



PRESIDENT'S ADVISORY CABINET September 11, 2025 - 1:30-3 p.m. Approved Minutes

PRESENT: Scott Thayer (President), Jaclyn Maggini (Academic Senate), Kathleen McAlister (Academic Senate), Paul de Dios (VPSS), Tony Jake (VPAS), Angel Hernandez (AS President), Terri Long (VPI), Angela Haugh (CSEA), Jeremy Peters (United Faculty), Christy Montenegro (Classified Senate), Marc Posner (Campus Communications), Bryan Ventura (Institutional Research), Treisa Cassens (DMA)

GUESTS: Craig Lee (Campus Safety)

ABSENT: Aaron Pilkey (CSEA), Janet Vera, Marbelly Jairam, Joy Case (CSEA)

RECORDER: Mercedes Milner, Administrative Support, President's Office

REVIEW OF MINUTES:

Minutes to be sent for review and approval via email.

PRESIDENT UPDATE:

Dr. Thayer briefly reviewed the President's Advisory Cabinet composition, website, and charter. This committee is a Shared Governance committee. The purpose of the President's Advisory Cabinet is to serve as a primary recommending body to the college president on the establishment of campus policies and procedures, general college issues within scope of PAC and its shared governance committees.

In addition, PAC will serve as a shared governance body for the representative constituent groups of the campus (faculty, students, administration, and classified), handle problems, concerns, issues, etc, not assigned to any committee and or individual on campus. It

appeals, initiates and considers proposed new policies. Acts as a final advisory and planning body for the president of the college.

In addition, we have the Planning Budget Committee (PBC), a subcommittee of PAC that has also been meeting. PAC acts as the final decision-making body on campus that makes recommendations to the district consultation council.

The composition of PAC includes representation from campus administration and constituent group representatives. Membership terms are for one year with the exception of the executive team. Constituents have the ability to appoint to PAC, as well. PAC has 14 voting members and meetings take place on the second and fourth Thursday of each month from 1:30 to 3 p.m. The last revision to the group was in November of 2023.

Moving forward, we will be working to put all meetings and agendas on the website to align with the requirements of a participatory shared governance. Corrections to the website to reflect the current composition will be forthcoming.

Regarding the Vice President of Instruction hiring timeline, we have been receiving constituent appointments to the committee. If there are groups that still have questions that have not yet submitted, please do so. The most recent appointment was the student representative, received today. The initial meeting for this committee will be in the coming weeks, additional details to follow. The goal is to have the position filled by the end of the fall semester or early next year. In the meantime, Dr. Terri Long is acting as our Interim VPI and will also be supporting in the hiring process.

Regarding the campus cats, Dr. Thayer gave a presentation to the Board of Trustees this week about the history of the cats on campus and a proposed timeline for safely relocating them. This is in response to allegations that have spread on social media and other places that needed clarification on what we've been doing for the cats and provide accurate information about the situation overall. The college has recently been accused of killing cats, a claim that is patently false. At no time has Dr. Thayer directed any employee to harm, maim, or kill any animal on campus and, to his knowledge, no employee has participated in these alleged activities. No credible information has been brought forward to prove otherwise.

A statement was sent to the campus as a result of the social media influx that began at the start of the semester. This stemmed from an irresponsible posting of a single source article released by KTLA stating that Cypress College is killing cats. They did not reach out for comments or questions from the college prior to releasing the article and because of that we've seen an influx of negative comments about the college and its employees. Videos posted and circulating online are edited to reflect a specific narrative. We have involved

Campus Safety, citing over 11 reported incidents of a community member coming to campus and continuously feeding the cats and leaving food in the work areas for employees. There has been engagement with the individual with reports brought to Campus Safety and the Cypress Police Department to address the allegations.

We do currently provide water for the cats at designated water stations and as a part of the proposed timeline will be working toward providing fountains with a continuous water source. The email that was sent to the campus has also been shared with the public via our social media in an effort to mitigate the flood of calls and emails to several departments on campus. If you receive any further calls or emails regarding this issue, please refer them to our statement or info@cypresscollege.edu.

Dr. Thayer will be working with Associated Students to host a forum to discuss this topic and will re-create a work group to make sure there is representation across campus to discuss the best approach moving forward and give those with questions a way to have their concerns addressed. We are currently looking at a humane way to trap, neuter, and relocate the cats to a cat sanctuary.

VP OF ADMINISTRATIVE SERVICES UPDATE:

The board approved the official 2025-26 budget on Tuesday. We are still working out the logistics on our campus forum and will be discussing the overall district budget and the Cypress specific budget alongside Fred Williams and Erica Almarez. The date for the discussion will be in October and will be recorded and made available for those that are not available to attend on the date. As soon as the official date is confirmed, the meeting details will be shared in a separate email from Yvonne with a call for questions so that your questions and concerns can be addressed.

On September 18th, we will be having a conversation with PBC about Classified Prioritization process. An update on this discussion will be given in the next PAC meeting.

VP OF INSTRUCTION UPDATE:

Regarding the Faculty Prioritization timeline, Deans and Departments coordinators to receive an email soon about an established order of ranking for the faculty hiring process. Dr. Long intends to discuss changes with Jacqueline Magginetti that were recommended at the end of last year's process in terms of process and committee makeup. The first meeting of the committee where rankings will be discussed will be October 15 and will align with the meeting time from last year. This will allow them to move forward with going to Planning and Budget, the President's Advisory Cabinet, and then to the Board of

Trustees in November with a final list of new faculty hires for approval before the end of the term. This will allow us to post the positions prior to the winter break.

VP OF STUDENT SERVICES UPDATE:

A writing team is putting together the Student Equity and Achievement plan for the 2025-2028 timeline. The 2022-2025 plan is sunsetting as of this semester. This team has been working with Bryan and the Institutional Research team to access the data, which has also been posted to NOVA. Additional information regarding student educational plans and some other data is still being gathered. The goal for the SEA plan is to eliminate disproportionate impact and fully close the equity gaps for students identified as belonging to disproportionately impacted groups; this includes first generation, Latinx, Black/African American, males, LGBTQIA+, foster youths, and DSS. The metrics being studied are successful enrollment after application, completion of both transfer level English and Math, persistence from the first primary term to the second primary term, completion of a degree and or certificate, and transfer to a four-year university within a three-year window.

Draft of plan shared with Presidents staff on October 21 with presentations to each of the constituent groups to follow, allowing each to give feedback prior to presenting to the BOT. Included groups are Classified Senate, Guided Pathways, Academic Senate, Planning and Budget, and PAC. The plan will be due November 30 of this year, uploaded to NOVA.

The Strategic Enrollment Plan began with a steering committee in summer of 2024 with ten members going to training. These members have met regularly throughout the past year, putting together a rubric for the strategic enrollment plan. A draft will be ready to present by the end of the fall semester so that it can be approved. In spring of 2026, recruitment for the workgroup will commence and implementation is projected to begin in fall of 2026.

CAMPUS COMMUNICATIONS UPDATE:

Email standards and communication protocols were discussed during the management team retreat. Moving forward, the goal is to create collegial communication that is effective. We want to focus on how we approach communication in a way that keeps the temperature down and establish a standard method that gives us a tool for resolving conflicts or concerns. This will not replace board policy or administrative procedure. This is to address how we talk to each other via email.

Email is effective when used to share information to a broad group rapidly, send a meeting invite. Consider who we're talking to and if the information shared is relevant to them. Never let email take the place of face-to-face conversation. Considering the experience we've had with the cat conversations. If emotions are high, avoiding email is ideal. If face-

to-face is not an option, consider a phone call or text chat. We want to avoid long email chains.

If you're dealing with conflict in an email. Avoid drawing the chain on for too long. So much can be lost with exclusively the written word. Don't allow it to proliferate into a chain. If it gets to be too long, opt for a meeting or call to discuss the issue further. Be mindful of who you loop into the conversation as well, avoid bringing in Dr. Thayer unless it's absolutely necessary.

Try to have a response time of 24 hours. Don't send emails before 7 a.m. or after 6 p.m., aligning with our campus-wide health and wellness campaign. We want to avoid cutting into the downtime and rest time for our colleagues. A draft of these procedures will be available for all to review soon.

INSTITUTIONAL RESEARCH UPDATE:

Currently in the process of meeting with divisions to share insights and themes that arose from their program review documents; nearly all meetings are now scheduled. Meetings with the Library and Kinesiology took place in the spring semester and the meeting with Business took place yesterday. Meetings with other divisions will run through the 25th.

Following these meetings a series of goals and objectives will be drafted which will then be shared with all governance committees for feedback. Groups included in these open forum sessions will be Associated students, CSEA, and Classified Senate. This plan will be implemented for the next three years and will align with several other plans being developed and implemented concurrently.

UNITED FACULTY REPORT:

Jeremy Peters

The election is in the process of being re-run with the original candidates from the spring semester.

CLASSIFIED SENATE REPORT:

Christy Montenegro

Just getting started with the newly elected senate. In the next few meetings, they'll be reviewing the constitution, charter, and mission and vision statements.

CSEA REPORT:

Joy Case and Aaron Pilkey

No report.

ASSOCIATED STUDENTS REPORT:

Still determining the date for the town hall and will have more information following the AS Council meeting this coming Monday.

Club Rush was made more ADA accessible this year, spreading out across the pond. There was a very great turnout from the student body on both days of Club Rush.

DMA REPORT:

Treisa Cassens

All district managers meeting on October 3.

ACADEMIC SENATE REPORT:

Jaclyn Magginetti

A really successful first meeting centered on the Senate process and purpose review. There was discussion about Robert's Rules of Order and collegiality in action and creating a community agreement. An ad hoc committee will be established to create the community agreement. There will also be further discussion about SILIS guidelines that were started last year that will be returning to the Senate this year.

Dr. Thayer to discuss ZTC and OER opportunities through the state with the group. Flavio Medina Martin will also be coming to discuss the upcoming district-wide symposium on the horizon to share with faculty what they can share beyond the classroom.

ADJUNCT FACULTY REPORT:

No report

REQUEST FOR FUTURE AGENDA ITEMS:

Please send future agenda items via email to have them added.

ANNOUNCEMENTS:

- October is Cybersecurity Awareness month and the Cyber and CIS group is working on presentations. Anyone who still needs to do their Cyber Training can attend these trainings for credit.
- Hispanic Heritage Month is kicking off with events across the district. The next event on the calendar is Paletas with Puente and will be on September 16 at 2:30 p.m. in the Puente Center.

- Please make sure committee members that might not realize they are missing meetings are made aware of their current appointments and added to the current meetings movign forward.

Meeting adjourned at 02:24:40 pm.