

**CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes**

**March 26, 2020
1:00 p.m. Zoom Meeting**

PRESENT: JoAnna Schilling (Pres), Eileen Haddad (DirInstRes&Plng), Alex Porter (VPAS), Craig Goralski (AcSen), Paul de Dios (VPSS), Temperence Dowdle (CSEA), Jason Thibodeau (AcSen), Katy Realista (DMA), Zola Aponte (CSEA), Presten Jiminez (Assoc Stud); Marc Posner (DirCampCom), Angela Haugh (CSEA),

ABSENT: Tonya Cobb (AdFac), Christie Diep (UF), Joe Vasquez (CSEA)

GUESTS: Peter Maharaj, Ralph Webb

RECORDER: Christina Mix, Interim Executive Assistant III

REVIEW OF MINUTES

The committee approved the March 12, 2020 minutes with one correction suggested by Craig.

COMMITTEE PRESENTATION

No Presentation for this meeting

VPSS REPORT

Dr. Paul de Dios began the meeting with his update. He is happy to report that Cranium Café is up and running serving students with online/virtual counseling since March 18th. They have really been working on this for the past 5 years which is why they are at a huge advantage to mobilize so quickly during this COVID-19 campus closure. He shared his screen with the group to show what Cranium café looks like and how the students can navigate through and find the help they need. They are working on changing the department cards which will be like a virtual front counter that mimics walk in counseling.

Paul shared that due to the campus closure the commencement committee is discussing the possibilities of an alternate commencement format instead of completely canceling. The committee agrees they do not want to cancel. There will be more info to come on a virtual commencement.

PRESIDENT REPORT

Dr. JoAnna Schilling shared that faculty and staff have been doing a fabulous job mobilizing to the online and virtual teaching methods. She is so proud of all the hard work that has been put into this. JoAnna is pretty sure that all PAC members have been working from home and participating in zoom meetings within your divisions and are being kept up to date through email. She shared that there has been a positive COVID-19 diagnosis with one of our students who is in the Study Abroad program. The last time the student was on campus was March 11th so the incubation period is almost over. But we will start hearing about more cases as time goes on. The M&O and campus safety teams have been working hard to identify and sanitize high traffic areas for deep cleaning after people have been on campus. Please limit your exposure and only come on campus if it is absolutely necessary.

The Faculty & Deans have been discussing the students that want to Withdrawal from classes. While this process is being discussed and figured out, she hopes that faculty will encourage our students to hang in there and not give up, because they are so close to completing the semester. In response to the student survey that went out, they are contacting students who have expressed a need for a laptop. The laptops are being distributed and they have about 300 left. The next group they will address is the classified staff who don't have computers to work from home. They are compiling a list and will be responding to each request as they come.

VPAS REPORT

Alex Porter also shared his thanks to everyone's hard work and collaboration in changing the way we offer services to our students. He is happy to report that Peter is working with our vendor to provide free wifi for students in parking lot #1 if they don't have access to wifi at home. They hope to have this available for students next week to come and stay in their vehicles practicing social distancing.

Alex invited Peter to share about the VPN. Peter and his team are working hard to get all the IP addresses collected and out to all employees with the instructions on how to set up the VPN from home. This will give employees access to their work desktop from home which will be a better option than using the VDI. Peter is also working on getting Ring Central set up especially for the Health Center staff so they can call and speak to students without revealing their mobile or home phone #'s. Treisa and her team have done a great job at handing out the computers to students. We are also looking into a web application for a virtual commencement option.

Alex invited Ralph to share a campus safety update with the committee. Campus safety has been working on campus since the closure. They are patrolling the buildings and monitoring employees visiting the campus that have been approved by their managers and logged on a spreadsheet. They are sharing the info with M&O so the areas can be cleaned in high touch areas after employees leave. His

feeling is that the social distancing has been good, although he is seeing a lot of people coming to campus that really may not need to be there. Ralph asked if managers can please discourage your employees from coming on campus unless it is absolutely necessary. They are putting themselves at risk and also risking the safety of campus safety officers & M&O crew who have to be there.

Alex wanted to let everyone know that the deadline for One-Time Funding requests will be extended at least 2 weeks. PBC will meet to discuss and he will send out more information soon.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Dr. Eileen Haddad shared an update on the ACCJC Report. We met all expectations and she asked for Craig's feedback. Craig wants to look at it again before providing feedback.

The Guided Pathways Self-Assessment was submitted to the board of trustees and due to the cancelation of the 3/24 meeting, it will go on the April 14 board agenda as an informational item.

Eileen's team prepared a student survey to get feedback on what needs our students have. They had about 3,000 students take the survey so far. They were able to provide these results to management. The results were categorized by need and the needs are being responded to. Laptops are being distributed to students who need them.

VPI REPORT

No VPI at this time

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Temperance Dowdle shared that the CSEA meeting took place yesterday. She said that there is a lot of concern from classified that they are not getting the technology they need to do their job from home. They are also concerned with managers forcing employees to comply with the Temporary Telecommuting Agreement when they aren't able to. JoAnna said that now that the students' needs are being addressed the focus will be moved to employees. They have asked all managers to update a shared spreadsheet with any and all classified technology needs. They will be addressing the needs to get technology in the hands of employees as soon as they can. Alex said that anyone is free to email him directly with any technology needs for classified.

UNITED FACULTY REPORT

Christie Diep was not present

DISTRICT MANAGERS ASSOCIATION REPORT

Katy Realista shared that DMA has not had a meeting, so there is no update at this time, but they all have been very busy working to get their classes online.

ACADEMIC SENATE REPORT

Craig Goralski provided the following update: At their last senate meeting they voted to approve Ruth Gutierrez as the new co-chair of the GP Steering committee. They also voted on who would serve on the VPI hiring committee. Senate will have three positions and UF will have one position to serve on the committee. Most of the conversation at the last meeting was planning for the COVID-19 response which has developed so quickly over the past two weeks. The next Senate meeting will be on Thursday, April 2 via zoom. He is working with the communications group to get the zoom invite out to everyone because this is supposed to be an open meeting. There was an emergency board meeting called on Friday, March 27. He was not able to join the meeting due to the very short notice. DCC was canceled also. He is concerned that if this pattern continues, shared governance will be kept out of the loop of information and participation. JoAnna agrees that we need to get back to shared governance ASAP to keep this from happening.

JoAnna shared that a Pass or Fail option for students is being discussed because of the campus closures. Craig said that this should not be discussed as an option until it is determined if the transfer schools will even accept Pass or Fail. JoAnna agrees that there is a lot more information that is needed on this topic.

ASSOCIATED STUDENTS REPORT

Presten Jimenez shared the following AS update: All AS events have been canceled due to the campus closure. He has been working with Fullerton AS President on making mutual decisions to align the campus AS. Presten would like to schedule a Town Hall meeting via zoom with Q&A with campus leaders. JoAnna said she will work with Presten & Ester on a date and time for a Town Hall.

ADJUNCT FACULTY UNITED REPORT

No report at this time.

ACTION ITEMS:

OTHER:

The meeting adjourned at 2:15 pm