

**Cypress College  
Planning and Budget Committee  
Minutes of November 15, 2018**

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**Present:** David Dang, Phil Dykstra, Craig Goralski, Monica Santana, Joe Vasquez, Bryan Seiling

**Resource Advisors:** David Booze, Yongmi Han, Marc Posner, Rick Rams, Katy Realista, Eldon Young

**Guests:** Samreen Manjra, Bret Clarke

**Recorder:** AeYoung Kim

**1. Public comment on agenda items**

No comments at this time.

**2. Minutes** - Minutes from the November 1<sup>st</sup> meeting minutes were approved.

**3. Institutional Set Standards- Certificate**

Phil reviewed the process of setting the Institutional Set Standards by having a discussion about one of the four components: certificates. Phil presented a handout and committee members asked that the information be broken out by departments within each division.

**4. Classified Needs Process**

Phil explained that they are in the beginning stages of the process and he will be meeting with Dr. Schilling

Classified rep, David Dang shared the following:

1. The Classified needs assessment process should not be limited to 2-positions per department. We believe this is not a practical process. To get a true assessment of Classified needs, it should be open to as many classified positions the department needs. Some departments may need extra Classified positions if they believe that the department will be expanding in the future.
2. Since, the Classified needs assessment only occurs every 3-years, each department should review their Classified priority list each year and determine if the Classified positions requested are still in line with departmental goals and needs.
3. Lastly, we would like the process to be an equitable process. So if the President chooses to differ from the recommendations given to by PBC, please provide the committee with justifications for each of the changes.

**5. New Student Funding Formula Webinar**

Phil stated that the latest PowerPoint from the Chancellor's Office was not yet available and will be presented at the net meeting. However, a new memo regarding local goal setting for the Chancellor's Office Vision for Success was presented. The goals must be aligned with the system-wide goals in the Vision for Success and are measurable numerically and specify a timeline for improvement. Two important dates to keep in mind. December 15, 2018 Colleges must certify to the Chancellor's Office that a process is underway to set measurable, aligned goals. May 31, 2019 District Boards must

adopt goals and submit them to the Chancellor's Office. PBC will serve as the coordinating body related to this process at Cypress College.

6. **Budget Forum Review**

Matt Ceppi provided an overview of the approved District budget for 2018/19, budget allocations for Cypress College, and the 2019/20 Budget Planning Cycle at two recent Budget Forums. Members of the committee reported that the info was valuable and suggested a budget component to be included on opening day.

7. **Special Request-Health Science**

Phil shared with the committee that the request has been pulled and more discussion to come to build this item into the department's budget.

8. **Other**

Faculty commented that the new Faculty Obligation Number (FON) is 651, which is 123 higher than the previous year. Faculty encouraged the District to be proactive and move forward with as much of the hiring process as possible now in order to meet this obligation.

**Meeting adjourned 1:55 p.m.**