



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: October 26, 2021, 1:00 pm – 2:00 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> Amber Gillis	<u>X</u> Dr. Abiodun Osanyinpeju
<u>X</u> Keith Cobb	<u>X</u> LaVetta Johnson	<u>X</u> Eboni Trapp
<u>X</u> Lorena Fonseca	<u>X</u> Janette Morales	<u> </u> Dr. Jose Villalobos

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

Handouts - None

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:05 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of September 28, 2021 were approved Ms. Gillis, Ms. Johnson (moved/seconded). The vote was 8 in favor, 0 opposed, and 0 abstentions. The motion passed.

Dr. Osanyinpeju introduced and welcomed the new student representative Ms. Ebony Trapp. Ms. Trapp thanked the committee members for the invitation to join and stated that she was the Associated Student Governance Treasurer for the academic year.

III. Planning and Budget Committee 2021-2022 Goals

Dr. Osanyinpeju provided an overview of the Planning and Budget Committee 2021-2022 Goals. A question-and-answer session followed.

1. Function as a steering committee in a collaborative process to support the Business Office in maintaining the fiscal solvency of Compton College.

2. ~~Determine strategies for the implementation of recommendations from the College's annual planning summit.~~ Collaborate with the IE office in the development of the strategic plan/environmental scan for the district by the Core Planning group.
3. Develop action plans that address any areas of improvement related to campus concerns that arise from yearly governance evaluations.
4. Improve communication of PBC related decisions and recommendations to all constituent groups.
5. Improve the communication around the importance between planning and budgeting and how allocations are informed by College planning processes.
- ~~6. Support the work of the Strategic Planning Committee/CORE Planning Team.~~
7. Support faculty and staff in the completion of their annual plans into Nuventive/eLumen during the planning process.
8. ~~Support the Office of Institutional Effectiveness (OIE) with the transition from Nuventive to eLumen.~~

IV. Annual Evaluation

Ms. Sosenko wanted to clarify with Dr. Osanyinpeju about the annual evaluation of the committee or of what? Dr. Osanyinpeju replied “the annual evaluation for the 2021-2022 year so that the PBC could evaluate.” He indicated that the Budget Committee already did for 2020-2021.

Ms. Sosenko said okay, so I would have sent the report if there were enough responses, but let me see, let me pull it up, let me see if I can pull it up and the committee to see. Ms. Sosenko mentioned that the Community evaluation would be done internally within the committee, related to did you meet your goals are not. However, that is like an internal thing, that is not something Institutional Effectiveness will do for you. I provided a template to document your goals and to use that to help determine was the goals met. She stated that she helps administer a campus wide survey across all the Institutional Standing Committees that asks some standard questions around governance and so those questions are standardized across the campus. It is not specific to the Planning and Budget Committee and those are the evaluation.

Ms. Sosenko mentioned that the committee governance results could be provided to the committee if there were enough result participants in the survey within the Committee, otherwise you just sort of get results across all the committees because that is what we must provide. Dr. Osanyinpeju stated that it looks like we didn't get enough responses from Planning and Budget. Ms. Sosenko agreed with Dr. Osanyinpeju indicating that we did not get enough responses from Planning and Budget. So, next year when the Governance survey comes out, she highly encourages everyone sitting on this committee to please complete that survey. Then we can provide the results that are specific to this committee because those are the ones that are useful to you that makes sense and that you can use to help improve the work moving forward, whatever that may be, whether you are able to meet or work towards your goals, whether you need different types of resources or supports to help you. We want to make sure it is happening on this committee, and it is important because it is related to our planning and budget process.

Ms. Johnson mentioned that folks may feel that they do not have the time, maybe we should make the time in the meeting at that point to make sure we get what we need. We know everybody's busy, I am busy as well, but I do take the time out. I think it is important that we know exactly where we are, as far as a committee that is important too.

Ms. Sosenko mentioned that it is interesting because she saw eight responses and that is enough, so, she did not know, unless she made a mistake, by not providing it. Ms. Sosenko indicated that the 2021 Competent College Committee Evaluation and she has placed a filter in, so it is only for Planning and

Budget, and you can see there are eight responses. So, we have four administrators, classified staff, and one full-time faculty.

- How many committee meetings did you attend - so they did three to four meetings - six people, said they went to five or more, so our regular attendees.
- Goal setting - we see a clear majority said that they did help draft committee's goals - yes, your committee's established goals, yes, and have you met the goals? Still the majority said yes - six responses. So yes, but if you said no that is an area of closing the loop of how we met our goals that the committee might want to consider.
- Goals was a little duplicative so committee composition. So again, everybody who responded agreed or strongly agreed to the statement, so the number of members on the committee as appropriate representation on the committee is appropriate.
- The committee is represented by the specific roles and positions that can most effectively carry out the responsibilities so that is all positive.
- Membership support - you mostly agreed and disagreed, but there were a couple of items that had disagree that adequate introduction and training has been provided to help me, be a productive member of the committee. Adequate information and communication is provided to continually support me to be productive and the workload is equitably distributed.
- Committee Effectiveness, so the tasks and responsibilities assigned, the number and duration of meetings is appropriate have all strongly agree.
- Leadership of this committee is effective – agree with one strongly disagree response.

These are not relevant to you because there are specific goals for Consultative Council. Ms. Sosenko mentioned that next year, she can take our goals that we have established, and place them into the survey so that members are giving exact responses for each individual goal. Is there anything the Co-chairs should know, to improve the committee's function or not. Ms. Sosenko stated that she would like to see clear goals with items organized by reportable action items, informational items, and announcements, so that the committee members are aware of when to make motions to vote. She also would like to see a concrete calendar with a timeline to complete goals with leads assigned, so we can stay on top of these goals. Furthermore, she would like to see stronger action taken by this committee around communication by email announcements, a web page resources, as well as presentations to the general campus regarding fiscal issues. This will increase understanding of budget items and practice to constituent groups.

Dr. Osanyinpeju indicated that we will finalize our goals for next year at the next meeting and provide those to you.

V. Organizational Chart for Planning

Ms. Sosenko mentioned that foreshadowed earlier in the conversation she is working on our submission to the eLumen for the fall term and we are integrating a new planning module that will reflect on our organization, SLO's, and planning. We started there many years ago with the hard work of the folks who are getting us ready for accreditation. But as we evolved we all went in different little ways and so we have reviewed the SLO structure to the Annual Planning structure to the Program Review structure. Ms. Sosenko provided a list of categories.

Ms. Sosenko indicated that Academic Affairs was the main component and under Academic Affairs we have seven areas Child Development Center, Strong Education Workforce, Adult Education, Student Success Center and Honors program. The programs across the campus like the main areas are Academic Affairs. We have Academic Senate which has its own area, now, and this is so that Academic Senate can have an Annual Plan. As you know, this is the one of the one exception to the

Annual Plan Program Review alignment because Academic Senate does not do program. However, they have requested an Annual Plan, but they will be included here. Under Administrative Services and this one had a little bit of an update since last time, we have Auxiliary Services, Business Services, Facilities and Planning Operation, and Information Technology. Then, under that we have the Guided Pathway Division, so our pathway division for Business and Industrial Studies is one area and under that they have all their disciplines. FACH represented by Fine Art, Communication and Humanities, and all their areas.

Ms. Sosenko recommended this time around, moving Film and Video that had to do with some Theater into a group with Social Media curriculum. And as our programs change, we slightly modify. We have pathways as a major area and all our Charter success team as subcomponents of that area. We still need to have the conversation, but this has brought up the idea of making an Annual Plan. They are in our Annual Planning Process; do they do program review? And so that is something that the Guided Pathways Committee is going to have to have a conversation about.

Ms. Sosenko stated that over the next year, the Institutional Effectiveness Committee who is potentially running the Program Reviews will have to ask how would those fit, how do they relate to our Academic Program Reviews, what does that look like? Then you have Health and Public Services. Human Resources, which is going to be taken out they will have sub-components to Title IX and Professional Development. The President's Office has Community Relations and Institutional Research with Institutional Effectiveness. The Social Science is going to populate a vision and then Student Services, which has this long list of departments underneath it. We are moving the Triple SP which is not really a function anymore, and we are going to be moving that into Counseling and Educational Partnerships. Finally, STEM as the last kind of Pathway Division.

VI. Adjournment

The meeting was adjourned at 1:55 pm. There was a motion to adjourn the meeting by Ms. Gillis Mr. Bernaudo (moved/seconded). The vote was 8 in favor, 0 opposed, and 0 abstentions. The motion passed.