PRESENT:  

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<th>X Dennis Bailey-Fougnier</th>
<th>X Steve Hodges</th>
<th>X Dan Rothwell</th>
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<tr>
<td>Jill Gallo</td>
<td>X John Hendrickson</td>
<td>Barbara Schultz-Perez</td>
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<td>Diane Goody</td>
<td>X Michael Mangin</td>
<td>X James Weckler</td>
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<td>Victoria Lewis</td>
<td>X Graciano Mendoza</td>
<td>X Kathie Welch</td>
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<td>Paul Harvell</td>
<td>X Alta Northcutt</td>
<td>X Cedar Green</td>
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1. **Call to Order/Introduction of Substitutes** –  
   - John called meeting to order – Introduced Joe Clark; Lena Mason was the substitute for Jill Gallo.

2. **Review of Agenda** –  
   - FTES reserve review: Moved this item after #5

3. **Oral Communications** –  
   - Victoria – Bookstore is having a sale in preparation of B & N transition- some items 25-50% off; discounts for staff & faculty  
   - Kristin - March 25 is Cabrillo Warrior Night; season ends in April  
   - Dennis – looking for faculty & staff volunteers for 2nd annual 4th grade experience on May 17th.

4. **Approval of Meeting Minutes** –  
   - March 6, 2013– (Jim/Michael) Approved with corrections.

5. **Accreditation Preparation**  
   - Topic Leaders – Rachel Mayo and Rory O’Brien  
   - Event scheduled: Campus Community Open Forum tomorrow, March 21, 2013 from 2:30-4:30 p.m. at the Sesnon House;  
   - Rachel / Rory presentation:  
     The screens used in the presentation to CPC are the actual posters for the Open Forum and included Standards, Recommendations, Lead(s) Responsible, Team Members and projected completion dates.  
     - Standard 1: Institutional Mission and Effectiveness: 100 people took part in writing and putting the report together.

COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY

Cabrillo College is a dynamic, diverse and responsive educational community dedicated to helping all students achieve their academic, career, and personal development goals.
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- Standard II: Student Learning Programs and Services: Includes Instructional programs, Student Support Services and Library and Learning Support Services
- Standard III: Resources: Addresses human, physical, technology, and financial resources
- Standard IV: Leadership & Governance: Covers decision-making roles and processes and Board and Administrative organization
- SLO Assessment & Programming Planning at Cabrillo College: Outlines the history of SLO assessment, the role of outcome assessment in Program Planning, challenges and solutions in SLO assessment, AUO assessment in Administration
- Plan is to close discussion as of tomorrow at end of session; email accreditation@cabrillo.edu with comments. Next step is preparing document to go to Board for first reading in May; second reading in June. Board members are invited to event; Rachel spencer suggested that retirees be made aware of event.

6. FTES Reserve
   Topic Leader – Victoria
   - Historical background provided: in 2006-07 - college captured growth funding and was able to shift FTES for 2006-07 and received 2.8 million in 2007-08. These funds helped getting college through tough times. Purpose of reserve is to help stabilize enrollment and capture growth funding. Used part of reserve to help bridge the college’s budget deficit and then was able to restore it. Enrollment down over 4% for SP13; Cabrillo is in position to capture growth funding in 2012-13. Victoria provided draft of Board agenda item, “2012-13 Budget Revision – Allocation of FTES Reserve.” Recommendation is to restore FTES reserve back up to 1 million after 2012-13. New classes planned are efficient and in critical areas - math, basic skills, public safety (workforce development); Student Services has 9-10 TUS for 0.5 unit CG classes.
   Q: Are Cabrillo’s declining numbers proportionate with other colleges?
   A: Other colleges seem to have soft enrollment as well; some districts might not be able to capture restoration funding.
   This will require a review at a Board meeting about CAP. Currently there is no growth forecast in 2013-14.

7. College Listing of Vacant Positions
   Topic Leader – Loree McCawley
   - Handout provided by Loree: Vacant Classified Positions General Fund Base. Report shows recruitments authorized and not yet filled and positions frozen.
   - Some positions are in transition: bookstore; & currently reevaluating duplications

8. Facilities Master Plan Project
   Topic Leaders – Victoria Lewis and Joe Nugent
   - Joe reviewed the provided handout: Time Line/Schedule for Facility Master Plan; included outline for schedule of completing Facilities Master Plan.
Concern – there’s no time built-in for faculty input. The goal is not to restart the process otherwise timeline would not be doable. A list of “critical needs” will be generated from Deans/Divisions; will be built on existing planning documents.

- Victoria will bring updates to CPC monthly; goal is to take plan to Board for approval in June.
- Cedar Green: commented that the Student Senate is meeting this Friday to discuss cafeteria renovation options

9. President Search Process
   Topic Leader—John Hendrickson
   - John called a dozen people to encourage them to apply. Committee is very collaborative; 20+ president searches going on in CA; most started before Cabrillo’s did; committee approved the screening tool interview questions.
     - Forums to be held 5/22/13 & 5/23/13
     - Application timeline – cut-off date for applications is 4/5/13. Interviews projected for early May; then search committee would deliberate to determine the finalists; anticipate 3-6 finalists.
     - Board decision timeline – Board will conduct own interviews day of or day before forums.

10. Policy and Procedure Update Project
    Topic Leader - John Hendrickson
    - Going through 100% review of all policies and procedures; attention will be to assure that policies and procedures comply with accreditation standards and legal requirements; expect to be completed by June.
    - Adding to complexities, no central place for records (when Dominique left); need to create a crosswalk as using both the Cabrillo and the CCLC Model Policy Service numbering systems.

11. Spring Break Services and Staffing
    Topic Leader – John Hendrickson
    (April 3rd meeting cancelled; next meeting April 17th)
    - Watsonville closed
    - Aptos: IT and facilities here; HR will have staff on site; A&R open but minimally staffed; all high school districts had same spring break this year; SS staff will be here. Encourage people to take vacation at this time.

12. Employee Attendance at College Programs & Events
    Topic Leader – John Hendrickson
    - John judged the number of programs/events Cabrillo has planned and it ramps up in the spring; on one hand, we encourage employees to attend and on the other, we are here solely to serve student’s needs.
    - Supervisors don’t have uniform approaches regarding employee participation during work day.

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Maybe a small task force could meet with John to discuss a uniform expectation: mainly concerned with staff, not faculty. Alta and John to meet and invite anyone else who has an interest.

13. Future CPC Meetings and Agenda items

- April 17 at 2 p.m. in SAC East 225.
- May 1 at 1 p.m. in 225
  - Presentation on Student Senate elections
- May 6 from 4 p.m. – 5:30 p.m. Special meeting with Governing Board and CPC in SAC East 225. (CPC agreed to date/time).
  - Study session: Student Success Initiative
- May 29 at 2 p.m.
  - May Revise and its effect on budget planning and
  - Facilities Master Planning.

Regular CPC Meeting Schedule: First and third Wednesdays at 2:00 except May 1, 2013 at 1:00 pm (Curriculum Committee)

14. Meeting adjourned at 3:22 p.m.