

CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

December 5, 2013
3-5:00 p.m., PRESIDENT'S CONFERENCE ROOM

PRESENT: Santanu Bandyopadhyay (EVP), Karen Cant (VP), Arnette Edwards (CSEA), Darlene Fishman (DMA), Jolena Grande (AcSen), Jasmine Lee (Assoc Students) Rod Lusch (CSEA), Bob Simpson (Pres), Gary Zager (AcSen)

ABSENT: Sam Russo (ADFAC), Randa Wahbe (UF), Jocelyn Zaragoza (Assoc Students)

RECORDER: Pat Humpres

REVIEW OF MINUTES

The minutes of the November 21, 2013 meeting were approved as submitted.

PRESIDENT'S REPORT

Bob gave the following report:

- Vice Chancellor of Human Resources - The hiring committee has advanced three finalists to be interviewed by the Board of Trustees on December 12. After final interviews, there will be an announcement of the person selected.
- Board Meeting Report - During public comments at the November 26 Board meeting, several full-time faculty members spoke out about salary negotiations. CSEA and United Faculty submitted reopeners but have yet to settle with the District. Fullerton College president Rajen Vurdien presented FC's Annual Report and Institutional Effectiveness Report. Several of FC's facilities projects have been completed. Human Resources is losing four long-time employees who are retiring at the end of December and will be taking much experience with them.

EXECUTIVE VICE PRESIDENT'S REPORT

Santanu Bandyopadhyay provided the following updates:

- Spring 2014 Enrollment - The Cypress College FTES Summary and 2013-2014 Projected FTES numbers as of 12/05/13 were distributed. Current total projected FTES is 8,725.70, target FTES is 10,834.11 for a difference of -2,108.41 FTES. As positive attendance is added, fall FTES is expected to increase by about 225. As of December 5, 82% of 43,636 available seats are occupied.
- DegreeWorks - The tedious process of scribing data from the 2012-2013 catalog into the system is still ongoing. Small discrepancies in data between Banner and what is on the State Chancellor's Office database are being corrected so the data matches.

VICE PRESIDENT'S REPORT

Karen Cant provided the following updates:

- Planning and Budget Committee Update - PAC discussed and supported the following two PBC funding recommendations:
 - 1) \$5,000 to the Puente Program for the spring college tour.
 - 2) \$800 wind screen for the tennis courts to replace one that was blown down by heavy winds.
- One-Time Funding Requests - PBC agreed to increase the number of requests that each budget unit can submit from three to five, except from special units.
- Campus Facilities Projects - Once a monitor model has been selected, plans for the new marquee will be submitted to the Department of State Architecture (DSA). The monitor under consideration is 6' x 17' with 16 megapixels. Those involved in planning the campus marquee will arrange a field trip soon to look at other marquees. The campus will adhere to City of Cypress restrictions on marquees that face the street.
- Swap Meet Fencing - A date will be determined for Karen to meet with the Swap Meet operator and Albert Miranda, Director of Physical Plant, to discuss the installation of fencing to blend in with plans for the remodel of the Gateway and Circle Drive. Plans call for the fencing to be five feet high. The Swap Meet operator has agreed to contribute funding for the project.
- Campus Water Bill - There has been a huge increase in the campus water bill over the last several years, rising from \$80,000-\$90,000 per year to over \$450,000 per year, due in large part to higher sewage fees. A meeting will take place next Tuesday between Vice Chancellor of Finance and Facilities Fred Williams, campus staff, and Golden State Water executives to discuss ways in which the college can reduce its bill.

- L/LRC & SEM - New lettering will be installed on the outsides of the L/LRC and SEM buildings so they can be more easily identified from Circle Drive.
- Request to proceed with hiring a Research Analyst - With Phil Dykstra's promotion from Research Analyst to Director of Research and Planning, there is a vacancy for his previous position. Because this position is crucial to campus planning, including revising the Strategic Plan in 2014, a request was made to bypass the Classified Needs Assessment process and move forward to hire a Research Analyst. The Academic Senate indicated it would like to discuss this request at its December 12 meeting. PAC agreed to an email vote after the Senate meeting date.
- District Council on Budget and Facilities (CBF) Update -The District FTES Workgroup is still working on a framework for funding allocations to the campuses. Five District Prop 39 facilities projects were presented to the Board for approval and are expected to save approximately \$200,000 per year in energy savings. The District's portion of Prop 39 funding is \$1.1 million, and projects using these funds must be completed by June 30, 2014. Information on a potential District facilities bond may soon be distributed to the local community.

A November 2013 report indicates there are signs the state's economy may be slowing down. Although overall year-to-year sales of existing homes were up 24%, there was a 3% decrease between August and December. Revenues from building permits for new housing were down 23% from October to November, and personal income taxes and sales taxes are not reaching anticipated targets. Community Colleges must deal with unfunded liabilities in CalSTRS and CalPERS, which could impact the 2014-2015 budget. In spite of this, there are other indicators that the state's structural deficit is gone and manufacturing is rebounding.

ACADEMIC SENATE REPORT

Gary Zager gave the following report:

- A unanimous vote from all senators decided not to appoint a faculty representative to the hiring committee for the District position of Vice Chancellor of Instruction and Technology until negotiations are completed. This could mean that the hiring process may move ahead without faculty representation.

ASSOCIATED STUDENTS REPORT

Jasmine Lee reported that AS is planning to set up three "Final Exam Jam" locations on campus Monday thru Thursday next week to hand out scantrons, pens, pencils, erasers, green books, fruit and energy bars to students. AS is also working on a Care Bank for hungry students on campus to provide them with grocery store gift cards. AS has created a web site but is still waiting for approval from Academic Computing.

Bob thanked Jasmine for bringing up the request to extend hours in the L/LRC during finals week. Students appear to be making good use of the extended hours by using computers and studying for finals.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Rod Lusch reported negotiations between CSEA and the District are ongoing and the two sides are getting closer to agreement. A new 4/10 summer work schedule has been agreed upon, which is almost identical to last summer. CSEA representatives have been selected from CC and FC for the Vice Chancellor of Instruction and Technology hiring committee.

UNITED FACULTY REPORT

There was no report.

ADJUNCT FACULTY UNITED REPORT

There was no report.

DISTRICT MANAGERS ASSOCIATION REPORT

Darlene Fishman reported several managers have recently read books on leadership and attended a lunch to discuss what they learned. She announced that a Bowling Party for managers will take place on December 13. Efforts are underway to obtain a speaker for the spring DMA meeting.

The meeting was adjourned at 4:00 pm. The next PAC meeting is scheduled for February 6, 2014.