

**Cypress College
Planning and Budget Committee
Minutes of April 21, 2016**

Present: Michael Klyde (sub for Bryan Seiling/Jolena Grande), Rod Lusch (CSEA) , Grace Suphamark, Jane Walker (sub for Jolena Grande)

Resource Advisors: Paul de Dios, Steve Donley, Yong Mi Han, Mark Majarian, Rick Rams, Katy Realista

Guest:

Recorder: AeYoung Kim

1. Minutes

Minutes from April 7, 2016 were approved as amended.

2. IEPI/Institutional Set Standards – Phil Dykstra

Phil provided the committee with the IEPI Goal Setting document. The committee was told that a minimum of 4 goals must be established and Fullerton has decided to do all of them. Cypress agreed to use the weighted average method for all measures, both optional and required. The group also decided to not include the FTES measure, but all others.

3. One Time Budget Requests– Karen Cant

The committee rankings were reviewed. There are some scoring information on requested. Karen asked the committee to keep the scoring information confidential. The funding recommendation will be available in August/September. This is the first go around and the evaluation process shall continue.

4. Special Requests- Karen Cant

The Special request for the amount of \$10,800.00 to cover the costs to prepare a Department Planning and Program Review manual that codifies the scope, purpose, and requirements of program review. The committee agreed to pay half (\$5,400.00) and then evaluate progress before approving the balance.

The committee supports the Special Request from SEM in the amount of \$1800.00 to cover Temporary hourly support to maintain office operations through the end of the fiscal year as needed. Up to 15 hours per week for 10 weeks at a rate of \$12/hr, skilled clerical.

5. **Other**

Karen shared with the committee some of the Safety Evaluation Draft Report recommendations

- ID Badges for all employees
- Automatic Lockdown
- Film on glass for the exterior doors, and windows (mini blinds/opaque film)
- Concern about need for armed presence, an informal survey was done and we are the only District with no armed presence.

Meeting adjourned 2:00pm