

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

November 06, 2014
3-5:00 p.m., ROOM 419

PRESENT: Santanu Bandyopadhyay (EVP), Bernadette Dando (Assoc Students), Phil Dykstra (DirInstRes&Plng), Arnette Edwards (CSEA), Darlene Fishman (DMA), Jolena Grande (AcSen), Rod Lusch (CSEA), Ivonne Orduno (Assoc Students), Bob Simpson (Pres), Randa Wahbe (UF), Gary Zager (AcSen)

ABSENT: Karen Cant (VP), Sam Russo (ADFAC)

GUESTS: Claudia Pena

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the October 16, 2014 meeting were approved as corrected: Add student guests Cassidy Johnston, Sarah Owens, Steven Crawford; Remove Richard Fee (DMA) from attendees and add Darlene Fishman (DMA).

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

- College
 - Cypress College hosted the annual High School Counselor Breakfast on November 6. This breakfast had a focus on Cypress College Career Technical Education programs. The President gave an overview of the incredible successes of Health Science students in regards to the licensure exam results. Associated Students held their annual Punkin' Bash on October 30. Students dressed up in their Halloween costumes and participated in the activities. Measure J is at 54.4% and needs 55% to pass. There are about 100,000 uncounted absentee ballots that should be counted by November 10. The President thanked those who contributed to the effort and reminded everyone that the College will move forward and continue to progress with or without Measure J passing. The President remains cautiously hopeful about Measure J's outcome. The College will begin its construction on the new marquee on November 10.

- DCC
 - There were no budget updates at the DCC meeting on October 27. There was discussion about the 2014 NOCCCD District-wide satisfaction survey results. The results from this survey were positive; however, NOCCCD saw a low level of student and employee participation. The District is currently looking for ways to increase the participation level. Under "policy" there was a first read for BP4020 and AP4020, which deals with program and curriculum development. Updates will be made to reflect the addition of the new position of Vice Chancellor for Education Services and Technology. Revisions will also be made to the current conflict resolution process used when curriculum presented does not receive general agreement that it should be moved forward. First read for minor changes made to AP3280 - grants and reporting, as well as BP3410 and AP3410 - unlawful discrimination and prohibition of harassment. Changes made to AP7230-10 - Confidential employees' salary provisions.
- Board Meeting
 - The board meeting had presentations including the Institutional Commitment to Diversity 5-year report. The report examines the District's movement in regard to staff diversity and the improvement that has taken place in the district since 2009/2010. The report shows that there has been steady and consistent improvement in hiring employees that would be considered "diverse". The board unanimously decided that the District should pursue a bachelor's degree program. However, there was not a decision made as to which program within the District would be advanced. Cypress College has decided to advance the Mortuary Science program for consideration. The President is uncertain as to which program Fullerton College would be advancing. Item 3A on the agenda was the approval for an Orange County Careers Pathways Partnership grant which will provide resources for K-12, Community Colleges, the Orange County Department of Education, and local businesses and industry community. The grant will assist with forging linkages for students, allowing them to transition from high school, to the Community College, and then to employment in a much more seamless manner. All three entities of the NOCCCD (Cypress College, Fullerton College, and SCE) are participating. Cypress College will receive \$128,410 per year over the next four years, which totals \$500,003. Fullerton College will receive \$40,000 total, and SCE will receive \$200,000 total. Retirement of Hung Chi will be effective on April 19, 2015 and Toni DeBois' retirement will be effective October 18, 2014.
- Full-Time Faculty Prioritization -
 - The Joint Prioritization Committee for full-time faculty prioritization met and presented a list to the President of 41 positions, with 19 critical positions recommended. The President made one change to swap position number 17, Computer Information Systems, with position number 18, Math. This change was made because math had less than 50% of its units being taught by full-time faculty and the significant unmet demand for math classes at the campus. The College was allocated 17 positions; therefore, the Computer Information

Systems position will not be included. There will also be a DSPS Counselor position that will be hired with SSSP categorical funds allowing students to receive additional counseling support. If the categorical funds are no longer available in the future, Cypress College will own the position. The DSPS Counselor is a full-time, tenure-track position.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay gave the following update:

E-Catalog -

- The College catalog is available in both online and print formats. The EVP would like to move to a 100% online format while making a few paper copies available to Counselors, Deans, EVP, and President. The online catalog can be easily accessed for updates and changes as needed. The PDF version is currently available online. The EVP is also considering an audiovisual catalog which will include hyperlinks that will walk students through the catalog and how it works. The EVP plans to move forward with the e-catalog next year.
- Common Assessment Initiative -
 - California Community Colleges are reviewing placement levels and measures for student competence. They are working to identify entry-level skills needed for placement into different classes and the multiple assessments that can be used. The EVP encouraged faculty to Google "Common Assessment Initiative" and provide feedback on the site by November 17.
- DE Coordinator Update -
 - The College has hired Monica Jackson as a temporary Special Project Manager in the position of Distance Education Coordinator. This temporary position will be offered until June 30, 2015. The DE Coordinator will focus on instructional design and Blackboard. Although the immediate issue of DE is addressed, the structure of DE support still needs to be decided. The College must keep the states long-term plan of uniformity in mind when developing its plan.
- Hours of Instruction and Number of Units -
 - The relationship between hours of instruction and number of units is determined by the state Chancellor's office in accordance with regulation. Although the regulations have been in place for several years, compliance was not strictly enforced. Now the state has asked for strict compliance with regulations. If hours are reduced to keep the number of units at the previous level, it may have implications on pay. If the number of units is increased, the degrees offered may not comply with ADT requirements.

VICE PRESIDENT'S REPORT

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

- Planning and Budget Committee Update

The following funding recommendations were presented:

- The PBC approved the timeline and roles and responsibility for the one-time budget approval process. The evaluation criteria presented to PBC was based on five different areas with each carrying 20 points. Alignment with mission is 20 points, and alignment with strategic plan is 20 points. It was observed that almost 40% of the points are going toward the mission and strategic plan. It has been recommended to put these two together in one category and redistribute the remaining 20 points. The goal is to have a more outcome focused approach when redistributing the points. The Director of Institutional Research and Planning will work on this and bring information to the next PBC meeting.

Special request for:

- A recommendation for \$29,280 for an Alumni Outreach Coordinator. The purpose of this position is to connect with Cypress College alumni and increase fundraising efforts.

PAC unanimously supported funding the recommendation

- A recommendation for funding the purchase of a lighting control console and dimmer control module in support of the Fine Arts division. The request is in the amount of \$50,437.

PAC unanimously supported funding the recommendation

- A recommendation for \$5,500 to go toward the Puente annual trip to Northern California to visit college campuses.

PAC has placed this recommendation on hold for further review. Requesting Puente to contact International Students and see if they can collaborate to share the expenses for this project.

- A recommendation for funding the purchase of a full camera HDMI studio system for the Journalism division in the amount of \$2727.35.

PAC unanimously supported funding the recommendation

- Information item: Title V grant does not have a sufficient budget to cover ESC/MLC expenses in Spring 2015. They will submit a one-time funding request to the PBC in the future.

INSTITUTIONAL PLANNING AND RESEARCH REPORT

Phil reported that there have been updates from the three Direction Chairs in terms of their committee formations moving forward this year. They will begin to have meetings next week as they move forward with the plan for Direction A.

The 2013/2014 Institutional Effectiveness Report (IER) has been completed and will be presented by Dr. Simpson at the board meeting on Tuesday, November 11.

The presentation includes not only the IER from the Institutional Planning and Research Office but also the Annual Report from the Campus Communications Director's Office. This report provides information on the following: student score card, environmental scan regarding performance indicators as related to completion and persistence, recent program reviews, demographic information, and degrees and certificates. The report will be on the website next week for all to view.

ACADEMIC SENATE REPORT

Jolena Grande reported that Academic Senate voted to endorse Measure J in their last meeting. The campus has decided to support Mortuary Science as the program to be submitted for bachelorette consideration. There were two other programs that would like to be included in the discussion if the pilot program is scaled in the future and is allowed to have multiple program offerings. These programs are HVAC and Court Recording. Academic Senate is developing a presentation for an exchange program with a university in Japan. There is currently no resolution on student use of campus space without direct faculty supervision. More information will be provided at the next PAC meeting.

ASSOCIATED STUDENTS REPORT

Bernadette and Ivonne reported that the A.S. Punkin' Bash was a successful event. A.S. created a maze that became the highlight of the night. This year's Punkin' Bash had a larger turnout than previous years. A.S. has taken an interest in creating a "College Hour". The group is currently discussing the possibility of bringing this to the campus. A.S. has contacted the Director of Campus Communications to see if A.S. can create and send out newsletters containing information about upcoming events. More information will be provided after A.S. meets with the Director of Campus Communications. A.S. will be hosting a food drive for students until November 19. Donation boxes will be located in the SEM building and the LRC. A.S. is asking for donations of nonperishable food. Items collected will be given to students and families in need.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report.

UNITED FACULTY REPORT

No report.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene shared that the Fall Festivist will be on November 21, at noon, after the Leadership Team meeting.

The meeting was adjourned at 4:41 pm.