

**Cypress College
Planning and Budget Committee
Minutes of February 19, 2015**

Present: Santanu Bandyopadhyay, Karen Cant (VP/Chair), Philip Dykstra (Dir, IR&P), Jolena Grande (AcSen), Rod Lusch (CSEA), Grace Supharmark (CSEA), 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: AeYoung Kim

1. **Minutes**

The Minutes of February 5, 2015 were approved with suggested edits.

2. **Budget Update**

Karen distributed a handout summarizing the FTES targets for 2015-16 and stated that current FTES for Cypress was under target by (17.66). Santanu added to remember this is an assumption from the District and believes we will fall short by more than (17.66), Fullerton is 1,449.57 over target at a cost of \$2 million with the hopes that the state would view Fullerton as a larger college and in turn receive 500,000 extra. SCE is at an estimated 0.65 above target.

Karen provided handouts and a summary from the last Budget Officers meeting regarding the Unrestricted General funds 2015-16, reviewed the budget assumptions and Ongoing Resource Summary.

3. **Bond Program – Campus Architect Selection**

Karen gave the status regarding the lawsuit pending against NOCCCD, the Orange County and Los Angeles Registrars. The opposing party did not have the outcome they were hoping for. The judge states he would rule in favor of the District and Registrars. However, if there is an appeal the District might wait approximately 6-9 months before the appeal is heard. Cypress has started the planning phase, development of the environmental report, and soil testing.

Karen shared the proposed project schedule for the next 20 years that Fred Williams had presented at the February 9 Board Meeting. The proposed schedule was written to begin construction in January 2015 but with the lawsuit the starting time is currently unknown. A few high priority areas listed were to expand and modify Associated Students and the Veteran’s Resource Center, the Science, Engineering and Mathematics Building and build-out of the LLRC.

Joyce Carrigan asked, when the time comes to renovate the Fine Arts building, will they be able to revisit the floor plans which were made 10 years prior and Karen assures when the time comes user groups will be fully involved. Site visits to other colleges may also be made to see what other campuses have to offer. The actual Final Project Proposal (FPP) cannot be changed but as it reads there is some flexibility. The VP office will provide Joyce with a copy of the FPP.

The District Board of Trustees has approved a pool of twenty-two Architect Firms. Karen and Albert reviewed the pool and identified five firms for PBC to interview as the potential Cypress College Campus Architect. Westburg and White has already worked on our campus with the Marquee, HMC was involved with the Master Plan, DLR, Fullerton has already selected to work on their campus but does not mean they cannot work at Cypress as well, HPI and lastly, Gensler a nationally known firm. Deborah Shepley previously worked for HMC but currently with Gensler and has an understanding of the complexity we deal with need at a College. The proposal books are available for viewing in Karen’s office. The campus Architect will be helpful bringing insight and expertise in a number of areas. Dr. Simpson will then want to meet with the final selection.

The Committee agreed to add a Meeting in April in order to review each Firms proposal.

2 proposals to be reviewed April 9, 2015 1-3pm

2 proposals to be reviewed April 16, 2015 1-3pm

1 proposal to be reviewed April 30, 2015 1-3pm and use the remainder of the time will be focused on the one time budget process

4. **Sand Volleyball Courts**

Jolena Grande shared that Academic Senate has nothing to report back at this time, Fred Williams made the suggestion at DPC that Lights be installed as well, however, Karen replied that it was previously agreed the lights would not be installed. Rick Rams confirmed.

5. **Reassigned Time**

Santanu feels reassigned time should be revisited. The last year the structure of reassigned time was updated was in 2007 and he feels as though this needs to be looked at rationally and looking at number of sections, faculty, staff, students, how much time it actually warrants. It is very important that the Division Dean and Coordinators participate in discussions regarding this issue.

Nina DeMarkey feels that in her division there are more labs than other divisions which in turn requires more time and perhaps instead of reassigned time there could be a stipend for those using more time. Mark Majarian agreed that this discussion is well overdue and is in full support. Steve Donley suggested individual contracts. Santanu added that this is not an item of discussion that will be resolved today and we should have a Reassigned Time Committee formed in the Fall Semester. Until then, each Division Dean should meet with the Coordinators and research other colleges' processes.

6. **Parking Permit Solution**

Karen and Mike Kavanaugh recently had a site visit to La Sierra University in Riverside where they have implemented a parking system called the EXEPAX license plate reader. The permit could be paid for online and the license plate number is the "permit". Karen and Mike both expressed that many scenarios were brought to the table (changing cars, guests, etc.) and were answered immediately. There is a cohort of students who attend multiple schools and ideally a scanner could be purchased for the other campuses. Discussion has taken place with Campus Safety, Bursars Office, Computing Services and Student Services regarding this new idea. The estimated cost is approximately \$30,000 for implementation. Karen shared that currently Cypress spends approximately \$30,000 just on printing parking passes. There are a number of reasons why this system would be helpful to the campus and Karen wanted to notify the PBC that this option is being explored so they have some familiarity with this option in case a proposal is brought forward to make the change.

7. **Special Requests –**

Floor Mats - After further discussion regarding the floor mats, the feedback was that the floor mats are not a safety hazard but more of an aesthetic issue. Floor mats shall be identified as a budget request.

Health Science – Request for \$5,820 insufficient funds to cover program and accreditation fees. Jolena asked if there was a possibility to make this a line item and in the future if this could be allocated and shared that each semester they put in the same request to cover insufficient funds. Request for \$5,820 in one time funds had unanimous support.

8. **Other**

Student Equity Funding Request- Phil Dykstra distributed a handout regarding the Student Equity Funding request. If there are any questions please email Phil.

Strategic Plan- Currently the Strategic Plan fund has \$35,000 remaining. Kinesiology in Athletics has been funded \$6,000 adding two modalities from the purchase made the previous year. DSPS and Mortuary Science also made requests and they will be brought to Presidents Staff for review.

Meeting adjourned: 2:25 p.m.