

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

**April 23, 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), Christie Diep (UF),

**ABSENT:** Tonya Cobb (AdFac), Joe Vasquez (CSEA)

**GUESTS:** Celeste Phelps, AnnMarie Ruelas, Rhonda Kraft

**RECORDER:** Christina Mix, Interim Executive Assistant III

**REVIEW OF MINUTES**

The committee approved the March 26, 2020 minutes

**COMMITTEE PRESENTATION**

SS Program Review update by Celeste Phelps. Celeste shared that the SSPR committee was formed to develop a framework to support all of the elements of program review. That includes, development, submission of the forms, review and implementation. Their goal is to continually assess and improve programs. It allows programs to evaluate their effectiveness and efficiency, student success and satisfaction, adequacy of staff, technology and facilities. The committee did go through the review process and found things that needed to change. There was no mention of student equity or how we serve students online. They also added resource allocation. AnneMarie explained how the process links to resource allocation. They ask people to define the resource request with how it aligns with the program goals and objectives in addition to campus plans and initiatives such as the educational Master plan, strategic plan, distance Ed plan, technology plan, Guided Pathways, promise pledge & Strong Workforce to name a few. We also ask that they prioritize their request for resources with a justification and impact on goals as well as the estimated cost. All of the programs are assessed annually and asked to share their assessment methods and results and any changes they have made based off their results. They ask for SLO's for the program review, one for each year because it is a four-year cycle. This helps the SSPR make sure they are aligned with the program mission. The committee has been discussing future trainings that we're going to have with the departments. Eileen wanted to commend the committee for their work on this because they are in a much better place and

have come a long way with this. JoAnna commented that we could do a better job of getting this information out to the campus more widely so that everyone has the opportunity to see what's happening in program review. Celeste agrees especially now that they have a more defined process.

EFMP update by consultants from Brailsford & Dunlavey and Moore, Ruble, Yudell The group shared some of the pages from the most updated version of the Educational & Facilities Master Plan. They are close to being finished with the document and asked for feedback from the committee. The plan will be posted on the NOCCCD website and everyone is encouraged to review and send input, questions and feedback electronically.

## **PRESIDENT REPORT**

Dr. JoAnna Schilling shared a document and process for receiving donations and naming on our campus. The district wanted to have a consistent process for naming across the district, so that is why this is being shared here at PAC. The Cypress College Foundation recommends receiving the donation in the amount of \$50,000 along with naming the existing hallways and gallery on the second floor of the Student Services Building, the Ursula Lowenback Foster Holocaust Memorial Gallery. Most of you know Cliff Lester and are probably familiar with the the Holocaust Memorial gallery. Cliff has asked if he could, name this after his mother who was honoring her brother who perished in the Holocaust and he is carrying on her work after she passed on through his photographing of Holocaust survivors. Obviously, this has meant a lot to our campus. It's been a beautiful project. He's done a fabulous job. JoAnna asked the committee to vote on approval. There were no objections.

## **VPSS REPORT**

Dr. Paul de Dios shared an update on CARES funding. The acronym stands for: Coronavirus Aid Relief and Economic Security. It gave the college's some funds to help serve students that were dealing with the current situation crisis that we're going through right now. We will receive around 7 million dollars. In which 50% of that has to go direct aid to students or financial aid. The other 50% has to go to either programs or services or any type of initiatives that were impacted due to the crisis. They are discussing with Corey, Rick and Alex on how the money will be allocated. Christie Diep commented that the faculty will be putting in a demand to bargain for the 2<sup>nd</sup> 50% since it is discretionary money in the hopes that faculty needs will be recognized and covered. JoAnna said that the proposal for the 2<sup>nd</sup> 50% will go to PBC and also PAC for approval.

Paul shared that the next Commit2Cypress event will be done virtually on Thursday, April 30 from 4:30pm to 8pm. This is formerly our pledge night, also, our former parent night. They are expecting about 1000 participants. We're getting a lot of support and commendations from the high school counselors. Paul shared the agenda for the evening that showed all the various breakout sessions as well.

## **VPAS REPORT**

Alex Porter shared an updated on refunds. There will be 2 type of refunds. One for EW (excused withdrawals) and the other is for parking and health center fees. This is a manual process which has put a large burden on our Bursars office. This is a complex manual process due to the source of payment such as financial aid, etc. They are working on getting all the refunds processed within the next 30 days.

One-time funding – PBC has been going through all the requests. There is only 1 million dollars to use so this will be a tough decision and not all requests will be able to be accommodated. Once PBC finishes the ranking the requests, then it will come to PAC for approval on the May 14 meeting. Prop 39 funds for Fullerton that they did not use, may be able to be used towards projects at Cypress which will help with being able to fund additional projects over the 1 million. They are also looking at a couple other funding sources to see if there is any available unused funds that can go towards these one-time funding projects.

Budget Requests for 20/21 – All the budget allocation requests for 20/21 are due by this Friday, April 24. Once received they will be going through them one by one to prepare for the new fiscal year.

## **INSTITUTIONAL RESEARCH AND PLANNING REPORT**

Dr. Eileen Haddad shared an update on Classified position needs assessment process. In the past, this process has occurred once every three years or so and has not been closely tied to the program review process. She is currently working on putting together a proposal for a revised process that would occur annually, with the goal of making it a more meaningful and informative process. The proposed process will be shared through PBC and PAC and the shared governance process for review and discussion. She wanted the committee to be aware that she is working on this.

At the next and last meeting of the semester, Eileen will bring the updated draft of the Mission, Vision and Core Values for PAC to vote on.

## **VPI REPORT**

No VPI at this time

## **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT**

Temperance Dowdle shared that CSEA reached an agreement with the district regarding our MOU for the temporary telecommuting agreement. However, there's still some negotiations that need to take place on some of the areas of the MOU. Once the current negotiations close, then we will start negotiations for 20/21 and one of the major articles that's up for negotiation is article 15. This has to do with our night crew. They don't get compensated for the holiday pay or the day off because of their work hours. That is one of the main things that will be negotiated. The May revision has been pushed back to August so they don't know if they will be able to negotiate benefits and salaries.

## **UNITED FACULTY REPORT**

Christie Diep asked if faculty have been notified about summer classes being completely online. JoAnna confirmed that this information has gone to the Deans and will also go to Academic Senate at today's meeting. Christie pointed out that Greg Schultz did inform Fullerton faculty which makes it difficult for United faculty, since we represent all faculty, not just Cypress faculty. JoAnna is aware of this and Cypress will most likely be going that direction and she is doing her best to stay in communication with Greg so that Cypress & Fullerton can be aligned in decisions. Christie expressed her frustration because this has created an enormous amount of work for UF. JoAnna does not disagree and shares in the frustration and offered to discuss further offline.

UF has signed the MOU for spring which now only has a few more weeks. Next we will work on the summer.

## **DISTRICT MANAGERS ASSOCIATION REPORT**

Katy Realista shared that they DMA met on April 1<sup>st</sup>. They have extra money and have decided to give \$750 to pathways of hope to assist students. They hope to help out our campus food bank once it opens again. They had their salaries and benefits meeting and are discussing but they are in a holding pattern due to Covid-19 to see what UF and CSEA are doing before moving forward. All staff development has been put on hold as well. They are reviewing memberships that have been paid and there are only a few that haven't been paid. These funds help ensure that the coffers remain full so we can assist the campuses and help with scholarships, but also ensures we will have management representatives on the committee's that need to have DMA representation.

## **ACADEMIC SENATE REPORT**

Craig Goralski wanted to echo, a bit of Christie's frustration, the interactions with Fullerton and with Fullerton's Senate leadership have not been good, and they seem intent on making promises and declarations first and then figuring out how to do them later. It's especially frustrating when those processes aren't being communicated. They have a full agenda for today's meeting. They will be having the EFMP team provide an update on the master plan. He will have to leave this meeting at 2pm to go to a special senate meeting to select the faculty awards. There is a proposal for a resolution coming out of program review from fine arts. Discussing EW and Pass No Pass options. They will be discussing Distance Education and online training and Senate leadership.

## **ASSOCIATED STUDENTS REPORT**

Presten Jimenez shared the following AS update: AS elections have moved online and they will be conducted on Canvas. So students will have the link sent to them, they'll click on the link and add it as a Canvas course show. AS scholarships are available to all students until May 4. They will have a candidate forum on April 29 with the help of Marc's team. He encourages everyone to come and ask questions of the candidates. AS is working on a new governing document that outlines our goals we want to achieve within the next coming years, and also strategic directions that we want to move forward on.

**ADJUNCT FACULTY UNITED REPORT**

No report at this time.

**ACTION ITEMS:** The committee voted to approve the Ursula Lowenback Foster donation and naming request

**OTHER:**

The meeting adjourned at 3:00pm