PLANNING & BUDGET COMMITTEE (PBC) MEETING MINUTES,

Facilitator: Dr. Abiodun Osanyinpeju **Recorder:** C. Edwards
Date of Meeting Recorded: July 27, 2021, 100 pm – 200 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

___ Jose Bernaudo	_X_ Lorena Fonseca	___ Janette Morales
___ Sheyna Burns	_X_ Amber Gillis	___ Dr. Abiodun Osanyinpeju
_X_ Keith Cobb	_X_ LaVetta Johnson	_X_ Dr. Jose Villalobos

OTHERS ATTENDING: Reuben James, Lauren Sosenko, Dorrett Lambey, and Owen Yu

Handouts

▪ 2021-2022 Final Budget Assumptions

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:05 p.m. by Dr. Jose Villalobos.

II. Review of Minutes

The minutes of June 8, 2021 and June 22, 2021were deferred until the next meeting as there was no quorum.

III. Planning Process

Ms. Sosenko provided an overview of the Planning Process. Ms. Sosenko provided the following link: http://www.compton.edu/adminandoperations/institutional-effectiveness/planning.aspx which includes the Master Plan, all of the Compton College annual goals, and the annual planning Resources for 2021-2022 Planning Cycle. The first bullet is the 2021-2022 Annual Planning Report along with the feedback. The reports talk about the lessons learned, how we addressed them, the implementation of the Planning Cycle, the different Program Plans, who completed and who did not, Programs Plans,

Unit Plans across the campus, Area Plans, and the Voting Plan. It explains the Voting Roll-up Process that we view from the Program or Unit Plan, up to an Area Plan, then ultimately the College Plan.

Ms. Sosenko explained how the Annual Planning Report describes the outcome of the process, how many recommendations where identified across the different areas. The Plan consisted of two things: the folks were asked to create a logic model to look at Program, Unit, and Area Plans, then ask themselves what they were trying to accomplish. The ultimate outcome – what type of activity were going to be put into play, then what is being asked for in terms of money. Sometimes there is no funding involved because existing funds are being used or it does not cost anything. If the recommendation required a dollar amount the individual was requested to enter an excel file. It would explain this is what the summary is, the number of recommendations that required funding across the campus

The list of funding that rose to the top in the College Plan approved for funding in the Planning Process was 34 items for this year and 21 items last year. The document also includes teaching and learning proposals which were integrated in the spring process and approved the previous year. Ms. Sosenko stated that for the 21 items from the previous year, who went back to those folks who were responsible for implementing them and was provided an update. The updates included whether the plan was completed or not, if all funds had been used, and included the anticipated a cost that was approved or on-going funding or not.

2021-2022 Funding Request	Amount Funded	President/CEO Recommendation
AA6: SSC 4: Continue NetTutor online tutoring services. – *Ongoing*	$10,800	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
SS3: Counseling 5: Import Banner information into CRM Advise. – *One-time*	$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. – *Ongoing*	$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. – *Ongoing*	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. – *One-time*	$5,400	Approved
AA18: STEM:4 - Bio7: Purchase 8 Fisherband Bact-loop micro sterilizers. – *One-time*	$3,200	Approved
AA29: STEM:6 - Phys4: Obtain six (6) 6" Schmitt-Cassegrain GoTo telescopes +accessories. – *One-time*	$5,200	Approved
AS4: Facilities 1- Purchase new mowers for grounds. – *One-time*	$30,000	Approved

AS5: Facilities 2- Purchase custodial floor equipment (i.e., vacuums, buffers, scrubbers, burnishers, extractors). – *One-time*	$15,000	Approved
IE3: CITI Human Subjects Protection Training. – *Ongoing*	$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. – *Ongoing*	$10,000	Approved
IE5: Student Tracker Costs. – *Ongoing*	$1,200	Approved
GP1: FACH_TST1: New Student Survival Kits. – *Ongoing*	$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. – *Ongoing*	$3,000	Approved
AA8: Distance Ed 2: Test Proctoring Service: Software that will perform Automated test proctoring in the Canvas Learning Management System. – *Ongoing*	$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. – *One-time*	$6,400	Approved
AA23: FASH4 - Comm2: Funding for intramural speech competition. – *Ongoing*	$500	Approved
AA36: STEM:8 - Phys6- Obtain six (6) silicon PMT assemblies. – *One-time*	$1,000	Approved
AA38: STEM:10 - Bio2: Purchase 6 Electric Micro-sterilizers. – *One-time*	$2,300	Approved
AS8: Facilities 3 - Purchase new painting equipment. – *One-time*	$15,000	Approved
SS1: Student Development 1: Student Development Office Renovation. – *One-time*	$20,000	Approved
AA14: FASH11 - Art6: Purchase and install a gallery hanging system for the art gallery. – *One-time*	$1,200	Approved
AA34: FASH3 - Comm1: Funding for debate tournaments. – *Ongoing*	$3,000	Approved
AA56: STEM:15 - Chem7- Funding for sufficient equipment for each student in	$10,000	Approved

Chem 120 to have their own equipment set without sharing. – *One-time*		
AA57: FASH29 - Choir2: Purchase choral risers and acoustical performance shells. – *Ongoing*	$10,000	Approved
IE4: Qualtrics Upgrades: Connection to Banner, texting, Stats iQ, TextiQ, and report writing professional development. – *Ongoing*	$6,000	Approved
SS10: Ed Partner 4: Increase funding for non-instructional supplies & promotional materials. – *Ongoing*	$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. – *Ongoing*	$2,300	Approved. For the 2021-2022 year, we will utilize HEERF II Funding.
GP7: FACH_TST2: Student Academic Conferences. – *Ongoing*	$15,000	Approved. For the 2021-2022 year, we will utilize Guided Pathways Funding.
SS17: Transfer-Center3: Fund Northern California University Tour. – *Ongoing*	$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. – *Ongoing*	$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. – *One-time*	$2,200	Approved
AA52: FASH15 - Lib1: Acquire additional e-textbooks to expand reserves collection. – *Ongoing*	$10,600	Approved

IV. <u>PBC Calendar</u>

Ms. Sosenko provided a brief overview of the Planning and Budget Calendar, which is located under the Board Policies and Procedures. A question-and-answer session followed.

July
- Tentative Budget for the starting fiscal year is rolled into active status (purchasing can begin) on July 1.
- Planning and Budget Committee (PBC) reviews revenue and expenditure budget adjustments.

August
- Review and discussion of the final budget assumptions and line items with PBC

September
- Final Budget submitted to ComptonCommunity College District Board.
- Review and discuss the status ofAccreditation Recommendations

October – Ms. Sosenko mentioned that we will be transitioning from Nuventive to eLumen.
- PBC conducts annual self-evaluation,reviews accreditation recommendations relevant to fiscal (e.g., planning agendas), and sets annual goals.
- Four trainings for faculty, staff, and administration to complete the planning documentation for the next fiscal year.

November
- Review and revise planning priorities.Departments should meet at least once in-person to develop, revise, and finalize plan for the next academic year.
- Departments also are encouraged to work with IE staff to finalize measurable goals.
- Two open house/support working meetings. Meet with IR staff to complete your plan.
- Assess Program Review cycle to make sure program reviews are being completed in a timely manner.

December
- Submit prioritized department/ discipline annual plans, budget, and planning for next fiscal/academic year **Due December 14.**

January
- Determine preliminary revenue estimates for next fiscal/academicyear.
- Begin assessment of key budget issues for next fiscal/academic year.
- Identify budget development assumptions for next fiscal year.
- Submit prioritized **Unit Annual Plans** for next fiscal/academic year **Due by January 30.**

February/March
- Determine enrollment targets, sections to be taught, and full-andpart-time FTEF.
- President/CEO determines ongoingoperational costs including:
  a. Full-time salaries
  b. Benefits, utilities, GASB (GeneralAccounting Standards Board)
  c. Legal and contract obligations
- Develop Line Item budgets for next fiscal year.
- Submit prioritized Area Annual Plan recommendations for next fiscal yearfor Cabinet review. **Due by March 15**

April
- Initial planning and budget assumptions for the next fiscal year are finalized and College Annual Planis defined. **Due by April 15.**
- Tentative budget information for the next fiscal year completed for PBC. **Due by April 30.**

May
- PBC reviews and provides input about priorities in the College Planand tentative budget for the next fiscal year. **Due by May 15.**
- Final evaluation of the current yeargoals and objectives are recorded. **Due by May 15.**

June
- Finalized College Plan for next fiscal year is presented to the board at theirJune meeting.
- Tentative budget for next fiscal yearis presented to the Board at their June meeting.

V. <u>2021-2022 Final Budget Assumptions</u>

Ms. Lambey provided an overview of the 2021-2022 Tentative Budget Assumptions which reflects the recommendations by the President/Chief Executive Officer. A question-and-answer session followed.

The following 2021-2022 Final Budget Assumptions are recommended by the President/Chief Executive Officer.

I. Organization

The 2021-2022 Compton Community College District Final Budget Assumptions reflects information available currently from the California Community Colleges Chancellor's Office, Governor's Proposed Budget, and District Management.

II. Unrestricted General Fund Budget Guidelines

A. Estimated beginning balance: <u>$15,535,765 </u>(2021 Estimated Ending Balance)
B. Estimated revenue including state and local sources: <u>$47,224,000</u>
C. Budget the General State Apportionment based on generation of <u>5,980</u> FTES (Hold Harmless)
D. Offering <u>1,389</u> sections for the 2020-2021 year.
E. Cost of Living Adjustment (COLA) increase: <u>5.07% </u>(Governors Budget Proposal)
F. Budget for the GASB "pay as you go" costs for Retiree Benefits: <u>$600,000 </u>(Estimate based on annualized 2021 actual costs)
G. Pension contributions: Public Employee Retirement System (PERS) employer contributions at 22.91% and State Teachers Employee Retirement System (STRS) at 16.92% (Chancellor's Office Analysis of the Governor's May Revise).
H. Budget for projected utility increases of 1%.
I. Budget for Unemployment Insurance of 0.5%.
J. Budget to fill the following full-time faculty positions:
    1. History/Ethnic Studies
    2. Journalism/ English –Social Media
    3. Nursing Instructor (2 Positions)
    4. Political Science
    5. Special Resource Center Guided Pathways Counselor
K. Budget to fill the following full-time classified position:
    1. Americans with Disabilities (ADA) 504/508 Compliance
L. Budget to transfer the following full-time staff positions in Information Technology Department from the Compton Recovery Fund to the Unrestricted Fund ($500,000).
    1. Business Analyst
    2. Helpdesk Technician (2 Positions)
    3. Network Support Specialist
M. Budget to fill the following full-time management position:
    1. Director of Black and Males of Color Success – Restricted Fund
N. Budget for the following one-time Augmentations/Enhancements ($600,000):
    1. Enrollment Management Plan ($100,000)
    2. Budget Augmentations and Enhancements ($250,000)

Mr. Cobb moved the motion to support the 2021-2022 Budget Assumptions. Ms. Johnson seconded the motion. The vote was 4 in favor, 0 opposed, and 1 abstentions. The motion passed.

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.