CYPRESS COLLEGE
MANAGEMENT TEAM MEETING

February 4, 2011
9:00 a.m. - 11:00 a.m.
CC-Complex Room 419

AGENDA

BUSINESS

Discussion:
1. Review of Minutes of December Meeting .................................... All

Information:
1. Enrollment/Retention/FTES/Outreach, Bob Simpson/Dave Wassenaar/Marc Posner
2. PAC/DPC Updates ...................................................................... Mike Kasler
3. PBC and Budget Update ............................................................... Karen Cant
4. Technology Update .................................................................... Mike Kavanaugh
5. Accreditation Timeline ................................................................. Santanu Bandyopadhyay
6. Educational/Facilities Master Plan Update ................................. Bob Simpson/Karen Cant
7. 2011 Americana Awards .............................................................. Raul Alvarez
8. August 8 Retreat - Topic/Location ............................................... Mike Kasler
9. 16 Week Calendar ...................................................................... Bob Simpson
10. Management Meeting - March 4 ............................................... Mike Kasler
11. Other

Reminder:
1. Lincoln's Birthday Day Holiday - Feb. 18
2. President's Day Holiday - Feb. 21
3. Senior Day - March 10
4. Accreditation Site Visit - March 14 - 17

The next regular Management Team Meeting is Friday, March 4, 2011
in the CC-Complex Room 419.
December 3, 2010
9:00 a.m. - 11:00 a.m., CC COMPLEX ROOM 419
Unapproved Minutes


ABSENT: Joyce Carrigan, Gilbert Contreras, Dennis Davino, Darlene Fishman, Regina Ford, Mike Kasler, Valentina Purtell, Jose Recinos, John Sciacca, Dave Wassenaar

RECORHER: Louella Nelson

DISCUSSION:
REVIEW OF MINUTES
The September 28 minutes were approved as submitted.

INFORMATION:
ENROLLMENT / RETENTION / FTES / OUTREACH
Bob gave a PowerPoint presentation on enrollment patterns, and a change in the seats available was discussed.

Marc shared that campus communication with students has changed in the last few years—from print mailings, to e-mails, and now the addition of twitter.

PAC / DPC UPDATES
Bob shared that there have been changes to the course withdrawal policy. Now, no more than three enrollments in a course are allowed, whether it has been retaken due to an insufficient letter grade or a dropped class noting a “W.” This affects courses taken district-wide, and not just per campus.

At the recent PAC meeting, the classified constituents questioned the addition of a 45% classified position for Title V. Steve shared that today the hiring committee for Component 1 will meet for the Math Learning Center Coordinator and the English Success
Coordinator.

**PBC & BUDGET UPDATE**
Karen reported Governor Schwarzenegger is working to balance a $6 billion deficit in the 2010-2011 budget. Governor-elect Jerry Brown will be hosting separate forums for California legislators and educational leaders to discuss budget issues and possible tax/fee increases that could make budget reductions seem less harsh.

Karen distributed the 2011-2012 Scheduled Maintenance Priority List with items totaling $4,000,000. She explained that this is something that is submitted to the state each year for projects that carry an estimated cost of $400,000 each. This year’s 10-item list was submitted to the state for potential funding in 2011-2012 and represents items that have been postponed in anticipation of receiving capital outlay funding.

Karen explained that she and Albert are developing a proposal for funding infrastructure items. The need to create a proposal of this kind was identified in the current Strategic Plan to be done this year. It is intended to take care of certain items on a cyclical basis rather than reacting when something breaks or wears out.

**TECHNOLOGY UPDATE**
Mike Kavanaugh shared that the district will be reviewing mobile computing guidelines for smart phones, ipads, etc.

The District Technology Committee is scheduled to meet once per month, and Mike plans to share important discussion items with the managers.

**ACCREDITATION UPDATE**
Santanu briefly explained that it will be necessary to submit an amended report to the ACCJC that addresses the new guidelines for distance education and explains how we are in compliance with those guidelines. The accreditation self study will be presented to the Board for approval on December 14.

On January 21st, Lori Gaskin and her team assistant will be on campus for a preliminary site visit.

**ADDITIONAL FACULTY POSITIONS**
Bob announced that the District will allow CC and FC to each hire two additional faculty replacement positions. The Faculty Hiring Task Force met again, reviewed the prioritized list, and decided that the two faculty positions to be hired at CC will be a math instructor and a marketing/management instructor.
EDUCATIONAL/FACILITIES MASTER PLAN UPDATE
Bob reported that the deans have been asked to incorporate current student success initiatives, activities, and other things that faculty would like to see accomplished into the programs, and the turnaround time for completing revisions is until December 15.

The next EMP meeting is scheduled for December 8 here on our campus.

Karen reported it has become clear that the community wants a track facility to use for running/walking exercise. Bob explained that it will be oval shaped, and we will also be looking at the addition of 350 parking spaces.

An all day retreat is being planned for the end of January to include campus master planning committees from CC, FC, and SCE. The retreat is being planned to discuss issues within the District, and a community forum is being planned for January 13.

CAMPUS VIDEO SYSTEM STATUS
Mike Kavanaugh shared that we are currently broadcasting student services information on television monitors located in Counseling and Humanities. We do have the capability to broadcast across campus.

He announced that we are a beta test site for 3C Media.

GROUPWISE CALENDAR
Bob explained that the managers have the option of using another calendaring system in conjunction with GroupWise; but, must be certain to utilize GroupWise as their primary campus calendar.

PULL FOR CYPRRESS
Raul thanked the managers for their support in the Pull for Cypress campaign. Over 90% of the managers are now participating.

2011 AMERICANA AWARDS
Raul shared Americana invitations with the managers, and noted that the cost for staff attendance is $200 per person.

Pierre Habis, with Union Bank, shared the affect that Cypress College had on his life and in transforming his educational goals, during the "kick-off" event held on November 17th. Mr. Habis announced that Union Bank will agree to be a Title Sponsor of Americana for two more years, if the college can meet the challenge of garnering 750 attendees for the February 2011 event.

OTHER
Bob welcomed Dao Do as the new Bursar.
Bob thanked the managers for the effort they put forth on a daily basis.

Diane shared that the Women's Volleyball team will be playing in the Charger Classic on December 3, beginning at 4:30 p.m.

The meeting adjourned at 10:30 a.m.