



# PRESIDENT'S ADVISORY CABINET

November 9, 2023 - 1 p.m.  
Approved Minutes

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**PRESENT:** JoAnna Schilling (Pres), Kathleen Reiland (VPI), Stephen Schoonmaker (VPAS), Paul de Dios (VPSS) Bryan Ventura (Dir IRP), Damon de la Cruz (AcSen), Kathleen McAlister (AcSen), Arjun Ayyappan (Assoc Students), Aaron Pilkey (CSEA) Marbelly Jairam (CSEA); Margaret Fernandez (DMA), Christy Montenegro (CS)

**ABSENT:** Christie Diep (UF); Marc Posner (Campus Comm)

**RECORDER:** Dani Morgan, Admin Assistant

## REVIEW OF MINUTES

The minutes of the last PAC meeting were reviewed. Kathleen McAlister motioned for approval, seconded by Kathleen Reiland. **VOTE:** The committee approved the October 26, 2023 minutes with no corrections made.

## PRESENTATION

Eileen Haddad presented the findings of the 2023 Real College California survey, focusing on the basic needs of students in California Community Colleges. The survey covers food insecurity, housing insecurity, and homelessness. Out of over 12,000 respondents at Cypress College, 58% reported experiencing at least one of these insecurities. The rates for food insecurity (36%), housing insecurity (50%), and homelessness (14%) were lower than the statewide averages. The data was broken down by ethnicity and gender, revealing disparities in basic needs among different groups. Notably, Black, Hispanic, transgender, and non-binary students were identified as more vulnerable populations. The presentation emphasized the connection between basic needs security and academic success, with students reporting non-passing grades having higher rates of insecurities. Additionally, the speaker notes the importance of campus food services and highlights the need for improved communication about available resources, as a significant percentage of students were unaware of food pantry and distribution services. The overall aim is to raise awareness and support for students facing basic needs insecurities.

## PRESIDENT UPDATE

The Classified Senate Charter was reviewed. Stephen Schoonmaker motioned for approval, seconded by Kathleen Reiland. **VOTE:** The committee approved the Classified Senate Charter with no corrections made.

The SEA Charter was reviewed. Kathleen McAlister motioned for approval, seconded by Stephen Schoonmaker. **VOTE:** The committee approved the SEA Charter with no corrections made.

The SLO Charter was reviewed. Stephen Schoonmaker motioned for approval, seconded by Kathleen McAlister. **VOTE:** The committee approved the SLO with no corrections made.

The DEI Charter was reviewed. The change to “approve and promote various DEIAA sponsored events” has been made. Kathleen McAlister motioned for approval, seconded by Angela Haugh. **VOTE:** The committee approved the DEI Charter.

The PAC Charter was reviewed. Stephen Schoonmaker motioned for approval, seconded by Angela Haugh. **VOTE:** The committee approved the PAC Charter with no corrections made.

The Curriculum Charter was reviewed. Kathleen McAlister motioned for approval, seconded by Stephen Schoonmaker. **VOTE:** The committee approved the Curriculum Charter with no corrections made.

## **VPSS UPDATE**

Affinity group updates included the opening of the Asian American Native American Native Hawaiian Pacific Islander Student Achievement Program on the first floor of Humanities. Funding of \$150,000, with an additional \$129,000 for the year, will support the program. STEM and MESA will now report to Patricia Menchaca, the permanent Dean of Science, Engineering, and Math. The Rising Scholars program, with a \$1.5 million youth grant, will continue under Emory Beck. The LGBTQIA+ Pride Center will now report to Romeo Garcia starting December 1, 2023. Other changes involve the Charger Experience Program moving to the second floor of the Student Center, and international students moving to the first floor in Admissions and Records. Associated Students will move into the space vacated by international students. Paul de Dios expressed gratitude for the support in welcoming nearly 1200 students during the "Connect to Cypress" event and outlined plans leading up to "Commit to Cypress" on May 1, 2024.

## **VPI UPDATE**

A detailed update on faculty prioritization and hiring decisions was given. The District approved hiring five full-time faculty and three on one-year contracts. Despite the preference for full-time positions, we expect retirement at the end of this year to open up opportunities for these positions to be hired permanently in future years. This compromise was considered a positive outcome, especially considering the current budget constraints. Disability Support Services will be categorically funded, ensuring resources for critical areas. While full-time positions are preferred, the temporary hires will provide essential assistance to overpopulated programs with high student demand.

Another update involved the introduction of a cohort model currently being implemented in Canvas. During a department coordinator meeting, this model was presented as a way to automatically enroll students into program-specific shells,

providing information on internships, scholarships, job opportunities, and other program-related details. Lead faculty developing such models will receive a \$1,000 incentive, and templates will be made available for wider faculty use.

Regarding enrollment, there are challenges in assessing trends for the upcoming spring term due to limited visibility on the dashboard. However, the winter term has seen positive growth, with over 100 additional full-time equivalent students registered. This increase is seen as a positive sign, especially since it's early in the enrollment process. Kathleen Reiland is optimistic about these early enrollment figures and emphasized the need for detailed data to better understand the trends.

## **VPAS UPDATE**

A new student payment plan has been introduced, allowing students to make arrangements to pay for their enrollment over the semester. This plan aims to provide flexibility and prevent unpaid balance holds on student accounts, allowing them to manage their academic journey more effectively. Despite some initial coding issues, the program is actively being worked on to address any challenges.

The Charger Book Pass program provided course materials for \$100 or less to over 13,000 students in the past fall. There has been an ongoing process of addressing opt-out requests and adjusting charges based on individual student situations. The hope is that with better understanding, students will make informed decisions about opting out in future semesters.

The Food Pass program has been successful in serving over 35,000 meals to students in the first five weeks, with a 30% increase in participation. The average purchase per student is \$10.84, close to the \$12 maximum. The reloading process for the program, which involves physically reloading about 2000 cards a day, has been streamlined, and the cafe will be closed after December 10, reopening in January.

An update on the current fiscal year's budget was given, stating that approximately 44% of the fiscal year has passed. All major accounts, including the general fund, categorical grant, lottery, one-time funds, health services, and parking, are well within the 44% target, with parking being exactly on track. The general fund, where most funds are allocated, is at about 36% spent. There are plans for mid-year reviews with budget managers in January, discussing both the current fiscal year's status and preparing for the 2024-25 fiscal year starting July 1.

## **INSTITUTIONAL RESEARCH & PLANNING UPDATE**

The ISER is up for the final approval. Kathleen McAlister motioned for approval, seconded by Kathleen Reiland. **VOTE:** The committee approved the ISER with no corrections made.

The Institutional Research & Planning office is conducting a student climate survey, currently available on the Canvas shell, focusing on students' experiences of belonging, topics related to diversity on campus, and their overall college experience. The survey is open, with emails sent to students, and it will likely close next week, potentially extending based on response levels. Additionally, an employee climate survey, similar to the one conducted in 2021, will be launched next week. These

surveys are part of the annual information and data collection process to gather insights on college climate, governance, budget, and transparency. A report with comparisons will be provided in the next semester after analyzing the collected data.

### **DISTRICT MANAGERS ASSOCIATION (DMA) REPORT**

No report at this time.

### **ACADEMIC SENATE REPORT**

There are several ongoing matters discussed at the Academic Senate. Issues related to campus Wi-Fi access and Chromebooks have surfaced, prompting a discussion initiated at the Senate. The ISER has been approved, and an AI Task Force is being established as a subcommittee to formulate policies and promote professional development around AI, with Jeanne Mitch as the chair. The fall plenary for the AS CCC is next week, and there will be a first read of the reassigned time process proposal at the Academic Senate. There's a need to discuss the extensive document with Kathleen and Joanna, aiming to establish it, though the timeline is uncertain due to the heavy workload this semester.

### **UNITED FACULTY (UF) REPORT**

No report at this time.

### **CLASSIFIED SENATE REPORT**

The recent Gobble Gram fundraiser successfully raised \$1,100 for the newly established Classified Senate Education Scholarship. The group expressed gratitude for the support and announced plans for a Valentine's Day event. They are organizing a Polar Express-themed holiday breakfast for classified employees, encouraging participation from managers and volunteers. Future plans include appreciation week for the end of the next semester and collaboration with the Classified Senate group (four C's) at the state level to expand their presence on campus.

The Classified Awards nominations were sent out earlier this year to provide a more extended timeframe for submissions. The deadline for nominations is November 29, allowing a full month for submissions. A reminder email will be sent out, and a committee will be formed to review nominations. This year, they aim for a more diverse committee, including a faculty member and a manager. Those interested in being part of the committee can contact [cmontenegro@cypresscollege.edu](mailto:cmontenegro@cypresscollege.edu). The winners of the Classified Awards will be announced at Spring Opening Day.

### **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) REPORT**

CSEA is currently engaged in negotiations for the IT job family. A recent vote within CSEA indicated that members are not in favor of relinquishing longevity benefits for new IT employees. This is the ongoing focus of their efforts in negotiations.

### **ASSOCIATED STUDENTS (AS) REPORT**

There was an emphasis on the approaching deadline for submitting resolutions for the California Community Colleges General Assembly in the spring, with an internal deadline of December 6. Members were invited to propose resolution ideas via email. Secondly, the council's commitment to mental health initiatives was underscored, with plans for additional events next semester following a successful collaboration with Active Minds. Lastly, positive developments in civic engagement were reported, as the speaker and several council members are set to attend a legislative hearing in Sacramento on the Secure Automatic Voter Registration program, aimed at simplifying the voting process for minorities. The speaker expressed excitement about the upcoming experience and pledged to provide further updates in the next meeting.

### **ADJUNCT FACULTY UNITED (ADFAC) REPORT**

No report at this time

**Meeting adjourned at 2:32 p.m.**