

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

**September 19, 2013**  
**3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM**

**PRESENT:** Santanu Bandyopadhyay (EVP), Karen Cant (VP), Arnette Edwards (CSEA), Jolena Grande (AcSen), Rod Lusch (CSEA), Jose Recinos (DMA), Sam Russo (ADFAC), Bob Simpson (Pres), Randa Wahbe (UF), Gary Zager (AcSen)

**ABSENT:** Jasmine Lee (Assoc Students), Jocelyn Zaragoza (AssocStudents)

**RECORDER:** Pat Humpres

**REVIEW OF MINUTES**

The minutes of the September 5, 2013 meeting were approved as corrected.

**PRESIDENT'S REPORT**

Bob reported the District Consultation Council will have its next meeting on Monday, September 23, 2013. He will provide a report of that meeting at the October 3 PAC meeting.

Bob also commented about the September 18 Town Hall meeting on campus. Chancellor Ned Doffoney and Trustees Leonard Lahtinen and Donna Miller were on campus to meet with people to discuss the job description for the position of Vice Chancellor, Educational Services and Technology. Comments were heard from those for and against the position. Although there was not unanimous support for the position, Bob expressed that he was proud of the tenor, tone, and willingness from everyone to listen and engage in the conversation. He commented on the high level of professionalism and how reflective it was of the culture at Cypress College. PAC members who attended the Town Hall also commented on their impressions. The job description will be on the next Board agenda September 24.

## EXECUTIVE VICE PRESIDENT'S REPORT

- FTES/Enrollment -

Santanu gave everyone a copy of the most recent FTES Summary of 2013-2014 Projected FTES, showing total FTES at 10,897.41 and target FTES at 10,834.11. He commented that we will be scaling back in spring 2014 by offering 14 fewer sections due to the addition of summer FTES to fall.

- Accreditation Steering Committee - Once again Santanu requested representatives to serve on this committee. He re-emphasized that work must begin on the College's mid-term report, which is due March 15, 2014. Input from constituent groups is important to the process. Meetings will be held on the second Wednesdays during the months of October, November and December from 3:30-4:30 pm. Committee members will be expected to share ideas, but Santanu will do most of the writing. Two faculty, two classified, and two students are needed. Names should be provided to Santanu in the next week.

## VICE PRESIDENT'S REPORT

- Budget Update - Karen distributed a draft of the College's 2014-2019 Scheduled Maintenance Priority List, which was assembled by the District Council on Budget and Finance. The list includes air handler and chiller replacements, upgrades to elevators, fire alarm and security systems, irrigation controls, pool restoration, and refurbishment to the bleachers and Theater. The list will be finalized pending District affirmation.

Karen noted a significant increase in the campus irrigation bill over the last several years. Vice Chancellor Fred Williams will be meeting with members of the Cypress Planning Department to discuss ways in which the College might reduce the fees it pays to the city for water runoff and sewage.

- Planning and Budget Committee - The PBC will begin the process for a classified needs assessment by collecting information from each budget unit. After reviewing the information, PBC will begin prioritizing positions and determine how many can be filled.
- Safety - Several years ago PAC discussed the issue of bicycles and skateboards on campus. At that time, the Campus Safety Committee decided not to adopt a restrictive process for students riding bikes and skateboards on campus. However, the Campus Safety Committee is again discussing the issue because an employee was recently knocked to the ground by a skateboarder. Several options are under consideration, including signage about responsible behavior for bike and skateboard riders.

## **DIRECTOR OF INSTITUTIONAL RESEARCH & PLANNING HIRING COMMITTEE & TIMELINE**

Santanu handed out the hiring committee composition and proposed timeline. The application deadline is October 28, with Board approval expected by December 10. The hiring committee had its initial meeting to discuss the process and establish a schedule for future meetings.

## **DEAN OF LIBRARY/LRC UPDATE**

This item will be re-agendized on the next agenda.

## **ACADEMIC SENATE REPORT**

Gary reported the Senate had its first meeting of 2013-2014 last Thursday. A portion of each Senate meeting is being set aside for faculty to raise concerns. Some current issues include students missing the certificate application deadline due to a change in the due date, the short five-day grade deadline at the end of the semester, which Regina Ford and Santanu are invited to discuss at the next Senate meeting, and the proposed position of Vice Chancellor, Educational Services and Technology, which will receive further discussion.

## **ASSOCIATED STUDENTS REPORT**

There was no report.

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

There was no report.

## **UNITED FACULTY REPORT**

Randa reported that five new members joined UF since the last PAC meeting. The next UF meeting will be at CC on September 25, from 2:30 to 4:30 pm in CCCPLX 419. All faculty are invited to attend.

## **ADJUNCT FACULTY UNITED REPORT**

Sam reported that Adfac has been engaged in fact finding to prepare for negotiations with the District that will begin with a first meeting on October 1.

The meeting was adjourned at 4:15 pm. The next PAC meeting is scheduled for October 3, 2013.