

**Cypress College
Planning and Budget Committee
Approved Minutes of December 5, 2013**

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Beverly Harrington (CSEA), Jasmine Lee (Assoc Students), Rod Lusch (CSEA), Patipat Suttiworasagoon (Assoc Students), Gary Zager (AcSenate)

Absent: Randa Wahbe (UF)

Resource Advisors: Joyce Carrigan, Steve Donley, Philip Dykstra, Yongmi Han, Mark Majarian, Richard Rams

Recorder: Barbara Woolner

Guest

Dr. Therese Mosqueda-Ponce responded to the Planning and Budget Committee's questions regarding the university bus trip in an email to Dr. Bandyopadhyay. She also attended the December 5, 2013, PBC meeting to reiterate the Puente Program's request for transportation funding only; they will be doing fundraising to cover the lodging expenses. She noted that this year the trip is scheduled during Spring Break which would force many of the Puente Program students to choose between the bus trip and work and family obligations.

1. Minutes

The Minutes of November 21, 2013, were approved as written.

2. Budget Update

Karen stated that discussions have been initiated regarding fencing to enclose Parking Lot 9 that would enable the Swap Meet to charge an entrance fee. It is hoped that the Swap Meet will agree to pay for the fencing or at a minimum pay for the fencing upfront and allow the college to repay the cost from its share of the revenue generated. It is anticipated that the college will earn \$500K per year from the entrance fees.

Karen discussed plans for the new marquee noting that Academic Computing, the Facilities Office, and the Public Information Officer have been looking at the marquees at other schools and venues. She added that we need to move on the project before January 1, when construction codes change, so we don't jeopardize the drawing/design work done to date. It was noted that Datatronics is a major marquee vendor.

Karen reported that the college is undertaking energy conservation measures. She noted an increase in the water usage fees from \$100K to \$450K per year over the last five years. She added that the college is paying sewage fees on water that never actually makes it to the sewer because it is used for irrigation. The water meters must be located at Valley View; however, the water pump for irrigation is by the pond. Albert Miranda, Director, Physical Plant, met with a representative of Golden State Water Company regarding other available options.

Lastly, Karen reported the Governor's proposed budget will be released on January 10, 2014. A slow recovery rate, particularly in California, is projected. She added that buy down of the deferrals and new money would be good signs that the economy is bouncing back.

3. One-Time Funding Process 2014-2015

Karen noted that the number of request a budget unit can submit has been limited to three, with the exception of the Campuswide/Other/Special Programs budget unit at 5. Since we are starting to see more available funds, should the committee consider increasing the number of requests from 3 to 5, and from 5 to 7 for the Campuswide/Other/Special Programs budget unit? The committee was in agreement to allow more requests to

be submitted. Gary Zager noted that last year people were still in recession mode and they weren't asking for money so we may see more requests in this year's process.

Phil Dykstra reviewed the assessment form. He noted that extra points given for safety issues have a significant impact on the rankings. He asked for clarification on whether the committee has to score a safety issue the same as the Safety Committee. Karen stated that if the Safety Committee reports a request as a high level safety issue, PBC must address whether to discontinue, replace, or repair the issue. Dr. Donley added that comments from the dean should be included in any safety-related issues. Dr. Bandyopadhyay recommended adding a "0" to the rating scale. Karen noted that we can change the scale to include zero but we are bound by the Safety Committee recommendation. Karen suggested that any requests rated as level 4 or 5 safety issues be pulled to fund following discussion, if substantiated, in lieu of forwarding to the Direction Committee members to read. The One-Time Funding Request packets will go out to the campus by Friday, December 13, 2013, and the requests will go out to PBC members to read by April 3, 2014.

4. **Puente Program**

It was noted that different sources of funding were available in the past but not all sources are available this year. Title V and Perkins Grant funds can no longer be used to fund such items. Jolena Grande asked about the use of Strategic Plan funds like Fullerton College did last year but it was noted that their proposal was reluctantly funded and this should be a campus expense. There was consensus to fund \$5,000 for the transportation costs.

5. **Classified Position – Research Analyst**

Dr. Bandyopadhyay recognized Phil Dykstra's promotion to the Direction of Institutional Research & Planning and noted that for the past six months Phil has carried 95% of the Research Office workload while he has handled the remaining 5%. Santanu noted that he would like to step out of this role and emphasized that the office cannot wait to go through the Classified Needs Assessment process to hire a Research Analyst to replace Phil. He noted that they need to have an analyst in place by March to provide support for the upcoming accreditation and new Strategic Plan processes. Gary Zager indicated that he would like to present the item to the Academic Senate to get their input before PBC makes any recommendations to PAC. Santanu will provide an explanation of the need and the consequences of not filling the position quicker for Gary to take to the Senate on December 12. If there is support from the Senate to proceed, PBC members will be asked for their vote on the issue via email.

It was further noted that during the budget crisis the campus and district were doing operational needs-based hiring only. While we are now able to return to our Classified Needs Assessment process, we are still dealing with ramifications of the budget crisis. The committee was reminded that 60% of the Research Analyst position is funded through the Perkins Grant with the remaining 40% paid from general funds. It was stated that the Perkins funds allocated for this position cannot be used for anything else.

Special Requests

PE/Athletics – Tennis Court Wind Screen

A request for \$800 was submitted to replace one wind screen panel on the tennis courts that was shredded by the strong Santa Ana winds. Karen requested that PE/Athletics do a comprehensive evaluation of needs in the division so they can be addressed as part of a comprehensive plan. There was consensus to fund one wind screen panel.