

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

April 24, 2014
2-3:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Arnette Edwards (CSEA), Darlene Fishman (DMA), Jolena Grande (AcSen), Jasmine Lee (Assoc Students), Sam Russo (ADFAC), Randa Wahbe (UF), Gary Zager (AcSen)

ABSENT: Rod Lusch (CSEA), Bob Simpson (Pres), Jocelyn Zaragoza (Assoc Students)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the March 20, 2014 meeting were approved as submitted with one abstention due to absence.

PRESIDENT'S REPORT

In Dr. Simpson's absence, Santanu Bandyopadhyay chaired the meeting and provided the following report on the president's behalf:

Classified Needs Priority List - The president's final Classified Needs Assessment for 2013/2014 dated 03/20/14 was distributed. Changes from the previous list distributed to PAC on 02/20/14 were noted in color. Requests for two full-time Administrative Assistant I positions, one for Social Sciences and the other for Language Arts, were merged into one full-time Admin Asst I position to be shared between the two offices. One full-time Clerical Assistant II position and one full-time Campus Safety position are currently filled by existing staff but there is insufficient budget to cover. These two positions were moved up the list to allow any available funding allocated for the Classified Needs Process to be utilized to supplement budgets in those areas. Budget and position numbers are currently being formulated and will be distributed to managers within the next couple of weeks so they can submit requests to advertise. The new positions will be budgeted for July 1, 2014.

PAC gave its support to the revised Classified Needs Assessment list.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu provided the following updates:

320 Report - A comparison of the SPMS and 320 Reports for Summer and Fall of 2013 and Spring of 2014 was distributed. Although Cypress College is meeting its target numbers, there continues to be a shortfall of about 300 FTES between the 320 Report and SPMS Report from Summer 2013 through Spring 2014. This could be due to a number of factors, including SPMS numbers pulled from Banner, the 16-week calendar, and/or descriptors in DegreeWorks. This attendance report program is used to enter attendance contact hours for the fiscal year and report period set by the State Chancellor's Office. The program calculates factored and unfactored attendance Full-Time Equivalent Student (FTES) based on the contact hours, period annualizers, and "F-Factor" data entered by community college districts. For multi-college districts, the program will summarize a district composite from the individual college attendance reports. We have until October 15, 2014 to make modifications to the numbers.

District FTES Workgroup - After thorough review a proposal will be presented to the District for increased funding to CC to allow the college to meet its targets while not increasing its extended day deficit. Now is an appropriate time to make this proposal while 2014-2015 District budget assumptions are showing almost \$5 million unallocated.

High School Freshmen Cohort - Several refresher Math classes will be offered during summer to 300 entering freshmen from AUHSD high schools. The first students will be assessed and must take an orientation class in order to be placed in appropriate summer refresher Math classes (*refresher English classes will be available next year*). Eventually, all high school students will have the opportunity to get into the Math and English classes they test into. Students will receive intensive advising from Student Services and Counseling to help determine which courses might be most beneficial for them, and seats will be reserved for them so that fundamental courses are available. They will be re-assessed again prior to fall and receive priority registration. Based upon their assessment scores, they may be offered the opportunity to enroll in 12 to 14 units in fall.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

Planning and Budget Committee Update - The Legacy Program is still under review and no decisions have been made until questions are answered. A pending budget request has not been finalized but should be ready by May 1 or May 15.

Council on Budget & Facilities - Budget requests for funding were made by the District Office in a meeting held during spring break. The requests include funding for a backup

system for Information Services, and 7-1/2 classified positions for District Offices. The positions are: Internal Auditor, Payroll Lead, M&O Skilled Mechanic, Administrative Assistant I for HR, IT Specialist for Applications/Web, two Technical Support positions, and a half-time Administrative Assistant II for the Diversity Office. CBF will defer the vote since the meeting was held during spring break. Although there was a quorum, a few faculty CBF members were not present.

COLLOQUIUM UPDATE

Phil Dykstra gave the following report:

Strategic Planning Colloquium - The results from the Colloquium were transcribed and tallied. Phil will speak to Facilitator Matthew Lee on Monday to discuss the information. Tallied results and transcriptions will be formulated into language identifying new or modified goals and objectives, and a draft of the 2014-2016 Strategic Plan will be distributed prior to graduation. It will be left open for review during the summer, and in fall it will be re-evaluated and moved forward through the approval process.

OTHER

PBC Funding Recommendations - Karen will email information on two funding recommendations for PAC vote. One is for \$6,050 to cover accreditation costs for programs in Health Sciences; the other is a request from the Graduation Committee to purchase a vertical banner 6' x 60" to hang from the Campanile that says "Cypress College." The cost is \$1,162.

The meeting was adjourned at 2:45 pm. The next regular PAC meeting will be May 1, 2014.