

**Cypress College
Planning and Budget Committee
Minutes of September 21, 2017**

Present: Allen Arslasian, Santanu Bandyopadhyay, Phil Dykstra, Christina Johannsen, Rod Lusch, Angiel Mendieta, Bryan Seiling; Joe Vasquez

Resource Advisors: Yongmi Han, Rick Rams, Katy Realista, Mark Majarian, Eldon Young

Guest: Vivian Gaytan

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes**

Minutes from September 7, 2017 were approved.

3. **Review of One-Time Funding Requests- Phil Dykstra**

Phil created a database which provided the committee with a list of the requests that would and would not be funded. He explained the database in detail to the committee reviewing each one with reasons why some could not be funded.

There is currently a hold on the request from Fine Arts for Digital and Film Cameras. Dr. Schilling and Katy Realista will be meeting to discuss further.

Rick Rams has been exploring leasing options for some equipment in the Athletics Department. This will allow the school to have the most up-to-date equipment. The agreement would include maintenance and repair. This could be an option Fine Arts could consider.

The committee agreed on the list and Vivian will move forward on the recommendations with the exception of the Cameras for Fine Arts.

4. **Budget Update- Vivian Gaytan**

Carryover funds are used for a variety of needs including instructional equipment and other one-time funding needs.

Carryover amount for the beginning of the fiscal year began with the balance of \$4,342,088.

Advanced Program Funding for 2017-18 is \$1,020,802 and includes Distance Ed, Student Learning Outcomes coordination, tutoring and the legacy program, Professional Development, Diversity Committee, Library databases the English Success Center and the Math Learning Center and Academic computer request fund.

Department Carryovers and Purchase Orders in Progress (PIP's) in the amount of \$768,793

Strategic Plan Funding for specific initiatives that require funding for completion \$100,000

\$389,311 has been allocated for the International Student Program for 2017-18
Cypress College has set aside \$750,000 carryover for the use of Campus Contingency for emergencies that cannot be anticipated in advance.

Campus One-Time Critical Needs \$813,182 will end up being closer to \$700,000

Extended Day Contingency \$500,000 has also been set aside by the college. This will be used to cover extended day deficits.

5. **Pathways Committee Representatives- Santanu Bandyopadhyay**

Pathways Committees were discussed at the management team meeting. These committees include marketing, communications, retention and Meta-majors. Santanu asks that you share this information with your constituencies. Bryan Seiling says they have had discussion in Academic Senate and plan on spending more time on this topic. Santanu will forward information regarding Guided Pathways to the committee.

6. **Strategic Direction Workgroup update- Phil Dykstra**

\$100,000 is available to Cypress College employees. All proposals are due by September 30th and will be forwarded to the Direction Committees. Last year there were 17 proposals and 8 were funded.

7. **Discussion on PBC Guidelines/possible changes- Phil Dykstra**

At the last PBC Meeting, Phil had requested that the committee review the guidelines and come back with any items they feel could possibly change. Phil had a list of possible changes with the following results from the committee:

Operations-

Email Agenda and Minutes to All Staff- Yes

Email Link to J: to All- No

Materials in Designated folder on the web- Yes

Meet only once a month- No

Start Meeting at 2pm- No

Meet on a different day than PAC-Yes

Membership-

Relook at Resource Advisors (Not required to attend meeting)- Yes

Have different shared governance representatives for PBC and PAC- No

Other-

Full Participation and Contribution- Yes

The Committee supports the addition Rod Lusch wanted to include to the structure, *Regardless of these constituent organizational characterizations it is expected and essential that all committee members will endeavor to fully participate and contribute in every aspect of the committee's business for the betterment of Cypress College and success of its students.*

The committee will review all of these changes along with determining the best time to hold PBC at its next meeting, before proceeding to PAC for concurrence.

8. **Special Requests**

Get info from ty

Phil has requested that in the future all Special Requests are presented prior to the start of a meeting so that participants can fully review the proposal.

9. **Other**

NA

Meeting adjourned 2:30 p.m.