

**Cypress College
Planning and Budget Committee
Minutes of March 5, 2015**

Present: Raul Alvarez, Peggy Austin, Santanu Bandyopadhyay, Karen Cant (VP/Chair), Philip Dykstra (Dir, IR&P), Richard Fee, Jolena Grande (AcSen), Rod Lusch (CSEA), Grace Supharnak (CSEA), Bryan Seiling for Gary Zager (UF), Jose Bravo (AS)

Resource Advisors: Joyce Carrigan, Nina DeMarkey, Yongmi Han, Mike Kavanaugh, Mark Majarian, Rick Rams, Dave Wassenaar

Guest: Ty Volcy

Recorder: AeYoung Kim

1. **Minutes**

The Minutes of February 19, 2015 were approved with suggested edits.

2. **Campus Architect Update**

Interviews have been scheduled for 5 Architect Firms to meet with the PBC. Each firm has already been Board Approved and Karen shared that the DLR firm have been selected by Fullerton College and tentatively scheduled for Thursday, April 16th. A concern is if DLR also worked with Cypress College, would there be a separate team. The interview schedule has been emailed to the PBC.

THURSDAY, APRIL 9TH

Westberg and White Architects	1:15-2:00PM
HMC Architects	2:15-3:00PM

THURSDAY, APRIL 16TH

HPI Architects	1:15-2:00PM
DLR Architects (<i>tentative</i>)	2:15-3:00PM

THURSDAY, APRIL 23rd

Gensler Architects	1:15-2:00PM
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Karen informed the PBC that the proposals are available for viewing in her office and strongly recommends the committee members review the proposals before the interviewing process.

Karen attended the first Bond Oversight Committee Meeting for Measure J. Things are progressing well and the workload will be growing rapidly as the projects begin in the months to come.

3. **Strategic Plan Fund Update**

Phil Dykstra distributed an update with the most current Strategic Plan Fund requests. There have been six funded requests and one was denied. A total of \$100,000.00 was available; \$77,044.80 has been disbursed with a total of \$22,955.20 currently remaining in the cue. Final approvals will take place at President's Staff. Please contact Phil with any further questions.

4. **CRPA Funds**

Santanu shared with the PBC the Bursar Accounts Procedures, explaining how CRPA funds are handled. The Bursar's responsibility is to maintain records for student organizations and college activities.

The Classroom-Related Programs and Activities (CRPA) budgets were made available to the committee. Santanu explained in detail the justifications for CRPA funded programs. Richard Fee shared that in the past they had a "use it or lose it" mentality. Karen added that typically when the balances are spent the allocations are restored. Santanu feels that the PBC should review the allocations and reevaluate some of the programs and the funding.

Bryan Seiling commented on the editorial printed in The Cypress Chronicle regarding CRPA funds. Joyce Carrigan assured the committee that the students were advised against printing before getting more information and agreed that there should have been more discussion. Karen added that a formal Public Information request has been made by the Cypress Chronicle and formal response will be provided.

5. **Educational Master Plan 2016-2026**

Phil shared the timeframe for the Educational Master Plan 2016-2026. To start the process Phil asked the PBC, PAC and Senate to approve an EMP taskforce which would consist of 5 faculty chosen by Senate, 1 Classified chosen by CSEA and 3 Administrators (EVP, VP & Director IR & P) and will provide a more formalized handout to the next PBC meeting.

Rick Rams shared with the committee that Student Services plan expired in 2014 and 2016 was not included. This could be reviewed by the new taskforce.

6. **Other**

Karen updated the committee on the One Time Funding Requests (OTFR). There were 35 requests total; 7 advanced funds 10 safety issues with potentially 2 high risks which will be funded off the top. The Direction Committee chairs will meet on Friday, March 6. After the Architect interviews the PBC shall review the OTFR starting the second half of the April 23rd PBC meeting and the recommendation priorities shall be forwarded to the May 7th PAC meeting.

Karen was happy to announce that there will be a new paperless way of reviewing the OTFR available on Office365. You will be able to view from anywhere.

Meeting adjourned: 2:00 p.m.