

**Cypress College**  
**Planning and Budget Committee**  
**Approved Minutes of September 5, 2013**

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**Present:** Santanu Bandyopadhyay (Dir Inst Resrch/Plng), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Rod Lusch (CSEA), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

**Absent:** Patipat Suttiworasagoon (Assoc Students)

**Resource Advisors:** Raul Alvarez, Joyce Carrigan, Paul de Dios, Steve Donley, Yongmi Han, Mike Kavanaugh

**Recorder:** Barbara Woolner

1. **Minutes**

The Minutes of May 16, 2013, were approved as written.

2. **Introductions and PBC Guidelines**

Karen asked the committee members to introduce themselves and note their role within the committee. She also reviewed the PBC Guidelines that was included in the Welcome Back packet emailed to the committee. Some of the items she touched on included: substitutes are okay but asked that members try to avoid sending a substitute when the committee is engaged in important decision-making discussions; consensus refers to decisions that members can support or live with; the role of the committee is as an advisory group to the President's Advisory Cabinet on planning and budget issues; everyone has a chance to voice their opinion and the committee owns all decisions made as a group; if anyone needs additional time to discuss sensitive or potentially controversial topics with their constituent groups, they can ask for additional time; any discussion on topics not ready to be shared outside the committee should be stated as confidential, if it is. Rod Lusch commented on the reference to CSEA under *Structure*, noting that while CSEA represents the classified staff on bargaining issues, they also represent the classified's interests on campus matters as a whole. Dr. Bandyopadhyay reported that the hiring process for a Director of Research and Planning will take place this fall but that there will not likely be someone in place this semester. He asked about having a substitute appointed for the semester; Karen indicated that the substitute would need to be a manager. Santanu proposed having Philip Dykstra, Research Analyst, present as a resource person on the committee. There were no objections to Phil's participation as a resource so Karen will present the recommendation to PAC today.

3. **Budget Update**

Karen reported that a cost of living adjustment (COLA) is forthcoming and is typically retroactive to the start of the fiscal year (July 1). She also noted that the campus will receive additional funding for categorical programs as well as a small amount of funding for scheduled maintenance and instructional equipment. In addition, the District's target budget reduction of \$5M for 2013-2014 was a high target. The actual target for the campus should have been \$454,702 less and will come back to the campus as available ongoing funds. Karen noted that the final budget will be presented to the Board of Trustees on September 10, and recommended that the committee review the narrative in the budget book that outlines how funds are allocated.

Karen recommended that the committee consider the Tentative Allocation of Carryover Funds in 2013-2014, adding that instead of having to set aside funds for possible budget reductions, the campus can spend some of the carryover funds. She reviewed the list which includes funds for furniture and technology for the SEM and Fine Arts when the buildings are renovated; a new marquee; Advanced Program Funding for 2013-2014 and 2014-2015; department carryovers/purchases in progress; the Extended Day deficit; the Strategic Plan Initiatives; campus contingency; the International Student Program; and funding the entire list of One-Time Budget Requests for 2013-2014 (with the exception of captioning services while the program goes through Special Review).

4. **One-Time Budget Requests for 2013-2014**

Karen reported that in light of the large carryover and the fact that we don't have to set aside funds for budget reductions in the current fiscal year, she is recommending that the entire prioritized list of One-Time Funding Requests be funded for 2013-2014. The only exception at this time is the funding request from Court Reporting for captioning services. The program is undergoing Special Review and its revitalization, focus, and a timeline for implementation are being addressed. Dr. Donley asked about the wider impact of the captioning request and if Court Reporting students are currently available to provide captioning? Paul de Dios noted that closed captioning videos for students is part of Steve Auger's responsibilities in DSPS and added that permission must be granted to make or copy videos. It was also noted that CSU, San Bernardino has a warehouse of captioned videos but their service has been unreliable. Dr. Bandyopadhyay will check on whether the closed captioning is part of or separate from the Special Review, as well as the roll of closed captioning in the program. He will report back at the next PBC meeting. There was consensus to fund the One-Time Funding list.

5. **Dean, Library/Learning Resource Center**

Karen reported that Dr. Simpson is interested in hiring a permanent Dean of the Library/Learning Resource Center (L/LRC). She noted that Dean Eldon Young has been serving as the interim Dean of the Library/LRC in addition to his assignment as Dean of the Language Arts Division, since Carol Welch's retirement in 2007. Karen asked the committee if they have any objections to moving forward with the process; there were no objections.

6. **Classified Needs Assessment**

Karen reported that the last Classified Needs Assessment was addressed in 2009 to determine which positions to hold and critical positions to fill and had a budget reduction focus. She stated that an updated list is needed with a focus on new positions. Karen will present a draft format of the proposed needs assessment criteria at the next PBC meeting. A list of needed faculty positions will be submitted by the deans and faculty senate representatives for PBC's review; however, PBC does not make decisions regarding the priority of the positions.

7. **Marquee Design**

Karen shared an initial draft design of the proposed marquee and landscaping at the front entrance of the college. She discussed the CSU, Long Beach design and how it incorporates the school name and lights up at night. The proposed marquee would be built into the landscape. It is anticipated that the entire design and construction process would take one year. Karen added that the proposed location for the new marquee will be marked with rope so that the location and size can be evaluated and she will continue to share drawings as the project evolves. Randa asked about the cost thus far for the design phase; Karen said she will bring the dollar figure to the next PBC meeting.

8. **Strategic Plan Initiatives**

Dr. Bandyopadhyay reported that the campus has allocated \$100,000 toward meeting the goals and objectives of the five Strategic Plan directions. The direction chairs are Nina DeMarkey (Direction One), Paul de Dios (Direction Two), Richard Fee (Direction Three), Dave Wassenaar (Direction Four), and Raul Alvarez (Direction Five). Santanu proposed that as the first points of contact, the direction chairs will receive the Strategic Plan funding requests to determine links to their respective directions and if a link is present, the direction chair will forward the request to President's Staff for review. If the request is approved by President's Staff, funding can be allocated at that point without having to wait for all of the requests to be submitted and reviewed at the same time. If the direction chair doesn't find a direct link to the goals and objectives of the direction, the funding request stops there. Santanu will be sending an allusers email regarding the process soon. Karen stated that to meet the Board of Trustees request to see the specific use of funds for addressing the Strategic Plan, activity codes for categorical programs have been re-coded to allow the expenditures to be tracked and reported.

9. **Other**

Randa Wahbe inquired about the process for purchasing new copiers. Karen reported that the Maintenance & Operations Department tracks the age and condition of the campus copiers and makes recommendations to replace based on their condition. She also noted that the District Purchasing Department has a contract with Toshiba and any new copiers will have to be purchased from Toshiba.