

**Cypress College  
Planning and Budget Committee  
Approved Minutes of May 6, 2021**

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**Present:** Belinda Allan, Damon de la Cruz, Lee Douglas, Brian Gomber, Craig Goralski, Eileen Haddad, Aaron Pilkey, Bryan Seiling; Barbara Woolner

**Resource Advisors:** David Booze, Troy Davis, Paul de Dios, Yongmi Han, Samreen Manjra, Katy Realista, Eldon Young

**Guests:**

**Absent:**

**Recorder:** AeYoung Kim

**1. Public comment on agenda items**

**2. Approval of the minutes from 4-15-21**

**3. HEERF Spending Plan- Alexander Porter**

The Higher Education Emergency Relief Fund Total Federal Funds allocated is \$51.62 million and Alex shared the Allocation Summary with the committee.

\$7.14 M HEERF I Funds the Coronavirus Aid, Relief, and Economic Security- 50% of an institution's allotment must go to emergency financial aid grants to students (\$3.5M awarded). The deadline will be 4/13/2022.

\$15.57M- HEERF II Funds the Coronavirus Response and Relief Supplemental Appropriations Act. Requires institutions to spend the same dollar amount on student grants as they were required to spend under the CARES Act (\$3.57M awarded). The deadline will be 4/13/2022.

\$27.50- HEERF III the American Rescue Plan (ARP). At least 50% of an institution's total allotment must go to student grants (\$13.9M). Estimated deadline will be 9/30/2022.

\$1.41- Minority Serving Institution (MSI) Supplemental Allocation. No minimum amount required (100% allocated to direct student aid awarded). The deadline will be 3/3/2022

The next set of funds is the Government's Immediate Budget Package Emergency Relief Allocated Summary is \$1.32M. These specific dollars have very specific purposes and specific things.

\$20,312.00 will be going directly to CalFresh, support equipment needs, support application.

\$1,153,988 is going directly to student aid and there are requirements such as methodology, distribution and lastly there are additional funds allocated for student retention and outreach.

HEERF Student Portion the funds are going directly to students and other activities such as food and housing, laptops technology with some items covered by the institutional portion as well.

HEERF Institutional Portion much of this has to do with helping with operating costs incurred due to the pandemic. Most of the costs are going towards infrastructure or technology. An example is

upgrading the filtering systems as well as locating Hot Spot's for the Buildings around the campus. The second and third allocations are for the revenue offset.

HEERF Institutional Portion- Spending Plan Categories:

First Allocation- Direct Student Aid, Information Technology, Facility Modifications/Upgrade, Faculty/Staff Training & Support and, Personal Protective Equipment.

Second Allocation- Everything in CARES Act Funds Plus: Revenue Loss backfill, Additional Student Support, and indirect Expenditures.

Third Allocation- Everything in CARES Act and CRRSA

HEERF Institutional Portion- Proposed Spending Plan

First Allocation- Total funds \$3.57M for remote learning support, Faculty/Staff technology support, Facility Adjustments, PPE/Cleaning Equipment, Supplies, 2019/20 COVID-19 related expenses.

Second Allocation- Total funds \$25.9 for Outdoor teaching spaces, Infrastructure Support, Revenue Backfill, Remote Learning, Basic needs and support for students, Student Technology Support, Mental Health Support, Student Reengagement Campaign

Third Allocation- The American Rescue Plan (ARP)

Craig Goralski wanted clarification in understanding how the money is spent and that it is not supposed to be backfilling loss of revenue from State Apportionment and understood by all the campuses. Alex confirmed that the dollars are covered by Hold Harmless dollars.

Paul de Dios updated the committee on the allocations directly for students and how it is broken down. There was \$3.5M that was distributed and available to students and served about 7152 students and they each received \$500. There was also MSI Minority Serving Institution which was around \$400,000 and served approximately 4800 students and dispersed over \$4M and each student received \$825 per student. Paul will share the link to the committee members.

**The committee approved to move the Allocation Plan forward to PAC.**

**4. Faculty Hiring Prioritization- Lee Douglas**

Lee Douglas sent 3-documents which included process for Hiring Prioritization, Applications, and the Rubric. Having been reviewed by the committee before, Lee asked for feedback and approval to move the forms forward with the hopes of using them in the Fall 2021 Semester.

The committee approved to move the Faculty Hiring Prioritization to PAC for final approval.

**5. Instructional Program Review- Bryan Seiling**

Bryan Seiling shared the Annual Report highlighting the scope of work which has been done:

- Instructional Programs (13)
- CTE 2-Year Short Forms (16)
- Specialized Instructional Programs (7)
- Revision of Handbook- Meeting Bylaws

- Revision of Process Forms

#### BLM- Social Justice

- BLM TaskForce- Recommendations
- Senate Support- Adhoc Committee
- Diversity Liaison- Regina Rhymes
- DEI Questions- A Campus Conversation

#### Global Recommendations

- Excellent Student Success and Fill Rates
- Innovative in Meeting Student Needs
- Opportunities outside of the classroom
- Diversity work- The Mirror Analogy
- Accurate, Right-Sized Budgets (OG-on going)
- Reexamination of Reassigned Time (OG)
- Repeatability Issue
- Adjunct Participation in SLO's
- The Reviews to lager Planning & Budget

#### Budget Requests

- Fulltime Faculty
- Classified Support
- Increase in Material/Supply Budget
- Technology Updates
- A special note on the Theater and DE
- Review Summaries with Compliance Status

#### 6. Other

#### Next Agenda:

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