

**Cypress College
Planning and Budget Committee
Minutes of November 19, 2015**

Present: Amanda Aros, Santanu Bandyopadhyay, Karen Cant, Phil Dykstra, Mary Forman, Christina Johansen, Rod Lusch (CSEA), Daniel Sabastian, Bryan Seiling, Grace Suphamark (CSEA)

Resource Advisors: Joyce Carrigan, Nina DeMarkey, Steve Donley, Richard Fee, Rick Rams, Dave Wassenaar

Guest: Eileen Haddad

Recorder: AeYoung Kim

1. **Minutes**

The Minutes of November 5th approved as amended.

2. **Foundation Progress update Alumni Development – Karen Cant**

It has been one year since the budget request was funded by PBC. Raul is aware that this topic will be on the December meeting agenda. Richard Fee feels that in order to have a successful 50th anniversary we need to contact alumni and Karen informed the committee that this was part of the original Foundation request. Santanu requests that an update be emailed to the committee before the next PBC meeting.

3. **Food Services Survey- Karen Cant**

Eileen Haddad from Instructional Research and Planning disseminated the results of the survey conducted for Chargers Café. The only negative feedback was a small percentage who felt the prices were too high and the availability of seating. Karen shared that after meeting with the Food Services Committee the students, with the exception of two, were in support of YBH and Food Services. Karen was also pleased to report that YBH has had a 20% increase in sales this year.

4. **Distance Education Structure Survey- Santanu Bandyopadhyay**

Santanu shared with the committee that in the last four years there have been four Distance Ed. Coordinators. Though the position is offered 100% reassigned time and Administrative Assistant. support a long term commitment from faculty is difficult. A document listing who is hired and who they report to from surrounding colleges was distributed. The committee expressed that there would be more success if there were two faculty members hired one should focus strictly on the IT side. Further online training was also recommended. Currently faculty are using different platforms such as Canvas and Blackboard. Santanu feels faculty motivation is needed to choose one platform.

Meeting adjourned 1:50pm - Next meeting will be held on December 3, 2015