

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

**November 19, 2015
3-5:00 p.m., CCCPLX-419**

PRESENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Bryan Seiling (AcSen), Rae Gelvin (Assoc Students), Rod Lusch (CSEA), Donna Landis (CSEA), Tina Johannsen (UF), Darlene Fishman (DMA)

ABSENT: Angelyn Garcia (Assoc Students), Natasha Bauman (ADFAC), Jolena Grande (AcSen)

GUESTS: -

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the November 05, 2015 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- The College hosted a reception honoring newly tenured faculty and newly hired/promoted managers. Russ Bacarella and Roberta Lawrence were recognized as newly tenured faculty. David Booze, Chinh Pham, and Tom To were recognized as new managers.
- The College's first annual Major 2 Careers showcase took place and it was phenomenal. There were over 100 exhibitors and over 550 students. Dr. Simpson stated that he is looking forward to seeing this event happen every year.
- Americana is the College's signature annual Foundation event and recognizes citizens in the community who do amazing work. The 2016 Americana Woman of the Year is Lisa Fujimoto. The Americana Kick-Off event was on November 18, 2015.
- In DCCC, a block of Cypress College curriculum on Air Conditioning and Refrigeration was pulled. The block was pulled because a standard justification was used to validate the class sizes. However, it was questioned if some of the classes actually aligned with the standard justification used. They also discussed the size of science classes. Jennifer Combs at Fullerton College indicated that Fullerton College is developing a Biology memorandum which will hopefully be shared with Cypress College and can assist in resolving concerns.
- Dr. Simpson attended the Food Services Committee meeting. A few students stated that they believe the cost of food is too expensive and that utensils, cups, condiments, hot water, etc. should be provided for free. This was not a claim from Associated Students but from a few students in particular. YBH co-owner Winnie Yee stated that

she would explore cheaper food options for students. Those who attended the meeting were able to gain a better understanding of the business, food vendor demand on campus, and learn that the margin of profit is not large.

- Dr. Simpson attended the Veterans Appreciation Luncheon and stated that students in attendance at the luncheon expressed their appreciation for the College celebrating Veterans Day on the actual holiday.
- The College received a letter from ACCJC stating that they did not take under consideration our baccalaureate program as they ran out of time. A special meeting will be held on December 1, 2015 to allow ACCJC to discuss items that were not considered.
- Dr. Simpson announced that the Student Equity Plan sent to PAC for electronic vote was approved.

DCC

- The topic of disseminating DCC information is on the agenda to be discussed further. Interim Chancellor Fred Williams will work with District's Information Services department to get details on how to share this information electronically.
- Debbi Ludford will discuss classroom multimedia systems and address the District level computer related equipment replacement plan.
- Dr. Cherry Li-Bugg will provide updates on the midterm Educational Master Plan. This topic is important and related to the Measure J construction plan.
- Discussion will be held about the extended day funding model proposal. This information will be brought back to PAC once Dr. Simpson has the documents.
- A few Board Policies and Administrative Procedures will also be updated to align with revisions from CCLC.

Board Meeting

- Dr. Simpson presented the College annual report and institutional effectiveness report. He thanked Marc Posner and Phil Dykstra for creating the documents.
- Valentina Purtell presented information about the Adult ed Block Grant and its implications. SCE would be the sole provider of adult education in our region as all K-12 districts have opted out of providing adult education. This budget will allow SCE to provide services for this population and it is important for everyone to be aware that this is going forward. This will create a larger footprint for SCE. If there is not agreement, SCE will not be in the consortium and NOCCCD will no longer be able to receive non-credit funds.
- The co-gen plant maintenance agreement was approved. Cypress College curriculum was approved except for the block on air conditioning and refrigeration.

Coffee with the Chancellor and Trustees

- Coffee with the Chancellor and Trustees was held on November 12. Measure J and hiring practices were discussed. Students also attended this event which added a nice touch.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay's provided the following updates:

Curriculum

- The Enrollment Management Committee noticed that the average class size at Cypress College is larger than Fullerton College's; however, the productivity at Cypress College is less than Fullerton College. They reviewed and identified College practices and disparities that have contributed to this matter and are working to ensure the practices will be aligned with current policies & curriculum.

Distance Education

- A survey was conducted pertaining to the definition of Distance Education and the different areas Distance Education encompasses. Dr. Bandyopadhyay passed out a document proposing a Distance Education restructure. The restructure would include hiring a full time Distance Education Manager to focus on the administration side and have a full-time faculty member on reassigned time (percentage to be determined) to address curriculum and pedagogical issues. The Distance Education Manager position would be a permanent position of the College and the faculty position would be changed on a 3 year cycle. Dr. Bandyopadhyay has already discussed this with Karen Cant and the College does have funds to cover the cost of this restructure. Academic Senate will consider the proposal in their next meeting.

Summer 2016 Dates

- The summer 2016 schedule would not start until June 13, 2016 and would end by Aug 4, 2016.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning and Budget

- No actions were taken in PBC today. There was not a quorum at the previous PBC meeting; therefore, votes were done electronically after the November 5th meeting.

The following recommendations were presented for review:

- A recommendation from PBC for \$6,236 for benches and floor pads that will be used by College athletes during competition to protect the floor. This request comes from the Physical Education Division.

PAC unanimously supported the recommendation

- A recommendation from PBC for \$2,000 for guest speakers to assist in advising and determining the direction of the journalism program as a consultant. This request comes from the Fine Arts Division.

PAC unanimously supported the recommendation stating that journalism's CRPA funds should be used first and then use additional funds authorized from PAC at a maximum of \$2000 if needed.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil shared that the accreditation process is moving forward. Subcommittee meetings have taken place and members have been assigned questions to answer. The first Accreditation Steering Committee meeting will be on November 20. On December 2 Rebecca Gomez will meet with John Sciacca and Phil to share information about her site visit at San Diego Mesa College. Phil also shared a portion of a letter that the College received from the State Chancellors Office. The introductory paragraph of this letter stated that the California Community Colleges Board of Governors unanimously directed the state Chancellor's Office to develop a new model for accrediting the system's colleges and to report back in March 2016 on details and a timeline for implementing the changes.

ACADEMIC SENATE REPORT

Bryan stated that Academic Senate discussed the information they received at the plenary session and also had a conversation about allowing adjunct faculty to use full time faculty offices. Academic Senate approved the Student Equity Plan. Senate also voted to restructure the Curriculum Committee voting committee.

ASSOCIATED STUDENTS REPORT

Rae shared that Associated Students representatives attended the General Assembly conference in Sacramento. Resolutions for Student Senate for California Community Colleges and Cypress College were developed at this conference. Rae also mentioned that AS received 357 thank you notes for Cypress College veterans during veterans' week.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod reported that the fringe benefits and ratification of 4 positions was approved by CSEA. CSEA members will receive a survey for the reopeners, wage and health benefits, and one article in the collective bargaining agreement. This information will be brought forward to determine what the CSEA reopener will be.

UNITED FACULTY REPORT

Tina stated that United Faculty is moving forward in negotiations. She also mentioned that Representative Counsel training was conducted at the Executive Board meeting.

ADJUNCT FACULTY UNITED REPORT

No Report.

DISTRICT MANAGERS ASSOCIATION REPORT

No Report.

The meeting was adjourned at 4:49pm. The next PAC meeting will be on December 3, 2015.