

**Cypress College
Planning and Budget Committee
Minutes of September 5, 2019**

Present: David Dang, Carmen Dominguez, Phil Dykstra, Craig Goralski, Brian Gomber, Aaron Pilkey, Alexander Porter, Brian Seiling,

Resource Advisors: David Booze, Paul de Dios, Yongmi Han, Flor Huerta, Marc Posner, Rick Rams, Eldon Young

Guests: Samreen Manjra, Eileen Haddad

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the May 16th meeting minutes will be emailed to the committee members.

3. **Meeting Day Schedule**

Alexander Porter shared with the committee that the current PBC meeting are scheduled on the 1st and 3rd Thursday per month. He encourages that any materials distributed ahead of time, the committee members prepare themselves by reading and reviewing attachments and avoid misuse of time during a meeting. The proposal is to keep the first PBC meeting and the second meeting could be on an as needed basis.

4. **Guideline Review**

Alex reviewed the Guidelines and after discussion, updates will be made and shared with the committee:

1. Add the Program Review Chair to the Advisory Roster
2. SSSP Director in the process of changing the name to SEA Director.
3. Voting method of Thumbs up, Thumbs to the side, Thumbs down will remain the same.
4. The Recommendation/decision making process will be taken to PAC. PBC has requested if an agenda item has been rejected or any modifications have been made Alex will report back and will take time to explain to the committee what the reasons were. Alex will make this recommendation to the PAC group as well as a request to get more detailed minutes.

5. **Constituency and Resource Advisory Roster**

Alex's recommendation is that all Instructional Deans should be a part of the PBC discussions. He would also like to set aside some time at the end each agenda to review some key points which should be taken back to your constituency groups.

Craig requests that Alex attend an Academic Senate meeting at least once a year due to turnover, to give their group a budgetary update.

6. **Campus Budget Update**

The Budget submissions by all Deans and Managers have been submitted, completed and compiled and has been given out to the area managers. As a process, they have been requested to submit their

budget reflective to true budgetary needs. He recommends that you as faculty and staff give feedback as far as the good and bad about the budget process. This is currently still a work in progress.

The District is currently in a positive budget situation and as a district are still in Hold Harmless. On a statewide Perspective, we have a student center funding formula that is allocating money across the state. It consists of Base budget, based on FTES, Success measures and student profiles. The District has engaged in what's called summer borrowing which produced extra funds for the district which was not anticipated. The District has hold harmless dollars due to summer borrowing which leaves the District in a good position.

7. **Annual Goals**

- **One Time Funding Process**

Set up appropriate level reserves and this group will discuss what needs to be funded and will be discussed more in-depth at the next meeting. Go back to constituents discuss how we evaluate and get an idea of what you think could meet the needs of the new One Time Funding process. This shall be an adjustment period.

8. **Mission, Vision, Core Values, Review timeline**

Phil shared the current timeline assuring the committee that it is tentative with room to make changes. For accreditation purposes, every two or three years the college does an in-depth review. Next week a survey will be sent to all staff and students to see what their feelings were on our current mission statement. On September 24th the IR office will gather the results and an open forum will be held from 3:00-4:00pm to allow feedback from the campus. It will then be taken back to President's staff and the IR office will visit various groups on campus such as the Management Team, Academic Senate, PBC and lastly to the Board of Trustees. It does not have to be done by the end of the year so there is some flexibility.

9. **Strategic Plan Year-2 rankings**

The 3 Direction Committee chairs and the IR office met at the end of the year to review based on the updates from the champions in the various areas. Phil asked the chair's to provide a brief update with regards to each of the Directions and why we came up with the recommendations.

Eldon Young, Direction A Chair reported:

Goal A1: *Facilitate all students' achievement of critical milestones by providing excellent instructional and support services.*

The decline of comprehensive SEPs, number of participants in Summer Boost, and students achieving baccalaureate degrees were mitigating factors. However, major changes in English curriculum along with instructors' training could result in many students' completion of English 100 in a more timely fashion, tied with new curricular and instructional resources for their success. In addition, EOPS, VRC, and Financial Aid provided new resources and activities to encourage student success and transfer. The Research Office was also successful in tracking the increasing number of students transferring with AS-T's and AD-T's.

Goal A2: *Develop and implement enrollment management strategies to enhance student access and success.*

Some research and thought was put into the timing and appropriate number of English 100 co-requisite lab classes to be offered in Fall 2019. Similar efforts in the Mathematics Department were not explained. Interact Communications emails apparently a positive impact on enrollment. The results of DEMAC's efforts were not discernable.

Goal A3: *Develop and implement programs and services aimed at helping at-risk students succeed.*

The integration of Student Equity, SSSP, and BSI categorical programs, the number of probationary students counseled, and the increase of the number high school and NOCE students participating in Charger Fridays. Improvement in matriculation also included the Guided Self-Placement and online videos. A number of students and faculty participated in professional opportunities focused on at-risk students. EOPS, Financial Aid, and VRC have also worked to connect this student population with needed resources.

David Booze, Direction B Chair reported:

Goal B1: *Create organizational structures and practices that enhance participatory governance, a sense of ownership of decision-making processes, and campus engagement.*

This ranking is supported by campus efforts that were made to raise awareness about the activities of shared governance committees and to enhance communication with faculty in general. The creation of an application process for release time to facilitate faculty participation on committees demonstrated progress in this area.

Goal B2: *Enhance professional development*

The College demonstrated its commitment to professional development by approving several flex activities for faculty, providing professional development workshops to faculty and staff. Many of the workshops were student-centered in that they explored the means through which faculty and staff contributed to student success. The Professional Development committee expanded its support of faculty and staff for conference attendance.

Goal B3: *Improve campus climate by fostering an environment that is consistent with the College's Core Values.*

Other

Efforts included workshops for faculty/staff sponsored by the professional development committee, and the creation of a new faculty seminar. Workshops provided faculty/staff with an opportunity to improve their understanding of the roles they play in student success and best practices. Other efforts involved the creation of a canvas shell for faculty that included information about professional development, and regularly scheduled campus events that are open to all faculty/staff. These events promote the spirit of community among campus constituents. Additionally, the campus provided the inclusion of student voices on college direction and facilitated student participation on shared governance committees. Further, the college devoted resources to its food bank, which continues to be a valuable resource to students in need.

Goal B4: *Ensure resources are available to meet essential instructional, student support, and administrative needs*

The college implemented significant change to its organizational structure by creating a position for Vice President of Instruction. The allocation of instructional resources was based on program reviews whereby academic divisions anticipated student needs based on data.

Marc Posner, Direction C Chair reported:

Goal C1: *Establish more effective collaboration with K-12 schools*

Major progress was achieved in this area — highlighted by a focus on the high school to college pipeline as a result of efforts and activities as part of the Promise/Pledge and Dual Enrollment programs

Goal C2: *Strengthen community relationships*

A partnership was negotiated with Pathways of Hope to address food and housing insecurity following results obtained in the college's Real College survey participation. In addition, Dr. Schilling worked with local governments to address housing issues. Also, for the first time, the City of Cypress initiated an Independence Day celebration, which was hosted at Cypress College.

Goal C3: *Strengthen Collaboration with North Orange Continuing Education (NOCE).*

Collaboration with NOCE recently has focused on the pipeline from NOCE to Cypress and on providing NOCE mathematics coursework to meet the remedial needs of Cypress College students. In Year 2, the college resolved similar needs related to English students. Curriculum and partnerships were created to ensure that Cypress College students in need of improving skills in English and/or Math were available through NOCE

Goal C4: *Strengthen collaboration with 4-year colleges and universities*

Cypress College continues to benefit from the substantial work done in earlier years to develop and promote the Associate Degree for Transfer options. The number of awards in this category continues to increase

Goal C5: *Strengthen the image of Cypress College*

While the single objective is narrow, this goal relates in that each of the above goals in Direction C supports the goal of strengthening the image of Cypress College. As noted, work on the college's identity is a highlight here. In addition, the college developed an email-communication plan, completed numerous brochures, and held outreach and in-reach events such as Connect2Cypress.

Goal C6: *Strong Community Connections*

Fostering community connections is a focal point for the college. Substantial work has been completed and continues in this area to highlight Cypress College as one of California's Premier community colleges.

Phil thanked the Direction chairs for all of their hard work and helping shine light for the campus on how well we are doing.

Craig suggested that the next time this comes around everyone involved assume that the faculty Champion list includes the Senate President and make it the Senate President's responsibility to find the Faculty Champions. Craig will commit himself and Jason Thibodeau, President elect. Phil will send the updated Champions list to the committee.

10. **Other**

Meeting concluded at 2:30 p.m.