

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

October 3, 2013
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Arnette Edwards (CSEA), Jolena Grande (AcSen), Jasmine Lee (Assoc Students), Rod Lusch (CSEA), Jose Recinos (DMA), Bob Simpson (Pres), Randa Wahbe (UF), Gary Zager (AcSen), Jocelyn Zaragoza (AssocStudents)

ABSENT: Sam Russo (ADFAC)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the September 19, 2013 meeting were approved as corrected.

PRESIDENT'S REPORT

Bob provided the following updates:

District Consultation Council

At the September 23, 2013 DCC meeting, Fred Williams gave a District budget update and was waiting for a response from the State Chancellor's Office regarding questions about the faculty obligation number. Subsequent to the DCC meeting, the District was determined to be six positions below where it needs to be, not counting future retirements. If there are additional retirements, the number will go up. Once all District vacancies are determined, Chancellor's Staff will decide the allocation of positions for each campus.

Deborah Ludford presented the 2012-2013 Strategic Plan Fund Progress Report, which included two funded items: 1) Cadena Center University Tour at \$2,500, and 2) implementation of DegreeWorks Educational Planning Software at \$233,000. Cypress College contributed a significant portion of this amount from Title V money to help bring the District into compliance under the law for student success. In fall of 2014, all students will be required to have education plans on file in order to maintain priority registration. Deborah also presented new Social Media and Website Guidelines, which are

posted on the District web site, and the results of the 2013 NOCCCD Satisfaction Survey, which are posted on MyGateway.

Bob shared that on October 8, 2013, the Board approved the job description for the Vice Chancellor of Educational Services and Technology and stated their intent to move forward with the hiring process.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu provided the following updates:

- Full-Time Faculty Prioritization - Deans have submitted a total of 25 requests to fulfill needs for faculty positions in each division. The process is under way with the Faculty Position Prioritization Committee, which includes the EVP (*also acting as Director of Institutional Research and Planning until that position is filled*), deans, and Academic Senate President, Past-President, and President-Elect. The committee will meet to review position justifications for each request and put them in priority order. Bob indicated that he will distribute guidelines for the Faculty Position Prioritization Committee.
- UC/CSU/AUHSD Collaborative - The collaborative comprises K-12, community college, California State University, and University of California resources to create a seamless pathway for students to transition into higher education. Three teams within the collaborative are: 1) Executive Leadership Team to determine important issues; 2) Student Support Site Counselor Team; and 3) Instructional Leadership Team. NOCCCD Trustee Michael Matsuda, Cherie Dickey, and SCE's Jorge Gamboa will co-chair the Instructional Leadership Team.
- CAPP Grant - The California Academic Partnership Program (CAPP) was established by the California State Legislature in 1984 for the purpose of developing "cooperative efforts to improve the academic quality of public secondary schools with the objective of improving the preparation of all students for college." Savanna High School is applying for a CAPP grant and has asked for collaboration from Cypress College and California State University, Long Beach to determine mutual expectations of high school teachers and college faculty.
- Debrief from Student Success Summit - Richard Fee, Eldon Young, and Randa Wahbe attended the Summit in Sacramento, which focused on SB 1456, redefining the way Matriculation is handled at each campus. Participants attended various workshops that included accelerated courses for summer bridge/summer advantage programs to address college readiness. Randa thanked Santanu for the opportunity to attend.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

- Budget - CC's Student Success funding allocation currently totals \$818,000. Proposition 39 funding to the District for energy projects will be about \$1.2 million and must be spent prior to June 30, 2014. CC's share of the funds is close to \$900,000, and we are ready to use it for energy efficient lighting projects. HVAC upgrades on several buildings will occur next summer.
- Planning and Budget Committee - PBC discussed the Student Success Act and its implications. The idea of upgrading instructional computer labs to a cutting edge level was discussed and will be reviewed further.

PAC supported PBC's recommendation to earmark \$10,000 for the PE Department to compete in playoffs and pay travel, transportation, and hotel expenses.

- Skateboard/Bicycle Safety - Several ways to deal with safety issues are under consideration, including disciplinary action, identifying students involved in unsafe incidents, writing citations, penalization, confiscation of skateboard, etc. Karen will draft a campus plan/policy and ask Paul DeDios to review it. The plan/policy will then be presented to the Student Services Council for input. The SSC will recommend how and where the plan/policy should be posted, which may include signage, publications, email, and social media.
- Bookstore Advisory Committee - PAC supported a recommendation to form a Bookstore Advisory Committee. The recommendation includes guidelines and committee composition. The proposed composition is: Karen Cant (VP Administrative Services), Chair, Ryan Burnett (Follett Bookstore Manager), Jayson Loots (Follett Course Materials Manager), 1-Academic Dean, 2-Faculty, 1-Classified (preferably a Division Office Manager), and 1-Student. The committee would meet once each semester following RUSH.

DEAN, LIBRARY/LEARNING RESOURCE CENTER - UPDATE

Bob said he would like to allow more time for the Academic Senate to discuss the position. Eldon Young, Interim Dean of the Library and L/LRC, will address the Senate at its next meeting to explain the need for a permanent position and to answer any questions. Gary questioned whether funds for this position should be committed before negotiations are completed. Randa expressed concern about hiring the dean position until needed faculty and classified positions have been filled. PAC engaged in lengthy discussion about hiring policies and processes.

ACADEMIC SENATE REPORT

Gary reported that the Senate is searching for a graduation speaker and is accepting recommendations. Names currently under consideration are U.S. Senators Diane Feinstein and Loretta Sanchez. The Senate is also discussing two items on the academic calendar:

1) Short 5-day turnaround to submit grades after finals week; and 2) Certificate application deadline. Gary also indicated that the Senate has concerns about hiring the position of Vice Chancellor of Educational Programs and Technology until negotiations are completed.

ASSOCIATED STUDENTS REPORT

Jasmine said today is the last day to donate blood. She also announced the "Campus Tours" event on October 15, which will include presentations on leadership, LGBT issues, alcohol and drug awareness, and free campus tours.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported CSEA scheduled its first negotiation meeting of the year with the Vice Chancellor of Human Resources for October 8.

UNITED FACULTY REPORT

There was no report.

ADJUNCT FACULTY UNITED REPORT

There was no report.

The meeting was adjourned at 4:50 pm. The next PAC meeting is scheduled for October 17, 2013.