Members Present: Robert Arenas, Tom Boegel, Julie Du, Jeffrey Fang, Don Griffin, Steve Kech, Carlos Martinez, Madeline Mueller, Francine Podenski, James Rogers, Karen Saginor, Jane Sneed, Athena Steff, Cuong Tang, Fred Teti

Resources Present: Fred Chavaria, Lidia Jenkins, Monika Liu, Phyllis McGuire

Guests Present: Darlene Alioto, Jorge Bell, Loren Bell, Tom Blair, Rick Cantora, Lenny Carlson, Terence Chuck, Sunny Clark, Ms. Bob Davis, Cynthia Dewar, Karl Gamarra, Bill Goodyear, Fifita Halaholo, E. Simon Hanson, Chrissy Leuma, Lorelei Leung, MaryLou Leyba, Ramona Limu, Scarlett Liu, Solouta Logiasa, Joanne Low, Meleane Mahe, Elitininanesi Matiaola, Pamela Mery, Roland Montemayor, Lauren Muller, Alice Murillo, Dennis Piontkowski, Muriel Parenteau, Tannis Reinhertz, Nadine Rosenthal, Marjory Ruiz, Fabio Saniee, Edgar Torres, Kathy White

1. Approval of Minutes -- Minutes from February 21 were approved as amended.

2. CPBC Workgroup Updates – (Note, roman numerals correspond to workgroup numbers on agenda.)

   viii. Grants and Fundraising – The workgroup is assembling longitudinal data including revenue from various sources, e.g., grants, scholarships, the Foundation. Contract Education and Continuing Education may be added since they also raise revenue, in addition to being self-supporting. The workgroup has a list of grant-funded classified employees and has requested a similar list for faculty. The vision for the proposed grants and fundraising strategy plan has been revised to a 3 or 6 year horizon with an annual revisit, rather than a 10 year plan. The workgroup is investigating the creation of a grants toolkit to promote understanding of and efficient handling of grants.

   vii. Campuses – The workgroup distributed a revised draft of “Understanding Campus Costs” detailing expenses for nine campuses (Ocean Campus and Gough Site are not yet included). The workgroup is currently reconciling number of sections offered per Office of Instruction with Department records. A question was raised about showing revenue, and it was noted that most of the revenue comes from student enrollments / classes. To improve the accuracy of campus cost estimates, Department Chairs and others may be asked to estimate the distribution of their work from prior semesters (estimates will always be one semester behind).

   vi. Student Development – A handout showed Learning Assistance (LAC) U-funded staffing decreases. Non-instructional overload for faculty tutors and LAC oversight have decreased by 86% since 2008/09; it will be discontinued entirely next fiscal year. Lab Aide budget for tutors will be cut by 10% along with all other areas of the College. LAC is now closed on Saturdays. In addition, figures for Total Classified FTE for Student Development were also presented.

   v. Classified Positions – The list showing vacant positions by Org is still under development. HR will release it to the Vice Chancellors first for accuracy review. Ten areas of greatest need will be identified. The list includes grant-funded employees. Data still require correcting since U-funded employees are often associated with incorrect Orgs.

   iv. Non-instructional Assignments – The proposed restructuring of the entire non-instructional coding system is in a rough draft form. The workgroup is developing a longitudinal report by Org code. School Deans will be asked to forward specifics regarding what is being cut.
iii. Categoricals – A handout was distributed showing U-fund expenditures for Financial Aid, EOPS, and DSPS. Faculty for these areas are all at modal load with no overload. No retired faculty are employed in these areas.

ii. Scheduling and Enrollment Management – A “Substitute Policy for Non-Credit Classes” was distributed. The policy is being presented to CPBC first, and it is not a contractual issue. A similar policy for Credit, which has existed for roughly 17 years, was agreed to by then Academic Senate President and DCC President. Comments on the policy should be forwarded to the interim Vice Chancellor of Academic Affairs. Clarification was provided regarding a news article stating “hundreds of” class sections were eliminated after the spring semester began. In fact, 93 sections were cancelled. Initial reports indicated 112 sections, but some were cross-listed. Summer schedule dates are set. Classes are starting later: both credit and noncredit begin in July. However, ending dates have not changed: noncredit classes end in July and credit classes end early in August. Summer will include approximately 100 noncredit sections and 200 to 230 credit sections – a reduction of more than 50% compared to full summers. In terms of scheduling, the College is experimenting with notion of planning the whole year in advance.

i. Overall Finances – No report at this time.

3. Budget Update - No report at this time.

4. Planning Update – Work has begun on assembling an End of Year Assessment (EYA) to gauge progress on 2011-2012 Annual Plan objectives. This will help inform the drafting of the 2012-2013 Annual Plan. The current draft Education Master Plan (EMP) sections are similar to the 2003 and 2006 versions which have not been particularly useful. Therefore, the College’s approach to educational planning is being reconsidered with input from various groups including this Council and the Academic Senate. A new model for educational planning is being proposed which would more fully utilize the program reviews. One suggestion has been to use the program reviews to develop school-level overviews which would inform the Annual Plan.

5. Government Relations Update – California Community Colleges Chancellor Jack Scott has announced his retirement.

6. Committee Reports & Associated Action Items

   i. Program Review (PRC) – None.
   ii. Facilities Review (FRC) – None.
   iii. Faculty Position Allocation (FPAC) – The Chancellor asked that the Council reopen consideration of eleven positions approved by FPAC but not yet approved by CPBC. These were initially brought to CPBC on February 14, 2012, but no action was taken. The suggestion was to reopen this discussion at the next CPBC meeting so all interested parties could be present. While approval for the positions may be reconsidered, no hiring would take place until funding is available.

7. Quarterly Reports

   i. Foundation – None.
   ii. Office of College Development – None.