

**Additional Information**  
June 23, 2020 Board Meeting

The following additional information was provided regarding the June 23 Board meeting agenda:

**Item 3.a, 20-21 Tentative Budget:** Attached is revised 3.a.2 page 1. The titles and numbers did not align correctly on the original and have been corrected; the data remains unchanged. The posted agenda has been updated to reflect the corrected page.

1. Page 3.a.4: May I have examples of what entails "other trust funds?" The "Other Trust Funds" contains the Student Representation Fee that is collected at Cypress College and at Fullerton College.

**Item 3.c, Student Accident and Intercollegiate Athletic Accident Insurance:**

1. Since not all the athletic teams competed for a full season last year, and many physical education activity courses were cancelled, is there any reduction in insurance fees? **No, as the premium is based on the FTES and not claims exposure. Also, the coverage is extended for students and student-athletes while in practice, training and fitness activities that are undertaken at home or outdoors in accordance with state and local 'stay at home' guidelines so long as these activities are undertaken with direct instructions of the coaching staff and other recognized college officials such as instructors.**
2. On a related topic, what will the athletic season look like for 2020-21? **The exact season start and end dates for athletic competition has yet to be finalized. The Colleges are working with the guidelines that have been adopted by the California Community College Athletic Association (CCCAA), with the understanding that the CCCAA is scheduled to meet once again in mid July to reassess the current conditions and available guidance from state public health officials. Depending on the status of COVID-19 at the state and local level, it is possible that the seasons could be abbreviated or that the seasons for some or all sports could be cancelled for the 2020/21 academic year. As a result, the Colleges have been planning for a variety of scenarios, with the safety of students and employees as the top priority.**

**Item 4.a, Dual Enrollment Agreements:**

1. Page 4.a.12: The cost for the same textbook for "History of Rock Music" is listed as \$102.25 for the Cypress College class and \$79.99 for the Fullerton College class. **These are two different editions of the textbooks and the price varies with the edition. The textbooks are always selected by the faculty member teaching the course, in collaboration with the department.**

**Item 4.d, NOCE Curriculum:** A comment that I appreciate how the new courses reflect employment projections.

**Item 5.a, Academic Personnel:**

1. Celeste Phelps is resigning yet she's participating in professional development? Did the professional development occur before the resignation? **Celeste Phelps earned her professional growth and development stipend during her employment. She earned her second increment effective July 1, so she will receive a prorated amount until her resignation date.**
2. Why does the hiring committee service vary between 3.5 hours and 22 hours per instructor? **The hiring committee service is based on duties to be completed after the semester ended. Each hiring committee may have different hourly requirements based on the number of candidates in the pool,**

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hours to interview candidates, and how much had already been accomplished prior to the end of the semester.

**Item 5.d, Professional Experts:**

1. Of the 15 requests for professional experts, 11 are related to distance education or online learning. Is this related to COVID-19? **Yes. These duties are related to moving courses to remote or online and ensuring faculty who were not trained previously will be trained and meet the equivalency requirement for teaching online.**
2. Page 5.c.2: Does FIG stand for Faculty Inquiry Group? **Yes, FIG stands for Faculty Inquiry Group. This particular Professional Expert position is part of the Fullerton College Title V grant and is related to researching best practices when teaching STEM courses.**

**Item 6.a, Draft Educational and Facilities Master Plan:** Thank you for incorporating so many of the requested changes.

1. Why is the community garden being replaced? When I met with Fullerton's Sustainability Club, they shared an interest in having a community garden and I noticed Cypress College desires to have a garden for their bistro. **At Fullerton College, the idea of adding either a community garden (including fruit bearing trees) or a serenity garden (for social and relaxation space) was discussed during the EFMP planning process. If a community garden is developed, it would most likely exist at the Horticulture area on campus. If a serenity garden is developed, the campus has discussed a location on the southeast corner of the 600 building. Cypress College is already moving forward with identifying space for a community garden so the space identified in earlier drafts of the EFMP was removed.**
2. Page 75: I appreciate the chart. Should it include percentages for the community? **We would like to keep the chart on page 75 as-is for two primary reasons: 1) it aligns with the story about the disparity between staff and student diversity, and 2) the data being tracked for District Area residents / community members is broken out very differently which would make it challenging to do an accurate and effective side-by-side comparison.**
3. Page 76: Not sure what is meant by "successful implementation of DEI depends in part on students and their curricular and co-curricular experiences. **The sentence could be modified to read: "Successful implementation of DEI depends on making curricular and co-curricular multicultural experiences available and meaningful to all students."**
4. Page 79: District-wide Programmatic Recommendations: Where would unconscious bias training fit? **The sentence could be modified to read: "Unconscious bias and equity training to increase intercultural proficiency should be integral to all professional training, workshops, and events."**
5. Page 79: District-wide Programmatic Recommendations: Is a discussion regarding Ethnic Studies degree requirement part of these recommendations? **Degree requirements are not part of the master plan, but instead should be addressed in future discussions on curriculum content by faculty.**

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**Item 6.b, Revised Board Policies:**

1. Page 6.b.3: BP 3600, Section 2.0: "Board" should not be changed to "Chancellor" in the first line. Section 1.0 says that organizations are recognized by the Board, so Section 2.0 should start "Any auxiliary organization recognized by the Board..." **Thank you for the recommendation. If the Board agrees, the change will be made.**

**Item 6.c, Revised Administrative Procedures:**

1. Page 6.c.22: AP 3900, Section 5.5: The grammar here is convoluted and ambiguous since it mixes prohibitions with required activity. To make it clear, separate this into two sentences: "Persons or groups using the common areas, including recommended free speech assembly areas, for expressive activity shall not obstruct campus or building entrances or interfere with or disrupt classes, meetings, business events, or other District or campus sponsored or initiated activities occurring in or near the areas. Such persons or groups shall remain more than 20 feet from doorways opening to outdoor areas of campus." **Thank you for the recommendation. If the Board agrees, the change will be made.**
2. Page 6.c.22: AP 3900, Section 5.8: There is a double negative formed with the initial "No" and the subsequent neither/nor. This can be corrected simply by removing the initial "No" (so start with: "Persons or groups using..."). **Thank you for the recommendation. If the Board agrees, the change will be made.**

**Item 6.e, Revised Board Policies:**

1. Page 6.e.4: BP 2740, Section 1.1: The areas should be cited as examples, not as the only choices, so change the third line to say "foster professional development in relevant areas including accreditation, ..." **These were suggestions made by the Board Policy Subcommittee. If the Board agrees, the change will be made.**

# Comparison of 2020-21 Tentative Budget vs. 2019-20 Approved Budget by Major fund

## General Fund Categories

<u>Ongoing</u>	<u>2019-2020 Approved</u>	<u>2020-2021 Tentative</u>
Revenues	\$ 210,331,924.00	\$ 199,249,716.00
Hold Harmless Supplement	\$ -	\$ 9,484,923.00
Transfers In	1,000,000.00	3,352,020.00
Appropriations	(204,832,294.00)	(209,231,096.00)
Transfers Out	1,547,193.00	(416,260.00)
Contingencies	(994,505.00)	(2,439,303.00)
Inc/(Dec) to Beg Bal	<u>7,052,318.00</u>	<u>-</u>

### Methodology Applied to Develop Tentative Budget

Ongoing costs comprise the structure of the entire District. These are the expected ongoing resources we expect to earn and the ongoing expenditures that we have built into our operations. We have updated the assumptions underlying these amounts and have provided those in the supporting documents herein.

<u>Self-Supported</u>		
Revenues	\$ 22,357,085.00	\$ 6,065,863.00
Transfers In	29,944.00	38,432.00
Appropriations	(4,445,740.00)	(3,793,463.00)
Transfers Out	(542,448.00)	(610,832.00)
Contingencies	(100,000.00)	(1,700,000.00)
Inc/(Dec) to Beg Bal	<u>17,298,841.00</u>	<u>-</u>

Self-Supported activities are those that each budget center participates in that are expected to bring in sufficient revenues to cover the expected costs. At Tentative, these are budgeted to balance revenues and expenses.

<u>Carryover/ Designated/Committed</u>		
Revenues	\$ -	\$ -
Transfers In	-	-
Appropriations	(26,899,040.00)	(17,263,605.00)
Transfers Out	(8,510,316.00)	(2,528,500.00)
Contingencies		
Restricted	(171,636.00)	(171,636.00)
Committed	(6,337,728.00)	(6,337,728.00)
Assigned	(44,704,559.00)	(31,575,370.00)
Uncommitted	(33,428,460.00)	(51,843,529.00)
Total Contingencies	<u>(84,642,383.00)</u>	<u>(89,928,263.00)</u>
Inc/(Dec) to Beg Bal	<u>(120,051,739.00)</u>	<u>(109,720,368.00)</u>

Carryover funds are those that we often refer to as "one-time funds". We do a detailed analysis of all settle-up costs and specifically allocated costs once we have closed the books for the current fiscal year. Consequently, for Tentative, we do not adjust these much, but balance the total to the current fund balance in Banner.

<u>Categorical/Restricted</u>		
Revenues	\$ 62,792,508.00	\$ 67,886,380.00
Transfers In	25,947.00	835,813.00
Appropriations	(68,544,641.00)	(72,363,071.00)
Transfers Out	(339,270.00)	(892,632.00)
Contingencies	(591,485.00)	(530,859.00)
Inc/(Dec) to Beg Bal	<u>(6,656,941.00)</u>	<u>(5,064,369.00)</u>

Categorical and Restricted funds are those that generally come with restrictions on what they can be used for. For Tentative, for grants, we will budget these so they balance. The remaining differences are the result of carryover funds that are restricted for Health Services, Instructional Equipment, Parking, Lottery, Veterans Services funds and Administrative Allowances.

<u>Total</u>		
Revenues	\$ 295,481,517.00	\$ 282,686,882.00
Transfers In	1,055,891.00	4,226,265.00
Appropriations	(304,721,715.00)	(302,651,235.00)
Transfers Out	(7,844,841.00)	(4,448,224.00)
Contingencies	(86,328,373.00)	(94,598,425.00)
Inc/(Dec) to Beg Bal	<u>(102,357,521.00)</u>	<u>(114,784,737.00)</u>