

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

**February 01, 2018
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Santanu Bandyopadhyay (EVP), Emily Day (VP), Phil Dykstra (DirInstRes&Plng), Bryan Seiling (AcSen), Craig Goralski (AcSen), Maria Isabel Alvarez (Assoc Students), Robert Mounce (Assoc Students), Temperence Dowdle for Rod Lusch (CSEA), Darlene Fishman (DMA), Tonya Cobb (ADFAC), Marc Posner (DirCampCom)

ABSENT: Grace Suphamark (CSEA), Tina Johannsen (UF)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the December 07, 2017 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Schilling provided the following updates:

DCC

- There was a discussion about the new funding model. Dr. Marshall is on the statewide CEO committee, which meets weekly to provide insight on the changes that should be made. The committee needs to have a recommendation to the Chancellor by March 2018.
- There was an extensive conversation about winter intersession. After DCC and DEMAC meet on December 18, the decision was made to not go forward with offering an intersession in winter 2019. If a winter intersession was to be offered, the soonest it would be is 2020. However, District is still deciding if there is a need for winter intersession.
 - Academic Senate mentioned concerns about getting the research process started sooner rather than later to ensure that we are allowing ourselves enough time to gather data and make informed decisions. They expect that this will be discussed in DEMAC on February 9.
 - PAC discussed the importance of the students' voices being heard and making decisions based on data. Associated Students suggested surveying students in front of the library. Surveys should include real conditions attached to a possible winter intersession (i.e. missing spring break, last date of class being pushed back, etc.).
 - AdFAC asked questions about the types of students we are trying to capture. Is the District offering this for potential students who are coming home during the winter break and are looking for something to do while they are in town from their

school semester out of state? The group believes that the target audience would be current students.

- AS asked questions related to Pell grants and ensuring that students know when their Pell grants end. Financial aid will be one of the main factors in if the District will offer a winter intersession.

Guided Pathways

- The Colleges multi-year plan is due to the State Chancellors Office by the end of March 2018. This means that the College will need to have the plan to Dr. Li-Buggs office by March 13 in order to get it on the Board agenda. There is a possibility that the state Chancellor's Office will accept requests for an extension. Guided Pathways groups will be meeting tomorrow and the Research Office created a guideline to assist with completing the multi-year plan. Also, a team of Cypress employees and students will attend a guided pathways workshop in Irvine on February 12. Although the College will submit a multi-year plan, we will only need to indicate what we will do within the next year. The multi-year plan can be updated on an annual basis.

Budget workshop

- A budget workshop with the managers will be held on February 02 during the Management Team meeting. The consultant reviewed the College budget, created a handbook with all of the information, and is in the process of developing real budgets for each cost center.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

Enrollment and FTES

- The College is not falling short of last year's FTES. We anticipate that we will exceed the target by at least 100 FTES if we keep moving at our current rate. Fullerton is down from where they were last year. The College will be doing well if FTES maintains the same during the new budget change.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Accreditation

- The College received reaffirmed accreditation for 18 months with a follow-up report. The College received a compliance requirement for Standard II.A.2, II.A.16, both of which relate to SLOs. The Baccalaureate report was approved with no compliance issues. The Accreditation Steering Committee will be meet on February 23.

Planning & Budget Committee

- The following information items were discussed with PAC:
 - Possible consolidation of PBC and PAC. This discussion will continue throughout the semester. There have been concerns about redundancy and repeating the same information with the same people. A suggestion was made to have the President attend a portion of PBC and give an update to the group. The charge of PAC will be to be focused on updates that are vital to informing all the constituency groups.
 - Budget update on state changes
 - One time funding due to Vivian by March 1.
 - Update on strategic plan progress report. Would like to do a demo at the management team meeting in March.

- The following recommendations were presented to PAC for review:
 - A special request from the Counseling division to have six (6) people attend NaBITA Conference in the amount of \$6,000.

PAC unanimously approved the request.

ACADEMIC SENATE REPORT

Bryan & Craig provided the following updates:

- Senate will meet on Thursday, February 8.
- The Program Review Chair will no longer be able to continue in that role because of overage in reassigned time. As a result, the 60% reassigned time will be split three ways. David Halahmy will take 20% to work on program review. Christi Diep will be given 20% to work on SLOs with program review. The last 20% will be given to another faculty member to focus on eLumen.
- Job descriptions for the Program Review Chair and SLO Chair will be written next year.

ASSOCIATED STUDENTS REPORT

Maria & Robert provided the following updates:

- The spring semester started with AS working the information booths. AS thanked the Communication Office for their assistance with staffing the information booths.
- AS is interested in visiting classrooms and giving a presentation to students about the benefits of AS. They are working with the Division offices and faculty to see if they will be given permission to present at the start of class.
- AS gave a calendar of events to faculty in hopes they will share this information with their students.
- Two students have been selected to attend the Guided Pathways workshop in Irvine on February 12.
- Students are excited about the instillation of the solar panel umbrellas. These umbrellas allow students to charge their cell phones and other devices.
- AS is in the process of working with the Manager of Systems Technology Services on the mobile application.
- AS has chosen two potential speakers for this year's graduation. One is a YouTube personality and alumnus of the Cypress College Mort Sci program. The other is a speaker in the STEM field.
- The Welcome Back event will be on February 6th and 7th from 11:30 am – 1:30 pm by the pond. Free food will be provided by AS.
- AS will volunteer at Americana on Saturday, February 10.
- Club Rush will be on February 20th and 21st.
- ICC will have its first meeting of the semester this week.
- AS is in the process of planning an art show that will be held at the end of the semester.
- Club of the Month and Club of the Year awards will now come with the incentive of a pizza party and receiving a social media post to assist with advertising the club.
- AS will be selling Food Insecurities t-shirts. The proceeds will go to the food bank.
- The CARP club will have meeting on April 7.
- The AS Leadership Retreat will be on Friday, March 16. The retreat will focus on leadership and student responsibilities. AS is still in the process of selecting a speaker to discuss these topics and asked PAC to spread the word to anyone who may be interested.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report.

UNITED FACULTY REPORT

No report.

ADJUNCT FACULTY UNITED REPORT

Tonya provided the following updates:

- AdFac is currently in the process of fact finding.
- They have assigned a representative for TCC and CBF.
- AdFAC will be launching a membership drive.
- The back to school pizza party will be on February 16 at 5:00 pm – 7:30 pm at Out of the Park Pizza in Buena Park.
- The next AdFac meeting will be on February 23.
- Black History Month events at Cypress College will kick off on Thursday, February 8 outside of the LRC at 2:00 pm.
- AdFac has spoken with the SLO Coordinator to generate ideas on how adjuncts can support in the effort of adhering to SLO accreditation requirements.
- AdFac donated to the food banks at Cypress College and Fullerton College.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- The holiday celebration was on December 8.
- There was a Staff Development event focused on guided pathways on January 19.
- DMA is in the process of planning an end of the semester celebration.
- The next meeting will be on Thursday, February 22.

The meeting adjourned at 4:32 p.m. The next PAC meeting will be on February 15, 2018.