

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

December 4, 2014
3-5:00 p.m., ROOM 419

PRESENT: Santanu Bandyopadhyay (EVP), Phil Dykstra (DirInstRes&Plng), Darlene Fishman (DMA), Jolena Grande (AcSen), Bob Simpson (Pres), Sam Russo (ADFAC), Karen Cant (VP), Arnette Edwards (CSEA), Ivonne Orduno (Assoc Students), Beverly Harrington (CSEA)

ABSENT: Bernadette Dando (Assoc Students), Rod Lusch (CSEA), Gary Zager (AcSen), Randa Wahbe (UF)

GUESTS: Nicole Diamond

RECORDER: Ty Volcy

REVIEW OF MINUTES

The minutes of the November 20, 2014 meeting were approved as submitted.

PRESIDENT'S REPORT

Dr. Simpson provided the following updates:

- College
 - No updates
- DCC
 - No updates
- Board Meeting
 - Under the public comments section there were a number of representatives from Fullerton College who wanted to discuss the baccalaureate program as they were dissatisfied with the decision that was made in favor of submitting the Cypress College Mortuary Science program for consideration. There was no response from board. The main argument from those who spoke was that the board must primarily rely upon faculty. When the baccalaureate program was presented to DCCC, it was a vote of 4 for Fullerton College, 3 for Cypress College, and 1 abstention. The board listened to the arguments and decided that

Cypress College had a stronger proposal. Dr. Simpson mentioned that those who spoke were professional, passionate, and appropriate.

- Fullerton College presented its annual report. Reopeners for ADFAC were presented. There was discussion about the three HVAC projects at Cypress College taking place. The student equity plans were presented for a first read. There are no suggestions for Cypress College at this time. Under HR, the retirement of Nancy Miller is on the agenda for approval. Cypress College celebrated the retirement of Regina Ford on December 3. In the spring, there will be 60 District full-time faculty positions open. The next board meeting will be an organizational meeting: It will also be the last board meeting of the year.

Facilities Bond

- The election has been certified in both Orange County and Los Angeles County. Once certified by the counties, voters have a period of time to request a recount. Once the recount time elapses, the certified county vote will go to the state for certification by the Secretary of the State. The last day for a voter to file for a recount will be on Saturday, December 6. There was an article that proclaimed Measure J had passed. In this article the writer also delineated Cypress College's Bond projects. The projects mentioned were not official statements from the College or District. The College's current needs are SEM, build-out of the library, veteran's center, Fine Arts, and others. Decisions about the projects will be made through the regular governance processes. This includes the Planning and Budget Committee, President's Advisory Council, open forums, meetings with representatives, etc. Dr. Simpson advises individuals to review the facilities master plans and the five year construction plans, both of which are public documents, for a guide of Cypress College needs. Cypress College intends to make SEM and the veterans center the first projects. The planning process can take about a year. This includes identifying swing space, tests that may need to be conducted, and getting a solid plan in place. The goal is to work on projects in a manner that will minimally disrupt the College environment. Dr. Simpson thanked those who were involved in the campaign and those who voted, "with a 15 vote margin, you know your vote mattered".

EXECUTIVE VICE PRESIDENT'S REPORT

Dr. Bandyopadhyay gave the following update:

Enrollment/FTES

- Santanu distributed the most recent FTES summary. He stated that at this time, enrollment/FTES is looking good. He compared the current year's FTES to last year to make projections. If the projection holds true, Cypress College will have 5,314 FTES. This year the College added around 45 additional sections. The management team started pushing for 5% growth to increase access, focusing on classes that are in high demand. When planning for fall they looked at 3% growth and not 5%. Once fall was complete, the College had to make up

the difference in spring to capture the 5%. Formulas for allocating growth mostly controlled by the state and specific to areas that need growth as determined by the state.

Institution-Set Accreditation Standards

- The College has a requirement to create an annual accreditation standards report. The report is created by the Director of Institutional Planning and Research and the Vice President and signed off by the President before being submitted. The report continues to change. The newest addition to this report was the student achievement data and institution-set standard. When the College was asked to provide a number, the last 3 years moving average was used to create the institution-set standard. Santanu would like the institution-set accreditation standard to be established through an official process. The report is typically due by end of March; therefore we need to start having conversations regarding program completion and number of students who transfer allowing the College to set new institutional standards. Santanu recommended that Academic Senate set the standard as it is an academic matter. He will provide the Academic Senate President with the numbers used last year and hopes to introduce the topic during the next Academic Senate meeting.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

- Planning and Budget Committee Update

The Planning and Budget Committee finished reviewing the new one time budget process that will be used. The packet is still being edited and will be emailed by the Director of Institutional Planning and Research. The new process will include five requests from each budget unit with the exception of the campus-wide group which will be allowed seven. Updates have been made to the criteria used for the evaluation of budget request. It is important that the new criterion is used when writing budget request in order to get the highest points possible. Individuals will also be able to self-declare safety issues related to their budget request. Safety issues will be assessed by the safety committee and if identified as a high risk item, it will be pulled from the standard evaluation process and be reviewed immediately. The group was also updated on Strategic Funding requests that will be reviewed by President's Staff on Monday. The timeline for Measure J is to take one large project and a couple smaller ones every 3 years. Measure J is a lot larger than the previous bond, there will be around 22 or 23 projects and the last phase is expected to be completed 2024. The first phase would include SEM, swing space, L/LRC build-out, and the veteran's services. There may be more flexibility in the phases thereafter as a draft schedule is still being created and will be presented to the Board in February. There has been discussion on how to manage the construction program. It would be possible to have some of the smaller projects completed without having consultants involved. Although consultants are

helpful, the College has less control in decisions made. To allow the College to have more control during the Measure J project, district staff members could be hired to manage the program. Cypress College could have two district staff members who would report to the Vice President. One district staff member would provide oversight and be the liaison to consultants; the other would provide clerical support (i.e. budget, requisitions, and contracts). This item is currently being discussed. Albert and Karen have brainstormed about the workload that would come along with the Measure J program. If the College is able to hire district staff members they would provide relief allowing Albert to continue handling the daily operational activities. Karen would need additional staff support in the Vice President's Office by the end of the fiscal year. Although she is unsure of what positions would assist her at this time, it will become evident as she begins the planning process for the Project. Most likely the Vice President's position(s) will be paid for by general funds.

The following recommendation was presented:

- A recommendation to implement college maintenance hours. This matter was discussed as there is a lot of activity taking place on campus in the middle of the night. A number of employees start work at 11pm or come on campus at later hours to complete work. There are safety concerns pertaining to this as exterior lights go off around 11pm, doors are being left unlock, and staff are working in offices alone. By setting college maintenance hours from 11pm - 6am there will be a standard time frame when access to campus buildings will be limited via keycard. If a staff member would like to work during college maintenance hours, he or she would have to check-in with Campus Safety to get access to the requested location. Exceptions will be made if an employee's normal work schedule falls within the college maintenance hours. Employees must contact their manager or dean advising of their special schedule needs so keycards can be programmed accordingly. Karen stated that she would like the implementation of campus maintenance hours to begin at the start of the spring semester.

PAC has placed this item on hold as they would like to present it to their constituents before voting

INSTITUTIONAL PLANNING AND RESEARCH REPORT

Phil reported that he has received 5 proposals for the Strategic Plan Fund. Four of the proposals are for Direction A and one for Direction C; no proposals have been submitted for Direction B at this time. The four Direction A proposals will be discussed in next week's President's Staff meeting. Voting for Direction C closes tomorrow, December 5. If the vote is done in time, the Direction C item may be included in the upcoming President's Staff Meeting, if not, it will be discussed the following week. There is \$100,000 in the

Strategic Plan Fund, however the total of the proposals are \$105,000. The budgeting aspect will be discussed during President's Staff to determine the best plan of action to align the Strategic Plan funding request with the set budget.

ACADEMIC SENATE REPORT

Jolena Grande reported that there are several items that will be on the agenda at the next Academic Senate meeting. This includes student use of instructional space, the Staff Development Coordinator and Distance Education Coordinator positions, the subcommittee that is working on bylaws, and other items that were previously postponed.

ASSOCIATED STUDENTS REPORT

Ivonne reminded everyone that Associated Students will be hosting Finals Fuel December 9th - 11th. The L/LRC currently has extended hours allowing students to meet later and study for finals. The Student Trustee has resigned and the position is now vacant. Associated Students is working on the succession plan allowing for the position to be field. Dr. Simpson is requesting that someone from Associated Students attend the Board Meetings in the meantime so the student voice can be heard.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

No report

UNITED FACULTY REPORT

No report

ADJUNCT FACULTY UNITED REPORT

No report

DISTRICT MANAGERS ASSOCIATION REPORT

No report

OTHER

The next PAC meeting will be on February 5, 2015.

The meeting was adjourned at 4:25 pm.