

**Cypress College
Planning and Budget Committee
Minutes of April 20, 2017**

Present: Raul Alvarez, David Booze, Karen Cant, Phil Dykstra, Jolena Grande, Rod Lusch, Angiel Mendieta, Bryan Seiling, Grace Suphamark, Christina Johannsen

Resource Advisors: Steve Donley, Richard Fee, Mike Kavanaugh, Rick Rams, Katy Realista, Yongmi Han, Mark Majarian,

Guest:

Recorder: AeYoung Kim

1. Minutes

Minutes from March 16, 2017 were approved as amended.

2. Distance Education Position- Santanu Bandyopadhyay

Catherine McAllister is currently receiving 60% reassigned time as the Distance Ed Coordinator and Santanu suggested that the assignment extend through the Fall and Spring Semester 2017/2018. At that time, it can be revisited to meet the needs in order to be completed.

Bryan Seiling stated that this item should have gone through Academic Senate first at which time they would then bring the request to PBC for approval. He feels this is a procedural problem that should be corrected.

3. Advanced Funding- Karen Cant

Karen reviewed the Advanced Funding portion of the One-Time Funding Requests. Funding will come from 2017/18 swap meet proceeds. On May 9th the swap meet contract will be on the Board Agenda.

Phil shared the ranking information received by the Direction Committee's A, B and C for One-Time Funding Requests. The requested items shall be taken to PAC.

4. Budget Model Principles- Karen Cant

Karen reviewed a handout which lists the budget reduction plan regarding the \$8 million on-going deficit.

- (\$2.0 million) Reduce overall salary cost by not filling vacancies as they occur
- (\$1.0 million) Discontinue contribution of Mandated Cost dollars to the Irrevocable Trust
- (\$1.0 million) Add a \$1 million transfer from the Redevelopment funds to On-Going General Fund Revenue
- (\$2.5 million) Use a portion of the PERS/STRS base increase for Budget Center cuts for implementation in 2018-19 (one-time only)
- (\$1.5 million) TBD

5. Educational Master Plan- Phil Dykstra

The Educational Master Plan was developed over a one-year period by all academic and student services departments and approved by the Educational Master Plan Task Force consisting of faculty, staff and administrators. The plan was then approved by the Academic Senate and on April 20, approved by PBC and moved on to PAC for their approval. PAC approved.

6. **PBC/PAC Evaluations- Phil Dykstra**

The PBC Effectiveness Survey draft will evaluate the effectiveness of the processes within the Planning and Budget Committee. Phil provided a copy of the survey and asked for thoughts and ideas in terms of the guidelines. Eileen will email the survey on Monday morning and the results and response rates will be provided at the first meeting in May.

7. **Other**

Program Review Chair- SLO Coordinator-Bryan Seiling

Currently 120% reassigned time will be changed to 100% reassigned time. Bryan provided a draft of job descriptions for both, Program Review chair at 40% release time and the SLO coordinator at 60% release time. Kathleen Reiland has been incredible to work with and has made it so the next person could step in. Academic Senate would like to create a permanent job description

Meeting adjourned 2:15 p.m.