

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

May 7, 2015
3-5:00 p.m., ROOM 419

PRESENT: Bob Simpson (Pres), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Darlene Fishman (DMA), Bryan Seiling for Jolena Grande (AcSen), Gary Zager (AcSen), Gail Smead for Rod Lusch (CSEA), Randa Wahbe (UF), Sam Russo (ADFAC), William Cha (Assoc Students), Ryan Johnstonbaugh (Assoc Students)

ABSENT: Vacant Seat (CSEA), Santanu Bandyopadhyay (EVP)

GUESTS: Tina Johannsen

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the April 16, 2015 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The College is halfway through hiring Fulltime Faculty positions on the Faculty Prioritization list. Nine positions have been offered and accepted. The hiring process will continue until the week after graduation.
- The End of the Year Luau was May 6 and was well attended. This is a nice tradition of the College and allows an opportunity for current and retired employees to be recognized for their service.
- Graduation is on May 22, and there will be many Division and Program celebrations taking place before graduation. Dr. Simpson encourages all faculty to attend graduation as it is evidence of their work and dedication.

DCC

- The group discussed budget updates and the anticipation of the Governor's May revise. The final figures will not be available until later; however, the May revise

gives a strong indication of where the District will be. At this time, all of the indications look positive.

- There was discussion about 2015-16 growth for community colleges. We planned for 1% based on the measures that were going to be applied for districts to be able to access funding. The State Budget Office led the charge to make significant changes with the measurements. C.M. Brahmhatt and Fred Williams are now predicting there will be 3.61% growth available for the District. Dr. Bandyopadhyay met with the deans to discuss a realistic goal for the College. The Cypress College target will be 2.5% growth above our target for 2014-15. SCE will pursue 1% growth, and Fullerton College will pursue the remainder. Fullerton is already 1,300 FTES over their target. This will help them with their overage, but they will still have a deficit in their extended day budget. Karen Cant asked if the District discussed helping Fullerton College achieve their growth target. Dr. Simpson stated that there has been no discussion about assistance at this time. The College is projecting 900 FTES in the summer, 5450 in the fall, and 5150 in the spring. The College will pursue generating more FTES without increasing costs.
- There was discussion about the Vice Chancellor's Strategic Plan Proposal. One part of the plan is called the Business Intelligence System. This is a software system that would collect student success data. The second part of the plan is the development of initiatives, actions, and strategies that would positively impact student success. It appears as if everyone has a clear understanding of the Strategic Plan Proposal and District has not received much resistance. The only concerns mentioned at this time are related to the development of student success activities. Academic Senates will be discussing this issue and will share their thoughts at DCC.
- Kai Stearns Moore shared the Legislative agenda. The following bills or issues are relevant to the College: Differential Funding for CTE classes in which the state would provide greater apportionment support to colleges with CTE programs; possibility of a statewide facilities bond; Adult Education Block Grant Funding and how to allocate the funds in the block grant; college to career pathways; the need to address the faculty obligation number disparity between districts.

Board Meeting

- The 2015-2016 Study Abroad Program was approved and will take place in London.
- Retirements were announced at the April 14 Board Meeting.
- Roberta Lawrence and Russ Bacarella were recognized for Tenure at the April 28 Board Meeting.
- Fulltime faculty members were approved at the April 28 board meeting. Silve Grote was also approved as a fulltime Physical Education Instructor.

EXECUTIVE VICE PRESIDENT'S REPORT

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

The College is 100 FTES short of target and will need to increase FTES in the spring. Dr. Simpson stated that if the College can reach the set targets in the other semesters and

increase spring by 200 FTES, we would have a growth of 2.8% by the end of the year. The College will have to be strategic with course offerings ensuring they meet the unmet demand of students. The College could also increase productivity by accommodating one or two additional students in classes. Dr. Simpson stated that he understands this would not be feasible for every class. He also mentioned that allowing an additional student in class should only be done if it will not affect student outcomes. He believes the conversation should start locally and would like this to be a topic at Academic Senate meetings. If the College could fill all of our unfilled seats, we would be able to attain the new growth target without adding additional sections.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

Planning and Budget

PBC discussed the request for a permanent 50% Professional Development Administrative Assistant II position. This position would be restored as Professional Development has not had an Administrative Assistant since 2008. PBC did not have a resolution on how to fund the reinstatement of this position. The committee is taking the following things into consideration: Classified prioritization and where this position is ranked on the list, Hourly support provided to Professional Development, salary settlements, instructional supply enhancement, baseline funding for divisions, and the four positions that are currently paid through One Time Funding. Dr. Simpson stated that in the meantime the Assistants in the President's Office, Executive Vice President's Office, and Vice President's Office will be able to assist Professional Development as much as possible.

The following recommendations were presented:

- A recommendation for prioritization of the 33 One Time Funding Requests 2015-2016.

PAC placed the priority list on hold allowing everyone the opportunity to review the One Time Funding Requests. This recommendation will be brought back to PAC at the May 21 meeting.

- A recommendation for \$18,083 from the Fine Arts Division to replace the Orchestra pit cover. This is an emergency request.

PAC unanimously supported funding the recommendation.

- A recommendation to change the name of Staff Development to Professional Development. This recommendation was brought to PBC from Academic Senate.

PAC unanimously supported the recommendation and the College will absorb the cost associated with the name change.

- A recommendation to revise the Professional Development Coordinator job description. Majority of the changes align with the name change from Staff

Development to Professional Development. This recommendation was brought to PBC from Academic Senate.

PAC unanimously supported the recommendation.

- A recommendation to standardize the Professional Development Coordinator selection process. This process also includes an alternative if no faculty members volunteer to accept the assignment. This recommendation was brought to PBC from Academic Senate.

PAC unanimously supported the recommendation.

Facilities

PBC has selected DLR Group as the campus architect. This selection will go to the Board on Tuesday, May 12. DLR Group's first assignment is to assist during the Measure J Campus Forum on May 18 at 4pm. Karen Cant and Dr. Simpson will meet with SEM on Tuesday, May 12 to discuss the vision for the SEM building during the Measure J construction project. Interviews for Program Manager will occur soon and the Construction Manager job description needs approval. The College would like to have the Construction Manager hired by August 1 and the Assistant Construction Manager will be hired later.

College Maintenance Hours

Karen Cant asked Academic Senate for an update on their discussion about College Maintenance Hours. Bryan advised that Academic Senate seemed to be in favor of College Maintenance Hours; however, it has not been voted on. This item should be voted on at the next Academic Senate meeting.

INSTITUTIONAL PLANNING, RESEARCH, AND ACCREDITATION REPORT

Phil shared that the \$100,000 allocated to the Strategic Plan Fund has been expended in each of the Strategic Plan Areas (Student Success, Institutional Effectiveness, and Community Collaboration). The Strategic Plan Annual Report and Strategic Plan Evaluation Report will move forward to PBC on May 21. Phil stated that he has not received names from Academic Senate of those who will be on the Educational Master Plan Committee. Bryan Seiling advised that names would be provided at the next PAC meeting. Phil and Dr. Simpson attended an accreditation meeting hosted by ACCJC. The ALO's discussed the new focus of talking about outcomes in the Self Study Report instead of processes. The CEO's discussed site visits and how the colleges would appreciate more transparency from ACCJC during the accreditation process. Interviews for the Self Study Chair will be on Monday, May 11. The name of the Self Study Chair will be brought to PAC for approval at the next meeting. The Institutional Effectiveness Partnership Initiative has both College and District goals. The College goals are Accreditation Status and Course Completion Rate. The District goals are Fund Balance and Audit Finding. Phil will contact Dr. Li-Bugg to respond to the goals.

ACADEMIC SENATE REPORT

Gary reported that Academic Senate conferred the status of Professor Emeritus to the following individuals: Hong Chi, Cathy Franklin, Kathy Llannos, Shirley Ashburn, Rosali Madjid, Laura Grieco, and Michael Johnson. The Senate has selected the following faculty members for awards: Dee Sato - Outstanding Full-Time Faculty, Emma Anton - Outstanding Adjunct Faculty, and Peter Mathews - Charger Award. Academic Senate's After Graduation Party will be at the home of Dr. Cheriee Dickey.

ASSOCIATED STUDENTS REPORT

Ryan shared that the impeachment process has been finalized and he will be the Associated Student President until the end of the semester. Associated Students worked with Susan Johnson on the Sex Day event, which was the most popular event Associated Students has held. They are trying new techniques and finding ways to incorporate techniques that are proven to be successful when engaging with students and building student interest. Associated Students attended General Assembly along with students from 96 other Community Colleges.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Gail informed everyone that the CSEW Breakfast will be on May 20 at Fullerton College. CSEA will resume salary negotiations and are hopeful that great things will happen.

UNITED FACULTY REPORT

Tina reported that UF is currently in salary negotiations and hope they can bring something forward soon. United Faculty is interested in working with District help meet the goals of the colleges. UF leaders recently represented their chapter at a Community College Association (CCA) meeting. Barbra Marshall and Randa Wahbe won awards, Randa Wahbe was selected to be on the Board of Directors, and Fola Odebunmi will serve as CCA Treasurer for the second year.

ADJUNCT FACULTY UNITED REPORT

Sam shared that ADFAC is currently in salary negotiations and they appear to be close to having a salary set for the next 2 years. Sam also informed everyone that this will be the last time he attends a PAC meeting as he is retiring from the role of AdFac President.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene shared that Kristine Nikkhoo will be the Chair for the Staff Development Committee. The DMA spring business meeting will be June 4 at the Buena Park Holiday Inn. Darlene also advised that election materials will be sent via email.

The meeting was adjourned at 4:48 pm. The next PAC meeting will be on May 21, 2015.