PRESENT: Dennis Bailey-Fougnier, Jill Gallo, Diane Goody, Paul Harvell, Renée Kilmer, Brian King, Michael Mangin, Graciano Mendoza, Dan Rothwell, Stephanie Stainback, and Kathie Welch

ABSENT: Victoria Lewis, Barbara Schultz – Perez, Leticia Scott Curtis and Chris Peeden


1.0 Call to Order and Introduction of Substitutes
Brian called the meeting to order at 2:06 p.m. Eric Hoffman substituted for Barbara Schultz-Perez and Graciano Mendoza substituted for Victoria Lewis.

2.0 Review of Agenda
None

3.0 Oral Communications
None

4.0 Management Dialog
None

5.0 Approval of Minutes
The minutes Feb. 16, March 13, and April 13 were approved with changes.

6.0 Accreditation Update
Renee reported that she and Rory O’Brian are the accreditation co-chairs. Renee will plan a meeting to discuss standard teams. The potential team members will be received by the Faculty Senate and CPC. Renee made a motion for CPC to be the accreditation steering committee. The motion carried unanimously.

7.0 Next Steps in Budget Reduction Planning
Brian said the impacts of cuts to state programs will have a devastating effect on Cabrillo students. Whatever happens in Sacramento will likely take place at the last minute. Brian also said the state may not have a budget until October, so the planning the college is doing now (August 11 and Feb 12 cuts) is necessary. There will be a phase two of cuts but the question remains how much. Steve said he personally is ready to move forward with the $3m in cuts and would like to discuss the process. Stephanie added that the process is very important. She expressed concern over rumors that plans have already been made, and said it is incumbent on CPC to develop
a process and follow it. Stephanie added courses are being cut and adjuncts are being
told but yet other people across campus are pretty much in the dark about it. Renee
clarified that those cuts were identified last fall and are now coming to fruition. Steve
said if instructional programs are targeted for elimination the Senate may propose
putting the programs on probation for a year. The Senate will not necessarily support
automatic elimination.

Stephanie said there are rumors that a particular division is being cut more than others.
Renee responded that the four divisions have put forward different cuts forward over the
past three years and there are departments that are being asked to do more this year.
There is not one department or division that is being annihilated. Stephanie then said
there is a tension that goes on around shared governance and the administration’s
refusal to share information because of confidentiality. Renee said she has worked with
the division dean on cutting course sections and a lot of the decisions are based on
budgetary reasons. Renee said there are no secrets as to which courses or sections
are being cut. Stephanie requested a list of course and sections that have been cut
over the past three years.

Following up on Stephanie’s statement about the administration’s refusal to share
information, Brian asked for specific examples. Stephanie said she knew of four
instances and said the bookstore is one of them. CPC then had a discussion about the
bookstore. Stephanie said the administration would not provide sales figures, which are
non-personnel related, but the administration did provide the information to a Board
member. Stephanie said the college needs to have inclusive conversations and there is
a rumor that Brian wants to outsource the book store. Brian said that he has never said
he wants to outsource the bookstore but has asked the bookstore to come up with a
sustainable plan that does not include subsidization. A couple of CPC members asked
Brian to send out an email to the campus stating that he has not said he wants to
outsource the bookstore. Dennis said if the college is discussing sustainability all
options should be discussed including outsourcing. A CPC member then said the
bookstore financials are public information and can be found in the monthly Board
books. Brian then asked what the three other instances of the administration
withholding information and Stephanie said she would work with the CCEU executive
committee to compile a list.

Brian then provided an update on negotiations to lease and sublease space at both the
Watsonville and Scotts Valley Centers. Brian acknowledged that this is a big change
and a new principle which is necessary during these budgetary times. Steve asked if
other units have been told to become sustainable. Brian said CPC will review budget
plans for every unit on campus. Every piece of the college will look at itself to determine
what it can no longer do and what it needs to do to continue to be or become a
sustainable unit.

Brian said the college has to let the affected people know about plans before there is a
public discussion. Dan asked if all auxiliary programs have to be self-sustaining and
what is the operating criterion to make those choices? Brian said the college has never
had to do this before, and will have to work together to determine that. Steve asked if
CPC will review every plan at once and Renee responded that plans will likely come to
CPC in batches. Renee added that there are certain operations that will not uniquely fit
into criteria.
Paul asked what the outcome of the CPC meeting is supposed to be and said there is a lot of discussion about needing to have process, but little discussion about an actual process. Renee said there is a process and priorities but they are broad and can be refined.

Robin Ellis from the bookstore provided some information about the bookstore financials over the past couple of years and said that the bookstore has almost $700k in reserves and said if used wisely the bookstore will serve student’s needs without touching general operating funds. Paul said the idea that there is a one sustainable plan is wrong. The current budget situation will evolve over the coming years and there should be multiple plans to address changes. Ray Kaupp added that it is dangerous to consider the bookstore reserves bookstore money. At this point with the current budget situation that is the college’s money and it is wrong to have $700k parked in one place for one unit.

Kathie said all programs are potentially viable but the college has to make reductions and that is the hard thing. Brian said everything that is left is really good stuff, and that is why it is so difficult.

8.0 Cisco Discussion
Rock informed CPC that Cisco approached him and offered to conduct team building training for 28 people for free. Brian said the college would like to take advantage as of the offer and invite members of Administrative Council and CPC to attend. Brian also mentioned inviting some county educational partners, who are partnering with Cabrillo on the college going initiative.

CPC members agreed it is a good opportunity. Michael Booth said he has been through the training and it helps build focus. Kathie said including the county educational partners’ feels like it would dilute the benefits.

Brian also discussed inviting Peter Gaarn to CPC for some team training. CPC members expressed concern over the potential cost and suggested waiting to schedule Peter Gaarn until after the Cisco training. Depending on how the Cisco training goes Peter Gaarn may not be necessary. Michael Book suggested having Peter Gaarn attend the Cisco training.

9.0 Classified Input/Prioritization Dialog
Stephanie brought forward a proposal for a Services and Program Reduction Advisory Committee. CPC reviewed the proposal and came up with a number of suggested edits. CPC members expressed unanimous support for the concept but asked to see a revised proposal prior to voicing approval.

10.0 Critical Equipment Need: SAN
Craig provided background information on the SAN which is a critical need for the college. The SAN provides storage for the servers and network drives. The current SAN is past the support phase. The bid went out to three vendors and the lowest bid came in just below $390k. The technology committee has recommended the purchase.

11.0 Critical Staffing Needs
Dennis provided a plan to create an interim director of enrollment services. Within the financial aid staff they will create an assistant director position and someone from
financial aid will be promoted. The general operating savings is about $100k. The assistant director will be a manager.

Renee recommended the college we move forward with an interim manager library director for one year. Stephanie asked for the cost difference between a faculty director and a manager director.

Brian discussed the IT Director position. He said the plan is to fill the position and then have the new director evaluate the needs of the department. Stephanie asked for the difference in cost between the director of IT and the Sue Hass position. Renee said the director is not a replacement for Sue so the comparison is the VP to director.

12.0 Adjournment
Next CPC meeting is scheduled for May 4 from 1 – 3 p.m. in SAC 225. The meeting was adjourned at 4:30 p.m.