

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

October 17, 2013
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Richard Fee (DMA), Jolena Grande (AcSen), Jasmine Lee (Assoc Students), Rod Lusch (CSEA), Sam Russo (ADFAC), Randa Wahbe (UF), Gary Zager (AcSen)

ABSENT: Arnette Edwards (CSEA), Bob Simpson (Pres), Jocelyn Zaragoza (Assoc Students)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the October 3, 2013 meeting were approved as submitted.

PRESIDENT'S REPORT

Bob was absent and there was no report.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu provided the following updates:

- High School Superintendents/Principals Breakfast - A presentation on the "Greening of Cypress College" was given and leaders from local high school districts learned what CC is doing to enhance its energy efficiency. There were also presentations on the "Common Core," and "California Academic Partnership Program" (CAPP), which sparked discussions on ways to establish partnerships between CC and local high schools to jointly help students be better prepared for college. One recommendation was to organize a forum of CC instructors from all disciplines and local high school teachers in an effort to build trust and help create pathways for a seamless transition from high school to college. Once the initial dialog begins, it is anticipated that collaborative groups can be established to focus on specific disciplines. PBC and PAC are both in support of this idea. Gary indicated he would present it at an upcoming meeting of the Academic Senate.

- Spring 2014 Schedule - The class schedule is in its final stages of development, and will include about eight sections fewer than last spring. Classes that did not exhibit high demand have been eliminated, i.e., some foreign language classes, court reporting, and CIS. There was agreement on the need to include some refresher classes during Summer 2014 so students don't need to spend a whole semester refreshing. Summer 2014 will be about 500 FTES, compared to last summer's 618 FTES.
- Student Success Summit - Eldon, Richard, and Randa attended the Summit in Sacramento last month and brought back several ideas. One idea was to invite reps from Pasadena City College to give a presentation to the CC Leadership Team on how they implemented a successful student success program and how we might adopt their model. Santanu will also present the idea to the Academic Senate and invite Senate members to PCC's presentation.

VICE PRESIDENT'S REPORT

Karen presented the following two funding recommendations from the Planning and Budget Committee:

- 1) Fine Arts Theater - \$34,784 for immediate replacement of the audio console. The current console is over 10 years old and is operating only partially. PAC discussed and supported the recommendation.
 - 2) Three out five copiers scheduled for replacement under the Copier Replacement Plan are in poor condition. The recommendation is to purchase three division copiers at a cost of \$30,000, which is within the 2013 Copier Replacement Plan, and rotate division copiers to other areas. PAC discussed and supported the recommendation.
- With the impending retirement of Financial Aid Technician Rebecca Sandoval, PAC agreed to PBC's recommendation to make an exception to the classified needs process and proceed in hiring a replacement for this position because it is crucial to the function of the Financial Aid Department.
 - Great Shakeout - Karen asked for comments on today's drill. Jasmine said the speaker on top of the CCCPLX building was garbled and difficult for people to hear clearly. However, for the most part feedback from students has been mostly positive. Federal mandate requires the campus to conduct earthquake drills to provide opportunities to practice how to respond in the event of an actual earthquake.
 - Skateboard/Bicycle Safety (Status) - Karen reported the draft of the Skateboard and Bicycle Policy is currently with the Student Services Council for discussion, feedback, and editing. The policy should be completed by summer and will be posted via signage and social media.

ACADEMIC SENATE REPORT

Gary reported that at its meeting last week the Senate passed a motion recommending the hiring of a Dean of the Library/Learning Center with the understanding that hiring of needed classified and faculty positions remain a priority.

The Senate is still looking for a 2014 Commencement Speaker and is seeking suggestions. At its next meeting, the Senate will address the end-of-semester 5-day grade submission timeline requirement. Instructors believe the timeline does not give them adequate time to process and record grades before the deadline to turn them in. Paul DeDios and Regina Ford will attend the next Senate meeting to address reasons for the shorter timeline. The certificate deadline will also be discussed because of the high number of students who are receiving their certificates the semester after they complete their studies.

ASSOCIATED STUDENTS REPORT

In an effort to focus on club building, Jasmine reported that AS Senators and the Activities Director will talk with students next week about what students expect from AS. Membership in a few clubs has dropped to below the 10-member minimum, so AS wants to generate additional interest among students.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

There was no report.

UNITED FACULTY REPORT

There was no report.

ADJUNCT FACULTY UNITED REPORT

Sam shared that as a result of Adfac's fact finding, the Board will be asked to approve a negotiated agreement between the District and Adjunct Faculty United that includes salary increases and one additional pay step on Schedules A, B, and C.

DISTRICT MANAGERS ASSOCIATION REPORT

Richard reported that DMA's 2013-2014 President, Gil Contreras, is proposing that additional staff development opportunities be made available for District managers to help them become more effective in their positions.

The meeting was adjourned at 4:13 pm. The next PAC meeting is scheduled for November 7, 2013.