

**Cypress College  
Planning and Budget Committee  
Minutes of December 7, 2017**

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**Present:** Allan Arslanian, Santanu Bandyopadhyay, Phil Dykstra, Bryan Seiling, Grace Supharnak, Joe Vasquez

**Resource Advisors:** David Booze, Vivian Gaytan, Yong Mi Han, Peter Maharaj, Katy Realista, Mark Majarian

**Guest:**

**Recorder:** AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes**

Minutes from November 16, 2017 were approved.

3. **Solar powered charging station umbrellas- Peter Maharaj**

Peter began by thanking Associated Students for showing great leadership heading this project. Maria spoke on behalf of AS sharing their vision of making the campus a place where the students could stay on campus longer and be more involved. Their goal is to make the area around the pond more of a social setting in order for students to network and enjoy the benefits of being outdoors.

The committee is in support of the Associated Students request for funds to pay for 6 solar panel umbrellas with USB connectors with 8 connectors on each.

Peter and Albert had a meeting and ready for phase I of the project.

4. **Budget Update- Vivian Gaytan**

Budget transfers have been processed for One Time Funds and Contingency Funds.

An emergency request for SEM is being processed for an hourly. This request did not go through the regular process because was deemed as an emergency.

5. **Institutionalizing Purchases with Grant/Other Funds- Vivian Gaytan/Phil Dykstra**

When items are purchase, Vivian finds the most effective way to find the proper budget to cover the costs. Peter and Albert usually need to be involved as well. There are many items throughout the campus which need to be repaired or replaced and imperative for the program to run smoothly. When does an item become institutionalized? How are we responsible? Albert shared that there is an instructional repair fund to take care of these items but overall, divisions should have money to cover the costs.

It was agreed that this is a complex topic and will be revisited next semester and start with a dialogue.

6. **One Time Funding Process- Phil Dykstra**

Once the new Vice President is in place, they will have time to review before the next meeting. Phil reminded the committee that at this time, the new Vice President may find it beneficial to change the process.

Current timeline:

Thursday, March 1, 2018 – all proposals due to Vivian

Tuesday, March 6, 2018 – proposals released to direction chairs

Friday, April 13, 2018 – Direction Chairs provide their rankings to Ae Young

Thursday, April 19, 2018 - Direction Chairs make presentations to PBC

Monday, April 30, 2018 – PBC members provide their rankings to Ae Young

Thursday, May 3, 2018 – PBC has discussion on rankings

Thursday, May 17, 2018 – PBC final rankings (if necessary)

7. **Guided pathways update- Santanu Bandyopadhyay**

The Guided Pathways has been completed, signed and will be on the agenda at the next Board Meeting.

8. **PBC Schedule- Phil Dykstra**

The PBC schedule will remain the same time and days in 2018 starting on February 1, 2018 the meetings shall be the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at 1:00-3:00pm.

9. **Future of STEM- Santanu Bandyopadhyay**

STEM is the most successful program in the history of Cypress College. The program began with 25 students and has grown to 600 students. The college is working with the Chancellor to secure funding to increase participation in the program.

10. **Special Request- Phil Dykstra**

*Fine Arts- Katy Realista*

This request is for 24 iMac computers and an upgrade of the Fiber Optic Cabling System for the photography Department labs to enable students to work as a group in their scheduled labs.

Katy shared that Albert and Peter did a walk-through of the lab to ensure there would be enough space for the new computers.

A discussion ensued and after the group decided to fund the project after a final walkthrough by Albert and Peter.

*Cultural Intelligence Trainer- President's Office*

The committee supports the request in the amount of \$3,500.00 from the Strategic Plan Fund for a Cultural Intelligence Trainer to conduct a four-hour workshop at the Management Team Retreat. Training cost is \$80 per person for 25-40 participants. In addition to the training, the cost to the training, the costs includes an individual cultural intelligence report for each participant, a campus lever report, and a cultural intelligence tool kit for each participant. In addition, they are requesting funds to provide coffee and light refreshments in the

morning. The formal business proposal for the training is attached to this request.

*Health Science Accreditation*

The committee supports the request in the amount of \$8,300.00 to the Health Science Division for accreditation fee expenses which exceed the district allotment.

11. **Other**

Special Request from the President's Office The committee supports the request in the amount of \$11,250.00 for consulting services for CC to migrate and maintain critical functional applications. Services include discovery, assessment, data migration, and post application support.

**Meeting adjourned 2:30 p.m.**