

**Cypress College
Planning and Budget Committee
Approved Minutes of September 18, 2014**

Present: Santanu Bandyopadhyay (EVP), Jose Bravo (Assoc Students), Karen Cant (VP/Chair), Philip Dykstra (Dir, IR & P), Jolena Grande (AcSenate), Rod Lusch (CSEA), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

Resource Advisors: Raul Alvarez , Joyce Carrigan, Paul de Dios, Nina DeMarkey, Steve Donley, Richard Fee, Yongmi Han, Mike Kavanaugh, Mark Majarian, Richard Rams, David Wassenaar

Recorder: Carol Ridley

1. **Minutes**

The Minutes of September 4, 2014, were approved as written.

2. **Enrollment Management**

Santanu reported that there is a 3% enrollment growth throughout the state. Cypress College has had a 5% growth from last year's enrollment. Fall FTES is 5,011 and it is estimated there will be 5,500 FTES in the Spring. Further discussion regarding student enrollment in the Spring will continue through October. The next FTES Committee meetings will occur on September 23rd and September 30th.

3. **Instructional Divisions (Baseline Funding)**

Karen advised the PBC members that, at the President's request, we will be launching an effort to evaluate baseline funding for instruction areas. A PBC member recommended the use of a template to follow for funding forecast. Karen will bring back a proposal on the criteria and process at a future meeting.

4. **Public Information Request**

The current clerical assistant will be moving to a new position and a request from the PIO to revise the clerical assistant position title to Campus Marketing/Outreach Assistant has been submitted. This would increase the salary for the new position by only \$6,348. Perkins would assist in funding. PBC unanimously supported the change.

5. **Diversity Comm. Mission & Purpose (1st Read)**

The first draft of the Mission Statement and Core Values was briefly discussed with the PBC. PBC will share and discuss further with their representative areas. PBC will provide input and recommendations at the next meeting.

6. **Strategic Plan Adoption**

Phil Dykstra provided handouts on action plans for the Strategic Plan Adoption. It was suggested that C.3 in the adoption plan be separated out. SCE and the 4-year universities would be listed as their own objectives.

PBC unanimously supported the changes. The Strategic Plan Adoption and changes will be presented during the PAC meeting for further discussion.

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7. Other

Emergency Funding Requests

- Chemistry - \$2,450
Replacement and Alignment of Laser Source for Infrared Spectrometer.
PBC unanimously approved funding.

- Physical Education – not to exceed \$14,000
Requesting travel funding so the Men’s and Women’s athletic teams will have enough money to travel during the Fall 2014 and Spring 2015 to Southern California Regional and State Playoffs.
PBC unanimously approved funding.

- Physical Education – not to exceed \$10,000
Requesting additional funds so the Men’s and Women’s Swim & Dive Teams can travel to their competitions by bus.
PBC unanimously approved funding.

Grant Opportunity

Steve Donley reported on a grant opportunity for CTE Enhancement. Fifty million will be distributed statewide. Sixty percent (60% or approximately \$350K) of the grant would go to colleges by region and forty percent (40% or approximately \$150K) would go to regional college collaboration. Cypress College could receive \$350K.

Meeting adjourned at 2:12 p.m.