

**Cypress College  
Planning and Budget Committee  
Minutes of May 7, 2015**

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**Present:** Karen Cant, Rod Lusch (CSEA), Bryan Seiling for Jolena Grande (UF), Randa Wahbe, Grace Suphamark, Gary Zagar

**Resource Advisors:** Raul Alvarez, Peggy Austin, Joyce Carrigan , Paul de Dios, Steve Donley, Phil Dykstra, Richard Fee, Yongmi Han, Mike Kavanaugh, Rick Rams, Dave Wassenaar, Gary Zager

**Guest:**

**Recorder:** AeYoung Kim

**1. Minutes**

The Minutes of April 30th were approved as amended.

**2. One Time Funding Requests**

Karen reviewed the OTFR's Master priority list with the committee. Albert Miranda met with John Sciacca and Glen Bower regarding the Health Science Mortuary Science smokeless cremation chamber and technology completion request which totals Mortuary Science agreed to defer the request for the chamber to next year to allow time to consider other options for locating it. Albert also met with the dean and faculty regarding the proposed dental program renovation. They agreed that it made sense to reduce the scope of the project at this time. Estimated revised cost is \$260,000.00 to address critical needs. Steve Donley shared with the committee about the CTE Enhancement fund with a total of \$800,000.00 available and could we use part of the fund for Health Science. The committee agreed to move item forward to PAC.

**3. Strategic Plan Fund Update-**

Phil Dykstra reported that the Strategic Plan Fund has been fully funded for the 2014-2015 year. Grand total is \$99,547.16. Phil provided the committee with a handout showing the breakdown of amounts. There were a total of 8 funded requests leaving 1 denied, 3 that fall under Direction A, 2 with Direction B and 3 aligned with Direction C. Please see handout and contact Phil Dykstra if you have any further questions.

**4. Strategic Plan Annual Report & Evaluation Report**

There will be a meeting on the 16<sup>th</sup> to discuss all particular items, the Direction Chairs will meet on the 18<sup>th</sup> and the institutional recommendations will be finalized on the 21<sup>st</sup> either in person or electronically.

**5. Professional Development Coordinator- Job description**

Bryan Seiling spoke on behalf of Jolena Grande sharing that the Job Description for the Staff Development Coordinator has been changed to Professional Development Coordinator. Changes included some rewording but mostly rearranging and placing in proper order for better flow. Committee agrees to send item to PAC.

**6. Professional Development Coordinator- Process**

A handout was provided to the committee with a breakdown of the 60% release time for the position. Please refer to the handout.

**7. Administrative Assistant Request**

Bryan Seiling and Peggy Austin expressed that they are in desperate need of a 50% permanent Professional Development Administrative Assistant II. The clerical position was at one point 100% but has been vacant since 2008. Karen explained to the committee that there is a lot to consider before funding a request such as this. The President's final copy of the 2013/2014 Classified Needs Assessment was disseminated which identifies higher priority positions not yet funded. There is potential opportunity for funding from next year's Title V Grant request if funded in the Fall.

**8. Other**

Phil Dykstra distributed a handout from the Chancellor's office regarding the Institutional Effectiveness goals for 2015-2016. This is a system where goals are met in a community college setting in the four areas: student performance and outcomes, accreditation status, fiscal viability, and programmatic compliance with state and federal guidelines. Phil explained the data to the committee. There was consensus to 72.5% as the target for successful course completion. Phil will deliver this information to Cherry Li-Bugg, Vice Chancellor Educational Services and Technology.

**Special Emergency Request- Fine Arts**

The committee supported the Fine Arts Special request for the replacement of the Orchestra Pit Cover in the Campus Theater with an engineered staging/decking product such as Steeldeck, NTE \$18,083.86

Meeting adjourned: 1:40p.m.