

**Cypress College
Planning and Budget Committee
Minutes of March 6, 2014**

- Present:** Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Philip Dykstra (CSEA), Jolena Grande (AcSenate), Rod Lusch (CSEA), Jasmine Lee (Assoc Students), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)
- Absent:** Patipat Suttiworasagoon (Assoc Students)
- Resource Advisors:** Raul Alvarez, Joyce Carrigan, Steve Donley, Rebecca Gomez, Yongmi Han, Mike Kavanaugh, Richard Rams
- Absent:** Paul de Dios, Mark Majarian
- Recorder:** Carol Ridley

At the opening of the meeting, introductions were made. Carol Ridley was introduced to committee as Karen Cant's new executive assistant. Committee members were introduced to Carol.

1. **Minutes**
The Minutes of February 20, 2014, were approved as written.
2. **Budget Update**
Additional funds coming.
3. **Classified Needs Assessment Review**
Karen distributed the Classified Needs Assessment rankings list. The Committee reviewed to make changes. Karen advised the committee that only 60% funding for Item #14 VP & EVP Offices is needed. If the list is approved as is Karen Cant will present at the PAC meeting. Karen Cant stated PBC has the right to adjust the order of the request if agreement is reached. Discussion led to multiple conflicting suggestions for reordering the list of positions. Karen recommended leaving the list as is and presenting to PAC today and President for approval of ranking. All were in agreement.
4. **Certificate Printing**
Santanu stated that a standardized paper size for certificates/diplomas would be more cost efficient. Framing options would also be easier and less expensive. Total cost to produce in-house, including staff costs, would be approximately \$2,000. An outside vendor such as Josten's would cost approximately \$2,500, but would produce the certificate/diplomas with a more professional look. Karen stated we only have one-time funding available if this was to be a request for funds. It was noted that the Admission & Records department has enough funds to cover certificates for this year and could use up old inventory first before tapping into funds. The option of using a 4-color printer at District was brought up, but there is only one available and not sure of the quality the printer provides. Santanu suggests using an outside vendor is the better option and stock in-house can be sent over to Fullerton or District to use. Santanu will research further and will use the committee's feedback to make decision on how to proceed and report back on the results.

5. **Colloquium Update**

So far, 53 staff/faculty/management will be attending Colloquium. RSVP deadline is March 7th. Phil will follow up with other departments via email to encourage attendance. A notice and booklet will be sent to the current 53 attending. Phil stated they would like as many faculty members as possible to attend the Colloquium. Santanu added that the Leadership Team meeting was moved to another date to allow more time for the Colloquium.

6. **Other**

Gary asked what privileges were approved for retirees or Emeritus Faculty. Gary may be submitting a new recommendation for these privileges to be presented at a PAC meeting. Karen will ask the President's Office to send Gary the list of approved retiree privileges.

Meeting adjourned at 2:15 p.m.