

Cypress College
Planning and Budget Committee
Approved Minutes of November 21, 2013

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Beverly Harrington (CSEA), Christina Johannsen (for Randa Wahbe, UF), Jasmine Lee (Assoc Students), Rebeca Sandoval (for Rod Lusch, CSEA), Patipat Suttiworasagoon (Assoc Students)

Absent: Gary Zager (AcSenate)

Resource Advisors: Raul Alvarez, Joyce Carrigan, Steve Donley, Philip Dykstra, Mike Kavanaugh, Mark Majarian, Richard Rams

Recorder: Barbara Woolner

1. **Minutes**

The Minutes of November 7, 2013, were approved with a correction to Item 7. Special Requests, PE – Sound System Softball Field, reference should be to Title IX, not Title IV.

2. **Budget Update**

Karen noted reports of the economy beginning to slow. She added that the increase in employment may be more reflective of under-employment or that some unemployed have stopped looking for work and as such are no longer counted in the statistics.

Karen reported that the Facilities Committee, which meets every other month, hasn't received any feedback yet regarding the bond measure polling but noted that November 2014 is the potential ballot date. The Board of Trustees has until August 2014 to make a decision whether or not to pursue the bond. She reported that \$40K of Fullerton College's leftover bond funds has been reallocated to Cypress College to replace the two pool heaters, as well as \$150K to complete the fire alarm upgrade project which the College is piloting for the District. Karen stated that the drawings for the new marquee will be mounted on poster board so the campus can review the design. She noted that the two monitors, 6' x 20' each, will face opposite directions on Valley View Street.

3. **Classified Positions**

Karen requested that two positions, the Grounds Athletic Field Specialist, and the Executive Assistant in the Vice President's Office, be filled outside the Classified Needs process. She noted that the Athletics Field Specialist is the highest level groundskeeper which requires specialized skills. There was consensus to move forward with both positions outside the Classified Needs Assessment process.

4. **FTES Workgroup Update**

Dr. Bandyopadhyay reported that the workgroup has been discussing the appropriate formula for funding the Extended Day budget. He noted that two models have been developed over the last 1-1/2 years, one based on the full time faculty obligation and the other based on state-mandated versus district-mandated class sizes. There are discrepancies campus-wide, i.e. a three-hour Nursing class designated as a three unit course versus a four-hour English class assigned the same three unit value. Santanu noted that Cypress, Fullerton, and SCE are all overspent in Extended Day and agree that the budget needs to be increased; however, the argument remains on how to allocate the appropriate amount of funding.

5. **DegreeWorks Update**

The Student Success Act is focused on improving educational outcomes and providing meaningful academic direction to students. The College is currently scribing and populating DegreeWorks and a soft launch date of April 14, 2014 is planned to test the scribing and iron out any problems. Dr. Bandyopadhyay noted that the

Career Technical Division (CTE) was the first to complete their book and added that Dr. Donley is now assisting other divisions with theirs. It was noted that there are timing issues between the College's curriculum approval process and the California Community Colleges Chancellor's Office approval process.

6. **Special Requests**

Counseling – Puente Program

A request for \$5,000 was submitted to cover the transportation cost for the Puente Program students to travel to northern California to visit several universities. Dr. Donley noted that the use of Perkins, Title V, and STEM grant funds is not permissible for this type of expense. It was noted that the costs could have been shared between the Puente Program and the International Students Program but the Puente students have elected not to go at the originally planned time which is during spring break. The committee asked that Dr. Bandyopadhyay speak with Dr. Mosqueda-Ponce for clarification about the date of the trip, any fundraising efforts, whether the trip planned for spring break can be adjusted by a week to allow the two groups to go together, and the justification of the trip with respect to transfers. He will report back at the December 5 meeting.

Associated Students – LRC Hours

A request for \$819.85 was submitted to cover the cost of classified employee overtime to keep the Learning Resource Center open additional hours December 2 through 12. The request is to extend the closing hours to 11:00 p.m. Monday through Thursday, and to 7:00 p.m. on Friday. The LRC will track the usage during this period to see if warranted in future semesters. There was consensus to fund the request.