

**Cypress College
Planning and Budget Committee
Minutes of October 19, 2017**

Present: Allan Arslanian, Phil Dykstra, Christina Johannsen, Angiel Mendieta, Bryan Seiling;
Grace Suphamark, Joe Vasquez

Resource Advisors: Yong Mi Han, Peter Maharaj, Rick Rams, Mark Majarian

Guest: Vivian Gaytan

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes**

Minutes from October 5, 2017 were approved with corrections.

3. **Budget Update- Vivian Gaytan**

Vivian is currently on the Budget Transfers for the One Time Funding Requests. Those who know they have been approved may begin to process their requests even if it may show insufficient funds because Vivian knows the funds will be there.

Vivian will send an email to those benefiting from the budget transfer.

4. **Accreditation-**

Phil was pleased how the Accreditation process went and wanted to share a few highlights from the team.

- 1 recommendation for compliance- SLO's
- Improvement- To have a plan of assessment of SLO's
- Communication with constituencies.
- Clear governance, all minutes are available and to pull together and communicate across campus.

District Recommendations:

- 6 year review of Board Policies
- Implement training for board members (Phil will review the report for further explanation)
- Revise budget

Bryan Seiling shared with the committee how pleased he was with the team work of Phil and Liana Koepfel. The report was seamless and feels it should be used as a model from this day forward. Phil shared that he was pleased with the Steering Committee members and how involved they were.

5. **Guided Pathways- Phil Dykstra**

In Santanu's absence, Phil reminded the committee that there is a mandatory questionnaire due on November 15, 2017 and encourages those who can put aside time to meet with the committee to help in answering the questions.

Eileen Haddad has emailed a survey. The self-assessment deadline is December 23, 2017 and then after the new year, there will be a multi-year plan.

Rick Rams expressed excitement with the enrollment advantage and why it is so important to complete this. Our full time students could get a huge advantage if they could receive a free year of college for those who qualify.

6. **Strategic Plan- Phil Dykstra**

14 requests have been funded with a total of \$265K

Eldon was happy to announce that Direction "A" have completed reviewing. The members of the steering committee met to discuss each proposal with productive discussions about each. He was pleased with the outcome and the number of participants.

David Booze was not in attendance to report on Direction "B"

Marc Posner has not completed reviewing the proposals but he has met with Direction "C" but shared a qualtrix survey. The proposals were sent electronically with the committee members and group discussions were made.

7. **Spin Bikes Request update- Rick Rams**

The leasing option has been agreed upon by the committee. Rick will be meeting with Albert Miranda next week to discuss location of classes and storage. Rick hopes to begin to work on the financing spring 2018 with the goal to begin the Spin class Fall 2018.

8. **Fine Arts Request update-Phil Dykstra**

The OTFR for the cameras are now changing to computers. Katy has met with Peter Maharaj and will be meeting with the Dr. Schilling. There will be approximately \$100K increase do to furniture expenses. Updates to come.

9. **Special Requests**

Committee supports the Special Request to administer the Noel-Levitz Student Satisfaction Inventory (SSI) in the amount of \$3,423 to a sample of 4000 students in the Fall 2017 Semester.

Committee supports the Special Request from Language Arts in the amount of \$2,469 for the all inclusive cost of electrical, wiring and data line materials and work needed to make a monitor function in the first floor west lobby of the Humanities Building.

Joe Vasquez and Allan Arslanian will bring this information to the M&O supervisors regarding availability for the electricians on campus to do the work in hopes to save money. In the event our electricians are unavailable the committee supports the request to outsource.

10. **Other**

NA

Meeting adjourned 2:30 p.m.