

**Cypress College**  
**Planning and Budget Committee**  
**Approved Minutes of October 17, 2013**

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**Present:** Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Beverly Harrington (CSEA), Rebeca Sandoval (for Rod Lusch, CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

**Absent:** Frida Lugo (Assoc Students), Christian Praslin (Assoc Students)

**Resource Advisors:** Raul Alvarez, Joyce Carrigan, Paul de Dios, Steve Donley, Yongmi Han, Richard Rams

**Recorder:** Barbara Woolner

1. **Minutes**

The Minutes of October 3, 2013, were approved as written.

2. **High School Principal's Breakfast**

Dr. Bandyopadhyay briefed the committee on discussions at the High School Principal's Breakfast. The focus was on Common Core and what high schools expect from the college and how the high school teachers and college faculty can work together on meeting students' expectations, as well as the college's expectations for incoming students. There was consensus of support to host an informal forum with the math, English, and sciences disciplines.

3. **Financial Aid Position**

Dr. Bandyopadhyay discussed the retirement of Rebeca Sandoval, Financial Aid Technician, effective 12/31/2013, following 28-1/2 years of service. He noted that if the position has to wait and go through the Classified Needs Process, we won't have a person in the position until March, when their maximum workload hits, creating a hardship for students. In addition, with an increase in tuition fees and the number of students served, there has been a significant increase in the workload without an increase in staffing. Each of the six technicians currently serves over 1,000 students. Gary Zager asked if CSEA has a position regarding filling this vacancy. Dr. Bandyopadhyay stated that the union doesn't have to be consulted on filling a vacancy. Rebeca added that the union is consulted regarding classified positions when it involves hiring for less than 12 months, the transfer of employees to another position, and the like. It was further noted that to meet the Maintenance of Effort requirement, the support in the area and the dollars expended have to be maintained for categorical funding. There was consensus to make an exception to proceed with filling the Financial Aid Technician vacancy outside the Classified Needs Process.

4. **Special Requests**

Fine Arts – Photography

Karen Cant stated that the Photography Department received approval for One-time Funding for 40 digital single-lense cameras; however, Cliff Lester has noted that the cost has decreased from the time of their proposal and Cliff is requesting approval to purchase 60 cameras with the funds allocated. He noted that due to the limited funds available for the funding process, the department only requested the minimum amount of cameras needed. Karen stated that the One-time Funding process approves funding for a project – if the cost increases, we cover it; if the cost decreases, excess funds are returned to the campus for other items. Dr. Bandyopadhyay added that technology costs decrease regularly so why have the department stockpile extra cameras for future use when the cost may drop again? Dr. Donley said he is more comfortable maintaining the One-time Funding process and that Cliff could request additional cameras in the next cycle which is right around the corner and funds may be available under the Perkins Grant. There was no consensus to fund the additional cameras at this time.

Fine Arts - Theater

It was reported that the audio console is in need of immediate replacement. One-third of the links in a chain that corresponds to a different knob, button, fader, or cable, are dysfunctional, and one-fifth are broken. The

malfunctioning of the system has reduced the amount of instructional time available for students. The Theater Department put in a One-time Budget Request for a new console; however, the request wasn't prioritized high enough at the division-level to make it to the campus-level prioritization process. Joyce Carrigan added that a maintenance plan is needed for the facility, as the revenue generated by the theater productions only covers staff fees. Karen stated that campus contingency funds were used to pay for the rigging repairs, fire curtain, and microphones to comply with ADA regulations. There was consensus to fund a new audio console, accessories, and installation supplies in the amount of \$34,784. The installation will be done by the theater staff.

5. **Other**

Campus Copiers-Equipment Replacement Plan

Karen distributed a copy of the Campus Copiers Equipment Replacement Plan List 2013-2017, noting that Albert Miranda works with the Deans to update the status of the campus equipment each year. Three copiers are reported as being in poor condition – Bursar Office, Health Science Division, and Student Activities. She added that in the midst of the process, the copier in Student Activities/International Students Program area stopped working and is not repairable. Karen requested approval to purchase three new copiers, placing the new copiers in the divisions where the volume is heavy, and use division copiers that are in fair condition to replace copiers in lower-volume areas on campus. There was consensus to fund three new campus copiers.