COLLEGE PLANNING COUNCIL
MINUTES
Wednesday, July 6, 2011

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

ABSENT: Charlotte Achen, Dennis Bailey-Fougnier, Victoria Lewis, and Barbara Schultz-Perez,

VISITORS: Kathybelle Barlow, Debora Bone, Rick Fillman, Anya Finke, Wanda Garner, Jeff Hancock, Michael Kelley, Ray Kaupp, Jana Marcus, Loree McCawley, George Romero, Ben Tan Cate, Jim Weckler, Daniel Wooten

1.0 Call to Order and Introduction of Substitutes
Kathybelle Barlow substituted for Charlotte Achen. Renee introduced the new VAPA dean, John Graulty. Renee also introduced George Romero as the new interim library director.

2.0 Review of Agenda
Updates on the Santa Cruz County College Commitment, and Chinese Language and wine classes were added to the agenda.

3.0 Oral Communications
None

4.0 Management Dialog

5.0 Approval of Minutes
Michael Mangin moved to approve the May 18, May 25, June 1, and June 15, with minor grammar corrections. The minutes were approved.

CPC had a brief discussion about the process for submitting changes to the minutes. It was agreed that the committee would like to see substantive changes in writing prior to approving the minutes. Non substantive changes, such as minor grammatical changes, do not have to be reviewed by CPC.

6.0 Update on the Santa Cruz County College Commitment (S4C)
Brian informed CPC that a number of k-12 districts and Cabrillo plan to put forward Board resolutions in support of S4C. The next S4C meeting is scheduled for July 29 and a county wide press conference is scheduled for September 7 at Cabrillo. In addition the Foundation is exploring the potential for fundraising for first semester Cabrillo scholarships.

7.0 Lease Update
The Board approved two Watsonville Center leases at its June meeting. One is with the Ceiba Charter School and the other is with the Santa Cruz County Office of
Education. The leases are one year pilot programs. Another Santa Cruz County Office of Education program is interested in leasing part of the 350 building and will pay for tenant improvements. If the details are worked out the lease will go to the Board on August 1. Also, there are three parties interested in the Health and Wellness Center space.

Renee said the college applied for a $5 million Title V STEM grant. If the college receives the grant some of the funds will go towards creating a STEM center in the 800 building.

Finally, Brian said the Board authorized the college to give notice in Scotts Valley of the college’s intent not to extend the lease there beyond Dec. 31. The administration is evaluating how to keep a presence in Scotts Valley in a way that the college can afford.

8.0 Chinese and Wine Update
Brian explained to CPC that if a community group or member has money to fund classes (which have been cut but are currently in the curriculum) the Board has directed the college to put the classes back in the program. The college’s regular enrollment and faculty rules apply. This is a year to year or semester to semester process depending on the funding. Stephanie said the part that is difficult is the one year approach. There does not seem to be a resolution. Steve expressed concern about Cabrillo accepting organizational or corporate funding, and a two tiered college system. Paul said he is worried that donors will shift their donations from general to very specific.

To date there has not been a proposal to reinstate wine classes.

9.0 Budget Update: "Final" Approved budget from Sacramento for 2011-12
Brian said the college is looking at a $1.5 million reduction target. The state’s final budget is based on questionable assumptions and there is likely to be mid-year cuts. There may also be mid semester fee increase. Steve said the Faculty Senate is working on a course and program reduction and elimination matrix.

10.0 SPRAC Reports for Round II Plans
SPRAC Chair Jeff Hancock went through SPRAC’s Round II reviews. The reduction plan for the senior accounting specialist for the bookstore is the only plan that SPRAC has not finished reviewing.

The admissions and records assistant review is complete. SPRAC received communication from Tama which explained some of the efficiencies, but SPRAC is still concerned whether or not they will be effective. SPRAC also has concerns about a heavy reliance on technology which has workload implications for the IT department.

The purchasing reduction plan review is complete. SPRAC was surprised that this is an interim plan and are concerned about the lack of a long term plan for addressing duplication issues during the summer.

The mailroom plan is complete and looks like an inconvenience more than anything. If the mailroom moves SPRAC wants to make sure that concerns that are expressed in their review is addressed.
The marketing plan is complete. The marketing director met with SPRAC about the discrepancies between the manager and employee regarding the positions’ workload. SPRAC is still concerned that it is more than one person can do and there are remaining concerns about VAPA doing its own marketing.

SPRAC’s overall concern is that work is being transferred to managers, confidencials and faculty. SPRAC said CPC may want to review if hourly or contract work increases over the next six months.

Stephanie said she thought that the employee was going to meet with SPRAC and the managers and asked how SPRAC resolved the discrepancies. Jeff said SPRAC did not resolve the discrepancies but SPRAC did provide both the employee and manager’s written responses as part of their reports for CPC to review. Stephanie said it is unrealistic for the people who wrote that proposal who have an impartial opinion.

Dan said SPRAC brings the information to CPC for CPC to review and decide on.

Alta asked about the marketing plan and workload issues. Renee said some work will have to disappear. Renee said the division would take back the work they did before the position was created. The level, quality and expertise will be different. Stephanie said the college use to have a full time program specialist. There was a full time equivalent person who did that work. Also VAPA has unique needs and not the same type of work that other divisions have. Programs are not being reduced at a commensurate level and to imagine this work will be absorbed by people who already have full time jobs and don’t have backgrounds in marketing is really difficult.

Brian said everything SPRAC is looking at has negative consequences but we won’t know for sure what the all the consequences are until the plans are implemented. Paul asked if the affected employee suggests that the workload is greater for VAPA and the employee responded yes.

Jill said none of the reductions are realistic. There is a difference between the plan being realistic and the reductions being realistic. If a plan does not appear to be realistic it goes back to CPC which begs the question what does CPC do with it.

CPC then discussed possible motions CPC could make to the president about the Round II reductions. After a lengthy discussion on wording Stephanie made the following motion:

*CPC recommends the following Round II reduction plans to the president: purchasing department, bookstore assistant, human resources confidential, math lia and president’s half time confidential.*

The motion passed by a hand vote with Paul and Kathie abstaining.

CPC agreed to discuss the admissions and record position, the biology/chemistry lab technician and marketing and communications coordinator position again at its next meeting. Marcy asked if there is something more that the managers and SPRAC should be doing, more information that should be gathered and provided. Steve said he does not believe there is anything missing, but that CPC needs to take the time to discuss each position individually.
Debora brought up SPRAC’s proposed cover sheet. The idea was to provide both the managers and anyone involved in the evaluation a way of seeing if the proposal contains what it is supposed to contain.

CPC members asked for an update on the total amount of reductions to date for CPC to review at its next meeting.

11.0 Continue Discussion of Cisco Change Leadership Professional Development Program
Rock provided handouts and said the handouts are also available at go.cabrillo.edu/change. The discussion was tabled until the next meeting.

12.0 Adjourn
The meeting adjourned at 4:16 p.m.