

**Cypress College
Planning and Budget Committee
Minutes of November 19, 2020**

- Present:** Belinda Allan, Damon de la Cruz, Lee Douglas, Brian Gomber, Craig Goralski, Silvie Grote, Eileen Haddad, Thu Nguyen, Alexander Porter, Marc Posner, Bryan Seiling; Harley Tran, Barbara Woolner
- Resource Advisors:** Paul de Dios, Yongmi Han, Samreen Manjra, Thu Nguyen, Rick Rams, Katy Realista, Eldon Young
- Guests:** Zola Aponte, Temperence Dowdle, Phil Fleming, Angela Haugh, Kristina Oganessian; JoAnna Schilling, Joseph Vasquez
- Absent:**
- Recorder:** AeYoung Kim

1. **Public comment on agenda items**
2. **Approval of minutes from 11-5-20**

10/1/20- Changes made and approved
10/15/20- Changes to be made and approved

3. **Faculty Prioritization Rankings- Lee Douglas**
PAC joined the PBC Meeting to discuss and vote on the Faculty Prioritization Rankings presented by Lee Douglas

Lee shared the Faculty Prioritization Critical Needs form from the prior year, with the committee. This year they have decided to only focus on the critical hires. Currently there 40-48 faculty above the FON Districtwide. The criteria in 2020-2021 will include 3 goals which include positions required for Accreditation purposes, essential for continuing the program, and Identified as critical college goals and priorities.

Lee also shared the Unapproved Faculty Prioritization Rankings the Hiring Prioritization Committee which include representatives from Academic Senate, the Deans, Eileen Haddad and Lee Douglas make up the committee. The committee met on November 6th and received 9 total requests. The committee ranked 8 out of the 9 requests Dental Hygiene 1, Nursing 1, Psych Tech, Music, Counselor (Legacy), Dental Hygiene 2, Nursing 2, and Court Reporting. It was felt that the 9th request, Chemistry was not critical for the upcoming year. The process begins with the Hiring Prioritization Committee completing the ranking and then presented to PBC and PAC. In order to stay on track, PAC members joined the PBC Meeting in order to continue the process.

Craig Goralski asked how many of the positions will be filled? Dr. Schilling cannot guarantee a specific number but believes it will be no more than 2 positions.

Both PBC and PAC voted and approved a recommendation to Dr. Schilling based on the rankings provided.

4. **Scheduled Maintenance Project status presentation- Phil Fleming**

Alex shared with the committee that there are Scheduled Maintenance funds which were allocated to the college both from the state and local funds as well as receiving a substantial amount through One Time Funding in the last two years.

Phil provided a presentation updating the committee with the status and timeline for the different projects across the Cypress College campus.

There were a few items that Alex addressed to the committee. The individual restrooms across campus will be designated as gender neutral restrooms with more discussion to follow regarding gender neutral facilities as well as multi use facilities. The SEM FF&E totals \$1,000,000 given by the District to cover with equipment acquisitions for the SEM building when the state funds a project they do not provide money for equipment, furniture or fixtures to be installed and is the responsibility of the District. Classroom Maintenance Program has a total of \$800,000 which has never been available before creating a list of classrooms which needs the most attention. Tech Ed 3 will be technologically upgraded as well as other areas which need to be upgraded. Lee will reach out to the Deans to assure we are investing in the right areas. The presentation will be emailed to the committee members in order to see the list of improvements.

Samreen Manjra inquired about the classrooms that do not have windows and if this will be addressed in regards to the pandemic and how to improved air circulation in the future. Phil reassured the committee, though they are unable to cut windows in the buildings, they will have a portable solution to circulate fresh air and keep it flowing.

Silvie inquired about HEPA Filters and Phil shared that three times a year Facilities replaces the filter systems. They are not HEPA Filters but in complete OCSCCHA compliant to the filtration system.

5. **Institution- Set Standards goal-setting- Eileen Haddad**

Eileen followed up on the discussion held at the previous meeting and shared some possible methodologies for setting ACCJC Institution-Set Standards for student achievement. Eileen invited Kristina Oganessian to present some of the data and shared various methodologies for goal setting. They both reviewed the related data, discussed possible floor and stretch goals for each metric and also to discussed the next steps. The presentation will be emailed to the committee so that the committee can review and discussion can continue at the next meeting.

Craig Goralski asked if the floor and stretch goals are set at 5% above and below has been advocated and proposed by other campuses, and if there been a response from the state and whether they see the measures as adequate? Eileen shared that the state does not scrutinize the methodology and it is more about the dialogue that the colleges are having. She also wanted to clarify that presented methodologies are just recommendations and are a starting point for discussion for our goal-setting. The purpose of this is to give key points to start dialogue.

6. **Classified Position Prioritization Process and Timeline- Alexander Porter**

Will be addressed at the next meeting.

7. **One-Time Funding Form Review- Alexander Porter**

Alex shared that the college CARES Act spending fund has one year to spend funds and working with the departments to take care of all the needs on the institutional portion of the CARES Act Funds instruction, remote instruction and return to work activities which may be anticipated in the future. The remaining funds will be redirected to student aid.

8. **Other**

Next Agenda:

-Review of the CARES Act Funding plan

-Institution- Set Standards goal-setting- Eileen Haddad

-Classified Position Prioritization Process and Timeline- Alexander Porter