

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

**April 05, 2018
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Emily Day (VP), Phil Dykstra (DirInstRes&Plng), Bryan Seiling (AcSen), Craig Goralski (AcSen), Rod Lusch (CSEA), Temperence Dowdle (CSEA), Tina Johannsen (UF), Tonya Cobb (ADFAC), Darlene Fishman (DMA), Marc Posner (DirCampCom)

ABSENT: Santanu Bandyopadhyay (EVP) Maria Isabel Alvarez (Assoc Students), Robert Mounce (Assoc Students)

GUESTS: Mark Majarian

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the March 1, 2018 meeting were approved.

PRESIDENT'S REPORT

Dr. Schilling provided the following updates:

Change of PAC Meeting Schedule

- The group discussed the possibility of keeping PAC on a once a month schedule. There were concerns about losing the opportunity to discuss topics of importance during the meetings. Questions were asked about if there was an AdFac seat on PBC because if there was not, then PAC is the only opportunity to AdFac to have a voice. Also a discussion around the purpose of PAC and if the purpose was to approve PBC items, give updates, or approving all higher level conversations.
- The constituency representatives provided suggestions on how different changes to PAC could make the meetings more beneficial. Suggestions as follows:
 - Revise the format of the agenda to be similar to those used in Board meetings. If this change were made, the agenda would include more information about items being voted on instead of just listing the updates that will be given.
 - Have representatives from different programs at the college attend PAC and give a presentation to the group.
 - Have PAC and PBC on different weeks which will allow members an opportunity to bring information back to their constituency groups before voting.

The group unanimously voted to keep PAC meetings twice a month. A debrief of the discussion will be provided at the second meeting in April.

DCC Update

- DCC discussed the state funding formula.

- Winter Intersession – Bryan is putting together a survey that would be sent to students to better understand what the students wants and needs are. Phil’s team will be assisting with this. The goal is to send this to students during spring 2018. Information will be sent via email to students and faculty will also have the opportunity to give students time during class to complete it. PAC discussed how the primary issue with holding a winter intersession is the calendaring.

Hiring Committee Compositions & Timelines

- The following manager hiring committee compositions and timelines were discussed:
 - Director, Physical Plan & Facilities Director

Unanimously approved by PAC

- Executive Director, Foundation and Community Relations

Unanimously approved by PAC

- Dean, Career Technical Education

Unanimously approved by PAC

- Dean, Social Sciences

Unanimously approved by PAC

- Dean, Health Sciences

Unanimously approved by PAC

Upcoming Events

- The Leadership Team meeting will be held on Friday, April 6.
- The College will be hosting Strategic Conversation on Tuesday, April 10.

VICE PRESIDENT’S REPORT

Ms. Day provided the following updates:

Planning & Budget Committee

- PBC recommends increasing Curriculum Chair release time from 40% to 60%.
 - PAC unanimously approved this request.
- Special funding request from Kinesiology and Athletics to fix the sound system in the gym. Request is in the amount of \$60,706.75.
 - PAC unanimously approved this request contingent upon the availability of funding.
- Special funding request from Academic Computing for server and storage hardware. Request is in the amount of \$256,126.12.
 - PAC unanimously approved this request contingent upon the availability of funding.
- Special funding request from SEM for repair of nuclear magnetic resonance spectrometer. Request is in the amount of \$4,500.
 - PAC unanimously approved this request.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

- The accreditation reports have been filed and the College is in compliance.
- The ACRC will meet tomorrow to discuss student learning outcomes and ILO pathways.

ACADEMIC SENATE REPORT

Bryan and Craig provided the following updates:

- Representatives from Cypress attended the Diversity in Faculty Hiring training. They discussed revising job announcements to ensure the announcements are updated and equity minded. District is working with the colleges on this and ideally the new hires for next year will be recruited through the new announcements. There is also a need for the EEO and hiring committee training need to be more robust and include equity.
- There was a discussion about increasing the reassigned time for the Curriculum Chair and a vote to allow a faculty member going through tenure to apply for the position of Curriculum Chair.
- Senate approved to extend the SLO and Program Chair positions to a 3-year period.
- They discussed student surveys and student engagement in both survey fashion and having table discussions. Also discussed the need to have these conversations in the classrooms to ensure that students are aware of guided pathways.
- They discussed winter intersession.
- Bryan mentioned that the Resource Allocation Workgroup meetings are always held during primetime teaching hours.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod provided the following updates:

- Rod thanked Vice President Emily Day for meeting with the campus representatives on the resource allocation workgroup. The meeting was productive and they are looking forward to more of these meetings.

UNITED FACULTY REPORT

Tina provided the following updates:

- UF had the declaration for candidacy and all positions have volunteers.
- The secretary, membership chair, and grievance officer are all from Cypress College.

ADJUNCT FACULTY UNITED REPORT

Tonya provided the following updates:

- AdFac is preparing for their fact finding meeting on April 19.
- They are currently seeking two representatives to serve in positions.
- AdFac representatives attended the CFT convention.
- Members attended the March for Our Lives rally.
- Tonya is looking for ideal times to hold member meeting and has been rotating the schedule to see what works best for members.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- No report.

The meeting adjourned at 5:09 p.m. The next PAC meeting will be on April 19, 2018.