### Committee Name: CPC

**Date:** 1/15/2014  
**Time:** 2:00pm – 4:00pm  
**Facilitators/Location/Chair:** SAC 225E

**Attendees:** CPC Members  
**Guests:** Click here to enter text.

<table>
<thead>
<tr>
<th>Topic, Info/Action</th>
<th>Topic Lead</th>
<th>Time on topic</th>
<th>Discussion</th>
<th>Action Items and Timeline</th>
<th>Primary Effectiveness Link</th>
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</thead>
<tbody>
<tr>
<td>Approval of Agenda, Action</td>
<td>Laurel</td>
<td>3 Minutes</td>
<td>• Approved</td>
<td></td>
<td>None</td>
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<tr>
<td>Approval of 12/04/13 Minutes Action</td>
<td>Laurel</td>
<td>3 Minutes</td>
<td>• Approved</td>
<td></td>
<td>None</td>
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<tr>
<td>Introduction of new members Info</td>
<td>Laurel</td>
<td>3 Minutes</td>
<td>• Introduced new member Alex Taurke. This is Alex’s 18th year at Cabrillo; he is excited to serve on CPC.</td>
<td>• Welcome Alex!</td>
<td>None</td>
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| January Board Agenda Info | Laurel | 10 Min | • January board meeting already occurred. Laurel posed a thought regarding sabbaticals: suggested faculty might want to include more detail in their sabbatical plan that directly addresses student success.  
• Laurel explained that her evaluation from the board was at her request; she had asked for a 6 month evaluation during the first year. Her previous goals and speaking engagements are posted on the President’s web page, under “Goals”.  
• Victoria noted that more detail is required for certain items at board meetings, i.e., the Precision Wellness contract, for example. | • Continued information on President’s goals. | GAIT B: Institutional Effectiveness |
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<td>Shared Governance Handbook Updates Action</td>
<td>All</td>
<td>5 Min</td>
<td>• Just recently received everyone’s edits. Will present a final copy to the group at the next meeting.</td>
<td>• Review of completed sections and approval at next meeting.</td>
<td>GAIT B: Institutional Effectiveness</td>
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| Shared Governance Committee Definitions Action | Laurel/All | 20 min | • Agreed to combine this topic and the next into one.  
• We have 61 committees on record (according to our website)  
• There was much discussion around definitions, purpose and categories.  
• Some questions about accreditation intent for this recommendation  
• As this is such a big task and likely to take some time the group agreed to have an Ad Hoc committee review and report back to the group. The representatives are: Michael, Jim, Carter, Tatiana and Eireann.  
• Ad Hoc committee will report on the following:  
  - Consistent Name  
  - Purpose  
  - Frequency  
  - Location  
  - Membership (term lengths?)  
  - Who is represented? | • For use in Shared Governance Handbook  
• Ad Hoc to meet and devise an approval to committee structure and reporting  
• CPC to review Ad Hoc recommendation at a later date | GAIT B: Institutional Effectiveness |
<p>| Committee Review Info | Laurel/All | 30 Min | • See above. | • Schematic to assist in knowing roles &amp; responsibilities | GAIT B: Institutional Effectiveness |</p>
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<td><strong>GAIT A &amp; B Goal Summary Mtg Action</strong></td>
<td>Laurel</td>
<td>5 Min</td>
<td>• This is our Strategic Plan. The chairs are Laurel &amp; Victoria and Dennis &amp; Kathy. The chairs convene the committee in the spring. PRO facilitates this.</td>
<td>• Determine deadline for Spring summary – Laurel will contact Terrence</td>
<td>GAIT B: Institutional Effectiveness</td>
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<tr>
<td><strong>AP 2410 Info</strong></td>
<td>Laurel</td>
<td>5 Min</td>
<td>• Laurel shared the process for the new Board Policies and Procedures and the need for a Task Force. Spoke about the work that has been happening for the past 6 months to update all our policies &amp; procedures and why this is important. Asked the group to get names from their representative groups to the President’s office in order to move the process through.</td>
<td>• Task force names to be completed • Task force does its work online • Try to get task force started by Feb.</td>
<td>Core 4</td>
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<td><strong>Spring CPC To-Do Review Info/Discussion</strong></td>
<td>Laurel</td>
<td>15 Min</td>
<td>• Shared Governance Manual • Mission Statement Review/Vision Statement – student services and other groups felt left out of this process last year. Let’s look at what we have now and update/change as necessary • Values – positives: SWOT strengths • Budget Update - Strategies, criteria, commitments • Student Success</td>
<td>• Create and disseminate new Spring 2014 timeline to CPC at next meeting</td>
<td>GAIT B: Institutional Effectiveness</td>
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| Budget Update (if available) | Victoria | 20 Min | • A lot of unknowns  
• Funding restoration: we don’t know if we will qualify  
• COLA increase of .87%  
• Student success will receive $  
• Deferred maintenance will receive $  
• Prop 39 will continue  
• We still have a deficit for 12-13 – approx. 1.75% of our revenue  
• Adult Ed is a question. Laurel will be working with K-12’s in the county to come up with a plan | • Continue to review new information as the budget is discussed  
• Complete our budget principles to be ready for approved budget  
• Regional application to be submitted on behalf of Santa Cruz County | GAIT B: Institutional Effectiveness |
| Agenda Building & Summary Take-away Info | Laurel | 5 Min | • Shared Governance Handbook  
• Ad Hoc committee to meet  
• Complete Spring To-Do items  
• Mission/Vision/Values discussion  
• Groups to get names to President’s office for PPTF | • Next agenda to include Bookstore update by Michael Robins | None |

**Parking Lot:**

|  |  |  |

**Information Requested**

1. To be added during the meeting
2.
### Meeting Summary or Take Away:

1. Shared Governance handbook
2. Ad Hoc Committee to meet
3. Complete Spring To-Do items
4. Mission/Vision/Values discussion
5. Groups to get names to President’s office for PPTF

### Effectiveness Links

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