

**Cypress College
Planning and Budget Committee
Minutes of February 20, 2014**

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Philip Dykstra (CSEA), Jolena Grande (AcSenate), Beverly Harrington (CSEA, for Rod Lusch), Jasmine Lee (Assoc Students), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

Absent: Patipat Suttiworasagoon (Assoc Students)

Resource Advisors: Joyce Carrigan, Paul de Dios, Steve Donley, Rebecca Gomez, Yongmi Han, Mike Kavanaugh, Richard Rams

Recorder: Barbara Woolner

1. **Minutes**

The Minutes of February 6, 2014, were approved as written.

2. **Budget Update**

Karen reported that over \$1 million of the funds earmarked to cover shortfalls during the budget crisis will be returned by the district to the campus. These funds may be used to fund the One-time Budget Process, Distance Education, or other campus needs as they are identified.

3. **FTES/Enrollment Update**

Dr. Bandyopadhyay reported inconsistency between Argos and EMS with the 320 report by approximately 110 FTES. There have been some assumptions made as to possible reasons for the discrepancy but the campus is currently investigating the issue. He noted there is no reason for panic because the campus is over its FTES target. He will report back when more information is available.

4. **Classified Needs Assessment Review**

Karen distributed and reviewed the Classified Needs Assessment rankings. She noted that if more clarification is needed on any of the requests to please ask so they can be addressed. Karen noted that two of the requests are for currently filled positions that needed funding to cover; if the positions are not funded through the process, the campus will have to identify funding from other sources. One of these positions has received 40% funding since the Classified Needs Assessment Process began, so the current need is for 60% funding. It was also noted that the income/revenue generated through parking permits and citations is not adequate to cover all the salaries and office expenses for the Campus Safety Office. She added that approval by the Board of Trustees would be required to increase the parking permit fee and if approved, would not likely take effect until Spring 2015. Karen reported that if the Campus Safety Officer position is not funded, the campus would have to hold any vacancy that occurs which would impact safety/service on campus. Two positions on the list will be funded through dedicated categorical funds but still needed to go through the process.

Gary Zager asked how many positions could realistically be funded. Karen stated that approximately six full time positions could be funded but that dollar amounts have not been attached at this point so the committee would be making needs-based decisions based on what's best for the college. Karen said the list will be held for the next two weeks to give the committee time to think about their rankings and make any changes. At that point, dollar amounts will be attached. The committee requested that they be provided with an electronic copy of the list without individual rankings, to review for any possible individual ranking changes.

5. **College Strategic Plan Fund**

Phil Dykstra noted that \$100K has been earmarked for projects that meet the goals and objectives of the Strategic Plan. Any faculty or staff member can submit a project proposal to the appropriate Direction Committee Chair for the Direction Committee to consider for funding. The Chair would then forward applicable proposals with a recommendation of support to President's Staff to review and decide whether or not to fund. Some of the proposals submitted for consideration include:

Direction Four – A proposal for \$75K was submitted for campuswide digital signage inside buildings to display slides and information. The signs would be Simplex-compatible for emergency notifications with one central point to push a button to have emergency notices sent out in various formats. The proposal includes software, support, training, and monitors. The project was funded.

Direction Two – A proposal for \$30K was submitted to offer a female-only AC/R program. The Direction Committee did not support the request. A recommendation by the Committee was made for more collaboration with the Career Center. Dr. Donley noted that Perkins Grant funds may be available down the road to offer courses for non-traditional students. This project was not funded.

Direction Five – A proposal has been submitted to the Direction Committee for a sports medicine project for the campus to become a pathway in kinesiology by working with interns from CSU, Long Beach and Chapman University, hosting speakers, and purchasing the needed equipment. A decision on funding is pending. A proposal was also submitted for the seed money needed to develop curriculum related to green technologies.

6. **Classified Positions**

Karen reported that there are currently 30 custodial staff positions and five vacancies, two of which were approved via negotiations to be reduced from 12 to 10 months of employment. The campus is currently in the process of filling a supervisor position for the night custodial crew, which will take the place of two custodian positions. One Custodian II position is being advertised to cover for the night supervisor when he/she is off. Karen also noted that Jim Arbogast is retiring at the end of the month after 40 years as the HVAC Coordinator. His vacant coordinator position will be downgraded to an HVAC Mechanic since a new hire would not have his level of expertise with the campus systems. In addition, the emissions monitoring that Jim was doing on weekends will be handled by an outside firm. Karen stated that the net savings from these changes will be applied to the \$450K for funding the Classified Needs Assessment Process.

7. **Special Requests**

Veterans Resource Center – Adjunct Counselor

A request for \$21,000 was submitted to fund an adjunct counselor for the Veterans Resource Center (VRC). Dr. Bandyopadhyay stated that an adjunct counselor is needed 20 hours per week to supplement the counseling hours currently provided in the VRC by Robert Grantham. There are currently 450 veteran students and with the limited number of counseling hours available in the VRC, the veteran students have to utilize the walk-in Counseling Center for academic counseling. These students need specific guidance to formulate educational plans in support of approved courses that are required for payment of their veteran's benefits and to comply with the requirements of the MOU between the district/campus and the Department of Defense.

There was consensus to fund an adjunct counselor for the Veterans Resource Center for Summer 2014, Fall 2014, and Spring 2015 for an amount not to exceed \$21,000.

8. **Other**

It was noted that discussions are underway to have a fundraising campaign for a memorial bridge over the pond to honor our veterans.