

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

**December 1, 2016
3:00 p.m. - 5:00 p.m., CCCPLX-419**

PRESENT: Bob Simpson (Pres), Santanu Bandyopadhyay (EVP), Karen Cant (VP), Phil Dykstra (DirInstRes&Plng), Rod Lusch (CSEA), Bryan Seiling (AcSen), Jolena Grande (AcSen), Amanda Aros (Assoc Students), Donna Landis (CSEA), Darlene Fishman (DMA)

ABSENT: Vacant (Assoc Students), Vacant (AdFac)

GUESTS: -

RECORDER: Louella Nelson

REVIEW OF MINUTES

The minutes of the November 17, 2016 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

College

- Dr. Paul de Dios, Dean of Counseling and A&R, is on medical leave and will not return until after the winter break. Dr. Rick Rams has taken on the Dean of Counseling role in his absence.
- The President and hiring committee were in unanimous agreement with respect to offering the Business/CIS Dean position. However, this will not be announced until Board approval on December 13.
- The College has offered a full-time faculty position in Mortuary Science. Dr. Damon de la Cruz will be starting in the Spring 2017 semester.
- We are moving forward with the process to hire a permanent Articulation Officer for the Spring 2017 term even though Dr. de Dios is currently on leave. The first level interviews are planned for the second week of December.
- The Coffee with the Chancellor held on November 29 was well attended. Fred Williams, Kai Sterns-Moore, and Cherry Li-Bugg also spoke and gave updates on their respective areas.
- Since there has been discussion regarding the grant approval process at the campus level, Dr. Steve Donley will be invited to attend a future PAC meeting to explain our procedures.

DCC

- DCC meet on November 28, 2016. There will be an upcoming retreat planned for DCC in December. The new District Enrollment Management Committee will meet on the first Monday of every month.

Board Meeting

- The selection process for the new Provost is moving forward.
- The hiring of Cari Jorgensen, Web Content Specialist, was approved by the Board.
- Nursing faculty member Carol Harvey was honored at the November 22 Board meeting, as well as long-time trustees Leonard Lahtinen and M. Tony Ontiveros, and David Gibson's retirement was approved.
- December 13 will be an organizational meeting for the Board.

Confidentiality of Student Information

Dr. Simpson reminded everyone that FERPA rules and regulations apply when disseminating student information. Many private investigation firms utilize clothing and badges that have an "official" look; however, we should not share information except through appropriate channels. If an individual states they must obtain information about a student and is becoming unreasonable, staff should contact campus safety.

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay provided the following updates:

- Spring 2017 enrollment numbers are softer than last year at this time. We ask that faculty encourage their students to enroll in spring semester courses if they have not yet registered.
- Dual Enrollment: AUHSD will have the College and Career Pathways Dual enrollment agreement on their December 8 board agenda for approval. The agreement is from January 1, 2017 through June 30, 2017 and must be renewed on an annual basis. Students participating in the dual enrollment classes will be from Oxford Academy, Cypress High, Western, and Kennedy High.
- Distance Education: The job duties for the Faculty Coordinator have been determined. Bryan stated that he and Treisa Cassens will be interviewing faculty who have expressed an interest in Distance Ed.
- Curriculum: The State Chancellor's Office sent out a memo regarding a policy change for an expedited process of all credit course proposals. Curriculum will continue to go through all the same processes: Curriculum Committee, DCCC and Board for approvals, and then be State approved. Donna stated that the campus is term driven, while the State is not. More conversation will take place at the Curriculum Committee regarding this. Before any class is scheduled (in the schedule of classes), it must be included in the catalog for the year for appropriate catalog rights.

VICE PRESIDENT'S REPORT

Karen provided the following updates:

Planning & Budget Committee

The following recommendations were presented for review:

- A recommendation from PBC to fund requests for the 50th Anniversary display applications. There are a total of three applications totaling \$21,003.00.
 1. \$16,863.00 Mortuary Science class photos, dating back to the 1920's.
 2. \$600.00 Display highlighting Human Services at CC
 3. \$3,540.00 Historical pictures from Art Gallery Shows

PAC unanimously approved funding.

- A recommendation from PBC to fund a special request from the PE department for transportation costs for fall, winter and spring sports teams. The PE department typically funds a portion of the transportation costs. For 2016/2017 the amount funded by PE will be

\$17,000, while projected costs will be \$82,167.00. The total amount of the special funding request is \$65,167.00.

PAC unanimously approved funding.

Facilities

- Currently the cassons are being worked on. There are 40 of them and they will support the concrete walls of the thermal energy tank. When all is complete, we should realize a utility cost savings of \$400k per year.
- Electronic lockdown of doors in the L/LRC is complete. ADA funding of \$900k will go toward completion of other divisions and the cost for each one is \$30k to \$50k.
- We will be upgrading the signage on single stall restrooms to comply with new state requirements for gender neutral restrooms.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Phil provided the following updates:

Colloquium

- Phil is requesting participation of 20 to 25 faculty members at the Colloquium in Lake Arrowhead on April 6 – 7, 2017.
- Bryan Seiling will send out one last invite.

Mission Statement

- The final draft of the mission statement was presented. If PAC approves, it will then move forward to the Board of Trustees.
 - PAC unanimously approved.

ACADEMIC SENATE REPORT

- No report.

ASSOCIATED STUDENTS REPORT

Amanda Aros provided the following updates:

- AS will offer items to students during the “Finals Fuel.” Free supplies will be available including scantrons, Bluebooks, pencils and coffee.
- A Holiday meet and greet will be held on December 7, 10:30am until 12:30pm.
- Assembly Bill 1995 requires a community college campus that has shower facilities for student use to grant access to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the community college district. Dr. Simpson indicated that currently our gym shower facilities are available for use by homeless students.
- Gathering signatures for a student food bank petition.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod Lusch provided the following updates:

- He attended the Community College League of California convention held November 16 – 18 in San Jose. This was the first time he has taken the opportunity to attend. Cherry Li-Bugg, Joyce Carrigan and trustees Barbara Dunsheath and Steven Blount also attended.
- CSEA passed a resolution in support of a student food bank.

UNITED FACULTY REPORT

No report.

ADJUNCT FACULTY UNITED REPORT

No report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene Fishman reported that the DMA holiday event will be held on December 9.

The next PAC meeting will be on February 2, 2017.

The meeting adjourned at 4:30pm.