<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Associate in Arts degree</td>
</tr>
<tr>
<td>AB1725</td>
<td>Assembly Bill 1725 is landmark legislation that provides new direction and support for the community college. The bill's reforms fall into eight areas: Mission; Governance; Finance; New Programs and Services; Affirmative Action; Employment Policies; Accountability; Conditions and Appropriation for Reform.</td>
</tr>
<tr>
<td>ABC</td>
<td>Administrative Benefits Committee</td>
</tr>
<tr>
<td>ACCESS</td>
<td>In cooperation with UCSC, a summer program for community college students that focuses on students belonging to groups with below-average UC eligibility and enrollment rates, and groups that are not fully represented in the biomedical sciences (biology and chemistry)</td>
</tr>
<tr>
<td>ACE</td>
<td>Academy for College Excellence (formerly known as DBA, Digital Bridge Academy) (Student Learning Community)</td>
</tr>
<tr>
<td>ACCT</td>
<td>Accounting (Instructional Program)</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act - A federal act which mandates full accessibility for students and employees with disabilities</td>
</tr>
<tr>
<td>ADAPT/APE</td>
<td>Adaptive Physical Education (instructional Program)</td>
</tr>
<tr>
<td>ADC</td>
<td>Administrative Council (administrative governance group)</td>
</tr>
<tr>
<td>ADD Codes</td>
<td>A numerical sequence instructors provide to students during late registration which allows students to enroll in the class through WebAdvisor</td>
</tr>
<tr>
<td>A&amp;R</td>
<td>Admissions and Records Office</td>
</tr>
<tr>
<td>AGS</td>
<td>Alpha Gamma Sigma (campus club - Student Honor Society)</td>
</tr>
<tr>
<td>AH</td>
<td>Art History (Instructional Program)</td>
</tr>
<tr>
<td>ALH</td>
<td>Allied Health (Instructional Program)</td>
</tr>
<tr>
<td>AMAP</td>
<td>Accelerated Medical Assisting Program (Student Learning Community)</td>
</tr>
<tr>
<td>ANTHR</td>
<td>Anthropology (Instructional Program)</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable (in Business Office)</td>
</tr>
<tr>
<td>AP</td>
<td>Art Photography (Instructional Program)</td>
</tr>
<tr>
<td>AP</td>
<td>Administrative Procedure (found in current Cabrillo Policy Manual)</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>APD</td>
<td>Academic Program Director</td>
</tr>
<tr>
<td>AR</td>
<td>Administrative Regulation (found in archived Cabrillo Policy Manual, replaced by AP in current manual)</td>
</tr>
<tr>
<td>ART</td>
<td>Art-Studio (Instructional Program)</td>
</tr>
<tr>
<td>AS</td>
<td>Associate in Science degree</td>
</tr>
<tr>
<td>ASCC</td>
<td>Associated Students of Cabrillo College</td>
</tr>
<tr>
<td>ASCCC</td>
<td>Academic Senate for the California Community Colleges. The statewide organization representing the faculty on matters of educational policy. Local academic senates also have rights and responsibilities related to local district governance.</td>
</tr>
<tr>
<td>ASL</td>
<td>American Sign Language (Instructional Program)</td>
</tr>
<tr>
<td>ASM</td>
<td>Administrative Services Managers</td>
</tr>
<tr>
<td>ASPD</td>
<td>Academic Specialist Program Director</td>
</tr>
<tr>
<td>ASTRO</td>
<td>Astronomy (Instructional Program)</td>
</tr>
<tr>
<td>ATH</td>
<td>Athletics (Instructional Program)</td>
</tr>
<tr>
<td>AUO</td>
<td>Administrative Unit Outcomes (measures what administrative unit does for others) as opposed to SLO (student learning outcomes)</td>
</tr>
<tr>
<td>BBP</td>
<td>Blood-borne Pathogens</td>
</tr>
<tr>
<td>BBS</td>
<td>Bilingual/Bicultural Studies (Instructional Program)</td>
</tr>
<tr>
<td>BELA</td>
<td>Business, English, and Language Arts Division</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology (Instructional Program)</td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors. Appointed by the Governor, the Board establishes policy for the California Community Colleges</td>
</tr>
<tr>
<td>BOGW</td>
<td>Board of Governors fee waiver (waives the unit enrollment fee at Community Colleges for California residents, including high school students, so that the cost of enrollment is not a barrier. Eligibility is based on financial need.)</td>
</tr>
<tr>
<td>BP</td>
<td>Board Policy (found in Cabrillo Policy Manual)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>BSL</td>
<td>Benefit Selection List</td>
</tr>
<tr>
<td>BSO</td>
<td>Business Services Office</td>
</tr>
<tr>
<td>BT</td>
<td>Budget Transfer</td>
</tr>
<tr>
<td>BUS</td>
<td>Business (Instructional Program)</td>
</tr>
<tr>
<td>CAHM</td>
<td>Culinary Arts and Hospitality Management (Instructional Program)</td>
</tr>
<tr>
<td>CABT</td>
<td>Computer Applications/Business Technology (Instructional Program)</td>
</tr>
<tr>
<td>CAP</td>
<td>Cabrillo Advancement Program (Student Learning Community)</td>
</tr>
<tr>
<td>CARE</td>
<td>Cooperative Agencies Resources for Education (aka EOPS/CARE)</td>
</tr>
<tr>
<td>CBO</td>
<td>Chief Business Officer (aka Vice President of Administrative Services)</td>
</tr>
<tr>
<td>CCEU</td>
<td>Cabrillo Classified Employees Union (certified May 1, 2007)</td>
</tr>
<tr>
<td>CCFT</td>
<td>Cabrillo College Federation of Teachers (faculty union)</td>
</tr>
<tr>
<td>CEED</td>
<td>Career Education and Economic Development</td>
</tr>
<tr>
<td>CEM</td>
<td>Construction and Energy Management (Instructional Program)</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CFRA</td>
<td>California Family Rights Act</td>
</tr>
<tr>
<td>CHAC</td>
<td>Cabrillo Hispanic Affairs Council</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry (Instructional Program)</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Instructional Officer (aka, Vice President of Instruction)</td>
</tr>
<tr>
<td>CIP</td>
<td>Council for Instructional Planning</td>
</tr>
<tr>
<td>CIS</td>
<td>Computer and Information Systems (Instructional Program)</td>
</tr>
<tr>
<td>Cisco</td>
<td>A networking academy; in a cooperative effort with Cabrillo, produces computer skills certificate; is part of CIS</td>
</tr>
<tr>
<td>CJ</td>
<td>Criminal Justice (Instructional Program)</td>
</tr>
</tbody>
</table>
CMP: College Master Plan
CO: Chancellor's Office (for California Community Colleges)
COE: County Office of Education (Santa Cruz)
COLA: Cost of Living Adjustment
COMM: Communication Studies (Instructional Program)
CORE: Cabrillo’s team representatives for Datatel’s major area modules (finance, payroll, Human Resources, and Student Services)
CPC: College Planning Council
CRCC: Curriculum Reporting for Community Colleges
CS: Computer Science (Instructional Program)
CSSO: Chief Student Services Officer (aka Vice President of Student Services)
CSUMB: California State University, Monterey Bay
CTC: Computer Technology Center
CTE: Career Technical Education
CWEE: Cooperative Work Experience Education
DANCE: Dance (Instructional Program)
DAS: Division Accounting Specialist
Datatel: Cabrillo’s “Datatel Colleague” integrated computer software system
DBA: Digital Bridge Academy (now ACE, Academy for College Excellence)
DE: Distance Education
DFEH: Department of Fair Employment and Housing
DH: Dental Hygiene (Instructional Program)
DM: Digital Media (Instructional Program)
DMCP: Digital Management Career Preparation (Instructional Program)
DOJ: Department of Justice
DOL  Department of Labor
DOT  Department of Transportation
DSPS  Disabled Student Program and Services
DUPS  Duplications - Cabrillo’s copy center on campus
ECE  Early Childhood Education (Instructional Program)
ECON  Economics (Instructional Program)
EDA  Economic Development Agency
ED Code  California Education Code
ED Plan  Electronic Student Education Plan (necessary for registration and financial aid, found on WebAdvisor)
EDUC  Education (Instructional Program)
EEOC  Equal Employment Opportunity Commission
EERA  Education Employment Relations Act - regulates collective bargaining
EMP  Educational Master Plan
ENGL  English (Instructional Program)
ENGR  Engineering (Instructional Program)
EOPS  Extended Opportunity Program and Services - a categorically funded program for colleges and programs serving disadvantaged students
ERISA  Employee Retirement Income Security Act
ES  Environmental Science (Instructional Program)
ESL  English as a Second Language (Instructional Program)
ETECH  Engineering Technology (Instructional Program)
FAO  Financial Aid Office
F factor  Relates to FLEX Week credit calculation
FEHC  Fair Employment and Housing Commission
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FELI</td>
<td>Faculty Experiential Learning Institute</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
</tr>
<tr>
<td>FLEX</td>
<td>Fun, Learning, Experience, eXpand – week of flexible faculty schedule (Annual 9 days of faculty staff development)</td>
</tr>
<tr>
<td>FMLA</td>
<td>Family Medical Leave Act</td>
</tr>
<tr>
<td>FMP</td>
<td>Facilities Master Plan</td>
</tr>
<tr>
<td>FPAC</td>
<td>Facilities Planning Advisory Committee</td>
</tr>
<tr>
<td>FP&amp;PO</td>
<td>Facilities Planning and Plant Operations (formerly M&amp;O)</td>
</tr>
<tr>
<td>FR</td>
<td>French (Instructional Program)</td>
</tr>
<tr>
<td>FSA</td>
<td>Faculty Service Area (used for faculty layoff and reassignment purposes defined in CCFT contract)</td>
</tr>
<tr>
<td>FT</td>
<td>Fire Technology (Instructional Program)</td>
</tr>
<tr>
<td>FTEF</td>
<td>Full-Time Equivalent Faculty</td>
</tr>
<tr>
<td>FTES</td>
<td>Full-Time Equivalent Student</td>
</tr>
<tr>
<td>FTTW</td>
<td>Fast Track to Work program</td>
</tr>
<tr>
<td>FYE</td>
<td>First Year Experience (Student Learning Community to prepare students for academic success as new college students)</td>
</tr>
<tr>
<td>FYI</td>
<td>Foster Youth Independence Program</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography (Instructional Program)</td>
</tr>
<tr>
<td>GEOL</td>
<td>Geology (Instructional Program)</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade point average</td>
</tr>
<tr>
<td>GRMN</td>
<td>German (Instructional Program)</td>
</tr>
<tr>
<td>HASS</td>
<td>Human Arts and Social Sciences Division</td>
</tr>
<tr>
<td>HAWK</td>
<td>Health, Athletics, Wellness and Kinesiology Division (formerly HWPEA)</td>
</tr>
<tr>
<td>HERC</td>
<td>Higher Education Recruitment Consortium (in California bay area)</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>HIST</td>
<td>History (Instructional Program)</td>
</tr>
<tr>
<td>HMO</td>
<td>Health Maintenance Organization</td>
</tr>
<tr>
<td>HONRS</td>
<td>Honors (Instructional Program)</td>
</tr>
<tr>
<td>HORT</td>
<td>Horticulture (Instructional Program), also name of building/location</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources department</td>
</tr>
<tr>
<td>HS</td>
<td>Health Science (Instructional Program)</td>
</tr>
<tr>
<td>HSERV</td>
<td>Human Services (Instructional Program)</td>
</tr>
<tr>
<td>IA</td>
<td>Instructional Assistant (classified position)</td>
</tr>
<tr>
<td>IAC</td>
<td>Instructional Administrator Council</td>
</tr>
<tr>
<td>IC</td>
<td>Instruction Council</td>
</tr>
<tr>
<td>ICC</td>
<td>Inter-Club Council (a subset of the ASCC Student Senate)</td>
</tr>
<tr>
<td>IDA</td>
<td>Instructional Division Assistant (classified position)</td>
</tr>
<tr>
<td>IIPP</td>
<td>Injury and Illness Prevention Program</td>
</tr>
<tr>
<td>ILC</td>
<td>Integrated Learning Center (location: Watsonville Campus)</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology (formerly CR, Computer Resources)</td>
</tr>
<tr>
<td>ITAL</td>
<td>Italian (Instructional Program)</td>
</tr>
<tr>
<td>ITEC</td>
<td>Industrial Trades Education Center (Location: Watsonville Campus)</td>
</tr>
<tr>
<td>JAPAN</td>
<td>Japanese (Instructional Program)</td>
</tr>
<tr>
<td>JE</td>
<td>Journal Entry (through the Business Office)</td>
</tr>
<tr>
<td>JOURN</td>
<td>Journalism (Instructional Program)</td>
</tr>
<tr>
<td>JTPA</td>
<td>Job Training Partnership Act (a federally-funded job training program)</td>
</tr>
<tr>
<td>KIN</td>
<td>Kinesiology (Instructional Program) (formerly PE)</td>
</tr>
<tr>
<td>LIBR</td>
<td>Library (instructional Program), also name of building/location</td>
</tr>
<tr>
<td>LRC</td>
<td>Learning Resources Center</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>LS</td>
<td>Learning Skills</td>
</tr>
<tr>
<td>MA</td>
<td>Medical Assisting (Instructional Program)</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics (Instructional Program)</td>
</tr>
<tr>
<td>MATRIC</td>
<td>Matriculation (now SSSP)</td>
</tr>
<tr>
<td>MESA</td>
<td>Math, Engineering, and Science Achievement program (Student Learning Community)</td>
</tr>
<tr>
<td>METEO</td>
<td>Meteorology (Instructional Program)</td>
</tr>
<tr>
<td>MHN</td>
<td>Managed Health Network</td>
</tr>
<tr>
<td>MLC</td>
<td>Math Learning Center</td>
</tr>
<tr>
<td>M&amp;O</td>
<td>Maintenance and Operations department (now FP&amp;PO)</td>
</tr>
<tr>
<td>MQs</td>
<td>Minimum Qualifications. Replaces California Community College credentials for state-defined academic qualifications related to faculty hiring</td>
</tr>
<tr>
<td>MUS</td>
<td>Music (Instructional Program)</td>
</tr>
<tr>
<td>N</td>
<td>Nursing (Instructional Program)</td>
</tr>
<tr>
<td>NAS</td>
<td>Natural and Applied Sciences Division</td>
</tr>
<tr>
<td>NSF</td>
<td>National Science Foundation</td>
</tr>
<tr>
<td>OARC</td>
<td>Outcomes Assessment Review Committee</td>
</tr>
<tr>
<td>OCEAN</td>
<td>Oceanography (Instructional Program)</td>
</tr>
<tr>
<td>PC</td>
<td>Program Chair</td>
</tr>
<tr>
<td>PCN</td>
<td>Position Control Number (budget-related position number)</td>
</tr>
<tr>
<td>PCTE</td>
<td>Perkins Career and Technical Education Act</td>
</tr>
<tr>
<td>PDA</td>
<td>Professional Development Activity</td>
</tr>
<tr>
<td>PERS</td>
<td>Public Employees' Retirement System</td>
</tr>
<tr>
<td>PHILO</td>
<td>Philosophy (Instructional Program)</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physics (Instructional Program)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>PPO</td>
<td>Preferred Provider Organization. A network of health care providers who contract for discounted fee-for-service rates with payer (insurance company or employer) of such services</td>
</tr>
<tr>
<td>PR</td>
<td>Purchase Requisition</td>
</tr>
<tr>
<td>PS</td>
<td>Political Science (Instructional Program)</td>
</tr>
<tr>
<td>PSYCH</td>
<td>Psychology (Instructional Program)</td>
</tr>
<tr>
<td>PUENTE</td>
<td>Intensive writing, counseling and mentoring project to help at-risk students stay in school, enroll in college, earn degrees, and return to the community as leaders and mentors. (Student Learning Community)</td>
</tr>
<tr>
<td>RE</td>
<td>Real Estate (Instructional Program)</td>
</tr>
<tr>
<td>READ</td>
<td>Reading (Instructional Program)</td>
</tr>
<tr>
<td>REAL</td>
<td>Reading and English Academic Learning (Student Learning Community)</td>
</tr>
<tr>
<td>RT</td>
<td>Radiologic Technology (Instructional Program)</td>
</tr>
<tr>
<td>SAS</td>
<td>Senior Accounting Specialist (classified position)</td>
</tr>
<tr>
<td>SBDC</td>
<td>Small Business Development Center</td>
</tr>
<tr>
<td>SDLC</td>
<td>Stroke and Disability Learning Center (also known as the Stroke Center)</td>
</tr>
<tr>
<td>SEIU</td>
<td>Service Employees International Union (former classified employee union, now CCEU)</td>
</tr>
<tr>
<td>SISC</td>
<td>Self-Insured Schools of California</td>
</tr>
<tr>
<td>SJSU</td>
<td>San Jose State University</td>
</tr>
<tr>
<td>SLO</td>
<td>Student Learning Outcomes (measures knowledge, skills, abilities and attitudes students gain)</td>
</tr>
<tr>
<td>SLRB</td>
<td>Sabbatical Leave Review Board</td>
</tr>
<tr>
<td>SLS</td>
<td>Sign Language Studies (Instructional Program)</td>
</tr>
<tr>
<td>SOC</td>
<td>Sociology (Instructional Program)</td>
</tr>
<tr>
<td>SPAN</td>
<td>Spanish (Instructional Program)</td>
</tr>
</tbody>
</table>
SPECS  Cluster term for departments working together in the HASS Division
SPED  Special Education (Instructional Program)
SPRAC  Services and Program Reduction Advisory Committee (advisory to College Planning Council, aka CPC)
SSA  Student Services Act of 2012
SSC  Student Services Council
SSSP  Student Success Support Program (formerly Matriculation)
STEM  Title III grant for Science, Technology, Engineering and Mathematics
STRS  State Teachers’ Retirement System
TA  Teaching Assistant
TA  Theater Arts (Instructional Program)
TLC  Teaching and Learning Center
TSA  Tax Sheltered Annuity
TUs  Teaching Units
UCSC  University of California, Santa Cruz
VAPA  Visual, Applied and Performing Arts Division
VATEA  Vocational Applied Teacher Education Act
VP  Vice President
VPAS  Vice President, Administrative Services (aka CBO and formerly Vice President of Business Services)
VPI  Vice President, Instruction (aka CIO)
VPSS  Vice President, Student Services (aka CSSO)
W  Welding (Instructional Program)
WebAdvisor  The web location within Datatel's colleague where students can register for classes, view class schedules and course history, view and order official transcripts, develop their Ed Plan, and pay their tuition and fee charges
WS  Women’s Studies (Instructional Program)

_Last Updated: February, 24, 2014_
Proposed Mission

The Institutional Effectiveness Committee reports to the College Planning Council and serves as an Accreditation Steering Committee. The committee improves program planning and resource allocation processes to support student learning by:

- Ensuring program planning processes are documented
- Providing technical assistance to units developing program plans including establishing baseline data, designing measurable outcomes connected to college strategic plans and utilizing findings from evaluation efforts
- Reviewing and analyzing goals to identify institutional themes to aid the integration of planning and resource allocation efforts
- Recommending improvements to processes to ensure the campus meets accreditation standards
- Communicating trends and findings with the campus community and visiting accreditation teams

Proposed Membership

Director of Planning and Research, Chair, ex-officio
Accreditation Liaison Office, ex-officio
Assessment Review Committee Chair, ex-officio
1 Administrator
1 Faculty
1 Classified Staff
1 Confidential
1 Student

Excerpt from ACCJC Standard I.B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.
Links to Selected Community College Institutional Effectiveness Committees

College of Alameda
http://alameda.peralta.edu/institutional-effectiveness-committee/

Fresno City College

Mission College
http://www.missioncollege.edu/inside_mission/committees/institutional_effectiveness/

Mt. San Antonio College
http://www.mtsac.edu/governance/committees/iec/function.html

Santa Monica College
The County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The District shall pay the cost of the election and its pro rata share pertaining to the cost of the election which shall be under the provisions of the appropriate sections of the Education and Election Codes.

The Governing Board directs, with respect to statement of qualifications for candidates who run for office of member of the Governing Board of the District, that the cost of printing, handling, translating, and mailing a candidate’s statement of qualifications shall be charged to the candidate, including, but not limited to, written statement which may accompany the voter’s sample ballot and all other supplementary campaign materials which may be distributed to voters.

A certified copy of the statement of qualifications shall be sent to the Registrar of Recorder, the County Superintendent of Schools, and to the county counsel.

No candidate shall use the College’s logo or its representation in any campaign literature.

No College resources or staff work time may be used for campaign purposes. Pursuant to Education Code Section 5016, if a tie vote makes it impossible to determine which of two or more candidates has been elected to the governing Board the Superintendent/President, in a public meeting, shall determine the winner by lot.

Legal References: Education Code Sections 5000 et seq.

Adopted: X
SPECIAL AND EMERGENCY BOARD MEETINGS

NOTE: It is legally required to have this administrative regulation.

Whenever a special meeting of the Governing Board is called, the Superintendent/President shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Superintendent/President shall also ensure that the following notices of the meeting are delivered either personally or by other means:

Written notice to each member of the Governing Board, including any student trustee(s).

Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Governing Board in writing either prior to or at the time of the meeting.

Whenever an emergency meeting of the Governing Board is called, the Superintendent/President shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Superintendent/President shall provide the newspapers, radio stations and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Legal References: Education Code Sections 72023.5 and 72129; Government Code Sections 54956 and 54956.5

Adopted:
The minutes of Board meetings will reflect those present, who presided, all motions, the names of persons making and seconding motions, and the vote on motions. The minutes should indicate the time of arrival or departure of members once the Board is in session. The minutes shall also include all resolutions and recommendations of the administration and pertinent information upon which action has been taken by the Board.

The minutes of an emergency meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any action taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

The minutes are public records and any member of the public may contact the Superintendent/President’s Office to request a copy, approved minutes are posted on the Board website.

Legal Reference: *Education Code Section 72121(a)*

Approved: X
All recordings made of Board of Trustee meetings shall be kept in the Superintendent/President’s Office for a minimum of thirty (30) days after the date of the Board meeting for which the recording was made. After thirty days, the recordings may be destroyed.

Anyone wishing to obtain a copy of a recording of a Board of Trustees meeting should contact the Office of the Superintendent/President and requests will follow the same public acts timeline as outlined in AP/BP 3950.

Legal Reference: Government Code Section 54953.5

Adopted: X
DELEGATION OF AUTHORITY TO THE SUPERINTENDENT/PRESIDENT

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions with the Board. The job description, and goals and objectives for performance, shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustees’ requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

Legal References:

Education Code Section 70902;
Accreditation Standards IV.B.1.j and IV.B.2

Approved: X
The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined
A “service animal” for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions
The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.
Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability who is using a service animals to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his or her service animal.

Legal References:
- Civil Code Sections 54 et seq.; Penal Code Section 365.5;
- The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
- 28 Code of Federal Regulations Part 35;
- 28 Code of Federal Regulations Part 36;
- 34 Code of Federal Regulations Part 104.44(b)

Approved:
Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Sheriff’s Office, Cabrillo College before taking place.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Sheriff’s Office, Cabrillo College.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2-1/2 inches, folding knife with a blade that locks into place, or weapon as described in but not limited to Penal Code Section 626.10 upon the grounds is prohibited, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

**Legal References:** Penal Code Sections 626.9 through and 626.10

Adopted: June 2007
Revised: 2014
The District is committed to providing its employees and students with a drug free workplace and campus environment emphasizing prevention and intervention through education.

Cabrillo’s comprehensive approach to addressing substance abuse emphasizes:

- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
- Providing prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.
- Encouraging individuals who are experiencing problems associated with alcohol and other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.
- Implementing district sanctions for the manufacture, distribution, use or possession of illegal drugs or the unlawful use or possession of alcohol which may include prosecution under applicable state and federal laws. Such sanctions may include educational intervention, mandated counseling or rehabilitation, community service, suspension, expulsion, termination of employment, and/or barring from further work for Cabrillo.

Prohibition of Drugs
The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, (at all hours of the day or night, including weekends and holidays while the students are under the supervision of the College – see AP 5500, Student Rights and Responsibilities, Section IV C – Prohibited Conduct, item number 18), activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, suspension, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Action Taken When a Student Has Violated the Alcohol and Other Drugs Policy
As an academic community, Cabrillo exercises certain disciplinary and discretionary powers and is charged with protecting the educational environment by establishing and enforcing standards of conduct that students and student groups are expected to follow. These standards contain sanctions related to the use and abuse of alcohol and other drugs and are available for review in the Student Rights and Responsibilities Handbook. Students are expected to respect these
standards, the authority of the college, faculty and staff, and each other. Students who violate this regulation will be referred to substance abuse counseling and may be suspended or expelled.

Student organizations are expected to follow the standard of conduct as is any individual student. If a determination that a violation of the alcohol and other drug policy has occurred, by either an individual or a student group, sanctions will be administered. Such sanctions may include revocation of recognition as a student organization, denial of use of college facilities, suspension or expulsion from the college.

References:
Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1145g;
34 Code of Federal Regulations 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 702

Reviewed by ASM PPRS: 12/12/13
Reviewed by VL:
Reviewed by Cabinet:
Reviewed by PPTF:
Approved:
Financial Aid programs offered at Cabrillo by the District include the following programs:

- Board of Governor’s Fee Waiver
- CalWORKs Work Study
- Cal Grants
- Federal Pell Grants
- CHAFEE Grant
- Federal Direct Student Loan Program
- Federal Supplemental Education Opportunity Grant
- Federal Work Study
- Scholarships

The Financial Aid Office is responsible for publishing the Financial Aid Office Policies and Procedures Manual as mandated by the U.S. Department of Education. Policies and Procedures are made available to students through the Student Aid Handbook and are available on the Financial Aid webpage. Information provided include but are not limited to the following:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

**Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

**Legal References:**

- Education Code Sections 66021.6 and 76300;
- Title 5 Sections 58600 et seq.;
- 20 U.S. Code Sections 1070 et seq.;
- 34 Code of Federal Regulations Section 668;
The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs. The Disabled Student Programs and Services (DSP&S) is authorized for this purpose per Title 5 Implementing Guidelines, Sections 56000 – 56076.

The Plan for the provision of DSP&S addresses the following per Title 5:

- Long range goals and short term objectives for the program:
  - Under Section 504 of the Rehabilitation Act, students with disabilities must have access to the general college services and instructional process. The DSP&S program is intended to provide the additional, specialized support which allows students with disabilities to more fully access and benefit from the general offerings and services of the college. Services should support students with disabilities in educational activities that comply with the mission of the college. These services may include integrating students with disabilities into the general college program; facilitating general education, transfer, or vocational preparation; increasing independence; and making referrals to community resources.

- Definitions of disabilities and students eligible for the program:
  - To qualify a person must: be enrolled at a community college, have a verifiable disability (see Title 5 Sections 56032 - 56044), be unable to fully benefit from the regular programs and services offered by the college due to the educational functional limitation of a disability; and need specialized services or instruction in order to mitigate these disability related educational limitations.

- Support services and instruction that is provided:
  - Support services or instruction as used in Title 5 Section 56005 means any service or classroom instruction that is above and beyond the regular services or instruction offered by the college. These classes, activities, or services are offered to enable the student with an educational limitation due to a disability to fully benefit in the offerings of the college.
  - Verification of disability:
    - Every student participating in the DSP&S program must have a verified disability and determination should be performed in one of three ways:
      - DSP&S professional staff, with review by the DSP&S Director, may, through personal observation, verify the existence of an observable disability.
      - A licensed professional in the field may diagnose specified condition which verifies the existence of a disability.
      - DSP&S professional staff with review by the DSP&S Director may verify a student’s disability based on documentation provided by an appropriate agency or certified professional capable of diagnosing the disability in question.
Student rights and responsibilities:

- Participation by student with disabilities in DSP&S shall be entirely voluntary. Receiving support services or instruction authorized shall not preclude a student from also participating in any other course, program or activity offered by the college.
- All records maintained by DSP&S personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Title 5 and FERPA.
- A student with a disability, like any other student on the campus, must adhere to the student code of conduct adopted by the college. Termination of services to the student under the code of conduct must go through the same procedures as with any other student.
- A Student Educational Contract is developed by DSP&S professional staff in consultation with the student and placed in the file of each student receiving services.
- The Student Educational Contract is designed to serve as an educational plan and is reviewed annually with required signatures from both the DPS&S Specialist and student.

Academic Accommodations:

- The provision of DSP&S accommodation must relate directly to the educational limitations of the student. DPS&S specialists provide the services and accommodations to ensure that the college’s programs and services are accessible to, and useable by, students with academic and functional limitations.

Staffing:

- The DSP&S Program has an elected Faculty Director, who has day-to-day responsibility for the DSP&S Program. The Director of Facilities and Planning is responsible for maintaining compliance with ADA Accessible Standards, in consultation with DSP&S and 504 Coordinators.

Advisory Committee:

- The DSP&S Advisory Committee meets at least once a year, and the roster of the members is in the DSP&S Program Review and available for review for the public.

Service Animal Procedures and Guidelines:

- see AP 5140 A BP and AP 3440 titled Service Animals

Equal Access:

Cabrillo College is committed to providing access to all students, staff and members of the public and provides special programs that accommodate and facilitates these goals and objectives.

- Cabrillo College provides equal access to campus facilities for all students, staff, and members of the public with disabilities. All entrances to campus buildings and interior doors with automatic doors will comply with 2010 ADA Standards for Accessible Design published by the Department of Justice Section 404.3 (ANSI/BHMA A156.10 or A156.19 (automatic doors or push plate openers). The college will also comply with the
Chapter Five: Student Services and Operations

2010 ADA Standards, Section 404.2.9 (opening force), and California Building Code 2007-Doors, Section 1133B.2.5 (opening force) for exterior and interior non-automatic doors. In order to comply with these requirements, Cabrillo Facilities and Planning department contracts with Besam Entrance Solutions to randomly test and adjust doors. (See Attachment A). Future test results are on file in the Facilities Department.

• For building entrances that are not power assisted, the college provides a telephone outside of the entrance and posts signs on the doors instructing students, staff and the public to call the DSP&S office for assistance (after 5:00 pm Campus Sheriff’s Office). DSP&S, Campus Sheriff, Facilities, and/or branch campus directors will immediately respond to give the person access to the facility.

Disabled members of the public who are not able to operate non-power assist doors on campus should contact DSP&S for assistance in accessing college programs and activities, as needed. DSP&S Counselors and individuals with disabilities who need regular access to campus facilities will develop individualized plans to provide access to buildings, classrooms, restrooms, and other spaces that may not have power assist entrances. DSP&S will provide staff to assist individuals with disabilities based on the individual’s schedule and abilities. The goal of the individualized plan is to maximize the disabled individual’s independence and access to all programs and activities of the college.

For public access to power assisted and non-power assisted entrances, the college provides access information on its facilities to groups (community and college groups) that reserve college facilities on how those facilities can be accessed. These include: phone number for access; campus maps with disabled parking locations, accessible paths and elevators; and the following statements on the college’s website, printed materials, promotional materials and tickets to public events, and facilities rental agreements.

**For website, printed materials, etc. which is designed for public consumption:**
Cabrillo College strives to provide the highest level of accessibility to students, visitors and guests with disabilities. For assistance with physical accessibility issues, please call Disabled Students Programs and Services at (831) 479-6379, or the Sheriff’s Office at (831) 212-8464 (Aptos and Scotts Valley) or (831) 212-8466 (Watsonville).

**For Facilities Contracts:**
Cabrillo College strives to provide the highest level of accessibility to students, visitors, and guests. As a renter of our facility, you Renters of District facilities must agree to meet federal standards of accessibility (Title II ADA) in your the use of the facility, including access for people with physical and visual disabilities. If you have For questions about physical accessibility or other accommodations, please contact Disabled Students Programs and Services DSP&S at (831) 479-6379 at least five days in advance of your the event.

**Legal References:** Title 5, Sections 56000 et seq. and 56027

Approved by Office of Civil Rights: March 22, 2013
Attachment A

Labor and Planned Maintenance Agreement
For Automatic Door Equipment Located at:

Building Name: Cabrillo College
Street Address: 6500 Soledad Drive
City, State, Zip: Aptos, CA 95003

Approved by Student Service Council: April 17, 2013

Attachment A
Cabrillo College will make every effort to register students, who wish to vote before each county, state, or federal election. Voter registration forms will be available in the following campus locations:

- A link to the Santa Cruz County Elections Office will be available on the Cabrillo College web-site. At this site, students can download a Voter Registration form. The link to this site will also be published in the Student Rights and Responsibility handbook.
- Copies of the Voter Registration forms will be available in the Associated Students of Cabrillo College offices, Admissions and Records office, Financial Aid office, Disabled Student Services and Programs, and the Vice President of Student Services offices.

**Legal References:**

- 20 U.S. Code § 1094(a)(23)(A);
- 34 Code of Federal Regulations Section § 668.14(d)(1))

Approved by Student Services Council: October 14, 2009

Reviewed: ___________________________ 2014
Cabrillo College offers a comprehensive athletic program that meets the interests of its students and includes:
- baseball
- men’s and women’s basketball
- football
- men’s golf
- men’s and women’s soccer
- softball
- men’s and women’s swimming and diving
- women’s volleyball
- men’s and women’s water polo

Cabrillo College is dedicated to providing its student athletes the opportunity to experience the valuable lessons associated with structured athletic participation.

Cabrillo College strives to provide quality transfer, career, and life-long learning programs that provide the student athletes with the knowledge and skills necessary to succeed in life.

Intercollegiate athletic competition is governed by the Coast Conference and the California Community College Athletic Association Constitution. Obtaining clearance for athletic eligibility often requires considerable checking of records and code provisions. These procedures should be started well in advance of the opening of each athletic season. The Athletic Director will interpret the State Athletic Constitution and Conference regulations for all persons concerned. Students will be assisted in establishing athletic eligibility.

**Legal References:**
- Education Code Sections 66271.6, 66271.8, and 67360 et seq.
- Title IX, Education Amendments of 1972

Approved by Student Services Council: June 19, 2013
Reviewed: 2014
The District will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States and is not authorized to be employed in the United States.

Reliable documentation of eligibility is required for employment from all persons hired.

The Department of Homeland Security defines a list of acceptable documents which can be used to fulfill this verification process. All documents provided must be unexpired. The most common items used to fulfill the “reliable documentation” are:

- A United States Passport

  OR

- A current driver’s license or ID issued by a state which contains a photograph and information such as name, date of birth, gender, height, eye color and address, AND a valid Social Security Account number card.

A new employee will complete the Employment Eligibility Verification form (known as Form I-9). For persons hired, the District will retain such forms for at least three (3) years or until one year after the persons leaves the District’s employment, whichever is later. The District will retain such forms for at least three (3) years for persons it does not hire.

The District will protect the privacy of the information it collects pursuant to this procedure.

Reference: 8 U.S. Code Section 1324a
Grievance procedures related to contract provisions for Cabrillo faculty members are contained in the CCFT Collective Bargaining Agreement approved by the Governing Board.

Reference:  Education Code Section 87610.1

ASM PPRTF review:  9/11/13
VL review:  11/20/13
ASM Council:  1/14/14
Cabinet review:
PPTF review:
Approved:
Represented Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board unless the duties reasonably relate to those fixed for the position, except as authorized in procedures outlined in the CCEU Collective Bargaining Agreement, Article 8.12.

Confidential-designated Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board unless the duties reasonably relate to those fixed for the position, except as authorized in procedures outlined in the Confidential-designated employees handbook.

Reference: Education Code Section 88010

ASM PPRTF review: 9/11/13
VL review: 11/20/13
ASM Council: 1/14/14
Cabinet review:
PPTF review:
Approved:
Overtime pay is a mandatory subject of bargaining for employees represented by an exclusive representative. Compensation calculation procedures for the payment of such overtime are defined in the CCEU Collective Bargaining Agreement.

Overtime provisions for unrepresented classified employees are outlined in the Confidential Employees’ Handbook.

Employees serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

References: Education Code Sections 88027, 88028, 88029, and 88030

ASM PPRTF review: 9/11/13
VL review: 11/20/13
ASM Council: 1/14/14
Cabinet review:
PPTF review:
Approved:
Chapter Seven: Human Resources

AP 7337
FINGERPRINTING

The Chief Human Resources Officer will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures.

The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

The Chief Human Resources Officer will ensure that criminal history record information is destroyed once the District’s business need for the information is fulfilled.

References:
*Education Code Sections 87013 and 88024; Penal Code Sections 11102.2 and 11077.1*

ASM PPRTF review: 9/11/13
VL review: 11/20/13
ASM Council: 1/14/14
Cabinet review:
PPTF review:
Approved:
No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

References:
Government Code Section 8314;
Penal Code Section 424

ASM PPRTF review: 9/11/13
VL review: 11/20/13
ASM Council: 1/14/14
Cabinet review:
PPTF review:
Approved:
Eligibility for Retiree Health Benefits: Academic Employees
The District will provide retiree medical coverage for represented academic employees in accordance with the provisions outlined in the CCFT Collective Bargaining Agreement, Article 18.

Eligibility for Retiree Health Benefits: Educational Administrators
The District will provide retiree medical coverage for Educational Administrators in accordance with the provisions outlined in the Administrative Employee Benefits Handbook.

References:  
CCFT Collective Bargaining Agreement, Article 18 and Administrative Employee Benefits Summary

ASM Council review:  9/11/13
VL review:
Cabinet review:
PPTF review:
Approved:
2013-14 Budget Update:
Cabrillo allocated $667,000 from the FTES reserve in April of 2013 to increase course offerings for the 2013-14 fiscal year. Funds were allocated with the goal of increasing enrollment in order to capture restoration funding. The college’s enrollment is declining. Based on current enrollment and the current growth model, the college will not earn restoration funding for 2013-14. Although the allocation from the FTES reserve did not yield additional funding for the college, the augmentation of resources prevented a downward spiral in enrollment.

The college’s enrollment may decline below the current enrollment cap of 10,894. If enrollment declines below the cap, the college will go into budget stability. If Cabrillo goes into budget stability it is held harmless in the year of the decline. If the college does not return to the base level of 10,894 in the year immediately following the year of decline (2014-15), a permanent reduction in apportionment revenue will be instituted.

2014-15 Governor's Budget
The Governor’s 2014-15 Budget was released on January 9, 2014. Below is a summary of the Governor’s budget proposal for California Community Colleges. Other updates were added recently that reflect more current information about the 2014-15 budget.

- **Restoration (Growth):** 3% restoration of access. The budget proposes that the Board of Governors adopt a formula for local growth allocations that gives priority to districts “identified as having the greatest unmet need in adequately serving their community’s higher educational needs.” The budget summary states that all districts will be eligible for expanded access and that districts will eventually be restored to pre-recession levels. The term “unmet need” is yet to be defined. There is a statewide group of chief business officers working with the Chancellor’s Office to develop a new growth formula. They are not expected to complete their work in time for implementation in 2014-15. The existing growth formula will be used to allocate growth funding in 2014-15. Based on current enrollment and the current growth model, the college will not earn restoration funding for 2014-15.

- **COLA** - COLA of 0.86%; $420,000 for Cabrillo.

- **Student Success** - $200 million to support student success programs and strengthen support for underrepresented students. This includes $100 million for the Student Success and Support Program (formerly Matriculation) and $100 million to close gaps in access and achievement for underrepresented student groups, as identified in Student Equity Plans. The Governor would like to expand the definition of an underrepresented group to include students who are underprepared and financially challenged. A 1% allocation to Cabrillo would result in an allocation of $1 million for each program. There is 3:1 match requirement for credit SSIP funds. Cabrillo is currently providing a match of $1.9 million for the current year allocation. The 2014-15 match requirement will increase by $1.1 million in 2014-15 for a total match of $3 million.

- **Deferred Maintenance and Instructional Equipment** - $175 million to be evenly split between deferred maintenance and instructional equipment. A 1% allocation to Cabrillo would result in an $875,000 allocation to each program. There is a 1:1 match for deferred maintenance and a 1:3 match for state instructional equipment.
funding. Cabrillo is currently providing a match of $215,000 for deferred maintenance and $44,000 for state instructional equipment. The 2014-15 requirements will increase by $908,000.

- **Deferrals** – The deferrals are delays in Cabrillo’s receipt of funding from the state. As a result, Cabrillo has been forced to borrow funds to pay our ongoing expenses. The Governor is proposing to eliminate the delays. We hope this means we will not longer have to borrow funds to make our payroll.

- **State Revenue Shortfalls (RDA, Apportionment, and EPA)** the college is unable to budget 100% of the revenue included in the state budget. Community colleges are not backfilled for shortfalls in revenue that occur on an annual basis. The Governor proposes to improve the stability of base apportionment, redevelopment funding and Education Protection Account funding by providing backfill funding for 2013-14 and 2014-15. This protection is not permanent. We will continue to budget a shortfall but this proposal will allow us to reduce our estimate, commonly referred to as the “deficit factor” for 2013-14 and 2014-15.

- **Energy Projects/Workforce Development funding (Proposition 39)** - $39 million statewide to address energy efficiency projects and workforce development. These funds will be allocated based on submissions of project proposals. A 1% allocation for Cabrillo is $390,000.

- **Adult Education** - The Governor reiterates his commitment to provide funding in the 2015-16 budget to implement plans which are being developed by regional adult education consortia.

- **Innovative Models of Higher Education** – $50 million statewide in one-time funding (non-Proposition 98) for incentive awards that recognize models of innovation in higher education that 1) increase the number of students earning bachelor’s degrees, 2) increase the number of bachelor’s degrees earned within four years, and 3) ease transfer the state’s education system.

- **Improving Statewide Performance** – $2.5 million statewide to provide local technical assistance to support implementation of effective practices in all districts, with priority placed on underperforming districts. The Chancellor’s Office will receive $1.1 million and 9 new positions to aid this effort by developing indicators of student success and to monitor performance. This proposal does not impact funding allocations to colleges but increases monitoring and support to the field.

- **Flexibility** - The Governor proposes to allow districts to reallocate up to 25% of EOPS, Calworks and funds from select categorical programs to other federal, state, or local programs to meet the needs of underrepresented student groups as identified in Student Equity Plans. The Governor’s goal is to streamline funding, reduce redundancy, beauracracy and increase the number of students served.

The Governor does not propose to raise student fees, fund FTES on completion or require all students seeking fee waivers to complete a FAFSA. There is a shift towards more outcomes based funding. The Governor plans to address CalSTRS funding shortfalls in 2015-16.

Aside from COLA, all new funding included in the Governor’s proposals is either one-time or restricted. State funding is normally allocated on an FTES basis or as a percentage of the community college budget. Cabrillo’s budget comprises approximately 1% of the total
community college budget. The budget will change throughout the coming months but these are the major highlights for the moment. Revenues will be revised in May and approval of a final budget is expected by the end of June.

The College Planning Council will review the budget calendar, strategies and planning assumptions in March.