

**Cypress College
Planning and Budget Committee
Minutes of September 7, 2017**

Present: Santanu Bandyopadhyay, Phil Dykstra, Jolena Grande, Christina Johannsen, Angiel Mendieta, Bryan Seiling, Grace Suphamark,

Resource Advisors: Paul deDios, Yongmi Han, Rick Rams, Katy Realista, Mark Majarian, Marc Posner, Gail Taylor, Eldon Young, David Wallen

Guest: NA

Recorder: AeYoung Kim

1. **Public comment on agenda items**

Phil shared with the committee that the Guidelines state that the meeting should hold 10 minutes at the opening of the meeting to have time for the public to comment on the agenda. No comments were given at this time.

2. **Minutes**

Minutes from May 18, 2017 were approved.

3. **Review of PBC Guidelines- Phil Dykstra**

Phil provided the committee with the guidelines and he requested that the committee members think of changes they would like and it can be discussed at the next meeting.

Phil would like to make the PBC minutes, agenda and handouts accessible to all staff, as Bryan Seiling does for Academic Senate. Grace Suphamark suggested that we have a designated folder with all the committees accessible on the website. Marc Posner confirmed that this will be completed through their office but no timeline as of now. Further discussion will be made and will be on the next agenda.

Santanu had a member of PBC ask if the meetings were mandatory for Resource Members. The committee agrees that Resource Members will only be required to come on an as needed basis.

4. **Carryover Funds- Vivian Gaytan**

Vivian was unable to attend the meeting. Phil provided information regarding a breakdown of Carryover funds and a breakdown of Advanced Funding projects.

5. **Distance Education Reassigned Time- Santanu Bandyopadhyay**

The committee supports the request of a Distance Education Coordinator, Kathleen McCalister, to receive 60% reassigned time for a 3 year term and subject to review each spring semester.

6. **2017-2018 Strategic Plan/Institution Set Standards Fund-Phil Dykstra**

The committee supports the \$100,000 17/18 Strategic Plan/Institution Set Standards Fund. Templates will go out to the campus next week and folks will have until the end of September to submit their requests. The Strategic Direction Committees and the Strategic Direction work groups will then review proposals.

7. **2017-2020 Strategic Plan- Phil Dykstra**

Phil thanked all who participated in the colloquium which was held at the UCLA Conference Center. Thanks to all their hard work, a new proposed Strategic Plan was developed. The new plan includes increased marketing, the new Baccalaureate Degree , Cultural Competence and improving the campus climate.

8. **College Bus Purchase**

The committee supports the request to purchase a bus. PE would have first priority but the bus will also be available to the other departments to transport students on field trips and other off campus activities.

Facilities could add the bus as an option on the calendar when creating or holding an event with the ability to see transportation availability.

There could be a pool of part time bus drivers to cover in the event a substitute is needed.

9. **Discussion on PBC Evaluation**

Phil will send a copy of the evaluation to the committee members. Please put some thought as to what changes you would like to see.

One possible suggestion would be to have meetings once a month or on a case by case situation such as the One Time Funding process.

10. **Special Requests- Phil Dykstra**

The committee supports a Special Request from PE in the amount of \$4000.00 in funding directed to game-day event management for home games effective 2017-2018. Game day staff perform essential functions that affect the quality of our events for all in attendance.

The committee supports a Special Request from Health Science in the amount of \$5,033.29 to replace desk, work surface, one lateral file and 3 chairs for the Dean's office.

11. **Other**

Meeting adjourned 2:00 p.m.