

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

**May 21, 2015
3-5:00 p.m., Room 419**

PRESENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Darlene Fishman (DMA), Jolena Grande (AcSen), Bryan Seiling (AcSen), Rod Lusch (CSEA), Randa Wahbe (UF)

ABSENT: Ryan Johnstonbaugh (Assoc Students), Karen Cant (VP), Vacant Seat (CSEA), Vacant Seat (ADFAC), William Cha (Assoc Students)

GUESTS: Kristina Oganessian

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the May 7, 2015 meeting were approved with the following correction: page 5, under United Faculty... "United Faculty is interested in **working** with District".

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- Full-time faculty hiring is almost complete and all positions with the exception of one have been hired. The Health Information Technology position has been readvertised with the permission of HR as the applicant pool was limited. Dr. Simpson mentioned the several end of year celebrations that he had the pleasure of attending. He also thanked Academic Senate for their work over the academic year.

DCC

- No DCC meeting.

Board Meeting

- The Board approved DLR Group as the College Campus Architect. Campus forums will be held throughout the summer. Dr. Simpson and Karen Cant met with the SEM Division to discuss the possibility of a new building instead of remodeling the current SEM building. A new SEM building would assist with swing space needed during construction throughout the 20 year project. Although a new building may eliminate the opportunity for state funding, it would be the preferred option. A new building could be designed to meet the needs of the students today and in the future. No decision has been made at this time as this will require approval by the Board of Trustees. The Board approved the

establishment of a Public Entity Investment Trust related to retiree health benefits. There were lots of personnel changes; a few retirements, resignations, a new job description for Project Manager, eight (8) new classified employees, and 14 new Full-time Faculty hires in the District. Fullerton College President Dr. Vurdien's resignation is effective June 30 as he will be going to Pasadena City College.

- The Governor's May Revise was incredibly positive for the community colleges. There will be an increase of \$6.1 billion spread between 2013-14, 2014-15, and 2015-16. Growth funding increased \$49.7 million, which increased statewide funded growth for 2015-16 from 2% to 3%. The District is pursuing 3.6% growth. \$75 million has been allocated to support an increase in full-time faculty hiring. Funding will be allocated per FTES but districts with relatively low proportions of full time faculty will be required to hire more than those with higher proportions. COLA will be funded for EOPS, CalWorks, DSPS, and Childcare at \$2.5 million, restoring back to the amount it was in 2009.
- Dr. Simpson shared a productivity potential document with PAC. Based on this analysis, if all seats were filled, there would be a significant increase in FTES. If the College can fill its empty seats, it will be able to meet FTES targets, would not need to spend extra money to add new sections, and there would be no need to discuss increasing curriculum class size maximums. By filling empty seats, the College will be able to provide access to students and have additional resources at the College. Dr. Simpson mentioned a few options to assist with student demand and increasing productivity. He will discuss this further at Opening Day.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

Enrollment/FTES

- FTES target for 2014-15 is 11,375. Access was increased for summer; therefore, the College is looking at about 2.5% increase. Summer FTES is 746 to date which is 117 more than the College had this time last year. These numbers are encouraging as the number of sections and seats in summer 2015 were increased significantly. The College is doing well with local high school outreach and developing relationships with the high schools. The College is currently working with Anaheim Union High School District to see how we can collaborate with them to develop pathways from high school to college. The development of dual enrollment is also currently being pushed at the state level. Bryan Seiling asked if accepting a few extra students in class during summer would assist and Dr. Simpson advised that it would. Randa Wahbe asked if anyone has considered going back to having two summer sessions. Dr. Bandyopadhyay advised that there are several options being considered and this was mentioned as one of them. Jolena Grande asked if the College would consider reaching out to Cal States as Gov. Brown shared that the best way to assist Cal State students with graduating in four years is by having them take general education classes at Community Colleges during the summer. Dr. Simpson and Dr. Bandyopadhyay shared that legislature is reviewing this and they are both

hopeful that there will be future partnerships between the Cal States and California Community Colleges in this regard.

Data Mining and Student Success

- Santanu shared facts about data mining that he received from Georgia University. The College currently only has data capturing systems but will start to research the benefits of data mining. The information received could be used to assist students with graduating sooner.

VICE PRESIDENT'S REPORT

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

Planning and Budget

- PBC discussed enrollment/FTES, data mining, and reviewed the annual Strategic Plan Report and Evaluation Report. Both the Annual Strategic Plan Report and Evaluation Report were accepted by PBC.

The following recommendations were presented for review:

- A recommendation from the Foundation to continue the Alumni Development project with the remaining unspent funds allocated for this project from last year.
PAC unanimously supported the recommendation
- A recommendation from the Health Science Division for \$2000 to send Dental Hygiene faculty to attend Dental Hygiene courses.
PAC unanimously supported the recommendation
- A recommendation from Academic Senate for \$6500 for the Academic Senate Executive Committee (five members) to attend ASCCC Faculty Leader Institute.
PAC unanimously supported the recommendation
- A recommendation from Professional Development for \$12,451 to increase reassigned time for Professional Development from 60% total to 80% total.
PAC unanimously supported the recommendation
- A recommendation from the Fine Arts Division for \$18,083 for a new orchestra pit cover was placed on hold. A Structural Engineer inspected the orchestra pit cover and deemed it unsafe. People will no longer be allowed to stand on the orchestra pit cover until the College has a DSA approved cover. A company will come out to review the pit and quote the cost to replace the cover. This request will come back to PAC as the new estimate will be more expensive than the original request that was submitted. An estimated time for the project to be completed has not been determined.
- Academic Senate has requested that the one-time funding request be placed on hold until fall 2015 as the Senate will need to place this item on their fall agenda for discussion.

Facilities

- There are a few Measure J Open Forums scheduled during summer. The DLR Group Consultants are at these meetings sharing updated information and taking notes based on feedback from attendees. Open forums are held to support transparency on Measure J construction plans.

College Maintenance Hours

- Dr. Bandyopadhyay asked Academic Senate for an update on their discussion about college maintenance hours. Jolena advised that the topic made it on the agenda but there was no action taken on it. The College will coordinate with faculty and staff ensuring buildings are accessible when needed based on program or special needs. College maintenance hours were suggested to align with the safety needs of the campus. There was a common understanding of the need for college maintenance hours; therefore, the College will go forward with implementing this process.

INSTITUTIONAL PLANNING, RESEARCH, AND ACCREDITATION REPORT

Phil shared the formal review revise of the College Mission, Vision, and Core Values. Most revisions made were to sentence structure and wording; therefore, the College does not need to send the revised version to ACCJC. Phil thanked Academic Senate for providing five (5) members to serve on the Educational Master Plan Task Force. The Educational Master Plan Task Force will also include Karen Cant, Santanu Bandyopadhyay, Phil Dykstra, one representative from CSEA, and one representative from Associated Students. Their first meeting will be in fall 2015.

The following recommendations were presented:

- A recommendation to revise the Mission, Vision, and Core Values. If approved by PAC, this item will be sent to the Board of Trustees for approval during summer break.

PAC unanimously supported the recommendation

- A recommendation for Liana Koepfel to be the Accreditation Self Study Chair starting summer 2015 through fall 2017. Two candidates were interviewed by the selection committee.

PAC unanimously supported the recommendation

ACADEMIC SENATE REPORT

Jolena reported that Academic Senate held elections at their last Senate meeting. Appointments were made for the Educational Plan Taskforce and a workgroup for reassigned time was created. The Senate passed a resolution for student use of instructional space. Jolena shared the resolution with PAC and Dr. Simpson requested the topic be discussed further as the resolution is broad. In the meantime, the College will try to assist in providing access, in the safest way possible, for students who need access to what would traditionally be considered instructional space. Academic Senate also discussed the use of electronic devices (i.e. Apple watches and Google watches) and if students will be allowed to bring them to class, college maintenance hours, officer

elections, leadership conference funding, set the Academic Senate meeting calendar for 2015-16, and had its first reading of the SLO Committee Mission Statement.

ASSOCIATED STUDENTS REPORT

No Report.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported that CSEA had salary negotiations on May 18. The meeting was productive and CSEA is cautiously optimistic about the outcome. The next meeting will be on May 28. Classified School Employees Week (CSEW) breakfast was a success with 76 attendees. Board of Trustees Vice President Dunsheath presented the Resolution for CSEW and Board Member Lahtinen spoke. Attendees also included College Presidents, Provost, HR Vice Chancellor Ramos, and numerous managers. Gail Smead was the recipient of the President's Award and Pat Sanchez received the unsung Hero Award. Rod also shared that he had the opportunity to attend SCEs Classified Appreciation Week event and commended SCE on how nice the event was.

UNITED FACULTY REPORT

Randa reported that UF has tentatively agreed to settlements for salary. Ballots have gone out and results should be in soon.

ADJUNCT FACULTY UNITED REPORT

No Report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene shared that DMA's last meeting of the year will be on June 4 at the Holliday Inn. This event will include breakfast and a business meeting. DMA will give scholarships to two (2) students from each Cypress College, Fullerton College, and School of Continuing Education.

OTHER:

- There was a question about the drought tolerant signs placed on campus. Dr. Simpson advised that the signs are placed in areas that are no longer being watered and will be replaced with drought tolerant landscaping.
- There was a question pertaining to the Board Meeting when Interim Vice Chancellor CM Brahmhatt asked for a waiver for Education Code regarding the La Habra property. Dr. Simpson advised that the District must abide by Education Code rules; however, the Chancellors Office can provide a waiver to expedite the process.
- Dr. Simpson thanked everyone for their membership on PAC body and is looking forward to seeing everyone at graduation.

The meeting was adjourned at 4:52 pm. The next PAC meeting will be on September 3, 2015.