

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

**March 6, 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), Rod Lusch (CSEA), Bob Simpson (Pres), (Assoc Students), Randa Wahbe (UF), Gary Zager (AcSen)

**ABSENT:** Arnette Edwards (CSEA), Sam Russo (ADFAC), Jocelyn Zaragoza (Assoc Students)

**RECORDER:** Pat Humpres

**REVIEW OF MINUTES**

The minutes of the February 25, 2014 meeting were approved as submitted.

**PRESIDENT'S REPORT**

Bob Simpson gave the following report:

February 11, 2014 Board Meeting

- The Board agenda included a budget presentation by Vice Chancellor of Finance & Facilities Fred Williams and approval of Cypress College's Midterm Accreditation Report, curriculum and personnel items. Trustee Barbara Dunsheath commented on how important it is that accreditation recommendations are completely addressed and are based on evidence.

Bob announced he will be serving on an accreditation team Monday through Thursday next week for Palo Verde College in Blythe, CA.

February 24, 2014 District Consultation Council Meeting

- Two funding proposals were approved from the District Strategic Plan Fund:  
1) \$14,200 to FC for outreach to Gilbert High School; 2) \$253,000 to the Anaheim Campus to provide online catalogs for CC, FC and SCE. A \$30,000 proposal from CC to

expand opportunities to women in the field of Air Conditioning and Refrigeration was sent back for modification and re-submission.

- A District Strategic Plan Workgroup of 15 people is being formed to work on the 2014-2017 District Strategic Plan.
- The NOCCCD 2012 Integrated Planning Manual and 2012 Decision Making Resource Manual: Structure, Function and Alignment are being reviewed and updated.
- Fred Williams presented a budget update.
- AP5070 Attendance was revised to reflect the correct 16-week term length multiplier.

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

Santanu Bandyopadhyay provided the following updates:

- Entering Freshmen Cohort - The Basic Skills Committee has been discussing how to improve freshmen placement based on assessment testing. Some community colleges have developed 15-day summer "refresher" modules for students. These programs are designed to be fast paced after assessment testing has been done. Students who participated in the refresher modules were subsequently retested. Many improved enough to be able to take 12 units in fall and spring. If we implement this type of program and the cohort of students fulfills the criteria, those students will receive intensive advising from Student Services and Counseling to help determine which courses might be most beneficial for them. Seats will be reserved for these cohorts so that fundamental courses can be available to them. Plans are to do outreach by visiting a cohort of five of our feeder high schools to explain the program.
- Accreditation Midterm Report - After going through final review and corrections, the report is now finalized and will be presented for Board approval on March 11, 2014.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

- Planning and Budget Committee Update - The Classified Needs Assessment process has been concluded and 23 positions were submitted. Several of the requests were to increase existing positions and two were for positions that have already been filled. The list of initial rankings was distributed to PAC members to share with constituents. A cost analysis for each position will be done and compared with available funding. This will be on the next PAC agenda for discussion and recommendation to the President.

PBC also discussed how to address a \$90,000 shortfall in the budget for Campus Safety. Several cost saving measures have been implemented, such as higher citation fees, close scrutiny of every purchase, and reduction of hourly staff. Vacancies due to retirement or attrition may not be filled. Cost cutting efforts have helped, but salaries/benefits are still increasing. Staff in Campus Safety are paid entirely with categorical funding and have been for over 10 years. A different solution is needed now.

The TE II, TE III and Gym II buildings will be undergoing HVAC projects over the summer. Swing space will be needed for office staff in those buildings until the projects are completed.

## **COLLOQUIUM**

Phil Dykstra announced that so far 59 people have rsvp'd for the Colloquium. The deadline for responses is tomorrow, March 7, and there is still room. Representatives from PE and BUS/CIS are still needed.

## **ACADEMIC SENATE REPORT**

Gary Zager gave the following report:

- At the last Senate meeting held February 27, 2014, there was discussion regarding the Senate Constitution and Bylaws. Even though there was some disagreement, the Senate engaged in a respectful and collegial dialogue.
- Questions were raised regarding the title "Professor Emeritus" and the process for receiving retiree privileges once the Senate grants this title to a retiring faculty member.
- The Senate also discussed space utilization priorities, specifically the first floor of the Fine Arts building.

During PAC's discussion it was acknowledged that the Foundation is the designated department for notifying retirees of their privileges and how to go about the process. Privileges apply to all retirees, including faculty emeriti, classified staff, and managers. To sign up for privileges, the Foundation will refer retirees to the departments that set up and maintain specific systems—M&O for a free parking permit; Library for a Library card; and Academic Computing for continuance of campus email. If retirees wish to continue these privileges from year to year, they must contact each department every June to confirm their continuance or their accounts will be subject to cancellation. Upon identification, retirees are also admitted free to sporting events. Pat Humpres will research PAC minutes for discussions regarding retiree privileges and the current practice.

Regulations and state formulas pertaining to space utilization were discussed. It was noted that the Fine Arts and SEM buildings are the top two priorities for renovations if/when state and local bonds are passed. However, the state may decide not to put a facilities bond on the November 2014 ballot, which will affect whether the District will proceed with a local bond. Faculty requests to "swap space" or move classrooms into vacant rooms within their areas must be carefully reviewed. Feasibility and cost analyses need to be done to take into account square footage, equipment, electrical needs, computer/phone hookups, paint, flooring, etc. before a one-time budget request can be prepared, submitted and considered for funding.

Jolena announced that the state Academic Senate's regional meeting for CTE faculty and deans will be held this weekend in the Health Sciences building.

### **ASSOCIATED STUDENTS REPORT**

Jasmine Lee reported the following:

- The recent blood drive produced 217 pints. Unfortunately, AS did not break its consecutive semester record for increasing blood donations. Last semester, 273 pints were donated. Cedars Sinai will be here again on April 14 to conduct another blood drive.
- At the last AS meeting, there was discussion about Counseling services at CC and FC. Some students reported negative experiences with CC counselors.

NOTE: Bob and Santanu said our counselors are here to help students succeed. Bob requested that students forward their complaints to the President's Office for investigation.

- The 4<sup>th</sup> Annual Women's Recognition Awards Ceremony will be held on Thursday, March 27. Forms were distributed to nominate women in six different categories. All nominees will be invited to the event.
- The March-in-March event in Sacramento allowed students to meet with several legislative representatives and learn about pending bills.
- Jasmine traveled to Washington DC over last weekend to attend an Asian Pacific American Coalition (APAC) Conference. She heard speeches by Senator John McCain and Secretary of State John Kerry.

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

Rod Lusch reported the following:

- Negotiation proposals are currently being developed.
- Rod will be getting acquainted simultaneously with the new Vice Chancellor of Human Resources, Irma Ramos, as well as the new CSEA Labor Relations representative.
- CSEA reps are needed to serve on Project PERSIST, a program in partnership with CSUF to learn about program assessment and to establish evaluation plans for minority male initiatives (MMI).

### **UNITED FACULTY REPORT**

Randa Wahbe reported the following:

- The UF salary settlement, which included a 2.5% salary increase on schedule and 1% one-time off schedule bonus, was approved by the Board on February 25, 2014.

### **ADJUNCT FACULTY UNITED REPORT**

There was no report.

## **DISTRICT MANAGERS ASSOCIATION REPORT**

Darlene Fishman provided the following:

- DMA will provide scholarships to CC, FC, and SCE in amounts ranging from \$200 to \$300 each.
- Plans for the last formal meeting at the end of spring are being finalized.
- Student speakers are being sought to talk about their college experiences. Darlene is accepting names of students willing to share their experiences.
- DMA members are urged to volunteer to serve on a newly reactivated Benefits Committee.

## **OTHER**

"Big River - The Adventures of Huckleberry Finn" - Starts tomorrow, March 7, in the Campus Theater.

DMA President - EOPS Manager and DMA President Gil Contreras is leaving CC to take a position as Dean of Student Services at Cerritos College. His last day is March 21. As he resigns as DMA president, VP Richard Fee will assume the presidency.

College Board High School Graduation Trends - Santanu commented on the interesting trends forecast by the College Board. He suggested PAC members access the link at <https://www.collegeboard.org/releases/2014/expand-opportunity-redesign-sat>

The meeting was adjourned at 4:37 pm. The next PAC meeting is scheduled for March 6, 2014.