

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

November 7, 2013
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Gil Contreras (DMA), Arnette Edwards (CSEA), Tina Johannsen (UF), Kathy Llanos (AcSen), Frida Lugo (Assoc Students), Rod Lusch (CSEA), Rosalie Majid (AcSen), Bob Simpson (Pres), Jocelyn Zaragoza (Assoc Students)

ABSENT: Sam Russo (ADFAC), Randa Wahbe (UF), Gary Zager (AcSen)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the October 17, 2013 meeting were approved as corrected on page 3, paragraph 1 to read as follows: "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.*"

PRESIDENT'S REPORT

Bob provided the following updates:

- District Consultation Council (DCC) - DCC approved District Website Guidelines and Computer Replacement Plan, which are patterned after Cypress College's web site guidelines and computer replacement plan. DCC also distributed guidelines on how to be an effective constituent representative. The District's 2013-2014 Innovation Program is about to be launched on December 2 with guest speaker Terry O'Banion. Anyone with an innovative idea that supports the District's Strategic Plan is invited to submit an application for funding. DCC approved an amendment to enrollment priorities that includes continuing students in good academic standing who have not exceeded 100 units, active duty military and veterans, current and former foster youth, EOPS, CalWORKS and DSPS students. The District has also afforded priority registration for SCE transitional students and student athletes. Subsequently, students are assigned priority in accord with the percentage of successfully

completed units they achieve. Students who are placed on academic or progress probation have the lowest priority for registration.

- Annual Report/Institutional Effectiveness Report - The 2012-2013 Annual Report and Institutional Effectiveness Report will be presented to the Board on November 12, 2013, after which those documents will be posted on the College web site.
- Leadership Team will be held on Friday, November 15. Agenda items include: DegreeWorks, effective enrollment management, implications of Common Core, revised accreditation standards and the College's response, "Fearless and Cautious," budget and facilities, FTES, and the College's 50th anniversary.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu provided the following updates:

- Faculty Prioritization Task Force - Santanu distributed a list of 25 prioritized faculty positions that were submitted by each division. The task force, consisting of the EVP (*also acting as the Director of Institutional Research and Planning until that position is filled*), deans, and the President, President-Elect and Past President of the Academic Senate, reviewed and exchanged ideas before prioritizing the positions. Of the twenty-five positions submitted, the top six were deemed highest priority. One of the top six, Counselor for Business and Health Sciences, will be filled through a lateral transfer of a current EOPS Counselor, leaving five positions to be hired. After considering several factors, such as the District's Faculty Obligation Number (FON), student success, availability of seats, expansion of programs, etc., the task force reached consensus to submit the top six faculty positions to the Planning and Budget Committee.

PAC engaged in discussion to clarify the FON and other factors in the process and agreed to support PBC's recommendation to hire six faculty positions with the understanding that the position of Counselor in Business and Health Sciences will be filled by a lateral transfer, which leaves five positions to be filled.

- Spring 2014 Schedule - The spring 2014 schedule will be similar to last spring, and will have 10 sections fewer by reduction of low demand classes, such as English 204, French 203, Court Reporting, etc. Any low demand classes will be subject to review in consideration of student needs.

VICE PRESIDENT'S REPORT

Karen informed PAC about a list of names from the M&O Department that will appear on the November 12, 2013 Board agenda under disciplinary action. This is due to the discovery of problems with the night shift about 2-1/2 months ago, which necessitated a reorganization within the M&O Department. Relative to this, the November 12 agenda will

include a request to approve the job description for a Manager of Custodial Services to supervise the night shift. If the job description is approved by the Board, hiring will take place as soon as possible.

Karen also brought forward a recommendation from the Planning and Budget Committee to replace the position of Accounting Technician in Financial Aid due to a lateral transfer of an employee who moved to Accounting Technician in CTE. PBC's recommendation is to bypass the Classified Needs Assessment process and hire the Financial Aid position as soon as possible because it is crucial to the department's function.

PAC discussed and supported the recommendation.

Karen presented three funding recommendations below from PBC. All funding for these items will come from contingency funds.

- 1) PE - \$13,000 for travel expenses for the mens' and womens' aquatic teams should they qualify for state finals.

PAC discussed and supported the request.

- 2) PE - \$722.49 to replace a broken sound system for the women's softball team. Fundraisers will be used to pay for additional costs related to the replacement.

PAC discussed and supported the request.

- 3) PE - \$2,000 to repair and level the infield of the baseball diamond. Currently there are raised ledges where the grass meets the dirt, causing balls to ricochet and players to trip.

PAC discussed and supported the request.

ACADEMIC SENATE REPORT

Kathy Llanos distributed copies of the Senate's resolution to not support hiring the District position of Vice Chancellor of Educational Services and Technology.

Rosalie Majid reported the Senate has had discussions with Paul DeDios and Regina Ford regarding application deadlines for certificates and the timeline for grade submission. The timeline for certificate applications will be extended from three to four weeks, but the timeline for grade submission will remain at five days due to the short turnaround for A&R staff to record grades at the end of the semester and not impact student financial aid packets.

The Senate is still accepting and reviewing names for a possible 2014 Commencement Speaker and will be selecting someone soon.

ASSOCIATED STUDENTS REPORT

Jocelyn reported several AS officers attended the general assembly in Monterey, where ideas were exchanged with other student representatives. Last week AS students enjoyed Assemblywoman Sharon Quirk-Silva's visit and discussion about her background and how she got elected. AS would like the L/LRC to extend its hours during finals week. Students are concerned about poor Wi-Fi access in the HUM building. Karen said Academic Computing will analyze the issue and provide a response.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported CSEA is in negotiations with the District on salary. Fred Williams will be meeting next Tuesday with the negotiating team. Rod has accepted an invitation from CSEA Chapter 130 to become a Classified Personnel Commissioner for a three-year term.

UNITED FACULTY REPORT

Tina Johannsen reported UF is in negotiations with the District.

ADJUNCT FACULTY UNITED REPORT

There was no report.

DISTRICT MANAGERS ASSOCIATION REPORT

Gil shared DMA's "Courageous Leadership" theme for 2013-2014. DMA is working on opportunities for professional development activities and is seeking a guest speaker to address multicultural counseling.

OTHER

Bob reported that we are 89% compliant with System Office AA-T requirements for transfer, but by fall 2014 we will be 100% compliant. He complimented faculty members for working on this opportunity for our students while also addressing course repetition, accreditation requirements, developing new courses, etc.

The meeting was adjourned at 4:30 pm. The next PAC meeting is scheduled for November 21, 2013.