COLLEGE PLANNING COUNCIL
MINUTES
Wednesday, January 23, 2013

PRESENT:  X  Dennis Bailey-Fougnier   X  Steve Hodges   Dan Rothwell
                      X  Jill Gallo                        Brian King          X  Barbara Schultz-Perez
                      X  Diane Goody                        X  Michael Mangin     X  James Weckler
                      X  Victoria Lewis                      X  Graciano Mendoza   X  Kathie Welch
                      X  Paul Harvell                        X  Alta Northcutt


1.0  Call to Order and Introduction of Substitutes:  Kathie is Vice President, Instruction and Jim Weckler the Dean Representative.

2.0  Review of Agenda:  Accreditation and the budget overview will go before ARCC.

3.0  Oral Communications:  None.

4.0  Approval of Minutes:  The minutes of the November 28, 2012 will be approved at the February 20, 2013 meeting.

5.0  Accreditation Update:
   • Rachel and Rory reviewed the executive summary (31 pages emailed prior to meeting). Ten out of 11 sections are in good shape. Most documents will be posted for CPC review next week. The actual report will not have an executive summary; this has been prepared specifically for review by CPC and the Board. The actual report is huge. The exec summary is a comprehensive document; each section’s evaluation was pulled from each committee’s review and each has a plan. All of this is summarized in 1A. Section 3C--Technology resources was recently revised.
   • Schedule and Feedback:  The executive summary will likely go to board in March—please submit feedback in two weeks (early February). We are still on track with the scheduled developed with Renee. The accreditation report will go to Board for first read in April and the link should be live for the accreditation team during the summer. Congratulations to all!
   • Flex Accreditation co-chairs workshop on Monday:  Each point in the plan will be reviewed in the Flex workshop on Monday 2/4/13. Can any points remain on an internal list rather than in the executive summary? For example, in 1A—there is no reason for this item to remain in the final report since it will be completed by the time the committee visit occurs. Links need to be rechecked (1A, 2B, 3C need to be corrected.)
   • The Educational Master Plan (EMP) and Strategic Plan are in the process of being updated and will go to Board in June. These plans will not be incorporated in the
Accreditation report. The Accreditation Team will be directed to the EMP and the Strategic Plan.

- There was discussion about whether it is necessary to state that we will continue to do what we are doing? It was noted that if a plan is included, a recommendation may follow.
- There are very few areas of concern, such as that Student Learning Outcomes (SLOs) may need more quantifiable data and the review of our effectiveness cycle.

6.0 **Budget Overview:** Graciano and Victoria provided an update on the state budget, distributed a handout from the League on the State Budget and a spreadsheet on Prop 98 funding. (See League handout page 3) Highlights of the **2013-14 State Budget and Fiscal Issues:**

- The **2011-12 Budgeted Revenue** will be recalculated when an update is received from the Chancellor’s Office.
- The **2012-13 Governor’s Budget** included $50 million in restoration funding contingent on Prop 30 passing. Additional courses will be added in spring and summer to capture the restoration funding.
- The **2013-14 Budget** looks better than we’ve seen in a long time, thanks to the passage of Prop 30. There will be more accountability and funding linked to completion in different areas in the budget, but this will not happen overnight.

  - Shift Adult Ed to Community Colleges. Many unknowns about this issue.
  - $196.9M augmentation—could be a COLA (1.66%) or growth/restoration (1-2%) but it could also be directed to categorical or restricted funds for the Student Success Initiative. It is unclear how this funding will roll out. We will try to capture restoration or growth should it be available.

  - **$179 Deferral buy down:** reduces deferrals to $622M.
  - **$49.5M to support Energy Efficiency Projects.**
    - $6.6 reduction in CalWorks;
  - **$16.9M allocation for online courses.** Intention is not to eliminate courses but provide a central portal to help transfer or complete program more quickly.

- **Policy Reform:** The mechanisms are not in place to report out on these items at this time. Trailer bills will have more information but there are many unknowns at this time.
- **Technical Adjustments:** Education Protection Account (EPA). There is a commitment by Governor to backfill any RDA shortfalls; this is not additional new funding, but via new way.

Victoria reviewed Cabrillo’s **2013-14 Budget Planning Assumptions:**

**2012-13 Revenue Adjustments:**

- The deficit will be recalculated and likely decrease due to retirements
- Cabrillo’s share of the restoration funding is approximately $700,000
- $1.765M is added back due to the passage of Prop 30
- Deficit factor for apportionment is an estimate and will be updated once the first Principal Apportionment Report is received.
2013-14 Revenue Adjustments are very rough with many unknowns at this time.

2013-14 Expenditure Adjustments:
- The faculty obligation number (FON): 6 faculty replacements were approved in December. Eight are now recommended (add Accounting and Psychology). Some faculty have submitted retirement letters since CPC last met; Cabrillo will be down further than we thought.
- Fill rates are going down and enrollment is soft. Enrollment is critical to budget planning now.
- We are adding teaching units in 2013-14 to permanently augment the budget for one-time funds used to capture 2012-13 restoration.
- Expense adjustments range from $1M to $4M.
- TRAN costs are included. We are applying for a mid-year TRAN. Although the buy-down of deferrals are anticipated, there is still a shortage. Interest will increase so we anticipate it will be a wash. The reality is that it will not be a wash due to policy changes not unaccounted for—this is critical. How will we position ourselves to reallocate resources to meet the requirements coming down the road?

Victoria reviewed the page on Reserves:
- State Mandate Reimbursement are in reserves
- Restoration funding was not planned for in 2012-13, not accounted for as one time and ongoing
- Projected ending balance
- One time sub-fund allocations
- The 2012-13 revised deficit is approximately $2.2M. Salary/benefit changes from retirements are not factored in.

We think we can make it through 2013-14 with our operating reserve and are optimistic that this will be the last cycle with a huge deficit for some time.

There was discussion regarding:
- Using the enrollment reserve to add adjunct units.
- Is early advocacy possible?
- The ARCC report is our scorecard and we will have a few years to make sure our data is clean before funding will depend on it.
- How will “completion” be defined—getting certificate/GED or course completion? Watch the trailer bills which will hit in the next couple of weeks
- How to provide that support for completion with classified staffing levels? There may be some technology solutions but the discussion will continue.

The February CPC meeting will have more definitive documents.

7.0 ARCC Report Changes:
Dennis distributed the 22 recommendation from the Student Success Task Force: The task force passed 6 of these. Dennis suggested reading the categories on scorecard. There are many unknowns at this time. These changes go into effect 2013 for implementation in fall 2014.
- Enrollment priorities—The Title 5 change limits student access to enrollment priorities if there is unsatisfactory progress and/or completion of 100 units.
This is an agenda item on Faculty Senate—we need to raise consciousness about these issues. If 2014 fall students test into basic skills, they will need to take it in the first semester. How do we do that?

SB46: Matriculation is now Student Success and Support Programs. Students are required to complete assessment, orientation and education plans and must take basic skills classes in the first semester. Dennis developed a timeline with these regulations. There were concerns expressed about staffing—we will have to do things differently. Margery and counselors are discussing that. Students on probation for 2 semesters will not have registration priority.

There is a new scorecard that includes graduation rate, course completion, basic skills success rates, student-counselor ratio. Rick to clean up data—faculty were coded as counselors inappropriately.

Where do students concurrently enrolled in high school come in? They are not included in the P1 report and will be taken out of these kinds of measures. How do we account for all that we are doing with K-12 collaboration? In the long run it should help to get high school students more prepared, have fewer basic skills students.

It was noted that a clear definition of basic skills and transfer vs. college level classes is needed. 80-85% of our students arrive not prepared for transfer level math but they are prepared for college level classes. What does “basic skills” mean? More info to come.

8.0 Decision Making Model: Paul distributed a decision making model from the Assessment Review Committee (ARC). Suggested revisions are to add:
- arrow from Governing Board to President;
- managers/administrators as a constituent group
- mission statement at bottom.
- remove (core functions)

There was a motion (Lewis/Weckler) to adopt the revised Decision making model. The motion passed unanimously.

9.0 Update on Transitions
- John Hendrickson starts 2/1/13. He will be on campus Monday-Thursday, working at home on Friday. No one has discussed his involvement in CPC.
- Presidential Search Committee will meet 2/5/13.
- Confidential Executive Assistant position recruitment in progress: There is an internal search for an interim appointment so that the new president can select his/her support person.
- Planning and Research Interim appointment: Dan will continue to serve interim role until end of June to coincide with the selection of the new president, then we will begin recruitment for the Planning and Research so that president can participate in the recruitment.
- HAWK Dean recruitment will soon be posted. Looking at interim selections in the meantime.

10.0 CPC Meeting Schedule: February 20, 2013 at 2:00--cancelled
February 27, March 6, and May 1, 2013 at 1:00 pm (Curriculum Committee meets at 3:00 pm)

11.0 Adjournment: The meeting adjourned at 3:53 p.m.