



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

Facilitator: Dr. Abiodun Osanyinpeju
Date of Meeting Recorded: June 22, 2021, 100 pm – 200 pm

Recorder: C. Edwards
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.

<u>PRESENT</u>		
<input type="checkbox"/> Jose Bernaudo	<input checked="" type="checkbox"/> Lorena Fonseca	<input type="checkbox"/> Janette Morales
<input type="checkbox"/> Sheyna Burns	<input type="checkbox"/> Amber Gillis	<input checked="" type="checkbox"/> Dr. Abiodun Osanyinpeju
<input type="checkbox"/> Keith Cobb	<input checked="" type="checkbox"/> LaVetta Johnson	<input checked="" type="checkbox"/> Dr. Jose Villalobos

OTHERS ATTENDING: Dr. Abdul Nasser, Lauren Sosenko, and Owen Yu

Handouts

- Audit Findings 6-30-2020 and Action Plan Matrix June 2021
- Five-Year Fiscal Management Plan Fiscal Year 2022

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:11 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of June 8, 2021 were deferred until the next meeting as there was no quorum.

III. Audit Corrective Action Plan

Dr. Nasser provided a brief overview of the Audit Corrective Action Plan. A question and answer session followed.

Dr. Nasser mentioned that in April 2021, the auditors presented the Audit Report to the Board of Trustees. The Board of Trustees received and accepted the Audit Report. He indicated that there were six findings, however, we received a “clean opinion” which is called an “unmodified opinion.” He stated that two of the findings were related to Financial and the other four were Financial Aid. A

promise was made to the Board of Trustees that every month the Board would be provided with the status of each of those findings. The goal is not to have any findings next year or repeat findings. The issues were three-fold: 1) The transition from El Camino to Compton College and the breakdown between the two systems; 2) Staff turnover; and 3) Delays due to the staff turnover.

Dr. Nasser stated that what we are doing is typing up each of the processes and being proactive as we start to close the fiscal year. He mentioned that last year we did not start closing the books until August and September 2020 and this year we have already begun to close. We are preparing schedules and submitting documents to the auditors - *Financial Reporting*.

The District has Federal Grants in which we were supposed to draw down funds as they were spent. However, last year we drew down the funds up front. We are close monitoring to ensure this does not happen again. - *Cash Management*

The following are the remaining findings which he will not go into:

- Finding 3 – Return to Title IV
- Finding 4 – Enrollment Reporting
- Finding 5 – Borrower Data Reconciliation
- Finding 6 – Reporting

Dr. Villalobos asked how many audit findings were there for 2019-2020? Dr. Nasser replied six. Dr. Villalobos asked how many audit findings were there in 2018-2019? Dr. Nasser indicated that he had read one finding. Dr. Villalobos asked how did we go from one to six findings? Dr. Nasser stated that the audit is not cumulative and that the audits are year to year depending on what transpired.

Ms. Fonseca inquired if the first finding was related to Financial Aid. Dr. Nasser responded no, it was Financial Reporting.

IV. Five-Year Fiscal Management Budget

Dr. Nasser provided an overview of the Five-Year Fiscal Management Budget. A question and answer session followed. He stated that currently we have the Tentative Budget and we are providing an estimate, the numbers may change.

- Funded COLA 2021-2022 – 4.5% proposed by the Governor’s May Revise. The Legislator will be approving a funded budget in the next 8 days and we are unsure of what that will look like. The number may change.
- PERS Employer Rate – 22.910%
- STRS Employer Rate – 16.92%
- Workers Comp Rate – 3.75%
- Election Expense - \$0 – It is an estimated for when the Board of Trustees are up for re-election and we pay for expenses.
- Health and Welfare - \$12,000/full-time – \$4,355,600
- Utilities – 1%
- Police Services Contract - \$250,000 for 2021-2022. However, we will no longer have the contract for ensuing years. We are hoping to be fully staffed.
- Line of Credit Debt Service - \$1,181,841. We borrowed from the Chancellor’s Office and must repay it. Dr. Nasser indicated that we are proposing to input additional funding to the Line of Credit. The goal is to have it paid off by year 2026. Then we will no longer have this expense and these funds will be available to use as a cushion.

- PERS/STRS Pension Trust - \$500,000
- Dr. Nasser indicated that the projected FTES is 5980 which is our hold harmless data.
- Ending Fund Balance – \$14,972,300.98, approximately 31.6% for 2021-2022.

Ms. Johnson asked if the OPEB fund will be fully funded within the next two years. Dr. Nasser indicated that was the goal. He mentioned that every year there is a calculation of our liability based on staffing at the time and our Actuarial Study. He indicated that he did not know what the number would be until after June 30, 2021. He mentioned that we were at \$14 million in liability last year and now as of June 30, 2020 our liability is at \$15,005,000.

Dr. Villalobos stated that it is a good idea to have OPEB fully funded but he feels it is not necessary. So why do we keep pushing for it to be fully funded when we do not know how Enrollment is going to go? Why are we putting so much money away and we may need it for something else later? He mentioned that there are only four schools in the state that is fully funded. Dr. Nasser stated that the reason is, we want to be fully funded by fiscal year 2024 when we are fully funded, the idea is that we will no longer have this liability and we can take the proceeds from these funds to pay for the cost of our retirees, which currently is estimated at approximately \$600,000 and if we come to a point that we need the funds, we can withdraw it. Dr. Villalobos stated that the statement was not true because it is an irrevocable fund account and cannot be used for something else. Dr. Nasser mentioned that he came from San Francisco and that the District withdrew \$20,000,000 from the Trust fund. He indicated that there is a legal clause that he can provide to Dr. Villalobos. Ms. Johnson stated that the District was to originally set-up the fund where monies could not be taken out and Dr. Villalobos agreed with Ms. Johnson. Dr. Villalobos indicated that if Dr. Nasser provides the legal clause he would not have a problem.

V. Annual Plans/2021-2022 Budget Augmentations and Enhancements

Ms. Sosenko provided an overview of the 2021-2022 Budget Augmentations and Enhancements from Dr. Curry’s letter. A question and answer session followed.

2021-2022 Funding Request	Amount Funded	President/CEO Recommendation
AA6: SSC 4: Continue NetTutor online tutoring services. – <i>Ongoing</i>	\$10,800	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
SS3: Counseling 5: Import Banner information into CRM Advise. – <i>One-time</i>	\$20,000	Approved. We will utilize 2021-2022 Guided Pathways Funding.
AA2: Distance Ed 1: Blackboard Ally: Software that will assist with the development and management of accessible documents for students. – <i>Ongoing</i>	\$8,000	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
AS7: ITS 4: Hire an Americans with Disabilities Act (ADA) Compliance Position. – <i>Ongoing</i>	TBD	Approved. This position is funded in the 2021-2022 Compton CCD General Fund Budget. More information on this position was included in the President/CEO Message – June 3, 2021 .
AA9: STEM:3 - Bio5: Purchase 6 microscopes with camera and connection to the AV system. – <i>One-time</i>	\$5,400	Approved

AA18: STEM:4 - Bio7: Purchase 8 Fisherband Bact-loop micro sterilizers. – <i>One-time</i>	\$3,200	Approved
AA29: STEM:6 - Phys4: Obtain six (6) 6” Schmitt-Cassegrain GoTo telescopes +accessories. – <i>One-time</i>	\$5,200	Approved
AS4: Facilities 1- Purchase new mowers for grounds. – <i>One-time</i>	\$30,000	Approved
AS5: Facilities 2- Purchase custodial floor equipment (i.e., vacuums, buffers, scrubbers, burnishers, extractors). – <i>One-time</i>	\$15,000	Approved
IE3: CITI Human Subjects Protection Training. – <i>Ongoing</i>	\$3,500	Approved
HR1: PD 3- Event comprised of a variety of activities that include: team building (e.g., manager's retreat), technical and soft skill knowledge sharing, and featured speakers. – <i>Ongoing</i>	\$10,000	Approved
IE5: Student Tracker Costs. – <i>Ongoing</i>	\$1,200	Approved
GP1: FACH_TST1: New Student Survival Kits. – <i>Ongoing</i>	\$15,000	Approved. The original request was \$6,000; I increased it to \$15,000 to provide for all new students. For the 2021-2022 year, we will utilize Student Equity and Achievement Funding.
Acad Sen4: Fund the purchase of books for the Book Club. – <i>Ongoing</i>	\$3,000	Approved
AA8: Distance Ed 2: Test Proctoring Service: Software that will perform Automated test proctoring in the Canvas Learning Management System. – <i>Ongoing</i>	\$14,200	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
AA12: STEM:5 - Bio8: Purchase 171 L Corning LSE Shaking incubator. – <i>One-time</i>	\$6,400	Approved
AA23: FASH4 - Comm2: Funding for intramural speech competition. – <i>Ongoing</i>	\$500	Approved
AA36: STEM:8 - Phys6- Obtain six (6) silicon PMT assemblies. – <i>One-time</i>	\$1,000	Approved
AA38: STEM:10 - Bio2: Purchase 6 Electric Micro-sterilizers. – <i>One-time</i>	\$2,300	Approved
AS8: Facilities 3 - Purchase new painting equipment. – <i>One-time</i>	\$15,000	Approved
SS1: Student Development 1: Student Development Office Renovation. – <i>One-</i>	\$20,000	Approved

<i>time</i>		
AA14: FASH11 - Art6: Purchase and install a gallery hanging system for the art gallery. – <i>One-time</i>	\$1,200	Approved
AA34: FASH3 - Comm1: Funding for debate tournaments. – <i>Ongoing</i>	\$3,000	Approved
AA56: STEM:15 - Chem7- Funding for sufficient equipment for each student in Chem 120 to have their own equipment set without sharing. – <i>One-time</i>	\$10,000	Approved
AA57: FASH29 - Choir2: Purchase choral risers and acoustical performance shells. – <i>Ongoing</i>	\$10,000	Approved
IE4: Qualtrics Upgrades: Connection to Banner, texting, Stats iQ, TextiQ, and report writing professional development. – <i>Ongoing</i>	\$6,000	Approved
SS10: Ed Partner 4: Increase funding for non-instructional supplies & promotional materials. – <i>Ongoing</i>	\$20,000	Approved. For the 2021-2022 year, we will utilize Student Equity and Achievement Funding.
A15: Distance Ed 3: Respondus 4.0: Software that allows the use of text files to upload exams to Canvas. – <i>Ongoing</i>	\$2,300	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
GP7: FACH_TST2: Student Academic Conferences. – <i>Ongoing</i>	\$15,000	Approved. For the 2021-2022 year, we will utilize Guided Pathways Funding.
SS17: Transfer-Center3: Fund Northern California University Tour. – <i>Ongoing</i>	\$15,000	Approved. For the 2021-2022 year, we will utilize Student Equity and Achievement Funding.
SS49: Ed Partner 3: Additional funding for Outreach publications and media to promote Compton College and the Promise program. – <i>Ongoing</i>	\$10,000	Approved. For the 2021-2022 year, we will utilize Student Equity and Achievement Funding.
AA51: STEM:7 - Phys5- Obtain four (4) Solar telescopes + accessories. – <i>One-time</i>	\$2,200	Approved
AA52: FASH15 - Lib1: Acquire additional e-textbooks to expand reserves collection. – <i>Ongoing</i>	\$10,600	Approved

Ms. Sosenko indicated that Dr. Curry will decide on the 2021-2022 Guided Pathways, Student Equity and Achievement, Strong Workforce, Enrollment Management, and Lottery Funds will be in the next couple of weeks.

VI. Adjournment

The meeting was adjourned at 1:37 pm. Dr. Villalobos moved the motion to adjourn the meeting. Ms. Johnson seconded the motion. The motion passed.