COLLEGE PLANNING COUNCIL
MINUTES
Wednesday, May 18, 2011

PRESENT: Dennis Bailey-Fougnier, Jill Gallo, Paul Harvell, Steve Hodges, Renée Kilmer, Brian King, Victoria Lewis, Michael Mangin, Graciano Mendoza, Dan Rothwell, Barbara Schultz Perez, Stephanie Stainback, and Kathie Welch

ABSENT: Diane Goody and Chris Peeden


1.0 Call to Order and Introduction of Substitutes
Brian called the meeting to order at 2:06 p.m. Jenny Edwards substituted for Diane Goody.

2.0 Review of Agenda
None

3.0 Oral Communications
Jill Gallo said nursing students were given an assignment to attend an open meeting on campus. When she suggested they attend a CPC meeting the students and staff present said they didn’t think CPC meetings are open. Brian suggested including the open meeting notice with the CPC agendas, and Jill said CPC members can also communicate it to people they come in contact with. Patch.com reported Daniel Wooten asked if students are included in the “all” campus emails. Brian said it is faculty and staff only but CPC agendas and minutes are posted on the college web site at http://www.cabrillo.edu/services/president/CPC.html.

4.0 Management Dialog
None

5.0 Welcome, Start-up and Introductions
Peter Gaarn reviewed the agenda and objectives. He then went through an exercise on authentic conversations and essentials skills for effective collaboration with the group.

6.0 Review of 1st Round Reduction Proposals
CPC went through the Round I proposals which included the elimination of vacant positions and some non-personnel related operating expenses. Dan expressed concern about personnel who already have full time jobs being asked to do additional
work. Dennis said that in the case of financial aid, some of the work will be shared and the reorganization will also create efficiencies.

Next CPC discussed the bookstore and reviewed their financials. The bookstore is eliminating three positions, two are vacant and one is a planned retirement. Bookstore sales have decreased significantly over the past few years, Robin the bookstore manager, and Victoria are working on a plan that eliminate the deficit. CPC discussed the transfer out line item and the amount the bookstore pays the college for rent and utilities. Victoria said bookstores are generally considered an enterprise which is why they are charged rent and utilities. Victoria added that if the bookstore did not reimburse the college for rent and utilities additional money will have to be cut from the base budget.

Stephanie commented that it is hard to have discussions about significant college cuts without a discussion about reconfiguring college priorities. Daniel asked about the possibility of an online store, where students can make their purchases online and then pick their books at a set time. He said that would eliminate the need for a large retail space. Michael Booth added that it would also help solve the bookstore’s cash flow problem. Both Paul and Steve responded that those are part of the many ideas that the bookstore committee is discussing.

Renee went over the cut to the Children’s Center, which includes a filled position. Renee said that the center determined it could serve more children and increase the amount of money it receives from the state by having morning and afternoon program versus an all-day program. The change eliminates the need for a cook. This cut does not directly affect the college’s base budget. It was noted that the college is losing a long time employee.

Brian provided an updated on pending leases. He said the college is close to finalizing a lease with Ceiba College Preparatory for space at the Watsonville Center. In addition the Santa Cruz County Office of Education is considering leasing space in the 300 building on the main campus. The Scotts Valley lease is on hold because the potential tenant has some specific needs that the college is not sure it can accommodate.

7.0 Budget Update
Victoria discussed the Governor’s revised budget which was released earlier in the week. The numbers have improved a little bit. There is an assumption that some of the numbers will be filled by an increase in the state’s revenue. If the tax proposals are approved the state will pay off some of the deferrals that have been implemented over the past three years. This doesn’t change the budget but does improve the college’s cash flow.

8.0 Adjourn
The meeting adjourned at 5:10 p.m.