

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

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**Present:** Karen Cant (VP/Chair), Philip Dykstra (Dir, IR&P), Jolena Grande (AcSen), Rod Lusch (CSEA), Grace Suphamark (CSEA), Randa Wahbe (UF), Bryan Seiling for Gary Zager (UF)

**Resource Advisors:** Joyce Carrigan, Paul de Dios, Nina DeMarkey, Steve Donley, Yongmi Han, Mike Kavanaugh, Mark Majarian, Rick Rams, Dave Wassenaar

**Guest:** Nicole Diamond

**Recorder:** Patricia Sanchez

1. **Minutes**

The Minutes of December 4, 2014 were approved as amended.

2. **Budget Update**

Karen distributed a handout summarizing the Governor's budget proposal for Community Colleges. Karen stated that the major concerns from the Governor's budget are the increase to STRS and PERS employer rates, the timing out of Prop. 30 taxes, and the undefined allocation formula to fund Districts with "unmet need." In the past, growth fund allocations have been equally distributed. Until the allocation formula is determined no one is sure what "unmet need" means.

Karen also provided a summary of the campus's allocation of carryover funds for 2014-2015. She reviewed some of the expenditures that have already been made. She stated that \$67,000 of the \$100,000 for the Strategic Plan initiatives has already been allocated. There is \$1.3M on hold to help meet other campus needs.

3. **Bond Program Schedule**

Karen stated that Measure J has officially passed. There is a lawsuit pending against NOCCCD, the Orange County and Los Angeles Registrars that is challenging the election results. Until the lawsuit is over lag time is expected. Even though construction cannot move forward, Cypress has started the planning phase, development of the environmental report, and soil testing.

Joyce Carrigan asked about the purchasing and installation of projectors in the Fine Arts building. Because the Fine Arts building is slated for construction through Measure J, Karen is concerned about installing permanent equipment in that building and then having to move once Measure J is approved. She stated that even if Measure J fails, the projectors can be installed. Fred Williams will be sharing the Measure J budget and schedule at the next Board meeting.

4. **College Mission and Vision (BP1001)**

Phil distributed a copy of the Mission, Vision and Core Values Review and Revision Process for Spring 2015. The accreditation standards require that each campus review its Mission, Vision and Core Values on a yearly basis in order that they examine their commitment to student access and student achievement. Cypress will begin its review process next week with a staff and student survey; open forums in March; review and recommendations from PBC, Academic Senate, and Leadership Team will follow; approval by PAC on May 21; approval by Board on May 26; and final dissemination campus-wide is expected by June 1, 2015.

5. **Strategic Plan Update**

Phil distributed a copy of the Cypress College Strategic Plan Midyear Progress Report. The report outlines the actions taken to date and gives evidence of progress on the objectives listed. Tomorrow, Phil and members of the Strategic Plan Committee will be meeting with Dr. Matthew Lee. Dr. Lee is the external consultant hired to evaluate the overall effectiveness of the plan and to provide us his assessment of those areas that might need improvement. Phil will bring Dr. Lee's findings to the next meeting.

6. **Legacy-Improvement and Success**

Nicole Diamond distributed a handout providing the latest Legacy Program: Success, Retention, and Persistence Rates for Fall 2014-Spring 2015. Last year, the program was directed to undergo a reevaluation so that it could work towards improving its success and retention rates or face losing its funding. A monthly advisory meeting has been established to allow members to discuss ways to improvements the program.

7. **Athletic Fields-Laser Leveling**

Karen discussed plans to upgrade the soccer, softball, and baseball fields. When these fields were first constructed, they were not built for athletic competition. These upgrades will bring the fields up to code with the proper base, excavation and drainage. Karen stated that the athletic fields are on the list as part of Measure J but because they are not scheduled until the end of the program it could take approximately 15 years before repairs can happen. For safety reasons, approval for repairs may be requested through one-time funds. The soccer field is the first priority at a price of \$225,000.

8. **Locker Room Safety**

Karen related several safety issues involving theft, underage drinking, and threats to classified employees in the men's/women's locker rooms. In order to secure the locker rooms an inspection was conducted by a security consultant recommended by our insurance carrier. The following upgrades will be made at an estimated cost of \$25,000:

- Electronic locks
- Cameras in the equipment room
- Panic buttons
- Bullet proof glass
- Upgrade emergency phones

Other changes to take place will include the securing of the doors every day at 5:00pm and noon on Friday , The team rooms and restrooms will not be open to the general public, and a work area will be created for coaches when their teams are using the locker rooms.

9. **Special Requests**

- **Sand Volleyball Courts:**

A handout from the Physical Education and Athletics Division was distributed and provides background and information on a Sand Volleyball Plan. The campus Curriculum Committee approved the following course offerings: PE 217 C – Intercollegiate Sand Volleyball for launch in Spring 2016 and PE 126 C – Sand Volleyball for launch in Fall 2016. The estimated cost for constructing three sand volleyball courts for competition is \$250,000. The cost does not include the construction of restroom facilities. The college needs to submit plans to DSA for their review and approval. Karen is concerned that DSA might not approve the plans because of the location of the restrooms. Karen recommends that we move forward with the report to DSA. The committee would like to hold off on making any decisions until they have an opportunity to read the handout. The following was conditionally agreed to until the next meeting.

- For the first year, offer both courses offsite.
- Design the plan for submittal to DSA at a cost of \$30,000.
- After the first year, evaluate program demand and then decide if the courts should be build.

- **Fitness Lab Power Racks:** A request in the amount of \$6,795.88 was submitted by the Physical Education/Athletics Division for replacement of two power racks and one angled smith machine in the Fitness Lab. This equipment has not been replaced in 30 years. There was consensus to approve funding.

Rick Rams stated that a comprehensive report identifying a replacement plan for all the equipment in the Fitness Lab is being developed with the help of Albert Miranda and Robert Riffle. Rick will be submitting the plan for approval by the February deadline for a total of \$60,000.

- **Floor Mats:** This item will be discussed at the next meeting.

10. **Other**

- **TE1/TE3 Thefts:** Steve Donley discussed the recent thefts of equipment and tools that occurred in the TE1 and TE3 buildings. Steve mentioned that the equipment will be replaced through our insurance. One of the pieces of equipment that was stolen was paid for by the Title 5 grant and has been replaced.

- **Wireless Upgrade:** Mike Kavanaugh provided the following update.
  - Phase I is 95% completed. A total of 183 wireless access points have been installed throughout the campus. There are 15 external access points outside of the Student Activity Center by the bridge that still need to be completed. Wireless connection in the Humanities Building has been increased from 3,500 to 9,000.
  - Phase II will begin after the summer session. This will allow Academic Computing to evaluate the results of Phase I and determine where installation will be needed for Phase II. One consideration for Phase II will be the wireless upgrade of classroom systems in TEI and Fine Arts. Mike spoke about the need to move towards a log-in system like the one at Fullerton College to limit the access of neighbors using our wireless system. He also spoke about the possibility of providing access to the swap meet and other vendors.

Meeting adjourned: 2:20 p.m.