

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

**November 14, 2019
1:00 p.m. - 3:00 p.m., CCCPLX-419**

PRESENT: JoAnna Schilling (Pres), Eileen Haddad (DirInstRes&Plng), Carmen Dominguez (VPI), Alex Porter (VPAS), Zola Aponte (CSEA), Craig Goralski (AcSen), Paul de Dios (VPSS), Marc Posner (DirCampCom), Presten Jiminez (Assoc Stud), Angela Haugh (CSEA); Joe Vasquez (CSEA); Temperence Dowdle (CSEA), Jason Thibodeau (AcSen),

ABSENT: Tonya Cobb (AdFac), Katy Realista (DMA), Christie Diep (UF),

GUESTS: Gail Arriola-Nickell, Carrisa Oyedele, Peter Maharaj

RECORDER: Christina Mix, Interim Executive Assistant III

REVIEW OF MINUTES

The committee approved the October 24 minutes.

COMMITTEE PRESENTATIONS

Gail Arriola-Nickell & Carissa Oyedele provided an EFMP update as follows: They have been meeting with various committees at all the district facilities to get feedback. The main themes were financial insecurities, food & housing insecurities. For Cypress, the study space priorities were coffee/dining and culinary to be brought back to the campus. They shared the results of the all district survey. There were over 5,000 people who took the survey. For Cypress the average student spends 5.9 hours a day on campus, 42% of students said that they feel they have been prepared for career. 544 students would like a larger variety of classes available. The most requested retail space was bookstore, food & coffee. The most requested social space by students was a fitness center. 50% of respondents were interested in NOCCCD sponsored housing. 247 students said they have skipped meals or cut the size of a meal due to lack of money. The EFMP should conclude in May/June. Dr. Schilling asked the committee if there are any other committees that should be included. Joe recommended Maintenance & Operations. They will reach out to Phil Fleming to schedule a feedback session with the group. Craig recommended that EFMP visit the Senate again because the last time the conversation was very broad. He also recommended that they get robust feedback from the Curriculum committee.

Peter Maharaj provided an update on the Mobile App as follows: They are attempting to improve the College process. They began searching for a vendor in December of 2017, they formed the team in May 2018. The app includes push notifications, analytics, mobile resources, connection to banner and user segmentation communication. Phase 1 rolled out Fall 2018, Phase 2 rolled out Spring 2019. The goal is to connect systems, data & initiatives to gain insight into what's working & what's not and for whom. They are working on being able to register for classes through the app. One future idea is to include a digital ID. Peter showed an example of what the digital ID would look like on the app. This ID would include a QR code that could provide more information than a bar code. They also have nudge capability for faculty to be able to send students in a particular class or group a specific message.

PRESIDENT REPORT

Dr. Schilling shared the Guided Pathways/Title V tentative timeline with the committee. The next GP Steering committee will be on December 3 from 3-4:30p. The tentative timeline is as follows:

| Title V Planning Timeline

- Civitas Training- November 22 (request all interested in serving as a coach to attend)
- Set up GP Steering Committee meeting: December 3 3-4:30 pm
- Academic Senate approves Project Director position
- Release time established for faculty positions (peer coaches and data coaches)
- Advertise Admin II (100%) and Research Analyst (100%)
- Information sessions for data coaches and faculty per coaches: Dec 5 at 3 pm; Dec 13 at 1 pm.
- Develop application process for interested coaches to apply
- Establish dates for classified staff information sessions
- Possible timeline for spring:
 - January - Project Director begins
 - January- February - Admin and Research analyst interviews
 - January-February - Adjunct coaches hired
 - February - March - Admin II and Research analyst begin
 - February-March - Training curriculum established
 - March 1 - identify faculty peer coaches and data coaches for each division
 - May -Transfer Coach identified for fall 2020 start
 - Establish March, April, May meetings for faculty peer coaches (PE pay?)
 - Summer training dates established for coaches
 - June-July - Summer training dates implemented (PE pay for faculty)
 - Fall implementation of Completion teams
 - Add evaluators to Completion Team
 - Add Exploratory Completion team

JoAnna asked if there is anything missing from this list. Craig will share this with Senate to get feedback.

JoAnna shared a list of Campus priorities for one-time funding as follows:

Professional Development
Emergency Preparedness and Safety
Technology
Instructional Needs/Classroom
Facilities Upgrades/ADA
Student Success
Basic Needs/Housing/Hunger
Other

Craig asked if each of these priorities are given funds and they are ranked within the priority? Or will they be ranked all together regardless of the priority group? This is exactly why we need to spell out the process to be able to answer this question so it is clear to campus. Alex suggests that it would make sense that each category would be rated individually with fund allocated to each priority. PBC is still working on a revised one-time funding process for the campus for the upcoming year and then it will be brought to PAC for approval.

Equity walk tomorrow. If you haven't participated, it is really interesting. 10a-1p. JoAnna would like to encourage everyone to attend who can.

VPAS REPORT

Alex Porter provided the following update: PBC will be working on the one-time funding process that will be brought to PAC for approval. Alex shared the Manager/Classified Growth positions to remind everyone that they are continuing to move forward with collapsing the Temp Special Manager/Director positions that aren't really temporary. They will be or already are replaced with permanent positions. Construction is going well on SEM & VRC projects. The interior framing is almost done on the VRC. The foundation has been laid for the SEM building.

VPI REPORT

Dr. Dominguez had no update at this time.

VPSS REPORT

Dr. de Dios provided the following update: Spring registration starts Monday, November 18. Charger Friday's will begin March 6th thru May 8th except April 10th which is spring break. They are planning to implement AB1313 Educational Debt Collections Practices Act that prohibits public/private postsecondary schools from withholding transcripts due to unpaid fees. They are also working on a pilot program that will frontload RN transcripts to help streamline the process. The Student Services Program reviews are completed and submitted. EOPS is hosting Adopt a Family & the Guardian Scholars is hosting Adopt an Angel. The deadline is November 19. Contact AnnMarie Ruelas if interested.

INSTITUTIONAL RESEARCH AND PLANNING REPORT

Dr. Eileen Haddad provided an update on the Mission, Vision & Core values. Eileen shared a proposed timeline for Guided Pathways Scale of Adoption Self-Assessment (SOAA).

Activity	Date
Proposed Timeline to PAC	11/14/2019
Timeline to GP Steering Committee	12/3/2019
GP Steering Committee to Develop Draft	12/3/2019 – 2/6/2020
First Draft to PAC	12/12/2019
GP Steering Committee Refine Draft	12/12/2019 – 2/6/2020
Draft to PBC	2/6/2020
Draft to PAC Draft to Academic Senate	2/13/2020
Draft to Board of Trustees	2/25/2020
Certify Final Draft in NOVA for CCCCCO Deadline	3/1/2020

Carmen asked if the draft could be sent to Senate for review as well. Craig recommended that Senate could review the draft at their 1/30/20 meeting. The committee agreed.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

Temperance Dowdle had no update

UNITED FACULTY REPORT

Christie Diep was not present, no update

ADJUNCT FACULTY UNITED REPORT

Tonya was not present. Craig shared her written report. They are continuing to work negotiations. Formal negotiations will resume Thurs 12/12. She encourages everyone to take the climate survey.

DISTRICT MANAGERS ASSOCIATION REPORT

Katy Realista was not present, no update

ACADEMIC SENATE REPORT

Craig provided the following update: Senate voted to free up 3/26 meeting so that members could attend the upcoming Equity Symposium. He encourages Senate members to attend the Free Speech forum on November 18th at 2pm. Lisa and others spoke on Civitas. Alex presented on budgets, Thank you! Craig, Silvie & Jason attended the Academic Senate Fall Plenary Session. Thanks to Carmen for the support. Jolena had a resolution that was passed. Kathy Wada had a resolution that was passed as well. ASCCC number 1 priority was increasing diversity. That was a theme throughout. Craig feels that we have a lot of growth potential in that area. Jason shared that all community colleges have common required hiring qualifications. One is subject matter specialty and the second is commitment to equity. Craig and Angela suggested that if they changed the wording of the equity question it would be easier for committees to rank the responses. There is a concern that equity is not a necessity for part time hiring, but only full time hiring.

ASSOCIATED STUDENTS REPORT

Presten Jimenez shared the following: The AS group enjoyed the Sacramento Leadership Conference in October. Presten had the opportunity to sit down with presidents to connect with them. AS is having a benefit sticker campaign this week and next week to encourage sales. They are having a Town Hall in the near future. They are also planning Friendsgiving which is a meal provided by Associated Students that will take place on November 27.

ACTION ITEMS:

OTHER

The meeting adjourned at 3:00pm