### Committee Name: CPC

**Date:** 6/3/2015  
**Time:** 2:00pm – 4:30pm  
**Facilitators/Location/Chair:** SAC 225E

<table>
<thead>
<tr>
<th>Attendees:</th>
<th>CPC Members</th>
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<tr>
<td><strong>Guests:</strong></td>
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| Approval of Agenda Action | Laurel | 3 Min | Approved  
- Skye Gentile proxy for Robin.  
- Jim Weckler proxy for Kathie.  
- Laurel handed out “I was hoping you weren’t talking to me awards”.

| Approval of 5/20/15 Minutes Action | Laurel | 3 Min | Approved  

| Committee Websites Action | Laurel/All | 15 Min | • Reviewed recommendations from President’s Office summary.  
• Using committee feedback, President’s Office to work on four things this summer for shared governance websites, including accessibility and uniform areas for information.  
• Tatiana, Sarah, Spring and John G. to review before posting – sent via email.  

| Committee Goals 15-16 Action | Laurel/All | 30 Min | • Reviewed recommendations for committee responsibilities and ‘other’ responsible parties.  
• Terrence’s Strategic Plan 2015-16 Annual Activities spreadsheet was reviewed.  
• One goal to be given to each Participatory Governance Committee; responsible parties discussed.  

<p>| • Approved | Institutional Effectiveness |
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| CPC to develop questions for updating job expectations and skills for all employees to support equity and success – one entire meeting will be devoted to this. | | | • CPC to develop questions for updating job expectations and skills for all employees to support equity and success – one entire meeting will be devoted to this.  
• Laurel asked if counseling faculty could report on where they see most student issues and demand – Jay is already working on this.  
• Joint PC/IAC meeting for ideas/reports.  
• Terrence updated the spreadsheet as each item was discussed with assigned roles. | | |
| Committee pizza party/workshop Action | Laurel/All | 10 Min | • Pizza workshop before Flex was approved; workshop was August 20 last year; date to be determined for this year.  
• Agenda will include committee templates and survey results; add to tools; training in how to run a meeting will be offered. | • Approved | Institutional Effectiveness |
| Budget Update: May Revise & One Time Money Info | Victoria | 20 Min | • Victoria reviewed the new budget handout regarding the May revise planning assumptions.  
• Better overall than January budget except for COLA, which went down. Base allocation increased from $141 million to $266.7 million.  
• Estimated $2.2 million increase for Cabrillo.  
• Work group at state level to make faculty obligation number consistent among districts. The new FON may go into effect 2016-17; timing issue of when to hire faculty.  
• AB86 – need to hire a director; job description is being written.  
• Conservative budget planning since shift in resources to categorical is possible.  
• Increases to STRS continue. | | Institutional Effectiveness |
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<td>Brown Act best practices review Info/Action</td>
<td>Laurel</td>
<td>10 Min</td>
<td>• Laurel will send out the best practices document for review and feedback over summer for dissemination at the pizza workshop.</td>
<td>Approved</td>
<td>Institutional Effectiveness</td>
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| Values Statements: Equity Definition and vetting process Info/Action | Laurel | 5 Min | • CPC asked the Student Equity committee to look at the definition from the values statement on equity. The committee determined the college-proposed equity definition actually defined equality and crafted a revised definition for equality and a new definition for equity.  
  - **Equity**: As a college, we strive to examine and address the barriers our students face in pursuit of their educational goals.  
  - **Equality**: We strive to provide all students with equal availability of education and equal opportunity for achievement of educational goals by identifying and addressing institutional barriers.  
  - Vetting process for Values Statements discussed.  
  - Move forward on values that have consensus already and vet in fall to entire college; add equity definition later but keep a place holder.  
  - Vetting process on college values: All College Day posters with comment boxes/sticky notes; task force review comments; feedback through technology; draft back to CPC for final approval. | Approved final agreement on values statements to go forward to the college for feedback, with the exception of equity  
- Approved vetting process for college approval  
- Student Equity committee will meet over the summer and review suggested new equity definition and bring back to CPC | Institutional Effectiveness |
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| Equity value (actually was diversity originally) placeholder with definition pending. Student Equity Committee has not seen the revised equity/equality definition worked on by a separate group after the meeting. Equity value may be different than Student Equity value. | Kathie | 5 Min | • 1.5 FTE reduction.  
• Eliminate three 50% positions and create one higher level program coordinator position to cover duties.  
• Reduces redundancies, increases efficiencies.  
• Reporting issues and knowledge for each department will be Program Chair’s responsibility. There is enough commonality among departments; the differences will be Program Chair’s responsibility.  
• A work plan is being developed and will answer questions.  
• Proposal going to June board. | | Institutional Effectiveness |
| 50% Program Specialist Reductions ALH Restructure/Reduction Info | Terrence | 15 Min | • Postponed to August meeting. | | Institutional Effectiveness |
| Decide on future CPC meeting dates Action | All | 10 Min | • Recommended no additional summer dates.  
• Recommended email information on continued restructure/reduction.  
• CPC will keep track of email through the summer; but no meetings in summer. Look for “summer update” subject in email. | Approved | Institutional Effectiveness |
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| BP’s/AP’s Info/Action | Laurel | 5 Min | • The BPs have been approved through component councils and the PPTF committee.  
• Institutional Effectiveness is a new BP; possible revision of BP coming from Chancellor’s Office.  
• BP 7210 was pulled for further review and for consultation with Faculty Senate. | Review as info items | None |
| Agenda Building & Summary Takeaway Info | Laurel | 5 Min | • None |  | None |
| Food Services Info | Michael Robins | | • Cabrillo has new food vendors.  
• Committee reviewed six proposals, three each coffee and food, and selected:  
  o Food: WMCafe (Anwar Mustaffa)  
  o Coffee/Grab-n-go: KJ’s Cafe A La Carte  
• KJ’s is currently contracted at hospitals in Santa Clara County and at Mission and West Valley; WMCafe is currently contracted at West Valley and Mission.  
• Three-year contract with two one-year rollover periods.  
• Commission structure equivalent to Taher  
• Food vendor proposal will go to June board; Taher has been noticed.  
• Students on the committee were very involved in the selection and very happy with outcome.  
• Not sure about availability of summer food service; may have to hire food trucks.  
• Gazebo structure needs replacing; new roof will be installed for the short term. |  |  |
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<td>• Laurel offered to pay for tables for lower campus café area; will look into tax impact on consumers if items are not “to go”.</td>
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**Parking Lot:**

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**Information Requested**

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

**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|