

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

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Philip Dykstra (Research), Jolena Grande (AcSenate), Grace Suphamar (CSEA), Jasmine Lee (Assoc Students), Rod Lusch (CSEA), Patipat Suttiworasagoon (Assoc Students), Gary Zager (AcSenate)

Absent: Randa Wahbe (UF)

Resource Advisors: Joyce Carrigan, Yongmi Han, Michael Kavanaugh, Mark Majarian, Richard Rams

Recorder: Patricia Sanchez (for Barbara Woolner)

1. **Minutes**

The Minutes of December 5, 2013, were approved as written.

2. **Budget Update**

Karen distributed a copy of a memo from Scott Lay detailing the Governor's 2014-15 budget summary. The memo was provided by Fred Williams at the Council on Budget & Facilities meeting on January 13. The memo outlines several key budget items for community colleges and includes a small cost-of-living adjustment, 3% enrollment growth, money for the Student Success and Support Program, money for closing the achievement gap, scheduled maintenance, instructional equipment, and elimination of cash deferrals. More details will become available during the May Revise. The final Governor's Budget is due June 30, 2014.

Santanu stated that the expected 3% growth will not be across the board but will be determined by "need" based on external factors. Demographics of area, need of the adult population, and need to attend a 4-year institutions will probably be key indicators.

Karen also reported that there will not be a state bond this year. The District will need to seek approval of local voters to issue a local bond. The Board has until August to make a decision if they will be place a local bond on the ballots.

Karen also distributed a copy of the California Community College Salaries & Benefits Compared to Total Expenditures worksheet. NOCCCD is at 89% due to such a high, full-time faculty obligation.

3. **FTES/Enrollment Update**

Santanu distributed the latest Cypress College FTES Summary. We are currently 392.90 under our FTES target. We expect to gain approximately 250-300 additional FTES through positive attendance. We expect to be 75 to 100 FTES short of our annual target. Santanu stated that we will be okay even though we will be under target because both the District and the college inflate their expected targets by 2%.

Santanu stated that the numbers appearing on the EMS, Argos, and the 320 reports are not matching and that this could be a reason why our numbers are low. District IT is currently investigating and have narrowed down the discrepancies to possibly post submission of records, code changes, or discrepancies in DegreeWorks and the State Chancellor's list. He will continue to update the committee as more information is available.

4. **Accreditation**

Santanu reported that no later than tomorrow, he will be forwarding the draft Accreditation Mid-term Report to the Planning & Budget Committee, President's Advisory Council, and Gary Zager. The report needs to be

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forwarded to all constituents for their review. Any comments/revisions need to be forwarded to Santanu by February 13, 2014. The final report will be forwarded to PAC for their approval on February 20; the Board on February 27; and submitted to ACCJC by the March 15 deadline.

Santanu also reported that the standards for ACCJC have been revised and are now available for public comment. Anyone can access the information on the ACCJC website. Santanu stated that anyone can submit a comment to ACCJC but may NOT submit on behalf of the college. Gary stated that we may be out of compliance if we criticize ACCJC. The college will follow the appropriate submittal process if there is anything to submit to ACCJC.

5. Certificate Printing – Outside Vendor

Santanu made a special request for \$2,500. The request will allow Admissions & Records to shift the printing of certificates from in-house to outside vendor Jostens. In the last few years, most colleges have changed to a standard letter size certificate making it easier for recipients to display their certificates. The move to Jostens will allow A&R to save on printing and paper costs. Cost per certificate will be approximately \$2.90.

The committee would like answers to the following questions before making a final determination:

- What are they spending now to print in-house?
- What is their current paper inventory?
- Once the current paper is depleted and they order 8 ½ x 11 paper, can they still do it in-house?
- Can they negotiate a better price with Jostens?
- What other colleges have gone to 8 ½ x 11 certificates?
- Karen clarified that this would not be permanent funding. Where will the funding come for future expenses?

Santanu will get answers and bring back to the next meeting.

6. Proposed Change to PBC Guidelines

Phil made a request to add the five directional chairs as resource advisors to PBC. This will help create a linkage between the two entities that make planning decisions for the campus. The committee agreed to add the directional chairs to the PBC membership after the new strategic plan is in place effective July 2014. Santanu noted that Joyce Carrigan currently serves as the Dean, Instructional Development. Steve Donley used to serve as dean in charge of both instructional development and grants. The committee agreed to add a new position titled Dean, CTE (Grants). Steve Donley will serve in this capacity. The Health Center Director position was deleted as a resource advisor to PBC. Karen will forward these recommendations to President's Advisory Council for their approval.

7. Orientation for Classified Needs Prioritization

Phil provided a brief orientation on the Classified Needs Prioritization Process. He distributed and reviewed a copy of the Guiding Principles for Prioritization of Classified Positions that included a copy of the Classified Needs Assessment Evaluation Form; the Request for Classified Staff Position form; and the 2013-14 Classified Staff Needs Assessment ranking sheet.

Phil reported that requests number 6, 18, 19, and 22 were submitted to the Campus Safety Committee for their evaluation. Phil distributed and reviewed a copy of their final recommendations.

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A complete packet of the 2013-2014 Classified Staff Needs Assessment requests was distributed. Phil will send an e-mail to all committee members with the Score and Ranking Excel spreadsheet. The shore/ranking sheet is due to Vivian Gaytan no later than February 18, 2014. Two positions were pulled from the request list. The request from the Health Center for an administrative position was pulled because this was a request for a new position and not an existing position. The request from SEM for a Chemistry Lab Technician was pulled because this was settled under negotiations through CSEA and the District. If anyone has questions they may contact Karen and she will respond and copy committee members if appropriate.

Information on projected costs for each position is not included in the packet as that is not part of the ranking criteria. Projected costs will be provided once ranking is completed. Only official members of PBC can participate in the ranking. Resource members were provided copies of all handouts for their information only.

8. Other

- **Calendar for rest of year:** Karen reported that the colloquium for the Strategic Plan is scheduled for April 3-4, 2014. This means that the PBC meeting of April 3 needs to be cancelled. Karen suggested a replacement meeting be scheduled for either April 10 or 24. The meeting is needed to provide orientation and training to PBC members in preparation for prioritization of One-Time Budget requests. Karen also recommended an additional meeting for May 8 in case additional time is needed to continue/conclude the One-Time Budget requests. The committee agreed to meet on April 24 at 1:00 pm and a meeting on May 8, if needed.
- **Affordable Health Care Act:** Santanu announced that the Health Science Division and the Health Care Center will be hosting a presentation to help students understand the new Affordable Care Act. The presentation will cover pros and cons, eligibility, and information about the market place. The presentations are scheduled for Tuesday, March 4, at 11 a.m., and on Monday, March 10, at 5 p.m. Both sessions will be in CCCPLX-Room 414. The presentations will also benefit part-time faculty and classified staff. Santanu will make sure students receive the information. He will contact David Okawa and make sure Marc Posner posts the information via the webpage and social media.
- **Distance Education:** Santanu announced that the recommendation from the Distance Education Advisory Committee to return Blackboard back to the campus from District IT has been granted. The feedback from faculty was instrumental. The college is currently negotiating a new contract with Blackboard. Migration is expected during the summer and should be fully established by the fall semester.
- **Emergency Drill:** Karen announced that there will not be an emergency drill this semester. There might be a table top discussion with people who have positions of responsibility but nothing that involves the campus community.

Special Requests

PE/Athletics – Men’s Baseball State Championship Signage

A request for \$858.60 was submitted to repaint a portion of the Men’s Baseball Program scoreboard and add a 7’ x 10’ section of windscreen to promote their fifth State Championship. There was consensus to fund the repainting and addition of windscreen to the scoreboard.