

**Cypress College
Planning and Budget Committee
Minutes of March 7, 2019**

Present: David Dang, Carmen Dominguez, Phil Dykstra, Brian Gomber, Craig Goralski, Monica Santana, Brian Seiling

Resource Advisors: Paul de Dios, Yongmi Han, Marc Posner, Rick Rams, Katy Realista,

Guests: Bret Clarke, Peter Maharaj, Samreen Manjra

Recorder:

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the February 7th meeting minutes were approved

3. **One-time funding list**

There are a total of 20 One-Time Funding Requests most went to Direction B and the Direction Chairs collectively decided to split the items into 2 groups between Instruction and Non-Instruction. Phil walked the committee members through each request and the totals. The Direction Committees will review the requests in ranked order and will return to PBC in early May where the list will be combined and then meet again 2 weeks later to determine the final rankings.

The One time funding process will stay as is for this year until the new VPAS is in place and possible changes will be discussed for next year's cycle.

4. **Program Review Chair position**

The Instructional Program Review Chair will receive not less than **60% reassigned time**, subject to an annual review, and is appointed by the Academic Senate Executive Committee after consultation with the Instructional Program Review Committee. Professional expert pay would be available for any work that falls outside of the semester. The Program Review Chair will serve a three-year term with the option of reappointment if no other qualified faculty expresses an interest.

5. **PBC Composition**

Phil shared the current composition of PBC with the committee. Updates will be made and provided to the committee at the next meeting.

The committee agreed to the following updates:

- Delete EVP
- Add VPI (voting member)
- Add VPSS (voting member)
- The VPI/VPSS will assign Deans (resource member)
- Add an additional CSEA representative (voting member)
- Add an additional Student representative (voting member)

6. **ACCJC Institution Set Standards**

Phil updated the committee and is currently reviewing the ACCJC annual report. The College's Institution Set Standards will then be brought to the next meeting for discussion and a vote. An update will be provided once a webinar is attended on March 19th.

7. **Vision for Success goals**

The Student Equity and Achievement Committee (SEA) will be meeting next Thursday the 21st to develop the initial Vision for Success goals. Once that is complete the goals will be directed to the Academic Senate, PBC and PBC for discussion and further review prior to send the information to the Board of Trustees for final approval.

8. **Special Requests**

Cypress Auto Collision Repair

The Committee supports the Special Request from Cypress Auto Collision Repair, TE1 in the amount of \$4,523.80 to replace the heating system for the spray room because the Auto Collision Repair courses require the paint curing process as an essential part of instruction.

Proof Point Software

The Committee supports the Special Request from Systems Technology Services in the amount of \$34,368.00 to acquire Proof Point Software a digital security to protect the college against Phishing, Malware, Imposter emails, and business threats.

9. **Other**

Craig informed the committee that the District is beginning to work on the 10 year master plan and requests for RFP's. They will be meeting with firms tomorrow.

Meeting concluded at 2:30 p.m.