## Committee Name: CPC

**Date:** 12/4/2013  
**Time:** 2:00pm – 4:00pm  
**Facilitators/Location/Chair:** SAC 225E

### Attendees:
- CPC Members

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

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<thead>
<tr>
<th><strong>Topic, Info/Action</strong></th>
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<th><strong>Primary Effectiveness Link</strong></th>
<th><strong>Secondary Effectiveness Link</strong></th>
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<tbody>
<tr>
<td>Approval of Agenda, Action</td>
<td>Laurel</td>
<td>3 Minutes</td>
<td>• Approved</td>
<td>None</td>
<td>None</td>
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| Approval of 11/20/13 Minutes Action | Laurel | 3 Minutes | • **Correction:** Faculty New Hires: (1) replacement position, Poly Sci – not Counseling  
• **Correction:** Budget criteria – “hold the line on on-going spending” | • **Approved with corrections.** | None | None |
| Shared Governance Handbook Updates Info/Action | All | 20 Min | • Asked groups to look at the google doc and respond with edits by next meeting  
• Board has formed a sub-committee to review  
• Confidentials have responded with edits  
• Nothing yet from students  
• Classified have changes; will submit edits | • **Agree on created shared governance documentation as presented** | GAIT B: Institutional Effectiveness | None |
| Shared Governance Committee Definitions Info | Laurel/All | 20 min | • Received three documents as handouts: (1) the Foothill CC model for gov manual; (2) a list of Cabrillo’s current committees; (3) a third chart combining our list of current committees and the categories from the Foothill model  
• Discussion about definitions: are the titles correct? Are they all still valid? | • **Continue discussion next meeting** | GAIT B: Institutional Effectiveness | None |
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| CPC                |            |              | - If CPC is the top of the shared gov committee hierarchy, are there CPC subcommittees which report recommendations to CPC? For example, would FPAC be a CPC subcommittee?  
- Ongoing dialogue about which committee reports to what overarching committee/group/person, to show some lines of communication | None                              | GAIT A: Student Success                                                  | GAIT B: Institutional Effectiveness |
| Foundation Budget Information Info | Melinda    | 15 Min       | - Melinda presented several handouts about the Foundation, its function, the amount of donations, to which program or department the money is donated.  
- Our Foundation is in the 98th% in the nation for a two year school.  
- Presented info about how departments can apply for grant monies; shared that there are some changes in the form. | Will bring a formal recommendation back to CPC when ready                  | GAIT B: Institutional Effectiveness | None                        |
| Classified Prioritization Process Info | Alta       | 10 Min       | - Alta met with Victoria before Thanksgiving break; discussed classified hiring process, how to design it, looked at how other colleges do it; not intended to be a union-centric committee, but a way to prioritize classified positions in a way similar to the way the FS does their prioritization process.  
- Goal, at outset, is to define the needs of the college and, by extension, what the appropriate staffing levels should be for the | No Action Items specified                              | GAIT B: Institutional Effectiveness | None                        |
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| December 9 Board Agenda Info | Laurel | 10 Min | • There will be a “closed session”  
• A chorale group from VAPA will perform  
• Presentation of the new Fact Book  
• Presentation of the power point info that was used at the community forum  
• Will probably be community members during the public comments section to speak to the VAPA extension moves  
• At this board mtg, we’ll be “flipping the switch” and moving to the league numbering system for BP’s & AP’s | • None | GAIT B: Institutional Effectiveness | None |
| Planning AgendaManagement Tool Info | Terrence | 10 Min | • Presentation of “smart sheets” as a planning management tool  
• Currently being used by some offices with great success  
• It has much of the functionality of an Excel spreadsheet, but with some other tools which can address planning and follow-up needs for project management  
• Is an online tool; permission can be granted to everyone or to specific people or groups  
• Able to link files and Google docs  
• Can send email reminders  
• Useful for controlling work flow | • Laurel will move forward with the President’s assigned planning agenda as a pilot | Core 4 | GAIT A: Student Success |
## 12.4.13 CPC Minutes

### Agenda Building & Summary Take-away Info

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<td></td>
<td>Laurel</td>
<td>5 Min</td>
<td>● All documents are archived; useful for Accreditation response</td>
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### Parking Lot:
- Professional Development Committee
- Strategic Planning Committee

### Information Requested
1. 
2. 

### Meeting Summary or Take Away:
1. Shared Governance: groups to continue to make edits and bring back to next meeting.
2. Shared Governance Committee Definitions: continue discussion
3. Foundation: great presentation; handouts will be posted to the web site
4. Classified Prioritization Process: continue discussion with formal recommendation to come to CPC when ready
5. Planning Management Tool: pilot on planning agendas (President’s)
6. Next CPC meeting scheduled for 1/15/14 – December 18th meeting cancelled

Summarized below.
### Effectiveness Links

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<th>Mission Statement and Core 4 Competencies (Communication, Critical Thinking, Global Awareness, Personal and Professional Responsibility)</th>
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<td>Gait A: Student Success</td>
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<td>3</td>
<td>Gait B: Enhance Institutional Effectiveness</td>
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<td>4</td>
<td>Board Goals</td>
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<td>5</td>
<td>Education Master Plan</td>
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<td>Technology Plan</td>
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<td>Program Plans</td>
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