

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

February 19, 2015
3-5:00 p.m., ROOM 419

PRESENT: Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Darlene Fishman (DMA), Jolena Grande (AcSen), Bob Simpson (Pres), Arnette Edwards (CSEA), Rod Lusch (CSEA), Bryan Seiling (AcSen), Tina Johannsen (UF)

ABSENT: Bernadette Dando (Assoc Students), Karen Cant (VP), Sam Russo (ADFAC), Ivonne Orduno (Assoc Students), Randa Wahbe (UF)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the February 5, 2014 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The Wall of Remembrance, which originated at Cypress College, is out front on display. This wall has traveled the country with veteran and Cypress College student Derek Hendershot. Dr. Simpson encouraged everyone to attend the Wall of Remembrance closing ceremony after the PAC meeting. At the closing ceremony there will be a lowering of the flag that was flown in Vietnam. This flag will be given to Derek in honor of his assistance with the wall. Cypress College was the final destination for the Wall of Remembrance's National Tour.
- Club rush closed and was very well attended. Student Trustee elections were held and there were 3 candidates. The election is very important as the student voice should be heard at Board Meetings. The College has not been represented at a Board Meeting since November 2014.
- The College marquee footprint is in place. The marquee will be an improved reflection of the College and will represent the College well. The marquee will also

be a medium that can be used to convey information across the College. The unveiling of the marquee has been pushed back to April 1, 2015 due to inclement weather.

- The Measure J hearing was held on February 18. The plaintiffs requested continuance; however, the Judge did not rule in favor. The Judge issued a preliminary finding in favor of the defendants (OC Registrar, LA County Registrar, and NOCCCD). The final finding is expected to be rendered by March 2, 2015. Dr. Simpson mentioned an article posted on February 18 from the Orange County Registrar quoting the plaintiffs' attorney. The attorney stated "It was clear to us that Judge Miller carefully and thoroughly reviewed all the papers and the law and gave us a full hearing".

DCC

- The next DCC meeting will be on February 23, 2015.

Board Meeting

- The Board Recognized Ned Doffoney and his contribution to District. Vice Chancellor of Finance & Facilities Fred Williams presented the Measure J construction plans. Karen Cant, a representative from Fullerton College, and a representative from School of Continuing Education will present campus Measure J projects at the next Board Meeting. The Cypress College presentation will only cover the initial Measure J projects. Dr. Simpson reminded everyone that the initial projects for the College are SEM, Veterans Resource Project, and the expansion of the L/LRC 1st floor. Measure J information will be brought to the College and forums will be held at the College allowing everyone access to project planning updates.
- The College received approval for a CTE Enhancement Grant in the amount of \$460,000. This grant was distributed based on FTES and will be used to strengthen and improve the College's Career and Technical Education programs. The College also received approval for a LA/Orange County Energy Efficiency Regional Program Improvement Project Grant in the amount of \$21,580.
- Two significant retirements were announced at the Board Meeting: Scott McKenzie, Technology and Engineering Dean at Fullerton College and Virginia Derakhshanian, Learning Center Coordinator at Cypress College.
- Stephanie Sampson, Sports Information Director at Cypress College has resigned.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay gave the following update:

- Santanu passed out a document with the FTES Targets and 2015-16 tentative budget assumptions as of January 16, 2015. There are 4913 FTES for spring 2015 which is better than last year but not what the College needed to attain a 5% growth. The College will be 100 FTES short of the annual target; however the District will still meet the 5% growth target set. Also, the College will not need to dip into the summer FTES because Fullerton College has enough FTES carry over.

The EVP is researching the change in FTES trends for spring 2015 and developing ways the College can align this data with the student need and available resources.

- Enrollment Management Team Committee will meet on February 20 and 27. The summer schedule needs to be completed by the middle of March therefore the Enrollment Management Team Committee will have to make decisions about the summer schedule as soon as possible.

VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay gave the following update on Karen Cant's behalf:

- Santanu handed out documents detailing the tentative budget assumptions for FTES targets, unrestricted general fund, allocation model, and unrestricted general fund on-going resources summary.
- Sand volleyball courts will be discussed at a different meeting once Academic Senate has time to review this item.
- The reassigned time model that was established in 2007 needs to be revisited. PBC would like representatives from different constituency groups to come together and develop criteria. In fall 2015 there will be a reassigned time committee from different groups determining how the reallocation of reassigned time will be done. The goal is to use data to support the reallocation of reassigned time. In the past reassigned time was allocated based on positions and not division. The United Faculty collective bargaining unit states reassigned time should be established by the Dean therefore the current model used is not in agreement with bargaining unit and needs to be addressed. Per FTES Cypress College is allocating more time than Fullerton College. The revision of the reassigned time model will empower divisions to decide the reallocation of time based on the needs of the divisions, students, and full-time faculty.
- PBC is currently discussing moving to an electronic parking permit system. This would allow people to have several cars that can use one pass. A scanner would be used to determine if there is a parking permit for the vehicle. The system can be accessed through the internet or cell phone application. One potential issue is that SCE and Fullerton College are not changing to the electronic system. The College is working on a process that can be used to give Cypress College staff and students access to parking at these sites.
- PBC recommended the special funding request submitted for floor mats in the gym to be resubmitted as a one-time funding request.

The following recommendation was presented:

- A recommendation for \$5,820 for human remains for the Health Science Division. This is a one-time funding request.

PAC unanimously supported funding the recommendation

College Maintenance Hours Update

- College Maintenance Hours will remain on the agenda as Academic Senate will address this topic at their next meeting.

INSTITUTIONAL PLANNING AND RESEARCH REPORT

Phil reviewed the construction project schedule which lists the time frames for planning and building. At this time, the last project is expected to be completed summer 2030. Phil also reported that Kinesiology was funded \$6,000 from the Strategic Planning Fund and requests from DSPS and Mortuary Science are still pending. The Student Equity Fund form will be distributed for use by those interested in requesting Student Equity Funds.

ACADEMIC SENATE REPORT

Jolena Grande reported that the Academic Senate has had their first meeting of the semester. There was a change to the curriculum approval process BP/AP 4020. This change will be voted on at DCCC on February 20. Academic Senate was able to make several committee appointments, including appointing faculty to the Enrollment Management Team Committee and Management Comprehensive Evaluation Committees. Academic Senate plans to discuss the sand volleyball courts and Institutional Set Standards in future meetings. The SLO Committee proposal addressing additional support was also discussed during the meeting. Academic Senate has asked the SLO Committee to create a prepared proposal that the Senate can vote on. Senators were also asked to read the GAP analysis report before voting on the matter.

ASSOCIATED STUDENTS REPORT

No report

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod mentioned that he made a statement recognizing Dr. Doffoney at the last Board Meeting on behalf of all classified employees and Dr. Doffoney was thankful. The Enrollment Management Team committee has been formed and Donna Landis and Deann Burch were appointed as the classified representatives. New classifications have been presented to CSEA and they are currently in policy review. This process cannot be bypassed however Rod has requested for it to be expedited.

UNITED FACULTY REPORT

Tina reported that United Faculty is still working on salary negotiations. Annual elections are taking place this month with openings for the following positions: President, Vice President, and Representative Council (Business/CIS/CTE, Counseling/Fine Arts, and Health Science/PE). The representative council meeting is on February 25th and is open for faculty to attend.

ADJUNCT FACULTY UNITED REPORT

No report

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene stated that DMA will meet Wednesday, February 25.

OTHER

Dr. Simpson requested Academic Senate's assistance in informing faculty about the importance of documenting student issues. Documenting will allow the College to follow up on situations that occur and take prompt action on inappropriate student behavior.

The next PAC meeting will be on March 5, 2015.

The meeting was adjourned at 4:18 pm.