PRESENT:  X  Dennis Bailey-Fougnier  X  Steve Hodges  X  Dan Rothwell
X  Jill Gallo  X  John Hendrickson  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  X  Charlotte Achen

Visitors: Isabel O’Connor, Margery Regalado, Laura Hunerberg, Georg Romero, Chyrel Nicholson, Lori Amato, Dan Borges, Sesario Escoto, Wanda Garner, Joe Nugent, Oscar Guillen, Kristin Fabos, Debora Bone, Sandi Moore,

1. Call to Order/Roll Call/Introduction of Substitutes
   John called meeting to order. Eireann Del Bonta was the substitute for Alta Northcutt

2. Review of Agenda
   No changes.

3. Oral Communications
   Members of the audience may speak to non-agenda items
   (2 minutes per speaker)

4. Approval of Meeting Minutes
   a. April 17, 2013
      Approved: Dan Rothwell / Michael Mangin

5. Student Senate Elections Presentation
   Topic Leader – Charlotte Achen
   - Charlotte presented a video on ASCC Student Senate. The video highlighted the need for student representation; it sponsors events, funds programs, is an advocate for students; works to serve the community - members are like a family. ASCC leaves a legacy of leadership; every student has a voice; urges students to get involved and make a difference!
   - Results from election: President: Laura Hunerberg, Vice President: Carter Frost, Student Trustee: Steven Brown, Legislative Representative: Jeff Horn, Treasurer: Devin Monahan, Interclub Council Chair: Tana Desandres. Senators at Large: Laurence Applen, Tabitha Mahoney, Abigail Kennedy, Taylor McTeer; (still have seats for 8 new senators).
   - Charlotte Achen received a Piester scholarship & a Baskin scholarship to UCSC.
6. **Emergency Preparedness Status Report**  
   Topic Leaders – Victoria Lewis and Joe Nugent  
   - Presented Cabrillo College Emergency Response Outline on communication, inter-agency collaboration, technology, operational needs. Training scheduled for stewards; need to update operations center (room 225 in SAC East).  
   - Emergency Preparation document: Inter-agency issues, technology & operational issues identified and are being addressed.  
   - Safety Committee outline of where we’ve been; training on 6/13/13 for health and safety on Staff Development day; incident command training scheduled for 8/27/13; District Manager and Incident Command Team drill on 9/4/13; campus-wide live scenario/earthquake drill on 10/25/13.  
   - John suggested that at end of agenda the council give some thought as to whether this topic should be included on a later agenda as a full review.

7. **June 10, Board Agenda Development**  
   Topic Leader – John Hendrickson  
   John reviewed the draft of the June 10 Board Agenda: approved with changes.  
   - Hopefully some new faculty will be present at the June 10th meeting: CPC members: let Kathie Welch know who the new faculty members are.  
   - Special presentation topic: Public S4C report  
   - Presenting the preliminary budget (and then final budget in September)  
   - Reduction of classified positions – related to vacancies in bookstore; duplications and children center reduction; position in business office related to bookstore  
   - 2 management position descriptions revised  
   - Contract renewals; Precision Wellness, terms & conditions changing for brief period of time; changing their model; provides a benefit to Cabrillo to continue the relationship; it takes any PPO plan insurance but not Cabrillo’s HMO plan. One change in PRES office policy second reading: removed word “alien” in oath of office; one change in Administrative Services office.  
   - Next agenda will likely be in August; John and Rachael Spencer do not anticipate a need to have a meeting in July.

8. **President Search Update**  
   Topic Leader – John Hendrickson  
   - Al Smith chaired the search process; hopefully search committee will be able to announce the name in a week; all due diligence & reference checking currently being done.

9. **Custodial Shift Change**  
   Topic Leader – Joe Nugent  
   - Looking at operation: changing shift beginning July 1st to: 5:00 p.m. to 1:30 a.m.; uses Astra Room Scheduler to know when rooms are not be used so custodians can clean. Issue: Adjunct faculty teaching in evenings may not have room reserved through Astra  
   - Task group created involving, facilities, faculty, IT.

**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.
• Issues: Adjunct faculty teaching in evenings and instructors who have office hours in classrooms may not have room reserved through Astra

   Topic Leader – Dan Borges
   • Dan reviewed email spamming issue; in response, started a project:
   • Electronic Security: IAM Identity & Access Management Plan: reviewed business objective, background and security issues related to passwords (2 types of attacks: phishing and hacking). When anyone responds to these types of email (instead of deleting them), Dan personally speaks with that person.
   • Account management: there’s been a lot of email accounts for people who aren’t even here any longer (many are adjunct faculty);
   • Someone hacked into the “Suggestion” page on Student Senate web page and Charlotte received 400 spam emails.
   • What IT is doing: User training: staff development day on June 13th and flex week training.
   • Multi-phased project: Initially doing account processing (clean-up of accounts), education of all users and establishing more complex user sign-on protocols

11. College Department Function and Staffing Consideration
   Topic Leader – Kathie Welch and Victoria Lewis
   • Auxiliary Services and payroll
     • Budget reductions in bookstore and duplications; underwent a process over time to reduce services and make remaining services sustainable.
     • Signed contract with Barnes & Noble; eliminating vacant bookstore positions; remaining Cabrillo staff are continuing.
     • Using Print Smith & using a Cabrillo employee in mailroom; position has been combined into a dual role with duplications; eliminated a vacant position; created a director of Purchasing, Contracts and Risk Management: (managing mailroom/duplications, bookstore, purchasing and warehouse); reduced business office position supporting book store.
     • Recently had resignation in classified payroll desk; taking opportunity to evaluate how payroll process is working; due to some vulnerability re: reporting, need a payroll manager position that would have a lot of responsibility for compliance; re-evaluating all positions in payroll.
     • In 2014 need to track employees working less than 30 hours due to health care law changes.

   • Allied Health Services
     • HAWK dean position still open; two key people have vacated Allied Health (Jill Gallo and Deborra Bone – both are grant funded); and there’s been other classified movement in Allied Health
     • Recommendation is to bring back 50% manager/director of Allied Health; hoping to recruit in the community; grant funded; no impact on general fund. (Will be over all Allied Health programs which has a lot of compliance requirements).
Concern expressed that 50% position is not enough due to long standing unmet needs; harder to recruit someone for 50%. Kathie Welch agreed but doesn’t want to wait until Cabrillo is able to hire at 100%.

Child Development Center
- Change is to have it be self-supporting; other recommendations:
  - Reduce center to ¾ day operation so can reduce one faculty member and one faculty member can be the director. By making changes, budget is in the black (with local charitable contributions/grant funds).

12. 2013-14 Tentative Budget Review and Discussion
   Topic Leader – Victoria Lewis
   - Projection of our ending balance presentation by Graciano (of our general fund)
   - General unrestricted and restricted funds balances for FY 2008-09 thru projected FY 2012-13; 2008 to 2011 had steadily increased; 2012 significantly declined; projecting slight decrease for 2013; majority of decrease is coming from unrestricted funds: (from carry over and one time funds)
   - May revise: 90 unit cap previously proposed was withdrawn; some modifications to FAFSA; 2013-14 base budget planning parameters reviewed with best, mid and worst case scenarios.
   - COLA in January budget estimate was at 1.6 % and May revise at 1.57%
   - Need to look at Matriculation budget; has been out of balance by $100,000; will have to realign funds for assessment, orientation, and education plans
   - Reviewed structural deficit; there is new money legislature wants to allocate out; Chancellor’s Office talking about scheduled maintenance funding & instructional equipment; looks like funds would be restricted
   - Still working on draft budget; deficit was projected at 2.5 million, now projected at 1.8 million for 2013-14.
   - New categorical funds expected for EOPS; even with Student Success initiative, Cabrillo is not getting the same funding per student as in 2008.
   - 1.6 FTES restoration for this year and potentially for next year; need to maintain efficiencies; need to really focus on what students want

13. SPRAC Final Report
    Topic Leader – Lori Amato
    - Lori passed out grid that shows consolidation of various positions by component.
    - Have sent out all follow up requests; responses trickling in; last column of grid reflects departments that have responded; chief respondents are directors and deans; need more feedback from end users (faculty and staff).
    - Due to the lack of responses and size of committee, have not been able to put together the comprehensive document they would have liked to do.
    - A summary PDF document will be forthcoming; mixed bag of responses such as “thank you for not dropping the ball” and then a tremendous amount of apathy from some.
    - Managers should know what is working and not working. Lori confirmed the emails to managers are going out to staff; managers will get everything SPRAC
gets in different format including all comments (no names). Trying to summarize responses to each question; report could say there was no input from a particular department [if no feedback received]. John advises this comment be concluded.

- Final report to be submitted to CPC for review by June 12th

14. Sharing
   - Charlotte Achen was acknowledged for her service on CPC and Paul Harvel was thanked for his 8 years of service.

15. Future CPC Meetings and Agenda items
    June 19th meeting was cancelled.

16. Adjourned at 3:57pm.