



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: September 28, 2021, 100 pm – 200 pm

Location: Zoom

<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>

<u>PRESENT</u>		
<u>X</u> Jose Bernaudo	<u>X</u> Lorena Fonseca	<u>X</u> Janette Morales
<u> </u> Sheyna Burns	<u>X</u> Amber Gillis	<u>X</u> Dr. Abiodun Osanyinpeju
<u>X</u> Keith Cobb	<u>X</u> LaVetta Johnson	<u>X</u> Dr. Jose Villalobos

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

Handouts - None

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:07 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of August 24, 2021, were approved Ms. Gillis, Mr. Cobb (moved/seconded). The vote was 8 in favor, 0 opposed, and 0 abstentions. The motion passed.

III. PBC Calendar

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.

Ms. Sosenko mentioned that we talked about the calendar all the time, but she is happy to share it with everyone. One more time, as it does drive our planning and budgeting work across the year just to keep everybody centered on this.

She indicated that she has placed in the chat, the link for everybody to get AR-6200 which is our Budget Calendar. We have been going through closing or creating the budget for this coming year

and it was approved. Early in the academic and fiscal year, the final budget was submitted to Compton Community College District Board in September.

We are moving now into October, and the Planning and Budget Committee will conduct an annual self-evaluation and review accreditation recommendations relevant to fiscal and sets annual goals so those are things that we will want to do on the agenda for next month. In addition to that, Ms. Sosenko mentioned that she was gearing up to do our annual planning process, which kicks off in October, and the annual planning process works with programs and departments from across the campus to identify recommendations and create an annual plan for the next fiscal/academic year so in October we start working on the next year.

Ms. Sosenko stated that we will be working on the 2022-2023 academic and fiscal year which I know that seems crazy to even say out loud but that is where we are at. She mentioned that the Institutional Effectiveness Department is going to hold trainings in October, so that everybody knows exactly what they need to do to complete their plan and then the annual plans will move forward. The Annual Plans will roll up into unit plans and then area plans in the new year. Program Plans are due December 14th, then Unit Plans are due by January 30th. Then they roll up into area plans which are due by March 15th. Then finally from the area plans, we roll up to a college plan.

Ms. Sosenko mentioned that she shared with the committee not last month but maybe the month before the Annual Plan that was completed and approved for the 2021-2022 fiscal and academic years. We were able to fund a lot of stuff. She indicated that there were more than 30 recommendations that we funded out of just the general fund planning and augmentation budgets. But in addition to that there were many, many other recommendations that were funded from other sources. For example, Vice President Burger funded recommendations from academic departments, through the Lottery fund. We funded one or two other recommendations through our Student Equity and Achievement budget. There were also several recommendations that were identified for funding through Strong Workforce grant budgets. So, it is exciting to see all these recommendations from across the campus, get attention and get funded. Ms. Sosenko indicated that it is her hope that will then help spur work across the campus to improve our student outcomes and to help us meet our mission of student success.

By May of next year, we will have a draft of the College Plan for the 2022-2023 year and again it is Ms. Sosenko' hope that we are able to fund at the levels we were able to find out this year. It is not a guarantee, but we certainly will continue to look at all the recommendations, with an eye of what will help our students, what has risen from across the campus, it is not just one person making these recommendations. In fact, it's been impressive how we've been able to fund across the entire campus. We will have a draft that will then go through Cabinet to the President, and then be finally approved next June, but that is where we are at.

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 of Accreditation 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 IE 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/academic year.
- 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-and part-time FTEF.
- President/CEO 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**

April

- Initial planning and budget assumptions for the next fiscal year are finalized and College Annual Plan is 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 Plan and tentative budget for the next fiscal year. **Due by May 15.**
- Final evaluation of the current year goals and objectives are recorded. **Due by May 15.**

June

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

IV. Update on eLumen related to the Annual Plan

Ms. Sosenko provided an update on eLumen and the Annual Plan. A question-and-answer session followed.

One change this year in the logistics of how we are doing the planning is, we are now trying to implement an eLumen platform for planning. Ms. Sosenko mentioned that she has been working with a small team that has been working on the implementation roll out because eLumen is more than planning it has to do with assessment and our SLOs, our SAOs our program review and our annual plans. But, in relation to this planning process it is the focus of the annual plans which is what is of utmost importance. She found that the 11 platform is good in that it connects to our program review. However, it will not allow us to capture some of the robust sort of strategies that we have developed over the last couple of years.

In the annual planning process, we implemented a voting system, again, it is not one person who creates these plans, even from the start. There is a voting process that happens when we roll anything up so that multiple people have a voice on how things are prioritized. So, the voting system, as well as providing the rankings and feedbacks is not captured very well so it is Ms. Sosenko recommendation and she would love any feedback from this group. However, her recommendation is to continue to move forward with the structure that is already built using Excel files, having people build out the logic models of their programs to connect their recommendations to outcomes. Then we will enter the recommendations that are ultimately funded into our eLumen platform.

Ms. Sosenko asked if anyone had written a manual plan for a department? She asked Ms. Gillis what her thoughts were about continuing with the Excel file process and entering things that are funded into eLumen. Ms. Gillis stated that she was a supporter of the eLumen, however, she indicated that she does understand that there are limitations to any software and personally thought that the planning process has evolved. She mentioned that she has been working on our accreditation and think what we have right now is kind of pushing towards that equitable and inclusive type planning process that people really identified as being problematic during the partnership agreement between both El Camino and Compton College. Ms. Gillis realized that working in Excel may not be as exciting, pretty, or as nice as the eLumen report that we get but did not think we should be sacrificing process for technology. She indicated that we probably should continue for the next academic year or two, with this Excel document, as she thinks it is very intuitive and creates opportunities to have local discussions and shows a more democratic process. As we begin to look at eLumen more, see what it can and cannot do and get more familiar with it, then we might consider attempting to migrate. But, until we really have a firm handle on eLumen, she does not see a reason to sacrifice the progress that we have made.

Ms. Sosenko mentioned that she thinks that is the direction we are going to move. We will be doing Program Reviews next Spring in eLumen and indicated that folks on this call have not done an Annual Plan and know that they are at least familiar with the Program Reviews of your areas. In addition to that we are going to start collecting SAO data or area outcome data through eLumen, so it is probably a platform many people will get a chance to use in the next few years. She believes people are looking forward to the training to see how much they can use eLumen for planning. Some are familiar with Excel, while some are starting to transition from Nuventive to eLumen, but do not have any idea of what the limit is. She indicated that there is a very limited number of fields that it will allow you. So, it was her judgment that we do not want to lose some of the processes like the Qualtrics ranking system that we are able to do the voting process. Ms. Sosenko stated that there is no way to get the roll up at the three levels and all that information captured in eLumen in a comprehensive way. So, she recommends that we have everyone place their recommendations in eLumen. Then at the end of

the process once we realize what has rolled up and what is selected for funding, we can mark that in eLumen so, that we have a final report of the recommendations. These are where the recommendations came from and what was funded, but I think we're still going to use the Excel document to help us across the campus do that role or process.

Ms. Gillis asked what we are going to be looking at for the next agenda. She knows we discussed our goals, we were working on that document, and then we can divide the responsibilities. Do you think we should start circling back around the planning on bringing back for the next meeting?

Dr. Osanyinpeju stated that we need to confirm if we are going to stick with those goals or make some changes, and then finalized them and move on for the 2021-2022 year. However, from the planning calendar we will be talking about the evaluation, to see how much we can participate or what ideas we are looking forward to in the evaluation.

VI. Adjournment

The meeting was adjourned at 1:25 pm. There was a motion to adjourn the meeting by Ms. Johnson, Ms. Gillis (moved/seconded). The vote was 8 in favor, 0 opposed, and 0 abstentions. The motion passed.