

**Cypress College  
Planning and Budget Committee  
Minutes of February 2, 2017**

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**Present:** Santanu Bandyopadhyay, Karen Cant, Phil Dykstra, Jolena Grande, Christina Johannsen, Rod Lusch, Bryan Seiling, Grace Suphamark

**Resource Advisors:** David Booze, Steve Donley, Richard Fee, Mike Kavanaugh, Rick Rams, Katy Realista

**Guest:**

**Recorder:** AeYoung Kim

1. **Minutes**

Minutes from December 1, 2016 were approved as amended.

2. **Classifieds Needs- Karen Cant**

The Classified Position Requests will be on the One Drive. There are a total of 23 requests. Phil reviewed with the committee a Classifieds Needs Assessment Evaluation Form. This process has not been implemented in 3 years. There are a total of 4 questions. Revisions will be made and the voting members of the committee will be required to review the requests on the One Drive and complete an evaluation form for each one. Individual priority lists are due by February 14, 2017.

3. **Bus Mechanic Driver- Karen Cant**

Karen reported that currently, CC athletes are transported to games by either coaches, walk on coaches, and or students which is a safety concern. Also, at times it takes up to 4 vans to take one team.

This position will be under the general supervision of the Director of Facilities, drives a multi-passenger van, shuttle, or bus (or equivalent) to transport students, faculty, staff and/or other customers to events. They will also be performing routine vehicle maintenance and reports non-routine problems as detected.

4. **Budget Update- Karen Cant**

The State Revenue streams have peaked, and may show a small decline. COLA is at 1.48%, and growth funding is included in the Governor's 2017-18 with no access.

5. **Facilities- Karen Cant**

- The planning for the SEM building is going very smoothly. Esitimated time to break ground will be April 2018.
- Department State Architects (DSA) review is estimated at 8 months.
- Theater orchestra pit still is not complete.
- DSA is requiring ADA.
- Renovations of restrooms.
- Program validation is complete
- VRC Student Center Program validation is complete.
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- Bob and Karen will see the Memorial Bridge Fundraising campaign to the end of the project if approved by the next administration.
- Associated Students (AS) voluntarily gave up some additional space for the Veteran's Resource Center (VRC).

6. **Strategic Direction Workgroup- Phil Dykstra**

The Strategic Direction ratings are normally done in May however they are being done now on February 13, 2017 in order to use them at the Colloquium in Lake Arrowhead.

7. **Evaluation of PBC/PAC Process- Phil Dykstra**

The evaluation process for PBC/PAC will begin in April and will review on the specific overall tasks such as the OTFR, Classifieds Needs and Institutional Set Standards as well as overall thoughts and what can be done to improve the process.

8. **SLO Position- Phil Dykstra**

SLO's will need to be placed on the Academic Senate's agenda regarding the structure of the SLO process moving forward in order to put in the One Time Funding Requests but cannot continue the process until it is discussed by Academic Senate.

9. **Special Requests-**

The Committee supports the Special Request from the Chemistry Department in the amount of \$7300 to replace the ice machine in the Chemistry stockroom.

The Committee supports the Special Request from the SEM Department in the amount of \$520 in planning the STEM orientation held at the beginning of each semester.

The Committee supports the Special Request from the PE Department in the amount of \$2,228.27 for 6 handheld radios. The request is a result from the campus wide upgrade in January 2017 and now the analog radios now no longer work.

10. **Other**

**Meeting adjourned 2:45pm**