

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

**October 11, 2018
1:00 p.m. - 3:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Matt Ceppi (VP), Phil Dykstra (DirInstRes&PIng), Craig Goralski (AcSen), Bryan Seiling (AcSen & UF), Jeremiyah White (Assoc Students), Zola Aponte (CSEA), Temperence Dowdle (CSEA), Tonya Cobb (ADFAC), Katy Realista (DMA), Marc Posner (DirCampCom)

ABSENT: Mike Kasler (EVP), Robert Mounce (Assoc Students)

GUESTS: Ed Valdez, Lisa Gaetje, Rick Rams, Rhonda Kraft, Gisela Verduzco, Maria Haro, Jeremy Peters, Yongmi Han, Denise Bernstein, Paul de Dios

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the September 27, 2018 meeting were approved as submitted.

COMMITTEE PRESENTATIONS – PLEDGE PROGRAM

Gisela Verduzco, Interim Director of SSSP, and Maria Haro, Adjunct Counselor for the Charger Experience, gave a brief presentation on the Cypress College Pledge program.

PRESIDENT'S REPORT

Dr. Schilling provided the following updates:

Faculty Prioritization

- The final 2018-19 faculty prioritization list was shared with PAC. The only change made to the list was the removal of the Mortuary Science position, which resulted in the remaining positions moving up one level in the ranking. The decision to remove the Mortuary Science position was based on the following data: 5-year trend reports, 75/25 full-time faculty ratio, student success rates, awards, and transfers. Dr. Schilling encouraged the Mortuary Science department to continue working on their revitalization plan. She also noted that the Mortuary Science position would receive special consideration during the 2019-20 faculty prioritization process after the revitalization plan is completed.
- The District has not released the number of faculty positions districtwide and how many will go to each campus. Dr. Schilling expects that there may be approximately 60 - 65 faculty members districtwide, of which Cypress will likely receive 20 - 25 positions. The rankings will be discussed in Chancellor's Staff on October 24.

Hiring Committee Composition and Timeline

- The committee composition and timeline for the Vice President, Instruction was reviewed by PAC.
 - The composition and timeline was approved unanimously.
- The committee composition and timeline for the Vice President, Student Services was reviewed by PAC.
 - The composition and timeline was approved unanimously.

Staff Parking

- A student submitted a recommendation to open staff parking in lot 8 to students after 6:00pm. The recommendation is based on safety concerns of students walking to lot 9 late at night. Dr. Schilling asked PAC for their initial thoughts and explained that a decision on this would take several conversations. Suggestions were made to receive feedback from adjunct faculty, reserve two rows in lot 8 for faculty after 6pm, and to conduct a two-week assessment of lot 8.

Housing and Food Insecurities

- The College is in the process of creating a designated parking area in lot 1 for students who are sleeping in their cars. The parking fee for students with housing insecurities will be waived. The designated area will be in front of the Campus Safety office, have portable restrooms, and students will be able to park there between 7pm and 6am.
- The College is also looking for ways to provide the students who are registered to use the designated parking area with one free hot meal a day.
- PAC gave the following suggestions
 - Looking at allowing students to use the laundry machines that are currently on campus or purchasing new ones
 - Allowing students to
 - Increase the advertising of the ability for students to use showers
 - Assessing the number of lockers being used in the locker rooms and seeing if a specific section can be designated for students who do not have homes or cars to leave their belongings during class.
 - An open area on campus where students without transportation can go inside to sleep
 - Incorporating a system (via text, mobile application, or using TV screens in divisions) to notify students when there is food available after events on campus.
- This item in addition to the parking form will be brought back to the next meeting for discussion.

EXECUTIVE VICE PRESIDENT'S REPORT

No report.

VICE PRESIDENT'S REPORT

Matt provided the following updates:

- College Budget Forums will be held on Tuesday, November 13 at 2pm – 3pm and Wednesday, November 24 at 2pm – 3pm.
- He will discuss cost centers at the Management Team meeting on October 12.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil Dykstra provided the following updates:

- An accreditation forum will be held on Tuesday, October 16 at 3pm – 4pm in CCCPLX 414.
- The deadline to receive proposals for Strategic Planning funding is on October 26.

ACADEMIC SENATE REPORT

Craig provided the following updates:

- Senate continued their discussion on implementing a faculty prioritization rubric.
- The senate 101 discussion was wrapped up.
- SLO reps shared that the reports are at 88% for spring 2017 and fall 2018.
- There was a discussion about the review and revisions of Board and Administrative Policies and the role faculty should play in this process.
- They are actively looking to improve the communication between United Faculty and the Academic Senate.
- Senate discussed splitting the EVP position into two VP positions.

ASSOCIATED STUDENTS REPORT

Jeremiyah provided the following updates:

- Voting registration table was set up yesterday and AS is discussing how to encourage students to vote.
- AS is searching for a student to run for Student Trustee.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Temperence provided the following updates:

- CSEA has a member intern program and which provides an opportunity for members to get experience with labor relations. The internship is for 100 days and the application deadline was October 5.

UNITED FACULTY REPORT

No report.

ADJUNCT FACULTY UNITED REPORT

Tonya provided the following updates:

- AdFac is seeking additional Adjunct Faculty to participate on committees.
- They are waiting for the fact finder report and have filed with the Public Employment Relations Board.
- The membership drive will be on October 26, 30, and 31 by the pond near the LRC.
- The next AdFac meeting will be on Friday, October 19.

DISTRICT MANAGERS ASSOCIATION REPORT

Katy provided the following updates:

- DMA's Fall Business meeting will be on October 26 at 8am – 10am. Dr. Cherry Li-Bugg will be the invited guest. Dr. Cheryl Marshall will be the guest speaker at the December Business meeting.

- The Manager's Spring Retreat will be on January 17, 2019.
- DMA's end of year party will be at Rock n Brews in Buena Park. The date for the meeting has not been determined at this time.
- A survey will be sent to all managers asking them to identify daily challenges and areas of training needed. The information received will be used for table talks and lunch & learns next semester.

The meeting adjourned at 2:42 P.M. The next regular PAC meeting will be on October 25.