



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: January 26, 2021, 1:00 pm – 2:00 pm

Location: Zoom

Vision:
Compton College will be the leading institution of student learning and success in higher education.

Mission Statement:
Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

PRESENT:

<u> </u> Jose Bernaudo	<u> X</u> LaVetta Johnson	<u> X</u> Dr. Jose Villalobos
<u> X</u> Keith Cobb	<u> X</u> Janette Morales	<u> </u> Queen Juarez-Ward
<u> X</u> Amber Gillis	<u> X</u> Dr. Abiodun Osanyinpeju	<u> </u>

OTHERS ATTENDING: Dr. Abdul Nasser, Lauren Sosenko, Sheri Berger, Reuben James, and Owen Yu

Handouts

- 2020 Compton Community College District Investment Performance Letter
- 2021 Compton Community College District Investment Performance Letter
- District OPEB Funding Schedule
- District PERS/STRS Funding Schedule

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:10 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of November 24, 2020 were approved: Ms. Gillis, Ms. Johnson (moved/seconded). The motion passed unanimously.

III. Other Postemployment Benefits (OPEB) Fund

Dr. Nasser provided some background on the OPEB Fund. The College must pay retiree health costs and that is part of the other post-employment benefits and the GASB requirement. Every year we are required to do an actuarial study to determine what is our potential liability. Our liability was approximately \$14 million, and that was up from \$11.7 million the year before. So, what we decided was to start funding this liability, by creating a futurist public entity investment trust account back in 2013 and so we basically park these funds in that trust. The value of the trust as of

September 30, 2020 was about \$9 million and at the end of December about \$10 million. Our goal is to basically fully fund if we can, this liability.

We had initially identified \$250,000 to go to this fund and the purpose of funding this liability is twofold. One, of course, to limit our future expenses, but the other purpose is basically if we needed to borrow against this fund we can. So, we had in our budget approximately \$250,000 budgeted for this contribution for this fiscal year. We would like to increase that to \$1.1 million. Dr. Nasser stated that we are going to get these funds from our fund balance and what it does is basically reduces our future liability. So, this is the proposal that the District would like this committee to vote on.

Dr. Osanyinpeju asked if you have any questions for Dr Nasser? If there are no questions we have a recommendation on the table. To approve to increase the contribution, to raise it up to \$1,134 million. Dr. Osanyinpeju stated that he would like to move the motion that will increase the contribution to this fund. All the way to \$11,234,035. I need someone to second so that we can work on this.

Dr. Osanyinpeju moved the motion to add the additional monies to fund OPEB. Ms. Gillis seconded the motion. The vote was 4 in favor, 0 opposed, and 2 abstentions. The motion passed.

IV. Pension (PERS/STRS) Funding Schedule

Dr. Nasser provided a brief overview of the Pension (PERS/STRS) Funding Schedule. He indicated that the Pension (PERS/STRS) Funding Schedule was provided for information. He stated that our current contribution was \$200,000 and our estimated fund balance for the PERS/STRS for the current retirees is \$3,412,644. Dr. Nasser asked if there were any questions. Dr. Villalobos indicated that the chart does not show how much it is being increased by. Dr. Nasser mentioned that the funding is budgeted for fiscal year 2021.

Ms. Gillis wanted to clarify that the increases are required by the State and stated “correct” and not something that the college or some ~~you know~~ random person is saying we are just going to do this, just for the sake of doing it and that this is a legal requirement. Dr. Nasser replied correct. He stated that this was for information purposes only.

V. Five-Year Budget

Dr. Nasser provided an overview of the Five-Year Budget and indicated that it is for discussion purposes and took a moment to recognize our Budget Analyst, Owen Yu. He mentioned that Mr. Yu will be joining us in the meeting as he is the architect of this presentation as we discuss what the assumptions are for the 2021-2022 year. For example, the governor's budget proposed 1.5% of annual General Fund beginning in 2021-2022 and continuing until the state has paid \$12.4 billion (the difference between the June 2020 estimates of the Proposition 98 guarantee for 2019-2020 and 2020-2021 and the amount of funding schools and community colleges could have received if state revenues had continued to grow. The governor's budget and think we talked earlier about the contributions, you can see PERS is going up from 22.23% whereas STRS is going down. We can take all of those into account and then basically build a five-year budget.

So, the total unassigned fund balance is going down, and the reason why this fund is going down is because we are not expecting much increases. Whereas, our costs keep going up, of course, inflation dictates that and the other reason we need to keep in mind when it comes to our fund balance is, as you all know, we are under a hold harmless. So, in 2024-2025 we will fall off the hold harmless at

that point, revenues are going to be declining substantially, we need to plan for that and we need to plan now. Again, this is just for discussion purposes and an information item. Dr. Nasser stated that he would be glad to answer any questions.

Dr. Villalobos mentioned to Dr. Nasser that he had indicated that in 2024-2025 we would fall off the hold harmless and stated that he thought we had five more years. Dr. Nasser stated that he would need to confirm that and follow up on that, but the point is in the future we need to plan, when that happens, our revenues are going to decline. Dr. Villalobos indicated that he wanted to confirm the date. Dr. Nasser mentioned that he appreciated the comment and will follow-up to find out the exact dates. Ms. Sosenko mentioned that she believes the dates were extended through 2025-2026 last year, so you are right on point.

Ms. Sosenko indicated that she had one comment on that conversation. When our hold harmless goes away and I know because we are at home not looking at it in relation to the student-centered funding formula. However, that is something that comes into play, and something we should be thinking about and considering because the student, even though the student-centered funding formula will not hit us until later. When it does, it is going to be working off a three-year average, so our performance on the funding formula milestones and metrics, are going to make a difference. We must start improving our performance on those metrics because they will be considered. Once ours hold harmless goes away and we are on that funding formula so just a thought, maybe it is something we could talk about at a future Planning and Budget Committee meeting and clearly outline the timetable for us when hold harmless goes away.

VI. Planning and Budget Calendar

Ms. Sosenko indicated that she had shared the Planning and Budget Calendar several times as it is our Administrative Regulation AR 6200 and would provide a brief overview. She stated that we are basically right in the middle of our Planning and Budget Calendar. We have initiated our planning cycle, so the planning cycle has started for the Fiscal or Academic year, depending on your lens. Mr. Yu stated that on the calendar in June it indicates that the Tentative budget for next fiscal year is presented to the Board with a due date of June 30th and would like to know if the date could change to June 15th, so he could get the Tentative Budget uploaded prior to July 1st?

Ms. Sosenko mentioned that she hates that the actual dates are in this and will make a note of that because she feels like everything is flexible or depends upon the date of that year right when the board meeting is held that year. Yes, so the June 30th date should be June 15th, because that is the Board Meeting. Ms. Sosenko stated that yes, she will bring this up to Cabinet and see if we need to update the Administrative Regulation and we are probably going to have to update it anyway because we are not using Nuventive anymore. Ms. Sosenko recognized Vice President Berger as her name popped up. She asked Ms. Burger if she had any edits that she would like to add to the Policies and Administrative Regulations for this next year.

Ms. Berger indicated that she was just popping in to observe as she had never been to the meeting. Ms. Sosenko mentioned that she saw Ms. Berger's face, though, and I know that you had been working on that list for AR 6200 the Budget Calendar. Ms. Berger stated that she is looking at the 4000 with the Senate. Ms. Sosenko indicated that she would propose this to be updated this year and then, once we start making edits she can bring this back to this group to review the edits if that would be good and make the recommendation. So, if anybody has any other recommendations for edits on this calendar, please forward them to her.

VII. Annual Plan

Ms. Sosenko started with our Program Plans and indicated that folks have been submitting those and mentioned that we are now working on our Unit Plans. She stated that she has an email going out to all unit authors as a reminder this afternoon that their Unit Plans are going to be due in the coming week or two weeks, depending on which plan they are writing. Once those Unit Plans are submitted, we will then work to roll them up into the Area Plans. This year, there are several Area Plans. We have Academic Affairs; all the disciplines will roll up into Academic Affairs Area Plan. Then we have Students Services, all the Students Services Areas will roll up into the Student Services Area Plan. We also have Administrative Services, there are a few departments under Administrative Services, including Facilities, IT and our Business Office that will roll up into that Area Plan. There is a President's Office Plan, which includes Institutional Effectiveness, as well as Community Relations. Then Academic Senate will have a new Area Plan. Ms. Sosenko mentioned that Minadora (Moldoveanu), the Academic Senate President will be able to submit recommendations from the Senate into the Area Plan level, and then, finally, all those plans will roll up into the College Plan and that is going to happen in June. So, this Spring we are going to be working on the Unit Plans rolling up into the Area Plans and then rolling up into the College Plan and then that will be our budgeting process. We usually have about \$150,000 earmarked for the planning process but, as you guys know, over the last couple of years we have been able to fund much more through this process from the different grants that we have been awarded as a college.

Ms. Sosenko briefly shared a screen shot of her excel file to show the committee members of where we were, indicating that all the Program Plans, everything in blue has been turned in. We are in the voting process now and as was implemented last year, moving these Program Plans into our Unit Plans. She indicated that she is starting to work on identifying those additional Unit Plans again in an email that is going to go out later this afternoon as a reminder to get all those Unit Plans in, either by the end of this week, or next week. So, we are on point, we are making progress, interestingly this year, there have been a few more absent plans. She mentioned that it feels like people are falling off a little bit and there are fewer recommendations this year, so I do not know why that is. I am going to be doing a survey at the end of the planning process to try and get a sense of what is happening but that is just sort of informal observations about the process. Next year, we will be implementing this planning process through a new platform eLumen and there will not be major changes to the process but little tweaks as we implement that new platform, which she stated that she will be excited about and think will be helpful for our work, as we are trying to connect especially SLO and PLO data more into our planning. So, that is it on the update. The Planning and Budget calendar, as well as the Annual Planning Process and where we are.

VIII. Planning and Budget Committee Annual Goals

1. Planning and Budget

Purpose: The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures the integration of planning and budgeting. and that the process is driven by the institutional priorities outlined in the Compton 2024 Comprehensive Educational Master Plan and other plans adopted by the District. Per the Collaborative Governance process at the College, the PBC receives and reviews all planning and budget requests to ensures that plans are developed using data from academic and administrative program review and that these plans are linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President/CEO concerning College and District planning and budgeting issues. The PBC regularly reports all PBC committee activities to the campus community.

References: ACCJC Standard 1.A.3, 1.B.9, 3.D.2-3, 4.A
 Collaborative Governance at Compton College
 BP3250 – Integrated Planning
 AR3250 – Integrated Planning
 BP6200 – Budget Preparation
 AR6200 – Budget Calendar

Membership: 9

Cobb, Keith; Osanyinpeju, Abiodun (Management Representatives)
 Bernaudo, Jose; Gillis, Amber; Morales, Janette; Villalobos, Jose; (Faculty Representatives)
 Johnson, LaVetta; DeWitt, Stephanie (CCCFE - Classified Representatives)
 Juarez-Ward, Queen (Associated Student Body Representative)
 Edwards, Colleen (Staff Assistance)

Meetings: Every 4th Tuesday of every month at 1:00 p.m.

The Core Planning Team will be a workgroup reporting to the Planning and Budget Committee.

2. Planning and Budget Committee 2020-2021 Goals

Suggestions for goals of the Planning and Budget Committee for the 2020-2021 year:

1. Function as a steering committee in a collaborative process to support the Business office in maintaining the fiscal solvency of Compton College.
2. Determine strategies for the implementation of recommendations from the College’s annual planning summit.
3. Develop action plans that address any areas of improvement related to campus concerns that arise from yearly governance evaluations.
4. Improve communication of PBC related decisions and recommendations to all constituent groups.
5. Improve the communication around the importance between planning and budgeting and how allocations are informed by College planning processes.
6. Support the work of the Strategic Planning Committee/Core Planning Team.
7. Support faculty and staff in the completion of their annual plans into Nuventive/eLumen.
8. Support the Office of Institutional Effectiveness (OIE) with the transition from Nuventive to eLumen

Compton College Planning and Budget Committee Goals 2020-2021				
Goal	Alignment to Strategic Initiative and ACCJC Standard	Timeline/Completion Date	Specific Tasks	Progress/Status
Function as a steering committee in a collaborative process to support the Business office in maintaining the fiscal solvency of				

Compton College.				
Determine strategies for the implementation of recommendations from the College's annual planning summit.				
Participate in review and discuss results from the evaluation of the campus governance structure and the Institutional Standing Committees.			<ol style="list-style-type: none"> 1. Review data/results of the evaluations with the Office of Institutional Effectiveness 2. Brainstorm action plans and review with constituent groups. 3. Develop action plans into recommendations to submit to the President/CEO 	
Improve communication of PBC-related decisions and recommendations to all constituent groups.			<ol style="list-style-type: none"> 1. All committee members report back to their constituencies at least twice a semester on recommendations moved forward by PBC. 2. Request a standing report slot at Academic Senate for reporting actions taken by PBC. 3. Publish a newsletter (one page or so) each semester on the PBC website that summarizes actions taken during 	
Improve the linkage between planning and budgeting.				

Support the work of the Strategic Planning Committee.				
Support faculty and staff in the completion of their annual plans into Nuventive/eLumen.				
Support OIE with the transition from Nuventive to eLumen.				

Dr. Osanyinpeju asked the committee member to take a quick look at our goals for the year. So, if you went through the Minutes a copy of how far we have gone was reflected in the minutes. We did some edits and wanted you to go back and look at it again. He indicated he was not sure if we want to vote on adopting those goals for the year today. We can spend some time later to look at the other items. Dr. Osanyinpeju asked Ms. Gillis to look and see if we are okay, with all of this and make any suggestions. We made some changes. Ms. Gillis quickly reviewed the first goal to “Function as a steering committee in a collaborative process to support the Business office in maintaining the fiscal solvency of Compton College.” She mentioned that number three which will not “Determine strategies for the implementation of recommendations from the College’s annual planning summit.” Dr. Osanyinpeju reviewed the remaining goals for the Planning and Budget Committee for the 2020-2021 year.

Ms. Gillis moved the motion for the Planning and Budget Committee Annual Goals for the 2021 year. Dr. Villalobos seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

Dr. Osanyinpeju thanked the committee members and asked Ms. Gillis if she wanted to work on the table. Ms. Gillis responded yes, she was able to review it now, or if the committee wanted her to take this and bring it back as an action item at our next meeting. Dr. Osanyinpeju indicated that we had a few minutes to begin working on the table. Ms. Gillis stated that she wanted to clarify and remind folks that the reason why she suggested this is because we have adopted some heavy goals in terms of tasks and for us to speak to our constituent groups to provide information about what this committee is doing. It is important for us to be able to break down those goals into actionable items. We can use those actionable items for future committee meetings and to culminate an end of year report for the academic year. That was my suggestion, whether we want to proceed with this. For me this works, I need a visual and this helps me keep on task.

Ms. Gillis stated that the charted items were the ones she started because we had not adopted any goals. So, what she did was placing the goals and then listing them to a strategic initiative. We need to as a committee, determine some types of updates, along with specific tasks, to provide us with planning to accomplish our goals that we have set for ourselves. Ms. Gillis indicated that she could continue filling it in, however, she is still new to Planning and Budget Committee. There might be specific tasks, but she does not want to set all these tasks for everyone, so it would be helpful to have other people's input.

Ms. Sosenko suggested assigning people to each goal and have them bring back the complete or draft out table to the next meeting. Dr. Osanyinpeju stated that he would take an item to complete and ask if there were any volunteers. Ms. Gillis mentioned that she would take the last four and work with Ms. Sosenko as it all a little bit into her purview with the SLOs. She also indicated that she would take the support Office of Institutional Effectiveness with the transition from Nuventive to eLumen. Ms. Sosenko stated that she would take the last two. She indicated that the last one is not Ambers purview, to support faculty and staff in the completion of their annual plans into ELumen. The SLOs and PLOs work of the Faculty Coordinator, so it would be great if there was representation from other folks on the committee. Dr. Osanyinpeju mentioned that just by looking at it and trying to break this down into specific tasks it will be good if we have contributions from other members

of the committee. We are not giving it to her because it is in our purview. We need volunteers to pick any one of these. Dr. Villalobos asked what does that mean and what would be his part. Dr. Osanyinpeju indicated that it is in the examples above, to have a couple of items that we would be able to measure to see if we are achieving these goals. A list of items that we can reference to see if we are meeting the goals or not.

Ms. Sosenko mentioned that the Strategic Planning Committee currently is not meeting. However, the committee should be meeting next year, starting next fall. If these are goals for 2021, the Planning and Budget Committee could have some recommendations on how we kick that off. Dr. Osanyinpeju indicated that he would take the first two.

IX. Adjournment

The meeting was adjourned at 1:58 pm. Ms. Johnson, Ms. Gillis (moved/seconded). The motion passed unanimously.