

**Cypress College  
Planning and Budget Committee  
Minutes of December 5, 2014**

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**Present:** Santanu Bandyopadhyay (EVP), Jose Bravo (Assoc Students), Karen Cant (VP/Chair), Philip Dykstra (Dir, IR&P), Beverly Harrington (CSEA), Grace Supharmark (CSEA), Randa Wahbe (AcSenate)

**Resource Advisors:** Raul Alvarez, Joyce Carrigan, Nina DeMarkey, Steve Donley, Richard Fee, Yongmi Han, Mike Kavanaugh, Rick Rams

**Guest:** Nicole Diamond

**Recorder:** Patricia Sanchez

1. **Minutes**

The Minutes of November 20, 2014, were approved as written.

2. **One-time Budget Process**

Phil reviewed the changes made to the 2015-2016 Budget Request Form. The Evaluation Criteria rubric has been revised as recommended at the last meeting. Any requests indicating health/safety/security issues will be forwarded to the Safety Committee for their approval. Any requests that receive a Level 5 safety rating will be automatically funded. Any requests receiving a Level 0-4 rating will be returned to the original pile for further consideration. The Route for Signatures section was revised to allow Mike Kavanaugh and/or Albert Miranda to approve first before approval by the Budget Unit Manager. Program Review files must be attached to each request. The due date for budget requests is February 27, 2015. The One-time Budget Process campus-wide email will go out tomorrow.

3. **Strategic Plan Funding Process**

Phil distributed an update on the Strategic Plan Fund requests. As of today, there are five proposals in the queue. The four proposals from Direction A are ready to be forwarded to President's Staff on Monday, December 8, 2014. Raul reported that the proposal from Direction C will have final committee approval by this afternoon. Once approved by the committee, it will also be ready for submittal to President's Staff. The grand total for all five proposals is \$105,840. The Strategic Plan Fund currently stands at \$100,000. Phil introduced Nicole Diamond, the new Research Analyst.

4. **College Maintenance Hours**

Karen stated that as proposed at the last meeting standard hours for building access will be from 11:00 p.m. – 6:00 a.m. The deans will provide a list of those individuals that are the exception and their cards will be reprogrammed as needed. All other individuals will be required to report to Campus Safety if they need access to their offices after hours. These changes are proposed for Spring 2015. The committee is in agreement of this proposal. Karen will bring the recommendation to PAC this afternoon.

5. **Measure J Program Scheduling**

Although Measure J has not been certified, planning and scheduling of construction projects will begin in January. Top priority remains with the renovation of the SEM Building at \$43M and \$6M for swing space; Veteran's Resource Center; expansion of the L/LRC. The Fine Arts building is slated after the first three-year schedule is completed. The campus will redo schedules as priorities change but all projects are consistent with the approved Master Plan. As stated at the last meeting, allotment is \$100 million to all of NOCCCD every three years. The entire program is based on a 20 year schedule. Karen stated that the pool of architects will be approved at next Tuesday's Board meeting. The campuses will submit their final construction schedule and narrative of projects to the Board in February.

In the past, the District's practice has been to hire consultants that work directly for them. Karen brought forth the idea of hiring a program manager that would work directly for the campus. This individual would have experience in construction and architecture. There is a cost savings in hiring staff at campus level but the biggest advantage would be that we would have someone who works directly for us and who will represent the best interests of the campus. Karen also spoke about hiring additional staff in her area. During the last construction bond, her office had two additional staff members. If the bond measure passes, her area will need the support of a manager and a clerical assistant. Additional discussion on these two items will follow.