



**PLANNING & BUDGET COMMITTEE (PBC) MEETING**

**Minutes**

**February 28, 2017, 2:00 pm – 3:30 pm**

**Board Room**

**Vision**

El Camino College Compton Center and the future Compton College will be the leading institution of student learning and success in higher education.

**Mission Statement**

El Camino College Compton Center and the future Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton Center promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

**Meeting Participants**

X Steven Haigler

\_\_\_ Shemiran Lazar

X LaVetta Johnson

X Dr. Abiodun Osanyinpeju

\_\_\_ Dr. Jose Villalobos

X David Simmons

\_\_\_ Dr. Ikaweba Bunting

X Rashid Yahye

X Dayshaun Loudon

**OTHERS ATTENDING:** Dr. Rodney Murray

**Handouts**

- Compton Community College District/El Camino College Compton Center 2017-2018 Planning and Budget Calendar
- 2017-2018 Overarching Priorities
- Planning and Budget Committee Evaluation Survey

**Meeting Minutes**

I. Call to Order

The meeting was called to order at 2:15 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- A. The minutes of August 9, 2016 were approved. Mr. Simmons, Ms. Johnson (moved/seconded). The motion passed unanimously.
- B. The minutes of August 23, 2016 were approved. Mr. Simmons, Mr. Haigler (moved/seconded). The motion passed unanimously.
- C. The minutes of November 22, 2016 were approved. Mr. Simmons, Ms. Johnson (moved/seconded). The motion passed unanimously.

D. The minutes of January 24, 2017 were approved. Mr. Simmons, Ms. Johnson (moved/seconded). The motion passed unanimously.

### III. 2017-2018 Planning and Budget Calendar

Dr. Osanyinpeju stated that Mr. Haigler would provide the committee a few minutes to look over the 2017-2018 Planning and Budget Calendar.

Mr. Yahye interjected stating that the faculty had voted unanimously to attend only the campus committee meetings during the work days of the semester. He also indicated that the faculty would only work during the spring and fall semesters. He mentioned that faculty will not attend meetings in January, July and August. Dr. Osanyinpeju stated that he would like for the committee to address this issue during the attendance discussion. Mr. Yahye stated that he is requesting that the agenda and all handouts be provided two weeks prior to the meetings. Ms. Edwards stated that any information disseminated for this committee only requires a 24 hours in advance notification. Dr. Osanyinpeju stated that item(s) will come from the Chief Executive Officer and we have to ensure that those items are included on the agenda. Mr. Yahye stated that faculty requires advance notice. Dr. Osanyinpeju mentioned that the PBC is an Institutional Standing Committee that meets on the fourth Tuesday of every month between 2:00 pm through 3:30 pm. He indicated that it should be on everyone's calendar. Ms. Edwards stated that she would provide a calendar invite to everyone to ensure it is on everyone's calendar. Mr. Haigler clarified that everyone should have this meeting on their calendars and modifying the meeting dates to correspond with the months that the faculty works. Ms. Edwards stated that this committee would not comply with the months that the faculty work because the Tentative and Final Budgets are approved during the summer months. Mr. Simmons indicated that the Governor does not provide the numbers until July. Dr. Osanyinpeju indicated that last summer we attempted to have folks call the conference line if anyone could not physically attend the meetings and no one did. He asked that individuals try to provide at least an hour of their time and call in. Mr. Yahye stated that staff and administrators are paid for attending these meetings because they are here during the summer months. He stated that faculty are not on campus during the summer months and will not attend meetings and not receive compensation.

Mr. Haigler provided a presentation of the 2017-2018 Planning and Budget Calendar. He stated that if you look at the activities during June and July, which would be non-faculty work months.

- *June*
  - A. Tentative Budget is presented to the Board by June 30<sup>th</sup>.
- *July*
  - A. Tentative Budget is rolled into active status (purchasing can begin) on July 1.
  - B. Final evaluation of current year goals and objective are entered into plans in plan builder.
  - C. Final revenue and expenditure adjustments are made to budget and reviewed by PBC.
- *August*
  - A. Review and discussion of the final budget assumptions by Provost/CEO with PBC.
  - B. Presentation of comments made by partner college (ECC) to the final budget.
  - C. Final Budget line item review with PBC.
- *September*
  - A. Final Budget submitted to the Board. – Mr. Haigler stated that the budget cycle ends at this point and we begin anew.

- *October*
  - A. Review and discuss the status of the Accreditation Recommendations. - Mr. Haigler stated that the Accreditation visit will begin next week.
  - B. PBC conducts annual self-evaluation.

Mr. Haigler stated that what Mr. Yahye is proposing could be problematic as these months are critical. He asked how many people are on the Planning and Budget Committee (PBC) and how many people does it take for a quorum? Dr. Osanyinpeju stated that there are nine people on the committee and five for quorum.

Mr. Loudon asked how are individuals chosen for this committee? Dr. Osanyinpeju stated that the CEO Cabinet decides on the membership for the administrators in conjunction with the faculty and classified unions, the Academic Senate, and the Associated Student Body each selecting folks from their constituent groups. Mr. Loudon asked if it was based on the individuals' schedule? Ms. Edwards replied "no." Mr. Simmons stated that we let the folks know what the schedule is and the individual will state if they are able to attend the meeting during that particular time. Mr. Loudon asked how does that work out. Dr. Osanyinpeju stated that he believes that people did not make it because they did not want to attend the meetings. The faculty members know their schedules six months to a year in advance and the folks should not conduct classes during that time of the day. He indicated that as Mr. Simmons mentioned that there are only two committees that meet during this period. Mr. Yahye stated that faculty will not work during June and July.

Dr. Osanyinpeju inquired about the last semester and asked Mr. Yahye what does he have planned to help this committee? Mr. Yahye stated that faculty would not be in attendance during those months. Dr. Osanyinpeju stated that when faculty members we are working the faculty members are not in attendance. Mr. Yahye replied "choose any day." Dr. Osanyinpeju confirmed with Mr. Yahye that he would assist with getting missing faculty members to attend the Planning and Budget Committee meetings. Mr. Yahye responded "yes, during the months of September through December and February through May." Dr. Osanyinpeju asked Mr. Yahye if he would promise to have every faculty member in attendance. Mr. Yahye stated that he did not say that. Dr. Osanyinpeju asked Mr. Yahye if he could work on that? Mr. Yahye indicated that he would. Dr. Osanyinpeju stated that we need people to move the items forward. Mr. Loudon stated that the ASB meets on Tuesday's from 1:00 p.m. to 2:00 p.m. and the student representative are not available during that time. He stated that he is not receiving compensation as a student. If he can make the meetings without being paid, then there should be no excuses from faculty members as he has classes, homework, essays, and finals. There was an in-depth decision regarding this issue.

Mr. Yahye stated that he would meet with Dr. Osanyinpeju and Mr. Haigler the Tuesday prior the meeting at 2:00 p.m. to discuss the Agenda items for the next PBC meeting.

#### IV. 2017-2018 Overarching Priorities

Dr. Osanyinpeju stated that he has provided the committee with the 2017-2018 Overarching Priorities. He stated that one of the things that we have not been able to accomplish was the ironing out of the Planning and Budgets Goals and Objectives and align them with the Overarching Priorities.

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. He mentioned that this has been done.

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 department on campus has an annual plan for funding purposes. This will help guide the CEO's Office and the District on the decision making process.
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 mentioned that a copy of the last Planning and Budget Committee Evaluation Survey for Spring 2016 was provided to the committee for review. He indicated that he would like for the committee to use this survey to assist with the planning of the PBC Goals and Objectives. He asked the committee members to look at the following questions:

1. Do we think the number of members on this committee is appropriate for effectively carrying out its responsibilities? Dr. Osanyinpeju stated that 20 percent disagreed with this statement.
2. Adequate introduction and training has been provided to help me to be a productive committee member. Dr. Osanyinpeju stated that this is the key thing that we may take into consideration.
3. The members of this committee work well together in accomplishing tasks and responsibilities as well as holding efficient and effective meetings. Dr. Osanyinpeju mentioned that only five people had responded and he wanted to use this as a guide in fashioning out what we plan to do or as a design for the committee.
4. The workload is equitably distributed with respect to all committee members.

Dr. Osanyinpeju mentioned that we also need to look at the following comments:

1. There should be some professional development to make the PBC and more effective and efficient decision/recommending committee.
2. Attendance by committee members is an issue. Sometimes we cannot form quorum because some are in class or at another meeting. Meetings in the summer when faculty members are off campus is another issue that we are seriously looking at. Dr. Osanyinpeju mentioned that we have already addressed some of these issues.
3. I find that the participation of the members could be better. If a member cannot attend, we should be able to send a substitute. This would make it more efficient to get the minutes approved. And we should have a retreat to ensure that all committee members understand their important role and continued commitment to the committee.

Dr. Osanyinpeju summarized that the main concerns are to make the District efficient in institutional effectiveness and making sure that the students are learning as much as we would like them to. He reiterated the goal and objectives. He stated that when you look at the different departments, divisions, and area on campus we are supposed to be privy to their annual reviews. In order for us to approve budgets for the individual departments, we are to know their plan. Dr. Osanyinpeju stated that we should actively be participating in evaluating the programs/recommendations. Mr. Haigler suggested having individuals to come from different departments and provide a presentation. Mr. Yahye stated that the faculty need to be in attendance when presentations are being done. He stated that the faculty submitted their Program Review and the administrators are to submit theirs. The Dean then submits them to the committees. He indicated that some Program Reviews do not get

submitted because the Dean does not like what was written and it is not their job. The Dean's job is to review the Program Reviews for mistakes.

Mr. Haigler stated that if we were to have Institutional Effectiveness to come and present to us they would be summarizing the results. This will give the PBC the opportunity to ask questions. There was an in-depth discussion regarding this issue.

The motion was presented by Dr. Osanyinpeju to approve the following Goals and Objectives:

1. Develop an annual planning & budgeting calendar for publication.
2. Contribute to the development of the Decision Making and Governance Manual for CCCD and Compton Center.
3. Participate in, review and discuss results from, the evaluation of the campus governance structure and the Institutional Standing Committees.

Mr. Simmons moved the motion, Ms. Johnson seconded the motion. The vote was 5 in favor, 0 opposed, and 0 abstentions. The motion passed.

#### V. Five Year Plan

Mr. Haigler provided a presentation of the Five-Year Plan. He stated that the Five-Year Management Plan is built upon 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. He stated that the Five-Year Plan provides us with the ability to make projections that are typically more comprehensive than what other colleges are doing. He indicated that the plan included years 2015-2016 through 2019-2020 and he has only included updates for the new projections for FTES. For example, if we were to look at column "G" for 2016-2017, row 8, the District achieved 5,102 FTES compared to 2015-2016, where we received 6,006 FTES. This year we budgeted for 6,000 FTES.

Mr. Haigler informed the committee that our original base was 6060 FTES and was our base before we went into restoration. He cautioned that next year will be critical, 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. In the first year of the decline we were still funded at our base of 6,060 FTES. The second year we were funded at our actual FTES and our third year we need to get back to our base level or we will be adjusted downwards to whatever we earn.

Mr. Haigler stated that unless the District achieves the Overarching Priorities for Enrollment Management and we become successful at bucking the trend of borrowing from the summer semesters what currently a trend for this college. He noted that we are in a current decline for the following reasons:

- We are a small college with older facilities
- The District is pinned in between Cerritos CCD, Long Beach CCD, and El Camino CCD who has better facilities and students are easily drawn away from us.
- Mr. Haigler mentioned that he attended a budget conference and it was mentioned that the system as a whole is in decline because of the economy. He indicated that in times of economic decline more students tend to go to a community college and in times of economic growth individuals go to work.

Mr. Haigler stated that these are the factors going against us and what we have going for us is the ability to redefine who we are as a college, develop enrollment plans, and recreate demand programs and offerings. The District went through all of this in Strategic Planning. Now that we are in the second year of restoration and if we do not make it back to our base by the end of next year the District will suffer an on-going decline in revenue. 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 30<sup>th</sup>, 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. The projection is 780 FTES and for every 200 FTES there is approximately \$1 million dollars. Dr. Curry wants to push the 780 FTES into next year so we will have a head start for getting 6,060 FTES. Mr. Haigler stated that we budgeted this year for 6,000 FTES and if we take summer out of this year, we will drop down to 5,102 FTES.

Mr. Haigler asked that everyone turn to page 4, under the 2016-2017 budget for Surplus (Deficit) we will be negative (\$7,349,052) and by changing the projections from 6,000 FTES to 5,102 FTES and all things are equal in the budget this year we will have a decline in revenue over \$7 million dollars. Ms. Edwards asked if there would be layoffs. Mr. Haigler stated that we do have a reserve over the past 2 to 3 years which double every year and is about 23 percent. Our Board Policy for the reserve is 10 percent. We will be able to absorb the decline which means no layoffs. He stated that even if we meet our base and all things stayed equal in this projection and our budget agreed to this, we will be budgeted for approximately a half a million decline.

Mr. Haigler mentioned we need to get more students enrolled and offer more core sections. Mr. Simmons stated that the District is continuously canceling more core sections where there are students in the seat. However, if you cancel a sections with 14 people and you lose all 14 individuals then we are inefficient. Mr. Haigler stated that by eliminating classes with low enrollment we do become more efficient because it is inefficient to bear the cost of operating the class without achieving a certain level of enrollment. He indicated that an analysis has to be done on how much it cost to have a full-time faculty member teach that class. Mr. Simmons stated that we have full-time faculty members who are not teaching any class because their classes were cancelled and they are being paid and no profits coming in. Mr. Haigler indicated that was a more complicated assessment to go through and determine how many core sessions would be offered, what the fill rate will be, and how will full-time and adjunct faculty be used. He mentioned that by changing a full-time faculty member out with an adjunct faculty, your classroom becomes instantly profitable. Dr. Osanyinpeju stated that if a class gets to 14 or 15 students we should be reluctant to cancel those classes if it gets us to the break-even point. However, if it is below 10 than those classes should be cancelled and any faculty member that does not have his/her load then we would have to pump up those classes the following semester.

VI. Adjournment - The meeting adjourned at 3:15 pm.

**The Next Scheduled Meeting**  
**March 28, 2017**  
**2:00 pm – 3:30 pm**