

**Cypress College
Planning and Budget Committee
Minutes of April 2, 2020**

Present: Belinda Allan, David Dang, Christie Diep, Brian Gomber, Craig Goralski, Eileen Haddad, Aaron Pilkey, Alexander Porter, Bryan Seiling, Jason Thibodeau,

Resource Advisors: Paul de Dios, Thu Nguyen, Marc Posner, Rick Rams, Katy Realista, Eldon Young

Guests: Wes McCurtis

Absent:

Recorder: AeYoung Kim

1. Public comment on agenda items

No comments at this time.

2. Minutes – Minutes from the March 19, 2020 meeting were approved.

3. One Time Funding Form Request- Alexander Porter

It was decided by the committee due to circumstances the process shall be extended to April 10th. Alex will send a global communication as well as reach out to management to ensure the process is pressing forward. The committee will need to amplify the meetings until the end of the Semester in order to evaluate the recommendations. Alex encourages the committee to reach out to their constituents about the new deadline. This topic will also be part of the discussion at the next Deans meeting Monday morning.

4. Student Fee Refunds

Solutions are being discussed to refund essentially 60% of the Semester of Student Fees. The first idea is a Blanket refund to students for fees that were paid for services or items that cannot be used such as Parking Fees or Student Health Center Fees and currently looking at ways that we can generate the refunds and what the cost impact is. The second is the policy surrounding withdrawals for students who decide to go that direction and make a consolidated decision across the District. Nothing has been decided upon and further discussion will be made.

5. Institutional Research and Planning updates- Eileen Haddad

Updated Mission, Vision and Core Values-

The Mission, Vision and Core values are periodically reviewed and updated as part of the accreditation process. This process was initiated late fall with a student/employee survey followed by a campus wide forum and a workgroup was created in December to help implement the feedback which was completed in February and since shared with various Governance groups to get their feedback before formally approved by PAC and the Board. Eileen noted that a modification was made to incorporate the Career Pathways aspect back into the Mission Statement. The new Vision Statement is more future focused as well as incorporating equity and innovation. The new Core Values, equity needed to be added as a fifth Core Value which aligned with the logo. Eileen acknowledged the members of the workgroup who were committee members by thanking, Craig, Christie, Belinda, Jason, Marc and Eldon.

Employee Campus Climate Survey Results

Conducted late fall with a total of 345 employees who participated.

Key Strengths

- Safe and welcoming.
- People value the campus aesthetics and various campus updates.
- Sense of community.
- Proud of awards and College ranking.

Key areas of improvement

- Salary and Benefits.
- Communication between various employee groups.
- Transparency in planning decisions.
- Meaningful involvement in shared governance.
- Opportunities for professional growth.

6. **Other**

Alex has sent out the base budget for 20/21 and has asked all departments to develop their base budgets or operational budgets for submission by April 24, 2020.

It was expressed that the District has not sent any notifications about the upcoming CBF meeting and unsure of what the plan is for governance at the District level and feels they should not preclude participatory shared governance. Alex will bring this up at the next Managers meeting.

Meeting adjourned 2:15pm