

**Cypress College
Planning and Budget Committee
Minutes of February 16, 2023**

PRESENT: Aaron Pilkey (CSEA Rep), Barbara Woolner (CSEA Rep), Belinda Allan (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Fola Odebunmi (United Faculty), Joyce Peacock (Curriculum Chair), Kathleen Reiland (VPI), Marbelly Jairam (CSEA Rep Alt), Paul de Dios (VPSS), Stephanie Rosati (Program Review), Stephen Schoonmaker (Interim VPAS)

Resource Advisors: Colin Preston (Dean, Athletics/Kinesiology), Yongmi Han (Director, International Students), Samreen Manjra (Prof. Dev. Rep), Thu Nguyen (Business Office Specialist)

RECORDER: Jeanne Tran

1. Welcome/Introductions/Confirmation of Representation

Stephen Schoonmaker welcomed the committee to the meeting.

2. Unapproved Minutes from December 1, 2022.

Minutes from December 1, 2022 moved to approved.

3. Unapproved Minutes from February 2, 2023.

Minutes from February 2, 2023 moved to approved.

4. Health Science Reorganization

Kathleen shared that Health Sciences experienced a failed search for a Dean, and is now contemplating combining Kinesiology and Health Science. A cost justification was completed, additional changes were made, and now a proposal to create one Dean position that would oversee both divisions, and then have Associated Deans replace the Director roles. Kathleen stated that this change is similar to what other schools do, and that it gives Cypress the ability to add a Clinical Site Coordinator, which was ranked number one in the classified position prioritization. This proposed reorganization will save Cypress \$400,000 over the course of 4 years.

The committee motioned to support the Health Science Reorganization. Kathleen thanked the committee, and will be taking the proposal to PAC next.

5. Reaffirmation of PBC Membership

Stephen requested that the committee review the current PBC Membership List, and look into opening a conversation about adding to the list. Stephen mentioned the idea of adding Ad Fac, Classified Senate, and stated that he's meeting with Associated Students next week.

Barbara and Stephen confirmed that we have three voting CSEA members and 1 alternate. In case one of the three is absent, the alternative would be able to vote in their place. Marbelly was added to the list as the CSEA alternate. Aaron pointed out that Faculty and Management have four voting members, and CSEA and Associated Student have 3. The shared concern about balance was brought up.

Fola expressed that due to their large loads, the committee should look into giving Associated Students a monetary incentive to attend and participate in PBC.

Action item was added to the March 2nd agenda.

6. Committee Responsibilities

Bryan highlighted the Committee Member Responsibility section within the handbook and shared that PBC is going to do a quick distilled version with key items for takeaways for members to share with their groups. That way decisions or discussions that may impact them could be easily shared. Implementation and trainings regarding the Governance Handbook will begin in the coming months.

7. Shared Governance Handbook Revisions

Bryan shared that the Handbook was approved pending the change. The revisions were made to mirror the language in the District Handbook and Board Policy.

8. One-time Fund Instructional Equipment

Stephen explained because of the Governor's proposal to pull back some of the instructional equipment fund, we're perhaps looking at about 1 million dollars that we can dedicated to instructional equipment. All 25 proposals have been placed in the PBC SharePoint. The committee agreed to review and score proposals in 2 weeks. Scores are due by February 28, close of business, and will be shared at the March 2nd meeting.

9. Budget Update

Stephen gave an update regarding the first look at fiscal year 23-24 budgeting. We're currently reviewing position control issues with vacant position, faculty prioritization, classified staff prioritization, and non-resident tuition rate.

10. Other/Good of the order

11. Adjourn 2:35pm