

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

**September 15, 2016
3:00 p.m. - 5:00 p.m., CCCPLX-419**

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

ABSENT: Vacant Seat (Assoc Students), Vacant Seat (ADFAC)

GUESTS: Marc Posner

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the September 01, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The Diversity Committee had their first meeting of 2016-17 on September 14. They discussed the initial Inaugural Diversity Award that was presented to Legacy. The committee has a \$10,000 budget and \$1000 has been allocated to support videos needed in the Library. Remaining funds are available for those who wish to apply for them in support of Diversity Committee goals.
- The College is experiencing a bit of a financial squeeze. We will begin to review funds available to the College that can assist in covering any deficit. This review will also include allocations for SSSP, Student Equity, Basic Skills, and CTE Pathway dollars.
- Karen Cant, Susan Rittel, and Dr. Simpson attended the Measure J Oversight Committee meeting where they presented the first 3 projects scheduled for the College. The projects were very well received.
- Cypress Guitar Jams 2 will be on September 29 at 5:30pm in Fine Arts 304. All are welcome to play or come and listen.
- Dr. Simpson attended the OC Regional Consortium CEO meeting where they discussed workforce development. A new governance structure has been adopted which allows the LA and OC regions to work separately and then bring their information together for discussion. This new structure will support and maintain a greater level of regional autonomy and will address workplace needs in each county.
- PAC briefly discussed the College Promise program. This program will remain on the College's radar.
- The 2016-17 commencement speaker will be selected by Academic Senate.

DCC

- The next meeting will be on September 26.

Board Meeting

- The proposed budget was presented, finalized and adopted by the Board. Revisions to the budget will be made at a later date as changes have been identified.
- Susan Rittel and Karen Cant presented LEED certification information to the Board. The Board decided that the College would not pursue LEED certification for the SEM building.
- The summer Study Abroad program for 2017 was approved. It will take place in London, England.
- The district network assessment contract was awarded. An assessment of the College will also be conducted. The College should remain mindful of our autonomy during this process as some of the recommendations may impact our current Academic Computing processes.
- The retirements of Pat Ganer, Agnes Martinez, and Maryann Rothera were announced.
- The Board approved Lincoln Financial to provide the \$50,000 life insurance policy for District employees.
- Dr. Simpson announced that he will retire on June 30, 2017.

College Rededication Ceremony

- The College Rededication Ceremony was held on Monday, September 12. This was an amazing event with retirees, alumni, staff, students, military personnel, first responders, city council members, and representatives from state offices in attendance. The flag will be displayed at some time in the future in a place of honor at the College. Dr. Simpson thanked everyone who attended.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

- The College is chasing a 1% growth this year. Last year's FTES is being recalculated and it is assumed that the College will get an additional 130 FTES. Dr. Bandyopadhyay thanked faculty and staff for their work. The College will also start allowing room selections across divisions which will assist with class scheduling. For example, certain SEM classes can be held in classrooms in the Business Division and 2 classrooms are available for use in the LLRC. We will not make this the normal process but can do so based on the need of the College.
- District would like to create a district-wide Enrollment Management Committee. This would be in addition to the current Enrollment Management Teams at the colleges.
- Cypress College has been awarded a \$1.5M Basic Skills Transformation Grant. A large component of the grant is development of student pathways - nearly \$650K is allocated for the pathways. The pathways will be developed using predictive analytics. Santanu has been in contact with several vendors and has had discussion with one who is providing similar services across the nation. This vendor, Civiats Learning, has been working with Valencia College in Florida - the President of Valencia College is invited as a speaker for the Pathways Conference in California next year. The activity proposed in the grant is to develop pathways using predictive analytics that will be a useful tool for counselors and will help students to complete college degrees/certificates. It is not a substitute for counseling, but a tool to help counselors. To evaluate the effectiveness of the proposal from the vendor, Santanu wanted to have a team from different constituent groups on campus. The team is intended to have a couple of meetings with the vendor(s) to evaluate the proposals and select one.

- The College is actively pursuing dual enrollment with AUHSD and Buena Park High School.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

- A budget update on bond funds was given and the report will need to be presented to the Board on a regular basis.
- The College and District are actively discussing Measure J construction projects scheduled at Cypress College as there are some concerns about the pace at which the projects are planned and if it will conflict with the potential projects at Fullerton College and Anaheim campus. The College does not believe that the scheduled projects will be a conflict to others planned within the district.
- The final budget was adopted by the Board at the September 13 Board meeting. The books will be reopened and revised at a later date as changes have been identified.
- We will initiate the Classified Needs Assessment again as it has been 3 years since the last time this was conducted.

Facilities

- The LRC expansion project is at a standstill right now. The College is working to get this project active again.
- The College has received support and will be moving forward with the Veterans Complex and AS building. The bridge that will go over the pond will be a fundraising project. Ideally these will be done as one project and the architect hired for the Veterans Complex has offered to design the bridge, provide marketing and brochures at no cost. The Foundation's Pull for Cypress campaign will also assist with funding the bridge project. It has been discussed with District that all funds for the bridge project may not be raised by the time construction starts.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Accreditation

- Liana and Phil completed the gap analysis for Standards I and IIa. They are almost done with IIb and plan to start on IIc next week. They are waiting to receive information from District for Standard III and IV.

Strategic Plan

- The template for the Strategic Plan/Institutional Set Standard Funds has been finalized. This will be sent out next week and Phil plans to have funds out in November.
- Ty and Phil will go to the UCLA Conference Center in Lake Arrowhead on September 26 to review the site and start the planning phase for Colloquium. This event will be on April 13 & 14, 2017 with a total of 60 attendees with representation from management, full-time faculty, classified staff, confidential staff, and students.

ACADEMIC SENATE REPORT

Bryan provided the following updates:

- Academic Senate is working on the Distance Education plan.
- A special Executive Senate meeting will be held on September 22. This meeting will focus on the clarification of the Distance Education faculty position and is open for all to attend.

ASSOCIATED STUDENTS REPORT

Amanda provided the following updates:

- Six AS representatives attended the Region Retreat the weekend of September 9.
- Special elections are being held today to fill AS vacancies.
- The new AS logo has been finalized and approved. Shirts will be made with the new logo.
- AS representatives will attend the CCCSAA Student Leadership conference in LA on October 21 – 23, 2016.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod provided the following updates:

- UF, CSEA, and AdFac met on September 9 to interview Trustee candidates for area 2 and area 7.

UNITED FACULTY REPORT

No report.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- The fall DMA business meeting will be on September 23.

The meeting was adjourned at 4:17 p.m. The next PAC meeting will be on October 06, 2016.