



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: August 27, 2019, 1:00 pm – 2:00 pm

Location: Board Room

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

PRESENT:

- | | | |
|-----------------------------|------------------------------------|--------------------------------|
| <u> </u> Jose Bernaudo | <u> X</u> LaVetta Johnson | <u> X</u> Holly Schumacher |
| <u> X</u> Keith Cobb | <u> X</u> Dr. Abiodun Osanyinpeju | <u> X</u> Dr. Jose Villalobos |
| <u> X</u> Stephanie DeWitt | <u> </u> Wendy Rodriguez | |

OTHERS ATTENDING: Steven Haigler, Lauren Sosenko, and Patricia Blake

Handouts

- Compton Community College District 2019-2020 Final Budget

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:17 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of May 28, 2019 was deferred until the next meeting as there was no quorum.

III. Annual Planning Report and Funding Recommendations

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

Ms. Sosenko stated that the Annual Planning at Compton College dated July 2019, documents our planning process for the last academic year where planning was done in 2018-2019 for the 2019-2020 academic year. She indicated that the on-going/one-time funds that had been recommended were done through our College Plan. The College Plan had identified \$100,000 to be used in this planning process through the work that was done this year.

Ms. Sosenko stated that priorities were created, along with recommendations at the program and unit levels within an Academic, Student Services, and Administrative Departments which were rolled up

into Area Plans. She mentioned that all the Vice Presidents had their plans and they identified priorities that were rolled-up into a College Plan. This was then reviewed and prioritized by Cabinet members and ultimately sent to the President for recommendations. The following items were discussed and prioritized:

Recommendations

- Plumbing – repair various plumbing systems on campus - \$60,000 (on-going/one-time)
- Admissions & Records – scanning/cataloging archive documents – increased from original request of \$30,000 to \$100,000 (one-time)
- Career Assessments/Inventories and Programs/Databases (including Eureka, True Colors, and Career Cruising) - \$60,000 (\$20,000/per year on-going for 3 years)
- Tableau contract expert to create automatic connections to data sources - \$25,000 (one-time)
- First Year Experience Folders and Supplies - \$25,000 (one-time)
- Washer/Dryer for Athletics Program - \$15,000 (one-time)
- Flat-bed Trucks – pick-up of supplies, equipment, and materials - \$65,000 (one-time)
- Accreditation – ACCJC Annual Fee - \$26,000 (on-going)
- Student Right to Know-Fee to the CCCC for mandated federal report - \$6,000 (on-going). Traditionally picked-up by El Camino.
- Student Ambassadors – additional coverage at Saturday events - \$10,000 (on-going)
- Qualtrics Incentives – to support roll-out of electronic surveys - \$1,000 (on-going)
- Data Use Training – food for quarterly training about data use in planning - \$4,000 (on-going)
- Guest Speakers – Honorariums, flyers, food, and/or book-related costs for Authors of Compton - \$4,500 (on-going)

Five items not Recommended

- Update systems and equipment in the mailroom/copy center
- Key issuance software to expedite key controls
- Hire Planning/Research Technician
- Hire Evaluator to determine graduation eligibility and transfer requirements
- Integrated Library system for digital formats and automation. Ms. Sosenko stated that it was not funded this year because additional information was needed for a better understand of what system is needed.

IV. 2019-2020 Final Budget Assumptions

Mr. Haigler provided an overview of the of the 2019-2020 Final Budget. A question and answer session followed.

Budget Assumptions

- A. Estimated beginning balance: \$12,596,822
- B. Estimated revenue including state and local sources: \$41,074,446.
- C. Budget the General State Apportionment in line with Compton College generating of 5,980 FTES.
- D. Offering 1,335 sections in 2019-2020 year.
- E. Cost of Living Adjustment (COLA) increase: 3.26% (Governors Budget Proposal).
- F. Budget for the GASB “pay as you go” costs for Retiree Benefits: \$600,000 (Estimate based on annualized 2019 actual costs).

- G. Project Public Employee Retirement System (PERS) contributions increased to 20.80% and State Teachers Employee Retirement System (STRS) increased to 17.10% (Chancellor’s Office Analysis of the Governor’s State Budget Proposal).
- H. Budget for projected utilities increases of 4%.
- I. Budget to fill the following full-time faculty positions:
 - 1. Counselor-Articulation Officer
 - 2. English as a Second Language Instructor
 - 3. Nursing Instructor (3 positions)
 - 4. Psychology Instructor
 - 5. Sociology Instructor (2 Positions) - Added
 - 6. Guided Pathway Counselors – (2 Positions General Fund, 3 Positions Restricted Fund)
 - 7. Special Resource Center/Guided Pathway Counselor – (2 Positions)
 - 8. EOPS/CARE Guided Pathway Counselor (2 Positions)
- J. Budget to fill the following full-time management positions:
 - 1. Associate Dean of Nursing – Restricted General Fund – Dr. Osanyinpeju mentioned that this position will close this coming Friday.
 - 2. Professional Development Manager – Restricted General Fund.
 - 3. Director of Diversity, Compliance and Title IX – General Fund/Restricted General Fund
- K. Budget to fill full-time classified positions:
 - 1. Accountant (2 Positions) – Mr. Haigler indicated that he decided not to fill the Accounting Supervisor position which was held by Erlinda Argel and to add two additional accountants.
 - 2. Business Application Support Analyst – Restricted General Fund – Information Technology
 - 3. Learning Management Systems Coordinator – Restricted General Fund
- L. Budget for the following one-time Augmentations/Enhancements (\$231,500):
 - 1. Enrollment Management Plan (\$100,000)
 - 2. Budget Augmentations and Enhancements (\$113,500)
- M. Budget for Line of Credit debt expense (\$1,181,841) which will continue through 2029 - Unchanged.
- N. Budget for Other Postemployment Benefit (OPEB) contribution of \$1,250,000 which includes a one-time augmentation of \$1,000,000. – Dr. Curry increased.
- O. Budget for the California Public Entity Pension Stabilization Fund (PERS/STRS) contribution of \$1,000,000 which includes a one-time augmentation of \$800,000.
- P. Reserve the following expenditures from the ending balance (\$3,150,000). – Mr. Haigler stated that this will be increased by \$500,000 every year.
 - 1. Compton College Enterprise Resource Planning System (\$2,500,000)
 - 2. Compton Community College District Personnel Commission (\$300,000).
 - 3. One-time augmentations for future Compton College Fire Academy equipment (\$350,000).
- Q. Budget for an inter-fund transfer out:
 - 1. Transfer \$150,000 to the Property & Liability Fund to pay cost of property and liability insurance.

2019-2020 Unrestricted General Fund Budget

Page 3 – General Fund Unrestricted – Fund 01.0

- 2018-2019 Unaudited Actuals, Beginning Balance - \$11,753,005
- 2019-2020 Budgeted, Beginning Balance - \$12,596,822
- 8690 On Behalf Contribution to STRS 2018-2019 - \$1,068,310
- 8690 On Behalf Contribution to STRS 2019-2020 - \$1,068,310 – Resources received for the State.
- 2018-2019 Total State Revenue - \$32,724,316
- 2019-2020 Total State Revenue - \$34,046,456

Page 4 – Local Revenue

- 8874 Enrollment Fees (net of BFAP) 2018-2019 - \$1,010,753
- 8874 Enrollment Fees (net of BFAP) 2019-2020 - \$1,300,000
- 2018-2019 Total Local Revenue - \$7,769,618
- 2019-2020 Total Local Revenue - \$7,027,990

Page 5 - General Fund Unrestricted –Expenditures

Academic Salaries

- 2018-2019 Total Academic Salaries - \$13,647,058
- 2019-2020 Total Academic Salaries - \$14,670,090

Classified Salaries

- 2018-2019 Total Classified Salaries - \$7,309,227
- 2019-2020 Total Classified Salaries - \$8,376,500

Staff Benefits

- 2018-2019 Total Staff Benefits - \$10,194,879
- 2019-2020 Total Staff Benefits - \$12,201,270

Books, Supplies and Materials

- 2018-2019 Total Books, Supplies and Materials - \$687,262
- 2019-2020 Total Books, Supplies and Materials - \$882,710

Page 6 - Expenditures

Contract Services and Operating Expenses

- 5900 Miscellaneous 2018-2019 - \$1,290
- 5900 Miscellaneous 2019-2020 - \$70,500 – Ms. Johnson ask why did the amount increase? Mr. Haigler stated that he would review the line item.
- 2018-2019 Total Contract Services and Operating Expenses - \$5,804,263
- 2019-2020 Total Contract Services and Operating Expenses - \$4,767,110

Capital Outlay

- 2018-2019 Total Capital Outlay - \$217,268
- 2019-2020 Total Capital Outlay - \$305,070

Other Outgo

- 2018-2019 Total Other Outgo - \$1,790,160
- 2019-2020 Total Other Outgo - \$1,406,850
- 2018-2019 Total Expenditures/Appropriations - \$39,650,117
- 2019-2020 Total Expenditures/Appropriations - \$42,609,600 – Mr. Haigler mentioned that adjustments needed to be made to the reserve.

V. Other

- Dr. Osanyinpeju asked about the status of the Oliver Conner Estate. Mr. Haigler stated that the assets needed to be liquidated first before funding the College Promise Program.

VI. Adjournment – The meeting was adjourned at 2:00 pm.