

Cypress College
Planning and Budget Committee
Meeting Minutes November 16, 2017

Present: Mark Majarian, Peter Maharaj, Rick Rams, Marc Posner, Grace Suphamark, Phil Dykstra, Treissa Cassens, Joe Vasquez, Brian Seiling, Tina Johannson, Santanu Bandyopadhyay, Eldon Young, David Booze, Angiel Mendieta

Guests: Liana Koeppel

Recorder: Laura Stephens

1. Public comment on agenda items

Liana spoke in favor of the faculty accreditation reassigned time issue which has been before the committee. Her feeling is that there is a need for the college to fund a permanent position as the accreditation process is more complex and more of an ongoing process than in the past. Therefore, she believes there should be a committed faculty position to oversee accreditation on an ongoing basis in order to reconfirm the college's commitment to the process. It will be a more smooth process if there is a dedicated faculty member for the job.

2. Minutes of November 2, 2017, Meeting

Minutes were reviewed and approved by the committee

3. Faculty Accreditation Reassigned Time

There was a discussion about the accreditation reassigned time (as presented by Liana earlier). There is some concern that faculty who accept the reassigned time and do the work on the accreditation committee may be underpaid and almost invariably work over the number of hours they have been allotted. While no one wants to underpay faculty or staff for reassigned time, neither does anyone want them to be paid more for completing the tasks in more than the expected hours. It was presented that the college needs to compare what other schools are allotting for the same work and try to find a number which leaves no one feeling under- or over-compensated.

Vote to accept reassigned time for accreditation at the suggested rate of 40% for spring 2018, fall 2018, fall 2019 and spring 2020. For fall 2020 and spring 2021 the time will increase to 60%. Approved as amended to include a review each Spring and additional professional expert pay as needed.

4. Budget Update

No update, Vivian Gaytan was absent.

5. Strategic Fund Update

Phil Dykstra led the group on a walk-through of the proposed strategic directions funding requests although they are not entirely complete. Per the handout Phil provided, Direction A was voted to not fund items 1 and 2 due to low ranking, not to fund item 3 despite its high ranking because the videotaping of courses is a rapidly evolving field and it was preferred that we take time and see what turns out to be the most meaningful way to proceed (it can be revisited in the future). Item #4 was not funded because the district is providing software which should solve the problem of awarding certificates. The nursing simulation of Item 5 was funded for less than requested due to a mistake in calculating the costs. Rather than the original \$48,726 requested, the item was funded at \$35,670. Item 6 was not funded in preference of the Auto dept finding another funding source. Full funding for Direction A totals \$35,670.

For Direction B, items 7 and 8 were funded at their entire requested amount; item 9 was funded just over half of the requested amount and item 10 was declined any funding. The total funding for Direction B is \$37,610.73

Direction C had funding approved for items 11 and 12, declined for item 13 and item 14 was tabled for more discussion. The amount of funding for Direction C is \$31,711.

Approximately \$88,000 was funded for all three directions, leaving, approximately \$12,000 in reserve.

6. Spin Bikes (again, some more...)

Santanu provided a cost analysis for the spin bikes comparing purchase costs to lease costs. It was agreed that leasing is probably the most reasonable way to proceed. In the mean time, the vendor is providing a floor plan update for Albert addressing issues such as fire codes, spacing, etc. Once that is reviewed, Albert will tell the committee how he wants to proceed.

Committee voted to approve the lease of spin bikes pending Albert's approval of the vendor drawings.

7. Guided Pathways

Marc Posner provided a short presentation regarding the Guided Pathways web page which is found at the Cypress College website under faculty and staff resources.

8. Special Request Form Revision

Phil Dykstra discussed a revision to the special request form which would require Peter's and Albert's approval before a request is processed. The point is to try to ensure that both Academic Computing and the Physical Plant know what is coming and can spot any potential issues before they arise.

Santanu discussed the College's recent vote to change to Canvas software program and the one-time stipend of \$100 which will be offered to all full-time faculty to learn the new program.

Treisa explained that this is coming up now because she needs to get started on this and get the program up and running before fall of 2018.

The Committee voted to approve the change to Canvas pending approval of academic senate.

9. Other

Angiel thanked the committee for their support during the AS food drive. She informed the committee that AS had been able to put together 30 food baskets and to restock the food bank shelves.

Santanu presented a letter from Dr. Schilling in which she discussed the final faculty prioritized list and allocation of positions which she amended from the suggested priority list given to her.

Tina requested that it go on the record that 1) nursing seems to quite often (if not always) end up on the top of these lists and 2) this could lead to a potentially huge liability for understaffing Psych Tech.

Santanu provided new Title IX pamphlets from the district. He will distribute around campus.

Pamphlets are also available for pick-up at his office.