PRESENT: Charlotte Achen, Dennis Bailey-Fougner, Jill Gallo, Diane Goody, Paul Harvell, Steve Hodges, Renee Kilmer, Brian King, Victoria Lewis, Michael Mangin, Graciano Mendoza, Dan Rothwell, Barbara Schultz-Perez, Stephanie Stainback, and Kathie Welch

ABSENT: None


1.0 Call to Order and Introduction of Substitutes
None

2.0 Review of Agenda
None

3.0 Oral Communications
None.

4.0 Amgen of California Tour to Cabrillo
Brian informed CPC that the Amgen Tour of California will come down Soquel Avenue from the north and end on Cabrillo College Drive on May 14. Set up for the event will begin on May 13 and will affect college traffic and parking.

5.0 Staffing Update
Renee said the college is moving forward with a search for a library director. Paul asked about the director of Allied Health Services position, and Renee responded that the Cabinet is reviewing when the college should recruit for the position. Victoria said the Board approved the appointment of an assistant director of facilities. Victoria added that the college is recruiting a director of risk management.

6.0 Administrative Services Information Update
Victoria reported that the Bookstore/Foodservice/Duplications subcommittee has completed its review of the three operations and recommended combining oversight of all three services. Foodservice would still be contracted out but there will be shared management of the three units.

7.0 Budget Update/Preliminary Report on One-time and Carryover Review
Victoria gave a brief update on the Governor’s preliminary budget and said she and Graciano will learn more at an upcoming state budget workshop.

Brian said the Board indicated that it expects CPC to bring forward recommendations that are consistent with the 2011-2012 Board goals. Victoria reported on carryover and
one time funds, and said the Business Office believes about $370k will go towards reserves. Paul said moving forward there are two scenarios. The first is if the Governor’s tax initiatives pass and the second is if they do not. Paul also said CFT is still moving forward with its own tax initiative, but that may change depending on what the Governor’s tax initiatives include.

Brian reiterated that there is a limited amount of time to make budget decisions, but the college has the Board goals as a guide.

9.0 SPRAC Update and Discussion of Next Steps

Marcy provided a report on SPRAC’s self-evaluation, and noted that SPRAC did not include managers in the evaluation. Marcy asked Kristin to help form a survey for managers.

Marcy said SPRAC tried to determine what worked well and what needs improvement. SPRAC cited uniformity as an area of improvement. Last summer SPRAC split duties due to time constraints but understands how that became a problem. In the future SPRAC would like to have a more uniform approach which would include establishing manageable timelines. In addition SPRAC has developed a standing meeting time, Fridays, 9 – 11 a.m., so managers and staff will have an expectation of when they will meet with SPRAC. If SPRAC has nothing to discuss they will cancel the meeting.

SPRAC members understand that some managers feel the process was an inquisition, and would like to come up with ways to ensure the process is collegial and impartial. SPRAC will work hard to approach their work from a shared governance perspective and not a union perspective. SPRAC does feel it is necessary to have a regular manager member, in addition to the “roving” manager. Marcy said it would be good to have a consistent manager voice on the team.

Brian asked Marcy to clarify what it is proposing in terms of working with Kristin. Marcy said SPRAC wants managers to have an opportunity to share their feedback with SPRAC, and that Kristin has offered to help with a survey.

Marcy said SPRAC has not changed its charge, but it is proposing to change its membership to include a manager.

CPC agreed that a standing meeting time is a good change, but was undecided about including a manager. Dennis added that some of SPRAC’s work seems to include negotiated issues, which should not be addressed in the committee. Dan responded that the committee is firm that it will not be involved in union issues.

Rachel said she though SPRAC’s initial purpose was to determine the impacts of proposed reductions on other areas that the proposing manager may not be aware of. There are already work plans developed when a reduction is proposed, and it seems like a lot of what SPRAC is doing duplicates the work going into the work plans. Rachel added that the question of “Is this proposed reduction realistic” is very difficult for an employee to answer. If the employee says yes they are agreeing to eliminate a colleague’s job. Rachel asked if the question could be re-phrased to ask if there are impacts on other areas of the campus that will result from the cut. This helps not put an employee in a position of agreeing to cut a coworker’s job.
Stephanie said some work plans are more thorough and comprehensive than others, so they alone cannot be relied on.

Margery asked about the inclusive meeting piece and who determines if all staff have been included. Brian added that it is his understanding that Stephanie had previously stated that it is not possible for classified to be involved in developing plans which include workforce reductions.

CPC agreed that the issues Rachel and Margery brought up need to be addressed prior to SPRAC’s review of any new proposed reductions. CPC also agreed to include a question about a manager being on SPRAC on the manager’s survey.

Dan said that if people are unhappy with SPRAC then they should propose changes, SPRAC is not an advocacy group.

Graciano said it is important to look at metrics, and Stephanie said there no metrics for classified staff. Graciano responded that while it is not as easy to measure as faculty work, it is possible. There are various techniques that should be identified.

Victoria then asked if SPRAC still feels the need to go back and talk to every staff member in a unit, and Dan responded that in some cases it may be necessary. Victoria asked how that is validated and Dan said through support and data.

10.0 Adjourn
The meeting was adjourned at 4:05 p.m.