Cypress College
Planning and Budget Committee
Approved Minutes of December 1, 2011

Present: Michael Amaya (Sub - Assoc Students), Santanu Bandyopadhyay (Dir Inst Resrch/Pling), Karen Cant (VP/Chair), Pat Ganer (AcSenate), Rod Lusch (CSEA), Robert Mercer (UF), Wei-Sheng Peng (Sub – Assoc Students), Bob Simpson (EVP), Grace Suphamark (CSEA), Gary Zager (AcSenate)

Absent: Michael Fugrad-Hill (Assoc Students), Alie McCaskill (Assoc Students)

Resource Advisors: Raul Alvarez, Paul de Dios, Steve Donley, Mary Lou Giska, Rebecca Gomez, Yongmi Han, Mike Kavanaugh, Mark Majarian

Recorder: Barbara Woolner

1. Minutes
The Minutes of November 17, 2011 were approved as written.

2. Budget Update
Karen reported that there are four states with a combined revenue shortfall totaling $4.4 billion, and California accounts for the majority of the deficit with $3.7 billion. She also touched on Governor Brown's “12 Point Plan” for addressing state employee pension plans which includes raising the minimum retirement age to 67 and requiring current and new employees to contribute at least 50% toward their pension benefit. Governor Brown also hopes to place sales and income tax increase initiatives on the November 2012 ballot. If the initiatives pass, the funds presumably will be directed to support schools.

3. Program Discontinuance
Bob distributed and reviewed the draft Administrative Policy (AP) 4021 – Educational Program Discontinuance. He noted that the establishment of a process for educational program discontinuance was developed through mutual agreement with the Academic Senates. Board Policy (BP) 4021 was reviewed and finalized by Chancellor's Staff on 11/28/11 and will be agendized for Board approval on 1/24/12. Review and approval of AP 4021 by Chancellor's Staff is pending.

4. Cypress College Strategic Plan
Santanu reported approximately 65 posts via the Discussion Board with feedback on the second draft of the Strategic Plan. He will be resolving some conflicting posts over the next week and will then post the third draft of the plan for review by allusers. The Discussion Board will remain open through mid-January and a final draft of the plan will be presented to the President's Advisory Cabinet (PAC) for approval in February.

5. Planning Process (Accreditation Recommendation)
Santanu distributed and reviewed a handout outlining the evaluation of planning, governing, and decision-making processes of the college. He reviewed the Cycle of Program Review for Campus Support Services, Departmental Planning & Program Review, and Student Support Services. He noted the addition of Instructional Services (EVP Office) for Spring 2013 and stated that there isn’t a review process for the President’s Office or the Vice President's Office currently; however, guidelines may be established for doing so in the future. Santanu reported that a two-member accreditation team visit will take place in Fall 2012.
6. **Direction Committees**
Santanu reported that the appointed Direction Committee chairs are as follows: *Direction One* – Nina DeMarkey; *Direction Two* – Paul de Dios; *Direction Three* – Richard Fee; *Direction Four* – Steve Donley; and *Direction Five* – Raul Alvarez. A call for committee members will go out shortly and the list of participants will be shared with the Planning and Budget Committee for review of the composition to ensure representation on each committee by managers, faculty, classified, and students.

7. **CTC Guidelines**
Gary Zager reported that the guidelines for 2011-2013 were discussed at Academic Senate and no official position was taken; however, there was no objection to the process as presented. There was consensus to move the guidelines forward to PAC today for approval.

8. **Other**
**Mobile Computing Device Guidelines**
Mike Kavanaugh presented a draft of the *Mobile Computing Device Guidelines*, dated 11/30/11, for feedback. The guidelines attempt to bring our current policies up to date with today’s technology and they can be used as a template for modifying campus processes. It is anticipated that the draft will be submitted as an agenda item for the December 12 District Planning Council (DPC) meeting.