



PLANNING & BUDGET COMMITTEE (PBC) MEETING
Compton Community College District
January 24, 2017, 2:00 pm – 3:30 pm
Board Room

MEMBERS PRESENT

Steven Haigler Shemiran Lazar LaVetta Johnson Dayshaun Louden
 Dr. Abiodun Osanyinpeju Dr. Jose Villalobos David Simmons
 Dr. Ikaweba Bunting Rashid Yahye

OTHERS ATTENDING: Joshua Meadors, Gina Parks, and Armando Ruiz

Handouts

- Planning and Budget Mission Statement
- El Camino College Compton Center FTES Goal and Actual 2012-2017
- 2017-2018 Overarching Priorities
- Planning and Budget Goals

I. **Call to Order**

The meeting was called to order at 2:10 p.m. by Dr. Abiodun Osanyinpeju.

II. **Approval of Minutes**

The minutes of August 9, 2016, August 23, 2016, and November 22, 2016 were deferred until the next meeting as there was no quorum.

III. **Budget Update**

Mr. Haigler stated that Dr. Curry had provided the FTES Goal and Actual for 2012-2017. He stated that the Five Year Management Plan is built off of certain assumptions to guide us to ensure we maintain financial stability. The plan is not required but is a part of accreditation. Mr. Lopez had developed a spreadsheet that he used for the five-year planning and he has been tasked with updating the plan.

Mr. Haigler stated that FTES Goal and Actual for 2012-2017, indicates that for each of the five years, our FTES were approximately 6,000. During the 2014-2015 year our goal to actuals where 5,216 FTES even though we had plan for 6,060 FTES. At this point and time, we have entered into what is call stabilization with the State, which is a three-year process. We need to get our FTES back up to the 6,060 FTES within a three-year timeframe or our base will be reduced to our actual FTES earned. If you look at 2015-2016 fiscal year, we began to establish the goal of 6,060 FTES and fell short of our goal and we only

received 6,006 FTES. The 2016-2017 fiscal year is still projection. Our goal is 6,060 FTES and we are hoping to get 5,890 FTES.

Mr. Haigler stated that next year will be critical because if we are unable to achieve the 6,060 FTES, it will have an impact to our Five Year Plan as our overall base apportionment will decline. Each year the Chancellor's Office establishes a base and each year the Chancellor's Office will fund growth to that base. If our apportionment is reduced to 5,890 FTES and they give a one percent growth and we achieve ten percent growth, then nine percent of that would be unfunded. For every 200 FTES there is approximately \$1 million dollars. Mr. Haigler stated that it fits right in with the 2017-2018 Overarching Priorities to "Increase Student Enrollment by 16%". This has been our goal for the past three years. He stated that despite our best efforts we are not achieving our goal and enrollment is declining. He indicated that in times of economic decline more student tend to go to a community college and in times of economic growth fewer student attend college.

Dr. Osanyinpeju asked if there were new ideas or strategies that the District has plans for to help increase enrollment? Mr. Haigler stated that the three he is aware of are: The Cosmetology Program which was just implemented; the Fire Academy that has yet to be implemented; and the Early College Program where we form a partnership with the local high schools. Dr. Osanyinpeju asked if all of this would get us back to the 6,060 FTES. Mr. Haigler stated that he is a pessimist and would say that despite our best efforts, we are not achieving that if you looked at it by term. We had a goal and what we achieved in each term we have fallen short. Mr. Meadors wanted to clarify that by the end of this term we would need to reach 6,060 FTES. Mr. Haigler replied "yes."

Mr. Haigler stated that each year there is a funding model where the summer term crosses the end of our fiscal year into the next fiscal year. If the census date occurs before June 30th, we have the flexibility of putting the FTES either in this year or next year. So, every time we fall short we have used this flexibility. He mentioned that next year is the last year of stability. We could do that again this year, however, if we do we will begin next year in the hole for every FTES we pull into this fiscal year. So, as a strategy we need every FTES we can get in the next fiscal year, so we are not likely to borrow.

IV. PBC Goals/Objectives

Dr. Osanyinpeju mentioned that Dr. Curry had stated that every standing committee on campus should have goals and objectives. He indicated that he had pulled a description of the Planning and Budget's Mission Statement for the committee to review and to have a good understanding of our purpose. He stated that our purpose is to look at the funds that are available, to provide some guidance and support for the Chief Business Officer (CBO) so that we can stay afloat and manage our resources.

Dr. Osanyinpeju mentioned that Ms. Irene Graff from El Camino College provided us with some ideas as to what our goals and objectives should look like. They are as follows:

1. Develop an annual planning & budgeting calendar for publication, so everyone will know when the meeting will be held, items that will be discussed, and when we will approve the tentative and final budgets.
2. Contribute to the development of the Decision Making and Governance Manual for CCCD and Compton Center. Dr. Osanyinpeju stated that one of the things that the committee did was to ensure that each area of the campus plan every year in terms of the committees, departments will have an annual plan.
3. Add the College Mission to the PBC agenda.
4. Participate in, review and discuss results from, the evaluation of the campus governance structure and the Institutional Standing Committees. Dr. Osanyinpeju stated that this is one of our key functions. We want to be able to guide other constituents on campus. Take a look at the departments annual plan, and work with their annual review.

Dr. Osanyinpeju asked if any of the committee members would like to see or add anything to the above items.

Mr. Haigler mentioned that Dr. Curry had discussed the 2017-2018 Overarching Priorities in his Cabinet meeting this morning. The Cabinet members came up with the Mission Statement along with goals and objectives for the college. He stated that the PBC should also be a part of implementing those goals and strategic objectives. We are linking what we do to the work of the other committees and contributing to the governance structure.

Dr. Osanyinpeju stated that the Planning and Budget Committee is supposed to oversee the other committees. We are supposed to know what they need, what their goals are, how much funding is needed for their department, and what is appropriate for them. The Business Office should have that information to develop a well linked budget with the goals and objectives of every department. Dr. Osanyinpeju stated that this committee should be looking at every annual plan. To be able to say that this committee is in line with the overall District's Mission Goals and Objectives Statement, Vision Statement, we should be able to monitor those departments, and provide recommendations. We will discuss these suggested items to the Chief Executive Officer and will bring them back to the next meeting.

Mr. Haigler mentioned that Dr. Curry had updated the Planning and Budget Calendar, which he will bring to the next meeting.

Mr. Meadors mentioned that the goal is supposed to be smart and measurable goals.

Dr. Osanyinpeju stated that this committee is responsible for making sure that all of the decisions made by the PBC or Business Office is based on the recommendation of the Annual Plans of the different department.

V. Linking Budget and Program Review

Dr. Osanyinpeju introduced Gina Parks from El Camino College Institutional Research. Ms. Parks provided a presentation on how recommendations are entered into TracDat. A question and answer session followed. There was an in-depth discussion regarding this issue.

Ms. Parks stated that she was there on behalf of Ms. Irene Graff and that part of her responsibility is to provide training on TracDat. She indicated that PRP module stands for Program Review and Planning and each department, unit, and area is assigned a module.

- Ms. Parks indicated that it is important to link each of your recommendation to the program review.
- By clicking on the plus sign you are able to select which components of the program review is connected to that recommendation.
- Then you enter the specific recommendation that is in your program review.
- Then provide a justification for why you are submitting this recommendation, then reference the year of the program review.
- Ms. Parks stated that the Program Review is submitted every four years. She indicated that for this year training, management is asking whoever enters the recommendations to provide the linkage between the recommendation and Program Review components. Once the recommendations are submitted, the individual is asked to generate a report for the Vice Presidents, Deans, and Directors.
- Ms. Parks stated that once the Program submits its recommendation, the program provides its own ranking for each recommendation and each expense category will get passed on to the Deans who will provide their own ranking once it goes to the unit level.
- Dr. Osanyinpeju stated that we want to be able to connect what we see here with funding - for each of the departments and that it is in their program plan – this is how much is or is not funded. Ms. Parks stated that this is the first year we were able to provide a final report that shows what was funded. Dr. Osanyinpeju stated that he did not think Compton District had the ability to provide that type of report. He asked Ms. Parks if we did and she stated that she did not believe so and would check with Barbara Perez if she has the ability to provide this type of report.

VI. Adjournment - The meeting adjourned at 2:55 pm.