

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

**September 01, 2016  
3:00 p.m. - 5:00 p.m., CCCPLX-419**

**PRESENT:** Bob Simpson (Pres), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Jolena Grande (AcSen), Bryan Seiling (AcSen), Amanda Aros (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA)

**ABSENT:** Santanu Bandyopadhyay (EVP), Vacant Seat (Assoc Students), Vacant Seat (ADFAC)

**GUESTS:** -

**RECORDER:** Ty Volcy

**REVIEW OF MINUTES**

The minutes of the May 19, 2016 meeting were approved as submitted.

**INTRODUCTIONS AND GUIDELINES**

PAC members introduced themselves and their roles. The group discussed the purpose and guidelines of PAC, as well as tips on working toward consensus. Dr. Simpson also stressed the importance of holding students' interest uppermost in their thoughts when making recommendations.

**PRESIDENT'S REPORT**

Dr. Simpson provided the following updates:

College

- Enrollment is lower than we expected. However, the College did not plan any increase in spring, therefore we can plan for growth in spring 2017 which can make-up for the loss and assist the College in meeting its 1% growth target. Unduplicated headcount is down 200-300. This is directly related to the impact of an improved economy on college attendance rates.
- The soccer field leveling project is complete, the orchestra pit cover should be installed by the end of this semester, and the baseball field house project was on the board agenda to start the process of selecting an architect. We hope to have the baseball field house and baseball field leveling projects completed at the same time.
- The District's financial climate is changing and can have an impact on the College. We will begin to review funds available to the College that can assist in covering any deficit. This review will also include the allocations for SSSP, Student Equity, Basic Skills, and CTE Pathways.
- The College's accreditation process is going well. We are waiting to hear back from District with information needed to complete two of the standards.

- The Professional Development Coordinators are hosting a Mixology event today.
- Dr. Simpson sent out an email related to the use of the “All Users” distribution list. He asked that information sent to “All Users” be appropriate as he would prefer not to restrict access to this distribution list.

### DCC

- DCC met on August 22 and the following items were discussed: proposed District budget overview, proposal to change language in AP 3720 – Computer and Electronic Communication Systems, and establishing a District Enrollment Management Committee.

### Board Meeting

- The most recent Board meet was on August 23. At this meeting, the Board approved the increase in square footage and increase in cost of the new SEM building. They also extended the contract with Cambridge West, a firm that will assist the colleges and District in understanding space needs based on local trends.
- The agreement between the College and the city of Cypress for sewage fees was approved. This agreement will save the College a significant amount of money as irrigation water will be separated from sewer water.
- Trustees Leonard Lahtinen and Tony Ontiveros will not seek re-election for their seats on the Board this year.
- The retirements of Carol Harvey, Kevin Luckey and Cathy San Roman were on the agenda.

## **EXECUTIVE VICE PRESIDENT’S REPORT**

No report.

## **VICE PRESIDENT’S REPORT**

Karen provided the following updates:

### Planning & Budget Committee

- District is in the process of reviewing resources to assist with salaries and benefits.
- There is currently no solution to the extended day deficit but the College anticipates breaking even.
- The one-time funding list will be brought back to PBC for a vote as there were mistakes with carry-over fund and one-time fund amounts given. District plans to close the budget books and then go back and make adjustments to correct mistakes a few months later.

The following recommendations were presented for review:

- PBC declined the request for additional funding from SLO as PBC determined that the funds allocated at the end of the semester could cover the cost.

PAC unanimously supported the decline of the recommendation.

### Facilities

- The SEM building and architect contracts have been approved by the Board of Trustees. The next step is to move from the user group concept stage to a smaller group of 7 individuals who will meet weekly to make decisions pertaining to the SEM building and design. Field trips have been planned for this group to visit the SEM buildings at Long Beach City College and Palomar College. We are also in the selection process for a contractor who will work on the design with the architect.
- The LRC and Veterans Resource Center projects are in contract negotiations with architects. These projects will ramp up once the SEM building process begins.

- The Environmental Impact Report is posted on both the District and College website. <http://news.cypresscollege.edu/wordpress/bond/measure-j-bond-eir/>
- A new job description is being creating for the Assistant Project Manager. This position will work on construction projects and report to Susan Rittel.
- Susan Rittel is working with the DLR group on the ADA transition plan and LLG Engineers on the parking feasibility study.
- The next Bond Oversight Committee meeting will be on Wednesday, September 7.

## **INSTITUTIONAL RESEARCH AND PLANNING REPORT**

Phil provided the following updates:

- The accreditation gap analysis on Standard I is complete and the analysis for Standard II is underway.
- District should be providing information needed to complete Standards III & IV by Thursday, September 8.
- The College is waiting to receive a response from ACCJC on the Mortuary Science Follow-up Report.
- The Educational Master Plan Taskforce will meet on September 8 to discuss the information that has been compiled. Once completed, this information will be sent to campus for final feedback and presented to the Board of Trustees by the end of year.
- 2016-17 is the final year of the College's current strategic plan. Approximately 65 College employees with representation from each constituency group will assist with the development of a new plan at Colloquium in April 2017.

## **ACADEMIC SENATE REPORT**

Bryan provided the following updates:

- The first Academic Senate meeting of the year went well. They discussed matters related to SLO and started working on the workforce task force. Senate hopes to have a discussion about distance education at their next meeting.
- Bryan thanked Dr. Simpson for allowing the Presidents from each constituency group the opportunity to speak at Opening Day.

## **ASSOCIATED STUDENTS REPORT**

Amanda provided the following updates:

- AS is currently in the rebranding phase. A new logo has been created and will be presented to Council.
- Welcome Back was the week of August 29 in the Gateway.
- Club Rush will be the week of September 5 by the pond.
- 6 students from AS will attend regional retreat in San Diego. This retreat will allow students to learn strategies that can assist with increasing effectiveness as a council. They will also have the opportunity to discuss issues that other colleges in the region are facing.
- Special Elections will be held on September 15.

## **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT**

Rod provided the following updates:

- Rod and other CSEA delegates attended CSEA's 90<sup>th</sup> conference in San Jose, CA.
- The next CSEA meeting will be in September.
- Rod Thanked Dr. Simpson for allowing the Presidents from each constituency group the opportunity to speak at Opening Day.

## **UNITED FACULTY REPORT**

Tina provided the following updates:

- Bruce Henderson is the new Secretary of UF.
- UF had a retreat in August where they created new goals and a motto.
- All UF meetings will now be held at District.
- The first E-Board meeting will be on September 16.
- The Representatives Council meeting will be on September 24.
- Tina Thanked Dr. Simpson for allowing the Presidents from each constituency group the opportunity to speak at Opening Day.

### **ADJUNCT FACULTY UNITED REPORT**

No report.

### **DISTRICT MANAGERS ASSOCIATION REPORT**

Darlene provided the following updates:

- DMAs fall business meeting will be on September 23.
- DMA will survey its members to see if they would like to continue their book club.
- They have discussed the importance of leadership skills and ways the College can support the development of these skills campus wide.

### **OTHER**

Dr. Simpson advised that Divisions are currently engaged in prioritizing full time faculty positions. The College should expect the number of positions allocated to be much lower than we have experienced the last few years.

The meeting was adjourned at 4:24 p.m. The next PAC meeting will be on September 15, 2016.