee Mathiesen – Agreed with Trustee Mitchell
- Trustee Mullen - They did well getting through the agenda. He is pleased about the goal planning and documenting of gaps in board development.
• Trustee Cheney - The meeting went well. She is grasping the concepts of the board and excited to be participating.

• Dr. Stork said he is pleased with the way the meetings are being conducted. The staff and community are presenting issues without concern of retribution. It is healthy to dialogue. He recognizes the feeling of disconnect constituent groups have during the summer, and that can be addressed in the regular meetings he holds with constituent leaders. Both the board and the public recognize the opportunity to use, to a better degree, the board cover sheets and provide more information. They must be written so someone without any knowledge of the issue can understand what is being presented and why. He takes responsibility for ensuring that is accomplished during his review of the board materials.

• Peter Dill said something as serious as a job description with possible consequences to faculty should be addressed as pointed out by Allison Merzon.

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**ADJOURNMENT**

Adjournment  The meeting was adjourned at 7:20 p.m. Unless otherwise announced, the next meeting of the Board of Trustees will be held on Wednesday, August 4 2010, at 2:30 p.m., in The Associated Students Auditorium, room 5401, San Luis Obispo Campus, San Luis Obispo, California.

Gilbert H. Stork, Ed.D.
Superintendent/President
Faculty Recruitment and Hiring  

BP 7120

Reference: Education Code Section 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5, Section 53000, et seq., 51023.5; Accreditation Standard III.1A

The President/Superintendent has full authority and responsibility to implement and administer faculty recruitment and hiring procedures for the District.

The Academic Senate shall establish with mutual agreement of the District procedures for the recruitment and selection of faculty employees including, but not limited to, the following criteria:

- An Equal Employment Opportunity (EEO) Plan shall be developed according to Title 5 and shall be implemented in the recruitment and selection of academic employees.

- Academic employees shall possess the minimum qualifications prescribed for their disciplines by the Office of the Chancellor of the State of California.

- The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate’s role in local decision making, including but not limited to Board Policy 2305.

- This policy shall be in effect for faculty in all courses and support services which generate FTES, including off-campus and contract credit education courses.

(formerly BP 3012)
Approved: July 7, 2010
Effective Date: July 7, 2010
Steps for Planning, Recruiting, and Selecting Full-time and Part-time Academic Positions

STEP 1 – PLANNING

I. Preliminary Hiring Decisions: New Regular and Full-time Temporary Academic Positions only
   A. The Shared Governance Council will conduct and complete a faculty hiring prioritization process for all regular (tenure track) and/or full-time temporary academic positions each Fall semester.
   B. The outcome of the faculty hiring prioritization process will be the Council’s prioritized recommendations for new regular and full-time temporary faculty positions.
   C. The Planning and Budget Committee will determine the allocation of funds, if any, that may or may not be used for new regular and full-time temporary faculty positions.
   D. The President/Superintendent will make the final decision for the funding of faculty positions as recommended by the Shared Governance Council and the Planning and Budget Committee.
   E. The Office of Academic Affairs will report all new regular and full-time temporary faculty positions that will be funded by the college to the Office of Human Resources and the Academic Senate by the end of the Fall semester.
   F. Recommended new positions shall be included in the proposed district budget for the following school year.

II. Initial Planning Actions – Human Resources
   A. Upon notification of a part-time temporary, a full-time regular, or a full-time temporary position(s), the Executive Director of Human Resources will assign a Human Resources staff member to complete the following actions for each position:
      1. Generate and obtain an academic director’s or division chair’s signature on a Cuesta College Personnel Action Form;
      2. Determine with the academic director or division chair the initial Selection Committee meeting date to discuss the selection process;
      3. Review Equal Employment Opportunity (EEO) practices with academic director or division chair; and
      4. Send the academic director or division chair the following documents, who will then be responsible for handing these documents to the Selection Committee chair when chosen at the initial Selection Committee meeting:
         • Cuesta College Planning Sheet
• Draft of job announcement previously used by division (if any)
• Draft of interview questions previously used by division (if any)

B. The Human Resources staff member will assist the academic director or division chair with the formation of the Selection Committee in accordance with the below, after which the Selection Committee Chair will submit the names of the committee members to the Human Resources staff member:

1. Each faculty Selection Committee shall consist of:
   • Vice President (whenever possible);
   • Dean;
   • Division Chair or Academic Director;
   • At least two regular or contract faculty members selected by their division or service area;
   • An EEO-trained faculty member, which could be one of the above; and
   • Other faculty members or industry professionals, if and as needed, to be determined by the committee.

2. The Selection Committee chair will be selected by the members of the committee.

III. Initial Planning Actions – Selection Committee Members

A. The Selection Committee members will determine the chair of the committee, and this committee chair may be the division chair or another faculty member on the committee.

B. The Selection Committee chair is the person responsible for calling, scheduling, and chairing the selection committee meeting(s).

C. The Selection Committee chair may invite the Human Resources staff member to the initial selection committee meeting to address questions about any element of the hiring process.

D. The Selection Committee chair will review the responsibilities of the committee and the screening process with the other members of the Selection Committee.

E. The Selection Committee will review and/or revise the job announcement with consideration of the following:
   1. Specific items that will be included with the application (i.e. resume, cover letter, additional references or letters of recommendation, etc.)
   2. The recruitment timeline: closing date, screening period, first interview dates, and final interview dates.
   3. The minimum qualifications based on the Minimum Qualifications for Faculty and Administrators In California Community College, or, when applicable, their equivalents.
4. The desired qualifications, including but not limited to the following:
   • subject area knowledge and competency;
   • demonstrated commitment to professional growth and service;
   • currency in the discipline;
   • potential for contributions to overall college effectiveness; and
   • sensitivity to and understanding of the diverse academic,
     socioeconomic, cultural, disability, and ethnic backgrounds of the
     district’s students and employees.

5. The logistics and/or topic of the teaching demonstration.

F. The Selection Committee will be responsible for updating all documents,
   including the Planning Sheet and interview questions, if necessary, at this
   initial meeting or meetings.

G. The Selection Committee chair will submit interview questions to Human
   Resources staff member to be reviewed for compliance with Equal
   Employment Opportunity (EEO) laws by the Executive Director of Human
   Resources.

H. The Selection Committee chair will submit the completed Planning Sheet and
   all other updated documents to the Human Resources staff member.

IV. Final Pre-screening Actions – Human Resources

A. The Human Resources staff member will review the documents submitted by
   the Selection Committee chair for completeness and maintain communication
   with the Selection Committee chair during this process.

B. The Human Resources staff member will submit the job announcement to the
   Assistant Superintendent/Vice President of Academic Affairs or Vice
   President of Student Services as appropriate, who will review and make
   recommendations, if any, regarding the job announcement within five work
   days and return the announcement to the Human Resources staff member.

C. If any recommendations were made to update the job announcement, the
   Human Resources staff member will contact the Selection Committee chair to
   convene a meeting for final editing and approval of the job announcement by
   the members of the Selection Committee, who will submit the final version to
   the Human Resources staff member.

D. The Human Resources staff member will do the following upon receipt of
   completed job announcement, Cuesta College Personnel Action Form, and
   Planning Sheet:

   1. Schedule date and time of final interviews (if applicable) with
      President/Superintendent, Assistant Superintendent/Vice President and
      others as appropriate;
2. Edit the job announcement according to the revisions of the Selection Committee; and
3. Forward the final draft of the job announcement to the Selection Committee chair for review and final approval and begin recruitment.

STEP 2 – RECRUITMENT

I. Recruitment – Selection Committee Members
   A. The Selection Committee may recommend to Human Resources staff member specific listservs, journals, professional associations, departments, etc., to which job announcements could be sent for recruitment purposes.
   B. The Selection Committee members may ask fellow Cuesta faculty/staff to assist in the recruitment of potential candidates from affiliated colleges, universities, and institutions.
   C. The Selection Committee chair may report a list of potential candidates with contact information to the Human Resources staff member, who will contact the potential candidate(s) identified by the committee members.

II. Recruitment – Human Resources
   A. Individuals who have submitted an interest sheet to Human Resources indicating they are interested in the position will be contacted by the Human Resources staff member.
   B. The following are possible locations for posting and/or publishing printed recruitment material:
      • North County Campus, San Luis Obispo Campus Receptionist/Telephone Operator, and local governmental agencies;
      • Various California high schools, community colleges, and universities as appropriate;
      • Local newspaper and other print advertising;
      • Chronicle of Higher Education as appropriate (i.e. academic tenure-track positions); and
      • Discipline-specific publications as suggested by the committee chair in consultation with the discipline’s faculty.
   C. The following are possible locations for electronic recruitment:
      • The Cuesta College web site, CalJobs, Employment Development Department (EDD), Ed-Join, the Chancellor’s Office website, and The Registry;
      • EEO Job Registry;
      • Position-specific web sites and other media are used upon request;
      • Listservs as recommended by managers and committee members; and
The Cuesta College Job Line.

D. Other recruitment locations will be determined by the Office of Human Resources and/or the Selection Committee based on criteria recommended by the EEO advisory committee.

STEP 3 – SELECTION & HIRING

I. Pre-Screening Review of Applicants – Human Resources

A. Human Resources staff member creates an All Applicant Pool Data Chart listing all candidates, their addresses, and information from the application demographic survey for review and approval by the President/Superintendent or designee.

B. Regular full-time or full-time temporary faculty position – Once the position has closed, the Human Resources staff member screens all regular full-time or full-time temporary faculty applications for completeness, legibility, and inclusion of the following:

1. Correct application;
2. Cover letter;
3. Resume;
4. Transcripts (copies acceptable);
5. Three letters of recommendation (at least one from a supervisor or graduate professor);
6. Three references, in addition to those used for letters of recommendation;
7. Statement of philosophy reflecting an approach to teaching a widely diverse population of students in a classroom setting or other appropriate work setting depending on faculty position being filled. Areas of diversity pertain, but are not limited to, academic background, socio-economic background, ancestry, religious beliefs, ideology, gender, national origin, ethnicity, age, mental or physical disabilities, veteran status, sexual orientation, marital status, or gender identity/expression; and
8. Additional requested material (portfolios, slides, etc.)

C. Part-time Temporary faculty position – Once the position has closed, the Human Resources staff member screens all part-time temporary faculty applications for completeness, legibility, and inclusion of the following:

1. Correct application;
2. Cover letter;
3. Resume;
4. Transcripts (copies acceptable); and

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The All Applicant Pool Data Chart is a document created from the application and the demographic survey page applicants may complete. However, not all applicants complete the demographic survey.
5. Two letters of recommendation.

D. The President/Superintendent or designee must approve the Applicant Pool Data Chart prior to the Selection Committee’s screening process.

1. If the Applicant Pool Data is not approved by the President/Superintendent due to an insufficient applicant pool size and/or declared diversity, then the Human Resources staff member will inform the Selection Committee chair so that the committee may determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member.

2. If the Applicant Pool Data is approved by the President/Superintendent, then the Selection Committee may begin the committee screening process.

E. The Human Resources staff member prepares the applications for the screening committee with the following actions:

1. Creates a screening chart listing the applicants with complete application materials, including the required and desired qualifications specified in the job announcement and any additional qualifications requested by the Selection Committee chair;

2. Attaches the job announcement to the screening chart for reference;

3. Notifies the Selection Committee chair that the applications are ready for screening; and

4. Prepares the room for the Selection Committee screening meeting with electronic and/or hard copies of the candidate applications for deliberation purposes.

II. Screening of Applicants – Selection Committee Members

A. The Selection Committee members each review all complete applications electronically based on requirements set forth in the job announcement.

B. The members of the Selection Committee have approximately two weeks to review all applications online.

C. The Selection Committee chair convenes and chairs a screening meeting to do the following:

1. Determine which candidates, if any, to recommend for an interview;

2. Confirm interview date(s), time(s), location, teaching demonstration or presentation, and other specific needs for the interview;

3. Determine interview dates so that candidates have at least a one-week advance notice to prepare travel arrangements and/or the teaching demonstration or presentation; and
4. Determine interview dates so that the Equivalency Committee may review the applications of those candidates, if any, who require equivalency judgment in a timely fashion.

D. After the screening meeting, the Selection Committee chair will notify the Human Resources staff member of the screening meeting results, including the following:

1. A list of the candidates to contact for interviews; and
2. A list of the candidates that require equivalency judgment, if any.
3. If the Selection Committee cannot recommend any candidates, then the Selection Committee will determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member.

III. Preparation for First Interviews – Human Resources

A. The Human Resources staff member performs the following duties in preparation for first interviews:

1. Prepares First Interview Applicant Pool Data Chart and submits to the President/Superintendent for approval;
2. If First Interview Applicant Pool Data is approved, creates an interview schedule.
3. If First Interview Applicant Pool Data is not approved, informs the Selection Committee chair so that the Selection Committee may determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member.
4. Calls candidates to invite them for and schedule interviews.
5. Informs candidates of the protocol for reporting to the Office of Human Resources first to pick up parking permits and confirm arrival.
6. Informs candidates of any additional materials and the teaching demonstration, if any, required for the interview.
7. Confirms interview with candidates via e-mail or by regular mail (if time allows).
8. Reserves room(s) for interviews.
9. Reserves classrooms for teaching demonstrations with assistance of division chair (full-time candidates only).

The First Interview Applicant Pool Data Chart is prepared from the Complete Applicant Pool Data Chart. Applicants not selected for an interview are deleted.
10. Orders all required equipment for the interview.
11. Notifies Selection Committee chair when all interviews have been confirmed.
12. Prepares and mails informational packet of materials (if time allows) for candidates. Otherwise, upon arrival, an appropriate information packet is given to the candidates.
13. Notifies candidates not selected for an interview by postcard. On-campus staff or faculty not selected are personally notified.
14. Consults the All Applicant Pool Data Chart for creating mailing labels to notify the applicants of further actions for the position (i.e. position closed, deadline extended) and for updating recruitment statistics used in various reports.

B. Once the interviews are scheduled, the Human Resources staff member prepares an interview package for each Selection Committee member with the following materials:
   1. Interview schedule;
   2. Job announcement; and
   3. Interview questions.

C. The Human Resources staff member prepares an interview package with the following to present to each of the candidates upon arrival:
   1. Job announcement;
   2. Fringe benefit information;
   3. Parking permit;
   4. Map of the College (if needed or if requested); and
   5. College information packet if not mailed previously.

IV. First Interviews – Selection Committee Members
A. Interviews shall be conducted by the members of the Selection Committee only.
B. It is the responsibility of the Selection Committee to arrange for a campus/department tour, if any. Candidates may be scheduled for a campus tour either prior to their interview time or immediately following their interview.
C. The Selection Committee must have access to the interview candidate job applications either in electronic or hard copy format during deliberations after final interviews are conducted.
D. The Selection Committee will determine and recommend to the President/Superintendent the top candidate(s), if any, who are best qualified to fill the position. The Selection Committee chair will communicate the committee decision to the Human Resources staff member.
E. If the Selection Committee cannot recommend a candidate after conducting first interviews, then the Selection Committee will determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member.

F. First interview candidates not selected for final interviews will be notified as determined by the Selection Committee.

G. The Selection Committee chair will return all interview materials to the Human Resources staff member.

V. Preparation for Final Interviews: Full-time Regular or Temporary Positions

A. The Final Interview Committee will consist of the Dean or the Director, the Selection Committee chair, the Vice President, and the President/Superintendent.

B. The Final Interview Applicant Pool Data Chart is created by the Human Resources staff member and forwarded to the President/Superintendent for approval prior to calling candidate(s) to schedule final interview(s).

C. If the Final Interview Applicant Pool Data is approved by the President/Superintendent, the Human Resources staff member will call the candidates, schedule final interviews, and communicate the final interview schedule with the members of the Final Interview Committee.

D. If the Final Interview Applicant Pool Data is not approved, the Selection Committee chair will be informed so that the committee may determine whether to review the All Applicant Pool Data again and submit new recommendations, to re-open and announce the position again, to postpone, and/or to cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member and the President/Superintendent.

E. Reference checks on the finalists will be conducted by two representatives of the committee: 1) the Selection Committee chair (or another faculty representative from the Selection Committee); and 2) the Dean or Director, using standard procedures.

F. The Selection Committee chair will write an overview of the strengths and weaknesses of the final candidates.

G. The Human Resources staff member will update the President/Superintendent and Final Interview Committee members with the candidate names and interview times.

H. The Human Resources staff member will provide the following materials for the Final Interview Committee:
   1. All Applicant Pool Data Charts;
   2. Applications;
3. Written overview;
4. Job announcement;
5. First interview questions; and
6. Interview schedule.

VI. After the Final Interviews: Full-time Regular or Temporary Positions

A. Following the final interviews, the President/Superintendent will make the final hiring decision.

B. If the President/Superintendent decides to hire one or more final interview candidate(s), the name(s) of the candidate(s) who have received teaching assignments will be submitted on the next Board of Trustees agenda for final employment approval.

C. If the President/Superintendent decides not to hire a final interview candidate, he or she will notify the Selection Committee chair in writing of the reason(s) for the decision so that the Selection Committee may determine whether to revise the job announcement, re-open the search, announce the position again, postpone, and/or cancel the process. The Selection Committee chair will communicate the committee decision to the Human Resources staff member and the President/Superintendent.

D. The President/Superintendent or appointee will negotiate salary schedule placement and offer the candidate(s) the position(s), subject to Board of Trustee approval.

E. The Human Resources staff member is notified of the President/Superintendent’s hiring decision and will prepare letter(s) of offer.

F. Upon the acceptance of the position(s) by the candidate(s), personnel file(s) is/are created, appropriate campus notifications and mainframe entries are made, and hiring materials are mailed for the new academic employee to complete and submit to the appropriate offices.

G. Candidates not selected are notified as mutually agreed by the Selection Committee chair and Human Resources staff member. On campus staff or faculty candidates not selected will be personally notified.

H. All interview materials are returned to the Human Resources staff member after the final interview.

I. Academic employees will be invited to attend New Faculty Orientation(s) presented by Vice President of Academic Affairs, Vice President of Student Services, and/or the Executive Dean, North County Campus.

VII. At the conclusion of the interview process: Part-time Temporary Positions

A. The Selection Committee chair will forward in writing to the appropriate dean or vice president for review, and inclusion in the placement pool, the following: (a) the name of the selected candidate(s) who have not been
employed by the District during the last four semesters; and (b) specific subject areas for which the candidate(s) is/are approved for teaching or other academic services.

B. All candidates in the placement pool will be informed in writing of their inclusion in the pool and of the specific subject areas for which they are approved to teach or to provide academic services.

C. Candidates not selected are notified as mutually agreed by the Selection Committee chair and Human Resources staff member. On campus staff or faculty candidates not selected will be personally notified.

D. Reference checks are conducted by the Selection Committee chair and/or designee.

E. All interview materials are returned to the Human Resources staff member.

F. Candidates in the placement pool may be assigned by the appropriate Dean or Vice President to teach classes, or to provide other services after consultation with the Division Chair or Director consistent with the procedures and criteria described in the pertinent sections of the collective bargaining agreement.

G. The Human Resources staff member will create a personnel file, appropriate campus notifications, and mainframe database entries for each new faculty member.

H. Application materials for all candidates in the placement pool are kept on file in the Human Resources Office for two years.

I. Salary placement is projected and submitted by the Human Resources staff member to the Executive Director of Human Resources for approval.

J. The name(s) of candidate(s) who have received teaching assignments are placed on the next Board of Trustees agenda for employment approval by the Human Resources staff member.

K. Academic employees will be invited to attend New Faculty Orientation(s) presented by Vice President of Academic Affairs, Vice President of Student Services, and/or the Executive Dean, North County Campus.

(formerly R 3012)
Approved:
Effective Date: