

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

**March 03, 2016
3-5:00 p.m., CCCPLX-419**

PRESENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Jolena Grande (AcSen), Bryan Seiling (AcSen), Angelyn Garcia (Assoc Students), Angie Brito (Assoc Students), Rod Lusch (CSEA), Gail Smead (CSEA), Tina Johannsen (UF), Richard Fee (DMA)

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

GUESTS: -

RECORDER: Louella Nelson

REVIEW OF MINUTES

The minutes of the February 18, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The Americana Awards were held on Saturday, February 27th. In 2017 they will be integrated with the 50th Anniversary of the College.
- Margaret Mohr was named the Orange Empire Conference Coach of the Year for Women's Basketball.
- Mrs. Lark Park, the Higher Educational Legislative Secretary in the State Governor's office, will be visiting the Campus on March 4.
- We have 30 full-time faculty positions that we will conduct interviews for during the spring semester. Unfortunately, there is a glitch in the online application process that only allows a candidate to download one letter of reference instead of the three that were requested. The message has been distributed to the hiring committees to not screen candidates out due to this issue at the present time.
- Dave Wassenaar, Dean of Business / CIS, has submitted his intent to retire effective June 30, 2016.

DCC

- Over an extended period of time, SCE inadvertently used a 10 minute passing period to calculate FTES, which has resulted in a reporting error. At present, the District is waiting to learn the financial implications of this.
- It was indicated that the intention of the Network Refresh Project is to determine the technology needs of the District as a whole, and to make an appropriate recommendation after gathering information.

Board Meeting

- At the February 23rd meeting Jane Walker gave a presentation regarding the comparison of salary and benefits between NOCCCD and other districts.
- The Board authorized the request to transfer \$10 mil to the District's irrevocable trust administered by Keenan & Associates and the FUTURIS Public Entity Investment Trust Program.
- Dr. Cheryl Marshall was appointed by the Board as the new Chancellor of the NOCCCD, effective July 1, 2016.
- Katy Realista was approved as the Interim Dean of Fine Arts effective February 24, 2016.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay's provided the following updates:

Distance Education Planning

- Moving forward, the Dean of the L/LRC, Treisa Cassens, will oversee the DE program, which will include a manager / faculty combination. This will be brought to the Academic Senate for input and review.
- Migrating from Blackboard to Canvass will be explored and, if feasible, the migration could be completed within a two-year period.

Administrative Support for Professional Development

- A classified staff member currently working at a 50% capacity will be increased to full-time, in order to provide 25% assistance to Professional Development and 25% curriculum. This is in addition to the support already determined to be given by the Office of Instruction and the President's Office.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

- \$9,000 one-time augmentation for SEM instructional supplies was discussed and approved by PBC to move forward.

Unanimously approved by PAC.

- \$3,493.00 to paint the score board for the softball field was discussed and approved by PBC to move forward.

Unanimously approved by PAC

Facilities

- The soccer field is being upgraded with sod on March 3.
- The environmental impact study is underway, and information will be available to the community by mid April.
- The Bond Oversight Committee asked if MAAS has the authority to sign off on change items on behalf of the District, and it was clarified to them that only our governing Board of Trustees has that authority.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Accreditation

- The initial drafts are due by the subcommittee chairs during the month of March. The site visit will be held in the fall of 2017.

Common Assessment

- All community colleges throughout the state will have the same assessment testing for students. There are 12 colleges that have agreed to participate as pilot schools this upcoming semester. Then schools using the COMPASS test, like Fullerton College will be next. As a “sister” campus, Cypress College would be a participant by proxy, meaning the campus would be in the “next wave” of schools adopting the common assessment testing.
- The common assessment will be a web based interface, include multiple measures, and a writing sample.

ACADEMIC SENATE REPORT

Jolena provided the following updates:

- Santanu Bandyopadhyay, David Booze, and Tom To attended the most recent Senate meeting.
- Policy statement on Student Technology Use was finalized and will move forward to PBC.
- The hiring committee for the Professional Development Coordinator position will meet to develop interview questions and a timeline for the position.
- The Senate discussed participating in a grant for college textbooks in the amount of \$50k, with a plan being due by June 30, 2016. Karen stated that Follett currently has the ability to offer a wide variety of items to students: new books, digital format, used, and rental books. Dr. Simpson stated that due to the limited amount of funding available for this grant, perhaps the campus should look at other schools who have participated and the outcome of their efforts.

ASSOCIATED STUDENTS REPORT

Angie provided the following updates:

- The AS blood drive is being conducted this week, and participation has been outstanding. During the next blood drive the hope is to partner with UCI Medical Center.
- Would like to express that Americana was a wonderful event and grateful for what the Foundation does to support students.
- The Women’s Recognition event is being planned for late March.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report given.

UNITED FACULTY REPORT

Tina provided the following updates:

- Several positions on the UF board are currently open.
- A “bargaining survey” is being distributed to UF members.

ADJUNCT FACULTY UNITED REPORT

No Report.

DISTRICT MANAGERS ASSOCIATION REPORT

Richard Fee provided the following updates:

- Managers are currently reading Redesigning America's Community Colleges.
- Longevity pay for managers is currently being discussed.

OTHER

- Bob thanked everyone who participated in Senior Day and KinderCaminata, as it takes a significant amount of time in order to make these events a success.

The meeting was adjourned at 4:41pm. The next PAC meeting will be on March 17, 2016.