The Planning and Budget Committee Classified Needs Assessment process is underway, with a goal of identifying positions which could be filled for the 2014-2015 academic year.

Requests are due to immediate management supervisors by November 15.

Last month, an email detailing the process was distributed to all employees by Karen Cant, Vice President of Administrative Services. The email included a memo addressing the reason for doing the assessment, the process, the time line, instructions for completing the request form, and the request form.

The last time the College developed a prioritized list of classified staffing needs was in 2009, and the list was then used as a tool to downsize as Cypress College entered a period of deep budget reductions.

“After five frugal years, this year marks the first time we can consider hiring of positions, so it is time to develop a new list of prioritized positions. This new list will be a guide in approving new and/or expanded (e.g., 10 month positions becoming 12 month) classified positions,” Cant said.

The President’s Advisory Cabinet, in consultation with the Planning and Budget Committee, has confirmed the need to determine classified staffing priorities on campus. The process begins within the College’s budget units and will utilize the same shared governance process used to develop each budget unit’s one-time budget requests every spring. Each budget unit can submit a maximum of two positions. The requests are to be for permanent positions only, not hourly.

**Classified Needs Assessment Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 15, 2013</td>
<td>Individual requests due to immediate management supervisor</td>
</tr>
<tr>
<td>Nov. 22, 2013</td>
<td>Immediate mgmt. supervisor forwards requests to budget unit manager</td>
</tr>
<tr>
<td>Dec. 13, 2013</td>
<td>Deadline for submission of two requests from each budget unit to President/EVP/VP</td>
</tr>
<tr>
<td>Feb. 6, 2014</td>
<td>Submit to Planning and Budget Committee for campus prioritization</td>
</tr>
<tr>
<td>March 6, 2014</td>
<td>Planning and Budget Committee establishes prioritized list</td>
</tr>
<tr>
<td>March 20, 2014</td>
<td>Planning and Budget Committee submits list to PAC for approval</td>
</tr>
</tbody>
</table>

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**Club to Celebrate GIS Day**

The Geography Club is celebrating Geographic Information Systems Day on November 19 with informational tables, presentations, and a visit from Anaheim High School teacher Brett Schumm and his class of students.

Approximately 15 visiting high school students will tour the GIS lab in HUM-316 to learn more about the field. Professor Eric Bladh teaches the course, with the day’s lesson plan covering basic editing in a program called ArcMap.

**Dr. Simpson to Present Annual Report to Board**

Dr. Simpson will present the annual review of Cypress College’s highlights and educational effectiveness to the Trustees of the North Orange County Community College District. The presentation will take place on Tuesday night at the Anaheim Campus. Dr. Simpson will cover the College’s Institutional Effectiveness Report — which includes data from California’s new Student Success Scorecard — and the 2012-2013 Cypress College Annual Report.
Accounting Career Day

November 8, 2013
9 A.M. to 12:00 PM
Cypress College Complex,
Room 419

A morning for students to learn about the career that is ranked #3 for business jobs by US News and World Reports!

**Agenda:**

- Keynote Speaker - Charles Hester, International Consultant & Speaker
- Panel of CPAs from the government, public, and corporate fields
- Resume Preparation Workshop - Viviana Villanueva, Career Counselor and Kristina Diaz, Staffing Manager for Robert Half International

Sponsored by
Cypress College Accounting Department
Follow us on Twitter: #CCacct

[http://cypresscollege.edu/academics/academicPrograms/businessandcis/Accounting](http://cypresscollege.edu/academics/academicPrograms/businessandcis/Accounting)
The (STEM)$^2$ Program Proudly Presents:

2013 Diversity Speaker, Dr. Efrain Talamantes and Our 2nd Annual Fall Research Symposium

Come join Dr. Talamantes and get inspired.

Hear about the importance of an ever growing healthcare system that is in need of more students from underrepresented backgrounds who share a common language and culture with minority communities.

Efrain Talamantes, MD

UCLA/CDU LMSA Faculty Advisor, Robert Wood Johnson Foundation Clinical Scholar®, UCLA and U.S. Department of Veteran’s Affairs, University of California Los Angeles Division of General Internal Medicine and Health Services Research

Hometown: Norwalk, California
Facebook.com/talamantesdr
www.mimentor.org

Friday, November 8, 2013
10 a.m. to 12 p.m.
Location: HUM 131

The second half of this event will feature our summer 2013 Research Participants from CSU Fullerton, U.C. Irvine and University of Massachusetts. Learn about their personal experiences and how they did it!
Save the Date

Jeffrey O. Horsley
Vice Chancellor of Human Resources
North Orange County Community College District

Retirement Open House

Wednesday, December 4, 2013
2:00 - 4:00 p.m.
NOCCCD - Anaheim Campus

To request an invitation or more information, please contact Sandy Cotter, Human Resources
(714) 808-4826 or scotter@nocccd.edu