

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

**November 21, 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), Jasmine Lee (Assoc Students) Rosalie Majid (AcSen), Gail Smead (CSEA), Jocelyn Zaragoza (Assoc Students)

**ABSENT:** Rod Lusch (CSEA), Sam Russo (ADFAC), Bob Simpson (Pres), Randa Wahbe (UF), Gary Zager (AcSen)

**RECORDER:** Pat Humpres

**REVIEW OF MINUTES**

The minutes of the November 7, 2013 meeting were approved as submitted.

**PRESIDENT'S REPORT**

In Bob Simpson's absence, there was no President's report.

**EXECUTIVE VICE PRESIDENT'S REPORT**

Santanu Bandyopadhyay provided the following updates:

- DegreeWorks - The Student Success Act of 2012 is focused on improving educational outcomes. It calls for expansion of student services such as orientation, assessment, and academic planning. In compliance with the Student Success Act, the District purchased DegreeWorks software, an educational planning tool geared toward increasing retention and helping instructors and counselors provide consistent and meaningful academic direction to students. Cypress College is currently in the process of scribing and populating DegreeWorks with data to ready it for a "soft launch" by April 15, 2014. The soft launch is one year earlier than the state mandate in order to allow time to experiment with the system and make any necessary adjustments. Work is being done within DegreeWorks to establish catalog rights for students using a base year of 2012-2013.

- SB 1070 Consortia Proposal - SB 1070 is a Career Technical Education Pathways Program Grant for the Orange County Region. Cypress College is a member of a consortium that will be funded for three years. The consortium includes partnerships with AUHSD, Buena Park High School, Garden Grove Unified High School District, and NOCROP to develop new pathways, course sequences, and articulation agreements with local community colleges and four-year public postsecondary institutions.
- Spring 2014 Schedule - The spring schedule is now available in print as well as on line.

## **VICE PRESIDENT'S REPORT**

Karen Cant provided the following updates:

- Planning and Budget Committee Update - PBC deemed two classified vacancies as crucial to replace without going through the Classified Needs Assessment process. The positions are Grounds/Athletic Field Specialist and Executive Assistant for the Vice President of Administrative Services.

PAC discussed and supported moving forward to replace both positions.

Associated Students expressed interest in extended hours in the Learning Resource Center at night during finals week, December 2 thru 6 (not including Saturday 12/7). This would be a pilot process to determine whether there will be sufficient demand. The cost for additional staff hours is estimated at \$820.00.

PAC discussed and supported the temporary extended hours with the understanding that if there is sufficient demand hours may be expanded in the future.

- Manager, Custodial Services - If possible, the first meeting of the hiring committee will be December 9 to approve the job flyer so it can be posted and distributed prior to the holiday break.

## **ACADEMIC SENATE REPORT**

Rosalie Majid said the following items were discussed at the Senate's last meeting:

- review of Senate Constitution and Bylaws
- handbook for new Senators
- how to get more participation on the Senate and representation from all divisions/departments
- helping faculty understand the District and Campus budget processes and functions
- making the Curriculum Committee chair a voting member of the Senate
- clarifying the reading issue with the Curriculum Committee, perceptions about what happened, and the Senate's response

### **ASSOCIATED STUDENTS REPORT**

Jasmine Lee reported that Thanksgiving food donations for 30 needy student families will be accepted until November 22. On November 27, from 12:30 to 2:30 pm AS will be hosting an event in collaboration with the Native American Institute to celebrate Native American Heritage Month.

### **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT**

Gail Smead reported two more meetings between CSEA and District negotiating teams. Fred Williams, Vice Chancellor of Finance and Facilities, will attend the next meeting. She reminded everyone about CSEA's Annual Holiday Get Together on December 11 from 5-7:00 pm at El Torito in Fullerton.

### **UNITED FACULTY REPORT**

Tina Johannsen reported ongoing negotiations between UF and the District. UF is also reviewing its Bylaws and has established a Communications Committee.

### **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 professional development opportunities and leadership academies.

### **OTHER**

Karen reminded PAC about Dr. Terry O'Banion's upcoming presentation on December 2, from 2-4:00 pm in the Theater. The College Bookstore has ordered several copies of his latest book "Access, Success, and Completion," that will be available for purchase and signing.

The meeting was adjourned at 3:40 pm. The next PAC meeting is scheduled for December 5, 2013.