

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET/PLANNING AND BUDGET COUNCIL
Special Summer Session
Approved Minutes

June 11, 2020
1:00 p.m. Zoom Meeting
Special Summer Session

PRESENT: JoAnna Schilling (Pres), Eileen Haddad (DirInstRes&Plng), Alex Porter (VPAS), Craig Goralski (AcSen), Paul de Dios (VPSS), Temperence Dowdle (CSEA), Zola Aponte (CSEA), Christie Diep (UF), Katy Realista (DMA),

ABSENT: Angela Haugh (CSEA), Joe Vasquez (CSEA), Presten Jimenez (Assoc Stud); Marc Posner (DirCampCom)

GUESTS: David Dang, Yongmi Han, Thu Nguyen, Rick Rams, Tonya Cobb, Bryan Seiling, Belinda Allan, Aaron Pilkey, Brian Gomber, Samreen Manjra, David Booze, Eldon Young

RECORDER: Christina Mix, Interim Executive Assistant III

TOPICS OF DISCUSSION

- Budget Overview
- CARES funding requests
- Black Lives Matter
- C19 Safety Measures

BUDGET OVERVIEW

Alex Porter shared the 2020-21 Tentative Budget Revenue Allocation that came from the District office. It shows the tentative allocation for all three campuses, Cypress, Fullerton & NOCE that includes revenue from the state and what we expect to generate locally. The money that we generate locally consists of bookstore, swap meet, food services, facility rentals, etc. We are expecting to generate about 75.8 million in revenue. Alex wanted to remind the committee that the district is moving to a new resource allocation model. As a response to accreditation and being transparent about how money is being earned, there was a resource allocation work group that was created out of the committee on budget and facilities at the district level that basically came up with the new model about how to distribute funds to all the campuses. Alex shared the details of the SCFF

College Data spreadsheet. It's a combination of our FTS generation, plus our performance in the success metrics that make up our revenue components. Alex went through all the categories to share with the committee how our budget is allocated to us. To help us balance the budget this year, they have taken a hold harmless that's been allocated to the district for this fiscal year and they are distributing that out to the campuses to bring us whole for this coming fiscal year. That portion is \$3.5 million for us and then we need to deliver money back to the district in order to offset those operations. That additional \$3.1 million will make us whole and bring us basically to a balanced budget. JoAnna clarified that this is based on a 3-year average and doesn't actually show our progress in degrees and certificates. The real growth has happened in the last two years.

Craig commented that we need to have a discussion on our campus about how we institutionalize oversight of district services either at PBC or PAC and how much they're charging for it because waste at the district level has a direct impact on us. He feels that there is still lack of clarity at the board level.

The committee discussed and agreed that there is a need for a conversation and understanding with Fullerton on enrollment issues at the Chancellor level. They should not be adding sections as an answer to our financial situation and that both campuses should be approaching things in the same fashion and playing on the same field.

Alex concluded that we will be having conversations about what can we do in order to kind of get ourselves in a position to be better suited over the next couple of years. We already are looking at temporary position hires and making sure that we're being very strategic about that and being very efficient with those temporary hires. In addition to that, we're looking at travel and hospitality as a way to reduce to be in line with an efficient budget.

CARES FUNDING

Dr. Schilling wanted to discuss the status of the CARES funding and we have an action item that needs to be voted on today by the committee. This vote is for immediate expenditures related to the pandemic. As you recall, Cypress received 7.7 million total 3.5 of that we spent immediately to give to student aid. JoAnna shared a document with the breakout (table below). Almost 4000 students received grants of \$500 each, and that was 1.9 million. Another 2000 students will receive in fall, for another million dollars. So over spring and fall almost 6000 students will receive a \$500 grant. In addition, 500 of our Title V students will receive grants in spring for \$250,000 and another 681 Title V students will receive grants in the fall which will be \$340,000. This is what is happening to the first 50% of the CARES funds.

Looking at the 2nd 50% of the CARES funds, Alex shared a document that shows opportunities of how we can use the 2nd half of the CARES funds. (below)

Cypress College
CARES Act - Funding Opportunities

\$ 400,000	Remote Learning Support <i>includes technology, software, lab kits, assessment tools, etc.</i>
\$ 1,050,000	Faculty/Staff Technology Support <i>includes upgrading computers to enhance remote teaching/work</i>
\$ 750,000	Facility Adjustments & Modifications <i>includes enhancements to office spaces and common areas with protective shielding</i>
\$ 200,000	PPE/Cleaning/Sanitization Equipment and Supplies (one year) <i>includes installation of hand sanitizing dispensers/supplies, increased consumables (towels/cleaners/soap, etc.), and PPE supplies/equipment</i>
\$ 120,000	Year to Date (2019/20) Expenses for COVID-19 Response <i>includes costs for initial response expenditures, including IT support, software, equipment, and PPE supplies</i>
\$ 1,000,000	Revenue Loss from Self Support Functions (one year) <i>includes projected loss revenues from self support functions (bookstore, swap meet, food services, facility rentals, etc.) that fund campus activities</i>
\$ 3,520,000	Subtotal of Identified Needs
(\$1,000,000)	District Backfill for Revenue Loss
\$ 2,520,000	Total Estimated Need from CARES Act Funds

Christie Diep pointed out that the MOU says that the PPE to staff and students will be provided by the district. JoAnna and Alex confirmed that yes, PPE will be provided as needed and will follow state guidelines. Samreen asked if there has been consideration as far as student technology needs. Alex confirmed that yes, we are checking out laptops to students as needed. Tonya asked if adjunct faculty are included in this funding for faculty? Alex confirmed that yes, this includes adjunct faculty as needed. They have asked each of the division deans to gather the information of what the needs are from their faculty and staff and submit the requests on behalf of the division. This info is still being collected, so these numbers are just an estimate. Christie expressed her concern with approving this much money for an expense that they don't really know for sure what the need is. Tonya asked what happens to the money if we don't use all of it for this tentative allocation. Alex confirmed that if not all the money is used, we will bring back the balances to this committee and CBF to discuss how to use the remaining funds going forward. The idea is to use these funds to accelerate and pay for the 4-5 year computer upgrade rotation and making the transition to laptops with docking stations instead of a new desktop for more versatility working remotely. Christie asked what are the safety measures for faculty taking home campus laptops. Alex said that we will use all our normal safety protocols and encourage the use of network drives and Share Points that are behind network walls for safety. The

committee did not vote but agreed to look at this again in the fall for the \$1,050,000 after Alex gather's more information as to what the actual needs are. Craig's concern is that what the deans are requesting is not what the faculty actually needs because he hasn't heard anything from his dean. Alex reminded the committee that all of these funds have to be used as a response to the pandemic only. That is the purpose of receiving these funds.

Black lives matter:

There was a town hall this week and it was an opportunity for people to share their stories. We are working with the black faculty task force for their guidance on how to proceed with this very sensitive topic. There will be an all-black faculty and staff meeting on the 18th for them to discuss and provide guidance. JoAnna is looking to them for guidance for our campus. We all need to listen and take ownership of.

C19 Safety measures: The C19 task force is meeting on the 18th to go over the district reopening plans. The response team will have a critical role with that along with the MOU's. Craig commented that Senate is meeting on the 25th so he will need any information to take to Senate by the 19th. The biggest question is "Incompletes". We really don't know if we will be continuing to work remotely in the fall. It all depends on the flattening of the curve of the pandemic. But when we do return, we anticipate it will be slow and staggered. JoAnna thanked everyone for their time.

ACTION ITEMS:

1. Vote for approval of using \$400,000 of CARES funding for Remote Learning Support. The committee voted to approve the motion.
2. Vote for approval of using \$750,000 of CARES funding for Faculty Adjustments & Modifications. The committee voted to approve the motion.
3. Vote for approval of using \$200,000 of CARES funding for PPE, Cleaning, Sanitation, Equipment and supplies for 1 year. The committee voted to approve the motion.

OTHER:

PAC will re-convene next semester on September 10.

The meeting adjourned at 2:55pm

Cypress College Emergency Funding for Students
At-a-Glance
MAY 1, 2020

FUND CATEGORIES AND PROJECTED STUDENTS SERVED--SPRING 2020-FALL 2020

Funding Sources	Spring 2020		Fall 2020		Total	
	Students Served	Amount	Students Served	Amount	Students Served	Amount
HEERF/CARES Act						
Title IV Eligible- Highest Need	3,967	\$1,983,500	2,000	\$1,000,000	5,967	\$2,983,500
Title IV Eligible- All Others	500	\$250,000	681	\$340,467	1,181	\$590,467
Institutional Portion						\$3,573,967
Minority Serving Institutions						\$489,624
AB19	125	\$62,500	125	\$62,500	250	\$125,000
Student Equity and Achievemet (SEA) Program	30	\$14,500	TBD	TBD	TBD	TBD
Foundation	31	\$15,000	TBD	TBD	TBD	TBD
Totals	3,967	\$1,983,500	2,000	\$1,000,000	5,967	\$7,762,588