

**Cypress College
Planning and Budget Committee
Minutes of November 5, 2015**

Present: Karen Cant, Phil Dykstra, Michael Kavanaugh, Rod Lusch (CSEA), Bryan Seiling, Grace Suphamark (CSEA)

Resource Advisors: Raul Alvarez, Joyce Carrigan, Paul de Dios, Steve Donley, Richard Fee, Yongmi Han, Rick Rams, Dave Wassenaar

Guest: Ashley Griffith

Recorder: AeYoung Kim

1. **Minutes**
The Minutes of October 15th approved as amended.
2. **Process for next One Time Funding Request – Karen Cant**
She reminded the committee that all high risk items shall be taken off the top. Future dates include Direction Chair meeting on March 4, 2016 with budget request information coming to the PBC meeting on April, 7th. A reminder email shall be sent to the committee closer to the dates provided, and key dates for the Direction Committees will be emailed to Direction Chairs.
3. **50th Anniversary Expense- Karen Cant**
The 50th Anniversary celebration shall be held on April 1, 2017. Discussions about Fundraisers for the event are currently taking place and each division is encouraged to participate in creating displays for the event. It is possible that a stipend will be available to offset cost. Further details will be announced later.
4. **Student Equity Plan- Phil Dykstra**
Phil Dykstra introduced Ashley Griffith, Special Project Director, and Student Equity who gave an update to the committee. Ashley shared the Executive Summary Student Equity Draft with PBC. She would need any comments or concerns about the document by Thursday, November 12 to be approved by Academic Senate the following day. The allocation wasn't included before presenting to Academic Senate and quorum was not made at PBC therefore an electronic copy and approval will take place via email and the final reading at the District Board will be on Tuesday, December 8th. Please contact Ashley Griffith with any questions or concerns.
5. **Strategic Plan Fund**
Ten different items went to the Direction Chair Committee last year; no proposals have been turned in yet this year. An email announcing availability of funds will go out Monday or Tuesday of next week.

6. **Special Requests- Fine Arts, Journalism honorariums**

Special request for additional funding by Fine Arts for \$2000.00 to pay for the honorariums visiting journalists who will speak to the Fine Arts faculty and inform them of current state of the journalism industry and its future prospects. 6-8 Journalists will participate in one or two panels over the course of 2015-16. Quorum was not met and electronic vote shall be made.

Special request for additional funding by PE for \$6236.00 originally requested as a change to approved Basketball Modernization Request. After discussion the committee agreed this item should be considered a Special Request for seating and mats to protect the new gym floor. Quorum was not met and an electronic vote shall be made.

7. **Other**

Meeting adjourned 1:50pm

Next meeting will be held on November 19, 2015