



PRESIDENT'S ADVISORY CABINET May 22, 2025 - 1:30-3 p.m. Approved Minutes

PRESENT: Scott Thayer, Brady Miller-Wakeham, Bryan Ventura, Treisa Cassens, Jill Bauer, Tony Jake, Angela Haugh, Jeremy Peters, Kathleen Reiland, Marc Posner, Jaclyn Magginetti, Kathleen McAlister

ABSENT: Kassy Ngyuen, Paul de Dios, Marbelly Jairam, Aaron Pilkey, Christy Montenegro

RECORDER: Dorothy Jackson (Initial Recorder) | Mercedes Milner, Administrative Support (recovered Meeting Minutes via Transcription)

REVIEW OF MINUTES: Minutes to be reviewed and approved via email.

PRESIDENT UPDATE:

The State of the College was presented during the recent Board meeting and reflected that Cypress doing very well, particularly in regard to the goals we set for ourselves. Major highlights from the presentation include:

- We surpassed our enrollment goal of 11,600 with 12,100 enrolled
- Commencement and Cultural Festivals featured to highlight community engagement
- New lifts added for CTE
- The AI Summit
- APIDAA Center completion and Opening Ceremony
- Mental Health and Wellness Summit
- Cypress College recognized as one of the top 100 community colleges through the Department of Education rates of our initiative
- Full recertification completed
- Superbowl Ad aired in Spanish seen by millions

- National Championship Speech and Debate Team Honored
- Cypress Student Love Adu was appointed to the California Community colleges Board of Governors
- Fully functioning Coffee Shop and EV Charging Stations added
- 1,600 Degrees, 2,000 Certificates, and 860 Degrees for Transfer awarded
- CEP program has grown from 1,000 to 3,000
- Over 50 active clubs on campus
- Fitness lab available to Faculty and Staff
- 5K hosted by the VRC and Puente

In this past year we have hit enrollment goals, created physical spaces, completed projects, and also made sure to take care of our minds, bodies, and souls in the process. To conclude the highlights, a celebration of our Women's softball team making it to the state Tournament for the third year in a row. Our men's baseball team will also be playing Mt. Sac for the State Tournament this coming weekend, as well. In addition, our women's soccer team played for the state Championship, as well.

Our students were also supported through scholarships and programmatic support totaling over \$1 million from our Foundation. Approximately 600 scholarships will be handed out at the ceremony being held tomorrow.

Jill Bauer shared the Instructional Programs and Learning Outcomes Annual Report. IPLOR is the new iterations of the Instructional Program Review Committee, replacing and integrating with the SLO Committee that disbanded the year prior at the end of the year.

Every four years a program goes through the full program review. The following programs were reviewed this year:

Accounting, Administration of Justice, Air Conditioning and Refrigeration, Aviation and Travel Careers, Computer Information Systems, Dental Hygiene, Health Information Technology, Human Services, Journalism, Media Arts, Design, Mortuary Science, Photography, Theater Arts

CTE programs that are top coded CTE programs are reviewed on a two-year cycle. A mid-point review was also completed for those that undergo the four-year review. Programs reviewed under this category are as follows:

Auto Collision Repair, Auto Tech, Court Reporting, Dental Assisting, Geography, GIS, Hotel, Restaurant, and Culinary Arts, Business (formerly management and Marketing), Funeral Services (Baccalaureate), Nursing, Psych Tech, Radiology, Diagnostic Medical Sonography

Special instructional program reviews, also known as sippers. These are programs that have instructional components or support instructional programs and are also under 4-year review. Reviewed this year were:

- Cypress Writing Center (formerly ESC)
- Math Learning Center
- Supplemental Instruction
- Tutoring

All of these programs are housed in the L/LRC.

Recommendations and findings following the review of all programs. Further details can be found in the IPOR SharePoint. DEI and Equity gap guidance needed for Faculty during their program review. Limited answers reflected on the review form in these areas. Course redesign program used to provide some of this training, but that program has since sunset. The Committee recommends additional professional development of this nature. And increased connection between faculty and affinity groups.

Regarding sources of outside funding, the committee finds it imperative that when departments and programs apply for funding, they show that outside sources of funds, such as SWP have been exhausted prior to applying for funds directly from the college. This would allow more funds to be available to programs whose resource needs do not qualify for outside grants.

It is also imperative that CTE top coded programs applying for SWP and Perkins funding include maintenance and replacement costs in their funding requests. This is especially important for big ticket items like sonography equipment or simulators. More transparency and stronger coordination among funding resources is also recommended to avoid duplicated requests.

Those currently overseeing one funding source often don't know what other funding sources are doing relatedly. The committee recommends the college review and improves the process by which programs are chosen. Funding concerns have been brought to their attention that the current system sometimes creates inequitable funding allocations and has encouraged program collusion and quid pro quo situations.

Regarding urgent health and safety needs, safety needs have been identified in the following areas:

- The LLRC needs security cameras. They don't currently have enough and the few they do have are not always operational.

- Several CTE programs are required to conduct courses in the open air, potentially exposing them to unsafe weather and temperatures. The committee suggests providing temporary shelters. To protect from rain and provide shade on exceptionally hot days.
- There are also other CTE programs that must work in indoor spaces that don't have proper heating or air conditioning, requiring students to work in conditions that aren't ideal.

A significant need for additional tutoring resources for English and Math has also been identified, likely because of AB 1705. This need is impacting programs beyond Math and English as students are required to be proficient in both skills across many disciplines. The 2024-25 review revealed a considerable need for additional tutors in the LLRC in the math learning center and the writing center, as well as SEM tutoring. These programs are effective in improving student success and are well used by students and with proper support can do a lot to alleviate the deficits noticed.

The hiring process for managers and coordinators in special programs is also in need of clarification. There is a dire need, but a great deal of confusion regarding how those positions are categorized, funded, and filled.

The next recommendation is appropriately staffing the help desk. Currently all student computing questions and needs are being addressed by one individual, a former Academic Computing employee reassigned to the LLRC. This position does not have administrative rights and restricts this person from addressing some student concerns. Staffing the help desk with multiple people from Academic Computing with administrative rights is recommended.

Several programs and courses were noted as being created by various faculty or administrators in the past and then abandoned through retirement or other circumstances. Some of these programs and courses were not housed in any department or provided a full-time faculty member to oversee them. Consequently, they were not reviewed and there was no accountability for SLO completion. Further, students could not complete their degrees in these programs as some required courses were no longer taught, or in some cases never taught.

After identifying two such programs, global studies and HIT the committee made a recommendation to the Academic Senate to invoke the special review process outlined in AP 4021 to consider program discontinuance. The Senate did approve that request and the committee facilitated the formation of a special review committee to begin the review process for said programs. To avoid this happening in the future, the committee

recommends that the college develop a clear program course creation process or application procedure that is vetted by the Academic Senate and its subcommittees. This will ensure that all courses and programs have full-time faculty, that they're on the program review schedule, meeting their SLO requirements, and completing other program maintenance.

The IPLOR committee struggled to fill all its faculty representative positions this year and the Senate's call for an SLO coordinator in the past two years went unanswered resulting in Jennifer Koopman extending her assignment. The inability to fill those positions aligns with a larger trend of lack of faculty willingness or ability to participate in college service specific to the SLO coordinator position. It is recommended that an increase in reassigned time be made from 60% to 80% to meet the growing responsibilities and demands required to keep up with the accreditation standards. This adjustment would also allow more time for the SLO coordinator to pursue strategies that make the process more meaningful for faculty and we hope that it would encourage more faculty to nominate themselves for this position in the future. Faculty are strongly encouraged to fulfill their five hours of college service to ensure that all college governance groups have appropriate faculty representation.

IPLOR accomplishments the year are as follows:

- Transitioning from the old structure of having a separate program review and SLO committees into one consolidated committee
- The long form has been revised, and additional disaggregated data will be added. Student equity and achievement metrics center on first generation students and LGBTQIA+, but the data is not currently given to programs. The committee voted to add this in the future.
- Question revised, formerly: "Discuss specific ways the department is equity minded and its efforts to ensure culturally relevant community curriculum and pedagogy. For example, when your students look into your classrooms, are they seeing a window or a mirror? How can the college help you in these efforts?" The example provided has been removed, citing that the remaining verbiage was clear.
- An optional professional development section has been added to the review to allow the committee to capture what kind of professional development needs programs have.
- The handbook was revised to reflect all of the changes made.

Jill Bauer extended her thanks and credit to this work to co-chair Maya Resse and SLO coordinator Jennifer Koopman. In the coming year, Sarah Jones will be taking Jill's 50% of

the IPLOR role as co-chair alongside Maya and Abigail Awad will be stepping into the SLO coordinator role.

Jeremy asked for clarification on the reasoning for multiple reviews for CTE programs. Jill clarified that each review is checking different things. The CTE review is focused on workforce numbers and licensure pass rates and the midpoint review is to check on the program's goal progress.

The concern for Jeremy is coming from the union perspective as the extended review process adds to the preexisting workload of the CTE department coordinators that fall outside of their original duties and it's not something that is required by accreditation; it is something that was created by the committee. To this, Jill states that the midpoint review is very short form and encourages the concerned faculty to experience it to get understand its scope in comparison to the four-year review process. However, there has been discussion about removing the CTE review process from the mix.

VP OF ADMINISTRATIVE SERVICES UPDATE

Major takeaways from the May Revise Conference:

- The conditions of Prop 98 in education have continued to deteriorate since the last governor's budget. The minimum guarantee is \$4.6 billion, which has been down over the last three years.
- Over the last three-year budget window, we will be getting \$2.9 billion, one time funding to support TK to 14 programs.
- The Ready Day fund is also taking another hit of \$540 million. However, there are no proposed local cuts to community colleges.
- The total community college budget overall was \$12.9 billion, a \$625 million increase over the 2024-25 enacted budget.
- \$669 million is the reduction from what was proposed in the January budget proposal.

All highlights emphasize stability, enrollment growth, and funding adjustments in relation to the college. Key funding changes to also notes include statewide COLA being reduced to 2.3% from 2.43%. Enrollment growth funding \$140 million dollars, showing growth in that area. There was an apportionment increase to \$105 million that is one-time funding that includes Financial Aid and additional one-time funds that the state gives to community college districts prior to a funding shift. \$492 million was redirected from the community colleges to K-12 and deferred payments. \$532 million from June 2026 to July, meaning money that we're supposed to get will be disbursed at a later date and should not be depended on for pressing funding.

We are still under hold harmless status, meaning we will not be eligible for COLA until our FTES target is met. We are hopeful that we'll receive enrollment growth funding, but this will depend on how much NOCCCD will receive as a whole. We are experiencing potential cashflow impacts due to the statewide deferral, but this is nothing to worry about quite yet as we are still able to make payroll. However, these are things that must be considered as a district with the deferral coming from the state.

We're focusing on student enrollment and funding transition to ensure we're growing but remain funded as a district. Despite our individual institutional growth, Fullerton still impacts our enrollment growth and funding compensation as a district.

Negotiations are ongoing and the estimated cost is to be determined for all bargaining units. This will help us determine our 2025-26 budget for the district. Strategic planning is also essential to post hold harmless success. Internal budget meetings are wrapping up within the week.

We anticipate that after 25/26, we will be out of hold harmless, and the intent is that we will be post hold harmless for 26/27. Under hold harmless we won't lose any of our current funding, we are still set to receive \$262 million dollars.

The budget will be finalized by law by the end of June.

VP OF INSTRUCTION UPDATE

Due to the spring semester ending a week later and the partnership with the Orange County Department of Education for Financial Aid disbursements, the district will need to move up the original date for grades to be due from June 5 to June 4. The hard deadline for grade submissions is 3 pm. There has been recent trouble with grade submission noted and reiteration to all campus departments about the new deadline is highly encouraged.

College Scheduler now reflects the Common Course Numbering. To avoid confusion between our courses and Fullerton's, the letter "C" has been included after the number. Example: English 1000 C. The class registration does not have this added, so CRMs will still be used in classic registration.

Strategic Enrollment Management had their last convening last Friday. The committee will move forward with writing a full plan following positive feedback from coaches and plan supporters. They have action plans for each of the 3 areas: Marketing, Outreach, and Student Services and, in addition, Scheduling for legislative activities.

CAMPUS COMMUNICATIONS UPDATE:

Commencement update from marc Posner. 700 graduates are anticipated to participate. Will begin with the President's Reception at 2pm and Commencement will be at 4pm. We will be done by 6:30 pm at the latest. Following the Commencement Ceremony there will be a reception hosted by the pond. At this time, the first draft of the script is done.

The contractor, Gear connection, will begin setting up the stage and rigging of the video monitor this coming Wednesday, so expect to see activity in the area of the campanile and please note that access will be restricted once that work begins.

It is encouraged to share the path of travel with the Senate from the Faculty Service Center, the Bookstore, and the Student Center, which may change due to the rigging being hoisted in those areas. Though we're only setting up a stage, it is important to make sure the area remains secure, more areas will become closed off as the commencement date approaches.

Construction will stop at 1:30 pm on Friday of Commencement to mitigate impact of construction noise. Craig has been in contact with Cypress PD for our event action plan.

INSTITUTIONAL RESEARCH UPDATE:

Classified Prioritization approved at the last PVC meeting with the current rankings as follows:

1. Student Services Coordinator (VRC)
2. Laboratory Clerk (SEM)
3. Catalog and Schedule Coordinator (IRP)
4. Tutorial Center Coordinator (Math Learning Center)
5. Laboratory Technician (HRC)
6. Instructional Assistant (Art)
7. Student Services Specialist (Financial Aid)
8. Health Science Outreach and Specialist (Health Science)
9. Administrative Assistant II (LA)
10. HVAC Mechanic II (Physical Plant)
11. Groundskeeper (Physical Plant)
12. Student Services Specialist (SEM_MESA)
13. Instructional Assistant (Photography)
14. Administrative Assistant III (SEM)
15. Admissions and Records Coordinator (A&R)
16. Facilities Custodian II (2) (Physical Plant)
17. Warehouse Assistant Driver (Physical Plant)
18. Student Services coordinator (APIDA)

19. Laboratory Technician (VAPA)

20. Information Marketing Representative, Fine Arts (VAPA)

Standard deviation added to measure how compact the scores are, note that lower is better. We currently don't know the number of positions that we will have or that we will be able to hire in general, but this will be the list that we work off of. Per the PAC guidelines and charter, any deviations would need to be communicated in writing to PVC.

A concern was posed by Jeremy, citing that positions ranked lower than others were able to be hired and there is a dire need for additional support, particularly by way of Laboratory Technicians to support faculty. Positions hired the prior year did not support faculty/student work to help with the reduction of the workload in a lab setting, they were primarily coordinators or administrators. A request was made to have the list return to PVC for review following review by other committees.

The review chain for Classified Prioritization cited by Bryan is as follows: PVC > PAC > President's Staff > Chancellor's Staff. A personal suggestion was posed by Bryan that because the VPs and the Deans are the most informed about the needs of their areas, they should be given the opportunity to share what their priorities are, and decisions can be made from that feedback. Information gathered by Bryan is based on the presentation provided by divisions and in the past the best writer was given the highest score and that might not be the best way to judge these requests.

Jeremy poses that it should all be done based on numbers and position control, looking at the number of positions currently in the department, how much support they currently have, and how much support other areas are lacking. We currently have \$9 million in vacant positions that the campus has been funded for. Between 21/22 we had \$9 million in carryover, in 22/23 we had \$6 million in carryover according to the P@ numbers released in March. Our proposed budget was \$90 million for Cypress and will be increasing to \$94 million in funding providing an additional \$4 million. It is important to reiterate the need for classified support for faculty in classrooms.

Dr. Thayer addresses the concern, stating that the process for Classified Prioritization is new and as it continues to be implemented it will continue to be refined.

UNITED FACULTY

No report.

CLASSIFIED SENATE

No report.

CSEA

Impasse on the IT job family was ratified and will now be moving forward with the successor in the coming weeks.

ASSOCIATED STUDENTS

No report.

DMA

No report.

ACADEMIC SENATE

No report.

ADJUNCT FACULTY

No report

REQUEST FOR FUTURE AGENDA ITEMS:

PAC will return in the fall semester and agenda items will be requested then.

ANNOUNCEMENTS:

- EOPS and Foundation Celebrations will take place tomorrow.
- Commencement on the 30th
- Lavendar Grad and STEM on June 2
- Transfer Recognition on June 6
- Next PAC Meeting: September 11, 2025

Meeting adjourned at 3 pm.