

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

**February 02, 2017
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: Bob Simpson (Pres), Karen Cant (VP), Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Bryan Seiling (AcSen), Jolena Grande (AcSen), Amanda Aros (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA)

ABSENT: Vacant Seat (Assoc Students), Vacant Seat (ADFAC)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the December 01, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- Dr. Simpson thanked everyone for making Opening Day a success and applauded those who performed.
- The hiring of an Articulation Officer has been placed on hold.
- The Comprehensive Evaluation Committee for the Executive Vice President needs to be established. Dr. Simpson asked Academic Senate and CSEA to identify representatives to join the committee.

DCC

- The first District Enrollment Management Advisory Committee meeting will be on February 6.
- Minor changes were made to the DCC Decision Making Manual and the Technology Coordinating Council Guidelines.
- The DCC retreat was on December 16, 2016.
- DCC discussed the Adjunct Faculty hiring policy and established a work group.
- The District will begin to work on their 2017-2020 Strategic Plan

Board Meeting

- The SCE 2015-2016 Annual Report/Institutional Effectiveness Report was presented to the Board.
- The Board discussed and approved increasing the non-resident fee, effective July 1, 2017.
- The Board approved extending the District's contract with Nossaman LLP.

- The College received approval on its Curriculum items.
- SCE presented their Accreditation Self Study.
- The Assistant Project Manager job description was approved.
- The retirements of Bonnie Fast and Shirley Smith were approved.
- The next Board meeting will be on February 14, 2017.

Personnel

The following recommendations were presented for review:

- A recommendation to validate the hiring committee composition, members, and timeline for the Dean of Fine Arts Position.
- A recommendation to hire an Assistant Project Manager. This is a newly created position that will assist with the Measure J construction projects.
- A recommendation to hire the following positions that are or will be vacant due to retirements:
 - Vice President of Administrative Services
 - Director, Campus Safety
 - Manager, Systems Technology Services
 - Dean, Health Sciences
 - Dean, Social Sciences
 - Executive Director, Foundation and Community Relations
- A recommendation for the following people to serve on hiring committees:
 - Vice President of Administrative Services – Santanu Bandyopadhyay (Chair), Phil Dykstra (DMA Rep), Celeste Phelps (EEO)
 - Director, Campus Safety – Albert Miranda (Chair), Treisa Cassens (DMA Rep), Dao Do (EEO), Cypress Police Chief Cox (Community Rep)
 - Manager, Systems Technology Services – Henry Hua (Chair), Rick Rams (DMA Rep), Eileen Haddad (EEO)
 - Assistant Project Manager – Susan Rittel (Chair), Albert Miranda (DMA Rep), Vivian Gaytan (EEO)

PAC unanimously supported the recommendations that were presented.

- A recommendation to reinstate the position of Campus Accounting Manager.

PAC requested to revisit this item at the next PAC meeting as representatives would like to discuss it with their constituents.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following update:

FTES / Enrollment

- Student enrollment is at 86% capacity as of February 2. The College will be approximately 300 - 400 FTES short of the annual target.

Strong Workforce Proposals

- The following initiatives were funded through Strong Workforce:
 - CTE Tutoring and Academic Support
 - Radiology Equipment
 - Automotive/Transportation
 - Advanced Manufacturing and Engineering Technology
 - Music Teachers Technology Certificate
 - ACR/I-CAR compliance Project

- Baking and Pastry/Beverage Management
- CTE Branding, Online Optimization and Promotion

Basic Skills Transformation Grant

- The basic skills transformation grant has allocated funding to use predictive analytics to develop streamlined educational pathways. Last semester, one vendor presented to the basic skills committee. The committee is seeking proposals from a few more vendors before finalizing the purchase.

Student Pathways

- The District has submitted an application for a student pathways grant through CCCO. In addition to this, the College is working on the Pathways Project and would like to use both funds, if available, to ensure we can produce student pathways.

EOPS

- EOPS Director, Elaine Lipiz-Gonzalez received a promotion to Interim Dean of Student Support Services at Fullerton College. The department plans to reorganize the current staff allowing them to perform some of the EOPS manager duties in lieu of hiring an interim manager.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

The following recommendations were presented for review:

- A recommendation from PBC from the Chemistry department. The request is in the amount of \$7,300 to purchase a new ice machine.
- A recommendation from PBC from the STEM program. The request is in the amount of \$520 to assist with paying for their New Student Orientation.
- A recommendation from PBC from the Athletics department. The request is in the amount of \$2,228.27 to purchase new radios that can communicate with the upgraded radios.
- A recommendation to hire a Bus Driver/Mechanic. This is being advanced as an emergency item due to safety concerns and to reduce the liability of the College.

PAC unanimously supported the recommendations that were presented.

Facilities

- The schematic designs for SEM are complete and the building design will hopefully be unveiled to the College in March.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Accreditation

- All of the standards with the exception of IIID are complete. Phil and Liana will review the comments received from the campus and make revisions accordingly.
- Phil and Liana are scheduled to meet with Vice Chancellor Fred Williams to finalize standard IIID.

Colloquium

- A confirmation letter will be emailed to those who were selected to attend the Colloquium.

ACADEMIC SENATE REPORT

No report.

ASSOCIATED STUDENTS REPORT

Amanda provided the following updates:

- The food bank is officially opened and serving students.
- Hoops Night will be on Friday, February 3.
- Welcome Back will be on February 7 & 8 by the pond.
- Club Rush will be on February 14 & 15 by the pond.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report.

UNITED FACULTY REPORT

Tina provided the following updates:

- The UF contract is being updated and will be placed on the District website.
- CTA has a new 403b plan through SchoolsFirst called CTA Invest. Tina is talking to District to see if this is an option.
- Tina thanked those who attended the joint Academic Senate and United Faculty meeting.
- The first E-Board meeting will be on February 8.
- UF will donate \$1000 to the Cypress College food bank.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- DMA is planning their one book event which is scheduled for March 2017.
- The End of Year spring meeting is in the process of being planned.

The meeting was adjourned at 5:07 p.m. The next PAC meeting will be on February 16, 2017.