

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

**September 17, 2015
3-5:00 p.m., CCCPLX-405**

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), Tina Johanssen (UF), Darlene Fishman (DMA)

ABSENT: Joseph Bashir (Assoc Students), Natasha Bauman (ADFAC)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the September 3, 2015 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- Dr. Simpson attended the art exhibition "Artist on Edge" in the College Art Gallery. He stated that the exhibit is definitely worth seeing as the artwork is very thought provoking. Associated Students had a wonderful Club Rush event with lots of student traffic and free pizza for students with an A.S. sticker. There have been many incredible student successes at the College recently. Cypress College Automotive Technology students received 60% of the New Automobile Awards that were given in the Country. This means that 26 of the 42 awards given were to Cypress College students. The College also had three of its Hotel Management/Restaurant Management students receive scholarships. Ratemyprofessors.com posted their [2014-2015 Annual Top Lists](#) and Cypress College was ranked 17th Community/Junior College in the Nation. New concrete pedestals have been installed in the Gateway near parking lot 1 as the College anticipates the arrival of four pieces of world-class art from the Orange County Museum and Laguna Art Museum. Dr. Simpson expressed his appreciation for the athletic personnel at Cypress College and Fullerton College for their commitment to promoting the importance of not only athletics, but also academics. The average combined GPA of Cypress College male athletes is 2.88 and the combined GPA of Cypress College female athletes is 2.96. The total combined GPA for all Cypress College athletes is 2.92. Dr. Simpson informed the Council that every two weeks he prepares a Board report for the Board of Trustees. He will start to share this information with the College. Sharing his Board report will help reinforce the overall quality of the institution and promote activities taking place on campus.

DCC

- There were no meetings. Dr. Li-Bugg is coordinating a DCC retreat which will be held on September 25.

Board Meeting

- Board Member Leonard Lahtinen expressed his frustration with one of the candidates for the vacant Trustee Area 3 position. This person was not appointed after the interview process, and as a result is petitioning for a special election. The candidate is currently collecting the required signatures. If the signatures are received, a special election will be held within 90 days. A special election will cost the District approximately \$250,000 - \$270,000. The Trustee Area 3 seat is scheduled to be up for election November 2016. The candidate provided a statement to the [Fullerton College Hornet](#) regarding this matter. Dr. Bandyopadhyay and Dr. de Dios shared the success of the Cypress College Summer Boost program with the Board of Trustees. A budget was proposed to the Board recommending the rejection of all bids received for the laser leveling of the Cypress College soccer field. The recommendation was approved and the College will resubmit a call for bids with the expectation that new bids will be closer in price to what the College can afford. A presentation was given recommending MAAS Companies as the District Measure J Program Manager. Their role will be to advise the District during the Measure J construction process. The retirements of Joseph Gallo, Music Instructor and Walter Calorette, Facilities Custodian, were also announced.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

Spring 2016 Enrollment

- Dr. Bandyopadhyay shared that the current FTES at the College is roughly 5211. We are not looking for a substantially larger spring because the College is almost 2/3 into the year and summer was at 852 FTES. If an additional 15 sections are added in spring 2016, the College would have added a total for 150 sections for 2015-16. This will affect the Extended Day budget and College resources will be needed to cover the cost. As a District we may meet our funded cap for available growth funding. Dr. Bandyopadhyay stressed the importance of capturing whatever we can this year as it will be ongoing revenue.

Multiple Measures Assessment

- A Multiple Measures Assessment presentation was given at the College on September 11. The presentation went over the assessments that students take when enrolling in college and how the assessments relate to class placement. The group discussed other factors that should be considered when assessing students, such as high school GPA and courses taken in high school. Some of these issues are addressed in the Summer Boost program as students are tested, refreshed on the content, and retested. They also discussed the long-term impact of students going into the workforce later and not being able to gain their maximum salary before retirement. Quite a few colleges have already adopted the assessment program. The results typically show that if 20% of students are placed at college level with basic assessment, 60% will be at college level using new assessment process. The College is looking for a way to incorporate this system into the current assessment process. The Multiple Measures Assessment initiative has the local high school data and would like to work with the College to create an algorithm and help the research office determine how to pick classes based on assessments. The College will need to determine which items it will consider when assessing and placing students.

Student Equity

- The Student Equity Plan is currently being revised to address populations that were not originally addressed. The approval process for the revision will be noted as an informational item to go to the Board. Constituency groups will receive the revised Student Equity plan as an informational item but not for voting. Jolena suggested that

this item be presented to Academic Senate for review and discussion, not just as an informational item. Dr. Bandyopadhyay mentioned that the revised Student Equity Plan will be a living document with the possibility for addendums to be added. The first draft will be reviewed on September 21 and a second draft will be reviewed on September 23.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

Planning and Budget

- The Planning and Budget Committee is currently waiting for all constituent groups to discuss the one-time budget request and consideration of becoming a non-smoking campus.

The following recommendation was presented for review:

- A recommendation from PBC for the Health Science Division for \$3510 to provide and install four new electrical breakers and circuits in the existing dental clinic.

PAC unanimously supported the recommendation

Facilities Conference Information

- Karen shared that she attended a 3 day Community College Facilities Conference. There were many colleges at the conference that had previously hired MAAS Companies as their Program Manager and they all seemed very happy with MAAS. Administrators discussed project successes and failures as well as best practices. Karen attended two workshops at the conference; one discussing the \$1.6 billion bond in San Diego and the other focusing on optimizing biology and chemistry labs to advance curriculum. During the lab workshop administrators discussed designs and standards as well as how student expectations have increased over the years. Karen plans to share this information with the SEM Division as it pertains to their future building. There was a workshop that focused on student and community involvement during a building program. Karen wanted to attend this session but was unable to because it was full to capacity. She intends to incorporate the fundamentals of this workshop into the Measure J Construction program ensuring the community, students, and staff feel heard and involved in the program design process.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil passed out a document on the fall 2015 Summer Boost program. The document showed the percentage of Summer Boost students who enrolled in classes for fall 2015, the percentage that enrolled part-time/full-time, and the percentage that enrolled in either a Math course, English course, or both. Phil also provided PAC with the accreditation self-study/visit timeline. The fall 2015 portion of the timeline included presenting of faculty names to Senate, finalizing committees, establishing schedules, and presenting the process to the Board of Trustees. Dr. Simpson mentioned the California Community Colleges Chancellor's Office [2015 Task Force on Accreditation Report](#).

ACADEMIC SENATE REPORT

Jolena reported that Academic Senate had its first official business meeting on September 10. They discussed student use of electronic devices which will come back to Senate for a vote at their next meeting. Academic Senate also discussed accepting the SLO mission for a 2nd read. Faculty from the SEM Division asked the Senate for support in the institutionalization of STEM. This request will be brought back as a motion and then forwarded to PBC and PAC for consideration. Senate had a 1st read of the Unilateral Redefining of Biology Department Class Maximum Seat Count by Cypress College Management Supervisors without Curriculum

Committee Due Process Resolution. Jolena advised that the Curriculum Committee has formed a Baccalaureate Advisory Committee to assist with the roll out of the program. Senate did not have an opportunity to discuss the one time funding request, consideration of becoming a non-smoking campus, or Wi-Fi authentication. Jolena stated that these items would be placed on the next Academic Senate meeting agenda.

ASSOCIATED STUDENTS REPORT

Angel shared the success of the Associated Student's Club Rush event held on September 16 and 17 near the pond. This event was an A.S. sticker required event. The Associated Students Boot Camp will be on September 18. Elections packets are due for submission on September 18 and participants will be able to declare candidacy on September 23. The Associated Student Day to Day event will be on September 30 and October 1. The purpose of this event is to inform students about A.S., events, and polling. There will also vote on increasing the student representative fee \$2.00. Angel received a request to email the A.S. master calendar of events and she stated that she will be sending this out shortly.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported that CSEA had negotiations on fringe benefits and the discussion will continue on September 24th. Rod stated that he believes the non-smoking campus topic should be taken beyond the Cypress College CSEA Executive Board as it could be considered a change to working conditions. He mentioned that this has the potential to lead to disciplinary action for employees who smoke on campus and reminded everyone that negotiating happens at a District level and not a campus level. Rod also discussed Fullerton College's claim as a non-smoking campus; however, it is not enforceable because there were no negotiations. Dr. Simpson stated that this would not be a non-smoking policy but the College's way of supporting a smoke free environment.

UNITED FACULTY REPORT

Tina informed PAC that she attended State Senator Tony Mendoza's Annual Picnic. Senator Mendoza is very involved with Psychiatric Technology and Tina presented him with a letter requesting that he consider allowing Cypress College Psychiatric Technology students approval and access to work with the VA Hospitals. The United Faculty newsletter was sent to all full-time faculty and the Board of Trustees on Labor Day. Tina also encouraged everyone to view the [newsletter online](#). Tina attended the adjunct faculty meet and greet at the Elks Club and will be attending the DCC retreat on September 25.

ADJUNCT FACULTY UNITED REPORT

No Report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene shared that the DMA fall business meeting will be on September 18. There will be a guest speaker discussing effective communication.

The meeting was adjourned at 5:03 pm. The next PAC meeting will be on October 1, 2015.