



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**GOVERNING BOARD
MINUTES OF THE REGULAR MEETING
Tuesday, May 15, 2012**

Governing Board Members gathered at 4:00 p.m. in the Cuyamaca College Communication Arts Building B, Classroom 365 for a discussion that provided an introduction to the *Basic Skills Initiative* legislation and accountability reporting, *Poppy Copy* (a comprehensive review of research and best practices on achieving student success in developmental education) and outcomes data on the effectiveness of the programs and services implemented at Grossmont and Cuyamaca Colleges that help our students succeed and reach college-level instruction. This continues the discussion concerning *GCCCD's Student Success and Completion Initiative*.

The regular meeting of the Governing Board of the Grossmont-Cuyamaca Community College District began at 5:20 p.m. in the Cuyamaca College Student Center at 900 Rancho San Diego Parkway, El Cajon, California.

Members Present: Trustees Barr, Garrett, Hiel, Justeson, and Rosinski; and Student Trustees Enders and Taylor

Members Absent: None

Others Present: Chancellor Miles, Vice Chancellor Rearic, Presidents Cooke and Zacovic, Int. Associate Vice Chancellor Corcoran, college administrators, members of the staff, students, District legal counsel Timothy Garfield, and interested citizens.

Call to Order

Board President Garrett called the meeting to order at 5:21 p.m.

Public Presentations

There were none.

Adjourn to Closed Session

Board President Garrett adjourned the open session at 5:21 p.m., and the Board met in closed session until approximately 6:31 p.m., in the Cuyamaca College Student Center Meeting Room 3 (I-209), pursuant to Government Code Section 54956.9(b) to confer with legal counsel regarding significant exposure to three potential litigation cases; Section 54957 for Chancellor performance evaluation; and Section 54957.6 to confer with the District Chief Negotiator regarding bargaining matters concerning Administrators' Association, American Federation of Teachers (AFT), California School Employees Association Chapter 707 (CSEA), Fraternal Order of Police CCD POA Lodge 56 (FOP), and confidential administrators and staff.

Reconvene in Open Session

Board President Garrett reconvened the open session at 6:40 p.m.

Announcement of Closed Session Action(s)

Board President Garrett announced there were no actions from closed session to report.

Public Comment

Public comment was heard from former Grossmont College counselor Gordon Shields concerning varsity and intercollegiate programs at the community college level and from Grossmont College Health and Science Lab Technician Pat Murray to express appreciation for support of employee awards programs.

Changes to Docket of Business

Chancellor Miles reported docket item 651 A-4 was revised and distributed.

Call to Order

Public Presentations

Closed Session

Open Session

**Closed Session
Announcements**

Public Comment

Gordon Shields, Pat Murray

Changes to Docket

651 A-4

Approval of Minutes

On motion of Members Rosinski/Barr, with a vote of 5-0, the Board approved the April 17, 2012, regular, meeting minutes as presented.

Reports of the Governing Board

Trustees expressed appreciation and congratulations to Cuyamaca College for the Spring Garden Festival and for receiving the *Energy and Sustainability Award* from California Community Colleges Board of Governors; and to Health and Science Lab Technician Pat Murray for being one of five honorees to receive the 2012 Community College *Classified Employee of the Year Award* in Sacramento.

Trustee Justeson and her family enjoyed the Cuyamaca College Spring Garden Festival.

Trustee Barr expressed appreciation to the student trustees for bringing the student perspective to the Board.

Trustee Rosinski attended the Grossmont College Recognition Awards and the Cuyamaca College Scholarship Awards ceremonies and accompanied an Earth Science class to the Santa Rosa Plateau.

Trustee Hiel attended the Community College League of California Annual Trustees Conference.

Grossmont College Student Trustee Enders expressed thanks and appreciation for his years of service and to those who made a difference and helped him along his educational pathway.

Cuyamaca College Student Trustee Taylor announced the names of the new student government officers for 2012/13; and attended the Transfer Achievement Celebration.

Report of the Board President

Board President Garrett honored Grossmont College Student Trustee Christopher Enders (three years) and Cuyamaca College Student Trustee Charles Taylor III (four years) with *Certificates of Appreciation* for their years of service to the District. Trustees, administrators, and staff expressed appreciation to the student trustees for their service and student perspective.

Board President Garrett announced that in accordance with Government Code section 3547 meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. After the public has had the opportunity to express itself, the public school employer shall, at a meeting which is open to the public, adopt its initial proposal. The proposals for bargaining are presented electronically as Attachments A and B to this Docket, and are available in hard copy in the Governing Board Office.

Trustee Garrett enjoyed the Grossmont College Recognition Awards and the Cuyamaca College Scholarship Awards ceremonies. He commended the pre-board meeting presentation on student success, noting the colleges are now looking at data, taking what we have learned and leading with it to make sure we are doing what needs to be done for students to succeed.

Report of the Chancellor

Chancellor Miles expressed gratitude to Interim Sr. Dean Institutional Research, Planning and Effectiveness Leonor Perez, Cuyamaca College Vice President Student Services Julianna Barnes, Cuyamaca College English Instructor Alicia Munoz, and Grossmont College Math Associate Professor Shirley Pereira for the pre-board meeting discussion with trustees concerning accountability reporting and the *Basic Skills Initiative* legislation.

Interim Sr. Dean Institutional Research, Planning and Effectiveness Leonor Perez presented the 2012 Accountability Reporting for Community Colleges. The presentation included information on the process and the following definitions:

Minutes

4/17/12 reg mtg.
minutes approved

Rpts of the Board

Trustees

Justeson

Barr

Rosinski

Hiel

Enders

Taylor

Board President Rpt

Certs of Appreciation to
Student Trustees
Enders and Taylor

Announcement related
to negotiations

Garrett

Report of Chancellor

2012 ARCC Report by
Leonor Perez

- **Peer Groups**—for the 2012 ARCC Report peer groups have not changed since 2009, but will change next year, due to census data, which may cause a shift in a college's outcomes and tracking.
- **Student Progress and Achievement**—the percentage of first-time students in a cohort with a minimum of 12 units earned who attempted a degree, certificate or transfer track and within 6 years achieved their educational goal.
- **Students who Earned at Least 30 Units**—the percentage of first-time students in a cohort with a minimum of 12 units earned who attempted a degree, certificate or transfer track and within 6 years and achieved at least 30 units. Why 30 units? Studies have shown that the magic number for college impact on the increase in wages is 30 units.
- **Persistence Rate**—the percentage of first-time students in a cohort with a minimum of 6 units earned in the Fall term who enroll in a subsequent Fall term anywhere in the CC system
- **Improvement Rate for Credit Basic Skills Courses**—students enrolled in a Credit Basic Skills Reading, Writing or Mathematics Course who completed the course and within the next 3 years, completed a higher level course in the same discipline.
- **Improvement Rate for Credit ESL Courses**—students enrolled in a Credit Basic Skills Reading, Writing or Mathematics Course who completed the course and within the next 3 years, completed a higher level course in the same discipline or a transfer level course.

It was also reported that the outcomes for two of the measures, student progress and achievement and achievement of 30 units, is based on six years of tracking.

The outcomes shown for 2012 are for the cohort of 2005-2006. Over the last three years, the colleges made greater gains in Basic Skills and ESL outcomes. It will be a while before we see the outcomes of current efforts in this six year tracking of students.

The 2012 ARCC Report reflects Cuyamaca College reported that in six of the seven core indicators, they exceeded the peer group average. In one indicator, Student Progress and Achievement, they actually set the standard by serving as the peer group high over the last three years. Cuyamaca attributes its success to their commitment to student learning and achievement as demonstrated by their programs which include: First-Year Experience, Faculty Inquiry Groups, Embedded Tutoring in Math, English, Reading and ESL and Career-Technical Education as well as accelerated courses in math and English. These are some but not all of their programs.

The 2012 ARCC Report shows that Grossmont College rates above the peer group average in five out of seven categories and attributes its success to utilizing data to inform decision-making. Examples of their efforts designed to focus on student learning and success include such initiatives such as Bridging Research Information and Culture (BRIC) and California Leadership Alliance for Student Success (CLASS). In addition, the Dream Keepers Emergency Financial Assistance Program, developed with the support of the Lumina and Wal-Mart Foundations, provides students with emergency funding that would allow them to stay in school when faced with unexpected hardships. They have also developed a partnership with a community college in New York through a Department of Education Fund for the Improvement of Postsecondary Education (FPISE) Grant that helps design flexible and adaptive programs that improve retention and graduation. For Grossmont, a drop in percentage under progress and achievement may have been caused by the decrease in courses offered. Since 2008, there has been a 40% decrease in course offerings.

Cuyamaca College President Zacovic noted the importance of tracking data, participation in the production of the data, and asking ourselves where the numbers should be -- whether they are good enough or should be higher.

Chancellor Miles also stressed the importance of having data available and the institution's ability to take a hard look to see what we should be doing. Miles said she serves as the American Association of Community Colleges Board Liaison on the National Council for Learning Resources and will take what our District is doing as an example to those meetings. She expressed appreciation for the related pre-board meeting discussion to Sr. Dean Institutional Research, Planning and Effectiveness Leonor Perez, Cuyamaca College Vice President Student Services Julianna Barnes, Cuyamaca College English Instructor Alicia Munoz, and Grossmont College Math Associate Professor Shirley Pereira. She is proud of the colleges for the outcomes being demonstrated.

Miles

Grossmont College President Cooke reported the commencement keynote speaker will be Diana Pico, who graduated from the Nursing Program; the Friends of Music gala and Brad Daluiso Golf Classic fundraisers; and on the Annual Health & Wellness Fair.

Cooke

Cuyamaca College President Zacovic reported Greg Koch, CEO and co-founder of Stone Brewing Company, will be the commencement keynote speaker; on the Annual Scholarship Awards; and the college's receipt of the California Community College Board of Governors *Energy and Sustainability Award*.

Zacovic

Vice Chancellor Sue Rearic reported Governor Brown's *May Revise* includes lesser cuts for 2011/12, but greater cuts in 2012/13 if the governor's tax measure does not pass in November. The District is developing the tentative budget; and the Employment Services Department is updating the *Injury and Illness Prevention Plan*.

Rearic

The Presidents' and Vice Chancellor Reports were distributed.

Pres and VC Rpts

Adoption of Consent Calendar

On the motion of Members Barr/Justeson, with a unanimous vote of 5-0, the Board approved the Consent Calendar, which included:

Adoption of Consent Calendar

Operations

Operations

Resolution 12-012 Classified School Employee Week, May 20-26, 2012—Adopted Resolution 12-012 Classified School Employee Week, which honors the contributions of classified employees of the District and recognizes May 20-26, 2012, as Classified School Employee Week in California, as designated by the California State Legislature and the California School Employees Association, as recommended by the Chancellor. Please refer to item 201 attached to the docket and made a part of these minutes.

Resolution 12-012
Classified School
Employee Week, May
20-26, 2012

Board Policies Update—Adopted new board policies BP 2750 Board Member Absence from the State, and BP 7241 Confidential Administrator Evaluation; and revisions to board policies BP 2015 Student Governing Board Members, BP 2100 Board Member Elections, BP 2730 Board Member Health Benefits, BP 3200 Compliance with Accreditation Standards, BP 3505 Disaster Preparedness, BP 3520 Local Law Enforcement, BP 4260 Pre-Requisites and Co-Requisites, BP 5010 Admissions, BP 5500 Standards of Student Conduct, BP 7130 Compensation, BP 7335 Health Examinations, and BP 7600 Public Safety Department, as recommended by the Chancellor. Please refer to item 202 attached to the docket and made a part of these minutes.

Board Policies Update

Budget and Finance

Budget and Finance

Budget Status and Requested Changes—Accepted a report on the current budget status, and granted authority to the Chancellor to approve budget changes. Please refer to item 301 attached to the docket and made a part of these minutes.

Budget Status and
Requested Changes

Purchase Orders and Warrants—Ratified the action of the Chancellor in approving purchase orders and warrants issued during the month of April 2012, and granted authority to execute appropriate documents. Please refer to item 303 attached to the docket and made a part of these minutes.

Purchase Orders and
Warrants

Ratification of Signatures on Agreements—Ratified the action of the Chancellor in signing agreements, and granted authority to accept, budget, and spend any proceeds therefrom. Please refer to item 304 attached to the docket and made a part of these minutes.

Ratification of
Signatures on
Agreements

Donations—Ratified the action of the Chancellor in accepting, budgeting, and spending, as appropriate, donations to the Grossmont-Cuyamaca Community College District.

Donations

Please refer to item 305 attached to the docket and made a part of these minutes.

Resolutions 12-013, 12-014, and 12-015 Authorizing Designated Agents—Adopted the following resolutions to be effective July 1, 2012, through June 30, 2013: a) Resolution 12-013 Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education; b) Resolution 12-014 Designating Authorized Agent to Sign Payroll Payment Order; and c) Resolution 12-015 Designating Authorized Agent to Sign School Orders (Commercial Warrants), as recommended by the Chancellor. Please refer to item 306 attached to the docket and made a part of these minutes.

Resolutions 12-013, 12-014, and 12-015 Authorizing Designated Agents

Resolution 12-016 Requesting Temporary Transfer of Funds—Adopted Resolution 12-016 Requesting Temporary Transfer of Funds, if necessary, from the County Treasurer for the 2012-2013 fiscal year, as recommended by the Chancellor. Please refer to item 307 attached to the docket and made a part of these minutes.

Resolution 12-016 Requesting Temporary Transfer of Funds

End-of-Year Intra-Budget Transfers by the District—Granted authority to the Chancellor to effect intra-budget transfers necessary for closing the District's fiscal year ending June 30, 2012, subject to ratification by the Governing Board. Please refer to item 308 attached to the docket and made a part of these minutes.

End-of-Year Intra-Budget Transfers by the District

Destruction of Records—Granted authority to conduct destruction of Class 3—Disposable records during the 2012-2013 fiscal year, as recommended by the Chancellor. Please refer to item 309 attached to the docket and made a part of these minutes.

Destruction of Records

Authorization to Sign Contracts and Purchase Orders—Granted authority to Cindy L. Miles, Chancellor; Sue Rearic, Vice Chancellor Business Services; and Linda Bertolucci, Senior Director, Purchasing and Contracts, to sign contracts and purchase orders on behalf of the District, as recommended by the Chancellor. Please refer to item 310 attached to the docket and made a part of these minutes.

Authorization to Sign Contracts and Purchase Orders

Public Works Projects

Public Works Projects

Cuyamaca College Science and Mathematics Center HVAC Upgrade; Permission to Award—Granted authority to the Chancellor to: a) Award Bid B12.013 Cuyamaca College Science and Mathematics Center HVAC Upgrade, to the lowest responsive bidder meeting terms, conditions, and specifications; and b) Execute appropriate contract documents prior to ratification by the Governing Board at the next meeting following the bid opening. Please refer to item 401 attached to the docket and made a part of these minutes.

CC Science and Mathematics Center HVAC Upgrade; Permission to Award

Grossmont College Drought Tolerant Landscaping; Notice of Completion and Release of Retention—Granted authority to the Chancellor to: a) File a Notice of Completion for Bid B11.011 Grossmont College Drought Tolerant Landscaping, with 3-D Enterprises, Inc.; and b) Release retention as allowed in the contract documents. Please refer to item 402 attached to the docket and made a part of these minutes.

GC Drought Tolerant Landscaping; Notice of Completion and Release of Retention

Grossmont College Griffin Center/Student and Administrative Services; Reduce Retention to 5%—Granted authority to the Chancellor to reduce retention to 5% for Grossmont College Griffin Center/Student and Administrative Services Bids: B10.018 Metal Studs and Drywall, with Fordyce Construction; B10.020 Sheet Metal, with EMS Construction, Inc.; B10.021 Glass and Glazing, with Centex Glazing; B10.022 Plumbing, with Alpha Mechanical, Inc.; B10.023 HVAC, with Bay Air Systems, Inc.; B10.024 Site Concrete, with Concrete Contractors International; B10.025 Electrical, with Baker Electric, Inc.; B10.027 Doors, Frames and Hardware, with Montgomery Hardware ; B10.028 Portland Cement Plaster, with Best Interiors, Inc.; B10.030 Ceramic Tile, with Inland Pacific Tile, Inc.; B10.032 Floor Coverings, with ProSpectra Contract Flooring; B10.033 Painting and Wall Coverings, with Horizon Painting; B10.038 Landscaping and Irrigation, with 3-D Enterprises, Inc.; B10.039 Site Utilities, with Interpipe Contracting, Inc.; B10.043 Food Services Equipment, with Kamran and Co., Inc.; B10.049 Acoustical Ceilings, with Daryl Griffis; B10.051 AV Paving, with Kirk Paving; B10.057 Signs, Partitions and Accessories, with Alvand Construction, Inc.; B10.058 Specialty Signage, with Clear Sign and Design, Inc.; and B10.059 Information Technology, with Digital Networks Group, Inc. Please refer to item 403 attached to the docket and made a part of these minutes.

GC Griffin Center/Student and Administrative Services; Reduce Retention to 5%

Personnel

Personnel Actions—Ratified the action of the Chancellor in approving classified and academic personnel actions during the period of April 17, 2012, through May 14, 2012. Please refer to item 501 attached to the docket and made a part of these minutes.

Short-Term Hourly Assignments—Approved short-term temporary, non-academic assignments, and certified ending dates, as recommended by the Chancellor. Please refer to item 502 attached to the docket and made a part of these minutes.

Information

Accountability Reporting for the Community Colleges—2012 Accountability Reporting for the Community Colleges report and presentation to the Governing Board for interaction. Please refer to item 651 attached to the docket and made a part of these minutes.

District Quarterly Financial Reports—Grossmont-Cuyamaca Community College District quarterly financial reports: a) Quarterly Financial Status Report for the period ending March 31, 2012; b) Quarterly Report on Trust Fund Balances as of April 30, 2012; and c) Schedule of Investments Report as of April 16, 2012. Please refer to item 652 attached to the docket and made a part of these minutes.

Child Development Centers' Agency Self-Evaluation Reports and Action Plans—Grossmont-Cuyamaca Community College District Child Development Centers' Agency Self-Evaluation Reports. Please refer to item 653 attached to the docket and made a part of these minutes.

Administrative Procedure Update—New and revised administrative procedures AP 3200 Compliance with Accreditation Standards, AP 3505 Emergency Preparedness and Management Plan, AP 3520 Local Law Enforcement, AP 3820 Donations and Gifts, AP 4260 Prerequisites and Co-requisites, AP 5010 Admissions and Concurrent Enrollment, AP 5500 Standards of Student Conduct, AP 7130 Compensation, and AP 7241 Confidential Administrator Evaluation. Please refer to item 654 attached to the docket and made a part of these minutes.

Items Pulled from Consent Calendar

Budget Revisions—*pulled by Trustee Barr* to obtain additional information on budget reallocations totaling over \$2.5M. Miles explained the process and savings from current year budget and the work of many being done to go department by department, line by line to garner funds toward filling the 2012/13 budget gap. On motion of Members Barr/Hiel, with a unanimous vote of 5-0, the item was accepted. Please refer to item 302 attached to the docket and made a part of these minutes.

Grossmont and Cuyamaca Colleges Course, Certificate, and Degree Changes for 2012-2013—*pulled by Trustee Hiel* to inquire about alignment between English 99 at Cuyamaca College and English 120 at Grossmont College. Grossmont College Academic Senate President Sue Gonda and Cuyamaca College Music Instructor Pat Setzer provided information on the new pilot course English 99 and its impact on alignment. After thorough discussion that included student trustee members, on motion of Members Hiel/Rosinski, with a unanimous vote of 5-0, the item was approved. Please refer to item 311 attached to the docket and made a part of these minutes.

Staff Communication

Classified Senate President Wendy Corbin, Grossmont College Academic Senate President Sue Gonda, American Federation of Teachers Guild representative Lyn Neylon, and California School Employees Association (CSEA) Chapter 707 representative Cheryl Houston presented staff reports or comments.

Personnel

Personnel Actions

Short-Term Hourly Assignments

Information

Accountability Reporting for the Community Colleges, as revised

District Quarterly Financial Reports

CDC Agency Self-Evaluation Reports and Action Plans

Administrative Procedures Update

Items Pulled

Budget Revisions, accepted

GC and CC Course, Certificate, and Degree Changes for 2012-2013, approved

Staff Communication

Adjournment

Board President Garrett adjourned the meeting at 8:25 p.m.

Adjournment

Respectfully submitted,

Cindy L. Miles, Ph.D.
Chancellor and
Secretary to the Governing Board

Jennifer Danks
Recording Secretary

**Approved by the Governing Board
June 19, 2012**

Bill Garrett
Board President