

Cypress College
Planning and Budget Committee
Approved Minutes of November 7, 2013

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Christina Johannsen (for Randa Wahbe, UF), Frida Lugo (Assoc Students), Rod Lusch (CSEA), Rosalie Majid (for Gary Zager, AcSenate)

Absent: Jolena Grande (AcSenate), Beverly Harrington (CSEA), Christian Praslin (Assoc Students)

Resource Advisors: Joyce Carrigan, Paul de Dios, Steve Donley, Philip Dykstra, Mike Kavanaugh, Richard Rams

Recorder: Barbara Woolner

1. **Minutes**

The Minutes of October 17, 2013, were approved as written.

2. **Budget Update**

As an information item, Karen reported that the Campus Safety Director and full time staff positions are funded through the sale of parking permits and parking fines. The budget for the staff positions is \$1M and they incur expenses for student hourly, the repair of bicycles, uniforms, office supplies, and the printing of parking permits. She noted a decrease in parking permit fees resulting from students using alternative modes of transportation due to gas prices. Additionally, with the increase in student fees many more students qualify for Financial Aid and as such, only pay \$20 for a parking permit resulting in a loss of \$100K in parking fees. Karen stated that there is no plan to raise parking permit fees at this time so it's necessary to cut expenses. Campus Safety has stopped hiring student workers to write parking citations and the full time staff will resume this duty. Karen noted that Campus Safety will be submitting a request through the Classified Needs Assessment Process to have the campus absorb part or all of one full time Campus Safety position to help with the budget shortage.

Karen discussed the move of six classified staff into vacant campus positions when Follett took over management of the Campus Bookstore. One of the five staff members has resigned and one has been absorbed into the general fund. As part of their contractual arrangement, Follett issued a check upfront for \$300K to help with the transition costs. Karen noted that the salaries for the four former Bookstore employees need to be transitioned off the campus budget in the long-term. The College is anticipating \$300K in sales commissions this fiscal year, some of which will be used to cover the costs of graduation and the printing of class schedules. The first Bookstore Advisory Committee is scheduled for November 13 and the Bookstore representatives will be discussing the resources available to assist faculty and staff. Karen also noted that the Bookstore is hosting a faculty and staff appreciation event on November 20 and there will be raffle prizes, refreshments, and discounts on merchandise. Lastly, Karen reported that she and Follett are working with District Information Services on a system that will allow students to register for classes and purchase books in one step. Faculty will be able to see what other faculty in their discipline are using for similar courses. It is anticipated that this new system will be in place for fall 2014.

3. **Spring 2014 Schedule**

Dr. Bandyopadhyay stated that the spring 2014 class schedule is nearly finished. He noted that 13 sections are in review while the reduction of 8 sections has been confirmed and includes Court Reporting, Foreign Language, Management Accounting, and the reduction of FTES in the Career Technical Education Division through the combining of sections.

4. **Faculty Prioritization**

Dr. Bandyopadhyay noted that the Faculty Prioritization is an annual process whereby a committee of three Academic Senate representatives, the Executive Vice President, and the Director of Institutional Research and

Planning individually prioritize the requests and then meet face-to-face to discuss their rankings. He distributed the prioritized list of 25 positions that will be submitted to the President for review and approval. Santanu reported that categorical funding may allow for additional positions to be funded and added that the funding process is separate from the prioritization process. With regard to the Full Time Faculty Obligation (FTFO), Santanu stated that the numbers came in late from Vice Chancellor Jeff Horsley due to calculation questions. He noted that Fullerton College will get 10 positions, which includes their vacancies, and Cypress College will get five positions. It was further reported that the California Community Colleges Chancellor's Office has not responded to the District's requests to review the equitability of the FTFO because they don't want to go back and review past calculations.

5. **Custodial Supervision**

Karen reported that the Board Agenda for November 12 includes the suspension of 28 Cypress College custodians for disciplinary action. Also on the agenda is a request to approve the job description for a Custodial Supervisor. She noted that Albert Miranda Facilities Director, and Jose Recinos, Maintenance & Operations Manager, are now alternately working more nights to supervise the night crew. Karen stated that other colleges have a manager to supervise the night custodial staff. The intent is to formally request a Custodial Supervisor who will be working side-by-side with the custodial staff. The position would be funded within the M&O budget through restructuring.

6. **Financial Aid Position**

A request was made to allow the Financial Aid Office to submit a Request to Advertise for the vacant Accounting Technician position resulting from Neil Do's transfer to the Grants Office. If the office is not permitted to proceed outside the Classified Needs Assessment Process, the same workload issues addressed with the retirement of Rebeca Sandoval will again be evident. It was further noted that federal guidelines mandate the separation of function, namely the verification and disbursement of funds, and the College's financial aid funding could be at risk if this separation is not maintained. There was consensus to allow an exception to proceed with filling the Financial Aid Technician vacancy outside the Classified Needs Process.

7. **Special Requests**

PE – Transportation Aquatics

A request for \$13,000 was submitted to cover the transportation cost for buses for the men's and women's swim teams to travel to away games. Due to the increased size of the rosters, a bus is required to allow team members to travel together. Without bus transportation, five to six campus vans would be required as well as a sufficient number of drivers who meet the district's regulations for driving district vehicles. There was consensus to fund the transportation costs.

PE – Laser Leveling Baseball Field

A request for \$2,000 was submitted to laser level the baseball field to remove the lips, humps, and uneven surfaces in and around the infield. It was noted that the uneven surfaces have made the field dangerous and has led to eight incidents of player injuries reported in the fall 2013 semester. There was consensus to fund the necessary leveling of the baseball field.

PE – Sound System Softball Field

A request for \$722.49 was submitted to replace the non-functioning sound system for the softball field. The sound system is used for the national anthem, announcing the player rosters, and broadcasting the game. It was noted that all of the other schools in the Orange Empire Conference have sound systems for their softball program. It was further noted that providing a sound system for the softball program could be a Title IX issue. The cost of the sound system is \$1,072.49; the softball program will contribute \$350.00 towards the cost, leaving the requested funding amount of \$722.49. There was consensus to fund a new sound system for the softball program.