

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

February 6, 2014
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Arnette Edwards (CSEA), Darlene Fishman (DMA), Jolena Grande (AcSen), Jasmine Lee (Assoc Students) Rod Lusch (CSEA), Sam Russo (ADFAC), Bob Simpson (Pres), Patipat Suttiworasagoon (Assoc Students), Gary Zager (AcSen)

ABSENT: Randa Wahbe (UF), Jocelyn Zaragoza (Assoc Students)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the December 5, 2013 meeting were approved as submitted.

PRESIDENT'S REPORT

Bob gave the following report:

- January 28, 2014 Board Meeting - There was discussion about the possibility of changes in the way California community colleges are funded. Although Governor Brown's 2014-2015 budget proposal may go through significant changes as it is considered by the legislature, the Proposed Budget provides insight into how the Governor views the state of school facility funding programs and suggests some changes the legislature may make by way of trailer legislation to address the current shortfalls and problems with the funding processes. School districts and community college districts should continue to monitor the proposed budget and be ready to adapt to any changes in the state's funding process. Chancellor's Staff is concerned about internal factors of access demand that need to be taken into account and is discussing how to respond.
- A significant number of curriculum items from CC were submitted for Board approval. They included course deletions, additions, new courses, etc. CC has done an outstanding job of staying on top of transfer degrees and is nearing the end of the

process with 17 transfer degrees already approved by the State Chancellor's Office. By the end of spring semester we will be 100% compliant.

- District personnel changes include Irma Ramos, who has begun her duties as the new Vice Chancellor of Human Resources. In the coming weeks, Irma will be visiting all District campuses to be introduced. Fullerton College has hired two interims to fill administrative vacancies due to the resignations of Terry Guigni, Vice President of Instruction, and Claudette Dain, Vice President of Administrative Services.
- District Consultation Council - Fred Williams reported on the District's 2014-2015 budget calendar and tentative assumptions. Also discussed were District Strategic Plan funding proposals. Funding requests from the District and Cypress College are currently under consideration. Changes to AP5070 Attendance that reflect the 16-week calendar were approved. Institutional Effectiveness Reports from CC, FC, and SCE are now posted on the NOCCCD web site.
- Dean, Library/Learning Resources & Instructional Support Programs & Services Hiring Committee and Timeline - PAC approved the proposed hiring committee composition and timeline and supported moving forward with the hiring process for a new dean.

Bob commented on a smooth start to the spring semester, saying seats are 98% filled, there are no long lines at Financial Aid or the Bursar Office, and the Bookstore appears to be operating well. New canopies installed between Student Activities and the Student Center look nice and the shade they offer is appreciated by students and staff.

Bob stated that for an extended period of time, Blackboard hosted and serviced our Distance Education courses. District Information Services proposed that they could do it at a cost savings so we tried it. Our Distance Education Committee believes that we would be better served with a return to Blackboard to provide faculty with the support they need. Negotiations for a new contract are in process.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu Bandyopadhyay provided the following updates:

- Enrollment/FTES - The latest 2013-2014 Projected FTES was distributed showing total FTES at 10,441.21 and target FTES at 10,834.11. As of 2/6/14, we are 392.90 short of target. Factoring in positive attendance and late start classes, it is reasonable to expect that another 300 FTES can come in. We are working with District IS to see if we might have an additional 100 FTES due to coding issues in DegreeWorks. Bob commented that 100 FTES seems to have disappeared and we need to make sure we are reporting correctly and receiving appropriate credit. The District is about 1900 FTES over its target this year with 1500 from FC over the summer.
- Accreditation Midterm Report - The Accreditation Steering Committee prepared a 42-page draft report to address planning items and recommendations made during the last accreditation team visit. The report is due to ACCJC by March 15, 2014. The draft will be distributed to PAC electronically and asked to share it with their

constituencies. Feedback is due to Santanu before the next PAC meeting in order to remain on schedule for the report to be Board approved and arrive on time at ACCJC. The Academic Senate will review it at its meeting on February 13. The final report will be presented to the Board on February 25, 2014. Santanu commented that ACCJC is developing new accreditation guidelines that can be reviewed on its web site.

- The Health Science Division is collaborating with external speakers on two presentations regarding the Affordable Care Act and how it will impact us. There will be two sessions in CCCPLX 414—one on March 4, 11:00 am to 12:00 pm, and the other on March 10, 5-6:00 pm. All students and staff are encouraged to attend one session.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

- Planning and Budget Committee Update - PBC discussed the Governor's proposed budget for 2014-2015. PBC also discussed comments made at the last meeting of the District Council for Budget and Facilities. Although the state budget is good for community colleges, there are some things that need clarification, i.e., lack of support for a state facilities bond and possible formula changes from enrollment funding to "outcome measured funding." PBC reviewed classified needs process, which produced 23 requests. Many of the requests are to increase hours for positions that are currently less than 40 hours per week. PBC should be able to complete the process in two or three more meetings. PBC also reviewed its current composition by deleting the Director of Health Services and adding the Direction Committee chairs and the manager in charge of grants (currently the CTE Dean) as Resource Advisors beginning in 2014-2015. PAC supported the changes to PBC's membership composition.
- Draft: Skateboard/Skate/Bike Rules of Conduct - The draft was distributed and there was discussion about including motorized skateboards, scooters, and bikes. There is a desire to convey that the College encourages the safe use of alternative modes of transportation. The draft also includes some policies that have worked at other colleges. Once the rules have been adopted, signage will be posted in pedestrian areas. PAC members were asked to share the draft with their constituents and bring feedback to the next PAC meeting.
- eCigarette Policy -Board Policy and Procedure 3570 includes all types of smoking. The same policy applies to eCigarettes as it does to cigarettes, cigars, pipes, etc.—no smoking in any buildings or within 20 feet from building entrances/exits/windows. Deans should remind all faculty of the smoking policy so they can accurately inform their students. Smoking rules that includes eCigarettes will be posted to eliminate any confusion.

ACADEMIC SENATE REPORT

Gary Zager gave the following report:

- A joint Senate meeting of CC, FC, SCE and United Faculty members held two weeks ago had a moderate turnout. Dr. Doffoney was also in attendance and engaged in discussions about the bond issue, among other topics, and Trustee Michael Matsuda gave a presentation on the Common Core. Senate presidents were invited to go to dinner with Dr. Doffoney to discuss the bond issue further.
- The Senate has selected Assemblywoman Sharon Quirk-Silva, District 65, to be the 2014 Commencement Speaker. PAC voted in support of her selection.
- The first Academic Senate meeting for the spring 2014 semester will be February 13, 2014. This is Gary's final semester as Senate president.

ASSOCIATED STUDENTS REPORT

Jasmine Lee reported the following:

- Yesterday and today Associated Students held their spring welcome event and gave away free food, folders and other small supplies. Club Rush will take place in a couple of weeks, and the Red Cross will be on campus for a blood drive on February 26 and 27 from 9:00 am to 4:00 pm. AS would like to break its blood donation record. On the second Monday in March, AS representatives will participate in the CCCSAA "March in March" event in Sacramento.

Bob complimented Jasmine for her Opening Day remarks on January 24. He said Opening Day survey results indicated that the majority of respondents voted her presentation as their favorite part of the program.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod Lusch reported the following:

- On February 3, CSEA members ratified their 2013/2014 salary agreement, which includes 2.5% on the Classified Salary Schedule retroactive to 07/01/13, and 1.0% off the salary schedule one-time bonus retroactive to 07/01/13. There is no adjustment to fringe benefits; however, future negotiations concerning a 125 Health Benefit Plan will probably include a modification on how the Fringe Benefit Package is paid. A Memorandum of Understanding between CC and NOCCCD is now in place describing specific vacant positions that have been reduced from 12-months to 10-months.

UNITED FACULTY REPORT

There was no report.

ADJUNCT FACULTY UNITED REPORT

Sam Russo reported Adfac is in the process of selecting delegates for the CFT Convention that will be held in March in Manhattan Beach, CA.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene Fishman reported DMA has been focusing lately on planning their end-of-the-year business meeting and program.

The meeting was adjourned at 4:35 pm. The next PAC meeting is scheduled for February 20, 2014.