



PLANNING & BUDGET COMMITTEE (PBC) MEETING
Compton Community College District
September 23, 2014 – 2:00 pm – 3:30 pm
Board Room

MEMBERS PRESENT

Trish Bonacic Dr. Billie Moore LaVetta Johnson Joanna Navarro
 Dr. Rodney Murray Dr. Michelle Priest David Simmons
 Carmela Aguilar Dr. Jose Villalobos

OTHERS ATTENDING: Dr. Keith Curry, Dr. Phillip Humphreys, Richette Bell, Armando Ruiz, and Irene Graff

Handouts

- 2014-2015 Enrollment Management Funding Recommendations
- El Camino College Compton Center Institutional Effectiveness Outcomes Strategic Plan 2015-2020 (September 18, 2014 Draft)
- Board Policy 1200
- Board Policy 3250
- Administrative Procedure 3250

I. Call to Order

The meeting was called to order at 2:10 p.m. by Trish Bonacic.

II. Approval of Minutes

The minutes of August 12, 2014 were approved: Dr. Priest, Ms. Johnson (moved/seconded). The motion passed unanimously.

III. Committee Reports

- Dr. Priest asked if the committee had an anticipation of the summer meeting schedule, as she would like to have it solidified by January 2015 so folks can make appropriate calendar notations and the group will not to meet bi-weekly during the summer. Ms. Bonacic stated that there was a motion to move forward with alternates, however, the motion was not approved. The discussion is about the meetings and Felipe Lopez is going to be looking at deadlines when information will be available and work around that; we are meeting at times to incorporate information that he can move forward with and present. It will also depend on the deadlines he is working on to obtain access to data from the state.
- Dr. Priest stated that a motion was made to approve the 2014-2015 Final Budget with the clarification that the \$699,330 matter was to be evaluated via email. She stated the information was not received to clarify the matter and asked that the

information be provided. Dr. Priest mentioned that the faculty and the majority of the committee approved the budget on the condition that the information would be provided promptly. It is now a month later and the information has not been received. She felt that the budget was passed in haste because the information was not provided and it may hold up the process in the future if we cannot rely on receiving information.

IV. Enrollment Management Funding

Ms. Bell stated that the Enrollment Management Committee was given \$100,000 to support Enrollment Management efforts. She stated that an email was sent out announcing to the campus that funds are available for needs specifically addressing student success, such as enhancing curriculum.

Ms. Bell referred to the handout providing an overview of the funding proposal. She indicated that the committee had originally received nine proposals. The top of the handout shows the ranking/scoring of what the committee came up with. The committee is responsible for reviewing the proposals and then making recommendations to the Chief Executive Officer (CEO) and the Cabinet.

The committee was able to fund the five activities/items listed below:

- A. Athletic counselor - \$30,000.
 - B. Admissions & Records Part-time Staff - \$15,000.
 - C. Outreach - \$25,000
 - D. Community Relations/Public Information - \$25,000.
 - E. Transfer/Career - \$5,000.
- Total Funding - \$100,000.00

Dr. Priest asked if the nine proposals that were submitted had anything to do with the five categories listed or if there were some ranked highly by the Committee but not by the CEO. Ms. Bell stated that was correct. Dr. Priest stated that some of the nine proposals were disregarded. Ms. Bell stated that she was not saying that. Dr. Priest asked if there were any of the nine included in the five listed? Ms. Bell stated that Outreach, Compton Public Relations and Marketing, and the Transfer Career Center were.

Ms. Johnson stated that when a proposal is submitted a dollar amount is included with the proposal. She wanted to know if this was a factor in evaluating these proposals. Ms. Bell replied that the ranking was done first and each proposal had the requested amount. She stated that there was a category if they wanted to submit for more than \$10,000; in that case they would have to collaborate with another department. If not then they could request up to \$10,000.

Dr. Priest asked how many Admissions & Records part-time staff were included in the \$15,000. She asked of the 45 percent of \$100,000 allocated; how many part-time people were to be hired. Ms. Bell stated one Athletic Counselor and possibly a couple of part-timers, but she was not sure. Dr. Priest wanted to know how many part-timer staff it will be for the \$15,000. She stated that the funds for an Athletic Counselor could be allocated by the department to utilize an adjunct faculty member.

Mr. Simmons asked if this position would be utilized by the Counseling Department or Student Life because it has an athletic component. Ms. Bell stated that it was specifically allocated for that purpose. Mr. Simmons asked who the Counselor will report to. Dr. Humphreys stated that the Counselor will report to him but will be assigned to Athletics.

Dr. Villalobos inquired about the funding for Community Relations/Public Information for \$25,000. Ms. Bell replied that she was unsure of all of the aspects. However, one of the public relations and marketing pieces that were implemented was "Ask Compton" on the website. Another was a proposal for an electronic "E" brochure.

Dr. Priest mentioned that it was not necessary that all nine proposals submitted be fully funded but that she would be more comfortable if the five chosen for funding were all on the submitted proposals list. Otherwise there is an impression that proposals was generated, people did the work, and then someone else decided that this area would receive \$30,000 and another \$25,000. She stated that it did not sit well for the campus climate to hear that effort and work is not going to be addressed and the money is not necessarily going to be allocated per best need. If so, then the request for proposals should not be disseminated.

Dr. Curry stated that he respectfully disagreed. He stated that he reviewed the proposals and consulted with Barbara Perez regarding the proposals. He mentioned that in the future he could write a letter back to the committee regarding changes. Dr. Curry stated that item numbers 1 and 3 for ESL were able to be funded from Student Success and Support Program (SSSP) dollars. Dr. Priest mentioned that she would appreciate a brief in the future like the one he just provided. Dr. Curry mentioned that the Athletic Counselor had been an issue over the last couple of years, related to Student Success and the services we provided. The Athletic Department was in program review and the plan asked for additional assistance. There was a need for a Counseling assignment in the Athletic Department and the need is high especially for those students who are not successful in their educational plans. Ms. Bell spoke about Admissions and Records and Outreach. Dr. Curry stated that community Relations/Public Information includes the "E" brochures, Ask Compton, and outreach in the area of Adult Education, encouraging adults in the community to come back to school. He stated that the Transfer/Career Center will help support the Northern California trip in the amount of \$5,000.

Ms. Bell stated that there are some lessons learned by the committee too, such as the need to provide clearer parameters. In some instances the utilization of certain individuals was incorporated but the individuals were unaware that they were part of a proposal. Directions did not asked for specific details related to how the money would be spent and some of the proposals were thin in content, generic in nature, lacking measurable outcomes, and with inadequate information to allow the Committee to make an informed decision. Dr. Priest again mentioned that a brief to support those that were chosen was desirable.

Dr. Priest moved that for the next approved allocation of Enrollment Management money, the CEO provide a specific brief with rationale Dr. Villalobos seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

V. Strategic Plan and BP/AP 3250 - Vote

Ms. Graff stated that she would like to request a formal motion to approve Board Policy 1200 which is the Strategic Plan and Institutional Effectiveness Outcomes for the 2015-16 through 2019-20 academic years. She stated that the only change is that it was rewritten in the Board modification format with underlines and cross outs. On page 3, we have objectives associated with strategic initiatives but they were not underlined because the document became busy looking and all of the objectives are new. Ms. Graff stated that there was an argument made to spin off the Institutional Effectiveness Outcomes numeric information from the Board Policy because that may change more frequently than we modify Board Policies. She stated that measures 1 through 10 are the same as those referenced in the Board Policy, but all of the detail for percentage growth is in a separate document. It will be published on the website but not on the Board Policy page. She indicated that it will be used this fall to begin the program plan for 2015-2016.

Mr. Simmons moved approval of Board Policy 1200 and Institutional Effectiveness Outcome. Ms. Aguilar seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

Ms. Graff stated that two associated documents she would like to request a formal motion to approve were Board Policy 3250 and Administrative Procedure 3250. She stated that Board Policy 3250 is a rewrite of an existing policy. It is mandated by Title V and accreditation. The adjustments made strictly reflect Title V and state changes such as the Student Success and Support Program Plan that needs to be integrated into our planning process, the Student Equity Plan which was already there and the Basic Skills Action Plan that is new. The Strategic Plan containing the College mission, vision, values, and strategic initiatives are set forth in Board Policy 1200.

Dr. Villalobos asked why this committee was approving ECCD's Board Policies. Ms. Graff replied that it related to planning, since the Compton PBC is consulted on the planning process."

Dr. Priest moved approval of Board Policy 3250 Institutional Planning. Dr. Villalobos seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

Ms. Graff provided background information for Administrative Procedure 3250. She indicated that there were previous documents that described our planning process. The roles and responsibilities, whose is responsible for what, what plans are being discussed, the evaluation processes, annual planning and budgeting. It describes our general processes and ECC's parallel planning with Compton Center, which is new. Ms. Bonacic stated that the whole planning process as it goes through the various stages, includes committees are joint committees of both Compton and Torrance representatives. She mentioned that there is feedback and opportunity to contribute.

Dr. Villalobos moved approval of Administrative Procedure 3250 Institutional Planning. Ms. Aguilar seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

Mr. Simmons voiced concern on how the document is placed and addressed at the District level. Mr. Simmons mentioned the Vice Presidents at the Torrance campus and the

Compton Center is not congruent. He stated that the document is ambitious. Ms. Graff stated that she did not think this matter could be addressed here. She indicated that an Educational Master Planning process for the Compton District should address these matters. Ms. Bonacic mentioned that the District will begin the accreditation process and there are issues that need to be addressed. Ms. Graff asked that the body recommend that the Compton Community College District's plans and planning functions be addressed formally and in a separate document. Dr. Priest recommended that future documents clarify the difference between Compton Center and the Compton District so that it will affect future documents, but that the group allows this one to continue through the process. Mr. Simmons stated that he was not trying to stop this document but create another document that will address the District's concerns. Dr. Priest clarified that we could approve this document as long as we create some other whole document. We want to say that we approve this document with the recommendation that future documents clarify the difference between the Center and the District. Ms. Graff stated that legally ECCD, in its formal Board Policy, cannot address another District's policies. She stated that it is better as a separate motion. If there are separate policies they could then go through a process the next time it comes up.

Mr. Simmons amended the motion and moved approval of Administrative Procedure 3250 Institutional Planning with the clarification that the Compton Community College District also develop a parallel document to Administrative Procedure 3250. Dr. Priest seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

VI. Other Business - None

Ms. Bonacic informed the committee that Miguel Ornelas had a conflict in his teaching schedule so Paul Flor has appointed Dr. Jose Villalobos as a permanent member of this committee.

VI. Adjournment - The meeting adjourned at 2:50 pm.