

**Minutes of Meeting  
CABRILLO COLLEGE GOVERNING BOARD  
December 10, 2012**

<p><b><u>REGULAR MEETING</u></b>  The regular monthly meeting of the Cabrillo College Governing Board was held at the Cabrillo College Sesnon House, 6500 Soquel Drive, Aptos, California on Monday, December 10, 2012. Chair Al Smith opened the meeting in Open Session at 5:00 pm. Roll was taken; present were Chair Smith, Trustees Ed Banks, Margarita Cortez, Gary Reece, Susan True, and Donna Ziel. Chair Smith asked for public comments on Closed Session items. There were no public comments.</p> <p>Closed Session items were announced and the meeting was adjourned to Closed Session at 5:00 p.m. Closed Session was adjourned at 6:00 pm.</p>	<p>CALL TO ORDER</p>
<p><b><u>REPORT OUT OF CLOSED SESSION</u></b>  No report out of closed session.</p>	<p>REPORT OUT OF CLOSED SESSION</p>
<p><b><u>PROCEDURAL ITEMS</u></b>  It was moved and seconded (Reece/True) to approve the consent agenda items, including the minutes from the November 5, 2012, regular meeting.</p> <p>Student Trustee Advisory Vote: Green</p> <p>AYES: Banks, Cortez, Reece, Smith, True and Ziel  NOES: None  ABSENT: Spencer  ABSTAIN: None</p>	<p>APPROVAL OF CONSENT AGENDA AND MINUTES</p>
<p><b><u>INTRODUCTION OF NEWLY APPOINTED FACULTY AND STAFF</u></b>  None</p>	<p>INTRODUCTION OF NEWLY APPOINTED FACULTY AND STAFF</p>
<p><b><u>ORAL COMMUNICATIONS</u></b>  Marilyn Garrett spoke about the alleged hazards of wi-fi and wireless communications. Nadine Assaffat spoke about social justice.</p>	<p>ORAL COMMUNICATIONS</p>
<p><b><u>SPECIAL PRESENTATION</u></b>  VAPA Dean Grauly discussed VAPA’s Strategic Projects for Interdisciplinary Creative Education (SPICE) program. Members of VAPA’s IL Dulce Suono then performed holiday songs for the Governing Board.</p>	
<p><b><u>INFORMATION ITEMS</u></b></p> <p><b><u>ORAL REPORTS</u></b>  <b><u>Board Trustees’ Reports</u></b>  Trustee Banks reported on a recent League conference he attended. Trustee Banks attended presentations on accreditation. Trustee Banks also attended the Foundation’s holiday party and said it had the largest attendance ever.</p> <p>Trustee Ziel attended the recent financial aid presentation on the Dream Act and found it very informative. Trustee Ziel feels the information should be presented regularly. Trustee Ziel also helped serve the Thanksgiving dinner at the college. Trustee Ziel attended former Vice President of Instruction (VPI) Renee Kilmer’s retirement celebration, the transfer advisory committee, and participated in a webinar on AB 1840.</p> <p>Trustee Reece also reported that he attended former VPI Kilmer’s retirement event and</p>	<p><b><u>ORAL REPORTS</u></b>  BOARD TRUSTEE REPORTS</p>

<p>thanked everyone who helped make the event a success.</p>	
<p><b><u>Student Trustee’s Report</u></b> Student Trustee Green responded to Ms. Assaffat’s comments about social justice and said the student Senate is committed to hosting a 2013 Martin Luther King event.</p>	<p>STUDENT TRUSTEE’S REPORT</p>
<p><b><u>Superintendent’s Report</u></b> None.</p>	<p>SUPERINTENDENT’S REPORT</p>
<p><b><u>CCEU</u></b> CCEU President Northcutt thanked those who were part of the conversations on how to implement the furloughs. CCEU President Northcutt reported that there will be staffing changes in A&amp;R, and they are addressing workload issues that CCEU President Northcutt feels will be worked out.</p>	<p>CCEU</p>
<p><b><u>CCFT</u></b> CCFT President Harvell brought up accreditation and the potential effects on enrollment. CCFT President Harvell said enrollment management will be a big challenge in the future and accreditation has a roll in that. CCFT Harvell recognized Rory O’Brien and Steve Hodges for their work planning and organizing former VPI Kilmer’s retirement event. CCFT President Harvell discussed the statewide CFT’s role in the passage of Proposition 30.</p>	<p>CCFT</p>
<p><b><u>Faculty Senate</u></b> Faculty Senate President Mangin thanked the Board for supporting former VPI Kilmer’s retirement event. Faculty Senate President Mangin discussed faculty hiring and the importance of keeping the level of contract faculty up. Faculty Senate President Mangin attended the recent statewide Faculty Senate meeting. Finally Faculty Senate President Mangin discussed the VPI vacancy and the departure of President King. He said it is unprecedented and the sense he hears from the faculty is that things can go in a lot of different directions. The Faculty Senate is committed and has confidence in people that we have here and the college will get through this period of transition.</p>	<p>FACULTY SENATE</p>
<p><b><u>ACTION ITEMS</u></b></p>	<p><b><u>ACTION ITEMS</u></b></p>
<p><i>Resolution 064-12: Establishment of Duplications Bank Account</i> It was recommended that the Governing Board authorize the Vice President, Administrative Services to set up a separate bank account for the Duplications Enterprise Fund to record revenues and expenditures.</p> <p>A motion was made (Reece/ Banks) to approve the resolution 064-12.</p> <p>The motion carried with the following roll call vote:</p> <p>Student Trustee Advisory Vote: Green</p> <p>AYES: Banks, Cortez, Reece, Smith, True and Ziel NOES: None ABSENT: Spencer ABSTAIN: None</p>	<p>RESOLUTION 064-12: ESTABLISHMENT OF DUPLICATIONS BANK ACCOUNT</p>
<p><i>Award of Bid: Bldg. 800 STEM Remodel Project</i> It was recommended that the Governing Board award the bid to the qualified low bidder, Kent Construction in the amount of \$3,491,895.</p> <p>A motion was made (Ziel/Cortez) to award the bid to the qualified low bidder for the</p>	<p>AWARD OF BID: BLDG. 800 STEM REMODEL PROJECT</p>

<p>Building 800 remodel project.</p> <p>Chair Smith asked if there were any financial stability checks on the bidders. Contracts Director Robbins reported that financial statements are required in the bid process. Trustee Cortez asked if they look at diversity and Director Robbins reported DVDE requirements are followed.</p> <p>The motion carried.</p>	
<p><i>Resolution 076-12: Notice of Intent to Withdraw From Schools Excess Liability Fund (SELF) JPA</i></p> <p>This item was removed from the agenda.</p>	<p>RESOLUTION 076-12: NOTICE OF INTENT TO WITHDRAW FROM SCHOOLS EXCESS LIABILITY FUND (SELF) JPA</p>
<p><i>2012-13 Managers Compensation Proposal</i></p> <p>It was recommended that the Governing Board approve the proposal as presented.</p> <p>A motion was made (Reece/Banks) to approve the proposal.</p> <p>The motion carried.</p>	<p>2012-13 MANAGERS COMPENSATION PROPOSAL</p>
<p><i>2012-13 Board Goals</i></p> <p>It was recommended that the Governing Board approve the attached 2012-2013 Board Goals as presented.</p> <p>A motion was made (Cortez/Ziel) to approve the 2012-2013 Board goals.</p> <p>The motion carried.</p>	<p>2012-13 BOARD GOALS</p>
<p><i>Academic Staffing: Classroom Instruction Recommendation</i></p> <p>It was recommended that the Governing Board authorize the college to fill the following six academic positions: Nursing, Chemistry, Anthropology, Librarian, Computer Science, and CABT effective Fall 2013.</p> <p>A motion was made (Cortez/Banks) to approve the classroom instruction recommendations.</p> <p>A motion carried.</p>	<p>ACADEMIC STAFFING: CLASSROOM INSTRUCTION RECOMMENDATION</p>
<p><i>Board Policies, Office of Instruction, Second Reading</i></p> <p>It was recommended that the Governing Board approve the revised Board policies.</p> <p>A motion was made (Banks/Reece) to approve the Board policies as presented.</p> <p>The motion carried.</p>	<p>BOARD POLICIES, OFFICE OF INSTRUCTION, SECOND READING</p>
<p><i>Superintendent/President Search Consultant Process</i></p> <p>It was recommended that the Governing Board approve the process of selecting a search consultant for the next Superintendent/President.</p> <p>Chair Smith reported on the model used to develop the process including the timeline of the past process and key criteria. Chair Smith recommended that the Board form a subcommittee the past process and determine if any changes should be made, and then</p>	<p>SUPERINTENDENT/ PRESIDENT SEARCH CONSULTANT PROCESS</p>

<p>bring it back in January for approval to start the process.</p> <p>Trustee Reece agreed that timing is important and said that we have an advantage in that there are Board members who have gone through this process before. Trustee Reece feels the past process did work well although the RFP process to hire a search consultant firm was a little too long and can probably be condensed. Most firms are probably equally qualified. Trustee Reece feels the process can be compressed a great deal. Cabrillo is a highly desirable place to work and the area is a good place to live, so we will probably have an excellent pool. Trustee Reece would like to allocate more time to select the candidates versus figuring out how to find the candidates. Trustee Reece added the Board needs to move forward with the process of appointing an interim president with the goal of having a permanent superintendent/president in place by the fall.</p> <p>Trustee Ziel underscored the importance of compressing the search for a consultant firm.</p> <p>Trustee True started by thanking President King for his work and said it is very important to know what the college is looking for in a superintendent/president.</p> <p>Student Trustee Green said there are a number of students in the Student Senate who are interested in being on the search committee.</p> <p>Trustee Reece said hiring a search firm is critical. The search firm has the experience and the knowledge to help the Board.</p> <p>Trustee Cortez said the Board needs to step back and look at the skill set the college needs. Trustee Cortez suggested keeping the process in place but make it stronger and more efficient and look to the experts to do a lot of the background work.</p> <p>A motion was made (Reece/Banks) for Chair Smith appoint a Board subcommittee that would serve on the interim and permanent search committee and that committee move as possible quickly to bring a search firm forward.</p> <p>Chair Smith stated he would like to appoint himself and Trustee Spencer because of their past experience and Trustee Cortez for her south county perspective to the subcommittee.</p> <p>The motion carried with a roll call.</p>	
<p><i>Formation of Interim and Permanent Superintendent/President Search Committee</i> It was recommended that the Governing Board take action to appoint the members of the Superintendent/President Search Committee.</p> <p>A motion was made (Reece/Ziel) to appointment the members of the Superintendent/President search committee.</p> <p>The motion carried.</p>	<p>FORMATION OF INTERIM AND PERMANENT SUPERINTENDENT/PRESIDENT SEARCH COMMITTEE</p>
<p><b>INFORMATION ITEMS</b></p>	<p>INFORMATION ITEMS</p>
<p><i>Quarterly Investment Report</i> The quarterly investment report was provided for Governing Board information.</p>	<p>QUARTERLY INVESTMENT REPORT</p>

<p><i>Financial Reports</i> The financial reports were provided for Governing Board information.</p>	<p>FINANCIAL REPORTS</p>
<p><i>Facilities Master Plan Update</i> The Facilities Master Plan update was provided for Governing Board information. Trustee Reece said he is grateful to President King and Vice President Lewis, and Director of Facilities Planning &amp; Plant Operations Nugent who worked to bring these projects in on time and in budget.</p>	<p>FACILITIES MASTER PLAN UPDATE</p>
<p><i>Board Policies, Office of the President, First Reading</i> Board policies were presented as a first reading for Governing Board review and will return for action at the next Governing Board meeting.</p>	<p>BOARD POLICIES, OFFICE OF THE PRESIDENT, FIRST READING</p>
<p><i>Board Policies, Office of Instruction, First Reading</i> Board policies were presented as a first reading for Governing Board review and will return for action at the next Governing Board meeting.</p>	<p>BOARD POLICIES, OFFICE OF INSTRUCTION, FIRST READING</p>
<p><i>Cabrillo College Fact Book, 2012</i> The Cabrillo College Fact Book, 2012 was provided for Governing Board information.  Trustee True asked about the enrollment cap and VP Lewis responded that we are under our enrollment cap but are adding courses. Trustee True asked if we can have a spotlight on math and how to get students through the system. Trustee True would like statistical information on the issue.</p>	<p>CABRILLO COLLEGE FACT BOOK, 2012</p>
<p><i>Recent Grant Applications Submitted by the Instruction Office</i> The recent grant applications submitted by the Instruction Office were provided for Governing Board information.</p>	<p>RECENT GRANT APPLICATIONS SUBMITTED BY THE INSTRUCTION OFFICE</p>
<p><i>Award of Contract: Bookstore Lease/Management &amp; Operations Services</i> The Award of Contract: Bookstore Lease/Management &amp; Operations Services was moved from action to information and provided for Governing Board information. The item will return for action in January. Director of Purchasing, Contract and Risk Management Robins provided background on the bookstore management RFP process and recommendation.</p>	<p>AWARD OF CONTRACT: BOOKSTORE LEASE/MANAGEMENT &amp; OPERATIONS SERVICES</p>
<p><i>Cabrillo College Monthly Calendar</i> The Cabrillo College activities for the month of December were presented for Governing Board information.</p>	<p>CABRILLO COLLEGE MONTHLY CALENDAR</p>
<p><i>Agenda for Next or Future Board Meetings</i> The Cabrillo College Governing Board discussed items to be placed on the agenda for the future Board meetings.</p>	<p>AGENDA FOR NEXT BOARD MEETING</p>

<p><b><u>ACTION ITEM</u></b></p> <p><i>Board Organization Meeting</i> It was recommended that the Governing Board select officers and representatives for 2013. It was also recommended that the Governing Board adopt the proposed schedule of Governing Board meetings and meeting locations for 2013.</p> <p>It was moved and seconded (Reece/Banks) to appoint Rachael Spencer as Board Chair, Susan True as Vice Chair and Donna Ziel as Clerk, and Brian King as Secretary. It was also moved to appoint Trustee Cortez to the EOPS Advisory Committee and Trustee Ziel to the Transfer Center committee and approve the 2013 Board calendar.</p> <p>The motion passed.</p>	<p>ACTION ITEM</p> <p>BOARD ORGANIZATION MEETING</p>
<p><b><u>CLOSED SESSION</u></b></p>	<p>CLOSED SESSION</p>
<p><b><u>ADJOURN</u></b></p> <p>The open session of the Cabrillo College Governing Board was adjourned at 8:01.</p>	<p>ADJOURNMENT</p>
<p>At the conclusion of the regular session of the Cabrillo College Governing Board, a special meeting of the Cabrillo College Financing Corporation was convened.</p>	
<p><b><u>ACTION ITEM</u></b></p> <p><i>Public Meeting of the Cabrillo College Financing Corporation</i> The regular meeting of the Governing Board adjourned, and the Board reconvened as the Cabrillo College Financing Corporation to conduct business.</p> <p>Vice President Lewis reported that the college pursued some financing to help with the STEM project. The college began repaying the load and it will be filled repaid in 2016.</p> <p>Motion (Banks/Reece) to approve Cabrillo College Financing Corporation report.</p> <p>The motion carried.</p>	<p>ACTION ITEM</p> <p>PUBLIC MEETING OF THE CABRILLO COLLEGE FINANCING CORPORATION</p>

Respectfully submitted,  
Secretary