## Committee Name: CPC Meeting Minutes

**Date:** 9/3/2014  
**Time:** 2:00pm – 4:00pm  
**Facilitators/Location/Chair:** SAC 225E

### Attendees:
- CPC Members

### Guests:
- Click here to enter text.

### Agenda Items

<table>
<thead>
<tr>
<th>Topic, Info/Action</th>
<th>Topic Lead</th>
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<th>Discussion</th>
<th>Action Items and Timeline</th>
<th>Primary Effectiveness Link</th>
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<tbody>
<tr>
<td>Approval of Agenda Action</td>
<td>Laurel</td>
<td>3 Min</td>
<td>• Approved</td>
<td>• Approval as presented unless there are requested changes</td>
<td>None</td>
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<tr>
<td>Approval of 8/20/14 Minutes Action</td>
<td>Laurel</td>
<td>3 Min</td>
<td>• Approved</td>
<td>• Approval as presented unless there are changes</td>
<td>None</td>
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- **Kathie - Instruction:** Explained the need for a re-org of CEED due to an over-extending of Rock’s time and responsibilities and shared a flow chart. Rock’s role in BACCC is now almost 100%. Cabrillo will still use him for about 10% for CEED. The College has been well served by Rock and we are thankful for his service and dedication. Several sectors will shift to reporting to the President’s office. Grants functions will move under the new grants director. There is a $15M enhancement fund which supports CTE; money goes through the consortium. $11.5M will come to the bay area. Rock’s position as a dean will not be replaced. Important to note: this is a transition year – this is not set in stone yet – we are still fleshing out the details.  
  - **Dennis - Student Services:** Add code problems have been fixed.  
  - **Efficiency Group volunteers:** Laurel, Karen Reyes, Barbara, Calais, Carter Frost and a classified rep from CCEU. Karen will convene the first get together.  
  - **Budget:** next meeting we will spend 1 hour on this topic. Members to send requests for data with particulars to Cheryl by noon on 9/5/14.  

- **Institutional Effectiveness**
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<td>Lots of business in student services these last few days. <strong>Victoria - Budget:</strong> The budget deficit is 1.1M for the fiscal year. A big concern is the increase in the Cal STRS rate; that alone is causing the deficit to increase. Enrollment will also impact the budget. Showed ending balance slides. Decrease in fund balance overall – 1.1M decrease from 12-13 to 13-14. Mostly due to drop in grants and restricted funds. Our projections were close to what our actuals are 1.4M is unallocated. Our projections vs actuals have been very close over the years, approx 4%. There were many questions and requests for more data; which prompted the need to put it on the next CPC agenda for one hour. Individuals who have specific requests should email them to Cheryl by noon on Friday, 9/5. Business office staff ask that you think about what end result you are looking for. Alex specifically requested historical figures for last 5-10 years; structural deficit vs unallocated amount. <strong>CCEU:</strong> Classified prioritization committee has had its first meeting. Several folks have signed up for the PD committee. Thankful to administration for placing CEED folks in other positions. Thankful to Rock for his guidance through the years. <strong>CCFT:</strong> looking forward to 9/23 senate meeting. Everyone is invited. Enrollment will be discussed. <strong>Faculty Senate:</strong> enrollment sessions will be on the agenda at next two meetings. Appreciate the information and data from Administrators. Thanked Kristin for marketing update; great session. Wonderful to see the students – great first week of school.</td>
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| **Confidential:** Thanks to all who participated in welcome week and a special thanks to Sandi for organizing and staffing welcome days.  
**Student Senate:** borrow-a-book program was a huge success – it was sold out at 11:00am on the first day of school. Student Senate retreat was great – lots of great speakers. All committees that they are aware of have a student rep, 32 in all. Cafeteria grand opening will be the third week of Sept. Working to increase the after-hours of SAC East. Working with departments to create videos to help students.  
**President:** College efficiencies: would like to get a group of reps from CCFT, CCEU, Faculty Senate, and Administrators together to discuss ways we can increase college efficiencies. How can we make better use of time and money? Example: many different facility rentals – need to combine efforts for consistency of information; marketing, etc. Barbara is interested in participating and the idea – would like to extend it to student efficiencies. | | | | | |
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<td>September Board Agenda Review Info</td>
<td>Laurel</td>
<td>10 Min</td>
<td>discussion but believe that an understanding of roles and responsibilities would be helpful.</td>
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| Values Statement Proposal Info | Laurel     | 20 Min        | • Very full agenda. We will introduce new employees beforehand, refreshments will be served. Will do the same in the Spring.  
  • College awareness week resolution  
  • Cabrillo’s first Annual report will also be available on that date; very proud of the good work that was done. | • Laurel will convene meeting with volunteers, Conrad, Martin and Alta | Mission Statement Core 4 |
| Fall ’14 Enrollment & Year of Instruction Info/Update | Kathie     | 20 Min        | Year of Instruction handout:  
  • Senate and IAC are collaborating on year of instruction this year.  
  • Is posted on web site – living document all are welcome to attend meetings  
  • Spring: will have two outside speakers coming to talk to the group  
  • Perhaps create some videos on enrollment and retention.  
  **Enrollment update:** news is better; however we are seeking to reach an inflated target. We were hoping to build enrollment but it’s not sustainable. Thanks to everyone for their hard work on enrollment. We are now at 1-2% down as compared to 13-14. We haven’t reached census yet – which could change numbers. | • | Mission Statement Core 4 |
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**Board Policy/Procedure Review Info**
- Laurel
- 10 Min
- Overview of new & revised BP’s & AP’s: January 2014 to present
- Brought most up to date with league; have a bit more work to go with Admin services.
- Task force: how do we want to move forward?
- Need to have a process before the end of the semester.
- Board Goals

**BP’s/AP’s Info/Action**
- Laurel
- 5 Min
- To be added during the meeting
- Will continue to bring updates & New BP’s/AP’s throughout the year
- Board Goals

**Agenda Building & Summary Take-away Info**
- Laurel
- 5 Min
- 
- None

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<tr>
<td>1. To be added during the meeting</td>
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<tr>
<td>2.</td>
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Meeting Summary or Take Away:

1. To be added during the meeting
2.
3.
4.

Effectiveness Links

1. Mission Statement and Core 4 Competencies (Communication, Critical Thinking, Global Awareness, Personal and Professional Responsibility)
2. Student Success
3. Enhance Institutional Effectiveness
4. Board Goals
5. Education Master Plan
6. Facilities Plan
7. Technology Plan
8. Program Plans
9. Student Equity Plan