

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

**February 5, 2015**  
**3-5:00 p.m., ROOM 419**

**PRESENT:** Phil Dykstra (DirInstRes&Plng), Darlene Fishman (DMA), Jolena Grande (AcSen), Bob Simpson (Pres), Sam Russo (ADFAC), Karen Cant (VP), Arnette Edwards (CSEA), Rod Lusch (CSEA), Bryan Seiling (AcSen), Randa Wahbe (UF)

**ABSENT:** Santanu Bandyopadhyay (EVP), Ivonne Orduno (Assoc Students), Bernadette Dando (Assoc Students)

**GUESTS:** -

**RECORDER:** Ty Volcy

**REVIEW OF MINUTES**

The minutes of the December 4, 2014 meeting were approved as submitted.

**PRESIDENT'S REPORT**

Dr. Simpson provided the following updates:

- College
  - Dr. Simpson discussed Opening Day and stated Steve Hanamura was wonderful presenter. He thanked the Diversity Committee and stated that the College will be looking at having similar activities in the future.
  - Cypress College's Mortuary Science program was selected by the Board of Governors for the baccalaureate pilot program. The College has a lot of work to complete for the baccalaureate program, especially developing the curriculum for core classes. Jolena Grande has been attending weekly teleconferences with the other 14 colleges involved in the pilot. CSUs and UCs have until February 17 as a final date to express any concerns they have regarding the pilot programs. The College is putting together a packet for the Board of Governors. The packet will include our proposal, spreadsheets, letters of support, and additional supporting documents. Dr. Simpson mentioned some may be concerned that focusing on a baccalaureate program would take away focus from the College's

primary mission. He assured everyone that the College's goal is not to subtract from or diminish from its current offerings. He is looking forward to offering baccalaureate classes beginning fall of 2017.

- The Measure J lawsuit is still taking place with February 18 as the first court date. NOCCCD will be represented by its legal team and expects the case to prevail. However, the District will not issue any facilities bonds until the lawsuit is settled. In the meantime, the College will start to plan for Measure J with SEM and a Veterans Center as the first projects. The Educational and Facilities Master Plan is the template for Measure J as this is what was promised to the voters. Dr. Simpson encourages everyone to attend the forums that will be held at the Districts and colleges.
- DCC
  - According to Vice Chancellor Fred Williams, "the 2015-2016 governors' budget is the best we have seen in years". The District Strategic Plan fund was presented and the application and evaluation forms were approved. The District and College Website Guidelines draft was presented and will be reviewed. Dr. Simpson believes the most significant change in the website guidelines draft is the inclusion of mobile devices. Minor updates were made to other policies and procedures.
- Board Meeting
  - There is an open seat on the Board of Trustee due to Trustee Matsuda's resignation. On March 10, the Board will engage in the selection process as an election will not be held. All eligible applicants will make statements and answer questions from the Board at this meeting. In order to be seated, the candidate will need to have majority of the Board members votes.
  - The La Habra property was placed on the market and has received one bid for \$1M. The District expected \$5M as this is the estimated value of the property. There has been more property advertising and the District hopes they will get the \$5M that the property is worth.
  - An agenda item was approved regarding "non-conforming" structures as no structures can be placed on campus without the appropriate state-level approvals.
  - Nursing Instructor Shirley Ashburn announced her retirement effective December 31. Bret Harrington, from Campus Safety, also submitted his retirement paperwork.
  - The College has hired Ashly Griffith as a Special Project Manager focusing on Student Equity. The College is dedicating action and energy in accord with what is stated in the Student Equity Plan, which has funding attached to it.

## **EXECUTIVE VICE PRESIDENT'S REPORT**

Dr. Simpson gave the following updates on Dr. Bandyopadhyay's behalf:

- Dr. Simpson distributed a document with the current FTES data. The College is under target for fall with 5328.3 FTES. Spring FTES will be short by 100. The Enrollment

Management Committee will meet to address FTES concerns and give recommendations. The District will pursue 1% growth for the 2015/2016 year. The rules for FTES will change next year leaving us at a disadvantage.

- A document giving an overview of the Institutional Effectiveness Partnership Initiative (IEPI) was handed out. The IEPI Advisory Committee is developing metrics for a statewide indicator system and will provide information about colleges that need assistance in specific areas.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

- Planning and Budget Committee Update

Karen stated that they are currently in the pre-planning phase for Measure J. They have started the RFP process for contractors and have a pool of 22 with a variety of skills and experience to choose from. A RFP for engineers was sent however there was not enough response, a second RFP with different criteria will be sent soon. They are in the process of determining who they would like to use for the environmental impact report. Job descriptions for campus staff members have been reviewed. The two positions are Construction Manager and Assistant Construction Manager. A draft timeline for the Measure J construction program will be presented at the next board meeting.

Karen mentioned that the proposed Governor's budget is really good for community colleges.

There was \$8.5 million of carry over funds this year; we have spent or committed \$5 million thus far. \$800,000 is being held to make decisions on the advanced funding programs (tutoring for L/LRC, computer replacement program, diversity, staff development, etc.). \$1.3 million is available for other priorities that might come up. All of the contingency funds have been used. The swap meet contributed \$1.8 million to the campus which assisted with the carry over funds.

The College marquee concrete has been poured and is in the curing process. The monitors will be 6' by 17' on a 4' wall. The digital monitors have great pixel quality and display clear pictures. Marc Posner, Director of Campus Communications, has chosen the digital software and will manage the information displayed. The new marquee is a wonderful marketing tool for campus events. The unveiling of the new marquee is expected to take place around the first week of March.

The following recommendation was presented:

- A recommendation for \$6,795 to replace two power racks and angled smiths machine with one matrix power rack.

PAC unanimously supported funding the recommendation

## **INSTITUTIONAL PLANNING AND RESEARCH REPORT**

Phil gave a handout of the mission, vision and core values review and revision process for spring 2015. The handout provides a timeline for the process. The campus-wide and online dissemination is scheduled for June 1, 2015. Phil also gave a handout of the College strategic plan 2014-17 as a status update on this process. He will meet with the Direction Chairs on February 6 to create a summary report. To create the report they will analyze areas of weakness, themes, and progress. They will also review a document that was created by an external professional expert, Dr. Matthew Lee. Phil will bring the summary report to Planning and Budget and the President's Advisory Cabinet to give an update on where the strategic plan stands mid-year.

## **ACADEMIC SENATE REPORT**

Jolena Grande reported that the next meeting will be streamed live on February 12.

## **ASSOCIATED STUDENTS REPORT**

No report

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

No report

## **UNITED FACULTY REPORT**

Randa stated UF is working on a comparability study by looking at local college districts. Based on the study UF will propose a 9% salary increase. There will be annual elections for President, Vice President, and rep council seats. The first UF eboard meeting will be during the week of February 9. The rep council meeting is on February 25<sup>th</sup> and is open for faculty to attend.

## **ADJUNCT FACULTY UNITED REPORT**

No report

## **DISTRICT MANAGERS ASSOCIATION REPORT**

Darlene stated that DMA is looking at having activities and are currently making recommendations to the Executive Board. DMA will have an end of the semester business meeting and plans to have one staff development activity.

## **OTHER**

- College Maintenance Hours
- College Maintenance Hours was first mentioned to PAC on December 4. This item will stay on the agenda until the group comes to an agreement. The goal is to allow the President's Advisory Cabinet time to discuss College Maintenance Hours with their constituents.

The next PAC meeting will be on February 19, 2015.

The meeting was adjourned at 4:19 pm.