

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

**February 20, 2014**  
**3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM**

**PRESENT:** Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra, Darlene Fishman (DMA), Jolena Grande (AcSen), Bev Harrington (CSEA), Jasmine Lee (Assoc Students) Sam Russo (ADFAC), Bob Simpson (Pres), (Assoc Students), Randa Wahbe (UF), Gary Zager (AcSen)

**ABSENT:** Arnette Edwards (CSEA), Rod Lusch (CSEA), Jocelyn Zaragoza (Assoc Students)

**RECORDER:** Pat Humpres

**REVIEW OF MINUTES**

The minutes of the February 6, 2014 meeting were approved as submitted.

**PRESIDENT'S REPORT**

Bob gave the following report:

- February 11, 2014 Board Meeting - Trustees discussed the District's property in La Habra and decided it is no longer needed and will be sold. Vice Chancellor of Finance and Facilities reported on the District's financial status, saying that positive reports on state revenues will significantly augment the District's budget. The state's recalculation of FTES gave the District a one-time net windfall of \$3.6 million and increased our 2012-2013 FTES by about 138. That means an increase to our FTES for this year will allow us to grow and add high demand classes to our schedule. Fred Williams also talked about the shortage in the CalSTRS pension fund and the Governor's desire to work on legislation to address the significant shortfall. Whatever the state decides to do will be less burdensome if it is implemented over time. Changes to policy items BP5010 Admissions and Concurrent Enrollment and BP5050 Matriculation were approved.
- April 3 PAC Meeting - The Cypress College Strategic Planning Colloquium will be held at the Anaheim Campus on Thursday, April 3, and Friday, April 4; therefore, the April 3

PAC meeting will be canceled. If there is urgent business at that time it will be handled via email or a specially scheduled meeting.

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

Santanu Bandyopadhyay provided the following updates:

- Enrollment/FTES - Sources used to calculate enrollment FTES include Argos, MIS, and Enrollment Management System (EMS). Each system should reflect numbers very close to one another. A difference of 110 FTES in what we reported to the state last year and calculations made by the System Office could have been due to a number of reasons, including misalignment of course modifications and corrections, scribbling in DegreeWorks, etc. We don't believe we have been teaching classes that have not been approved by the System Office because of identified discrepancies in the 320 reports from last year to this year. Enrollment numbers for summer and fall 2014 will be based on last year's numbers, plus 2% growth. Focus will be on high demand areas, and every department will need to review their class offerings to determine how to best allocate their 2% growth and maintain pathways to college for students.
- Accreditation Midterm Report - The report has been reviewed, modified, and supported by all constituencies. With submission of this report to ACCJC, the duties of Accreditation Liaison Officer will officially transfer from Santanu Bandyopadhyay to Phil Dykstra.

PAC supported the final draft of the Accreditation Mid-Term Report for Board approval on February 25, 2014.

Bob commented that ACCJC will continue monitoring California community colleges on SLOs. Cypress has focused heavily on its course level SLOs but needs to do a better job on SLOs for Student Services and Administration.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

- Planning and Budget Committee Update - In addition to the \$450,000 ongoing funding coming back to the campus from cuts to our budget, we also have \$1.3 million in one-time dollars coming back from the District's deficit reserve. Some of these funds may be used for another round of one-time budget requests. The classified needs prioritization process will be re-evaluated in a couple of weeks, and each position will be costed out and analyzed to identify how many positions might be funded.

The following funding recommendation was presented and approved by PAC:

\$21,000 to increase counseling hours for the Veterans Center spread out among eight counselors to serve approximately 450 veterans. Total hours would increase from eight to four-hundred thirty-two hours per week, starting with the summer program.

Karen shared that Albert Miranda was directed to retain an architect to design a Veterans Memorial bridge that would span the Pond. It is believed that this project has the potential for fundraising to pay for construction.

- Draft: Skateboard/Skate/Bike Rules of Conduct - With no objection from any PAC members, the Skateboard/Skate/Bike Rules of Conduct and updated signage were approved by PAC. Karen will proceed with appropriate posting.

## **COLLOQUIUM**

Phil Dykstra distributed copies of an invitation inviting campus wide participation for the 2014-2017 Cypress College Strategic Planning Colloquium at the Anaheim Campus on Thursday and Friday, April 3 & 4, 2014. The invitation outlines the 2-day schedule as well as criteria for selection of participants. After review, PAC members had no changes to wording in the invitation.

## **ACADEMIC SENATE REPORT**

Gary Zager gave the following report:

- The Senate had its first meeting of the semester on February 13, 2014.
- Agenda items included review of the Senate Constitution and Bylaws. Revisions will be offered to the entire campus faculty.
- The composition of the Senate is being modified to make representation more proportional, increase adjunct representation, and revise term limits.
- Senate representatives Peggy Austin, Monica Doman, and Joyce Peacock were selected for the hiring committee for Dean, Library/Learning Resources & Instructional Support Programs & Services.
- After discussing the hiring committee for the Vice Chancellor of Instruction and Technology, the Senate decided not to rescind its letter last semester declining to appoint representatives to serve on the committee. In a new memo, the Senate directed Senate President Gary Zager to appoint a representative. That representative will be Jolena Grande, President-Elect.

## **ASSOCIATED STUDENTS REPORT**

Jasmine Lee reported the following:

- Club Rush was today.
- The Blood Drive will be February 26 and 27. AS wants to beat its record of increasing blood donations for three consecutive semesters.
- AS reps will be traveling to the "March in March" event in Sacramento to meet with legislators. Representatives will include AS officers, EOPS students, and Student Advisor David Okawa.
- The Student Senate for California Community Colleges (SSCCC) will hold its regional meeting tomorrow.

- AS is discussing how and where to set up a food pantry for needy students and their families. The pantry will focus on non-perishable food items.

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

There was no report.

### **UNITED FACULTY REPORT**

Randa Wahbe reported the following:

- United Faculty is revising its Bylaws to make representation more proportional. The UF Board will vote on it next Thursday.
- UF elections will take place later this semester with one to two-year term limits.
- The UF salary settlement will be on the February 25, 2014 Board agenda for approval.

### **ADJUNCT FACULTY UNITED REPORT**

There was no report.

### **DISTRICT MANAGERS ASSOCIATION REPORT**

There was no report.

The meeting was adjourned at 4:20 pm. The next PAC meeting is scheduled for March 6, 2014.