

**Cypress College
Planning and Budget Committee
Minutes of November 2, 2017**

Present: Allan Arslanian, Santanu Bandyopadhyay, Phil Dykstra, Jolena Grande, Christina Johannsen, Rod Lusch, Angiel Mendieta, Grace Suphamark, Joe Vasquez

Resource Advisors: Vivian Gaytan, Yong Mi Han, Peter Maharaj, Marc Posner, Rick Rams, Katy Realista, Mark Majarian

Guest: Celeste Phelps, JoAnna Schilling

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes**

Minutes from October 19, 2017 were approved with corrections.

3. **Integrated Plan- Phil Dykstra**

Celeste Phelps and Paul deDios presented the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program. Still a work in progress, Celeste, Paul and Rick have been adding items and have kept in contact with Ashley Griffith regarding the goals and objectives. The deadline has been extended to January 30, 2018. The goal is to minimize duplications and maximize dollars. The plan is due to the District by November 8th in order to make it on the agenda at the next Board Meeting.

4. **Faculty Accreditation Reassigned Time- Phil Dykstra**

Discussion regarding reassigned time for faculty during the Accreditation process took place. There are three specific Quality Focus Essay areas SLO's, Distance Ed. and District Allocation that require monitoring. The request is for 40% for Spring 2018, Fall 2018, Spring 2019, Fall 2019 and Spring 2020 reassigned time moving forward and 60% for Fall 2020, Spring 2021 for Midterm report preparation. Jolena Grande shared that the topic was also discussed at length at the last Academic Senate meeting and feels that the faculty were undercompensated and they think that 80% reassigned time is fair and 100% during the preparation period. Santanu requested that the item is brought back to the next meeting with information on identifying work and how many hours are spent for each item. Reassigned time will be on the next agenda with information on estimated hours. This position will be appointed for a three-year term with an option for an additional year as deemed necessary by both the President and Academic Senate.

5. **Budget Update- Vivian Gaytan**

The budget transfers are still in progress and Vivian will be creating spreadsheets for Categorical and Grant funds that will show what percentage have been spent thus far and this will give visibility to Deans and Managers so we can avoid last minute purchases close to the year-end deadline.

6. **Strategic Plan Fund update- Phil Dykstra**

All of the Direction Chairs have reviewed the proposals in their area, met with their committees and ranked all of the proposals. This ranking sheet along with committee comments, has been provided to President's Staff which will meet with the Direction Chairs

on November 6, 2017 to make preliminary funding decisions that would then go to PBC & PAC for approval.

7. **Spin Bikes Request update- Rick Rams**

Rick and Albert were unable to meet and will be on the next agenda after they are able to have a discussion. A request was made to see the difference in price with Leasing vs. Purchase of the equipment including maintenance. Rick will provide information at the next meeting.

8. **Strong workforce update- Santanu Bandyopadhyay**

Santanu shared the 2017-18 SWP Ranking sheet which included the 10 items that will be fully funded totaling \$1,213,649. You may contact Vivian for information on budget related to these specific items.

9. **Guided Pathways update- Santanu Bandyopadhyay**

There will be a meeting tomorrow Friday, November 03, 2017 with the core team working on Pathways. The due date for the self-assessment has been extended to January 2018.

Santanu attended a CIO conference where Chancellor Eloy Oakley spoke about Guided Pathways and the main focus of how to serve the students most effectively from the beginning of their education to Graduation.

Guided Pathways has 4 pillars

1. Getting students on board, how to inform students and technology
2. Help the students stay focused and on course
3. Be very clear on what courses they must take through effective counseling
4. Graduation

Santanu will send information to the committee.

10. **Special Request form revision- Phil Dykstra**

Phil and Vivian made a recommendation to add a page to the Special Request Form which will include checkoff from both M&O and IT. Revisions will be made to the original form updating the information.

11. **Other**

Angiel Mendieta (Assoc. Students) shared that next week will be Hunger Awareness week and boxes will be in every division for donations of non-perishables.

Meeting adjourned 2:15 p.m.