Attendees: Bobbi Villalobos, Eva Bagg, Sigrid Sexton, Don Berz, John Downey, Lynn Misajon, Lynn Shaw, Peter Knapp, Shauna Hagemann, David Morse, Byron Breland, Hurtie Chukwidere, Ann-Marie Gabel, Joan Zuckerman, Don Low, Janice Tomson

Guests: Donna Prindle, Mark Thisell, Lee Douglas

Absent: Phyllis Arias, Lou Anne Bynum, Rose DelGaudio Robin DeVitt, Kevin Ryan, DeWayne Shaeffer

1. Co-chairs’ Report – summary notes will be reviewed at the next meeting

2. Updates (10 min)
   • Accreditation: The Accreditation Visiting Team will be on campus on Tuesday, Nov. 10th. Members were asked to save the date in case they are called for an interview. E. Bagg encouraged everyone to read the follow-up report once it has been submitted, which will be during the week of Oct. 12th.
   • Program Plan/ Program Review
     o A proposed modification to the charge of the Program Planning and Review Process Evaluation Task Force was approved. The following statements, adopted from the ACCJC “Rubric for Evaluating Institutional Effectiveness” were added to charge:
       ▪ Evaluate how well the results of program review are clearly and consistently linked to institutional planning processes and resource allocation processes
       ▪ Evaluate the effectiveness of the program review processes in supporting and improving student achievement and student learning outcomes.
     o The Program Review Subcommittee met on Sept. 17 to discuss the validation process for instructional departments. D. Morse & E. Bagg attended.
     o D. Morse, E. Bagg and M. Narvaez attended the Sept. 30th Deans’ meeting to discuss the Deans’ role in the process, and the charge and composition of the inter-level groups.
     o It was announced that Program Plans were due today, Oct. 1st. These plans will then be submitted to the validation teams. M. Narvaez will to follow-up with any departments who have not submitted their program plans/ program reviews.

3. Committee and Task Force Presentations
   • Rabbit Population Management Task Force (20 min) – Mark Thisell and Donna Prindle, co-chairs of the Rabbit Population Management Task Force, presented their group’s recommendations. The problems with the rabbits include landscape damage, health and safety issues, and neighborhood concerns. Members of the task force met with the Animal Control Agency, and discovered that the District could be fined if the campus is perceived to be a “sanctuary” for rabbits. The task force will work with the Best Friends Animal Society to implement the “Trap/ Neuter/ Return/ Adopt & Manage Program.” The rabbits will be tattooed for identification. Western University has agreed to provide veterinary services to neuter the rabbits and this will significantly reduce the District’s costs. The recommendations also include education of the campus and surrounding communities not to drop-off rabbits on the campus.
Signs will be posted at known drop-off sites to inform people not to leave their rabbits on campus and that fines will be imposed for abandonment. The total start-up cost of the project is approximately $10,000 and the task force has identified the Facilities Campus Improvement Energy Rebate Fund as a source for these funds. After the first year of the project, ongoing costs are estimated to be reduced to $1,000. The task force plans to apply for ASB and Foundation grants and hold fundraising events to cover the ongoing costs. The CPC commended the task force for the work they have done and accepted their recommendations.

- Budget Advisory Committee (20 min) – The 08-09 adopted budget projected a $5.5 mil deficit, but the District managed to reduce it to $133k. The 09-10 projects a $7.5 mil deficit; the 10-11 deficit will probably be worse. The fund balance must be maintained as high as possible to offset any state cuts. BAC needs to brainstorm how to reduce expenditures and may have to start looking at reducing fixed costs. The state is not funding growth. There is no COLA, and interest & lottery revenues are decreasing. There was a question about who looks at restricted vs. unrestricted money. Restricted money (i.e., grants) cannot be used to offset existing normal operational costs (supplanting). A discussion on grant funding and the process of applying for grants, etc. followed (i.e., some grants require matching funds, thus costing the District money). There were also questions regarding the relationship of the Grants Advisory Committee to planning, as well as institutionalization of grants and their impact on long-term funding needs. Members requested an informational report on these special/ restricted funds. They wanted to know what and how much they are, and what, if any, is encroaching on the general fund from these grants. M. Narvaez will send a link to the full adopted budget (information about Restricted Funds are on pages 22-30). It was also requested to agendize the grant approval process at a future meeting.

- Facilities Advisory Committee (20 min) – A copy of the quarterly report was distributed to members. The plan is to move into the South Quad complex before the holiday break. There is one pending issue still waiting for approval from the Division of the State Architect (DSA). The plans for Building A have been submitted to the DSA. The parking structure groundbreaking is scheduled for January 22 and the projected completion is Fall 2011. The infrastructure project at LAC is going to commence soon. There will be lots of digging during the 22 phases of the plan (4-8 wks/ phase). The PCC Multi-Disciplinary Academic Building (MDAB) project plans have been approved by the DSA.

- Student Success Committee (20 min) – 40 people went to the On Course Workshop and there was positive feedback about it. B. Villalobos and S. Hagemann presented a preliminary report on the Student Success Centers including student success rates in courses with required Supplemental Learning Activities (SLAs). A more complete report is forthcoming.

- Co-chairs of task forces and committees were asked to remind the members of their groups that they, as representatives, need to give feedback to their departments or areas.

Next CPC Meeting:
Thursday, November 5, 12:30 – 2:00, V-111