

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

**September 3, 2015  
3-5:00 p.m., CCCPLX-419**

**PRESENT:** Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Jolena Grande (AcSen), Bryan Seiling (AcSen), Angelyn Garcia (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA), Darlene Fishman (DMA)

**ABSENT:** Joseph Bashir (Assoc Students), Randa Wahbe (UF), Natasha Bauman (ADFAC)

**GUESTS:** Tina Johannsen

**RECORDER:** Ty Volcy

### **REVIEW OF MINUTES**

The minutes of the May 21, 2015 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

- Dr. Simpson informed PAC that the College currently has some very expensive facilities projects that need to be addressed. These items are as follows: a replacement baseball field house is needed that will meet DSA requirements; the soccer field needs to be leveled and has been sent for rebidding as the previous bids received were over budget; and the replacement of the orchestra pit cover which will cost approximately \$250,000. He stressed the importance of all of these projects going through DSA for approval. Dr. Simpson expressed his excitement about the Summer Boost Program results and how the program assists students with reaching their graduation goal. Mary Forman and Peggy Austin, Professional Development co-coordinators were commended for the Adjunct Opening Day event as the changes that were made were well received by Adjunct Faculty. Associated Students has a new President, Angel Garcia, and a new Student Trustee, Tanya Washington. Dr. Simpson also shared that the California Community Colleges Chancellor's Office recently published the [2015 Task Force on Accreditation Report](#) which may lead to interesting developments with ACCJC and their status as the California Community Colleges accrediting body.

## DCC

- The District Coordinating Council met and discussed many topics, including budget information and FTES targets. Although the Districts FTES target increased from 2014-15 to 2015-16, Cypress College did not meet its 2014-15 target. The College is close to meeting the 2015-16 target. The District's target is 572.29 FTES over its funded base. Dr. Simpson shared the NOCCCD Unrestricted General Fund Proposed Budget Assumption for 2015-16 with PAC. He elaborated on the unfunded liability for retiree benefits and extended day budget totals per campus. Dr. Simpson also stated that he would discuss the possibility of Faculty and Classified employees being involved with FTES goal setting at a District level. Deborah Ludford, District Director of Information Services, brought mobile computer device guidelines to DCC for review. The following Academic Procedures were added or revised based on suggestions from the Community College League of California: AP3225 Institutional Effectiveness; AP4021 Educational Program Discontinuance; AP4102 Career & Technical Programs; AP4250 Probation, Dismissal, and Readmission; AP5015 Residence Determination; AP5130 Financial Aid; AP6100 Delegation of Authority, Business and Fiscal Affairs; AP6400 Financial Audits; AP6700 Civic Center and Other Facilities Use; AP7120-5 Interim Appointment to vacant Management Position; AP7120-10 Applicant Reimbursement; and AP7240-11 Management Employees-Complaint Process. Dr. Simpson will suggest that AP3560 pertaining to Alcoholic Beverages be considered for revision as the policy is vague.

## Board Meeting

- The Measure J Bond Oversight process was approved at the August 11 Board meeting. This meeting also included the approval of the following significant retirements: Lu Cayabyab, Violet Ayon, and Laura Greico.
- The August 25 Board meeting focused on selecting a replacement for former Trustee Donna Miller. After interviewing five candidates, the Board voted to support Mr. Daniel Billings. A person is petitioning for special elections and is currently in the process of collecting the required signatures from community members. If signatures are collected and a special election is required, the District would be responsible for paying the \$250,000 election cost. New positions and retirements were also approved during the Board meeting. The Board approved Tom To as the College SSSP Manager and approved retirements for Phillip Grisotti and Roy Hurtado. The District expects to fill over 60 new full time faculty positions for 2016-2017.

## **EXECUTIVE VICE PRESIDENT'S REPORT**

Dr. Bandyopadhyay provided the following updates:

### Enrollment

- The number of sections at the College was increased this year. Positive attendance is unknown at this time and the College has 5595 FTES which is not expected to change much. If the FTES stays strong, the College will be in a good position in spring. There is still a \$1 million deficit in the extended day budget.

### Summer Boost

- Santanu shared an executive summary of the two week summer boost program and the results from this year. 132 students participated in the program and majority of the students were able to advance between one to three class levels. This program has grown significantly and the goals for the program will continue to grow. Santanu thanked Hideki, Lark, and the team of Student Ambassadors for doing an amazing job.

### Baccalaureate Degree

- The College is in an exciting stage of the baccalaureate degree planning process. A shell for the degree was created and will be sent to Academic Senate for approval. The ACCJC deadline for substantive change is October 7 and ACCJC approval is needed to write curriculum. If the substantive change is not approved, the College will know what

issues to fix before the February 28 deadline. Phil Dykstra has already spoken with a representative from ACCJC regarding a first read. Additional funding has been allocated and the College will identify areas where the funds are needed. These funds have not been released but will be given to the College with apportionment funding. The College will need to consider the current library resources during the ACCJC self-study. Based on the Library Consortium, colleges with baccalaureate degrees must provide baccalaureate level resources for all students enrolled in the college, regardless of degree level.

- The Institutional Effectiveness partnership Initiative (IEPI) will host several free workshops focusing on student support. The information discussed in these workshops is based on research collected at different colleges inside and outside of the classroom. Phil would like to take a team of Cypress College faculty and staff to Golden West College to attend a workshop.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

### Planning and Budget

The PBC discussed the many complaints the College has received about smoking on campus. Karen requested for PAC representatives to discuss the possibility of becoming a non-smoking campus with their constituent groups. There is no deadline for this topic as she just wants to start the conversation. There was also a conversation about the College renewing its contract with current food vendor YBH. This topic was discussed in PBC but not brought up for voting.

The following recommendations were presented for review:

- A recommendation from PBC for the Research and Planning Department for \$2700 for the Noel-Levitz students' satisfaction survey. SSSP funding will cover this request.

PAC unanimously supported the recommendation

- A recommendation from PBC for the Physical Education Division for \$7500 for batting cage replacement.

PAC unanimously supported the recommendation

- A recommendation from PBC for the Physical Education Division for approximately \$20,000 for potential playoff games. This amount will be allocated on an as need bases.

PAC unanimously supported the recommendation

- A recommendation for \$2000 for a water bottle refill machine in replacement of traditional drinking fountains as a pilot. The water bottle machine would be placed in the humanities building as it has the most student traffic.

PAC unanimously supported the recommendation

- A recommendation from the Health Science Division for \$3,300 to repair an x-ray unit.

PAC unanimously supported the recommendation

- A recommendation from Academic Computing to require an authentication process to use the College Wi-Fi. No funds are requested.

PAC unanimously supported the recommendation

### Bond Update

Karen shared that she is excited about the Measure J Bond funds and is trying to move the construction process forward even though bond funds have not been financed yet. Part of the

reason why Karen is moving forward with the construction process is because there are \$5.2 million of remaining Measure X funds available. These funds have not been allocated and could be given to the first campus ready. The Facilities Master Plan was updated and posted on the College website <http://www.cypresscollege.edu/bond>. The first Measure J Construction projects at Cypress College will be the Veterans Resource Center, SEM building, and buildout of the L/LRC. DLR Group is currently completing a cost analysis to validate a new SEM building versus a remodel of the current building. They will start to conduct site visits on September 4. Karen has also asked the DLR Group to design an approximant footprint for a new SEM building. The Campus Capital Project Manager position is advertised and the hiring committee has been formed. The College would like to have three architect companies hired by this fall. Architect hiring will occur one at a time, probably starting with the Veterans Resource Center as the first project. The College is almost ready to start the environmental impact report and District is flying requests for proposals for environmental studies. Dr. Simpson and Karen will be scheduled to meet with OCTA to discuss the possibility of using the inactive railroad area as long term temporary parking. There is also \$19.9 million of one time money that was paid back to the District and is currently not tied to any projects. Of these funds, Cypress College has access to \$1.6 million which could be used to help cover the cost of the soccer field leveling and replacement of the field house.

### **INSTITUTIONAL RESEARCH AND PLANNING REPORT**

Phil informed the group that there are currently 55 people on subsection teams for the accreditation self-study. The goal is to have 100 volunteers as there are 12 subsection standards. Phil asked PAC representatives to share this information with their constituent groups as more volunteers are needed. The list of volunteers will be taken to Academic Senate on September 24 for approval. The currently timeline is set for meetings to occur in fall 2015, research to be conducted in spring 2016 and a first draft to be completed at the end of the academic year.

### **ACADEMIC SENATE REPORT**

Jolena reported that Academic Senate had their first meeting last week. This meeting was set as an Academic Senate Orientation and had no business items on the agenda. Jolena advised that they are currently unable to stream meetings at this point and how faculty appreciated watching meetings online. Dr. Simpson suggested that the Senate contact M. Posner, Director of Communications, to see if he would be able to assist.

### **ASSOCIATED STUDENTS REPORT**

Angel shared that she had the pleasure of speaking at Opening Day and Student Welcome Night. The Student Welcome Night event was a success and had one of the largest turnouts in years. There were also Welcome Back tables near the pond on September 2 and 3. AS passed out free food on both days and an AS sticker was not required. Club rush will be on September 16 and 17 near the pond and an AS sticker will be required for food. The group will also host an AS Boot Camp on September 18 where new AS members will receive training.

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

Rod reported the CSEA entered into negotiations with District on fringe benefits and has not reached an agreement at this time. CSEA has requested more information from District and although they are aware of and want to hold to the time constraints, they also want to ensure things are done correctly. A 125 plan for a medical cost flexible spending account is also being considered and the insurance committee will need to provide a recommendation for a program carrier.

### **UNITED FACULTY REPORT**

Tina gave the UF report on Randa's behalf. She shared that UF had their first Board retreat on August 12. During the retreat the group discussed UF basics and set goals for the current academic year. UF will start a monthly online newsletter which will promote communication. UF provided lunch for the New Faculty Seminar held on August 18 and UF representatives will attend the New Faculty Welcome event at District on September 18.

### **ADJUNCT FACULTY UNITED REPORT**

No Report.

### **DISTRICT MANAGERS ASSOCIATION REPORT**

Darlene shared that the DMA Executive Board met on September 3 and had Interim Chancellor Fred Williams as their guest. Mr. Williams shared his thoughts on items that he considers important and will focus on while in his role as Interim Chancellor for the next 10 months. He mentioned that Board of Trustees have a high interest in accreditation and staff development. The DMA fall business meeting will be on September 18.

### **OTHER**

The graduation speaker for 2015-2016 will be chosen by administration. Once a person has been nominated, administration will submit their recommended to the Planning and Budget Committee and President's Advisory Cabinet for approval.

The meeting was adjourned at 5:15 pm. The next PAC meeting will be on September 17, 2015.