



# PRESIDENT'S ADVISORY CABINET

December 8, 2022 - 1:00 p.m.  
Approved Minutes

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**PRESENT:** JoAnna Schilling (Pres), Stephen Schoonmaker (VPAS), Kathleen Reiland (VPI), Marc Posner (DirCampCom), Bryan Ventura (Dir IRP), Damon de la Cruz (AcSen), Kathleen McAlister (AcSen), Angela Haugh (CSEA), Jesse Chang (Assoc Students), Fola Odebunmi (UF), Lisa Gaetje (DMA),

**ABSENT:** Paul de Dios (VPSS), James C. Bunker (AdFac), Ashley Berry (CS), Marcie Kagawa (CSEA)

**GUESTS:** Kelly Carter, David Booze, Liana Koeppel, Craig Lee

**RECORDER:** Kristi Valdez, Executive Assistant

## REVIEW OF MINUTES

**VOTE:** A vote was taken and passed to approve the October 13, 2022 minutes with no corrections made.

## PRESENTATION

Kelly Carter provided a demonstration of DegreeWorks. The goal is to increase the number of students on education plans and to make sure that students and faculty understand how DegreeWorks functions.

David Booze provided a demonstration of Course Scheduler. He was asked to come back to a future PAC meeting to discuss how students liked Course Scheduler and what some of the pitfalls are of having more education plans.

Liana Koeppel provided an update on the Governance and Decision-Making Handbook. A recommendation was received for improvement on governance work and how decisions were finalized and communicated to campus. A governance workgroup was put together with representation from different groups across campus – faculty, managers, classifieds and students - to evaluate our processes and determine areas for improvement. The first step was to codify how processes worked on campus. A brief overview of the work that has been done over the last year was provided. Links will be added in handbook to the different shared governance groups, contact information, meeting times, websites, etc. A discussion was had on CSEA and Classified Senate roles as outlined in the document. This was a first reading. Over the break everyone was asked to review the handbook and come back with questions or concerns at the PAC meeting in February. A vote for approval will be held at the February meeting.

## **PRESIDENT UPDATE**

**VOTE:** A vote was taken and passed to continue to hold PAC meetings virtually in January 2023.

Our affordable housing application timeline was reviewed. Cypress will be applying again for the housing grant with a presentation to the board on Tuesday, December 13, 2022, asking for Board approval. The program refinement document is due by December 19, 2022. The college will be able to review it and provide comments with the final proposal due on January 20, 2023. The board will approve the grant application on January 24, 2023 and it is due the next day. We are proposing 430 beds. We have a very strong proposal and fit into almost every point category. It is anticipated that there will be only one proposal approved per district and region. As far as we know, South Orange County is the only other OC district that will be applying. A presentation is planned for Opening Day on what the design will look like. The grant will be awarded in September. Further discussions will be had in the Spring on policies and procedures, who is eligible, how the application will work – all the areas that aren't necessary for the application, but will be if we get the grant and want to move forward.

## **VPAS UPDATE**

Craig Lee provided an update on and draft of BP7600 which governs the campus safety officers' authority. Changes to section 3.3.1 and 3.3.2 Authority to Detain were revised because as they were previously written were not legal. Campus Safety Officers, as private citizens, are unable to detain someone unless a crime takes place in their presence with a couple of exceptions being the library and the bookstore. JoAnna Schilling asked that Craig track changes so it will be clear which areas have been revised, and we will review at a future shared governance meeting before sending on to DCC.

Parking information for spring was reviewed. While no fees for parking will continue for spring, an additional resource will be provided allowing people to register their vehicles with Campus Safety. There will be two kinds of parking decals – blue for the faculty and staff and yellow for students – allowing Campus Safety to easily distinguish between the two types. Parking regulations have been updated and are available on the webpage. Vehicle registration will be available through a parking link on MyGateway allowing individuals to register up to 10 vehicles. Under the new system, if the decal is forgotten, Campus Safety will be able to identify the vehicle is registered so it will not be ticketed. Even though there is no fee for parking, students and employees are being asked to register their vehicles. There will be a grace period at the beginning of the semester. Campus Safety is not interested in ticketing, the goal is to get people used to the system of registering their vehicles. Registration of vehicles is also a safety feature for people coming to campus because once vehicles are registered, Campus Safety will be able to help. Senate President Damon de la Cruz was asked to share with faculty that they need to register their vehicles. JoAnna asked that a reminder to everyone be sent out by next week with additional reminders throughout January for people to register.

Stephen Schoonmaker has been meeting with various budget managers. He provided a very high level overview of our Budget as of November 30, 2022. With about 58% of the year remaining, our numbers are looking on target. In early 2023, he will start

looking at the budgeting process for the next fiscal year and talking with budget managers about that process and ensuring that they're linking program review with budget preparation.

Before this current year, the per diem rates for students when traveling was quite low – \$5 for Breakfast, \$7.50 for Lunch, and \$12.50 for dinner for a total of \$25 a day. Per diem rates for district employees were higher. A decision was made by the budget officers to have one per diem rate for the district instead of having a separate one for students. This change has been approved by the Board and was provided as an update to PAC.

Cypress has approximately \$1.4M of one-time funding available for instructional equipment. Thirty-seven instructional equipment requests were received totaling just under \$3.8M. Several of these requests combine instructional equipment with either scheduled maintenance or facility modifications. Because of strict rules on how this funding can be used, some aspects of these requests will not be able to be funded by instructional equipment funding. Once that is clarified, the one-time funding for instructional equipment requests will be brought back to PBC for their review and recommendations, followed by a review at PAC.

#### **VPI UPDATE**

As part of the State's re-engagement plan, Cypress has been provided approximately \$4.1M in funding over 2 years for outreach and marketing campaigns that would increase enrollment and retention. We asked for \$4.9M, so we have to make up the additional \$800K using other funding including Strong Workforce. Kathleen Reiland reviewed the marketing plan that was put together by the instruction department and campus communications which includes using these funds to work on the website, videos, outdoor media banners, Kiss FM, Spectrum, etc. Additional funds will also be used on promotional items including swag for programs and events and a Call Center so that phones can be answered during peak periods. Our goal is to increase the number of applications and improve our number of applied but not enrolled students.

Enrollment is looking good. As of today, compared with this same time last year, our full-time equivalent enrollments are up 11%, and our head count is also up. We are still seeing the online classes enroll at a faster rate, but will see how this unfolds when we come back from break.

#### **DIRECTOR IRP UPDATE**

The Campus Services Program Review template was reviewed. It has been approved by PBC with the hopes of starting it in the spring. We have not done Campus Services Review, we had it called Quality Service Review. The template is largely the same and includes areas to talk about the mission statement and department overview in terms of staffing accomplishments and challenges. The only two new components of the template are questions about Diversity and Equity and Guided Pathways. The questions ask how their campus service supports or aligns with the campus Diversity Equity, and Inclusion efforts and how the service aligns with the implementation of Guided Pathways. There will be a review by the supervisor, a review of the web page, and evaluation and approval by either Vice President or President where applicable. The timeline was also reviewed. The major change is that campus services is asked

to do their full review in spring 2023 and an annual update every year thereafter. The template for the annual update asks areas to update the goal progress and ask for resources needed to make progress on or achieve the goal. This will be a good venue to communicate to the campus more broadly big campus service-related projects. The timeline, which will be similar to before, was also reviewed. **VOTE:** A vote was taken and passed to approve the Campus Services Program Review.

The Classified Staff Authorization Process rankings were approved by PBC at their last meeting. The top position was the Nursing Clinical Coordinator, followed by the IT Technician, Biology Lab Clerk, and Math Lab Coordinator. The Administrative Assistant II that has put forth by STEM 2 may possibly be funded through the Mesa Grant, but we are still waiting to hear if we have been awarded that grant. The Instructional Designer for Accessibility is one of two Instructional Designers – one is already in the hiring process. It was noted that these are only new positions, not continuing or replacement positions. Stephen Schoonmaker will look at the budget and see which of the positions we can fund next year. **VOTE:** A vote was taken and passed to approve the Classified Staff Authorization Process rankings.

#### **ACADEMIC SENATE REPORT**

No report at this time.

#### **UNITED FACULTY**

The United Faculty negotiations team is currently working with the District on a new MOU for flexible scheduling including online and remote office hours.

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

No report at this time.

#### **CLASSIFIED SENATE**

Classified Senate continues to work on their Classified Retreat to be held on December 14, 2022.

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

Juneteenth has been approved as a holiday. CSEA will be holding a training on Know Your Rights where the contract will be broken down and explained.

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

The Associated Students recently held their Winter Kickback event to promote student engagement. It was a success with a moderate turnout of students. Associated Students plan to meet in the winter break to plan for events in the spring and to discuss resolutions to bring forward to the General Assembly.

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

No report at this time.

#### **UPCOMING EVENTS**

Flex Day – January 19

Opening Day – January 20

**ACTION ITEMS**

Damon de la Cruz - Share with faculty that they need to register their vehicles.

Campus Safety – Send reminders on vehicle registration next week and additional reminders throughout January.

**Meeting adjourned at 3 p.m.**