

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

**September 12, 2019
1:00 p.m. - 3:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Phil Dykstra (DirInstRes&Plng), Carmen Dominguez (VPI), Alex Porter (VPAS), Temperence Dowdle (CSEA), Zola Aponte (CSEA), Craig Goralski (AcSen), Jason Thibodeau (AcSen), Katy Realista (DMA), Paul de Dios (VPSS), Marc Posner (DirCampCom), Presten Jiminez (Assoc Stud)

ABSENT: Tonya Cobb (AdFac)

VACANT: United Faculty

GUESTS: Eileen Haddad

RECORDER: Christina Mix, Interim Executive Assistant III, President

REVIEW OF MINUTES

The committee approved the May 23rd minutes.

COMMITTEE PRESENTATIONS

No presentation scheduled

PRESIDENT REPORT

Dr. Schilling provided the following updates:

OTF - will be brought to PAC on 9/26 for discussion. There may be some wiggle room to make additional requests to district going forward.

Educational Master Planning is also in the works and more info will be coming.

Cypress AB 19 Funding Allocation - Shared the slide with the group. The information is as follows:

Funds Received in FY18/19 - \$457,225.00

Total Expenditures - \$319,513.19

Deferred Revenue to use by next FY - \$137,711.81

Additional New budget for FY19/20 - \$882,684.78

Carryover budget for 19/20 - \$137,711.81

Total 19/20 Budget (Rounded up) - \$1,020,397.00

We will have about a million dollars left. We are recommending that if we fund the 2nd year students and then the remaining \$ be allocated back to the colleges to

discuss how the funds be spend on the students following the criteria set out for AB19 funding. JoAnna asked for feedback from PAC. Craig asked if this funding is going to be reoccurring year after year or if this is just a one-time thing. She does not think we can count on the funds every year and each year will be slightly different.

AP/BP 3900 - The District will be conducting a Free Speech forum on November 18 on and encouraged feedback from everyone. We will ensure that everyone knows the date & time of this event.

SCFF Targets - JoAnna shared a slide provided by the district and requested feedback on how many degrees are being awarded by area. This is something that needs to be taken seriously and will take some time to adjust. The target should be tailored differently for each group. JoAnna asked Eileen about working with Tableau so that each person can be more engaged in his or her own program.

Sustainability Committee - JoAnna would like to create a committee to promote sustainability on campus and asked PAC members what the best way to go about this. A few volunteers have shown interest. Craig said it would probably be best coming from the President because it's not a constituent group. Eileen suggested reaching out to students in the Sustainability classes on campus because they are more likely to have an interest.

Employee badges - Being discussed at the district level. CSEA is also supporting the idea for employees to wear badges at all times. JoAnna asked the committee for feedback. The safety committee supports the idea due to some minor theft on campus. Campus safety is very interested in having every employee have an employee id on them at all times also. Zola said they all have ID badges and she does not mind wearing it, although forgets to wear it. Alex asked what safety issue would it solve. Craig will bring it up at Senate to see what people think about it.

NOCCCD District Co Swirl - JoAnna shared a slide that was distributed by the district that she found interesting. It showed headcounts of students that are enrolled in both campuses. Without anything to compare it to, Craig said he would be interested to see what other multiple campus districts would look like to see if the data is high or low.

PAC presentation ideas for the year: Civitas, Dual Enrollment, Pledge/Promise, Legacy, STEM(2), Honors, SWP projects & funding, Foundation, Program Review. Additional suggestions from the committee included Charger Experience, Guided Pathways, Mobile App and DEI.

VPI REPORT

Dr. Dominguez provided the updated faculty hiring prioritization timeline. The FON that was distributed to PAC has since been updated on 9/11. The FTE's were off, so it's not accurate. We are waiting for it to all shake out to verify the real number. We anticipate that we will be hiring between 10-12 faculty after going through the prioritization process, but it's premature to know what the exact number is going to be at this point. The timeline is as follows:

9/9/19 – Deans sent this year’s template and dept. data provided by IR & P.
9/9/19 - 10/1/19 – Depts. Complete templates & divisions meet to rank positions
10/2/19 - 10/7/19 – Faculty prioritization committee reviews all templates & ranks
10/9/19 – Faculty prioritization committee make final ranking
10/22/19 – President’s Staff reviews ranking & makes suggestions for changes
10/24/19 – Dr. Schilling presents revised list to PAC for review-Invites PBC
10/30/19 – Present to Chancellor’s Staff

VPSS REPORT

Dr. de Dios reminded everyone about the upcoming Cypress College Angel’s night on Thursday September 26th. There is still time to purchase tickets for \$25. Everyone will receive a free Angels/Cypress College hat at the game. The hat is in the bursar’s office for us to see what it looks like. They will have two busses provided to the game and are doing a tailgate party with hot dogs & chips. It should be a great time of building our Cypress College community. Please get the word out to students and staff. Paul also provided an update on the Pledge program. There are 1400 students enrolled. 300 students showed up on the piazza to develop their goals for the year. They also sent 4 students to Encore. Paul is pleased to announce that his new Executive assistant, Gloria Ortega will start on Monday.

VPAS REPORT

Alex Porter provided a brief budget update. The new budgets are being loaded into banner now. The OTF (One Time Funding) process is being looked at by PBC and will be brought to PAC for approval. PBC requested to have a follow-up in writing that goes back to PBC after the OTF has gone to PAC. The steel has gone up on the VRC and is making good progress. They are doing good budget wise on the project. He would like to give kudos to Phil Fleming & AD Fowler on keeping everything on track with construction. Please send any feedback to his office about any problems with construction & facilities. Alex asked if Presten can get feedback from Associated Students about how they like the mobile APP and if they are using it. Alex welcomes feedback on how things are going with the food trucks. People seem to really like them so far. Fooda will be providing the pop up food outside the SEM building. The convenience store operations has been taken over by the bookstore within the bookstore. Craig said that Armando Mendoza in Geography was previously on the food service committee and is willing to provide past history if needed even though the committee hasn’t met in a while. Zola asked if a fresh food option could be offered every day, such as salads and fruit.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil Dykstra provided the following update:

The Mission, Vision & Core Values survey was sent out and so far has 300 responses. The survey is open until next week 9/20. The Open Forum is scheduled for Tuesday, 9/24 at 2pm in the Complex 414 to discuss the survey findings. It’s a semester long process to take any proposed changes to the board. The survey went out to all students and employees. Phil offered a big thank you to Marc Posner and his group that helped get it out. Please encourage everyone to give honest

feedback for a more accurate survey. OCTA survey went out to see if students would use OCTA services to get to Cypress. They have been working with student trustee, Ester Plavdjan to get this out to students. Paul asked if they could include the question if students that need bus services that go outside the OCTA boundaries like Norwalk & La Mirada. JoAnna asked if faculty can share the link with students to encourage them to take the survey. Phil said they will make sure that students know not to take both the paper survey & the online survey.

ACADEMIC SENATE REPORT

Craig provided the following update: Academic Senate had their first meeting on August 29. Brian led Senate 101 presentation. The bylaws need to be revisited. They discussed the EFMP and the group will be coming to today's Senate meeting. They are looking for members to be part of this committee. Craig is hoping he will be allowed to be on the committee along with Jason. They discussed summer session units. Phil asked Kristina to provide some data from the last 2 semesters for the meeting today. There is a full agenda for today's Senate meeting and has a good group of members that want to be involved. They got a good response from Adjunct Faculty to represent on Senate. JoAnna asked if one of them would like to represent at PAC because Tonya has a schedule conflict this semester. Regarding the Champions list, they are trying to figure out who is responsible for taking care of this, they thought it was Michael & Ruth, but they did not seem to know anything about it. Phil commented that the previous President wanted a manager to be a Champion. JoAnna said the process should be re-looked at going forward. Since this is the last year, it's a good time to look at making changes. Maybe we should start the conversation at PBC to make the appropriate changes. We are moving toward a program review planning process and that could help us for our strategic planning process.

ASSOCIATED STUDENTS REPORT

Presten Jimenez shared the following: The student body had a social and provided lunch. They are having their one on one meetings with the AS representatives. The AS has been testing the mobile APP by doing a Free Food Pop-Up. They think it worked well because they served 80-90 students with only 30 minutes notice.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Temperance – provided the following update: The Merit system vote results were 101 votes in favor and 440 against implementing the merit system for the district. Cypress College will not institute a Merit System.

UNITED FACULTY REPORT

Vacant – No report

ADJUNCT FACULTY UNITED REPORT

Tonya was not present. No update.

DISTRICT MANAGERS ASSOCIATION REPORT

Katy Realista provided the following update: The first DMA meeting was on September 5. They are focusing on membership outreach. The Salary & benefits committee will be meeting in October. They are looking at the possibility of adding a mandatory training with district. They are discussing Management onboarding, trying to get managers more involved with the hiring of managers instead of reading it in the board agenda. They will have a discussion about management sabbaticals.

ACTION ITEMS: None

OTHER

The meeting adjourned at 2:34pm