

**Cypress College
Planning and Budget Committee
Minutes of October 17, 2019**

Present: Belinda Allan, David Dang, Christie Diep, Carmen Dominguez, Phil Dykstra, Brian Gomber, Craig Goralski, Ester Plavdjian, Aaron Pilkey, Alexander Porter, Bryan Seiling

Resource Advisors: Paul de Dios, Yongmi Han, Flor Huerta, Thu Nguyen, Katy Realista

Guests: Phil Fleming, Samreen Manjra

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the October 3rd meeting were approved.

3. **Faculty Prioritization- Carmen Dominguez**

A committee ranking list which included every first ranked position for each division across the campus was distributed to the PBC Committee. The Faculty Hiring Prioritization Committee met on Wednesday, October 9, 2019 to deliberate and rank 23 requests for new faculty. The committee was informed that the district plans to authorize the hiring of 17 to 18 new faculty and Cypress College may receive 10 to 12 of those available positions.

The Faculty Hiring Prioritization committee agreed by consensus that there should be a new process with a need in finding a balance between quantitative data and qualitative information, and internal consistency with a clear connection between Program Review processes and requests for faculty positions.

Planning and Budget Committee comments:

- Mortuary Science is currently ranked at number 11. Last year they received a “needs improvement” during Program Review and were one of the selected on the ranking list, however, at that time Dr. Schilling pulled it from the list giving them specific criteria that the department needed to meet. The issue is that it’s a small program but yet they had a retirement and a resignation as well. It was suggested to follow-up with the department to be sure that the criteria was met.
- Faculty representatives added that a more effective way to communicate with constituent groups is vital. Information must be shared in order to avoid confusion and misunderstandings.
- The idea was to make the changes last year in order to be in place this year but no changes have been made yet. It was agreed that change needs to be made and the need to address the questions of what is the mechanism of that change and how do we make sure that it is in place this time next year?
- Any changes should include the faculty voice in the decision process.

4. **Scheduled Maintenance projects**

The committee was introduced to Phil Fleming, Director of Physical Plant and Facilities and was provided with two documents listing the scheduled maintenance project priority list for the next 5 years. Money was received from the state and One-time funds from the District for scheduled maintenance projects which are considered basic repairs, major repairs, minor renovations or other improvements in the Facilities area. The grand total is 52 million dollars and with the 5-year plan, hopeful to receive enough funds to help cover the plan each year. The District has allocated 2 million dollars this year for projects. After reviewing and prioritizing the list, the top 6 projects which include water proofing, roof repair, HVAC, Access control- emergency lock out button and the boiler system will be funded. The Governor has recently signed a new bill for a bond sale for the renovation of the Fine Arts building which is considered a hybrid project. The combination of local dollars from our local bond sale plus the money that's being provided by the state bond sale could fund the remainder of the projects. Phil will return at the end of the Spring 2020 semester to give the committee a status report.

Planning and Budget Committee comments:

- The need for covers on the emergency lock out button in order to avoid touching or tampering with the device. There will be further discussion with Campus Safety for possible training, checking them on a regular basis for functionality.
- We are in the early stages of discussions for student collaboration space improvements, it was suggested that there are some rooms on the 4th floor of the CCCPLX building that could be used rather than impacting instructional space.
- Proper building signs are necessary. Currently some buildings do not have any signage.
- Professional Development will do an equity walk where they have different individuals at different levels within the campus community; including students participate by walking the campus, look at signage and other factors from the equity perspective. It was suggested to walk the campus during the day and evening. There are also vendors with years of knowledge and invaluable feedback. The committee will be updated after the equity walk is complete.

5. **One-Time Funding/Program Review- Process outline**

There have been positive discussions regarding One-Time Funding and the next step is to have a collaborative meeting with participants from the Program Review Committee to discuss how to connect the two, what data points the program review is collecting, and are there ways to provide information in order to flow easier. The goal is to agree on a process by the end of the next 3 meetings.

6. **Other**

There will be an Emergency Drill on Tuesday, March 31, 2020. Paul de Dios, Campus Safety, and Craig Goralski from Academic Senate will start dialogue for future training workshops.

Meeting concluded at 2:30 p.m.