



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

**Facilitator:** Dr. Abiodun Osanyinpeju  
**Date of Meeting Recorded:** July 28, 2020, 1:00 pm – 2:00 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.

**PRESENT:**

<u>  </u> X Jose Bernaudo	<u>  </u> X Stephanie DeWitt	<u>  </u> X Dr. Abiodun Osanyinpeju
<u>  </u> Jonathan Chase Butler	<u>  </u> X LaVetta Johnson	<u>  </u> X Dr. Jose Villalobos
<u>  </u> X Keith Cobb	<u>  </u> X Janette Morales	

**OTHERS ATTENDING:** Stephen Kibui and Lauren Sosenko

**Handouts**

- 2020-2021 Final Budget Assumptions
- 2020-2021 Planning and Budget Calendar
- Update on the 2020-2021 Annual Planning Cycle

**Meeting Minutes**

I. Call to Order

The meeting was called to order at 1:04 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of June 23, 2020 were approved. Mr. Cobb, Ms. Johnson (moved/seconded). The motion passed unanimously.

III. Final Budget Assumptions

Mr. Kibui provided an update of the Final Budget Assumptions. A question and answer session followed.

The following 2020-2021 Final Budget Assumptions are recommended by the President/Chief Executive Officer.

## I. Organization

The 2020-2021 Compton Community College District Final Budget Assumptions reflects information available at this time from the California Community Colleges Chancellor's Office, State Adopted Budget, and District Management.

## II. Unrestricted General Fund Budget Guidelines

- A. Estimated beginning balance: \$14,921,000 (2020 Estimated Ending Balance)
- B. Estimated revenue including state and local sources: \$42,418,000
- C. Budget the General State Apportionment based on generation of 5,980 FTES.
- D. Offering 1,381 sections for the 2020-2021 year.
- E. No funding for Cost of Living Adjustment (State Adopted Budget).
- F. Budget for the GASB "pay as you go" costs for Retiree Benefits: \$577,000 (Estimate based on annualized 2020 actual costs).
- G. Pension contributions: Public Employee Retirement System (PERS) employer contributions at 20.70% and State Teachers Employee Retirement System (STRS) at 16.15% (State Adopted Budget).
- H. Budget for projected utility increases of 4%.
- I. Budget to fill the following full-time faculty positions:
  - 1. Chemistry
  - 2. EOPS/CARE Guided Pathway Counselor – Restricted General Fund
  - 3. Film and Video – Social Media
  - 4. History
  - 5. Heating, Ventilation, and Air Conditioning (HVAC)
  - 6. Journalism/ English – Social Media
  - 7. Nursing Instructor (3 Positions)
  - 8. Special Resource Center Guided Pathways Counselor
- J. Budget to fill the following full-time classified positions:
  - 1. Police Officer (5 Positions)
- K. Budget to fill the following full-time management positions:
  - 1. Associate Dean of Nursing – Restricted General Fund
  - 2. Distance Education Manager – Restricted General Fund
  - 3. Financial Aid Supervisor
- L. Budget for the following one-time Augmentations/Enhancements (\$200,000):
  - 1. Enrollment Management Plan (\$100,000)
  - 2. Budget Augmentations and Enhancements (\$100,000)
- M. Budget for Line of Credit debt expense (\$1,181,841) Budget for the Other Postemployment Benefit (OPEB) contribution of \$250,000
- N. Budget for the California Public Entity Pension Stabilization Fund (PERS/STRS) contribution of \$200,000.
- O. Budget for the Compton Community College District Board of Trustees Elections (\$145,000).
- P. Reserve the following expenditures from the ending balance (\$3,750,000):
  - 1. Compton College Enterprise Resource Planning System (\$3,000,000)
  - 2. Compton Community College District Personnel Commission (\$400,000)
  - 3. One-time augmentations for future Compton College Fire Academy equipment (\$350,000).
- Q. Budget for an inter-fund transfer out:
  - 1. Transfer \$400,000 from the Workers Compensation Fund to the Property & Liability Fund to pay cost of property and liability insurance.

#### IV. District Planning Calendar

Mr. Kibui provided an overview of the District Planning Calendar. A question and answer session followed.

##### July

- Review the 2020-2021 Budget Augmentations/Enhancements
- -Review 2020-2021 Final Budget Assumptions July 28, 2020 meeting
- Recommend the 2020-2021 Budget Augmentations/Enhancements to the President/CEO.
- Office of President/CEO discusses Augmentations/Enhancements with Consultative Council

##### August

- Review 2020-2021 Final Budget - August 25, 2020 meeting.

##### September

- Final Budget submitted to Compton Community College District Board.
- Review Compton CCD Administrative Regulation 6200- Budget Calendar September 22, 2020 meeting.
- Review and discuss the status of Accreditation.
- Review and discuss the status of Recommendations.

##### October

- PBC annual self-evaluation
- Reviews accreditation and recommendations relevant to fiscal (planning agendas)
- PBC annual goals.
- Four trainings for faculty, staff, and administration to complete the planning documentation for the next fiscal year in Nuventive. October 27, 2020

##### November

- Review and revise planning priorities. Departments advised to meet and finalize plan for the next academic year. Departments also are to work with IR staff to finalize measurable goals.
- Two open house/support working meetings. Meet with IE staff to complete your plan in one of the college's computer labs.
- Assess Program Review cycle to make sure program reviews are being completed in a timely manner.
  - ❖ November 24, 2020

##### December

- Departments submit prioritized department/discipline annual plans, budget, and planning for next fiscal/academic year.
  - ❖ **Due December 14**
- Determine preliminary revenue estimates for next fiscal/academic year.
- Begin assessment of key budget issues for next fiscal/academic year.
- Identify budget development assumptions for next fiscal year.
  - ❖ December 22, 2020

##### January

- Units submit prioritized Annual Plans for next fiscal/academic year **Due by January 30.**
  - ❖ January 26, 2021

### February/March

- Determine enrollment targets, sections to be taught, and full-and part-time FTEF.
- Determines ongoing operational costs including:
  - a. Full-time salaries
  - b. Benefits, utilities, GASB (General Accounting Standards Board)
  - c. Legal and contract obligations
- Develop Line Item budgets for next fiscal year.
- Submit prioritized Area Annual Plan recommendations for next fiscal year for Cabinet review.  
Due by March 15
  - ❖ February 23, 2021 meeting/March 23, 2021 meeting

### April

- Initial planning and budget assumptions for the next fiscal year are finalized and College Annual Plan. **Due by April 15**
- Tentative budget information for the next fiscal year completed for PBC. **Due by April 30**
  - ❖ April 27, 2021 meeting

### May

- Review the 2020-2021 Tentative Budget Assumptions.
- Review 2020-2021 Tentative Budget.
- Review planning linkage between program plans, mission statement, and strategic initiatives.
  - ❖ May 25, 2021 meeting
- Recommend the 2020-2021 Tentative Budget Assumptions and tentative budget to the President/CEO.
- Office of President/CEO discusses Tentative budget assumptions and tentative budget with Consultative Council
- Final evaluation of the current year goals and objectives are entered into Nuventive (TracDat).
  - ❖ **Due by May 15**
- Disseminate budget and calendar for the next fiscal year

### June

- Finalized College Plan for next fiscal year is presented to the board. **Due by June 30**
- Tentative budget for next fiscal year is presented to the Board. **Due by June 30**
  - ❖ June 29, 2021 meeting

## V. Annual Planning Report

Ms. Sosenko provided an update of the Annual Planning Report. A question and answer session followed.

Ms. Sosenko stated that the planning occurred during the 2019-2020 year for the academic year. She indicated that the Planning and Budget Committee has talked about this several times before and are familiar with the process where we start with Program and Unit Plans and those roll up to Area Plans which roll up to the college plan. Ms. Sosenko indicated that we tried to learn lessons from the previous cycle and there were two key items that we really wanted to implement to improve the process. The first was to establish a stronger directive rollout process that included a voting process. Student Services has been doing this for a long time, but other areas across the campus had not. The intention was to try and make it a more standardized process across the campus, which we successfully did this year. So, as the plans rolled up a group of representatives, would vote on the priorities within those plans to help the author of the plan finalized priorities. The author still had sort of the final say over what the priorities were, but they used the voting method to help with that process.

The second piece that we implemented was for more transparent feedback. Ms. Sosenko stated that she had heard from several stakeholders, you know, we put in these recommendations and then we never know what happens. It is sort of like this black box and we just don't know. So, this year as the plans were rolled up each author was responsible for writing a feedback report, which she correlated and have posted on the IR for Institutional Effectiveness Planning website. So, if you're interested in sort of tracking recommendations, you can go into that document and see where it was prioritized. Ms. Sosenko indicated that below on the handout is a description of the different Programs and whether they were completed this past year.

Ms. Sosenko mentioned that the table on page five and the top 21 recommendations from across the campus that were recommended for funding, through the enhancement and augmentation line item of our budget of \$150,000 from the general fund. She indicated that there were several other funds that were highlighted and identified through different funding sources that could be included: lottery, Guided Pathways, Achieving the Dream membership, some bond funding was used for supporting the upgrade to our firewall and District Wi Fi, the parking fund will help us to replace our parking citation devices, and the recovery fund for students' ID cards. Ms. Sosenko stated that from the restricted funds which includes grant funding that they are going to be engaging with the leadership managers of the different grants for Equity and Strong Workforce to prioritize their funding for the next year and that should be done by September 1<sup>st</sup>.

Ms. Sosenko stated that as always, we learned lessons from this process and are going to try to integrate into next year. This process became unwieldy for the people who were voting. The individuals were trying to rank 35 different recommendations and it became too much volume at the Area Plan level. She indicated that the Vice President's went through approximately 200 different recommendations to rank Area Plan. So, how can we be more thoughtful about what is moved forward versus what is dealt with at lower levels within the existing budgets, and that is something we are going to think about for next time. Then sometimes there is some confusion about ownership of different areas. Again, in the definition of the different plans is something she is going to focus on and scan through to ensure that everybody participates in the voting process.

We are going to encourage everybody in the next round to really look at their existing budget to see where we are not doing things or if because of COVID-19 there is sort of excess funds because we are not buying supplies for our offices, how can we use that money in a in a more thoughtful way. Finally, we are going to be in Achieving the Dream and there were some things that had not been prioritized that we might want to achieve in the dream which has a huge data component. We are setting new priorities not for this year, but maybe for next year. This idea of data infrastructure is going to come to the forefront as well as some key student engagement survey data and that is something that we may as a college need to invest in if we want to get the full bang out of the Achieving the Dream partnership.

Ms. Sosenko mentioned that there was a request to have Academic Senate request their own Area Plan. So, instead of having it be nested in Academic Affairs, it is going to have its' own Area Plan. Sort of shoulder to shoulder with Academic Affairs, Student Services, Human Resources, Institutional Effectiveness, Administrative Services and Community Relations.

## VI. Adjournment

The meeting was adjourned at 1:58 pm.