1.0 Call to Order and Introduction of Substitutes
Brian called the meeting to order at 1:06 p.m.

2.0 Review of Agenda
None

3.0 Oral Communications
Paul said he heard the bookstore is being moved out of its current location, into a smaller space and A&R is being moved into the current bookstore location. Victoria responded that there has not been a final plan but the bookstore could potentially be moved to a smaller space. The exact space is yet to be determined. Renee then reported on a Title V Science, Technology, Engineering and Math (STEM) grant which the college applied for. The grant is a five year $5m grant and can be used for construction and remodeling costs (but not towards the college’s deficit). A portion of the grant will be used to remodel part of the 800 building and create a STEM center. At that point A&R will need more space and likely move to the bookstore space. The college should know by mid to late summer if it is getting the grant.

4.0 Management Dialog
None

5.0 Lease Updates
Rachel provided an update on the Watsonville and Scotts Valley Centers’ potential leases and subleases. The entire two story building in Watsonville will be leased out during the day to Ceiba Preparatory School and the Second Opportunity for Students (SOS) Program. The programs serve about 60 students each. The Watsonville A&R office will move into the three story building. Financial Aid will not be affected because it is already in the three story building. The leasers with both pay about $40k in rent a year. This is a one year pilot program.

The Scotts Valley sub lease is more complicated. The potential subleaser, Monterey Coast Prep, runs a junior high for students with Asperger’s, ADHD and learning
differences. They cannot dismantle their classrooms every day (in preparation for Cabrillo’s night classes), so the administration is working to come up with a compromise where they would use two classrooms just for the day and then keep two permanently. If the plan works out Monterey Coast Prep would pay about 75 percent of the college’s lease. It would very substantially reduce the college’s occupancy cost in Scotts Valley. If the sublease does work out the college may need to consider how long it can afford to stay in the current building.

Brian added that the Santa Cruz County Office of Education (SCOE) is looking for space so Brian is talking to them about leasing space on the college’s main campus.

6.0 Mission/Vision
Renee said she and Rory O’Brien been working on updating the college’s mission and visions statements. There were two Flex workshops dedicated to the statements and out of those two workshops a larger working group was created. Then in March about a dozen people from the larger working group together to write the mission/vision statement. It was decided early on to break the statements into two sections and have a brief and to the point mission statement. The vision became the place where narrative could be added. Renee has vetted the statements through constituent groups. The document is the product of a lot of campus input. Renee said they wanted to make sure any changes that came were from more than one person and more than one group. Renee shared with CPC that a faculty member did not agree with the addition of a couple of words to the mission statement. He feels the words do not add anything.

CPC agreed the mission/vision statements are ready to go to the Board for approval.

7.0 Santa Cruz County Promise
Brian reported that representatives from the college, county k-12’s, and UCSC will video conference with the Long Beach Unified School District superintendent this coming Friday, May 6. The local groups will have the opportunity to ask questions about Long Beach’s efforts to promote a college going culture and increase college preparedness.

8.0 Peter Gaarn and Cisco
Brian said the Cisco training is scheduled for June 7 and members of the Administrative Council and CPC are invited to attend. Peter Gaarn will attend the May 18 CPC meeting which is scheduled from 2 – 5 p.m. Brian said this will help Administrative Council and CPC develop infrastructures to deal with the changes the college is facing.

9.0 SPRAC
CPC reviewed the latest draft of the committee’s charge. Stephanie said CCEU incorporated CPC’s feedback into the latest version and she is hoping CPC will approve the document. CPC agreed it is good clear process document but had a few questions and suggestions which included:

- Under manager what is the difference between manager and administrator? Stephanie responded that the manager is from the affected department and the administrator is the affected component administrator. CPC members suggested changing the component administrator to read Cabinet member or designee.
- What triggers the meetings? Stephanie said the idea is to allow the committee to determine when it wants to meet. If there is a re-organization or reduction, no matter how trivial, SPRAC should have the chance to review the plan if it
chooses. CPC suggested adding the words service reductions or reorganizations.

Dennis made a motion to approve the SPRAC charge, with the discussed changes. Steve seconded the motion. The motion passed.

Next Brian discussed the latest draft of the timeline for $3m in reductions by August 1. The goal is to have the bulk of recommendations out by the middle of June. Cabinet will meet this coming Tuesday to review and finalize vacant positions. Stephanie asked how they are determining which ones are going first and which ones are going later. Victoria said some are transitional. Part of the plan may come forward in phase one. There will not be general fund occupied positions on the first list but it is conceivable there will not be non-base positions.

CPC then discussed a reasonable timeline for SPRAC to review the plans and determined the following:

- 5/16 First round proposals shared with Services and Program Reduction Advisory Committee (“SPRAC”) for input and feedback
- 5/18 Proposals shared with CPC
- 5/25 SPRAC comments and suggestions no later than this date for First Round
- 5/23 Second round proposals shared with Services and Program Reduction Advisory Committee (“SPRAC”) for input and feedback
- 5/25 Proposals shared with CPC
- 6/1 SPRAC comments and suggestions no later than this date for Second Round
- 6/13 Third round proposals shared with Services and Program Reduction Advisory Committee (“SPRAC”) for input and feedback
- 6/15 Proposals shared with CPC including
- 6/22 SPRAC comments and suggestions no later than this date for Second Round
- 7/6 CPC Meeting to Recap Cumulative Recommendations

Michael asked if the SPRAC meeting will be open to anyone who wants to attend. He said that should be clear because there could be a stacking of the room. He asked if SPRAC wants to suggest one or two reps from affected departments make presentations. Stephanie said she wants SPRAC to figure that out on their own. Jill said the committee’s charge is not to make recommendations about reductions but comment on the aftermath. Brian added that it is also conceivable that a standing member may have to recuse themselves.

Dennis made a motion to approve the timeline. Kathie seconded the motion. CPC voted on the motion to approve the timeline and it passed.

10.0. **Jack Kent Cook Scholarships**
Brian thanked Steve Hodges for his work on the scholarship applications. Only 60 scholarships were awarded nationwide and two of them went to Cabrillo students.
11.0  Distance Ed: Blackboard Hosting and Instruction Planning Documents
Renee reported that the college is converting to a new version of blackboard which will host distance education for the college. There will be an additional cost but the college can use lottery funds (which can only be used for instruction). This would lift the majority of the workload of supporting distance education off of IT. The Distance Education and Technology committees have reviewed and approved the plan which will be implemented by the fall semester.

12.0  Adjournment
The meeting adjourned at 3 p.m.