

**Cypress College**  
**Planning and Budget Committee**  
**Approved Minutes of October 2, 2014**

---

- Present:** Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Philip Dykstra (Dir, IR&P), Jolena Grande (AcSenate), Beverly Harrington (CSEA, for Rod Lusch), Christina Johannsen (UF, for Randa Wahbe), Grace Suphamark (CSEA), Gary Zager (AcSenate)
- Absent:** Jose Bravo (Assoc Students)
- Resource Advisors:** Raul Alvarez, Joyce Carrigan, Paul de Dios, Nina DeMarkey, Steve Donley, Richard Fee, Mike Kavanaugh, Mark Majarian, Dave Wassenaar
- Recorder:** Barbara Woolner

1. **Minutes**

The Minutes of September 18, 2014, were approved as written.

2. **Student Equity Plan**

Santanu introduced Celeste Phelps and Keith Vescial, who came to share information and answer questions related to the committee's work on the Student Equity Plan. Celeste noted that in addition to her and Keith, Richard Fee and Phil Dykstra are also members of the Student Equity Plan Committee and she thanked them for their work. They looked at the disproportionate impact on the following populations: ethnicity, gender, disability, age, economic status, foster youth, and veterans, using access, course completion, basic skills/ESL course completion, degree and certificate completion, and transfer as indicator goals. Celeste noted that the number of activities was pared down to be meaningful and to address disparities for all students. The plan will be reviewed and updated annually as the college makes strides toward narrowing the achievement gap. When asked why the 80% rule was used Phil noted that the decision to use this data metric was based on the limited staffing in the Research and Planning Office. The Student Equity Plan draft was presented to the Academic Senate on September 25, 2014, and was approved.

The Committee gave support to move the plan on to the President's Advisory Council (PAC).

3. **Strategic Plan Workgroup**

Phil distributed the Strategic Planning Workgroup Roles and Responsibilities for review. The steering committee consists of the five direction chairs and the Director of Research and Planning, who serves as the committee chair. The role of the steering committee is to monitor, coordinate, and facilitate progress on each strategic direction. In addition, the committee's responsibilities include: confirm Responsible Party for each strategic objective and ensure progress, facilitate the ranking of all Strategic Plan Fund requests, facilitate the ranking of all One-time Funding requests, compile a midyear summary of progress reports on each objective, and compile an annual progress report on each objective. This restructuring will enable the direction chairs to collect information from the workgroup to move forward with recommendations in a cohesive manner. A call will go out in the next two weeks for representatives to serve on the direction committees. While those managers, faculty, and staff that are currently serving on a direction may request to remain, the overall composition of each direction will be reviewed to allow for diverse representation. Joyce asked if the call for representatives could include meeting dates and times to help folks decide whether or not they will be able to participate. It was noted that there are typically two meetings in the fall and two or three meetings in the spring.

4. **Facility/Architect Selection**

Karen reported that the District Facilities Committee is developing a pre-approved pool of architects that the campuses would be able to select from for campus projects. A master architect would be selected in order to tie projects together and would work in conjunction with the District Facilities Committee and the Planning and Budget Committee. She noted that the campus needs a better approach to coordinating construction projects than methods used in the past.

The Committee doesn't have any objections to moving forward with the process.

5. **Diversity Committee Mission & Purpose**

Karen asked if there were any questions or comments from the constituencies regarding the draft document that was shared at the September 18 meeting.

The Committee gave support to move the draft on to PAC for review.

6. **Enrollment Management**

Santanu stated that the Enrollment Management Committee includes Nina DeMarkey, Richard Fee, Eldon Young, Bryan Seiling, David Nusbaum, Liana Koeppel, Deann Burch, and himself as the committee chair. He distributed the FTES Summary and noted 1,426 sections and 5,574.63 FTES for spring 2015. It was noted that any additional sections from Business, Counseling, and P.E. will increase the current 142.71 FTES over target for 2014-2015. Santanu indicated that if there are concerns that the college isn't meeting the 100+ level course needs, further discussions will take place and changes can be made as needed. He noted, however, that the capacity of a lab must be considered before increasing the size of a lab class. The state announced a 2.85% increase in growth; Santanu will get clarification at the CIO Conference with Chancellor Harris at the end of the month. There was concern about student attendance in positive attendance courses and clarification is needed on what positive attendance is. He added that the instructor needs to have line of sight with the students.

7. **Special Requests**

CTE – Cabinet Installation

A request for \$2,085 was submitted for labor and materials to install tamper-proof upper cabinets per the manufacturer's specifications, in the Automotive Technology Lab. The cabinets will prohibit the likelihood of theft of the new equipment purchased last fiscal year.

There was consensus to fund the request in the amount of \$2,085.

Research & Planning – Consultant

A request for \$24,600 was submitted to hire an Independent Consultant to evaluate the Strategic Plan, review the vision, mission and values, and provide support and guidance related to outcomes analysis. The current staffing level in the Research and Planning Office is not conducive to providing the resources necessary to perform this work. Additionally, it was noted that the services of an independent, outside consultant will provide the vital perspective necessary for a successful reaffirmation of the college's accreditation.

There was consensus to fund the request in the amount of \$24,600.

Physical Education – Uniforms

A request for \$6,152.91 was submitted to supplement the Athletic Uniform Baseline Funding. A portion of the athletic uniforms has already been purchased using designated funds and savings from prior years. The replacement of some uniforms has been deferred to next year; however, additional funding is needed to complete the purchase of uniforms for softball, women's tennis, men's tennis, and men's golf.

There was consensus to fund the request in the amount of \$6,152.91.