
I. Call to Order/Introductions and Welcome
   President Jones opened the meeting at 2:00 p.m.

II. Review of Agenda

III. Oral Communications
   Members of the audience may speak to non-agenda items
   (2 minutes per speaker)
   • Vice President Welch asked Rick Fillman to project the enrollment tracker: lines showing fall 2012 and fall 2013 are converging, which is good news. It will be important to note what happens in the next couple of weeks. There always is a “climb” and we’re hoping it’s a bit steeper than last year.
   • Vice President Lewis noted that we added 159 TUs to fall 2013 and are hoping for 159 more FTES.
   • Student Senate president Hunerberg noted that students should be informed about the last day to drop
   • Georg Romero noted that 3400 students entered library on 1st day of classes.
   • Faculty Senate president Mangin thanked and congratulated everyone for a great Flex week

IV. Approval of Meeting Minutes
   The minutes of August 7, 2013 were approved with corrections.

V. September 9, 2013 Board Meeting Agenda
   Topic Leaders-Laurel Jones
   COMMUNICATION, CRITICAL THINKING, GLOBAL AWARENESS, PERSONAL & PROFESSIONAL RESPONSIBILITY
The September board meeting will not have a closed session; instead there will be a training on the new board “blog.” CPC will also have its own “blog.” All meritorious service award winners will be invited along with families to this board meeting to be recognized.

President Jones reviewed the Board meeting agenda:

- The president’s monthly board report will also be on a “blog”
- The Education protection act action item: When prop 30 was passed, states were allowed to increase revenue by increasing tax rates; however, the restriction is that the monies have to be used for direct classroom support. These expenditures are audited yearly. Because of the timing of the passage of Prop 30, we are playing catch up and will continue to post that info and respond to any inquiries that come from the public.
- The board item is to approve expenditures of those monies for 2013-14

President Jones asked that Vice Presidents Welch and Bailey present an update on the Student Success Action plan including in the instructor’s toolkit. This has been completed with action plans going to the October Board meeting.

VI. Budget Calendar Overview
Topic Leader-Victoria Lewis

President Jones noted that she wants to take a little more time to review the budget funding sources (restricted/unrestricted/grants/etc.) not just the budget development calendar. In addition, she hopes that CPC will work with administration on how to recommend funds for integrated planning.

Vice President Lewis distributed the draft 2014-15 budget development timeline. At next CPC meeting we will review the budget development process and have an orientation to the final 2014-15 budget document. A pie chart will reflect revenue streams; for example, restricted fund programs plans have not been presented to CPC in the past. We will review what funds are available to fund program plan goals.

- One of the first action items is to look at the faculty prioritization process. Victoria understands that there are issues with FON calculations at the state level.
- No mid-year cuts are anticipated.
- March 2014 is when we receive the first apportionment and 2012-13 is recalculated.
- Negotiations are anticipated to be held April-June, 2014.
- The interplay between the governor’s budget and legislature’s response to it (May) is important.

CCEU President Northcutt asked whether between now and November are we just reviewing the budget? Vice President Lewis replied that now that we are not in “reduction mode” we will be developing framework for the budget. We will determine college priorities and, if funds are available, look at our priorities and broadening our perspectives beyond general fund revenue.

President Jones noted that in the accreditation self-evaluation we focus on integrated resource planning. If one time funds are available, we need to try to fund some of the needs expressed in the program plans, showing a good faith effort to respond to those
recommendations. Vice President Lewis noted that the timeline is still in “draft” form. The final budget is posted on Business Office website: http://www.cabrillo.edu/internal/businessoffice/ and specifically at http://www.cabrillo.edu/internal/businessoffice/documents/DRAFT2013-14FinalBudget.pdf

VII. CPC Working Retreat – Friday, October 4, 2013

Topic Leader – Laurel Jones
Location - Seacliff Inn Resort, 9:30 a.m. - 2:30 p.m.
Seabreeze Conference Room, lunch provided

President Jones stated that at the working retreat:

- CPC will review the operational definition of shared governance/participatory governance, CPC’s roles/responsibilities. She will also bring copies of the Faculty Senate and the League’s roles and responsibilities for sample language.
- Rachael Spencer will review the Board’s roles/responsibilities
- There will be a nice lunch.
- We will attempt to finalize budget criteria and bring brainstorms at CPC, bring this information out to the constituent groups, then talk about the process for distributing one time funds at the retreat.
- Focus on program plans and the connection to resources.

Faculty Senate president Mangin asked President Jones to elaborate on the Total Cost of Ownership Info she mentioned. President Jones replied that there should be a centralized institutional technology fund to cover instructional computer maintenance; she suggests that for every building remodeled, there be a naming opportunity and technical equipment dollar identified to last 15-20 years. The goal is to have a revolving upgrade of computers for students and staff met on an annual basis and institutional planning with a connecting to resources outside of the general fund. That is one way of taking care of ourselves.

II. Emergency Preparedness: Facilities Planning and Plant Operations Assistant Director Guillen led a discussion and presentation on emergency preparedness for an earthquake drill scheduled for October 25, 2013. CPC members and managers engaged in a scripted scenario to demonstrate where to locate resources and information online and in the red emergency binders. Use of walkie talkies and radios was discussed; best not to use cell numbers in some emergency situations (active shooter). Web resources were reviewed and building steward responsibilities were discussed.

The meeting was adjourned at 4:00 p.m.