

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

**October 8, 2020
1:00 p.m. Zoom Meeting**

PRESENT: JoAnna Schilling (Pres), Eileen Haddad (DirInstRes&Plng), Alex Porter (VPAS), Craig Goralski (AcSen), Paul de Dios (VPSS), Temperence Dowdle (CSEA), Lisa Gaetje (DMA), Nicolette Garcia (Assoc Stud), Damon de la Cruz (AcSen), Angela Haugh (CSEA); Marc Posner (DirCampCom), Lee Douglas (VPI)

ABSENT: Joe Vasquez (CSEA), Tonya Cobb (AdFac), Zola Aponte (CSEA), Christie Diep (UF)

GUESTS: Kathleen Reiland

RECORDER: Christina Mix, Interim Executive Assistant III

REVIEW OF MINUTES

The committee approved September 24, 2020 minutes

COMMITTEE PRESENTATION

Kathleen Reiland provided an update on SWP projects and funding: They came up with a career education website for Cypress, Fullerton & NOCE. Six weeks before the semester begins they email all the students who have applied to the college and as it gets closer, they will send them targeted adds developed through Interact. After they registered it will notify students that it's time to sign up for classes. This has been really effective and has increased enrollment. Career education programs are top coded with their own website that is targeted with degree options, how much they can make, what the options are, download brochures to keep or share. They have changed the messaging since the pandemic. This is a sample of a regional project that we are lead on and we worked with the OC department of Ed trying to come up with a way that the high schools in Orange county to find out about our college level programs. In K-12 they have CTE coded programs and we were able to hire a company called Concentric Sky to match those electronically. So now students can come in and see what schools have programs related to what they are already taking in high school. This has been very popular and now some of the other regions want to adopt it. They are still doing the online job internship placement through CC Career connect. Employers put the jobs in and the students can apply for the jobs in the system. They are doing industry micro credentials that includes certificates for industry credentials that go with our certificates. Credit for prior learning is still important to

them and is in the early stages and a draft will go to DCC next week. For Strong work force funding requests, everyone has to go in and submit a proposal that includes; rationale, investment, work plan, student impact, quality improvements, district participation, labor market, etc. The request goes to the Dean for signature, then it goes to the SWF committee who looks at the project requests and rate it against a rubric. JoAnna added that Cypress was rated #8 in the country on return on investment by the Chronical of higher education. This is based on what a student invests on their education and what the student gains within 10 years of degree or certificate. The work force development committee meets monthly to make sure they are on track for spending. Kathleen shared some examples of the different project requests that they receive. The state threatened to get rid of this funding and Kathleen worked hard and lobbied to continue to receive these funds. The state awards funds to start with and based on performance will award additional funds of about 17% later. JoAnna thanked Kathleen for developing a much more transparent process. Lee asked if the 17% funding was based on a specific metrics. Kathleen confirmed that although it has been an evolving process, yes the state does use the metrics when deciding on our funding that we will receive. The funds are sent to the district and then the district decides how it will be divided between campuses.

PRESIDENT REPORT

JoAnna Schilling asked Lisa Gaetje to share about the Equity Institute projects. Lisa shared that they had an 8-week cohort going through the USC Equity classes. They had smaller groups that were working on projects. Many of the PAC members were involved and they will continue this effort. They would like to have the new VPI, Lee Douglas join them as well. This cohort was looking at more of an infrastructure process change. They decided to focus on the campus hiring process. One of the groups are also looking at curriculum. And another group is focusing on Caring Campus for classified staff. Joanna would like to thank Lisa and Ruth for the work they are doing. They have had a wonderful turnout for those who want to participate in the next round of projects. They would like to get more student applications as well.

BP Sustainability Plan Draft – JoAnna shared a first reading of the Board Policy Sustainability draft with the committee and asked them to review and will be taking this to DCC for approval next. This is also being shared at the Sustainability committee. Craig He suggests that the BP should include wording on maintaining and updating the document and would like to see the AP have Senate included in the updating. These comments will be shared with district and we will bring this back for a second reading once the draft has been updated.

#RealCollegeCA - Cypress College will be co-hosting this half day virtual conference with Imperial Valley on December 4th between 9:30am to 2pm. Soledad O'Brien was booked as the key note speaker. As a hosting college we can have as many participants as we would like and you will be receiving more information about this soon.

Wellness Collaborative – The college is trying to develop opportunities for students and staff to participate in wellness activities. They are doing a wellness newsletter, and there are regular classes available. For students specifically they are calling it, Let's Talk to create a safe space for students to open up about their challenges and to seek one on one counseling. JoAnna is very aware that things are very stressful during this pandemic.

PAC guidelines document – JoAnna shared an updated version of the PAC guidelines that have not been updated since 2016. She asked for the committee to review and provide feedback on any changes needed. Lisa asked that some wording should be added about how the decisions made in PAC get send back to the requesting body with justification why something was or wasn't approved. This feedback will be taken into consideration and will be shared with the group once revised.

VPAS REPORT

Alex Porter shared that the final budget approval will go to board on the second meeting in October. One-time-funding update, they decided not to have a one-time-funding process for this year. They will continue to re-evaluate this as we go based on our budget. His question to the group is should we start the process of the one-time-funding requests and prioritization without having the funding for it? JoAnna said that her preference would be to still establish the list and prioritize so that when we do have funds available at a future date, we can proceed. Classified Positions Prioritization process will be discussed at PBC in their upcoming meeting. Lisa asked if the classified position prioritization can be strategic on the timing because their needs are much different working remotely rather than working on campus.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Eileen Haddad shared an update on the Strategic Plan Year 3 Evaluation draft document that included dialog from PBC. This was discussed at PBC in depth and Eileen shared those comments with the committee. JoAnna commented that the Strategic Planning conference will be next spring, it was due last spring but was delayed due to the Educational Master Plan and the pandemic. This document will be coming back to PAC for a more in depth review.

VPSS REPORT

Dr. Paul de Dios provided an update on Commencement. The committee has convened and has set the date for the 54th ceremony which is Friday, May 21 at 5pm. They haven't confirmed if it will be virtual or in person yet. We are participating in HBCU – California Community College Transfer guarantee project. Counselors will be going through a certification training on admission guarantees aka (TAGS). Training is on Wednesday, October 21 from 10a-12p.

ASSOCIATED STUDENTS REPORT

Nicolette Garcia shared that they have a very busy October. They are moving forward with setting up their own cranium café accounts to be able to communicate with students one on one. Regarding DEI, the students have been asked to participate in the committee. On the Smoke free initiative, they are analyzing the

survey results. Wellness Wednesdays, they will be assisting with hosting to students. They are working on the Resource Fair and are working on 200 PPE packs for give away to students. OCTA update – This will be a free bus pass for students. They have received a grant to fund this and the campus will be paying for this in year two and three. We are looking to implement this in Spring even though we won't be back on campus at that time. The students are using the outdoor student study space and really appreciate this being available for their use.

ADJUNCT FACULTY UNITED REPORT

Tonya Cobb was not able to attend

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Temperance Dowdle had nothing to report

UNITED FACULTY REPORT

Christie Diep did not attend

DISTRICT MANAGERS ASSOCIATION REPORT

Lisa Gaetje shared that the group is discussing when DMA is responsible to provide a representative for shared governance on campus. When is this assigned by campus? The campuses have not been handling this the same. They are looking at this as an equity issue. This may take an AP change but wanted everyone to know what they are discussing.

ACADEMIC SENATE

Craig Goralski shared that he presented a BLM Task Force timeline to Senate and they will continue this discussion and recommendations today. Fola has been communicating the task force feedback back to Senate. There should be some recommendations coming out of Senate by the 1st of November. They approved the 20/21 and 22/23 calendars. Craig asked the division senators to report on C19. They will be discussing a proposed position "A credit for prior learning coordinator". They will be speaking about Chat.

VPI REPORT

Lee Douglas was introduced and welcomed as the new Vice President of Instruction. His first four days have been great. The Deans have been notified that the district will only be hiring the critical positions.

ACTION ITEMS:

The meeting adjourned at 2:30pm