

**Cypress College
Planning and Budget Committee
Minutes of October 5, 2017**

Present: Santanu Bandyopadhyay, Phil Dykstra, Bryan Seiling; Grace Suphamark, Joe Vasquez; David Wholen

Resource Advisors: Paul deDios, Peter Maharaj, Rick Rams, Katy Realista, Peter Maharaj, Mark Majarian

Guest: Albert Miranda

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes**

Minutes from September 21, 2017 were approved with corrections.

3. **Finalize One-Time Funding Request- Phil Dykstra**

Fine Arts OTFR will be revisited on the October 19th meeting. The request has been changed from cameras to computers. Katy will discuss further with Peter Maharaj regarding the computers and Albert Miranda regarding space.

Introductions were made for Peter Maharaj our new Director of Academic Computing Services.

4. **Guided Pathways- Santanu Bandyopadhyay**

Santanu sent an email after the last meeting which included information on the chairs of four committees formed to explore the opportunities and options of guided pathways. There is a mandatory questionnaire due on November 15, 2017. Santanu encouraged those who can put aside time to meet with the committee to help in answering the questions.

5. **Kinesiology Spin Bikes- Santanu Bandyopadhyay**

The committee supports the request to Finance/Lease the spin bikes instead of purchasing. With the leasing option, part of the agreement would include maintenance and 3 year contract. A concern is where to hold the bikes. Gym 101 has a capacity of 200 plus. The bikes could be stored and used in this room. Further discussion must be made with Albert Miranda to find a designated area to store the bikes. Rick will bring more information on the lease options to the next PBC meeting.

6. **PE/Kinesiology AED- Santanu Bandyopadhyay**

Santanu brought up an issue with the cost of batteries and the periodic maintenance necessary for the defibrillator which brought up the topic of the stryker chairs and other such items that also need periodic maintenance. The committee agrees that there should be a fund to take care of maintenance and should be serviced without having to bring the item to PBC each time. Albert Miranda shared that there used to be a fund under safety that was used for such items. Committee agrees to the office of the Vice President of Administrative Services to use their discretion to maintain the items.

7. **Finalize PBC Guidelines- Phil Dykstra**

Phil provided the committee with a copy of the PBC Guidelines which included updates that were discussed at the previous meeting. After further discussion of a possible change in meeting dates, The committee agreed to keep the meeting schedule as is.

8. **Special Requests**

Request for funding to administer the Noel-Levitz Student Satisfaction Inventory (SSI) in the amount of \$3,423 to a sample of 4000 students in the Fall 2017 Semester. Santanu suggested the idea of looking another SSI by CCSSE. Phil will hold this item until the next meeting. Santanu will share a website to the CCSSE survey with further discussion to be made at the 10/19/17 PBC Meeting.

Committee supports the Special Request from PE in the amount of \$3992.17 to reconfigure the reception area in the PE Division Office to move the workstations forward facing to create a more welcoming environment as well as a more functional workplace.

Committee supports the Special Request from PE-Kinesiology/Athletics in the amount of \$3193.53. Athletics added 3 State Championships and 4 Conference Championships during the 2016-2017 season. Funds will be used to update championship banner and signage at the Softball Field and in Gym II consistent with state and conference championship banners in the PE facilities.

9. **Other**

NA

Meeting adjourned 2:30 p.m.