PRESENT:  X  Dennis Bailey-Fougnier  X  Debora Bone  X  Dan Rothwell  
          X  Jill Gallo          X  Laurel Jones  X  Barbara Schultz-Perez  
          X  Diane Goody  X  Michael Mangin  X  James Weckler  
          X  Victoria Lewis  X  Graciano Mendoza  X  Kathie Welch  
          X  Calais Ingel  X  Alta Northcutt  Laura Hunerberg,  
             Student Senate President  
Absent: Jill Gallo, Calais Ingel  
Substitute:  Steven Brown, Student Senate Designee for Laura Hunerberg, Student Senate  
President  
Visitors: Tatiana Bachuretz, Lois Christos, Sesario Escoto, Vicki Fabbri, Kristin Fabos, Rick  
Fillman, Wanda Garner, John Graulty, Fran Guerrero, Ian Haslam, Cheryl Henriksen, Rachael  

1. Call to Order/Introductions and Welcome  
   • Laurel called meeting to order. Self-introductions for the new members.  

2. Review of Agenda  
   • No changes.  

3. Oral Communications  
   Members of the audience may speak to non-agenda items (2 minutes per speaker)  
   • Brief announcement by Kristin: Laurel will be on television at 7:30 pm tomorrow,  
      August 8, 2013.  

4. Approval of Meeting Minutes  
   a. July 17, 2013 (Approved unanimously; Jim Weckler/Dennis Bailey)  

5. August 5, 2013 Board Meeting Update  
   Topic Leaders-Cabinet  
   • Laurel asked those who were there – was there anything from Board meeting on  
      Monday, we should provide update here: Cliff Nichols passed away; he was an  
      Interim President after a long history with Cabrillo. Watsonville community was  
      happy to have the Cabrillo Board hold its meeting there.  

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.
6. Policy Update Status Report
   Topic Leader—Victoria Lewis
   - Through majority of updates of Board Policies (BPs): will continue to work on Administrative Regulations (ARs) as it’s a continuous process. Board approved all policies on agenda. All policies on website and CPC members were asked to review them and familiarize themselves with the updated policies.
   - Victoria thanked all for their hard work. Policies that just went to Board in August as information won’t be online until they are brought to Board in September for action. Phase I was to get policies up to date. Phase II will be to move to League numbering system.

7. CPC Retreat (10/4/13) Brainstorming for Agenda: (half-day):
   Laurel found old CPC retreat agenda and reviewed it with members. (Board Trustees retreat is on 10/7/13).
   - Beginning Brainstorm – Question Laurel addressed to members: What are your expectations and thoughts about what you’d like to see come out of this retreat?
     Responses/suggestions:
     o What are the expectations for the retreat?
     o CPC Mission Statement review-review and clarify.
     o Interest in addressing prioritization process, budget augmentation process review and talk about what changes to be made.
     o What do we want Cabrillo to look like? Where are we going – global discussion needed before getting to “process.”
     o Q: Is a one-time portion in augmentation process? A: Yes
     o To what extent should we be outsourcing services?
     o Discuss terminology of Shared Governance vs. Participatory Governance.
     o Michael: Challenges of Student Success changes & how SSTF is part of that.
     o Laurel: Accreditation self-evaluation: you’ve all done a great job getting ready for accreditation: would like an actual Governance Manual – would committee allow Laurel to bring in possible items/topic of interest that could be included in our existing manual?
     o Jim: Suggestion for a visual representation/flow/reporting including Standing Committees.
     o Opportunity to do a committee survey of effectiveness of committees.
     o Laurel will prioritize these items/topics at the retreat.

8. CEO Task Force on Recommendation for Authority Provision to Offer Baccalaureate Degrees
   Topic Leader – Laurel Jones
   - Would like faculty feedback about offering Baccalaureate degrees at community colleges – what’s the cost and what are the challenges?
   - Information documents – background and charge of group available.
   - What are the unknown costs – especially staffing?
   - Michael will take topic to the Faculty Senate.

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

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• CA community colleges not doing this but Oregon, Washington, and Florida are offering at the community college level - based on different needs.
• Concern - it might add another Mission to the College.
• Would it be the same unit cost?
• Faculty is on Task Force along with classified representation; and administration.
• Q: Why would this be a desirable thing?
  A: [Dorothy Nunn] Nursing is looking at this carefully as they have a mandate to offer this.
• In Florida they got rid of the “community” in the name when they started offering a 4 year degree program.
• Dan thought it was exciting – would have some issues with resources.
• Regarding K-12 basic skills students – is there something going on in the education world in Sacramento to take pressure off CSUs and community colleges?
• Victoria hoped we are not looking at this in isolation – currently trying to fund Student Success Task Force initiative – an unfunded mandate. We need to think about the financial implications.
• Suggestion made that this might be a conversation at another retreat.
• Laurel stated it’s important that our concerns be heard.

9. 320 Enrollment Report/Fall Enrollment Forecast
  Topic Leader – Kathie Welch
  • Community colleges are in midst of too many changes right now; Kathie and Deans looking at enrollment– on 8/9/13 Deans are having a retreat) to discuss course planning – new levels for active participatory sections; FTES 31.8 for 320 report. Has implications for future scheduling; some classes not filled.
  • Kristin to send press release re specific classes with openings; one page ad going out. Fill rate currently lower than last year.
  • Q: Are there general reasons we have identified?
    A: Some students found other “homes” for the classes they needed that had been full or they’re getting jobs.
  • Isabel thanked faculty who worked with division office to increase enrollment in unfilled classes.
  • Redirecting students from waitlist to open classes.
  • COMM: capacity waitlist and classes; haven’t had a system of adding sections early on when classes fill early in this discipline.
  • ENGL: they do have a quick response of adding sections.
  • NAS: responding to waitlist demand is very common in this discipline; unless you run out of lab room; and cannot add last minute.
  • Laurel: Who are we serving? And what are our confines? Trying to be a comprehensive college – one goal is for completers and other goal is for those students who provide a steady revenue. Life-long learning has always been one of our core missions but not necessarily at state level. Laurel suggested “targeted marketing” - to specific student populations.
10. **Budget Update/Fiscal Monitoring Check List** (draft document as information piece; to Board in Sept. 2013)

   **Topic Leaders**—Victoria Lewis/Graciano Mendoza

   - Victoria provided overview of Cabrillo Sound Fiscal Management Self-Assessment Checklist August 2013.
   - Are there areas of weakness? Yes. Deferrals are a problem area for us like for other community colleges. Still have a large impact on the budget.
   - Refer to posted documents on Business Office web site: Annual 311 reports posted from 2008-09 to 2011-12. At bottom refer to Trend Analysis – link from Chancellor’s Office website. Year to year changes - updated in January 2013.
   - Cabrillo backfilled for RDA shortfall but not at 100%.”

11. **2013-14 Budget Planning Parameters**

    **Topic Leader**—Victoria Lewis

    - Budget planning parameters went to Board Monday night. See Agenda Item G.5 dated Aug. 5, 2013: Funding for 2013-14 and how it impacts the College. Already have the match built-in to our budget.
    - $50 million for Student Success and Support funding, $15 million for DSPS, $15 million for EOPS, and $8 million for CalWORKs; COLA of 1.57%, deferred maintenance funding, local planning grants, Online Education initiative. Cabrillo will receive approximately $137,000 for Scheduled Maintenance funding and $137,000 for State Instructional equipment funding on a one-time basis for 2013-14. The state budget agreement will pay down $30 million in deferrals in 2013-14.
    - There are slight updates on budget process – struck through budget reduction language.
    - We will bring this back to the next meeting; closing books next week and will have a better sense of ending balance.
    - $50 million (less $14 million for Technology) on Student Success & support funding
    - Anticipate a 1-2% deficit factor after closing books for 2012-13. We’ll be dealing with a short fall in 2013-14 as well; will get additional information tomorrow at budget workshop.

12. **Accreditation Update**

    **Topic Leader**—Rachel Mayo

    - Final edits being done; already shipped to printer. Probably next week will update web site with final version – very colorful and will have interactive links – if you see any errors, please advise. Next week will send out to visiting team. They will receive USB and hard copies of the report; had to create a parallel version of report. In process of gathering pictures and biographies of visiting site team. Will have an accreditation session during Flex Week and working on small brochure to pass out. Friday, Sept. 6, will be the pre-visit – 6 weeks prior to team visit. If any key people will be gone during the week of Oct. 14-17, please let Rachel know now. Everyone needs to be available to the team that week. Rachel thanked Lois, Fran, Tatiana and Barbara for their contributions in this effort. The committee recognized Rachel’s...
efforts with a round of applause. NOTE: Be willing to drop everything in order to respond to the accreditation team.

- Laurel asked how to integrate planning agenda items – do they come to CPC? Gate Teams help formulate strategic plans – need a chance to look at those as a Council.

13. Sharing
- Planning a college celebration after the Accreditation team is gone. Look for information on where we are going to “party.”
- Victoria proposed to have a joint meeting of managers and CPC for an Emergency Preparedness session on 9/4/13 from 3pm-4pm. The College is planning to do a drill here on campus in October. The CPC membership agreed.

Suggested agenda items for next CPC on Wednesday, Aug. 21:
- Budget
- Which planning agendas go into which Gate? Most have worked their way into Strategic Plan [Rick Fillman and Laurel to discuss].

14. Adjourn
- Adjourned 3:18pm.