PRESEN T: Santanu Bandyopadhyay (DirInstRes&Plng), Karen Cant (VP Admin Svcs), Pat Ganer (AcSen), Mary Lou Giska (DMA), Mike Kasler (Pres/Chair), Rod Lusch (CSEA), Alie McCaskill (Assoc Students), Gabriel Rubio (Assoc Students), Sam Russo (ADFAC), Bob Simpson (EVP), Gail Smead (CSEA) Gary Zager (AcSen)

ABSENT: Dale Craig (UF), Michael Fugred-Hill (Assoc Students)

RE CORDER: Pat Humpres

REVIEW OF MINUTES
The December 1, 2011 minutes were approved as submitted.

BUDGET UPDATE
Karen distributed copies of slides presented January 23, 2012 at DPC and also at the January 24 Board meeting. The slides gave an overview of the governor’s January proposed state budget, which is contingent on voter approval of his Tax Initiative. Non-passage of the initiative will trigger immediate budget cuts. A recap of the District’s 2011-2012 budget shows a deficit reserve balance of $19,000,000 and an expected deficit of $(9,573,810), leaving a projected balance of $9,426,190 as of 6/30/12. The 2012-2013 NOCCCD budget projects a best case structural deficit of $21,294,810 with passage of tax initiative and $29,294,810 without passage of tax initiative. In addition, some of the District’s ongoing expenses totaling $11,221,000, include scheduled maintenance, retiree benefits, self insurance contribution, etc., and are not currently budgeted, but at some point these items will need to be addressed. The District’s best case deficit reserve balance projected for 7/01/13 is $2,753,190, and worst case is $(5,246,810). Karen said with a best case scenario we may be able to make it through next year, but decisions will need to be made by July 1, 2013 on how to address the deficits.
Two funding recommendations were brought forth from today’s Planning and Budget Committee meeting.

1) P.E. - $6,725.84 for a new stair stepper to replace an old one that is no longer repairable;
2) P.E. - $13,000 for transportation of the swim and diving teams to travel to and from tournaments because our pool does not meet conference standards for swim meets. Transportation costs are to be funded on an as needed basis.

PAC discussed and supported both recommendations.

SMOKING ON CAMPUS COMMITTEE – UPDATE
Karen reported that the committee’s final report was received just prior to the winter break. She said most of the recommendations were implemented during the break and were in place for the start of spring semester. Larger signage was installed, and demarcation lines were repainted at the entrances/ exits of two ground level areas that were identified as most problematic—Humanities and Health Sciences. Heavy smoking receptacles were placed outside of no smoking areas so they cannot be dragged close to entrances/ exits, and umbrellas were ordered for tables that are situated within designated smoking zones. The piazza level was not identified as a trouble area. So far, campus improvements and the improved “smoking culture” seem to be working, which is the preferred method for dealing with the issue.

CYPRESS COLLEGE 2011-2014 STRATEGIC PLAN – ADOPTION
Santanu announced that all PAC members were emailed the latest draft of the Strategic Plan with a request to review it prior to today’s meeting. He read modifications made at today’s PBC meeting and explained the rationale supporting the changes. It was noted that although collaboration with SCE is desired, the text of the Strategic Plan should not be too prescriptive. Santanu explained that the chairs of the five direction committees are recruiting members who are interested in serving on their respective committees and are seeking broad constituent representation.

PAC discussed and supported the Strategic Plan with recommended changes.

NOCCCD STRATEGIC PLAN FOR 2012-2014 – UPDATE
Bob explained that the District Strategic Planning Committee evolved from the smaller work group that was assembled to address accreditation recommendations. By recruiting additional representatives from each site’s constituencies, broader participation was achieved. District Directions were approved by the Board in January, and the next step will be to complete Objectives. A draft of the Objectives was emailed to all users on February 3, 2012 for review and input. Responses are due to Bob no later than February 29, so a draft of the SP can be ready for District wide review by mid-March and the final draft ready by the end of March.
COMPREHENSIVE MASTER PLAN
Mike thanked Bob and Karen for their work and participation on the District CMP process. The document is complete and will be posted to MyGateway and the District web site.

RESPONSES TO ACCREDITATION RECOMMENDATIONS
On February 1, 2012, PAC members were emailed a draft of the Follow-Up Report to Accreditation Recommendations dated March 15, 2012, to review for today's meeting. The report includes responses to three District recommendations and two campus recommendations. The recommendations are being shared with various constituent groups. Santanu requested that PAC members share the draft with their constituencies for feedback. It will also be presented to other campus shared governance groups. All comments and recommendations are requested to be submitted to Santanu by February 3. The report will be presented as information and comments to the Board on February 14, 2012, then on February 28 it will be presented for Board approval so it can be submitted to ACCJC by March 15, 2012. The item will be re-agendized for the next PAC meeting.

2013 TEACHER OF THE YEAR
Mike distributed copies of a December 20, 2011, letter from the Orange County Department of Education, explaining that rules for their Teacher of the Year Program have changed. Each Orange County community college district now may submit only one nominee (instead of one nominee per college). The District must decide on one person's name from CC, FC, and SCE to submit to OCDE. The 2012 event will be held at the Disneyland Hotel in October or November. District Public Affairs will be our contact representative. PAC members were urged to begin thinking of instructor names to submit.

ENROLLMENT/FTES
Bob distributed a 2011-2012 Projected FTES Summary using 2010-2011 data. The summary showed total FTES for Summer and Fall of 2011 and Spring 2012 of 11,023.17 and target FTES for spring 2012 of 10,710.07, which reflects a reduction of 150 FTES from Spring 2011.) Any discrepancies will be resolved on census date, February 20. He explained that the Extended Day budget deficit from 2010-2011 was eliminated in 2011-2012 by class reductions totaling $450,306. Bob also distributed enrollment comparisons from Spring 2007 through Spring 2012, showing that for Spring 2012 we are operating at about 5,166 FTES and 104% of cap.

HIRING COMMITTEE FOR DIRECTOR, HEALTH CENTER
Bob announced the formation of a committee to hire a new Director of the Health Center. Mary Lou Giska has announced her plans to retire effective May 31, 2012. The composition of the committee follows District guidelines and includes: John Sciacca (Chair), Darlene Fishman (Manager), Mary Lou Giska (Manager), Jaime Ramos (Faculty), Janet Winckler (Faculty), Maureen King (Classified), Paul deDios (EEO rep), and Jennifer Caspellan (Associated Students). The committee will have its first meeting on Thursday, February 9.
BOOKSTORE
Karen reported that over a three-year period the Bookstore has lost 40% of its revenue with sales decreasing from $4.5 million to $2.5 million. Causes include changes within the print industry, book rentals, and electronic textbooks. The convenience store has significantly helped to bring revenue to the Bookstore. Karen met with Bookstore staff to talk about possible solutions. A consultant was hired to look objectively at options that could turn things around. The consultant made one trip here to examine the turnover of customers, inventory, etc., and he was provided with historical and current accounting data to help with his assessment of day-to-day operations. Another two-day visit is planned for further evaluation and to meet with staff.

OTHER
Publicity Guidelines - Will be addressed at the next meeting.

The meeting adjourned at 4:40 pm. The next PAC meeting is scheduled for February 16.