

**Cypress College
Planning and Budget Committee
Minutes of May 4, 2017**

Present: Amanda Aros (AS), David Booze, Karen Cant, Brittany Cortez (AS), Phil Dykstra, Kathleen Reiland (for Jolena Grande), Rod Lusch, Angiel Mendieta, Bryan Seiling, Grace Suphamark, Christina Johannsen

Resource Advisors: Kathleen Reiland (for Steve Donley), Richard Fee, Mike Kavanaugh, Rick Rams, Katy Realista, Mark Majarian,

Guest:

Recorder: AeYoung Kim

1. **Minutes**

Minutes from May 4, 2017 were approved as amended.

2. **Strategic Plan Update- Phil Dykstra**

Phil provided a handout regarding the Additional Goal and Objective Candidates from the Colloquium Vote. The listed items are the top voted items from the Colloquium. They have been incorporated into the revised Strategic Plan in the Goal, Objective and Action Step statements.

3. **PBC Evaluation- Phil Dykstra**

A survey was sent to the committee prior to the meeting, with 10 responses. The results shall be taken to President's Staff. Phil also shared a handout which updated the committee with the results of the survey.

4. **Complex Preservation- Karen Cant**

The sculpture on the outside of the Complex building has been cleaned, repaired and sealed.

5. **One-Time Budget Requests-Karen Cant**

The first round of PBC committee prioritization was reviewed. Larger items may need further review to scale back funding needed. The Library Database can be funded by Lottery money. Richard Fee shared that 90% of STEM will be covering salary. Karen shared that there is talk of a \$5 - \$8million NOCCCD budget reduction, When available funding is identified it is likely that projects may need to consider partial funding. The goal is to complete prioritizing budget requests at the May 18, 2017 meeting and forwarded to PAC.

6. **Classified Positions- Karen Cant**

The Classified Positions list was taken to PAC in March, no revisions were made to the list. Karen briefed PBC on two critical classified needs related to the priority list. One is the LLRC Instructional Assistant to allow for consistent evening coverage to maintain evening hours for students. The second need relates to the Campus Safety seal-supported budget which absorbs pay and benefit increases. Karen is projecting that the department will barely have staff costs covered and no operational budget. To resolve this situation at least \$75,000 of salary/benefit cost should be transferred to the general fund beginning 7/1/17

7. **Other**

Special Request- Fine Arts- Karen Cant

The Committee supports the request from Fine Arts in the amount of \$7,011.00 to enhance the Third floor of the Fine Arts Building in order to provide an impromptu performance space and student lounge area. The plans include Furniture, counter area for coffee and refreshments, small stage and window banners for shade and signage. Additional signage (Bob's on Third) and artwork will be provided by the Division of Fine Arts.

Professional Development has requested an increase in reassigned time from 60%-80% Due to the increase of District and campus responsibilities. The Committee agreed that this will be brought to Academic Senate first.

Karen spoke about the upcoming CBF Meeting which includes an agenda item which proposes that Districtwide utility budgets be moved back to the campuses effective July 1, 2017. Cypress utility (electric heater and gas) expenses show significant savings generated from the College's energy projects yet currently there is no benefit to the college for generating the savings. The Thermal Energy Project is projected to save CC \$400,000 on electricity starting July 1, so it is important that the proposal go into effect next fiscal year.

Each year we have IEPI targets, both long and short-term. This will be discussed at the next meeting. Phil encouraged the attendance of all voting members on May 18th to participate in further discussion on this subject and the other pending agenda items.

Meeting adjourned 2:15 p.m.