

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

**November 05, 2015
3-5:00 p.m., CCCPLX-419**

PRESENT: Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Mark Majarian for Jolena Grande (AcSen), Bryan Seiling (AcSen), Angelyn Garcia (Assoc Students), Rae Gelvin (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA)

ABSENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Natasha Bauman (ADFAC), Darlene Fishman (DMA), Tina Johannssen (UF), Jolena Grande (AcSen)

GUESTS: Ashley Griffith

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the October 15, 2015 meeting were approved as submitted.

PRESIDENT'S REPORT

Karen Cant provided the following updates on Dr. Simpson's behalf:

College

- The College's 50th anniversary plans are moving forward. There will be banners placed along Valley View and on campus denoting our anniversary. A reenactment of the first flag raising ceremony will be on September 12, 2016 and the main event will be on April 1, 2017. This event will include department exhibitions and an auto show. The 2017 Americana Awards will focus on the College's first 50 years.
- The College safety follow-up was completed and Karen drafted a report identifying classroom lock solutions. Karen discussed replacing classroom door locks with either cylinder locks or converting to an all key card system enabling electronic shut down. Karen is planning to have a presenter come to the College and discuss mental health issues and how to identify potential threats. She has also initiated discussions with the Cypress Police Department about having armed Police Officers present on campus. The presence of armed officers would require Board approval.
- Dr. Simpson attended the Americana Honoree Luncheon on October 22 at the Anaheim Bistro Café.

DCC

- The members of DCC discussed improving communication between DCC and constituent groups. They considering options for early distribution of meeting minutes, agendas, and providing electronic access to supporting documents. The group has

decided to send DCC agendas to all users and to provide a link that can be used to access supplemental items.

- DCC reviewed the application process for the District Strategic Fund process. Vice Chancellor Cherry Li-Bugg will provide more information on how to apply for these funds.

Board Meeting

- The October 27 Board Meeting included Violet Ayon's 42 years working for the District. Vice Chancellor Li-Bugg presented the District Annual Report. The Board reviewed the initial contract proposal between District and United Faculty. The Board approved having only mail ballots for the Trustee Area 3 election. There are currently 3 candidates and Election Day will be on February 9, 2016. The College's new Director of Financial Aid was approved by the Board. The retirement of English Instructor Joan Daniels was also approved.

EXECUTIVE VICE PRESIDENT'S REPORT

Karen Cant provided the following updates on Dr. Bandyopadhyay's behalf:

Karen introduced Ashley Griffith, Special Project Director of Student Equity to PAC. Ashley presented the 2016-17 Student Equity Plan and timeline for submission. Academic Senate will complete their final read on November 12 and PAC will need to submit electronic votes by November 13. The plan will be submitted to the Board of Trustees at the November 24 meeting and also possibly discussed at the December 8 Board Meeting. The entire Student Equity Plan was sent to PAC via email.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning and Budget

- The Planning and Budget Committee did not have a quorum at their meeting; therefore, they were unable to vote on items. PBC is close to starting their one time fund request process for next year and will have the packet ready in a couple of weeks. No requests have been submitted for Strategic Funds at this time.

Facilities

- Contractors started the leveling process for the soccer field. There will be a conference call on December 8 to discuss the thermal energy plant project. This is a \$6 Million project and some of the funds are set to expire on December 31. The College is negotiating a 10 year contract with OCTA to lease the railroad space by the College to be used for additional 300-330 parking spaces. The lease will be for \$1 a year.
- The hiring process for the Project Manager - Campus Capital Project is underway.
- The feasibility study for the SEM renovation project will be presented to the Board of Trustees on November 24. This study will be used as a resource when deciding if the College should renovate the SEM building or have a new building.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil shared accreditation timeline updates with PAC. All of the accreditation subcommittees have met and are working on their assigned questions. Documents will be gathered in November and December and the preparation will begin for completing the self study narrative. The first draft will be completed and go before the Board of Trustees in the spring. The College accreditation visit is schedule for fall 2017.

ACADEMIC SENATE REPORT

Bryan stated that Academic Senate has several items that they are discussing and decisions should be made soon.

ASSOCIATED STUDENTS REPORT

Angel introduced Rae Galvin as the new AS representative for PAC. She shared that Pumpkin Bash was a successful event with many students and campus clubs came out to support it. Associated Students will have their AS retreat at Disneyland which will include leadership skills training. The College food drive will take place until November 20 and donation bins are located throughout campus. Students who donate canned goods will have their library fines waived. Veteran appreciation week starts on Monday, November 9. This week long event will include mini stick flags with notes to veterans around the pond and a veteran's appreciation luncheon.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported that CSEA elections for the ratification for 4 new job descriptions are currently taking place. Once Rod receives the results he will announce them via email to CSEA and Human Resources. Rod discussed the changes to the fringe benefits, how they would be distributed and CSEA negotiations with District.

UNITED FACULTY REPORT

No Report.

ADJUNCT FACULTY UNITED REPORT

No Report.

DISTRICT MANAGERS ASSOCIATION REPORT

No Report.

The meeting was adjourned at 3:50pm. The next PAC meeting will be on November 19, 2015.