

**Cypress College  
Planning and Budget Committee  
Minutes of April 16, 2020**

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**Present:** Belinda Allan, David Dang, Christie Diep, Brian Gomber, Craig Goralski, Eileen Haddad, Aaron Pilkey, Alexander Porter, Bryan Seiling, Jason Thibodeau,

**Resource Advisors:** Paul de Dios, Yongmi Han, Samreen Manjra, Thu Nguyen, Marc Posner, Rick Rams, Katy Realista, Eldon Young

**Guests:** Treisa Cassens, Richard Fee, Rebecca Gomez, Wes McCurtis, Celeste Phelps, Kathleen Reiland, Ralph Webb

**Absent:**

**Recorder:** AeYoung Kim

**1. Public comment on agenda items**

No comments at this time.

**2. Minutes** – Minutes from the April 2, 2020 meeting were approved.

**3. One Time Funding Form Request- Alexander Porter**

The Deans and Managers that submitted requests were invited to give a brief overview of their requests.

**Rebecca Gomez- Health Science**

1. ***DMS to replace machines for Stenography-*** The equipment is extremely old and their facilities Strong advise to upgrade the equipment. The students training on the equipment will be more well suited as they graduate helping them feel more confident in their skill level This program has a very high employment rate

2. ***Dental Assisting Instructional Aides /Models- Typodons-*** Currently the students are piecing together models but it is not very effective for the students to learn on. With more externships and orthodontia opportunities, the students have the ability to practice and become proficient before they actually work on live patients and again a growth field.

**Q:** What is the life expectancy of the models?

**A:** 8 to 12 years

**Treisa Cassens- LIB/LRC & DE**

1. ***Temporary Staffing for LRC-*** This is for the ESC, MLC as well as the DE Tech Manager. These are all currently temporary positions and hopeful to be placed on a permanent list.

**Q:** What were the funding sources for the LRC staff previously?

**A:** Ongoing funds and SSSP

2. ***AB 705-*** Dr. Schilling have the Library money from the President's budget. This will be to support English PALS, Math Tutors and other items through AB 705. Potentials of ESL may also want this for next year as this is their year to transfer to that.

3. **OER Online Educational Resources-** A general request for Lib Guides librarians have been working on as the Math Canvas shells that have been done by the Math Department and EDLA's to jumpstart OER's on the Cypress College campus.
4. **Peer online-** Pure Online Course Review (POCR ) many of the colleges in the consortium have a local Peer Course Online Review. This can begin the process of getting employees trained and contracts to do this work to begin class approvals within the system.
5. **DE Software LTI Integrations-Post COVID-** As the campus continues to work online, currently we have been using products which has been provided free through the consortium Proctorio and Labster is what has been used the last two weeks but if continued funds need to be set aside at which time the products need to be evaluated.

#### **Rick Rams- Kinesiology**

1. **Scoreboards-** To be purchased for Gym 2 and top priority for the Kinesiology Department.
2. **Beach Volleyball Courts-** Cypress College has a strong volleyball program with students moving to four-year colleges. Currently Cypress College in the conference unable to host.
  - Q:** Where will the courts be located? And where are the classes currently held?
  - A:** Behind right field of the Softball courts and currently renting courts in Huntington Beach and also where their competitions are held.
3. **Audio/Video Modernization-** Request to update the audio system to enhance instruction in the gym areas.
4. **Athletics Branding Update-** The Athletics Branding in the facilities is outdated and request to update and modernize.
5. **Athletics Team Room update-** Request to update the team rooms to remove new carpet needed, peeling paint and mold. They will not be building a new room, but a facelift.
  - Q:** With peeling paint and carpet replacement, why is this not covered under M&O? and will this need to be outsourced? Will that in turn become a CSEA issue?
  - A:** Historically this was a low priority item and the department feels it is a request of high importance. Alex assured the committee that based on availability and skill sets, we will adjust accordingly and that these items can be done in house depending on availability and workload, time and staffing ability in which case the campus would contract outside for the job.
6. **Facilities Shade Structures-** Due to renovations and future updates, both Rick and Phil Fleming agree with a recommendation to withdraw this request.
7. **E-Sports Equipment-** Highly requested by the students and would be placed in the new Student Center.

#### **Katy Realista- Fine Arts**

The first 4 requests are safety issues and may not be One Time funds with the possibility that the committee maybe decide there is another funding source better suited.

1. Replacement upgrade dust collector in fine Arts Studio Classroom FA130- Antiquated system which needs to be upgraded and effects the students directly.
2. Fall protection infrastructure- Out of compliance with OSHA as far as being able to reach the lighting above the audience in the theater.
3. Theater Housing lights- The lighting over the Theater audience is beginning to fail and darken and would like to replace with LED system.

4. Building 4 Duron and Stage Floor repair/replacement- Stage flooring is beginning to disintegrate and splintering.
5. Building 2 furniture for the Music Department- Request to replace the chairs which are falling apart and requesting chairs and tables with wheels for better mobility in the band room.
6. Technology for the gallery and FA Building- For projectors and laptops. Currently the projectors are failing and not presenting the colors properly also not compatible with the professor's laptops.
7. Replacement of Fine Arts and MAD Studio chairs- Request for Easels and chairs with backs for the Art studio.
8. Portable Dance Floor- Currently the Marley Dance Floor is rented each year and paid for through the dance program and in turn unable to begin building income and would be nice for the program to own their own Marley Floor. The Marley Floor could also be used for rentalsC  
**Q:** If we need to replace the entire flooring anyways would it be beneficial to replace it with Marley ?  
**A:** The Marley floor is strictly for dancing and why it needed to be a separate request.
9. Replacement of Gallery track lighting system- The current track lighting system is so old the department is unable to find replacement parts and unable to replace corroded parts.  
**Q:** Is the gallery considered part of the Theater Arts Building or Fine Arts  
**A:** Theater Arts
10. Audio Sound equipment- The Music Department is used often for special events on campus and off campus and requesting monitors and mobile gigs in order to move locations remotely. It is used for a variety of amps as well as guitars.
11. Building 4 – TA104/106 sound deadening-
12. Campus Theater laundry equipment and infrastructure- Request for commercial laundry equipment upgrading the residential equipment currently being used. This would allow for the large volume of laundry done in the machine.
13. Theater Master lighting system- Asking for an upgrade to movable lights and LED lighting. The students are not getting the full educational experience they should because their venues that they will be working for are advanced. The department and students would both benefit from upgrading the system and have a more efficiently run theater that is modern and enhance the students education.
14. Theater building dressing room- The counter tops in the dressing rooms are peeling with sharp edges and would like to replace the countertops.
15. Replacement of cabinet and countertops within costume shop- In need of new cabinets in the costume shop. There is not enough space.

### **Celeste Phelps- DSS**

1. American's Disability Act 30<sup>th</sup> Anniversary- The purchase of posters and frames to hang up showing support for individuals with disabilities around campus.
2. Safety Counter & Barrier in DSS Front Office- There is currently no security mechanism on the door and does not automatically lock and this would be a counter across the front of the office similar to EOPS and Financial Aid.
3. Verbit Captioning Services- Requesting 1000 hours of captioning technology. Currently everything must be captioned to be put on any websites to be put on Canvas which is currently a big problem due to everything being online now. The District recently purchased

1000 hours technology which integrates with Zoom and with Canvas from a captioning technology agency. The hours have been split between the campuses based on FTS and have been allotted 345 hours which will go fast.

**Q:** In response to COVID-19 how will this improve the ability of DSS and faculty in general to address the needs of students now that it is likely to teach virtually in the summer and possibly fall?

**A:** It is imperative that there is an effective system at captioning that protects faculty specifically and faculty will be able to go through DSS to get their videos captioned.

**Q:** What technology are they using at Fullerton?

**A:** The three campus agreed on Verbit and took it forward to the District.

**Q:** Is there the quote that you're getting for that is there any efficiency gain if there is a Districtwide contract versus individual contracts? (consider)

**Q:** is there an ability to get DSS funds that you currently get from the state to help out with this or realign an of those funds to hep out with these items? (consider)

### **Ralph Webb- Campus Safety**

1. Security Gate- One of the very few campuses that does not have a secured parking area for the Campus Safety employees. Requesting a secured compound for employees and patrol vehicles.
2. Patrol Vehicle- Still in need of vehicles
3. License plate recognition camera monitoring system for criminal investigations- Request the entrance from Valley View St.

### **Kathleen Reiland- CTE**

1. Laboratory Upgrade- Divisions top priority is a combination project for the Air Conditioning and Refrigeration Program. First, hooking up the gas line. Second, The classroom itself has very high ceilings making it difficult to teach because of the sound and would like the room to be fixed making it a more conducive to instruction. Third part of request is hooking up 460 Volts . To be hooked up by an electrician

**Q:** This question is also for Phil Fleming, 460 Volts is quite a lot and wonders if there are any safety concerns or other M&O concerns that need to be considered?

**A:** Phil is aware. This is for the Air Conditioning Refrigeration classes and the students are the ones that go out to work on 460Volts which is why it is necessary for training.

2. TE3-115 and 118 heating and AC needs- Currently no heating or air conditioning in the Auto Technology areas There was heating at one point but no longer working. There is a chance this request will be pulled because it is also part of Facilities and could use bond money.

**Q:** If using Bond money what is the timeline?

**A:** The timeline would be about 6 year and the request is to the heating to be hooked up ad the fans be hooked up so they provide some air circulation during the heat of the summer. This will be a temporary fix.

3. Collaborative Learning Environment- Culinary Arts Program request for new furniture. They have met with the District and agreed on a quote to buy furniture to make the classrooms conducive to a collaborative work environment.
4. Auto Vehicle scan tools- Request for the Auto Collision which allows them to diagnose auto collision with technology evolving and so many electric cars, this equipment allows them to assess while doing repair.

5. Tech Ed 1 classrooms TE104, TE105A, TE105B Smart classroom projector Install- Request for upgrades in the Automotive Technology area and has encouraged them to submit a Strong Workforce proposal and feels it is a good project for that.
6. Emerging Automotive Technology- Upgrade technology to do Wheel Balancing and Structure Balancing of cars while doing repairs. This request was ranked last by the Division.

**Richard Fee- SEM**

1. Physics Dept Lab upgrades and replacement equipment- Request for replacement for new laboratory experiments.
2. Program Growth /Equipment upgrade- Part of the Engineering Technology Department. This program is supposed to be a CTE type program so the student can move on into careers and advanced manufacturing. They received and purchased one robotic arm and now in need of another arm and the equipment to run it. Student need this to complete the program.

**Eldon Young- Language Arts**

1. 5 Chromebook carts for classroom- all but 7 classes have Chromebook carts and will be able to share a Chromebook card in the camera room.

Will plan a meeting as soon as possible to review the evaluation form and requests.

4. **2019/2020 & 2020/2021 Budget Update- Alexander Porter**

The Base Budgets submissions for 20/21 are due Friday, April 24, 2020. We are expecting some additional funds coming from the federal government for the CARE Act and will be distributed out to each of the individual colleges. Still in the process of applying for the grant and getting ready for our Financial Aid and Student Services Staff diligently working to develop procedures and guidelines for the allocation of those funds. The federal government has identified about \$7.1 million to Cypress College with 50% going to grants and student aid with the possibility to e more but a minimum of 50%.The other 50% will be released at a later time and to Alex’s knowledge has not been identified by the federal government

5. **Other**

The Board approved the allocation of the Scheduled Maintenance dollars to Cypress, Fullerton and NOCE so there are additional funds available.

In making formal recommendations the committee will need to discuss the additional funding sources that are becoming available.

Meeting adjourned 3:00pm