2005-2006 Process for One-Time Funding Requests

It’s time to submit requests for items by budget unit with each area’s submissions due by March 4.

While early news from Sacramento indicates 2005-2006 may be a difficult budget year for education, the college will continue with its planning process for one-time funding requests. This process will allow for the campus-wide prioritization of requests to occur during spring 2005 in preparation for possible funding in the fall of 2005 when we know more about what funds can be identified to match with requests.

This spring the college will be working with a new Strategic Plan for 2004-2008. Copies of the plan include the Vision, Mission, Core Values, the five Directions, and goals and objectives that have been developed for each of the five Directions. The Strategic Plan can also be viewed by visiting the college Web site at http://www.cypresscollege.edu and clicking on the Campus News link and then on the word “docs” below the Cypress College logo.

The overriding criteria in this process will continue to be how closely the request ties to the Strategic Plan. Up to five requests may be submitted by each Budget Unit.

In recognition of the Program Review Process that has been under development the last two years for IQA, Student Support Services and Informational brochures, put together by Reference Librarian Judy Koike, are available in the Library as a resource for faculty, staff and students.

The monthly brochures include a listing of books and DVD’s related to various multicultural programs. All items are available for checkout.

For more information, call ext. 47125 or send an email to librarian@CypressCollege.edu.

Ongoing

“Goulash,” exhibit by Aviva Gray, Floating Wall Gallery (through Feb. 19).

18 • Friday
President’s Day Holiday (campus closed).

21 • Monday
President’s Day Holiday (campus closed).

22 • Tuesday
NOCCCD Board Meeting, Anaheim campus. 5:30 p.m.

23 • Wednesday
Black History Month: Storytelling Festival, campus theater, 11 a.m.—1 p.m..

24 • Thursday
Academic Senate, Wilson Conference Room, 3-5 p.m.
Black History Month: Mixer and panel discussion: “African American Youth in Crisis,” Culinary Arts Dining Room, 6-8 p.m.

25 • Friday
Black History Month: “A Battle of the Choirs,” Wilshire Theater (Fullerton), 7-10 p.m.

26 • Saturday
Americana Awards, Disneyland Hotel, 5:30 p.m.

THEY SAID IT

“The Soul that is within me no man can degrade.”
—Frederick Douglas

Nominations for Faculty Awards

Nominations are now being accepted for the following awards: Outstanding Full-Time Faculty Award, Outstanding Adjunct Faculty Award and Faculty Development Award. Nominees are asked to submit: a letter of support from his or her Division Dean, a letter of support from a colleague within his or her discipline, a resume or curriculum vitae, and a statement of educational philosophy. Nomination forms must be turned in to Fola Odebunmi, Social Science Division, by February 15, noon.

February 11, 2005 Newsletter from President Margie Lewis
CONTINUOUS: One-Time Funding Requests to be Considered

Campus Support Services, a new form has been developed that allows for a connection between that review process, the Strategic Plan, and budget allocations. As in the previous years the Planning and Budget Committee will honor the recommended prioritization of the Direction Committees whenever possible, but the prioritization may be changed by the Planning and Budget Committee if it determines there is reason to do so.

In addition to prioritizing budget requests this spring, the Direction Committees will continue to work on development of the Strategic Plan adding objectives and timelines that are identified. Any modifications made will not be implemented until the 2006-2007 allocation process.

For questions or additional information, please contact Nancy Byrnes or Karen Cant.

CONTINUOUS: Black History Month Events are Upcoming

This event will focus on the challenges African American youth face today in the family, education, and workplace. Tulivo Jadi, co-founder of the African American Cultural Center in Los Angeles, will provide approaches to achieving unity within the African American youth community.

After a brief presentation, a panel of students, faculty and community members will engage in a panel discussion to offer some solutions to this growing problem. Light refreshments will be served. This event is co-sponsored by the Black Student Union and the Diversity Committee.

Friday, February 25. “A Battle of the Choirs,” Wilshire Theater, Fullerton 7-10 p.m. Don’t miss this fabulous opportunity to experience the best gospel music in the Los Angeles Metropolitan area. Ten churches will be competing to win $500. This gospel explosion will unite choirs, churches, and communities from the area.

Tickets are $10 in advance and $15 at the door. All proceeds for this event will go to the Scholarship/Hardship fund sponsored by the Black Student Union through the Cypress College Foundation. If you would like to purchase a ticket or make a donation, send an email to KBeatty@CypressCollege.edu that includes your name, location and the number of tickets you would like to purchase or the donation that you would like to make.

Please make checks payable to Cypress College and write BSU gospel concert in the memo. Send all payments to Kim Beatty in the Language Arts Division. To make a contribution directly to the BSU Scholarship fund, please make your check payable to Cypress College Foundation, and write BSU Scholarship in the memo.
Budget and Planning Allocation; Procedures and Timelines

Implementation of the Strategic Plan is the overriding consideration driving the budget allocation decisions. Using the Strategic Plan, identify the direction, goal(s), objective that the request best fulfills.

Use a shared governance process to decide the top five priorities of the Budget Unit.

Requests above $2,000.00 only will be considered. Packaging of items within one project will be allowed if the items are closely and logically related.

If an estimate from Academic Computing or Maintenance and Operations is needed, allow enough time for the estimate to be done. This cannot be done at the last minute due to the large number of requests, and must be included to be considered.

Two copies of the top five priorities of the 18 Budget Units will be forwarded to Jann Nelson, Business and Auxiliary Services (the submission may be by email: jnelson@cypresscollege.edu). These priorities will then be distributed to the Chairpersons of the five directional committees.

Deadline = March 4, 2004

The Vice President of Educational Support and Planning will convene a meeting of the chairpersons of the five Directional Committees to review and verify the appropriate committee placement of the requests.

The Directional Committees will meet to prioritize the requests from the Budget Units which will be forwarded to the Direction Chair. The priority of the Budget Unit will be considered but the over riding decision of the Directional Committees will be based upon the following criteria:

• how the request satisfies the Strategic Plan.
• how the request satisfies student learning for academic divisions
• how the request supports the strategic plan for non-academic divisions

A representative of the Budget Unit may be called to clarify requests for the Directional Committee if needed. This may refer to an individual request or packaging of requests.

Each Directional Committee will develop one list of recommended priorities to submit to Budget and Planning.

Deadline = April 1, 2004

The Budget and Planning Committee will utilize all available sources of funding to help support the Strategic Plan. Priorities of the Directional Committees will be honored if possible; however the Budget and Planning Committee may alter the recommended priority if in its estimation there is reason to do so. Additionally, restrictions of specific grant funds may drive some decisions on priorities which appear out of order.

A final list of prioritized requests recommended for funding will be completed by Budget and Planning.

Deadline = May 13, 2004

PAC will review requests at the last meeting in May.

One-Time Funding Requests for 2005/2006

Instructions for completing the form:

Fill in the first portion of the form with the relevant information (department and Banner organization number, contact person, etc.). If your department participated in campus quality review recently (e.g., IQA, student services, or campus services), please indicate that as well. Requests from academic departments should be accompanied by a copy of the latest IQA Form 1 (annual format). In a few words, provide a brief description or title of this request. After all Budget Requests have been developed and prioritized by the division or area, indicate how high this request was ranked.

Section 1: Specify the program goal and objective(s) that the budget request would support, and identify their relationship to any college strategic directions and goals set forth in the Strategic Plan 2004-2008.

Section 2: Provide a brief summary of the budget request. Use this section to describe the need for one-time funds, how they will be used, and what outcomes are anticipated. Insert additional lines if necessary, but please keep the description brief. The table is an embedded excel chart and will automatically tabulate row and column totals. Double-click the table to add your information. Itemize in detail the purchases necessary to complete the proposed project.

Section 3: The appropriate Route for signatures for your budget request includes:

• Dean/Manager signature
• Director of Academic Computing (for technology related items)
• Director of Physical Plant & Facilities (for installation requirements)

Please allow sufficient time prior to the deadline for Academic Computing and Physical Plant & Facilities to review your request.
Contact Person: ______________________________  Phone: ______________________________
Dean/Manager: ______________________________  Department: ______________________________
Date: ______________________________  Division/Area Priority _____ of ______
Participated in quality assessment (circle 1 if applicable):  IQA  Student Services  Campus Services  in ________________

Description of Request: ____________________________________________________________

1. Specify program goal and objective(s) that the budget request would support, and identify their relationship to college strategic directions and goals set forth in the Strategic Plan 2004-2008.

   Goal:  Insert program or department goal statement here

   Supports Strategic Direction: ______________________________________________________

   Supports the following goal(s) identified in the Strategic Plan: __________________________

   1. Objective: insert first objective here

       1.1. Person(s) responsible:

       1.2. Timeframe:

       1.3. Fiscal resources needed (total): $ ______

       Use the above outline format to add additional objectives as necessary.

2. Budget Request: Request one-time funds for next fiscal year.

   Please provide a brief summary of the request (150 words or less). ______________________

   (add lines if necessary)

   (The excel worksheet below will automatically calculate entries.)

<table>
<thead>
<tr>
<th>Item Detail</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Installation Cost (if applicable)</th>
<th>Tax &amp; Shipping</th>
<th>Total</th>
</tr>
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<td>$</td>
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</tr>
<tr>
<td>TOTAL COST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Other possible funding sources or matching funds? If yes, describe: ______________________
3. Route for signatures:

Dean/Manager: ____________________________  ____________________________
Name and Title  Signature

If budget request includes technology, obtain the signature of the
Director of Academic Computing: ____________________________  Cost implication: $ ________
Signature

Comments: ___________________________________________________________________________

If budget request includes installation, obtain the signature of the
Director of Physical Plant: ____________________________  Cost implication: $ ________
Signature

Comments: ___________________________________________________________________________
February 2, 2005

Dear Colleague:

In order to have another successful KinderCaminata, it is important for faculty, staff and students to participate. The KinderCaminata Committee would welcome your involvement in any of the following activities. Thank you for volunteering your valuable time.

Please keep this section as a reminder.

Activities for Friday March 18, 2005

- Decorations and Set-up 7:00 am – 8:30 am
- Bus Greeters 8:00 am – 9:30 am
- Career Station Attendants 8:30 am – 11:30 am
- Water Station 8:30 am – 11:30 am
- Lunch Assistants 10:30 am – 12:00 pm

To sign up to volunteer, please complete and return the bottom portion of this form to Becky Rojas, Student Activities Office by February 18, 2005. If you have any questions, Becky may be reached at Ext. 47199.

Hope you can join us!

-----------------------------------------------------

KinderCaminata 2005 Volunteer sign-up sheet

Name_____________________________Dept.___________________Ext.___________

Activities for Friday, March 18, 2005: (Please check your preference)

______Decorations and Set-up 7:00 am – 8:30 am
______Bus Greeters 8:00 am – 9:30 am
______Career Station Attendants 8:30 am – 11:30 am
______Water Station Attendants 8:30 am – 11:30 am
______Lunch Assistants 10:30 am – 12:00 pm

For your convenience, there will be two separate orientation sessions for volunteers. Please select on of the following:

_ Tuesday, March 8, 11:00 am – 12:00 pm
_ Wednesday, March 9, 11:00 am – 12:00 pm

Both sessions will be held at the Fine Arts Staff Conference Room.

Please return to Becky Rojas, Student Activities Office by February 18, 2005
Cypress College
and the Cypress College Foundation
request the pleasure of your company

Saturday, February 26, 2005
Disneyland Hotel Grand Ballroom

in honoring
Bill Wood
Man of the Year

Knott's Berry Farm
Distinguished Business Partner

and all of the outstanding men and women
previously honored at the
Americana Awards from 1976 through 2004

Join us as we celebrate the
30th Anniversary of the Americana Awards
No-Host Cocktails and Silent Auction - 5:30 p.m.
Dinner 7:00 p.m.
Entertainment

$200 per person  $2,000 per table
$3,000 Per Americana Founder’s Table

Black Tie Optional

Sponsored by Toyota Motor Sales, U.S.A.
EXCLUSIVE OPPORTUNITY DRAWING

WIN TWO ROUND-TRIP COACH CLASS TICKETS
ON AMERICAN AIRLINES FROM LOS ANGELES TO
CABO SAN LUCAS, MEXICO INCLUDING A
FOUR-NIGHT STAY AT THE
VILLA DEL PALMAR RESORT & SPA

SUGGESTED DONATION: $100
THERE ARE ONLY 100 CHANCES AVAILABLE AT $100 PER TICKET
(Only the first 100 tickets returned will qualify for the drawing)

TOTAL VALUE = OVER $3,400!
(Blackouts apply on American Airlines and Villa Del Palmar Resort & Spa)

PLEASE RETURN THIS RESPONSE CARD BY FEBRUARY 21, 2005
(Winner need not be present to win)

NAME: ____________________________________________________________________________________________________
ADDRESS: ________________________________________________________________________________________________
PHONE NUMBER: __________________________________________________________________________________________

____ I have added $100 to my Americana Awards Reservation Form
____ Check enclosed - or - Bill my ____ VISA ____ MASTERCARD (Check one)
Card # ____________________________________________ Expiration: ______________________________
Signature: __________________________________________________________________________________

____ I cannot attend, but please enter my name in the drawing
The Cypress College Foundation is presenting a special website for the 30th Annual Americana Awards, which will be held on Saturday, February 26, 2005 at the Disneyland Hotel.

Visit http://www.cypresscollege.edu/foundation for information about Americana and auction updates. Select auction items can also be found on E-bay through a direct link from the above website. You will also find general information about the Cypress College Foundation.
Please reserve ____ place/s at $200 each.

Please reserve ____ table/s of 10 at $2,000 each.

Please reserve ____ table/s as an Americana Founder at $3,000. (Includes ringside table of ten, full page ad in the Americana commemorative program, and special recognition at the dinner.)

I wish to place an ad in the Americana commemorative program. I have enclosed an ad form.

I regret that I/we will be unable to attend; I/we wish to support the event with a contribution. A check in the amount of $_________ payable to the Cypress College Foundation is enclosed.

Bill my Visa/Mastercard for $__________

Visa # ____________________________________________________________________ Exp. Date ________________

Mastercard # ____________________________________________________________________ Exp. Date ________________

Print name as it appears on credit card ________________________________

Signature _______________________________________________________________________

I/we are attending in honor of ____________________________________________________________________________

2005 Americana Reservation

Cypress College Foundation
9200 Valley View
Cypress, CA 90630-5897
(714) 484-7126
(Please complete other side)
2005 Americana Advertising Reservation

Yes, I/we wish to place an ad in the 30th Anniversary Americana Commemorative Program in recognition of a previous honoree, Bill Wood, Knott’s Berry Farm, and/or Cypress College.

Name ____________________________________________________
Company ________________________________________________
Address __________________________________________________
City, State, Zip ____________________________________________
Phone__________________________ Email __________________

Enclosed is my check for an ad:

<table>
<thead>
<tr>
<th>Ad Type</th>
<th>Price</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page (7&quot;x 9&quot;)</td>
<td>$550</td>
<td>8&quot;</td>
</tr>
<tr>
<td>*Full page inside</td>
<td>$1000</td>
<td>10&quot;</td>
</tr>
<tr>
<td>back cover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half page (7&quot;x 4 1/2&quot;)</td>
<td>$300</td>
<td>8&quot;</td>
</tr>
<tr>
<td>Quarter page (3&quot;x 4 1/4&quot;)</td>
<td>$175</td>
<td>10&quot;</td>
</tr>
</tbody>
</table>

Deadline: February 13, 2005

* Call for space reservation

Please make your tax-deductible check payable to the:

Cypress College Foundation
and return it with this form

Cypress College Foundation
9200 Valley View
Cypress, CA 90630-5897

For information please call:
the Cypress College Foundation
at (714) 484-7126

For ad copy, please send black and white camera-ready art or disk in QuarkXpress, Adobe InDesign, Photoshop, PDF or Illustrator. Please include all fonts and graphics used in ad. If need be we can set your copy for you.
Cypress College 2005 Outstanding Faculty Awards

Please consider nominating a colleague for one of the following awards:

**Outstanding Full-Time Faculty Award**

**Outstanding Adjunct Faculty Award**

One full-time and one adjunct faculty member will be honored with these awards. The purpose of these awards is to honor someone who has demonstrated outstanding teaching abilities and made significant contributions above and beyond the norm to his or her students' learning experience. The nominee should be an instructor who

- Develops a creative and innovative learning environment
- Shows attention to the individual needs of students
- Demonstrates expertise in the subject matter
- Stimulates students' interest in course content
- Makes learning a stimulating and enjoyable experience

  Demonstrates the ability to go the "extra mile" to motivate and encourage students to put forth their best effort.

**Faculty Development Award**

The purpose of this award is to honor a faculty member (full-time or adjunct) who has made significant contributions to the educational community outside the classroom in any of the following ways:

- **Research** - should be related to one's discipline or the larger field of education and should be in the form of papers, publications, etc.

- **Creative Endeavors** - should be related to one's discipline and may take the form of exhibits, performances, writing, etc.
**Leadership or Service** - should be at the campus, state or national level in one's discipline or in the larger field of education.

Nominees will be asked to submit

1. A letter of support from his or her Division Dean (or equivalent administrator)
2. A letter of support from a colleague within his or her discipline
3. A resume or curriculum vitae
4. A statement of educational philosophy
5. Optional additional letters of support

The Full-Time Faculty Award includes a cash award of $1000, and the other two awards include cash awards of $500 each.

To nominate someone, fill out the form below, with your signature and the signature of someone seconding the nomination. Return it to Fola Odebunmi, Soc. Sc Division, by noon Thursday, Feb 15, 2005

We nominate ____________________________ of ____________________________

(name)                                                                      (department/division)

for the __ Outstanding Full-Time Faculty Award

__ Outstanding Adjunct Faculty Award

__ Faculty Development Award

Nominated by: (Print name)________________________   (Signature)__________________________

Date___________

Seconded by: (Print name)________________________   (Signature)__________________________

Date___________

(This form may be copied as needed.)