

Cypress College
Planning and Budget Committee
Approved Minutes of September 19, 2013

Present: Santanu Bandyopadhyay (EVP), Karen Cant (VP/Chair), Jolena Grande (AcSenate), Frida Lugo (Assoc Students), Rod Lusch (CSEA), Christian Praslin (Assoc Students), Grace Suphamark (CSEA), Randa Wahbe (UF), Gary Zager (AcSenate)

Resource Advisors: Raul Alvarez, Joyce Carrigan, Paul de Dios, Steve Donley, Philip Dykstra, Rebecca Gomez, Yongmi Han, Mike Kavanaugh, Mark Majarian

Recorder: Barbara Woolner

1. **Minutes**

The Minutes of September 5, 2013, were approved as written.

2. **Introductions**

Karen asked the committee members to introduce themselves for the two new Associated Students representatives, Frida Lugo and Christian Praslin.

3. **Budget Update**

In response to a question posed at the September 5 meeting, Karen reported that the estimated cost for the architectural fees, structural, electrical and landscape designs, and the architect's participation in the bid process is \$24,000. She noted that Dr. Simpson would like to see the project completed in time for the College's 50th anniversary.

Karen distributed the Cypress College Scheduled Maintenance Priority List for 2014-2019, which has been developed and reviewed in conjunction with the District Facilities Committee. She noted that the Facilities Committee, comprised of representatives from Cypress College (Karen Cant and Albert Miranda), Fullerton College (Claudette Dain and the construction consultant), and the District (Fred Williams, Chris Figuera, Rod Garcia and Rick Williams) meets once a month to discuss scheduled maintenance and bond projects and the possible funding sources. The committee makes recommendations to the Council on Budget and Facilities which in turn reports to the District Consultation Council. Karen reviewed the College's list of scheduled maintenance projects noting that air handlers for the Tech Ed II, Tech Ed III and Gym II buildings have been grouped together as a single project for summer 2014. The projected funding sources and amounts are \$200K from the state, \$500K from the District and \$600-800K from the Prop 39 Energy Fund Project. She noted that the bid package is being prepared and the Request for Proposals (RFP) process will take place in spring 2014. The Fire Alarm System Upgrade project with Simplex is a District-wide project at a total cost of approximately \$5M that can be done in phases beginning with a pilot project in the Humanities building and then proceeding with other areas. Karen noted that the pool restoration project for 2017 will interrupt fall or spring instruction; however, it has been 17 years since the last restoration.

4. **Enrollment and FTES Update**

Santanu distributed and reviewed the 2013-2014 Summary and Projected FTES. He noted the final data for 2012-2013, reporting total FTES of 10,688.13 and the target FTES of 10,621.70, resulting in 66.43 FTES over target. The FTES for fall 2013 as of 9/16/13, and assuming positive attendance, is 5,114.20, which is down 14 sections from fall 2012. Santanu stated that the College will reinforce high demand courses in spring 2014 and identify low demand courses. The state FTES target for the District is 30K and the District targets for Cypress, Fullerton and the School of Continuing Education are 10,200 each. Cypress adds a buffer of 21 three-unit classes to ensure we meet our target. Santanu stated that summer and fall 2013 generated our target FTES, so sections will be cut in spring 2014 to balance FTES between the semesters. He added that doing so does not cut

the overall classes for our students and the reduction will be based on student need to ensure that the maximum number of students is served.

Santanu reported a \$700K deficit in the \$6M Extended Day budget, adding that the FTES target cannot be met without the overage. The Extended Day budget includes overload pay for full-time faculty and the adjunct faculty pay; however, the backfill amount that the College receives from the District for full-time faculty vacancies and some reassign time assignments doesn't cover all of our expenses.

5. **Update on Closed Captioning Services**

Santanu reiterated that the One-Time Funding request from the Court Reporting Program for closed captioning services is on hold while the program is going through the special review process. He noted that the Court Reporting Program is a high cost program and has a low degree and certificate completion rate. He added that in reviewing the last two program reviews he didn't find any mention of closed captioning services being an important aspect to their degree and certificate programs. It was suggested that funding for closed captioning services could be allocated to the Disabled Students Program and Services, the Counseling Division, or the Instruction Office to address the campus' needs. Gary and Mark commented on the availability of YouTube videos. It was noted that there are currently no standards for closed captioning services on campus and policies and procedures need to be developed. The topic will be reagendaized to the October 3 meeting.

6. **Classified Needs Assessment Criteria**

Karen distributed and reviewed the *Request for Classified Staff Position* form and asked for input on changes to the form. She noted that points will be assigned to the criteria to aid in the evaluation of each request. Areas will work on and submit requests in the fall and the Planning and Budget Committee will review and prioritize the requests in the spring. Karen inquired as to whether departments/divisions should be limited to submitting only one request or if multiple requests should be permitted. Gary asked if increasing the number of months employed would fall under this process and Karen responded that it would. A suggestion was made to move the primary duties and responsibilities category to just below the position title. Karen noted that classified vacancies that come up from this point forward will be merged into the Classified Needs Assessment process but any requests to advertise that are already in process will not be affected. There was consensus to limit the number of requests to two per division.