

**Cypress College  
Planning and Budget Committee  
Minutes of February 4, 2021**

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**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. **Corrections and approvals made to the minutes from 12-3-20**

3. **DEI Funding Plan- Alexander Porter**

DEI Funding is an allocation of funds that was provided by the District for Diversity, Equity and Inclusion activities. Alex shared a list of proposed actions and initiatives totaling \$145K with hopes to have a discussion and move items forward to make a recommendation at the next PAC meeting. The list included:

- **Legacy program support-** *CARES funding for direct student aid- Lee and Paul agree that there is adequate support for Legacy and will continue supporting program with existing funds.*
- **Mental health counseling-** \$90K (\$25K for spring and \$65K for 21-22FY)
- Mentoring for employees and students
- **Student Internships-** \$20K- *Regina Rhymes reached out to Dr. Marshall regarding the idea of students getting real life experience in areas across the campus. This has been pushed until the students can be on campus and they will work on a plan to see how this will look for this Fall and Spring 2022 and how they utilize the \$20K startup.*
- **Expansion of DEI Faculty Fellows-** District funded
- Expansion of the Future Instructor Training Program
- Trained Facilitators to guide discussions on DIEA (External and Internal) \$5K
- Professional Development
- **Stipends for work on selected projects-** \$30K (\$10K taskforce work and \$20K Curriculum audit expansion)- *a number of faculty attended training during the winter and would like to put funds aside to continue this work.*

Lee Douglas informed the committee that various sources were used in creating the list of proposed items directly related to DEI activities such as the Black Lives Matter Task Force as well as meeting with Marla McBride and Troy Davis regarding mental health needs with an emphasis on racial trauma specifically. Paul de Dios added that the amount was increased to \$90K which has been projected to cover the salary of 2 part-time counselors. One of the counselors could work 20 hrs. a week and the

other a little less to cover the cost for this spring 2022. DSS, LGBTQ plus was also discussed to be included in specialized counseling. Lee and Paul requested that they create 3 plans starting with the 1<sup>st</sup> plan Racial Trauma 2<sup>nd</sup> plan is how would this include the other groups in order to get proper counseling? And the 3<sup>rd</sup> plan being, if they could dream big, and there wasn't a particular allocation what would it look like?

Committee Feedback:

1. How to expand mental health counseling in the future? Fulltime Counselor?
2. How to track mental health counseling effort/need, program review?
3. Mental health counseling for faculty across the District? Could create inequity if not across the District
4. Availability of different counselors for different needs
5. Clinical counselors needed
6. 16 Faculty for available funding provided for curriculum audit.

The committee discussed the \$30K stipend for selected projects. There were concerns about if the amount was enough for the taskforce for the work that they are completing. There were also questions about the specifics of the committee, deliverables, and what the \$10K would produce. Fola Odebunmi clarified that the \$10K would go toward paying those working on the BLM Taskforce. There were also questions on how the payment would be received whether reassigned time or stipends. The committee questioned if the funding would cover those in formal roles within the taskforce or for all taskforce members. Up to this point, those on the taskforce were not compensated for their roles in this additional capacity. Brian Seiling acknowledge the importance and need for the BLM taskforce, but noted that deliverables and scope of work have not been identified. Craig Goralski feels that this is the time to start the ground work to assure when the request goes to CBF and DCC for more funding, PBC will be prepared with an explanation as to why the need for more funds is necessary and providing a justification and also feels this conversation needs to take place with Chancellor Marshall and Fred Williams as well.

Alex requested that Fola, being part of the Black Lives Matter Taskforce, if she could gather and share information about Stipend needs and other related information in order to inform PAC, CBF, DCC and beyond. This applies to internships and facilitators as well. He also requested that Silvie share information regarding the Curriculum audit. He noted when gathering information, not necessarily working within the confines of \$145K but how it "could" look and if it should be more of a one-time perspective or if there should be more discussion and switching money around from a base perspective to permanently make this what we do.

***The committee unanimously agreed upon moving forward with the \$90K to PAC and in support of the programs however, additional information on need and budget for the remaining amount is requested before the committee agrees to it.***

4. **CARES Act Funds- Alexander Porter**

- a) 1<sup>st</sup> allocation, expended/allocated, YTD- Information
- b) 1<sup>st</sup> allocation, additional student aid recommendations-Action
- c) 2<sup>nd</sup> allocation, allocation, timelines and spending rules/plan- Information/Discussion

Alex reviewed two documents which have previously been shared to the committee and an update as to where it currently stands with an available CARES Act Balance of \$378,697.77 and total additional Direct Student Aid is \$523,936.00. Alex has been communicating with the Deans about their needs to get their plans together for the use of the CARES Act funds by putting all that they think they will need in order to make it through the Spring 2021 semester that is eligible for CARES Act funds. Lee Douglas shared that there is a spreadsheet with the requests needed to make it through Spring 2021. They have been meeting individually with areas to make sure all requests have been noted and will reach out one more time to the faculty and staff and make sure all requests have been entered. Currently Alex has reached out 3 times to receive this information.

Samreen from Business and CIS shared that they have been focused on remote learning this semester and Dr. Schilling had shared with the college about efforts made to have an outdoor study space for students and also in the Art Gallery. Her concern is how comfortable students will be at this time. She addressed that students are able to check out Lap Tops, Ear buds and PPE but also feels that it would be helpful to the students to have access to printers. Alex shared that with the cost of upkeep and repairs they have decided to give students printers per request. They have currently provided 30 printers to the Math Department. Lastly, Samreen inquired about the ventilation and filtration systems in the buildings when students do return? Facilities is currently replacing the Filtration system to a higher grade and installed in the buildings that have students. Aaron Pilkey also updated the committee saying they have received the rest of the filters to replace the rest of the buildings filtration systems and according to the Manufacturers these filtration systems are supposed to filter out COVID-19 and Alex added that this was recommend by OSHA.

Kristie Diep requested that all faculty are contacted and asked if they have any requests. Also, it is required to have paper towels available in the restrooms. Kristie shared that she has heard feedback that the dispensers are often empty. Alex notified the committee that paper towel dispensers are currently being installed in all restrooms and will check in with the M&O team to make sure they are stocked.

Craig explained that when it comes to making requests if there are faculty needs expressed after the deadline it just means it wouldn't come out of the current CARES funding but could be addressed in the next round of CARES Funding. The deadline is less about opening and closing doors to funding and more about the ability to have a clearer idea of what is left over to then be allocated to Student Aid.

Eldon has heard feedback that Hotspots would be helpful to the students. There are approximately 250 Hotspots currently being delivered to Cypress College.

Troy Davis asked if the Hotspots can be used outside of the city of Cypress? Alex assured the committee that if they are a registered student they will be supplied with a hot spot which used through a mobile carrier.

Silvie Grote shared that a student was having her computer repaired was able to check out a laptop from the college while the student was waiting for the repair to be done, but there was something wrong with the laptop and the student was then without a laptop. Silvie was surprised that it was not swapped out with a working laptop. Alex will reach out to Peter and Treisa regarding this issue and asked Silvie to forward the name of the student in order to address this issue. Any balances left

moved over from the Institutional portion of the CARES Act from the first allocation shall be direct Student Aid.

Alex shared a document showing the actual balance that were expended by department. Alex will email the document to the committee members.

Lastly, Alex shared information regarding the Higher Education Emergency Relief Fund (HEERF) which are additional dollars provided by the Federal Government. Information has been shared with the Board already and will begin discussion at the next CBF meeting about the use of these funds.

***The committee unanimously recommends moving forward to PAC that balances from the CARES Act fund from the first allocation will be used as direct Student Aid.***

5. **GP Scale of Adoption Assessment- Eileen Haddad/Lisa Gaetje/Ruth Gutierrez**

Lisa Gaetje shared that the Guided Pathways Scale of Adoption Assessment which is a massive project which is done every year, is due at the end of February and you all have received the email from Evelyn Lindley and came as a google doc and welcome and all feedback and review. It is a comprehensive 37-page document which was sent to all of the Guided Pathways Steering Committee, all of PAC and PBC.

6. **Admissions and Records Reorganization Proposal- Paul de Dios**

Will be addressed at the next meeting.

7. **Faculty Hiring- Craig Goralski**

Will be addressed at the next meeting.

8. **Other**

**Next Agenda:**

- **Admissions and Records Reorganization Proposal- Paul de Dios**

- **Faculty Hiring- Craig Goralski**

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

- **DEI Plan- Alexander Porter**