



PRESIDENT'S ADVISORY CABINET

February 9, 2023 - 1:00 p.m.
Approved Minutes

PRESENT: JoAnna Schilling (Pres), Stephen Schoonmaker (VPAS), Kathleen Reiland (VPI), Paul de Dios (VPSS), Marc Posner (DirCampCom), Bryan Ventura (Dir IRP), Damon de la Cruz (AcSen), Kathleen McAlister (AcSen), Marcie Kagawa (CSEA), James C. Bunker (AdFac), Jesse Chang (Assoc Students), Angela Haugh (CSEA), Ashley Berry (CS), Christie Diep (UF)

ABSENT: Stephanie Rosati (AcSen), Fola Odebunmi (UF)

GUESTS: Liana Koeppel

RECORDER: Kristi Valdez, Executive Assistant

REVIEW OF MINUTES

VOTE: The committee approved the December 8, 2022 minutes with no corrections made.

PRESIDENT UPDATE

JoAnna Schilling provided a DEI committee update. One of the goals for this year is to develop an anti-racism statement with committed actions as to how it's going to be put into practice at Cypress. This statement will come back to Senate, PBC and PAC at the end of March or early April with hopes of having it finalized before the end of the semester. Another goal of DEI was to develop a response team for a restorative justice mediator. The overarching goal for this response team is to train a group of mediators across the district and to have an ombudsperson in the district office. That person would be an arbiter and would identify which conflict would go to which mediator. The goal would not be to resolve the conflict, but to help people who are having the conflict be able to come to some agreement amicably before the conflict turns into investigations and complaints. DEI had their first intensive 4-day mediator training at Cypress in January for 11 people across the district – 8 were from Cypress. The DEI committee has also been working with Tribal leaders in our area to develop a culturally sensitive land acknowledgment and determine when and how it will be used. DEI is also working to support the DEI framework that has been worked on by a committed group here on campus. DEI will also participate in the equity in mental health initiative which is ongoing at our college. As part of this initiative, we have an equity in mental health steering committee comprised of approximately 15 people across the campus – faculty, staff and managers. This is an 18-month project through the Steve Fund to get student and staff feedback and hopefully funding to be able to expand our mental health services on campus.

A student housing update was also provided. Cypress submitted a proposal requesting approximately \$75M. Cypress and Saddleback are the only two community colleges in Orange County that submitted requests for funding from the State. Only one proposal per region will be funded. Our proposal had 302 beds, with mixed occupancy – some suite and single rooms, but mostly double. The scoring system focuses on maximizing beds per square foot, which made it hard for us to put in some of family units. We are hoping to hear if we're in the running around April or May and to know if we're funded in July or August.

The four main themes from the All Campus Retreat in Arrowhead were reviewed: Physical Spaces and Resources, Remote Spaces and Resources, Socio-emotional Culture Care and Belonging, and College-wide Structure and Processes. It was a very productive retreat and follow-up session.

Emergency conditions for the Brown Act are ending at the end of February. PAC and PBC are not shared governance groups that are regulated by Brown Act. PAC can continue to meet via Zoom without voting on it. Academic Senate, AdFac and Associated Students need to meet in person. A question came up regarding the Brown Act and hybrid meetings. JoAnna will reach out to our legal team regarding Brown Act rules for hybrid meetings if after further review it is still unclear from their letter

VPAS UPDATE

At the end of December, half way through the fiscal year, our general fund had 57.59% remaining – meaning that we are ahead of our expenditure rate. Nearly 80% of the general fund budget is personnel costs which track much more closely to the fiscal year. With 50% of the budget year remaining, we had 51.57% of our personnel budget remaining, so we're right on target. Other operating expenses represent the other 21.2% of the general fund budget. We are seeing savings there with nearly 80% of the budget remaining. It was noted that 75% of grant money is remaining. Stephen Schoonmaker explained that these are grants that have been funded, allocated and are being spent. Grants are received later in the fiscal year and there are grants that go through December of the following fiscal year. For example, at the end of June grants and categoricals will have money left that is needed to continue through the rest of that cycle which may go through December of the next year, or even through the full fiscal year.

Stephen will be meeting with the budget managers at least two more times this semester to see if there are adjustments necessary or if they have additional needs. They will also discuss the budget priorities they are considering based on program review and review their needs as it relates to their goals and priorities. They will meet again later in the semester to review budgets for the upcoming year so a tentative budget can be done by mid-June.

The Governor's proposed budget came out last month. There were several key components to it including a proposed 8.13% COLA in the community college system and a \$213M reduction in one-time funds that go to scheduled maintenance and to instructional equipment. If adopted in the final budget, those one-time funds would be pulled back from the allocation that was made for this fiscal year. That has some of

our scheduled maintenance, instructional equipment project planning, and budget expenditures in flux, as we try to make sure that we don't over-commit.

A one-time funding update was provided. PBC accepted proposals from the campus for usage of the instructional equipment funds. Initially 37 proposals were received. Those have been narrowed down to 25 proposals which will be going to the members of PBC for their review and recommendations. PBC recommendations will then be brought to PAC for consideration.

VPSS UPDATE

The Charger Experience and outreach teams are getting ready for Charger Fridays which will be held March 3–May 12 (with the exception of the March 24 and 31 due to our spring holiday and Cesar Chavez day.) High school students will be bused in to begin the onboarding process, go through orientation, take campus tours, and select first semester class schedules. There will also be resource tables for various student support and academic support services. A Star Wars themed Commit2Cypress will be held on Thursday, May 4, 2023. It is anticipated that approximately 1,000 students and their families will attend. This is the night where students sign their promise agreement where they will be eligible for their 2 years of free tuition. The culminating outreach event for the 22-23 season is New Student Welcome Night on Friday, August 18, 2023, at 4:30 p.m.

The Presidential Scholars of Distinction timeline was reviewed. Admissions and Records will send out the list of all graduates to the teams and the Deans on March 3, 2023. During the month of March, discussions will be had with the faculty in terms of who they would like to select as their Presidential Scholars of Distinction from all the divisions. On March 29, those recommendations are due and will be brought to President's Staff for discussion on April 4, 2023. The 56th Annual Commencement will be on Friday, May 19, 2023, starting at 4 p.m.

Due to the high level of students not paying their debts, a decision has been made that students with debts over \$100 will have a hold placed on their record. It was noted that this will not curb anyone from being able to register and payment plans for students will be set up. Holds will not be placed until students are notified. If a student needs to appeal or has a financial hardship, they can speak to someone in the Financial Aid office. Paul wanted to reiterate that this will not prevent students from getting their ID cards so they can get free breakfast and lunch. If a student is prevented from getting their ID, please let David Booze in Admissions & Records know so he can rectify that as soon as possible.

VPI UPDATE

Kathleen Reiland reported that enrollment is up 4.4% overall as a district. Cypress enrollment is up about 7%; we were up 11% before we started dropping the fraudulent students. Enrollment is still higher for online classes, but not nearly as dramatic as it's been for the last 4 or 5 semesters. There is room for late start classes, so Deans have been asked to add any late start classes that they think they can support.

The Academic Senate has finalized a form for renaming. Programs wanting to change their name would submit the form, and it would go through Academic Senate,

Curriculum, Facilities, etc. so that everyone could provide their input. Two renaming requests have been received from Fine Arts. They want to change their name to “Visual and Performing Arts.” They also want to change theater in all of the theatre courses from “ter” to “tre”. Both of those requests have been approved. The form will be kept in the instruction office in a shared public drive, so it is accessible to everyone. The Fine Arts renaming requests probably won't take effect until July.

IRP UPDATE

Liana Koeppel reviewed changes in the Shared Governance Handbook that codified the role of the unions and their right to make appointments to shared governance committees. A link to the handbook will be on the Governance group's web page.

VOTE: A Vote was taken and passed to approve the changes to the Shared Governance Handbook.

Bryan Ventura stated our Strategic Plan mentions our mission, vision and core values, but doesn't have them in the plan.

VOTE: A vote was taken and passed to include our mission, vision and core values in our Strategic Plan.

DISTRICT MANAGERS ASSOCIATION (DMA) REPORT

No report at this time.

ACADEMIC SENATE REPORT

No report at this time.

UNITED FACULTY (UF) REPORT

UF is trying to get a calendar set, but the 23-24 academic calendar has not been approved. They are concerned because this has to go to the Board at the end of the month. UF is also in negotiations for the MOU for flexible scheduling for fall 2023. They are meeting tomorrow and hope to make some progress.

ADJUNCT FACULTY UNITED (ADFAC) REPORT

ADFAC is excited about adjuncts' ability to be paid for office hours and is encouraging them to sign up. AdFac will be included in the management hiring process after DCC approved the change at their last meeting. AdFac continues to negotiate with the District for health care benefits for its members.

CLASSIFIED SENATE

No report at this time.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT

CSEA is also hoping to see the 2023-24 calendar presented to them soon.

ASSOCIATED STUDENTS (AS) REPORT

Associated Students assisted the ICC with their club rush event with over 20 clubs in attendance. AS also sponsored three resolutions for the Student Senate of California Community Colleges General Assembly. An observed democracy day, increased financial literacy courses, and more equitable health and wellness products were the

topics for the resolutions. They will be reviewing resolutions from other colleges as soon as they are posted.

ACTION ITEMS

JoAnna will reach out to our legal team regarding Brown Act rules for hybrid meetings if after further review it is still unclear from their letter.

UPCOMING EVENTS

A2mend Summit – March 2-3
Americana – March 11 at 5:30 p.m.
Spring Holiday – March 24
Cesar Chavez Day – March 31
Commencement – May 19

Meeting adjourned at 2:07 p.m.