

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

March 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), William Cha (Assoc Students),

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

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the March 5, 2015 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The marquee monitors have been placed on the frame and will start displaying College information on April 1. Marc Posner, Director of Campus Communications has recently hired Tracy Bassett as his Marketing and Outreach Assistant. Both Marc and Tracy will manage the communication displayed on the marquee. Dr. Simpson stated that Tracy assisted the District with the Measure J campaign and will be a wonderful addition to the College. Tracy is scheduled to start on April 6 after receiving Board approval on March 24.
- Dr. Simpson, Jolena Grande and Dr. Li-Bugg attended a meeting in Sacramento with the Board of Governors to discuss the Baccalaureate program. Dr. Simpson addressed the Board expressing his appreciation for this opportunity. The Board approved 12 of the 15 programs that were selected. The programs from Santa Monica College and Rio Hondo College are pending approval because the California State University has expressed duplication concerns. Dr. Simpson mentioned that

according to policy, the Board has to consult with the CSU; however, policy does not state that they have to come to an agreement as the CSU does not have the ability to veto. With the approval of the Mortuary Science Baccalaureate program, the College will need to be engaged in the curriculum process. Dr. Simpson would like a task force to work on this process. The College will have to consider admissions policy, determine prerequisites for the program, and submit a substantive change to ACCJC to offer a baccalaureate degree. A site visit from ACCJC will also be required. The College would like to offer the first baccalaureate courses fall 2017.

- The Measure J lawsuit has been resolved and NOCCCD prevailed. The SEM building is currently listed as one of the top priority projects and was projected to begin in the earlier stages of construction. The SEM and Fine Arts buildings are two of the 18 community college facilities on the California Capital Outlay Five-Year Plan Project List. The facilities on this list are eligible for state funding; however, it has been six years since the last California Capital Project bond was approved. It now appears that there is a significant likelihood that there will be a facilities bond on the ballot November 2016. If there is a facilities bond and it is passed, it would bring \$20-24 million to the District for the SEM project, which would offset 50% of the current Measure J cost. This may lead to a reconsideration of Measure J project sequencing, allowing the District to take advantage of this opportunity. The Capital Project bond would free up Measure J bond funds that could be used on other projects that were not projected to have funding. There will be conversations at the college level to determine how to proceed. Bryan Seiling asked how this would change the current timeline for the SEM project. Dr. Simpson advised that it would be a year to a year and a half delay. The College can start the planning process for swing space; however, because of regulations, the College cannot begin the planning process for the building before the bond is approved. If the College started planning before bond approval we would be disqualified. The District is going to ask for permission to use local funds for the planning process, which can be done with approval from the Division of State Architect.

DCC

- The next DCC meeting will be March 23. AP 4020 Program and Curriculum Development will be revised.

Board Meeting

- Cypress College student trustee Tiana Buttice was seated and did an outstanding job giving the Student Trustee report.
- The Board unanimously selected Jacqueline Rodarte as the new Area 5 Trustee. Ms. Rodarte will be seated on April 14.
- The District received a bid of \$4 million for the La Habra property. This bid was rejected as the minimum threshold was \$5 million.
- Paul Baca, Cypress College's night facilities custodian has announced his retirement.
- Dr. Arnette Edwards has submitted her resignation to the College. Dr. Simpson thanked her for her contribution across the College.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

- Dr. Bandyopadhyay clarified that there is no deadline for curriculum to be submitted, the pre-launch date should be viewed as a benchmark. Anyone who would like to ensure their item will be approved for fall 2016 should have items submitted no later than March 27, 2015. This date is ideal based on the processing and approval time at the state Chancellor's Office. The College catalog is scheduled to be finalized in April. Any curriculum that is not approved by April will not be offered in the upcoming academic year.
- The Online Education Initiative is progressing well. 24 California community colleges are involved in the pilot taking place fall 2014 through spring 2016. During summer 2015 the colleges will pilot courses through Canvas Common Course Management System (CCMS) as a potential replacement for Blackboard. Visit <http://ccconlineed.org/> for more details.
- The Education Planning Initiative is in the process of developing a student services portal. This system would be a structured pathway for student success allowing students to monitor their educational progression and assisting counselors with reaching more students. Visit <http://cccedplan.org/> for more information.
- California Community Colleges are reviewing assessments and measures used to identify student competence and placement levels. They are working to identify entry-level skills needed for placement into different classes and the multiple assessments that can be used. For example, using specific courses taken, grades received, and overall GPA to determine a student's potential success rate. Although the assessment used would be standard across all California Community Colleges, student placement would be at the college's discretion. Dr. Bandyopadhyay encouraged faculty to visit <http://cccassess.org/> for more information.
- Dr. Bandyopadhyay attended the Institutional Effectiveness Partnership Initiative meeting along with other Cypress College colleagues on Thursday, March 19. According to state law, colleges must define institutional effectiveness parameters by June 30, 2015. The group as identified 18 parameters that need to be defined, four of which will need to be defined by June 15, 2015. The four parameters are: course completion rate, accreditation status, fund balance, and overall unqualified compliance opinion. Majority of the parameters will be easy to define; however, course completion rate will require more discussion as they want to ensure the rate is not low.

VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates on Karen Cant's behalf:

College Maintenance Hours

- No update as Academic Senate has it on the agenda for their next meeting.

Planning and Budget/Facilities

- Architect interviews are schedule to take place April 9th, 16th and 23rd. The College is also looking for a person to oversee the construction process. This person would work for the College.
- The College's Educational Master Plan expires in 2015. A committee of 10 people (3 managers, 3 faculty, 3 classified, and 1 associated student) will need to be formed to develop the new Education Master Plan for 2016 - 2026.
- PBC reviewed the mission, vision and values preliminary evaluation survey results. The survey results are very positive and show that the actions of the College are aligned with the mission, vision, and values. Dr. Bandyopadhyay encouraged PAC members to share this information with their constituents and remind them of the importance of being responsible and professional when leaving comments. When leaving feedback in the comments section it is helpful to give examples and suggestions for improvement.

The following 2015-2016 Advanced Funding requests were discussed in PBC. These items could not be sent to PAC as recommendations because PBC did not have a quorum to vote. The grand total of the requests is \$1,013,972.33 as compared to the \$739,905.00 requested 2014-2015:

- A request from Academic Computing for \$379,709.33. These funds would be used to replace PCs, classroom projectors, building data infrastructure, and monitors. The items that need to be replaced are now at their scheduled End of Life/End of Support Cycle.
- A request from Distance education for \$203,400. These funds would be used for Blackboard licensing, hosting and SIS integration, the difference in pay rate for Special Projects Director, Professional Experts, and supplies/software.
- A request from the Diversity Committee for \$10,000. These funds would be used to support the various multicultural events and endeavors that promote diversity and equity on campus fall 2015 - spring 2016.
- A request from Institutional Research and Planning for \$168,385 to implement Student Learning Outcomes through TracDat. These funds would pay for reassigned time, professional experts, conferences, and training on the use of TracDat system which are all critical to the success of SLO assessment and the meeting of accreditation standards.

- A request from the Legacy program for \$26,300. These funds would be used to pay for 50% reassigned time for a coordinator, 10% reassigned time for a counselor, as well as activities, supplies, and miscellaneous expenses. Legacy's goal is to improve recruitment efforts and increase the number of students in the program.
- A request from Learning Resources for \$163,000 for tutoring and supplemental instruction. The tutorial and SI program assist students in their persistence and success in course work as well as enhance their educational experience.
- A request from Staff Development for \$63,178. These funds would be used to improve and enhance the development, implementation, and assessment of the college-wide Professional Development Program. As a result of investing into employee professional development, student success and retention will be enhanced.

Special request:

- A request submitted by Mortuary Science for \$2150 for transportation and lodging for the Baccalaureate Degree Pilot Programs team. The team will attend meetings with the California Community Colleges Chancellor's Office between March 2015 and June 2015. These meetings will focus on discussing and developing curriculum and program information.

Jolena asked if the College could consider giving Staff Development permanent funding in the future instead of them having to submit an advance funding request annually. Dr. Simpson stated this is something the College could look into.

INSTITUTIONAL PLANNING AND RESEARCH REPORT

Phil gave an update on the process and timeline for the selection of the Self Study Chair. The proposed selection committee will consist of two faculty members selected by Academic Senate, one classified staff selected by CSEA, Philip Dykstra as ALO, Dr. Simpson, and one student representative selected by Associated Students. PAC approved the Self Study Chair selection structure. Applications for Self Study Chair are due by March 31 and applications will be reviewed in April. The selection of the Self Study Chair will be presented to PAC for approval on May 7 and the Chair will be appointed on May 8.

ACADEMIC SENATE REPORT

Jolena Grande reported that the Institution Set Standards were reviewed at the last Academic Senate meeting. They have decided to keep the Institution Set Standards the same until more information is received. Academic Senate also created a subcommittee to focus on Distance Education. Staff Development presented a proposal and draft of the process they plan to use to select a coordinator. This item will be voted on at the next Academic Senate meeting. A draft policy was submitted for student use of instructional space. Academic Senate had a second reading of the proposal for unprofessional conduct and the item is being discussed. In the next meeting, Academic Senate plans to review the

following items: funding allocation for new courses and programs, campus maintenance hours, and reassigned time. Academic Senate will also discuss campus emails and appoint faculty to participate in the spring plenary session, SSSP Manager hiring committee, and self study chair committee.

ASSOCIATED STUDENTS REPORT

William shared that Associated Students added new members to their group last Monday. They now have four new Senators, three new Activity Coordinators, a Vice President of Campus Activities, a Vice President of Campus and District Affairs, and an Executive Vice President. Associated students will also appoint more Activity Coordinators next week as they are actively working toward having all vacancies filled. There will be a Leadership Retreat on March 20 from 10am - 4pm. This retreat will focus on relationship building as well as gaining a better understanding of the College and District organization and demographics. Associated Students approved \$5300 of funding for 12 students to attend General Assembly May 1 - 3. The Vice President of Campus Activities will host World Fest on April 15 and Associated Students is in the process of approving a speaker for graduation.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report

UNITED FACULTY REPORT

No report

ADJUNCT FACULTY UNITED REPORT

No report

DISTRICT MANAGERS ASSOCIATION REPORT

No report

OTHER

The PAC meeting scheduled for April 2, 2015 will be canceled because of spring break.

The next PAC meeting will be on April 16, 2015.

The meeting was adjourned at 4:31 pm.