

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

**November 16, 2017
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Bryan Seiling (AcSen), Craig Goralski (AcSen), Robert Mounce (Assoc Students), Griselda Weed (Assoc Students), Rod Lusch (CSEA), Grace Suphamark (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA), Marc Posner (DirCampCom)

ABSENT: JoAnna Schilling (Pres), Vacant (VP), Vacant Seat (ADFAC)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the November 02, 2017 meeting were approved with the following revisions. Page 3, CSEA Report "...CSEA waits until Managers recommends committee members before CSEA would begin to reach out. This causes a delay. CSEA will no longer be waiting for these recommendations."

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

Faculty Prioritization

- The committee reviewed the letter written by Dr. Schilling regarding the finalization of the faculty prioritization list. The College was allocated two (2) positions and will move forward with hiring a nursing faculty and theater faculty in spring. positions.

Campus Safety Forum

- Cypress PD will come to speak to the campus at an open forum on November 29. The discussion will focus on campus safety and what to do in case of an emergency.

Summer Session

- Chancellor's Staff meet to discuss summer session for 2018 and gave the proposed dates of June 11 – August 3 and June 11 to July 20. Proposed fall begins August 20 with a December 7 end date which would not conflict with grade submission dates. Bryan asked about the possibility of a 10-week summer. Santanu confirmed that if a 10-week summer was to happen it would be in 2019; however that has not been determined at this time.

Grade Submission Date

- Reminder that grades are to be submitted by December 21 with the official due date of January 2.

MyGateway

- District is looking at issues with MyGateway and determining what they can do to remedy this situation.

Dual Enrollment ID Cards

- Chancellor's Staff has agreed that all high school students must take a photo for ID cards and that the students will not accrue associated cost

Hiring Committee Compositions

- The committee reviewed and approved the hiring committee compositions for the Director of EOPS and Director of Campus Safety positions. Composition is as follows:
 - Director, EOPS
 - Chair - Rick Rams
 - (1) Manager selected by DMA
 - (1) Manager selected by College President
 - (2) Academic Senate Representatives
 - (2) CSEA Representatives
 - (1) Student Representative
 - (1) Non-voting Equal Opportunity/Diversity Representative
 - Director, Campus Safety
 - Chair - Paul de Dios
 - (1) Manager selected by DMA
 - (2) Academic Senate Representatives
 - (2) CSEA Representatives
 - (1) Non-voting Equal Opportunity/Diversity Representative

Title IX

- Santanu shared fliers related to Title IX and asked that the information be disseminated on campus. He has extra fliers and will be happy to share them as needed.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

- Received the accreditation site visit report and will be reviewing the document to make changes in error of fact. Phil and Dr. Schilling will meet on November 20 to finalize the document. The report will be posted on the College website once it is sent to the Commission.

Planning & Budget Committee

- The following information items were discussed with PAC:
 - Received an update on the Strategic Plan Fund.
 - Discussion about the spin bikes for Kinesiology. The Division decided to do a 3-year lease as opposed to buying the bikes.
 - Update on guided pathways and viewed the website with links
 - Revised the Special Request Form to include a required sign off from Academic Computing and facilities for all special requests.
- The following recommendations were presented to PAC for review:
 - 40% for spring 2018, fall 2018, and spring 2019, and 60% for fall 2020 and spring 2021 reassigned time for a faculty member to work on accreditation items, with a review in the spring with Professional Expert time allocated if needed.

PAC unanimously approved

- A special request for up to \$59,800, which would give a \$100 stipend for each faculty member trained on the Canvas shell. The requested amount covers all faculty and including adjuncts. Approved by PBC pending senate approval.

PAC unanimously approved

ACADEMIC SENATE REPORT

Bryan provided the following updates:

- The bylaws subcommittee was created and has started to work on the bylaws.
- Senate is working on guided pathways and ensuring conversations around this are being discussed.
- Senate is continuing to discuss reassigned time.

ASSOCIATED STUDENTS REPORT

Griselda provided the following updates:

- 8th annual Donate a Day of Service was on November 15 and National Hunger and Homelessness Awareness Week is November 13 - 16.
- A.S. made Thanksgiving baskets and the baskets will be given to EOPS/CARE, Veterans, and students using the food bank.
- A.S will attend the General Assembly in San Jose this weekend to pass resolutions and vote.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod provided the following updates:

- District and CSEA agreed to create a time limit to decide how many members will be on hiring committees (3 or 5). If the Chair of the hiring committee does not respond within a certain amount of time, she/he will be automatically required to have a 3-person committee.

UNITED FACULTY REPORT

Tina provided the following updates:

- There has been difficulty with scheduling, adjunct hiring, and overload. UF has met with the EVP and will have meetings with others to discuss this further.
- There will also be a discussion about article 16 related to faculty coordinators. This is agendaized for the next Academic Senate meeting as well.
- Put out reopeners and will share this information with Senate.
- Conversations are being held between District and UF related to creating a two-year calendar.
- The representative council will meet on November 22.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene provided the following updates:

- Currently in the process of identifying representatives for the Director of EOPS and Director of Campus Safety hiring committees.
- The DMA holiday party will be on December 8.

The meeting adjourned at 4:02 p.m. The next PAC meeting will be on December 07, 2017.