

Cypress College
Planning and Budget Committee
Approved Minutes of November 6, 2014

Present: Santanu Bandyopadhyay (EVP/Chair), Chris Barba (for Jose Bravo, Assoc Students), Jimmy Briggs (Assoc Students vacancy), Philip Dykstra (Dir, IR&P), Jolena Grande (AcSenate), Rod Lusch (CSEA), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

Absent: Karen Cant (VP)

Resource Advisors: Raul Alvarez, Joyce Carrigan, Paul De Dios, Nina DeMarkey, Steve Donley, Richard Fee, Rick Rams, Dave Wassenaar

Recorder: Barbara Woolner

1. **Minutes**

The Minutes of October 16, 2014, were approved as written.

2. **One-Time Budget Process**

Phil presented the revised Roles and Responsibilities for Direction Committee Members, Timeline for Spring 2015, and One-time Funding Assessment Form. He reviewed the Roles and Responsibilities and noted that participation by direction committee members in the fall and spring is essential to the process. He noted that revisions were made to the Timeline for Spring 2015 based on feedback received from the direction committees following last year's process. He and Karen will be meeting on November 25 to finalize the packets that will be distributed the week of December 1 and reiterated that the orientation meeting for the Direction Committee Chairs will be March 6, 2015. Phil also reviewed the revised assessment (ranking) form, noting the maximum points of 100, up from 20, to help avoid tied scores. All safety related requests that receive a high risk rating from the Safety Committee will be funded outside the one-time funding process while all other requests will be reviewed through the one-time funding process. Gary noted that the College Mission and Strategic Plan Alignment components overlap and account for 40 of the 100 maximum points. He suggested that the two components be combined or the maximum points for these areas be reduced or to increase the maximum to 30 points for the Program Review Outcomes and Demonstrated Need components. Nina noted that her committee has reviewed the 5 year trend data and looked at whether enrollment in a program is increasing or declining to determine the feasibility of funding the requests.

There was consensus to approve the Roles and Responsibilities and the Timeline documents. Phil will make the requested changes to the Assessment Form and bring it back for review on November 20.

The Direction Committee Chairs provided updates. Nina reported that the Deans have until November 7 to provide her with names of interested participants from their respective areas. She currently has about 50% participation. Dave Okawa is working on providing student representatives for Direction A. Nina stated that the first meeting is scheduled for Thursday, November 13, at 3:30 p.m. in H-217A/B. Dave reported that there are 20 faculty and classified representatives on Direction B and their first meeting is scheduled for Monday, November 17, at 4:00 p.m. in CCC-407. Raul reported that while he has assumed the lead role for Direction C in dealing with business and community members, Santanu, Rick, and Paul will recruit faculty, staff, and student representatives to focus on the educational/instructional aspects, high schools, and the School of Continuing Education. The Direction Committee Chairs were asked to provide the Deans with a list of faculty and staff that have volunteered to participate on their respective directions.

3. **PBC Discussions**

Santanu reminded the committee that discussions held in Planning and Budget Committee meetings are to remain within the committee. This rule extends to group email discussions of the Planning and Budget Committee; faculty and staff outside the committee should not be copied on any group email discussions.

4. **Faculty Prioritization**

Santanu presented the prioritized list of the faculty positions to be filled for Cypress College. He reported that 54 faculty positions will be filled District-wide; 33 for Fullerton College, 17 for Cypress College, and 4 for the School of Continuing Education. He noted that Fullerton College has 24 vacancies due to faculty retirements or resignations while Cypress College has 7. One additional position, a DSP&S Counselor, has been added to the list that will be funded 100% with categorical funds; however, if the categorical funds go away, the position will be absorbed into the General Fund.

5. **Special Requests**

Foundation – Alumni Outreach Coordinator

A request was submitted for \$29,280 to hire an Alumni Outreach Coordinator (professional expert) to engage with alumni to tap the potential resources to help increase the Foundation's ability to provide loans and scholarships for our students. This position will also clean up the 500,000+ student database to enable the Foundation to maintain a database of meaningful donors. The professional expert will be hired for 39 weeks with the specific timeframe to be determined. The expectation is that once the database is cleaned the Foundation would be able to generate the resources necessary to pay for a person to maintain the database.

There was consensus to fund.

Theater – Lighting and Dimmer Controls

A request was submitted for \$50,437 to purchase new lighting equipment for the Campus Theater. The current lighting and dimmer controls are outdated and can no longer be repaired. It was noted that the Theater is used as an instructional setting for students as well as rental facility for the community. It was noted that the request has been submitted through the One-time Funding process; however, it hasn't ranked high enough on the campus' prioritized list to be funded.

There was consensus to fund.

Puente Program – Transportation Costs

A request for \$5,500 was submitted by the Puente Program to cover the cost of the buses to take the Puente transfer students to visit Northern California universities. It was noted that the program raised \$4,000 through fundraising and other funding avenues were explored before submitted a request for funding to Planning and Budget. It was noted that the campus has provided funds to support other programs on campus and the cost for this particular request is approximately \$300 per student. In previous years, the Puente Program collaborated with the International Students Program to arrange for a combined tour to achieve economy of scale. The committee asked if the International Students Program was approached this year. Santanu will follow up and reagendaize the request for the Planning and Budget Committee meeting on November 20th.

Journalism - Cameras

A request was submitted for \$2,727.35 to purchase two new cameras so the Cypress Chronicle can create a four-camera HDMI studio webcasting system. There were questions raised about the number of athletic and/or meeting events occurring simultaneously that necessitate purchasing more equipment. There was also concern about the ability to secure the equipment, noting other equipment and cameras purchased with funds from the Perkins Grant have been lost or stolen. Gary noted that the remodeled Journalism space has a locked area for equipment to be stored now. Santanu stated that he would speak to Robert Mercer and share the concerns the committee raised about securing the equipment and encourage him to do so.

There was consensus to fund.