

**Cypress College  
Planning and Budget Committee  
Minutes of October 18, 2018**

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**Present:** David Dang, Phil Dykstra, Craig Goralski, Mike Kasler, Monica Santana, Joe Vasquez

**Resource Advisors:** Yongmi Han, Marc Posner, Paul DeDios, Rick Rams

**Guests:** Samreen Manjra

**Recorder:** AeYoung Kim

**1. Public comment on agenda items**

No comments at this time.

**2. Minutes** - Minutes from the September 20<sup>th</sup> meeting minutes were approved.

**3. New Funding Formula**

Phil presented the power point presentation from the second Chancellor's office webinar on the new funding formula called the SCFF Data Deep- Dive. The presentation touched on the review of the SCFF and the simplified metrics, a review of the data definitions, how the data flows through the process, how the data is validated and a review of the data delivery deadlines.

**4. ISS-Course Completion**

Phil shared with the group a presentation prepared by Saddleback College regarding the history of Institution Set Standards and how they should be derived and used.

The group also went over a handout which laid out the Institution Set Standards and actual performance related to course completion for the last several years. A discussion ensued regarding that as well as other course completion data including a breakout by division, delivering method and success rates for both the highest enrolled classes and the classes with the lowest success rates.

**5. Faculty Prioritization debrief**

The group engaged in a discussion about what worked well and not so well during the prioritization process. The group felt that the discussions in the divisions were very helpful to the prioritization process and that the President was able to grasp the big picture in making her final decisions on the list.

The Academic Senate continues their review of a possible rubric for use in future years.

**6. Strategic Plan**

\$100,000 has been set aside for proposals to further the goals and objectives set forth in the college's strategic plan. The deadline for proposals is October 26<sup>th</sup> and the Direction Committees will spend November reviewing and ranking the proposals with their committee members. The ranking will then go to President's Staff, PBC and PAC on December 13<sup>th</sup> for review.

**7. One-Time Funding update (campus and district)**

Phil went over the status of the four proposals under review by President's Staff. The Fine Arts proposal regarding theater microphones was accepted. The Fine Arts proposal on classroom

renovations was placed on hold due to future building renovations in conjunction with the bond program. The department will submit a special funding request in the future to address only urgent and emergency needs. The SEM proposal for supplies for the new building was placed on hold until construction begins.

The other SEM proposal for supplies for the new building was placed on hold until construction begins. The other SEM proposal for supplies needed now was prioritized and reduced from \$194,000 to \$164,000.

This year is a transition year while the college begins to build items into the budget needed by departments on an annual basis. Further discussions will follow.

**8. Other**

**Meeting adjourned 2:00 p.m.**