

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

December 1, 2011
Administration Conference Room
Cypress College Complex, 3rd Floor

PRESENT: Santanu Bandyopadhyay (DirInstRes&Plng), Ryan Billings (Assoc Students), Karen Cant (VP Admin Svcs), Pat Ganer (AcSen), Mary Lou Giska (DMA), Beverly Harrington (CSEA), Mike Kasler (Pres/Chair), Rod Lusch (CSEA), Gabriel Rubio (Assoc Students), Gary Zager (AcSen)

ABSENT: Dale Craig (UF), Michael Fugred-Hill (Assoc Students), Sam Russo (ADFAC), Bob Simpson (EVP), Gail Smead (CSEA)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The November 17, 2011 minutes were approved as corrected to show Mike Kasler absent.

BUDGET UPDATE

Karen reported that California continues to have a revenue shortfall of approximately \$3.7 billion that is mostly tied to unemployment and loss of personal income tax revenue. The California State Department of Finance is scheduled to release its budget report on December 17. Governor Jerry Brown issued a 12-point review of all state employee pensions, with recommendations that include raising the minimum retirement age from 55 to 67, elimination of defined benefit plans, and requiring current and new employees to contribute to at least half of their pension benefit. Governor Brown also hopes to get enough signatures to put sales and income tax initiatives on the November 2012 ballot.

Mike mentioned an ongoing dispute between the state and OC Board of Supervisors over \$50 million in vehicle license fees that was taken by the state. OC had been allowed to use these funds to pay off debt from the 1994 bankruptcy. Now OC plans to withhold \$73 million in property tax money from the state that is supposed to go to K-12 and community colleges. OC Supervisor Bill Campbell is arguing that the state guarantees backfill for K-12 but not for community colleges. The \$9.4-\$15.1 million shortfall will hit all 69 districts that receive general funds. This translates to a reduction of about \$400,000 to NOCCCD.

AS BENEFITS AND STUDENT REPRESENTATIVE FEES – Follow Up

Gabriel said when he registered for spring classes last week he noticed that the boxes on the Optional Fees screen were pre-checked. Karen mentioned that the boxes must have gotten unchecked for a period of time after the last Banner upgrade. Gabriel said when "NEXT" is clicked on the Optional Fees screen, the next screen has an explanation of the optional fees chosen but there is no disclaimer about taking action to uncheck the boxes. Karen will follow up to make sure appropriate language is included. Gabriel mentioned AS is seeking greater participation by local businesses to offer discounts to CC students presenting AS Student Benefits cards. Karen said she would also follow up with appropriate language for a pop-up or other window to explain what students are turning down if they uncheck certain fee boxes.

SMOKING ON CAMPUS COMMITTEE – Update

Karen reported that the Smoking on Campus Committee plans to meet one more time before semester's end. The committee's final proposal will be completed after the Winter Break and is expected to focus on establishing smoking zones, convenient alternate smoking areas with shelters, better signage, heavier receptacles that are more difficult to move, and more health information about the benefits of not smoking.

CYPRESS COLLEGE 2011-2014 STRATEGIC PLAN – Update

Santanu reported the bulletin board link to draft #2 of the 2011-2014 Strategic Plan was emailed to Leadership Team, Management Team, PBC and PAC earlier this week for another review and feedback. He received several posts to the bulletin board, mostly regarding Direction I. Some people are posting more frequently than others and discussions have been interesting. Draft #3 of the Strategic Plan will be ready for posting next week for further review and additional comments. The final document should be ready for PAC approval in late January 2012.

The Cypress College 2011-2014 Strategic Plan will include five Directions closely tied to five Directions in the District's Strategic Plan. Chairs for each CC Direction Committee will be as follows:

Direction One - Chair: Nina DeMarkey *The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers and transfer-readiness.*

Direction Two - Chair: Paul deDios *The District will annually decrease the documented achievement gap by increasing within each racial/ethnic student cohort the rates of completion for degrees, certificates, diplomas, transfers and transfer-readiness.*

Direction Three - Chair: Richard Fee *The District will annually improve the success rate for students moving into:*

- *College-level courses in mathematics, English and English as a Second Language from credit or noncredit basic skills instruction in these disciplines and*
- *The next higher course in the sequence of credit or noncredit basic skills courses in mathematics, English and English as Second Language.*

Direction Four - Chair: Steve Donley *The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.*

Direction Five - Chair: Raul Alvarez *The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.*

Direction chairs were requested to identify and invite people who are passionate about those topics to serve on Direction Committees. PBC reviewed the selected Direction chairs and recommended PAC support. PAC discussed and supported the Direction Chairs.

NOCCCD STRATEGIC PLAN (Membership)

Mike announced the Cypress College reps who will serve on the District's Strategic Plan Committee will be Bob Simpson, Santanu Bandyopadhyay, and Gilbert Contreras. Mike will follow up to make sure Associated Students has the opportunity to review the document before it is presented to the Board of Trustees.

NOCCCD COMPREHENSIVE MASTER PLAN

Bob and Karen reported reading the 200 page document to make sure all comments and corrections from Cypress College were included. The ten-year plan is currently being printed.

CAMPUS TECHNOLOGY COMMITTEE (CTC) GUIDELINES - Follow-Up

Karen said constituent groups have been given the opportunity to review the proposed changes to the CTC guidelines. Proposed changes include designating the Manager of Systems Technology Services as the ongoing committee chair rather than rotating the chair position. Proposed changes also include additional resource members from the following areas: Distance Education, Office of Instructional Design, L/LRC, and Library. Up until now, the CTC has not been a recognized shared governance committee but is currently in negotiation with the District to include it as a shared governance committee. In the meantime, Rod Lusch was asked to help with appointing a CSEA member as the classified representative to the committee. Gary said it is important to have one or two members on the committee who are not technology experts but who can provide an average person's perspective.

PAC discussed and supported the proposed changes to the CTC guidelines.

PLANNING PROCESS (Accreditation Recommendations)

Santanu reported on the status of work being done in response to three District recommendations and two campus recommendations from ACCJC. The recommendations mostly relate to planning, which includes three components—1) having a process in place; 2) reviewing the process; and 3) communicating the results. The impact to the college of planning will become an assessment instrument. Most of the processes laid out in the

responses have already been done on campus and will now be put into the format requested by ACCJC.

Mike complimented Santanu for work well done. A narrative will be attached to the Cypress College planning cycle before it is submitted to ACCJC in March 2012.

OTHER

Mobile Computing Guidelines - Karen distributed the guidelines, which will be on the next District Planning Council agenda. She said CTC's suggestions were incorporated into the document. Management Team will review it tomorrow at its monthly meeting and provide feedback. Gary mentioned that it was Cypress College's outline that the District used to develop its guidelines.

The meeting adjourned at 4:15 pm. The next PAC meeting is scheduled for December 15.