

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

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

**PRESENT:** Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Elaine Lipiz Gonzalez for Darlene Fishman (DMA), Jolena Grande (AcSen), Bob Simpson (Pres), Arnette Edwards (CSEA), Rod Lusch (CSEA), Bryan Seiling for Gary Zager (AcSen), Tina Johannsen for Randa Wahbe (UF), Karen Cant (VP), Ivonne Orduno (Assoc Students), William Cha (Assoc Students)

**ABSENT:** Sam Russo (ADFAC)

**GUESTS:** -

**RECORDER:** Ty Volcy

**REVIEW OF MINUTES**

The minutes of the February 19, 2015 meeting were approved with the following changes: Academic Senate report changed from 4020 to BP/AP 4020.

**PRESIDENT'S REPORT**

Dr. Simpson provided the following updates:

College

- The marquee frame is complete giving everyone a sense of the marquee size and how impressive it will be. Dr. Simpson mentioned that the new marquee will be more functional for the College than the previous marquee.
- Dr. Pam Walker from the State Chancellor's Office came to the College for a site visit of the Mortuary Science area. Dr. Walker will visit all of the community colleges selected for the baccalaureate pilot program. According to Dr. Walker, the UCs and CSUs have had concerns with some of the programs in the pilot; however, none of these concerns are related to the Mortuary Science program. The College is in the process of resolving operational issues and creating curriculum and upper division general education courses. Dr. Walker suggested that the College create new courses tailored to the needs of students in the Mortuary Science program

instead of duplicating courses offered at other schools. Doing so will assist in lowering the potential for conflict and questioning from the UCs and CSUs. Dr. Simpson, Jolena Grande, and Cherry Li-Bugg will attend a Board of Governors meeting in Sacramento on March 16<sup>th</sup> for the final approval of the pilot program.

- Cypress College Student Trustee elections are concluded. Tiana Buttice will be sworn in as Student Trustee on March 9.
- The Judge posted his final ruling on the Measure J case stating that there was little to no merit to the claim. The deadline to file an appeal is 60 days from the final ruling.

### DCC

- DCC met on Monday, February 23. In this meeting they discussed the first Principal Apportionment (P1). When the fiscal year starts, community colleges are given an initial apportionment. During P1 a recalculation is done based on community college enrollment. The information gathered in P1 will determine the adjustments that are made to the second Principal Apportionment (P2). This year's P2 will be on April 15. Although the recalculation has not been finalized, there could potentially be 4.88% growth.
- There was discussion about the tentative ruling of Measure J.
- DCC approved the Board Policy related to harassment and discrimination.
- United Faculty had an agenda item regarding safety concerns. Although the proposal was not approved to move forward, the concept was discussed. Dr. Simpson mentioned the importance of having a safe college and being perceived as safe. Karen Cant is partnering with the Safety Committee to ensure the College is effectively communicating and responding to safety concerns. The best way the College can be prepared for a potential active shooter on campus is by practicing and partnering with the Cypress Police Department. Dr. Simpson reminded everyone that the three options for an active shooter situation are to get out, hide out or take them out. He spoke to the importance of the College having the correct procedures, supplies, trainings, and conversations to be prepared if this situation was to occur. Dr. Simpson mentioned that some community colleges have armed officers on campus. Although Cypress College does not, an armed officer is something that could be considered in the future. He thanked the faculty members who took the safety drill seriously and spent time with their students discussing the importance of safety on campus. Ivonne from Associated Students pointed out that many students do not have the number to Campus Safety saved on their phones or know where they could locate the phone number. She suggested that the contact information could be displayed in high visibility areas such as classrooms. Karen Cant and Dr. Simpson stated they would look into this and see if there is something they can do to address the need. Elaine Lipiz-Gonzalez suggested including the Campus Safety phone number in the mass messaging system (email, text, phone) used during safety drills. Karen Cant mentioned that the new messaging system was able to get the information out to all faculty, students, and staff within one minute. She advised that the upgrade to the fire alarm system in the Humanities building will go to bid. This system would allow the College to have

audio, lights, and digital message boards that would be used during an emergency situation. The Humanities building was chosen as the pilot location for NOCCCD and will be implemented across the District if the system works well and is approved by the Board. It was also mentioned that the new marquee can be used as a communication source during an emergency as it will be connected to campus monitors and buildings.

#### Board Meeting

- Presentations on the Measure J site plans were given at the Board Meeting. Karen Cant gave an update on the first phase of Cypress College's construction cycle. This included SEM, L/LRC build-out and Veterans Resource Center. Dr. Simpson stated that the College's first projects were based on the priorities that were voiced in the bond campaign to the community.
- Rod Garcia, Director of Fiscal Affairs, gave a presentation on the Budget and Planning process for the District. This was the second part of a two part presentation. The first was given by Cherry Li-Bugg and focused on the mission, vision and values of NOCCCD.
- The campus architect for Fullerton College has been approved. The Cypress College Planning and Budget Committee will select the architect to be used at the College and has added two meetings in April for architect interviews and presentations. The College is also looking for a person to oversee the construction process. This person would work for the College.
- The Board approved our CTE Teacher Prep Pipeline grant for \$120,000. Keith Vescial is the Director for this grant.

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

Dr. Bandyopadhyay gave the following updates:

#### Enrollment/FTES

- The Enrollment Management Committee met for the second time and developed the enrollment plan for next year. The FTES goal for next year is 11,500 and the committee would like to front load FTES as much as possible. The current plan is to have 950 FTES in summer, 5450 FTES in fall, and 5150 FTES in spring. This will allow the College to have a cushion incase summer or fall FTES are short. The enrollment plan is subject to change as the year progresses. The committee also discussed hosting a winter intersession but decided against it. This decision was made because of low FTES count and conflicts with holiday breaks.

#### Student Pathways

- There has been discussion about developing Student Pathways that will enable high school students to have a smooth transition into college. Santanu is researching ways the College can promote classes that have low demand but high capacity to students. The goal is to increase the awareness and appeal of these courses.

#### Achievement Gap Data

- The Enrollment Management Committee has been discussing the achievement gap and ways to improve it. According to the data there is little to no achievement gap

in pre requisite courses; however, the gap becomes evident when students move forward into classes that required the pre requisite. The committee is currently reviewing the courses that do not have an achievement gap to see if it is contextualized allowing students to do well in future classes. The committee believes students should be able to translate the skills they learn from one class to the next. They also discussed the Integrated Basic Education and Skills Training (I-BEST) model. I-BEST merges two instructors in the classroom - one to teach academic content and the other to teach basic skills.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

### College Maintenance Hours

- College Maintenance Hours will be discussed at the Academic Senate meeting on March 12.

### Emergency Drill

- The emergency drill was a success with approximately 90% participation from students, faculty and staff, per the Cypress Police Department. SWAT and Cypress Police walked throughout the campus checking classrooms during the drills and were satisfied with the participation they saw.

### Planning and Budget/Facilities

- The Planning and Budget Committee discussed the schedule for the campus architect interviews and presentations which will occur in April 2015. Karen gave a handout that included details about the Classroom Related Program Activity (CRPA) funds allocated Fiscal Years 2010 - 2015. There have been questions related to programs that no longer receive allocations of CRPA funds and the process that was used to determine this action. Karen referred to page 3 of Bursar Accounts Procedure which states "Any unused funds are carried over to the following year however the accounts will not be replenished until the funds are used up". The program questioning the CRPA fund process currently has leftover unused funds. Karen has been formally asked for a Public Information Request and she will send a formal response. Dr. Simpson reminded everyone that the College is committed to the needs of the programs. He stated that the College will assist if CRPA and additional revenue are insufficient to the needs of the program. However, it is expected that CRPA funds and additional revenue are used first. Karen was asked if other programs would be able to receive CRPA funds if interested. She advised that it would need to be discussed in the fall and that Baseline Funding Needs is also a concept that may be able to assist with making that decision.

## **INSTITUTIONAL PLANNING AND RESEARCH REPORT**

Phil gave an update on the Strategic Plan Fund. Of the \$100,000 allocated to the Strategic Plan, \$77,044.80 has been funded. The funding is as follows: Direction A - Nursing Simulation Expansion (\$15,000), Mathematical Concepts Videos (\$10,000) and

Cypress Guardian Scholars Program (\$9,800), Direction B - DSPS Communication Tools (\$7,980), and Direction C - Auto Tech HS Pathway Project (\$28,600) and Athletic Physical Therapy Treatments (\$5,664.80). Some adjustments were made to the requested amounts and actual amounts funded. The following requests are in the queue to be voted on by the Committee and President's Staff: DSPS Smart Classroom (\$11,502.36) and Funeral Service Assistant (\$22,000). The accreditation site visit will be fall 2017. The College has made plans to select the accreditation self-study chair and Phil shared the process used in 2003 and 2009. The finalized process will be brought to the next PAC meeting. The self-study chair will be selected in April and will be discussed in PAC on May 7 for approval. Academic Senate will be responsible for reviewing the process and ensuring a full-time faculty member is participating.

### **ACADEMIC SENATE REPORT**

Jolena Grande advised that Academic Senate passed support for the SLO coordinator, a new co-coordinator and a classified position. Academic Senate also encouraged faculty to use the student discipline form and stressed the importance of safety. Jolena met with the subcommittee for Institution Set Standards and will have a proposal prepared to bring to the next Academic Senate meeting. Reassigned time, budget allocation for instructional programs and classes, and the bond construction project will be agenda items at the next meeting. Academic Senate also plans to address the following items: student use of instructional space, Distance Education, and Staff Development.

### **ASSOCIATED STUDENTS REPORT**

Ivonne shared that some members of Associated Students attended FACCC's conference and had the opportunity to network with faculty. She stated that the students benefitted from attending the conference and learned a lot about advocating. Student success rate, the need for full-time faculty and counselor availability were heavily discussed at the conference. Dr. Simpson said that he is happy to hear student ideas and in the future the College may be able to expand services that will assist students.

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

Rod stated that four MOUs for new classification went through CSEA's policy 610 review. Now that the MOUs have passed 610 review, CSEA will start the ratification process and vote on March 26<sup>th</sup>. New M&O apparel guidelines from risk management. CSEA sent a cease and desist and demand to bargain to HR concerning the guidelines as a change in condition of employment. This is an issue of safety and professional appearance. As a result of the first negotiation meeting the District is working on a draft to address this matter. CSEA will review the draft and make revisions as needed before meeting with the District again.

### **UNITED FACULTY REPORT**

Tina reported that United Faculty met with District last week and they are working on salary negotiations. The representative council meeting was on February 25<sup>th</sup> and annual

elections are taking place this month. United Faculty agrees that they should be involved in the revision of the current reassigned time model.

### **ADJUNCT FACULTY UNITED REPORT**

No report

### **DISTRICT MANAGERS ASSOCIATION REPORT**

Elaine shared that the Executive Board will donate \$500 to the scholarship fund for Ned Doffoney. Also, \$500 will be donated to each of the 3 campuses for the Continued Student Scholarships. The DMA spring Business Meeting will be on May 6, 2015.

### **OTHER**

- The spring Leadership Meeting is April 17, 2015.

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

The meeting was adjourned at 5:05 pm.