

**Cypress College  
Planning and Budget Committee  
Minutes of May 19, 2016**

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**Present:** Santanu Bandyopadhyay, Karen Cant, Mary Forman, Jolena Grande, Christina Johannsen, Rod Lusch, Daniel Sabastian, Bryan Seiling, Grace Suphamark,

**Resource Advisors:** Steve Donley, Phil Dykstra, Richard Fee, Yong Mi Han, Mark Majarian, Rick Rams, Katy Realista

**Guest:**

**Recorder:** AeYoung Kim

1. **Minutes**

Minutes from May 5, 2016 were approved as amended.

2. **Budget and Facilities updates – Karen Cant**

Karen shared that Facilities has many jobs that have or will be completed during the summer session. They are as followed:

- The Campanili have new metal letters with blue and yellow trim. The project was completed before graduation.
- Parking lot repair includes repairing the parking lot stripes.
- New Flooring in Cafeteria
- New Orchestra Pit
- Renovation of sculpture allowing the paint to cure for a month to see if they are please with it and then continue to finish the project in June.
- Baseball clubhouse is behind schedule and need proposals again from Architects.
- City of Cypress and Cypress College have come to an agreement and an MOU will be signed saving approximately \$200,000.00 per year on the water and sewer fees.
- The State Bond will be on the November ballot. SEM will switch with Fine Arts however any changes made could take a long time.
- The estimated date for construction will begin December 2017 and will be move-in ready summer 2017.
- June 14<sup>th</sup> LEED Certification and the cost of the SEM building

Governors Revise handout was shared with the committee. The apportionment is not enough to cover PERS and STERS and COLA is currently at zero.

3. **Special Request-**

- **Prof. Development – Santanu Bandyopadhyay**

The request is for 20% release time for the former Professional Development Co-coordinator to assist the new Professional Development Co-Coordinator to transition into their position. The cost to backfill with Adjunct faculty for Fall 2016 will be \$3,315.00. After discussion, PBC came to consensus and will move forward to PAC.

- **SEM- Santanu Bandyopadhyay**

The request of an estimated \$12,000.00 for a Chemistry Lab Technician currently a 10 month employee, which has been determined to be inadequate to support the program. Request for a permanent change to a 12 month position during the next classified prioritization process. However, they need this position increased to 12 months for the next fiscal year to support our scheduled classes. After discussion, it was agreed to send forward the following request to PAC. 40% Shift 100% Chemistry Salary \$3,600.00 to \$4,100.00 total being \$8,000.00 instead of the originally requested \$10,000.00

- **50<sup>th</sup> Anniversary Display- Raul Alvarez**

Committee supports the Historical Display Applications. Raul informed the committee that there have been several applicants. A handout was provided with the information and applications for 6 requests.

1. **Business-** Bronze Tree Monument Honoring FT Business/CIS Faculty past and present. Requesting \$5,000.00. The committee supports the request.
2. **Business/CIS-** Window display-Business building requesting \$1,000.00. The committee supports the request.
3. **Library-** 12 Julius Shulman Black and white photos for permanent display requesting \$777.00. Committee supports the request.
4. **Physical Education-** Athletic Hall of Fam display to showcase top Athletes and 50 years of Athletic achievements (25 State Titles and 76 orange Empire Titles). The initial request was for \$22,535.00 but the current request has changed to \$18,210.00. The committee supports the request.
5. **CTE (Automotive)-** \$4,200 8X18 ft. wall mural of vintage cars on the first floor of TE1.
6. **Fine Arts (Theater)-** \$4,517 Theater Art Display in the theater lobby.
7. **Language Arts/Social Science-** \$1,200 for 2 wall mounted displays listing each departments under the two divisions.
8. **International Programs-** Two permanent transportable display panels with the history of the College's International program requesting \$1,000.00. Committee supports the request.

- **Alumni and 50<sup>th</sup> Anniversary Funding- Raul Alvarez**

Planning and Budget reviewed the initial application related to the projected payroll costs of \$70,980 over a three year span. The actual expense is \$62,505.00. The Foundation requests 16/17 funding of \$22,105.00 for Professional Expert(s).

Foundation requesting \$35,986.00 a 2 part request the first part at an estimated cost of \$1,891.00 for the Flag pole ceremony including Invitations, Postage, Refreshments and Brass Marker.

The second part is for the retroactive reimbursement for staffing increase for 15/16. Since the 50<sup>th</sup> Anniversary is not a Foundation event, rather, a campus event. They would like request to hire an Event Planner.

4. **Other**

**SLO Special and Emergency Requests-**

Request for \$2,000.00 for a professional expert contract to for an SLO specialist to advise the SLO Coordinators regarding Accreditation standards, strategies to comply with those standards for a long term structured plan to accomplish all SLO related goals. After discussion the committee agreed to forward the request to PAC with the understanding that it will not be brought to the committee as a request again.

**Meeting adjourned 2:30pm**