

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

**October 10, 2019  
1:00 p.m. - 3:00 p.m., CCCPLX-419**

**PRESENT:** JoAnna Schilling (Pres), Phil Dykstra (DirInstRes&Plng), Carmen Dominguez (VPI), Alex Porter (VPAS), Temperence Dowdle (CSEA), Zola Aponte (CSEA), Craig Goralski (AcSen), Katy Realista (DMA), Paul de Dios (VPSS), Marc Posner (DirCampCom), Presten Jiminez (Assoc Stud), Christie Diep (UF), Jason Thibodeau (AcSen), Angela Haugh (CSEA); Joe Vasquez (CSEA)

**ABSENT:** Tonya Cobb (AdFac)

**GUESTS:** Eileen Haddad, Richard Rams, Grace Lee

**RECORDER:** Christina Mix, Interim Executive Assistant III, President

**REVIEW OF MINUTES**

The committee approved the September 26 minutes.

**COMMITTEE PRESENTATIONS**

No Presentation scheduled

**INSTITUTIONAL RESEARCH AND PLANNING REPORT**

Eileen Haddad shared a slide titled "Enrollment Swirl" that showed the number of students attending both Cypress & Fullerton College, as well as the top enrolled Fullerton courses and residence zip codes among students attending both colleges. In summary, 10% of Cypress College students were also enrolled at Fullerton College in Fall of 2018. And 18% of Cypress students are also enrolled at Fullerton for the 18-19 academic year. Compared to 26% of Cypress students enrolled at Fullerton in 16-17. It also showed the top 20 Fullerton courses that Cypress students were taking in 18-19. The top 3 were; American Government, College Writing & Into Probability & Statistics. Lastly, it showed the top 10 zip codes where students live who are going to both schools; Anaheim, Buena Park & Fullerton were the top three. Christie asked if Eileen could see what the Fullerton students are taking there and not here and how many of those are online. Craig asked if this data could be used to proxy to see if students are going elsewhere.

Summer 18/19 Unit Comparison – In response to Zola’s previous question about Summer courses, Eileen shared a unit comparison with success rates between summer 2018 & 2019. Generally, the success rates are high for summer courses. Craig is also sharing this info with Senate and he does not see a huge drop off, so he does not think it will be an issue at Senate. Craig really likes the way that IR went about retrieving this data and thinks it is the right way to go. It is a good model going forward.

## **VPSS REPORT**

Dr. de Dios invited Dr. Rick Rams to share about Connect2Cypress featuring Majors2Careers event. This event is coming up on November 5<sup>th</sup>. They have 350 people confirmed to attend as of today. This is the 2<sup>nd</sup> annual event and M&O along with campus safety are on board to help facilitate. Habit burger will be here with a food truck to feed everyone. All the various programs will be highlighted. They ask that all guests and volunteers wear their Connect2Cypress shirts at this event. They have new gym floor covering that they will be debuting. It’s a great event that will bring students and staff & counselors together for the same cause.

The Great Shakeout drill is next week on October 17<sup>th</sup> at 10:17am. There will not be an evacuation this time. It will be a drill to practice stop drop and hold on in case of an earthquake. Tentatively March 31 will be the next Great Shakeout and evacuation drill. The district is looking into ICS command center because we haven’t had one for about 10 years. Paul asked Craig to mention it to faculty so that everyone can offer perspective and be prepared.

## **VPAS REPORT**

Alex Porter shared a handout on the California Community Colleges Scheduled Maintenance 5-year plan summary prioritized for 19/20. The list included 6 items: roof repairs, HVAC work, Emergency lock out, boiler systems & water proofing for a total of \$1,980,000.

Alex also shared the Cypress College Scheduled Maintenance – Prioritized List 19/20 that included; Asphalt repairs, Sign replacement, balcony refurbishment, Student path of travel, Stair repair, Concrete walkways, roof repair, SEM FF&E, Automated Access, Student space, Classroom Maintenance and HVAC exhaust systems for a total of \$7,557,000. They have added a Classroom maintenance program to the list and they will be working with faculty and staff to get their perspective before moving forward. There are separate funds to address ADA compliance items so they are not on this specific prioritization list.

## **VPI REPORT**

Dr. Dominguez shared the following update: The catalog is in its final stages and a big shout out goes to Laurie & David Sotto. It is an ongoing project and has been cleaned up tremendously. This is for online and document form. It will be going to the printers in the near future and they will make sure that all departments get a copy. If anyone finds any errors or corrections, please let her know. Banner 9 training is upcoming on how to register for classes. Shout out to the curriculum committee and Silvie Grote. She is doing a great job. Carmen will ask Kathleen Reiland to come to PAC to share about Program Finder for high school students.

## **ADJUNCT FACULTY UNITED REPORT**

Tonya was not present.

## **DISTRICT MANAGERS ASSOCIATION REPORT**

Katy Realista shared that the next DMA meeting is next week on 10/18 at the Holiday Inn in Buena Park and they will have a guest speaker. They are planning for their fall gathering to take place on 12/18 at Rock & Brews. They are also working on posting notes & agendas on the website.

## **ACADEMIC SENATE REPORT**

Craig provided the following update: Their next meeting is today and they will discuss, Faculty Prioritization, GP Leadership and EFMP. He would like to get more feedback from senate before tomorrow's EFMP committee meeting. He will be as the Senate to consider canceling the March 26th meeting in order for representatives to attend the upcoming March 26-27 Equity Symposium in Lake Arrowhead. They will also hear from Grace Lee on making our Cypress campus a Smoke Free Campus.

## **ASSOCIATED STUDENTS REPORT**

Presten Jimenez shared the following: They are \$8,000 short in their budget due to less students buying AS Stickers. They do not want to raise the price. Fullerton charges \$15 for AS Stickers. They are trying to figure out how to get more students to buy stickers because the majority of the funds go back to students with the various Food and BBQ events that happen throughout the year. They held special elections and added three new members.

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

Temperance Dowdle provided the following update: No update/meeting

## **UNITED FACULTY REPORT**

Christie Diep provided the following update: A special UF meeting was held yesterday that was largely attended. They are talking about negotiations and faculty are excited after all this waiting.

## **PRESIDENT REPORT**

Dr. Schilling asked Marc Posner to share a slide on proposed standardized email templates in hopes that they will be rolled out to campus for uniformity. The purpose of this is to add a professional look with the flexibility to add customization below the logo. JoAnna asked for feedback from the group. Marc pointed out that the problem with a pdf signature line is that there are ADA compliance issues and a straight text signature template will help negate that. Craig asked if Marc could come to the next Senate meeting to share this with them.

Dr. Schilling shared a slide on the SCFF Targets – She asked how do we get this information out to campus to help us improve? She would like feedback from PAC how do we critically look at this. Zola said because this info is for students who

have applied for a degree and asked if we are able to get the list of people who qualify for a degree as opposed to applied for a degree so they can be reached out to encourage them to apply. Paul suggested that they have enough evaluators ready to go so they can start loading degree works with transcript info from other campuses. This will dictate how quickly we can respond. Craig suggests that having a systematic way to go about this. JoAnna would like this to be a deep faculty discussion on how to proceed. JoAnna asked that Carmen take this to the Curriculum committee with the hopes that they can begin discussing how the natural progression should occur. Craig shared an example of how Fullerton requests lower seat counts for the same class because they teach the class differently. The purpose of this is to help the student be successful. It is an important discussion because of the funding level impact. How does faculty fit in the big picture.

Smoke Free Initiative – Grace Lee from Way Makers came to PAC to share about the Smoke Free Initiative on campus. They have gained a lot of momentum and support including Dr. Schilling and the student groups. They would like to see this come into fruition within the next two years. Grace shared a handout with the group. A lot of campuses are joining the cause. The UC's and Cal States are already on board. Overall as a region our grade is a D and as a Campus we have an F. That is just because Cypress does not have a plan. So there is a lot of potential to improve. They hope that all three campuses in the district will join and work together. A big problem is that staff doesn't really want to comply. They are collecting data and planning for policy implementation. There is a Smoke Free Art contest. We can improve our grade by listening to students and get the word out there on a peer level. We have a team of about 15 people here on our campus that are working to help create this policy and spread the word. Presten said that AS really supports this initiative. He doesn't think this will be difficult because the UC's are already doing it and it's something we can get done in a timely manner. JoAnna appreciates that the students are speaking up and getting involved.

Title V Grant – Guided Pathways & Title V Kickoff event will be on November 1<sup>st</sup>. JoAnna hopes that everyone on PAC will attend. We need everyone involved for this very important planning. The hope is to chart the student experience and create completion teams. She would like for Presten to bring a group of students to voice their input. Christie wants to make sure that the faculty voice is heard in the planning process also. Christie asked if Eileen could drill down the SCFF to show the Associate Degrees in more detail of how they get the percentages.

## **ACTION ITEMS:**

## **OTHER**

The meeting adjourned at 2:38pm