

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

September 4, 2014
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Arnette Edwards (CSEA), Richard Fee (DMA), Jolena Grande (AcSen), Frida Lugo (Assoc Students), Rod Lusch (CSEA), Sam Russo (ADFAC), Bob Simpson (Pres), Randa Wahbe (UF), Jocelyn Zaragoza (Assoc Students)

ABSENT: - none

RECORDER: Louella Nelson

REVIEW OF MINUTES

The minutes of the May 15, 2014 meeting were approved with correction as follows: pg. 4, CSEA Report, last line, "*...so it does not conflict with graduation.*"

PRESIDENT'S REPORT

PAC Guidelines - Bob briefly reviewed the PAC Guidelines and stated that discussions should be professional and collegial and that the body will work toward resolution and consensus on items brought forward. He will make every effort to respect the representatives schedules by beginning and ending the meeting at the scheduled times of 3 p.m. and 5 p.m. respectively.

During this academic year, PAC members will receive training in the Brown Act requirements, and meetings will then become open and public.

Dr. Simpson provided the following updates:

- DCC/Board Meeting - DCC meets throughout the summer months and all representatives are invited to attend. It is understood that student representatives may not have been finalized for the academic year during that time.

At their July meeting, the Board of Trustees voted unanimously to place a construction bond, Measure J, on the November general election ballot. No District funds or

resources of any kind may be used to promote the construction bond, and this includes email, copies, telephone, fax or calls during regular working hours.

- Legacy Program Status - Update

On recommendation from the Planning and Budget Committee, the Legacy Program was directed to develop a proposal for improvement. During the summer months, a Legacy advisory group met to review all aspects of the program, including structure, administration, instructors, etc. A proposal for continuing the program was presented to President's Staff for initial review, and that proposal was determined to be viable enough for the advisory group to continue to move forward during the summer.

Dr. Dawn Person, Director of Research, Evaluation and Assessment at CSUF, had met with Legacy students here on campus in conjunction with the PERSIST Program. Dr. Person will meet with the Legacy advisory group again prior to the end of September, and will provide a report of the initial meeting and discussions. PBC's recommendation to utilize 2014-2015 funding for costs related to revitalizing the Legacy Program continues to go forward. It is the intent to have a Legacy program plan submitted to PBC during the spring semester.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay gave the following update:

- Enrollment/FTES -FTES in summer 2014 increased to 629.7 from 617.6 in summer 2013, although the number of sections was reduced from 175 to 172. During fall 2013 1,334 sections were offered, while in the current semester we are offering 1,380 sections. The 2014-15 target was increased by 541.71 FTES. In fall, FTES recorded on the census date was 5011.2 (excluding positive attendance).

It was explained that one Full-time Equivalent Student (FTES) equals 525 instructional hours. One three unit class that has 30 students enrolled will generate three FTES.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

- Planning and Budget Committee Update

The first draft of the Student Equity Plan was presented to PBC on September 4.

The following funding recommendation was presented:

A recommendation for funding of the Prioritized 2014-2015 one-time funding requests for a total of \$1,580,082.

PAC unanimously supported funding the recommendation.

- Facilities Update

Robert Mercer sent a thank-you regarding the cosmetic and functional improvements that were made to the Journalism classroom in Fine Arts.

During the summer all parking lots were re-stripped, and Lot 4 extension was re-paved with additional ADA access and 40 more staff parking spaces.

INSTITUTIONAL PLANNING AND RESEARCH REPORT

Phil stated that the 2014-2017 Strategic Plan Comments from the spring colloquium were presented to the Planning and Budget Committee at the September 4 meeting. This will be discussed again at the September 18 meeting and if approved brought forward to PAC for review and approval. The Direction chairs will then reconvene to move forward in the planning process.

We are currently at the 3 year point in our 6 year accreditation cycle. The next site visit will take place in the spring of 2017. Following that evaluation, the accreditation process will then move to a 7 year cycle and Institutional Integrity will be an added segment of the evaluation process at that time.

ACADEMIC SENATE REPORT

Jolena Grande reported that the first meeting of the Senate will be held on September 11. The District Office has scheduled Brown Act training for Senate members that will take place on October 1.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported that CSEA will be holding a ratification meeting on September 10 regarding members paying their own CalPERS retirement contributions, and voting will take place on September 11. Results must be given to the District by September 12, as the Board of Trustees must review this at their second meeting in September. In order for the meeting and vote to take place in this condensed time frame, a waiver had to be obtained from the CSEA state offices in San Jose.

ASSOCIATED STUDENTS REPORT

Jocelyn reported that A.S. held their fall welcome back on September 3. Discussions are taking place regarding the addition of a new executive board position and efforts to increase student participation. Richard suggested that A.S. reach out to S.T.E.M. students for possible interest and participation.

UNITED FACULTY REPORT

Randa reported that the first meeting of United Faculty was held during the final week of August. Members of the Executive Board and the Representative Council attended training through CTA (California Teachers Association).

ADJUNCT FACULTY UNITED REPORT

Sam reported that AdFac will begin contract negotiations in October/November.

DISTRICT MANAGERS ASSOCIATION REPORT

Richard Fee advised members that Human Resources will be developing information related to salary and benefits comparisons for managers, classified and faculty.

OTHER

Bob briefly explained that faculty interest had been solicited in participating as coordinators for Staff Development and Distance Education. In the last several years distance education has become significantly more technical, including app integration. Many faculty members may not be qualified or trained to address all of the facets necessary to take on the extensive needs of this area. The College will continue to develop contingencies to assure these critical functions are appropriately addressed.

The meeting was adjourned at 5:00 pm.