

**Cypress College**  
**Planning and Budget Committee**  
**Approved Minutes of October 3, 2013**

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**Present:** Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Beverly Harrington (CSEA), Rod Lusch (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

**Absent:** Frida Lugo (Assoc Students), Christian Praslin (Assoc Students)

**Resource Advisors:** Paul de Dios, Philip Dykstra, Mike Kavanaugh, Mark Majarian, Richard Rams

**Recorder:** Barbara Woolner

1. **Minutes**

The Minutes of September 19, 2013, were approved as written.

2. **Budget Update**

Karen Cant reported that the categorical program funding increases are trickling in. EOPS has received their increased funding and Karen noted that the funding for the Student Success Act, formerly Matriculation, more than doubled from approximately \$345,000 last year to \$818,000 this year.

3. **Student Success Act**

Dr. Bandyopadhyay stated that the Student Success Act encompasses more than just matriculation; it includes the assessment process, counseling, tracking student success, comprehensive research of the pathways and the effect on students. He added that students have a responsibility as well – they must participate in the process or be dropped. Instruction and student services need to be integrated to tie the classroom to student services. Paul de Dios noted that there are no directives yet on the required early assessment placement form but decisions will be made locally, statewide. He added that by 2015, funding will be reduced to 80% and reduced further to 50% by 2016, if we're not checking all the boxes.

Information technology is a critical component to the Student Success Act; while the new Vice Chancellor, Educational Services and Technology, may oversee some aspects, the nuts and bolts needs to be monitored regularly by Information Services personnel. A Special Projects Manager is also needed to help address issues and how to resolve them. It was noted that the current fragmented data systems are inefficient and we need to address integration of the separate data pockets. Gary Zager asked about having students swipe their student id cards everywhere they utilize student services to get the full picture; Santanu noted we're not there yet.

Lastly, it was noted that CalWORKS students will be given priority registration beginning fall 2014.

4. **Update on Closed Captioning Services**

Gary reported that the Academic Senate didn't think there seemed to be a big need for closed captioning services; however, the Senators were going to talk with their constituents and report back at the next Academic Senate meeting. Beverly Harrington noted that videos for English and literature courses are more difficult to find and the closed captioning process in general, is very labor intensive. She added that she hasn't been asked to find any closed captioned videos recently.

5. **Other**

**Special Request – P.E. Division**

A request was submitted to earmark \$10,000 for transportation costs for post-season play. Included in the transportation costs are lodging, meals, buses and school vans. Dr. Rams noted that the men's and women's

programs do fundraising events for equipment and uniform purchases and they limit pre-season travel to conserve costs. There was consensus to earmark \$10,000 for post-season transportation expenses.

### **Business/CIS Labs**

Mike Kavanaugh addressed the importance of keeping current hardware and software in the Business/CIS and other instructional labs on campus. He noted that Academic Computing is evaluating both Google Gmail and Microsoft Office 365 Email for campus-wide use. Office 365 is cloud-based email in which users create their own account and no new hardware or staff support is needed.

Mike reported that he met last year with the faculty who utilize the Humanities GIS lab and they elected to hold off on the upgrade of their computers under the Computer Replacement Plan because they were aware that new software would be available in the coming year. The new software was subsequently purchased and the hardware has been upgraded accordingly. Mike also discussed changes to the Adobe Suite software and the inability to purchase a la cart any more. The changes initiated by Adobe will result in a 137% increase in cost based on their new \$50 per full-time equivalent employee (FTE) charge. Mike will provide more detailed information as it becomes available.