

Cypress College
Planning and Budget Committee
Approved Minutes of September 4, 2014

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

Karen Cant welcomed back new and returning PBC members to the 2014 Fall Semester. Each member introduced themselves to the committee. Karen introduced attending guests. Representative for the Student Equity Plan, Celeste Phelps and overseeing the Legacy Program, Eldon Young.

1. **Minutes**

The Minutes of May 15, 2014, were approved as written.

2. **Student Equity Plan**

Guest Celeste Phelps gave an overview of the Student Equity Plan. There was focus on student activities and the district recently received approximately 1.8 million dollars to support activities in the college plans. The Student Equity Plan will be voted on at the Senate meeting October 9th, PAC meeting October 16th and will be sent to the Board for final approval on November 11th.

Population groups were discussed with emphasis on Veteran and Foster Youth groups at Cypress College.

A revised draft of the Student Equity Plan will follow shortly and will be distributed to all PBC members for review.

3. **Legacy Program Update**

Karen reported that a number of meetings occurred over the summer months on improving student success within the Legacy Program. Eldon Young was available for questions and updates. Phil Dykstra reported that Dr. Person will visit Cypress College to provide a presentation on Legacy. Eldon stated the Advisory Committee will also report on Legacy's progress. It was also mentioned the Legacy mission statement has been modified.

This year's student interest has risen slightly. Fifteen students are now participating in the Legacy program. Questions were raised regarding professional development. Eldon stated research from this past summer will help long term planning/goals for the program.

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4. **Review of Guidelines**

Key points were highlighted and the purpose of the Planning and Budget Committee was reviewed as defined in the Guidelines.

Free expression is recommended and encouraged for suggestions, ideas, and goals for the campus.

Overview of ground rules was also provided.

5. **Budget Update**

Highlights from the State budget were reviewed.

- No cuts
- Access (growth) 2.75% (NOCCCD target is 5%)
- COLA .85%
- Categoricals: \$100m for SSSP, \$70m for Student Equity, \$30m for DSPP
- \$30m for Deferred Maintenance and Instructional Equipment
- Prop 39 Energy Grant - \$47m to be allocated to campus based FTES

Carryover Funds were also reviewed. SEM is #1 on the list for potential construction bond. Fine Arts would follow.

6. **One-Time Budget Requests**

A funding proposal for the master prioritized list was reviewed with the PBC members. PBC unanimously supported the funding proposal.

7. **Student Success and Support Program Funding**

Santanu shared updates on allocations from the state and match requirements for Cypress College. Santanu will monitor and update PBC on state allocations as they arise.

Student and counseling consultation was mentioned as an important source for the program's success.

8. **Enrollment/FTES Update**

Santanu provided FTES Summary handouts to the PBC members. Prior year attendance actuals vs. current year projections were discussed. A 5% targeted increase for 2014-15 school year is projected to be achievable.

9. **Enrollment Management Team**

Santanu reported the Spring Class Schedule needs to be completed by the Thanksgiving holiday. Faculty participation is needed to provide insight on class activities so the committee can review the targeted areas for the spring semester. Our primary focus will be on students' path to success and completing their degrees.

10. **Strategic Plan Adoption**

Phil Dykstra provided handouts on the Strategic Plan Adoption to the PBC members. An electronic copy will be provided by Phil and emailed to PBC members for review and further comment. When the Adoption is finalized, responsibilities will be assigned.

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11. **Other**

Special Emergency Funding:

Santanu reported that the Health Division is in need of 3 new dental x-ray machines. These machines have been emitting excess radiation. Badges are provided to monitor exposure for faculty. An outside consulting service monitors the exposure levels to radiation identified from the badges. The 3 x-ray machines will need to be replaced.

PBC unanimously agreed to the replacement of the 3 x-ray machines.

Meeting adjourned at 2:54 p.m.