



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

**Facilitator:** Dr. Abiodun Osanyinpeju

**Recorder** C. Edwards

**Date of Meeting Recorded** February 23, 2021, 1:00 pm – 2:00 pm

**Location** Zoom

<p><b>Vision</b> Compton College will be the leading institution of student learning and success in higher education.</p>
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<p align="center"><b>Mission Statement</b></p> <p>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.</p>
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<b><u>PRESENT</u></b>		
<u>X</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, Reuben James, and Owen Yu

**Handouts**

- AR 6200 Budget Calendar
- Five-Year Fiscal Management Plan
- 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 104 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of January 26, 2021 were approved Ms. Gillis, Ms. Johnson (moved/seconded). The motion passed unanimously.

III. Five-Year Fiscal Management Plan

Dr. Nasser provided information on the Five-Year Fiscal Management Plan. A question and answer session followed. He indicated that the first page basically talks about the various assumptions and updated the funds and changed the amount for OPED which this committee approved ~~us~~ to increase the amount at the last meeting. He stated that if you look at the summary, this is 2019-2020 budget. As you know we budget enrollment at 5980 FTES because we are on hold harmless provision.

Dr. Nasser stated that our revenues went down due to declining Cost of Living Adjustment (COLA) and so we will end the year with a deficit of about a half a million dollar. This carries forward for the ensuing years, we will be having challenges. He mentioned that for example, we will have more revenues because COLA is going up by 1.5%. Dr. Nasser stated that on the Governor's proposed budget in January, there will be a revised budget from the Governor and then in June, the legislature acts on the budget. These numbers are fluid until we know what the Governor's budget is, these are the assumptions. These are the revenues, projected revenues set for 2020 actual. He referred to Dr Curry's message from last night and indicated that the Five-Year Fiscal Management Plan was available online.

Mr. Bernaudo wanted to clarify that the District would have a deficit of approximately half a million dollars and wanted to know the reason for the deficit. Dr. Nasser stated that the primary reason is that in 2019-2020 COLA had 3.26% increase from the State Chancellor's Office; for 2021, it is zero, so revenues went down. He stated that we increased our expenditures for OPEB from \$250,000 to about \$1.1 million so that contributed to the deficit. These are projections at this point and when we talk about it next year, the numbers may be different. Dr. Nasser mentioned that our ending fund balance is still healthy. Mr. Bernaudo asked if it included reserves. Dr. Nasser mentioned that there are certain reserves that we have, for example, CRP, Fire Academy and Personnel Commission that are not included. Mr. Bernaudo requested clarity for CRP. Dr. Nasser stated that it is a Resource Planning/ Implementation Plan software.

Ms. Gillis informed Jose that when we transitioned away from El Camino College we had to pay for our own implementation, so if you recall, DataTel helped make the decision to bring Banner to the College. The College received from the state, she believes \$11.1 million to offset and help with the implementation. But, unfortunately as you know, we received those one-time funds, and we still must maintain the cost of that system and it is extremely expensive. All the colleges up and down the state use it. Mr. Bernaudo thanked Ms. Gillis and asked how much does the state requires-for us to maintain in the reserves? Dr. Nasser responded five percent, so we have a healthy reserve. Mr. Bernaudo inquired what is five percent. Dr. Nasser reply \$2.2-\$2.3 million dollars.

Ms. Sosenko stated that we are still facing deferrals and the states are talking about deferrals. She mentioned that we are in really good shape, with our reserve because it seemed like we were going to be having to use not just \$2 million, but half of what we have in reserve. Dr. Nasser indicated that the state had some funds and so deferrals is not going to happen. We were estimating they should be coming up with new information, so we will know more, later.

Dr. Nasser stated that we must realize a couple of things, one, we are running a deficit budget this year and two, that hold harmless will go away. If you remember from the previous conversation, that if we go back to the Student Funding Formula, enrollment is what is considered, and we have seen the reports that have been published in Dr. Curry's weekly reports that our enrollment is down. Remember that when we talked about enrollment, the Student Funding Formula is a three-year average. So, we need to have enrollment up to be able to sustain our balance before it comes to Student Funding Formula and hold harmless goes away. He stated that he would not bank on the reserves for too long, until we get turn around and that is the primary focus for us.

Ms. Sosenko indicated that an Enrollment Management plan is being rolled out and there has been a lot of activity around "Connection". So, if this is a conversation that this committee wants to have, she recommends that we invite those conversations about learning the action plan and the activities that have been going on, considering that we are in a pandemic, right now, and it is not a context that can be ignored. Dr. Nasser mentioned that enrollment is down just about everywhere, not only in California, but throughout the country.

Mr. Bernaudo mentioned that the communities we serve, Latinos and African American are essential workers, and they are suffering tremendously from the pandemic, loss of employment, loss of income, and loss of health insurance. As you know, students are just getting hammered, our families that we serve are not getting the help they need because some are undocumented. This is out of our control, right now, so if we could just try to give the best service we absolutely can as he is feeling optimistic do not want to panic. We are going to have to do more, online teaching, we must get better at that because we must provide better online services, become more streamlined, friendlier, and stuff to attract students.

Ms. Sosenko indicated that she would like to praise Mr. Bernardo, she sincerely appreciates those comments and know that the campus is really doing a lot of work around basic needs and trying to support the Community and our students. The fundamental ways that do impact the classroom but are just helping people survive in this pandemic. It has been laudable she thinks about how we have moved both the teaching and services online in such a short period and we are trying to continue to figure out how to improve. So, she appreciates those comments and think you are right on target.

#### IV. Higher Education Emergency Relief Fund II (HEERF II) Budget

Dr. Nasser provided a brief overview of the Higher Education Emergency Relief Fund II (HEERF II) Budget. He indicated that this was in the message that Dr Curry sent yesterday. This is only a figure at this point - total award \$6.3 million. We are dealing with the feds to get these funds in our account. It is not there yet but we are working on it so, that \$1.2 million of that is student aid and \$5 million is for the institutions portion. Dr. Nasser suggested that we are going to use this budget to help our cause, including enrollment and the District has been asking for your feedback and ideas of how we can use these funds creatively, so we can help the cause.

Ms. Sosenko asked if anybody thought something was missing from this quick question what is the pandemic part time staffing and what does that consist of? There is a concern that we are going to need ongoing support at the front gate, especially as we start to bring back some courses, CTE, labs, and other courses on campus there are going to be more people. We are going to need support entering campus because as you know that they are the ones that will be checking you in as security, will be doing various things, in advance, no we do not know if there is a serious demand for staffing at the front gate that we are currently struggling to meet. We are doing what we can and to ensure the safety of everybody who is coming on campus and we are doing okay right now. However, we are just anticipating that once we open and more people are coming on campus the demand is going to grow and we are going to need more people. There would be people in addition to those that we have already working the front. Then the other question, she had someone to explain to her the \$100,000 for the marketing. What about the other money that was given to them before we increased that as well as Enrollment Services and Outreach?

Dr. Villalobos asked what is the Analytic Consultants supposed to be doing? Ms. Sosenko stated that it is support for her department, because we are going to be building a data warehouse with all this work that has exponential reporting requirements and to meet that demand, we need to build a data warehouse. We are going to engage an analytic consultant to help us build some automatic connections to the data to try and make the data more readily available, and that goes for reporting to my office. We must do reports to the Federal Government, the State, and, as well as working towards realizing our plans with Achieving the Dream and making data more accessible to faculty and staff across the campus in different ways. Those are the things that we are working on in relation to the Analytic Consultant. Ms. Sosenko indicated that it will be cloud based. Dr. Villalobos asked if the cost will be \$200,000. Ms. Sosenko stated that it will cost less, but that is the

anticipated amount budgeted. If folks have other ideas about how we are responding to the pandemic Dr. Curry has invited you to please send ideas to him as he is working on this and we are going to be working to solidify this and finalize it.

## V. Planning and Budget Committee 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 this* 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 ensure 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)  
Bernardo, Jose; Gillis, Amber; Morales, Janette; Villalobos, Jose; (Faculty Representatives)  
Johnson, LaVetta; (CCCFE - Classified Representatives)  
(Associated Student Body Representative)  
Edwards, Colleen (Staff Assistance)

### **Meetings Every 4<sup>th</sup> Tuesday of every month at 21:00 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 <del>achieving</del> <i>maintaining</i> the fiscal solvency of Compton College.	Standard III.D	May  June  July	<ol style="list-style-type: none"> <li>1. Review the annual unit plans</li> <li>2. Review budget assumptions for the District</li> <li>3. Review the tentative draft of district's budget.</li> <li>4. Approve the final district budget</li> </ol>	
<i>Determine strategies for the implementation of recommendations from the College's annual planning summit.</i>	Standard I.A-C Strategic Initiatives 1-5	Fall and spring semesters	<ol style="list-style-type: none"> <li>1. Prioritize the recommendations from the planning summit.</li> <li>2. Monitor the implementation of the recommendations</li> </ol>	
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"> <li>1. Review data/results of the evaluations with the Office of Institutional Effectiveness</li> <li>2. Brainstorm action plans and review with constituent groups.</li> <li>3. Develop action plans into recommendations to submit to the President/CEO</li> </ol>	
Improve communication of <i>PBC-related decisions and recommendations</i> to all constituent groups.			<ol style="list-style-type: none"> <li>1. All committee members report back to their constituencies at least twice a semester on recommendations moved forward by PBC.</li> <li>2. Request a standing</li> </ol>	

			<p>report slot at Academic Senate for reporting actions taken by PBC.</p> <p>3. Publish a newsletter (one page or so) each semester on the PBC website that summarizes actions taken during</p>	
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 mentioned that the last time the committee met we approved the goals and today we are going to finish up today by taking a quick look at the Chart.

He stated that he had one or two sentences, the first of the goals as a standing committee in a collaborative process to support the business office in maintaining the fiscal solvency of the College. He stated that he added a couple of items. For us, would be able to see where we are on track at first, and we would regularly review the Annual Unit Plans, review the budget assumptions from the Business Office, and the District's Tentative Budget. Finally, and define our District budget. These are things that we have been doing, which he believes has been a major focus. The next item that are listed here are the dates or the deadline or the timelines that he played around with. The first one, he stated that needs to be completed by May, the next two will be complete by June, and the third and fourth one by July. Dr. Osanyinpeju stated that he could not find the main initiatives that will totally covered this and placed it in a suggest standard. Dr. Osanyinpeju mentioned that first do a physical solvency and then discovery.

Dr. Osanyinpeju indicated that for the second item to determine strategies for the implementation of recommendations from the College's annual planning summit. I have two items here prioritize your recommendations from the planning summit so that we are to recommend which ones, we should pursue and which one we should push to the back burner for a while and then we should be monitoring the implementation as that progresses. Those are the two things and I included these standards and our strategic initiatives one through five. I believe we are supposed to be focused on these specific tasks

and now like to hand it over to Ms. Gillis who will be handling the rest of the items with the Ms. Sosenko.

Ms. Gillis stated that she remembers committing to the last two items and indicated that she did not know if she was supposed to be committing to the strategic planning. As you know, it is not necessarily my purview, so these were my recommendations to improve the linkage between Planning and Budgeting one to review and update AR6200 Planning and Budget Calendar.

Ms. Gillis indicated that she figured out something that we can continue to do annually, of course, it's in our purview but also, supporting communication between the district and Campus community regarding decisions made. What she means by this, what's being funded right. So, support communications in the District and Campus Community regarding decisions around funding or what has been funded, because I know that Dr. Curry you know, see what was and was not funded. Dr Curry during our Collaborative Governance meetings, he stressed significantly about really closing the loop. Ms. Gillis and making sure that you know areas we are clear on things that were not funded but mostly why they were not funded.

Ms. Johnson moved the motion for the Planning and Budget Committee Annual Goals Chart for the 2021 year. Mr. Cobb seconded the motion. The vote was 7in favor, 0 opposed, and 0 abstentions. The motion passed.

VI. CORE Planning

Ms. Sosenko provided a quick presentation that the Core Planning Team started and is asking for your comments and edits on proposed goals. A question and answer session followed.

2021-2022 Compton College Goals

Goal	Lead	Timeline
<b>1. Implement Tartar Completion by Design to ensure all students complete more quickly with fewer units, transfer, and or are employed in their field of study<sup>1</sup>.</b>		
<p>a. Partner with Achieving the Dream, Inc. to support improved teaching and learning through professional development and improved data use, including disaggregated data use to inform equity-minded practices, across the campus.</p>		
<p>b. Increase capacity and skill level among all faculty for online/remote instruction; strengthen and evaluate the Distance Education program at Compton College.</p>		
<p>c. Enhance online student support services for Compton College students. Laptop grants? Come</p>		

<sup>1</sup> Outcomes are aligned with the Vision for Success goals from the California Community College Chancellor’s Office.

<p>back with more information about computer laptop loan.</p>		
<p>d. Implement a 504/508 Institutional Standing Committee to ensure Universal Design implementation in all institutional services campus wide. Subcommittee of Technology committee- reoccurring theme- should be an ISC, cross-over with Senate committees, what is our budget, charge. How should this be structured? More broad based, compliance issue. 508 compliance director/coordinator, Instructional Designer</p>		
<p>e. Implement and support the AB-705 Seymour-Campbell Student Success Act of 2012: matriculation: assessment at Compton College. How do we integrate Just in Time workshops?</p>		
<p>f. Implement and evaluate Directed and Focused Pathways to Completion (Guided Pathways).</p>		
<p>g. Coordinate and evaluate student success activities as they relate to the Student-Centered Funding Formula.</p>		
<p>h. Enhance basic needs resources (e.g., housing, food, mental health, technology, and transportation) for Compton College students through the Tartar Support Network.</p>		
<p>i. Implement a Cooperative Work Experience Plan for Compton College.</p>		
<p>j. Developing course for careers, such as math for nurses.</p>		
<p><i>Outcomes: Implement a plan for accessibility; More faculty certified to teach Distance</i></p>		



*Education; More faculty report that SLO findings result in changes in teaching practice; Employees report reduced silos; Increase in count of students who complete math and English in one year, earn ADTs, associate degrees, certificates, or 9+ Career Technical Education (CTE) units, transfer, or enter employment in their field of study.*

**2. Grow enrollment to 5,980 4,514 Full-Time Equivalent Students (FTES) for the 2020-2021 2021-2022 year.**

a. Grow enrollment through the implementation of the Compton College 2024 Enrollment Management Plan.

b. Offer ~~1,414~~ 1,250 course sections during the ~~2020-2021~~ 2021-2022 year.

*Outcome: 5,980 4,514 FTES*

**3. Complete all Compton College Accreditation efforts.**

a. ~~Complete the 2021 Accreditation Mid-term Report for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) by March 15, 2021.~~

b. Fully implement and sunset Compton College Quality Focus Essay recommendations.

c. Implement the items cited in the plans section of the 2017 ECC Compton Center Self-Evaluation Report and implement the recommendations for improvement cited in the 2017 External Evaluation Report. Sunset these action items.

d. ~~Establish~~ Refine a process to collect and house Compton College Accreditation evidence.

e. Establish and ISER timeline and start activities by spring 2022 for report due spring 2024

*Outcome: Compton College maintains accreditation.*

**4. Continue to improve facilities to support student learning and success.**

a. ~~Complete construction of the Instructional Building 1 capital-outlay project.~~

b. Prioritize scheduled maintenance/site improvements for Compton College to ensure

	health and safety of students and employees.		
c.	Establish and implement a COVID-19 Safe Eventual Return to Campus Plan. Increased cleaning supplies.		
d.	Complete capital outlay construction projects: Instructional Building 2 and the Student Services Building.		
e.	Monitor the planning for the Vocational Technology Building Renovation, the Math/Science Building Renovation, the new Physical Education Complex, and the new Performing Arts Complex.		
f.	Continue to explore potential student residential housing options on the Compton College campus.		
g.	Responsiveness to day-to-day facility needs.		
<p><i>Outcome: <del>Completion of Instructional Building 1; Construction continues</del> Completion of Instructional Building 2 and the Student Services Building projects; Employees and students report satisfaction with the learning environment; Employees and students report feeling safe on campus.</i></p>			
<p><b>5. Continue to develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development need. Can we add notes about which offices are responsible for each area?</b></p>			
a.	Establish partnerships with businesses and community partners to support Compton College program development in high-demand areas.		
b.	Monitor implementation of Implement the College Futures Foundation funding that supports guided pathways, dual enrollment, opt-out scheduling, block scheduling, and aligned associate degree for transfer pathways at Compton College		
c.	Have a fully operational Foundation for Compton Community College District that meets the needs of Compton College and Compton College		

students.		
d. <del>Monitor implementation of</del> Increase participation among the College Promise programs with Lynwood, Paramount, and Compton unified school districts.		
e. Increase faculty voice in communication with partners.		
f. <del>Monitor the implementation of</del> Maintain dual enrollment with our high school partners.		
g. Develop employment opportunities, paid internships, and apprenticeships for Compton College students through business partnerships.		
h. Establish and/or enhance partnerships with the four-year colleges/universities, including University of California, California State Universities, HBCUs, HSIs, and private colleges/universities.		
i. Establish and fortify relationships with the adult schools in Lynwood, Paramount, and Compton unified school districts.		
j. Establish the Community College Center for Educational Justice and Transformation.		
<i>Outcome: Maintain dual enrollment student count; Increase in count of students transferring to university partners (e.g., UCI, CSUDH, CSULB); Establish the Community College Center for Educational Justice and Transformation</i>		
<b>6. Create a stronger sense of connection among employees, students, college, and the community.</b>		
a. Implement the <i>Collaborative Governance</i> document and recommendations to ensure multi-stakeholder participation in shared governance.		
b. Support and champion equity-		

<p>mindful practices designed to engage traditionally marginalized groups included but not limited to men of color, LGBTQ+, persons with disabilities, and foster youth.</p>		
<p>c. Increase student engagement in campus events among all students.</p>		
<p>d. Continue to enhance communication with students, employees, and the community in alignment with the Achieving the Dream, Inc. partnership.</p>		
<p>e. Focus Professional Development Days on activities designed to increase community engagement and camaraderie, inclusive of staff, faculty, and administration.</p>		
<p>f. Conduct annual needs assessment about faculty and staff professional development, including technology needs.</p>		
<p>g. Continue to develop and be responsive to the Compton College employees' Professional Development needs in alignment with the Achieving the Dream, Inc. partnership.</p>		
<p><i>Outcome: Increase response rate on school climate survey; Increase in positive responses by employees and students who report being connected to the college; Increase in student use of college services.</i></p>		

Mr. Bernaudo inquired about the loaning of student laptops that are not in good working order. There was an in-depth discussion regarding this issue

VII. Adjournment

The meeting was adjourned at 200 pm. Ms. Johnson, Ms. Gillis (moved/seconded). The motion passed unanimously.