
1. Call to Order/Roll Call/Introduction of Substitutes
   - Meeting called to order. Tatiana Bachuretz was a substitute for Diane Goody

2. Review of Agenda
   - Only change: moved approval of minutes to next meeting’s agenda

3. Oral Communications
   - Members of the audience may speak to non-agenda items (2 minutes per speaker)
     - Joe Nugent: Safety committee meets once a month; discussed smoking in parking structures (particularly A/B,) recommendation was to remove parking structures from allowable smoking locations starting with summer session. Will make full report in fall, 2013.

4. Approval of Meeting Minutes
   a. Moved to next meeting’s agenda

5. Facilities Master Plan Update
   Topic Leader – Victoria Lewis
   - Master plan went out to “all” email for feedback. Sets a new structure for the college to move forward on - for the next 10 years. Still accepting/encouraging comments/feedback. Looking at balance of bond dollars and considerations for capital improvements. There are a lot of secondary effects from the construction. We as a college have not yet prioritized those secondary effects.

   Topic Leader – Victoria Lewis, Joe Nugent and Oscar Guillen
   - The list of prioritized items shared at the last meeting was updated to include a list of accomplishments.
   - Reviewed progress on emergency preparedness, resolutions and pending items. Ordered 25 radios to improve communication; designated people to assist in

COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY
communicating with Watsonville in case of an emergency and if email/phone communication is not possible; increased training for building stewards; promoted “Alert U” emergency messaging; emergency checklist completed. SAC East, room 225 is the Emergency Response room. It will have emergency supplies, and “Building Clear” signs. 2030 Emergency Response shed was renovated.

- Since suspicious package incident, 39 out of 60 building stewards were trained.
- Additional training is scheduled for Thursday of flex week.
- URLs: http://www.cabrillo.edu/internal/safety/
  https://sites.google.com/a/cabrillo.edu/emergency/
  http://www.cabrillo.edu/internal/emer

7. Recap of online class schedule discussion
   Topic Leader – Kristin Fabos
   - During last conversation, most people were in favor of moving forward but there were a couple of concerns: need some way to have printed desk copies (for counselors); many colleges that have schedules online, post a PDF print version option that counselors can print on their local printers.
   - The printed class schedules will become out of date as there are changes; PDF documents would have the same issue but could be updated. Some colleges have a weekly change sheet they post online in conjunction with the posted PDF schedule.
   - Focus groups were conducted with digital media classes on how they used the schedule: students looked for fee schedule and schedule for classes
   - A new Student Planning (electronic education plan) tool was recently purchased; when students pick their classes, if they select English 1A for example, it will tell them all sections that are available; will start to use new tool in fall 2013.
   - WebAdvisor is accessible to students with smart phones however some DSPS students need print copies of the class schedule as they don’t have cell phones or iPads. The library has some limited print copies available for reference use only.
   - Suggestion was made to form a task force due to many stakeholders.

8. June 10, Board Agenda Review
   Topic Leader – John Hendrickson
   - Will include contract Board item for Laurel Jones, the new President who starts July 15th
   - Board agenda titles were reviewed at last meeting; John followed up with a review of the June 10th agenda; Susan True to chair this meeting in Rachael Spencer’s place.
     - Current deficit: $666,813 for 2012-13 including restoration funding and changes due to passage of prop 30. Prelim budget deficit is projected at $1,796,912
     - Reserves for 2012-13 at 3.1 million; projecting an ending balance of 1.5 million of unallocated funds for 2013-14 (excludes carryover).
     - Excludes any changes with bargaining units (changes will be included in final budget). Expects final budget will be balanced.
9. CIP Prioritization Results  
   Topic Leaders – Kathie Welch / Terra Morris  
   - Council on Instructional Planning: process was reviewed; each program goes through a review every 6 years. CIP listens to all program plans; ranks them and takes the top 1/3 to the Board each year. No funds are attached; it is a planning document should funds become available. CPC suggested a revision; when completed, it will be given to Tatiana.

10. Policy and Regulations Updates  
    Topic Leader – John Hendrickson  
    - The Community College League of California reviewed online information & board agenda and will provide a matrix of items that may need to be changed. The project consultant will meet with cabinet and 3 Confidential Executive Assistants on June 11th to review any findings related to accreditation/compliance.

    Topic Leader – Rock Pfotenhauer  
    - Email will go out with schedule tomorrow; some workshops are designed for teams; others relate to: trust, resolving team conflict, safety, “tech-type” - Excel, Word, Power Point, social media; (decided not to go forward with “On Course” workshop due to time constraints); expect to have room assignments done tomorrow; suggestion was made to spell out acronyms.

12. June 7 Commencement Program  
    Topic Leader – Sesario Escoto  
    - 391 student RSVPs – largest group Cabrillo has ever had; Student Services still has caps and gowns, including advance degree gowns.  
    - Things to do differently: Will market better next year to encourage students to petition for graduation; script will be on main podium  
    - Joe Nugent, Oscar Guillen and their crew are to be commended on the work they do for graduation.

13. Cabrillo Foundation Pilot Program Staffing Proposal  
    Topic Leader: John Hendrickson  
    - Cabrillo College Foundation Pilot Proposal reviewed with CPC: Cabrillo Top Priority Major Gift Projects reviewed; requesting $100,000 per year for 2 years; expected 3.25 return on investment; foundation has 60,000 donors in their database & need another person to raise funds for “direct support for college priorities”. Funds will not be for endowments or scholarships. No action taken; John wanted to inform CPC of the proposal. If approved, pilot would start in 2013-14 fiscal year.

14. Future CPC Meetings and Agenda items  
    - SPRAC Final Report to be sent out to CPC by June 12th  
    - June 19th meeting was cancelled; the next meeting is scheduled for July 17th

15. Adjourn 3:27pm.