

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

May 1, 2014
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Arnette Edwards (CSEA), Darlene Fishman (DMA), Jolena Grande (AcSen), Rod Lusch (CSEA), Bob Simpson (Pres), Randa Wahbe (UF), Gary Zager (AcSen)

ABSENT: Santanu Bandyopadhyay (EVP), Jasmine Lee (Assoc Students), Sam Russo (ADFAC), Jocelyn Zaragoza (Assoc Students)

GUEST: Richard Fee (DMA)

RECORDER: Louella Nelson

REVIEW OF MINUTES

The minutes of the April 24, 2014 meeting were approved as submitted with two abstentions due to absence.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

Classified Needs Priority List - The President's final Classified Needs Assessment for 2013/2014 dated 03/24/14 was distributed. This was previously presented to PAC for approval and was endorsed. 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 funded from one-time dollars. These two positions were moved up the list to allow available funding allocated for the Classified Needs Process to be utilized to supplement budgets in those areas. Karen Cant explained that classified needs are assessed approximately every three years.

Summer Boost - Refresher Math classes will be offered during summer to a maximum of 300 entering freshmen from AUHSD high schools. Richard Fee explained that the

"Summer Boost" refers to refresher Math courses only. Students will be assessed and must take an orientation class in order to be placed in the appropriate Summer Boost Math class. Students will receive intensive advising from Student Services and Counseling to help determine which courses might be most beneficial for them. Once the Summer Boost course is completed, 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 units in the fall. Phil Dykstra briefly explained that statistically only 20% of entering college freshmen test into college level English and Math courses, while 80% test one level or more below.

EOPS Manager Hiring Committee - A draft of the hiring committee composition and timeline was distributed. The committee composition includes: 2 Managers - Rick Rams and Paul de Dios; 2 Faculty Members - Virgil Adams (Instructional) and Renee Ssensalo (Counseling); 2 Classified Staff Members - Joanne Olimberio and Makisha Glover-Hill; 1 Student - Jerry Martinez; 1 Non-voting EEO/Diversity Representative - Dave Wassenaar.

PAC supported the proposal.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

Planning and Budget Committee Update - Karen distributed a handout and explained that the Planning and Budget Committee is recommending that the Legacy Program be placed on hiatus until a college work group can be convened to identify the best way to reinvigorate the program. Program funds would be earmarked for this purpose. Review of Legacy student performance indicates a need to refocus. PBC further recommended that 2014-15 funding be utilized for any costs related to the revitalization effort. The president will call for participation from interested parties.

PAC unanimously supported the proposal.

A special funding request was submitted to PBC from Distance Education to fund the SIS Integration between Banner and Blackboard. In order to move forward with the integration project, \$15,100 is the remaining share of proportionate costs requested to be funded. This is a one-time cost. PBC recommended funding this cost.

PAC supported the proposal.

ACADEMIC SENATE REPORT

Gary Zager gave the following report:

- The senate will vote on May 7 regarding constitutional amendments to their bylaws. A 2/3 majority vote is required in order for a change to be initiated.

- Nominations are being accepted for Professor Emeritus status. Anyone who would like to nominate a retiring faculty member may do so via email.
- Faculty members who are retiring this year and are interested in maintaining email and other campus privileges may contact Barbara Woolner for a form to complete.

ASSOCIATED STUDENTS REPORT

There was no report.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

There was no report.

UNITED FACULTY REPORT

Randa Wahbe reported the following:

- At the Community College Association spring conference Les Doak received the CCA Service Award and Tina Johannsen received a WHO (We Honor Ours) award. Fola Odebunmi was elected CCA treasurer.
- UF election ballots were mailed to faculty members, and ballots must be postmarked by May 12.
- There are issues regarding the transaction fees imposed on the use of the Higher One student financial aid card. Students have reported that fees are charged when it is used as a debit card and when withdrawing funds at an ATM. If a student chooses to receive a check for the funds that have been "deposited" to the card, there is a 30 day waiting period. Karen Cant explained that SchoolsFirst Federal Credit Union has agreed to allow the students to use the ATM located on campus free of charge. That does not apply to SFFCU ATMs in other locations. There are a limited number of organizations that provide student financial aid card services, and the Higher One fees are not unique to southern California.

ADJUNCT FACULTY UNITED REPORT

There was no report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene Fishman reported the following:

- The last meeting of the year for DMA will be a breakfast held on May 30. Several items will take place during the morning session including the distribution of scholarships.

OTHER

Stolen property: Karen shared that an iPad that had been stolen on campus was located in Irvine.

Water Bill: Karen briefly explained that the water costs for the campus have been escalating. Efforts have been made to reduce usage; however, these efforts have not

impacted the overall bill which is currently around \$500k. The City of Cypress implemented an increased tax on water. Where we were once paying .15 per cubic yd we are now charged .75 per cubic yd used. We have been in discussion with our district office regarding their assistance in paying our water fees.

The meeting was adjourned at 4:15 pm. The next regular PAC meeting will be May 15, 2014.