PRESENT:  X Dennis Bailey-Fougner | X Debora Bone | X Dan Rothwell  
X Jill Gallo | X Laurel Jones | X Barbara Schultz-Perez  
X Diane Goody | X Michael Mangin | X James Weckler  
X Victoria Lewis | X Graciano Mendoza | X Kathie Welch  
X Steve Hodges | X Alta Northcutt | X Steven Brown, Student Trustee

Absent: Jill Gallo


1. Call to Order/Introductions and Welcome
   - The meeting was called to order at 2:01 p.m. New College President Laurel Jones welcomed everyone. She asked attendees to introduce themselves.

2. Review of Agenda
   - Approved with change of A/D to I/D for #5 (August 5, 2013 Board Agenda Review) and Laurel added: after # 10 a possible new President planning retreat for CPC; approval was unanimous.

3. Oral Communications
   - Members of the audience may speak to non-agenda items (2 minutes per speaker)
   - None

4. Approval of Meeting Minutes
   - June 5, 2013: Dennis moved minutes be approved: Dan seconded. 1 abstention; all others unanimous

5. August 5, 2013 Board Agenda Review – A/D changed to I/D
   - Topic Leaders-Victoria
     - Note: Location is Watsonville Center at 5:30 pm Closed Session & 6 pm for Open Session – prelim draft of agenda was reviewed with changes
     - Special presentation: Game Programming
     - Expect Board to approve negotiated agreement with CCEU
     - Agreement to move Career Ladder project up to consent (CC Foster Youth)

COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY

Cabrillo College is a dynamic, diverse and responsive educational community dedicated to helping all students achieve their academic, career, and personal development goals.
• Present configuration: Payroll: fiscal manager oversees payroll functions and other financial function: 2 payroll techs; 1 payroll classified tech; 1 payroll tech position currently open and proposal to hire Payroll Manager to review staffing & possible future reduction of staff. Manager to fill some gaps in compliance. Have 3 people currently with 4 positions; backfill now for classified position. Converted to Datatel in 2007 for payroll. Pension reform and PERS/STRS now have higher level of compliance requirements. With vacancies, it’s time to take a look at what we need.
• Question from Jim on process for all non-faculty positions.
• Cabinet reviews positions and vacancies each week. Victoria reviewed budget augmentation process used in past in connection with proposals for new positions.
• Looking for clarity of management/classified augmentation of positions.
• Augmenting budget needs to be a holistic process; can’t start to bifurcate. Because a position was cut and the College is now augmenting does not mean that same position will be filled. Some positions may go to Classified Study Committee.
• A College budget augmentation process may be initiated.
• This institution is in a similar position as every other community college; we now have competing resources; Laurel acknowledged input from classified and faculty representatives.
• Goal is to have all Board Policy revisions done by October Accreditation visit; some policies need to be strengthened.
• #10 & #11 actions items moved to consent.

6. Policy Update Status Report
   Topic Leader—Victoria Lewis
   • Covered under Board agenda review; work in process – see Tatiana

7. 320 Enrollment Report/Fall Enrollment Forecast
   Topic Leader—Victoria Lewis
   • Submitted final 320 report; will capture restoration for 2012-13;
   • Projections say we will capture restoration for 2013-14.
   ** New information: Leveled active participatory classes in Kinesiology & VAPA equate to the original course. FTES impact TBD.
   • Rick Fillman gave overview of FTES to date FA06 through FA13. Enrollment track is a rising curve.
   • Reviewed History of FTES, Fill Rate and WSCH/FTES graph; provided low, middle, and high FA13 estimates. Projections: 5037 to 5247 FTES range; 89.8% - 93.6% Fill Rate range. FA12 was 92.3% Fill Rate and 5,032 FTES

8. MIS Reporting
   Topic Leaders—Victoria Lewis/Dan Borges/Spring Andrews
   • MIS: reflects college’s activity at specific moments in time.
   • Reviewed MIS Data Submission Timelines, Why MIS is important;
   • Operational impacts: programming planning, funding for programs, compliance
   • Data now drives ARCC 2.0 scorecard, gainful employment, IPEDS
● How Cabrillo can ensure good Data: 1st step is to get all components involved; Create DMAC (Data Management Advisory Committee), develop and use tools, and set up new processes
● Need to link budget to planning; will work with VPs to form this new committee.
● State’s focus is to use MIS data; so much more of MIS data is tied to funding
● How does group working on 320 report work into this? 320 is apportionment funding; MIS is categorical funding; 2 different reports but they cross paths every step of the way.
● Need to get our root data clean; values across reports needs to be the same
● Laurel’s suggestion is to make this a Task Force
● 1. Funding Sources, 2. Integrated Planning, 3. Determine Clean-Up Data

9. Budget Update
   Topic Leaders—Victoria Lewis/Graciano Mendoza
   ● Nothing presented at this time

10. Accreditation Update
    Topic Leader—Rachael Mayo
    ● Still doing draft clean-up; need to make a parallel version of report that is stand-alone that Accreditation Team can use offline; converted everything to PDFs
    ● Rachael showed a student vignette (via YouTube) on the report—interesting addition of six 2 minute student vignettes
    ● Will put together an “executive summary” booklet for Fall Flex Week presentation on accreditation site visit; all staff should be informed; know that processes already exist/we do them; now just need to document them.
    ● Will deliver Accreditation Report in 3 formats. Sept. 6, 2013 will be “pre-visit” by site team leader/President of Chaffey College.
    ● Accreditation will be focus of All College Day (Monday, August 26).
    ● Remember to make sure your web links work; even if you have new/updated Board Policies, these can be on a flash drive when they get here. Suggestion is to give team flash drives with all BPs.
    ● Congratulations given to Rachael and the accreditation team!

11. CPC Retreat—Laurel invited CPC members to a retreat one day prior to start of fall semester. She and Chery will determine tentative dates.


13. Adjourned at 3:29 pm