CYPRESS COLLEGE
PRESIDENT'S ADVISORY CABINET
Approved Minutes

October 6, 2011
Administration Conference Room
Cypress College Complex, 3rd Floor

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

ABSENT: Dale Craig (UF), Michael Hill (Assoc Students), Sam Russo (ADFAC)

RECORDER: Pat Humphres

REVIEW OF MINUTES
The September 15, 2011 minutes were approved as submitted.

COLLOQUIUM - Debriefing
Mike thanked everyone on PAC who participated in the day and a half long event. Santanu said the ideas developed at the Colloquium will be used to create the first draft the 2011-2014 Strategic Plan prior to the next Leadership Team (LT) meeting on November 4. After LT feedback, the draft will be finalized for presentation to the Board at the beginning of December.

BUDGET UPDATE
Karen reported that with state revenues lower than projected and no improvement to the overall economy, it looks increasingly likely that mid-year reduction triggers will be implemented. NOCCCD is prepared to cover anticipated reductions for 2011-2012 but next year may be different.

Karen presented the following two funding recommendations from PBC:

1) $2,250 to the PE Department to replace brackets on basketball backstops. The brackets have been repaired many times but now need to be replaced for safety reasons.
2) Bob provided background for the second funding recommendation. When the College adopted CurricUNET software it was determined that a trained expert was needed to support it. At that time, there was support for a 50% Administrative Assistant II for CurricUNET, which was a prioritized position by the College funded by Title V. The idea was that the position would input curriculum and absorb some of the responsibility from the divisions. Two years ago the College underwent another classified needs assessment process, and this position rated four or five on the priority list. Bob explained to the deans that if the position was not supported, all of the curriculum work would go back to the divisions. The deans were not in favor of that, so the issue was again taken to PBC. PBC discussed it and forwarded a recommendation to PAC to fund it. PAC approved funding on a year-to-year basis. The position has now evolved into 50% Administrative Assistant II to support curriculum and 50% Administrative Assistant I to support specific areas in the Instruction Office. After having the position in the Instruction Office for seven years, Bob recently discussed it again with the deans and found strong support for making the 50% Administrative Assistant II position a permanent one. It was taken to PBC where it received unanimous support. PBC is presenting the recommendation to PAC to fund the position on a permanent basis.

PAC discussed and supported both funding recommendations.

PROGRAM DISCONTINUANCE - Update
Bob reported that an ACCJC standard requires community college districts to have a Program Discontinuance Policy. Cypress College received a recommendation in March 2011 from the accrediting team to adopt a Program Discontinuance process.

The committee developing a Program Discontinuance Policy and Procedure has met three times. One thing the committee has determined is that there a strong sentiment by faculty that a Program Discontinuance Policy should not be a part of the Program Review Policy. The committee agreed that a Program Discontinuance Policy should include two tiers for health indicators. Mike commented that before a program discontinuance recommendation ever gets to the point of going through a campus approval process, the deans should be looking at their courses and taking some action. In the past, program discontinuance has been addressed by not offering classes in low demand areas.

Each District institution will have the opportunity to streamline its local approval process in accord with the uniqueness of its site. At Cypress College, a program discontinuance recommendation should go through the regular approval channels, i.e., Academic Senate, PBC, PAC, etc. Once a recommendation for discontinuance has occurred at the college level, the recommendation would go Chancellor’s Staff for input, and the Chancellor would then present the recommendation to the Board of Trustees.
SMOKING ON CAMPUS – Follow-up
Karen reported that the chair of the committee, John Sciaccia, is in the process of organizing the first meeting. The committee’s charge includes designation of smoking areas, painting more distinct boundary lines, improving signage, and deciding on better locations for receptacles. This item will be re-agendized to the next meeting.

ACADEMIC HONESTY POLICY – Follow-up
Pat reported that at the September 22, 2011, Academic Senate meeting there was a vote to rescind action taken at its previous meeting calling for a change to the current Academic Honesty policy. Therefore, the policy reverts back to the policy as it is stated in the 2011-2012 catalog. Mike and Bob attended the 9/22/11 Senate meeting and thanked Pat for giving everyone the opportunity to express their opinion.

16-WEEK CALENDAR
Bob reported there has been a lot of recent conversation and faculty involvement regarding the 16-week calendar. The State Chancellor’s Office approved the District’s application for a 16-week calendar but not the scheduling. As yet there has been no agreement at Cypress College or between CC and Fullerton College. A committee has been formed and discussions are taking place to come up with well informed scheduling that both colleges can agree on. Because students take classes at each campus, both colleges need to have a similar scheduling framework, although the schedules do not have to mirror each other. Scheduling and passing periods that serve the greatest number of students need to be decided upon. To provide the same number of hours and sections for students, the schedule is going to look very different on a 16-week calendar than it does now. This item will be re-agendized to the next meeting.

PROPOSED 2012 GRADUATION SPEAKER
Each year the graduation speaker is chosen on a rotation basis by Administration, Academic Senate and Associated Students. For 2012, it is Associated Students’ turn to make a selection. Gabriel reported that AS met and agreed to invite Kirsten Vangsness to be the 2012 Graduation Speaker. He said Ms. Vangsness’ name was submitted first to the Graduation Committee for approval and is now being submitted to PAC. Ms. Vangsness attended Cypress College from 1990 to 1992, then went on to Cal State Fullerton where she graduated as a theater major. She is an actress who has appeared in stage plays and TV commercials, and she has been published in the Los Angeles Times Magazine. She is currently appearing on the CBS drama series Criminal Minds. Gary asked if it would be possible to research her writings to make sure there is nothing controversial. Gabriel said that nothing controversial has surfaced thus far but he will investigate further. PAC discussed and supported inviting Kirsten Vangsness to be the 2012 Commencement Speaker.

ASSOCIATED STUDENTS BENEFIT AND STUDENT REPRESENTATIVE FEES
Gabriel commented many students having difficulty in the current economic climate are coming to AS for funding, scholarships, and grants. Student clubs have had to make significant changes in order to provide grants. At each AS event so far this year, between 400 and 500 students were served food. Besides scholarships and grants, the current
student benefits fee of $7 includes discount amusement park tickets, discount theater tickets, and cultural programs. The student representative fee of $7 allows AS representatives to travel to the state capitol to advocate on behalf of community college students. AS collects approximately $100,000 per year from the student fees.

Gabriel proposed that the student benefits and student representative fees be "opt-out" during the registration process. Students who do not wish to participate can fill out a form to opt out and a refund would be issued. Karen will research whether the opt-out procedure is something that needs to be voted on by AS. Gabriel will research how many colleges are using the opt-out procedure and who is responsible for processing refunds. The item will be re-agendized to the next meeting.

OTHER
Burned Posters - Gabriel displayed posters that were burned. Since the posters were of different subject matter, it was determined that it was an act of vandalism and not a hate issue.

The meeting adjourned at 4:37 pm. The next PAC meeting is scheduled for October 20.