

**Cypress College
Planning and Budget Committee
Minutes of October 1, 2020**

Present: Belinda Allan, David Dang, Damon de la Cruz, Craig Goralski, Eileen Haddad, Aaron

Pilkey, Alexander Porter, Marc Posner, Bryan Seiling

Resource Advisors: Paul de Dios, Yongmi Han, Silvie Grote, Samreen Manjra, Thu Nguyen, Rick Rams, Katy Realista, Eldon Young,

Guests:
Wes McCurtis, Kristina Oganessian

Absent:

Recorder: AeYoung Kim

1. **Public comment on agenda items**
2. **Innovative ways to use the parking spaces without losing revenue- Alexander Porter**
Alex followed-up from the previous meeting in the possibility of revenue opportunities for the college in lieu of the campus closure. The City of Cypress has been using the parking lots for Movie Night Events. This was not a fundraising event but a partnership with the City of Cypress providing access to our facilities. This was a no cost event for the college and the City handled all set up and clean up. Other suggestions were Food Trucks or Drive-In Movie nights, and car clubs. Alex is concerned with adhering to the social distancing and health protocols but also to get people to see the good work that is happening on campus and different ways to connect with the community. The Sustainability Committee wants to do a movie night from a health protocol perspective everyone can remain in their cars.
3. **Review the Faculty Obligation Numbers (FON) calculations: Alexander Porter**
The problem is a disparity between how the Chancellor's office calculates our numbers versus how we calculate locally and the number that the Chancellor's office calculated for us included a deficit factor which is why the numbers were so low.
4. **Annual Review of our charge and purpose- Alexander Porter**
The guidelines were shared with the committee. Last year time was spent to review and the committee will be updated on the process.
5. **Classified Position Prioritization Process and Timeline**
Historically an assessment was done every 3 years but would be beneficial to revisit this annually. The committee will revisit this in a future meeting. Homework assignment for the committee to review the document and come back with some ideas about how it may be addressed.
6. **Institutional Research and Planning**
Strategic Plan Year 3 Evaluation

At the last meeting, Eileen shared a draft of the Strategic Plan Year 3 and sent the evaluation to the committee via email in order to get the committee's feedback.

She began by thanking the committee chairs Eldon Young, Marc Posner, David Booze as well as Kristina Oganessian for their contributions, their time and discussions on the various updates. The committee chairs joined the meeting to share some of their comments and highlights from their respective Strategic Directions

Before Eileen shared the document, she gave a brief overview and mentioned some of the general themes that came across in the assessment of distribution plan evaluation.

- Prominent theme was the impact and response to COVID-19 but also many innovations occurred across all areas in response to the pandemic.
- Interim and vacant leadership positions which were either vacant or interim, most notably being the VPI position which may have impacted progress in some specific areas of the strategic plan.

Eldon Young, Direction Chair A-

- Achievement of Milestones were ranked between Moderate and Substantial. Progress was made and major headway in terms of number of students who completed educational plans but progress was at a standstill after the COVID crisis. Though there were some bumps in the road, Eldon believes that substantial progress was made due to the work that was done by the English, Math and ESL in terms of achieving great improvements in student's completion rates in their first year of transfer
- Enrollment Management and Success Strategies was ranked Moderate. EOPS, Financial Aid and VRC have made various improvements as far as their academic progress. Efforts were made to improve student's awareness of their options in the matriculation process regarding English, Math and ESL.
- At Risk Student Success was ranked Substantial. There has been little progress made as far as the development of a college enrollment due to the vacancy of the VPI position who is in charge of creating this plan. They also noted that people from different areas really stepped up in adapting their services to accommodate student enrollment needs during COVID and praise was given to Admissions and Records as far as all the work they did in this area
- Dedication to student success. Developing and Implementing programs and Services- SCA has been an important role in terms of funding various initiatives amongst certain student groups such as Legacy, Athletics, Student Success center as well as individual students who are experiencing financial hardships during COVID. They have scored these areas as moderate to substantial.

COMMITTEE FEEDBACK:

- Some of the ratings are impacted by the lack of information not being provided by the deadline. The plan was sent out to the campus community but did not receive very much feedback. It was expressed that this issue should be included in the narrative.

David Booze, Direction Chair B-

- Improve participatory Governance was ranked Moderate. Great strides have been made with various constituencies to voice their concerns and share ideas and participate in conversation which will lead to very important decisions.
- Enhancing Professional Development was ranked Substantial and they should be commended for their work and efforts providing opportunities for faculty, staff and administration. They have many funding opportunities which has been provided for faculty and staff to attend conferences and workshops.
- Improve Campus Climate was ranked Moderate sticking to our core values the college supported a number of events and other ways to celebrate different cultures as well as the campus responding to and speaking out and advocating for social justice and recommendations on becoming an anti-racist campus.
- Resources available for needs was ranked Substantial. Continued college fundraising efforts for Guided Pathways, Strong Workforce Development and other various campus initiatives and identifying opportunities for cost savings and efficiencies. The IT department helped the college transition in providing remote services for students in the wake of the pandemic and opened up Parking Lot 1 for students without internet service.
- Hiring Addresses Needs was ranked Moderate it will be required that search committees be more intentional about increasing diversity and applicant pool and as a result several qualified employees from diverse backgrounds have been interviewed and hired.
- Promote Culture of Safety was ranked Substantial in terms of the response in what was done to promote the safety and wellbeing of faculty and staff during the pandemic. A convening of the COVID Taskforce to develop policies and procedures as well as finding creating a plan for the return of students.

COMMITTEE FEEDBACK:

- ***B1 and B.1.1- Why is a large and broad goal the one we've chosen to focus on which is a subset of the larger one? Three years ago, the plan that was outlined was that there would be a broader goal and then a smaller goal to help achieve the broader goal. The evidence that was solicited was specific to B.1 but could certainly expand it to reflect the broader goal.***
- ***Solicit information that may not fit within a specific objective, but still indirectly supports the overall goal that is trying to be achieved.***
- ***The idea of this document is to highlight what we're doing really well, but also reveals some of the missteps that has occurred and revisions to account for that.***
- ***Craig Goralski feels that improving participatory governance was inadequate and needs to be revised.***

Marc Posner, Direction Chair C-

- Collaboration with K-12 Schools ranked Substantial. There is a heavy impact due to the pandemic. Charger Friday, The Promise Program, SEP's, and Dual enrollments was a key initiative which was affected by the pandemic but also has expanded throughout the academic year as it pertains to partnerships
- Community Relations ranked Substantial strongly influenced by CTE's Strong workforce program with stronger enrollment as well as Foundation's efforts and steps towards growth.
- Collaboration with NOCE ranked Moderate. NOCE discontinued the Math Co Lab program and no longer have the collaboration. It was highlighted in the previous report however, we do have the Arise Lab another partnership with NOCE.

- Collaboration with 4-Year Universities ranked Moderate. Transfer Center successfully implementing a virtual canvas hub to support transfer.
- Strengthen Image of the College ranked Major. Building wraps on the Complex building, values of the college, positioning statements, student stories, student testimonial posters, student center building, 2020 #1 designation is now up on the Student Center Building and lastly, the tremendous efforts across the campus to ensure the 53rd Commencement would be held on our original date and original time.

COMMITTEE FEEDBACK:

- The Career and Planning Center are asked to be involved and they are involved in all the steps but only mentioned once which in turn makes it difficult for funding. Information will be shared with Eileen who agrees that the work should be reflected.

Faculty Hiring Prioritization Process Update

Campus Services Program Review

7. **Other**

Budget update: Alex shared continued efforts to refine the numbers and finish them up for submittal to the District office to be included in the Board of Trustees proposed budget. Budget numbers will be released to the area Managers, Directors and Deans once it is finalized.

Agenda items for next meeting: