Present: Dennis Bailey-Fougnier, Steve Hodges, Brian King, Victoria Lewis, Michael Mangin, Graciano Mendoza, Barbara Schultz Perez, Stephanie Stainback, Dan Rothwell

Absent: Renee Kilmer, Diane Goody and Paul Harvell

Visitors: Lori Amato, Tatiana Bachurez, Tama Bolton, Debora Bone, Rick Fillman, John Graulty, Ray Kaupp, Rachel Mayo, Alta Northcutt, Isabel O’Conner, Nikki Oneto, Rock Pfotenhauer, Barbara Rigg, Michael Robbins, Georg RomeroBen Ten Cate, Tootie Tzimbal, Jim Weckler, Marcy Weiland

1.0 Call to Order and Introduction of Substitutes
   Tatiana for Diane, Debora for Paul, Wanda for Renee

2.0 Review of Agenda
   None

3.0 Oral Communications
   None

4.0 Budget Update
   Victoria provided the latest budget information, including possible growth funds. Dennis said there is a CalGrant reduction in the state budget. Cabrillo students will lose 5% of their CalGrants.

5.0 Phase IV Reductions
   Victoria said the college expects the balance to be a little higher than originally projected. Kathie and Wanda discussed the proposed Instruction reductions. Victoria commented on the changes in CEED and said it is part of a broad plan that will allow CEED to generate more revenue. The positions will not be supported by the general fund, but there will be more infrastructure including additional support staff and a manager. CEED has to grow in order to bring in additional funding.

   Dennis went over the proposed Student Services reductions. Stephanie asked about the reductions to the switchboard operator and the student employment coordinator. Dennis said the percentage is incorrect and will be revised. Stephanie asked how the full year will be tracked. Victoria said her office is considering how to do that and will provide more information at a later CPC meeting.

   Victoria discussed the Administrative Services proposed reductions. Stephanie asked if the college will consider reducing months versus percentage. Victoria said if that is done the cost difference reduction will have to come from additional cuts.
6.0 Administrative Services Update
Victoria addressed Duplications and said that the Bookstore Committee has been serving as an advisory to all auxiliary services including Duplications. The college is putting off buying a new copier and is entering into an agreement with Print Smith to handle the printing and copying for the campus. Victoria added that when the college does buy a new copier it will be less substantial than the current one but will allow the faculty to do smaller print jobs and PDF documents.

Victoria said the cafeteria is closed for the summer but the gazebo remains open.

The Bookstore Committee continues to monitor bookstore sales and there is an interim manager who is working with the staff to prepare for the fall semester. The interim director is familiar with the POS system that tracks sales and provides good information on inventory. Sales are continuing to decline, and at a faster rate than before. As the inventory is being assessed it has been found that the bookstore continues to order merchandise even though it has not be turned over.

The bookstore is currently closed, so there is some savings, as well as savings from vacant staff positions. The operation will break even for 11/12, but it is not moving smoothly. Victoria said she discussed other options with the Bookstore Committee. The Committee agreed to explore bringing in someone to provide management services. The college will consider companies who currently work with other local colleges and who do things like keep current employees as employees of the college. Brian summarized the college is looking for a sustainable way to manage the bookstore.

7.0 Staff Development Day Discussion
Rock is leading the planning of a staff development day which is scheduled for Thursday, August 2. There are a full slate of workshops offered in the afternoon and department meetings in the morning. Lunch is planned for 11:30 in the cafeteria and the day will conclude with an ice cream social. CPC discussed various topics for workshops including community relations and reduced services to students. Debora said there needs to be a consistent message about voting for the tax initiatives. Sign ups for workshops will open early next week.

8.0 Adjourn
CPC was adjourned at 4 p.m.