

**Cypress College
Planning and Budget Committee
Minutes of December 6, 2018**

Present: David Dang, Phil Dykstra, Craig Goralski, Mike Kasler, Bryan Seiling, Joe Vasquez

Resource Advisors: Paul de Dios, Yongmi Han, Marc Posner, Rick Rams, Katy Realista, Eldon Young

Guests: Lisa Gaetje, Samreen Manjra, Bret Clarke, Howard Kummerman

Recorder: AeYoung Kim

1. **Public comment on agenda items**
No comments at this time.
2. **Minutes** - Minutes from the November 15th meeting minutes were approved.
3. **SCFF Power Point (Local Goals)**
Phil reported that another webinar took place on Monday but no power point presentation is available at this time. Phil shared the previous power point which reviewed the resources and programs which were aligned to put students first- the why, what, and how.
4. **Institutional Set Standards- Transfer**
Phil shared a handout showing a 5-year trend of transfers which is a similar dip as seen in previous years. Phil will provide more information and bring back in the Spring when setting our Institution Set Standards.
5. **Strategic Plan Fund**
Phil reported that the Direction Committees met to rank by priority and elected the top 3 projects from all 3 directions. A total of nine proposals were funded at a cost for approximately \$100,000.
6. **PBC Composition**
Phil reviewed the PBC Composition including past participants as well as who should be recommended to participate. It was suggested that the Program Review Chair as well as a SSSP and United Faculty representative be included in the composition. Phil will have further discussion with Dr. Schilling.
7. **One-Time Funding update**
Advanced Funding will be incorporated into the budget. Phil and Matt Ceppi will also be looking at the current form and update as needed.
8. **Classifieds Needs Process update**
The process will move forward in the Spring once the new Vice President, Administrative Services is selected.
9. **Special Request-**
Kinesiology: The committee approved the request for \$14,124.00 from the Athletics department who consulted with M&O to review the current Athletic Laundry setup system to meet the needs of over

250 student athletes as well as the laundry needs of the Fitness Lab and towel services for activity classes. A “residential style” back up unit does not meet the standards required for their program.

Foundation: the committee approved the request for \$13,500.00 from Foundation to purchase online scholarship software which will ensure more accessible, equitable application process for students at Cypress College.

10. **Other**

Where will the proper evacuation area be for the Humanities building? Rick Rams shared that Gym 2 will be the assembly point. But will have further discussion with Dr. Schilling and Ralph Webb.

Meeting adjourned 1:55 p.m.