

**Cypress College  
Planning and Budget Committee  
Minutes of December 3, 2015**

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**Present:** Raul Alvarez, Amanda Aros, Santanu Bandyopadhyay, Karen Cant, Phil Dykstra, Jolena Grande, Christina Johannsen, Rod Lusch (CSEA), Bryan Seiling, Grace Suphamark,

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

**Guest:** Eileen Haddad, Christina Oganessian

**Recorder:** AeYoung Kim

1. **Minutes**

The Minutes of December 4, 2015 approved as amended.

2. **Safety Assessment – Karen Cant**

Safety Assessment was done by Nicole Miller and Associates focusing on the highest occupancy areas facilities. The estimated time to prepare the report is in approximately 60 days but possibly later due to high volume of assessments at other colleges.

A site visit took place at Santa Barbara City College in January to see the implementation of their auto-locking system. All involved were enthusiastic and also anticipating the safety assessment report to help make decisions. Cypress currently has a system in place but only on exterior doors.

3. **FTES Enrollment - Santanu Bandyopadhyay**

Santanu provided a handout to the committee showing the 2015-2016 FTES projections for Cypress and Fullerton College. Spring target assumes 250 Positive attendance, Spring 2015 actual was 321.7 this will be closer to the target of \$5310.00.

FTES projection per section is 3.60 and added 250 sections to produce an additional 492 FTES at 2.68 per section.

As of this morning, Phil Dykstra shared that some divisions have late start classes which would change fill rates. Nina DeMarkey reported that a number of the classes have a wait list of 20 and will be adding 2 online courses to start for the second session beginning April 4, 2016 and she's also increasing a Psych class to a 1.5 size class. This will affect the fill rates as well.

4. **Student Pathways- Santanu Bandyopadhyay**

Surrounding colleges such as Irvine Valley College, Mount Sac and Bakersfield have been working on a Student Pathway Project for an initiation to graduation. Santanu feels it's important to give the students pertinent information in order to reach their goals by identifying what proper courses need to be completed to be certified in a particular major.

5. **Foundation Alumni Development Update- Raul Alvarez**

Raul provided a status report as well as updated the committee regarding the 50<sup>th</sup> Anniversary. They have currently created a newly updated alumni/retiree database which has eliminated any duplicates. They estimate to send a mass mailing will be sent in order to secure any additional email addresses with the request that the info be shared through email, and/or FB page or website. The Foundation office is also working on an Alumni web page that could be linked to the Foundation website.

PBC approved \$29,280.00 in 2014-15 with nearly half carried over into 2015-16. The funds are exhausted and an additional request is being prepared.

6. **IEPI- Phil Dykstra**

Phil provided a handout for the Institutional Effectiveness Partnership Initiative from the Chancellor's Office. There are 8 required measures and will be an ongoing agenda item throughout the semester. The point person is Cherry Li-Bugg.

7. **Legacy Report- Phil Dykstra**

Phil mentioned that the research team met with the Legacy leadership team and came to agreement on the measures to use as part of the special programs review. They will include all of the measures used with others in their review along with a student survey to help the program gain additional information about student views on the program this year.

8. **Special Programs Review-Phil Dykstra**

Phil explained that the Special Program review will also take place and focusing on Puente, Legacy as well as other Instructional programs. Student success, retention, persistence analysis, written assessments will take place. In many respects much like Program Review.

9. **Strategic Plan Fund Update- Phil Dykstra**

The Strategic Plan was fully funded for the 2015-16 year. 6 funded requests, 2 which were denied, 3 requests under Direction A, 2 requests from Direction B, and 1 request from Direction C totaling \$98,713.42.

10. **Other**

Fine Arts is requesting \$1800.00 to pay the hourlies for ceramics and the models used in the figure drawing classes. It was recommended that Fine Arts explore division CRPA fund before PBC supports the request.

**Meeting adjourned 2:30pm**