

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

**September 7, 2017
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&PIng), Bryan Seiling (AcSen), Craig Goralski (AcSen), Maria Isabel Alvarez (Assoc Students), David Whalen (Assoc Students), Rod Lusch (CSEA), Grace Suphamark (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA)

ABSENT: Vacant (VP), Vacant Seat (ADFAC)

GUESTS: Marc Posner

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the May 18, 2017 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Schilling provided the following updates:

Guidelines

- The Cabinet reviewed the PAC guidelines. The current Guidelines will need to be revised to ensure the information is up to date. Cabinet members will review the guidelines in depth and submit proposed revisions to Ty Volcy who will then compile the suggestions and bring it to the September 21, 2017 PAC meeting for a vote.

College

- The College will go back out to search for a Vice President of Administrative Services. The position will be posted as soon as possible with the goal of having a Vice President in place by January 2018. The College is considering bringing in an additional person to assist with some of the budget items on a short-term basis until the position is filled.
- The College has filled the positions of the Manager of Systems Technology and the Assistant Project Manager for Campus Capital Projects.
- The Trump Administration has announced that Deferred Action for Childhood Arrivals (DACA) will start being phased out and eliminated by March 2018. The College is in the process of planning workshops to assist and provide information for students and families who are interested in learning more about the effects of this decision.
- Dr. Schilling will create a President's Blog to share big College initiatives and updates.
- Four ad hoc committees were created to assist with implementing guided pathway initiatives. Each committee will focus on one of the following initiatives:
 - Communication and technology
 - Marketing
 - Just-in-time assistance

- Meta-majors

DCC

- DCC discussed the budget updates and the available one-time funds for the 2017-18 academic year. The College also has \$4.3 million in carryover for the year. Although these one-time funds are available, the District and College will begin to prepare for the long-term effects of the on-going budget.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

Enrollment / FTES

- The College has 5,146 FTES as of the morning of September 7. We are currently ahead by 50 FTES in comparison to the second week of fall 2016. The FTES for spring 2018 will likely be similar to what the College had 2017. The College is expecting to finish the year with comparable numbers to the 2016/17 academic year.

Faculty Obligation Number

- The College did not call for a faculty prioritization list in spring 2017 because the FON is high and the College will not be hiring faculty positions at this time. However, we will now seek a faculty prioritization list to assess where the faculty needs are in case special hiring requests are needed in the future.

PBC and PAC

- The Cabinet discussed that many of the members of PAC are also on PBC. Concerns about the duplication of members has been brought up in the past and in the PAC evaluation. PBC discussed this as well and suggested potential alternative arrangements that would be more efficient and reduce the amount of time spent in meetings. This item will be brought back to the next PBC meeting for further discussion. PAC gave the following suggestions:
 - Consider having different representatives from each constituency group attend PBC and PAC.
 - Consider alternating the days/weeks that PAC and PBC are held.
 - Consider adjusting PBC to act as a true subcommittee of PAC. Therefore, PBC may not need to meet as regularly as they currently do.
- There was also a discussion about the difference between the voting members and resource members of PBC. The decision was made that PBC resource members will only need to attend meetings that seek their expertise.

VICE PRESIDENT'S REPORT

- No report

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Planning & Budget Committee

- The following information items were discussed with PAC:
 - PBC approved the 2017-20 Strategic Plan
 - PBC approved for \$100K to be allocated to the Strategic Plan/ISS. The committee agreed to follow the same process as last year.
- The following recommendations were presented to PAC for review:

- A request from Distance Education to provide 60% reassigned time for a 3-year term with a 1-year review for Distance Ed. Coordinator Kathleen McAlister.
- A request from Facilities to purchase a bus for the College at the estimated cost of \$130K. There was a comment made during PBC that the bus driver would be classified as exempt. The CSEA president noted that the employee can work a flexible schedule; however, the employee cannot be considered exempt and therefore unable to receive overtime.
- A special request from Kinesiology regarding game day management in the amount \$4,000.
- A special request from the Health Science division for office furniture in the amount of \$5,033.

The items were unanimously approved by PAC.

Accreditation

- The accreditation visit will be October 9 – 12, 2017.
- Cypress College representatives and Fullerton College representatives met to discuss the extended day funding issue and how the colleges will speak to the extended day funding model and the Cypress College quality focused essay related to the model during the accreditation visits. The meeting went well and the colleges have a mutual understanding.
- JoAnna, Phil, Liana, and Ty had a pre-visit meeting with the College's accreditation chair and assistant. The meeting went very well.

ACADEMIC SENATE REPORT

Bryan provided the following updates:

- The Cypress College, Fullerton College, and North Orange Continuing Education Academic Senates are in the process of creating a resolution in support of the District's DACA students.
- The Senate thanked Phil and Liana for their dedication and hard work on the accreditation report.
- Senate confirmed that Christie Diep will be the SLO Data Coordinator and Jolena Grande be the Program Review Coordinator.

ASSOCIATED STUDENTS REPORT

Maria provided the following updates:

- The Welcome Back event was held this week. A computer was available during the event for students to sign an electronic petition in support of defending DACA.
- The Council is growing immensely which will allow for there to be student representatives at every committee meeting.
- AS is in the process of creating a plan to develop and market a fundraising event that will support the food pantry.
- Club Rush will be on September 26th and 27th.
- The first ICC meeting will be on September 11th at 1:45 pm.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

- No report

UNITED FACULTY REPORT

Tina provided the following updates:

- The Executive Council meetings will be on the 2nd Wednesday of every month from 3pm – 5pm at the Anaheim Campus.

- The Rep. Council meetings will be on the 4th Wednesday of every month from 3pm – 5pm at the Anaheim Campus.
- UF will host a welcome back happy hour/retirement event. They would also like to hold a workshop to inform faculty on what grievances are and what the official grievance filing process entails.

ADJUNCT FACULTY UNITED REPORT

- No report

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- The 2017/18 meeting dates have not been identified at this time.
- The Executive Board is currently in the process of planning professional development events for the 2017/18 academic year.

OTHER

- Marc mentioned the updates to the College website and requested that members send any feedback they have about the new site to his team. He explained that the purpose behind the website design was to be more user-friendly for the age demographic of College students.
- Concerns were mentioned from faculty regarding the new MyGateway site. Members stated that when issues are identified there is no true solution made, instead, they are given steps to work around the system. The District Director of Information Services is scheduled to attend an Academic Senate meeting to discuss the issues. Student representatives also voiced student concerns about the website, particularly during the enrollment period.

The meeting was adjourned at 4:56 p.m. The next PAC meeting will be on September 21, 2017.