



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

**Facilitator:** Dr. Abiodun Osanyinpeju

**Recorder:** C. Edwards

**Date of Meeting Recorded:** October 27, 2020, 1:00 pm – 2:00 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:**

<u>  </u> X Mr. Bernaudo	<u>  </u> X Stephanie DeWitt	<u>  </u> X Janette Morales
<u>  </u> Jonathan Chase Butler	<u>  </u> X Ms. Gillis	<u>  </u> X Dr. Abiodun Osanyinpeju
<u>  </u> X Mr. Cobb	<u>  </u> X Ms. Johnson	<u>  </u> X Dr. Villalobos

**OTHERS ATTENDING:** JoAnn Higdon and Ms. Sosenko

**Handouts**

**Meeting Minutes**

I. Call to Order

The meeting was called to order at 1:06 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of September 29, 2020 were approved with the following changes: Mr. Cobb, Ms. Gillis (moved/seconded). The motion passed unanimously.

- Page 3, first paragraph, third line, change “Kibue” to “Kibui”.
- Page 4, last line, change “Kibue” to “Kibui”.
- Page 5, first paragraph, last line, change “Kibue” to “Kibui”.
- Page 6, first paragraph, second and third line, change “Kibue” to “Kibui”.

III. Planning and Budget Committee Request

Dr. Osanyinpeju asked everyone to introduce themselves to the new Interim Vice President, JoAnn Higdon and Ms. Gillis. The committee members introduced themselves to the new folks in attendance. Ms. Higdon introduced herself. She indicated that she knows a few of the committee member from when she was here before, stated that she was glad to be back, and thanked the committee for having her. Ms. Gillis stated that she teaches English and Humanities, the past president of Academic Senate, and the accreditation faculty coordinator.

Ms. Higdon stated that she was just starting to look at numbers and to be patient with her. She indicated that the question that she had received by email was “what was to occur with the salaries when classes are cancelled.” She stated that the salaries automatically flow into the reserve account. The salaries are typically not reclassified for other expenditures. She mentioned that she has never seen it done here or anywhere and that was one of her concerns. She also mentioned that the district seems to have quite a few of very low enrollment classes. She was surprised with some of the enrollments and that she was not seeing more of the classes being cancelled.

Ms. Higdon mentioned that the Business Office was going to be really busy as we are trying to get all the schedules prepared for the audit team. So, if anyone has been asked to prepare anything for the auditors, make sure that those are in immediately, as everyone’s nose will be to the grindstone to get the items ready.

Dr. Villalobos mentioned that the money has been set up for the classes, even though there is low enrollment which cannot be used for anything else and will go to the reserves. He indicated that there is no excuse for the administration to cancel more low enrollment classes. Ms. Higdon stated that she did not mean to talk over him and apologize. She indicated that she did realize there are certain programs that the district really did not have, that those programs has to be keep going, so please do not consider what she just said as a criticism of any kind. She was just pointing out that when she looked at productivity/fill rate which ever word you are more comfortable using is way down from when she had seen it last and way down from other places. Now having said that, she had never been through a situation like we re going through right now and doubt that any of us have. Ms. Higdon mentioned that many districts out there are suffering as well. She stated that she was pleased that we have the reserve and that we will be able to use it. She had spoken with Dr. Curry and his plans was to use the reserves over the next three years.

There was an in-depth discussion of this subject. A question and answer session followed.

#### IV. Review Accreditation and Recommendations Relevant to Fiscal Planning agendas

Ms. Sosenko provided the following website address for the Accreditation Midterm Report: <http://www.compton.edu/adminandoperations/campus-committees/accreditation-steering-committee/docs/Midterm-Report-Timeline.pdf>.

Ms. Sosenko mentioned that Compton College will hold a virtual Town Hall Meeting on Thursday, October 29, 2020, from 2:30 pm to 3:30 pm to discuss the current draft of the Compton College Accreditation Midterm Report. A PDF of the presentation is available on the website. College stakeholders are asked to provide feedback on the draft Midterm Report by 3 p.m. on Tuesday, November 10, 2020. Please download a copy of the report below, track edits, and then email them to Accreditation Liaison Officer, Ms. Sosenko or Accreditation Faculty Coordinator, Ms. Gillis.

Ms. Sosenko mentioned that we have a table of contents, which she will review really quick to the report preparation section. The next section are plans that arise from the self-evaluation process. There are a number of ideas that the committee came up with to for improvement. Those are all outlined with the progress we have made on them today.

The next section is the response - the team recommendations for improvement. So, the external accreditation team came to understand that when we received our recommendation that we should regain our accreditation and the accreditation team had some recommendations for improvement. So, we have written to how we have addressed those today. The next part of this report is the data

trend analysis and then the final part of the report. A report on the outcomes of our quality focused essay were projects. There are two of them. The first is integrated planning, which has relevance to this committee and the second is distance education and then the appendix provides all the evidence. We have a timeline for how we are moving this document through the Collaborative Governance process, so we can get feedback. We are truly welcoming any feedback you have about the content.

Ms. Sosenko indicated that we are working to get this approved by the various bodies, so it can go to our Board of Trustees for approval in January 1 and February for second read and submit shortly thereafter meeting the March 15, 2021 deadline for this report. In this little draft, here even though there are a lot of different items she indicated that she has highlighted the ones that she thought had relevance to the Planning and Budget Committee, so that we could go through it rather quickly. Ms. Sosenko went through and provided quick highlights. We have included all meeting agenda and related documents, including the college mission statement. So as an as a mini that is something that we do as well. Our agenda should be on the on the template that's been provided.

The next actionable improvement item outline how decisions are made to guide stakeholders and the governance and mission practices of the institution. Again, you guys are an institutional standing committee and so that decision making process was documented in the Collaborative Governance handbook that was finalized last year. This following paragraph just summarizes when that happened, how that happened and who was involved. Ms. Sosenko stated that the others she is just going to go through just because we do not have a lot of time. However, if you are interested in going through the document in more detail, please feel free to download a copy and go through and send us whatever feedback, you'd like. Actionable item 14, was implemented in Institutional Effectiveness Partnership Initiative. So, this really had to do with our integrated planning and some of the results that came out of that. We have established an integrated Planning and Budget calendar in our Academic regulations. Also, created the Compton College 2024 action plan that she has shared with you folks before which is sort of a culmination of all of our strategic plans and the action items that have come out of them. We are tracking our progress towards those on a quarterly basis. Then there are only a few items from our integrated planning IPI project that we participated in that are still outstanding. We are moving forward and trying to address all of those in the next couple of years.

Then the next section is where responding to team recommendations for improvement.

Recommendation number two in order to increase effectiveness. The team recommends that all program review reports and shared governance committee meeting minutes be disseminated in a timely manner to support the institutions.

Ms. Gillis stated that not a mistake that you know, that is something that we're still working on. There are a number of constituent groups that are working to get us the sufficient evidence that we need but when we ask that the constituent groups on the campus. Look at this document we are asking them to take a look at the narrative to see if there's anything that we've missed, of course, to ask questions. As you know, this is supposed to be a collaborative effort and when you know the Accrediting Commission does come, they do ask various constituent groups or representatives from the constituent groups to answer questions related to accreditation. As for me, accreditation is always on my mind, but I would highly encourage everyone to read this to be knowledgeable.

#### V. Planning and Budget Committee Annual Goals

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

Dr. Osanyinpeju stated that the committee evaluation is still being considered before the end of the year. Ms. Sosenko indicated that the evaluation of all the Committees were done last spring and we will not do that kind of evaluation again until next spring. She stated that in fact, she has created a self-evaluation report for each committee that she needs to get out to folks. The expectation is that each committee is going to come up with annual goals for itself for that body. Then you will be able to measure how you did at the end of the academic fiscal year. To help prepare for planning for the next year, how this this body wants to focus on in this this year.

Dr. Osanyinpeju stated that he was thinking that in October, each committee, just like the planning and budget committee will have his own evaluation of its goals or do we just live by the overall collective evaluation that you do in spring every year. Ms. Sosenko indicated that as a committee, you can do it on your own schedule, especially if it is on the budget and planning calendar. However, you definitely want to do it at least annually and be able to write down what are the goals for this year so that then either in the spring or at the beginning of a full term you are able to look and reflect on those goals, look at what you did, and some can be aspirational and if you don't totally meet it as long as you are able to say, this is why and this is how we are going to address that moving forward.

Dr. Osanyinpeju mentioned that our purpose as a committee, the plan and budget committee is to help with the planning and let's go to the goals.

*Planning and Budget Purpose:* The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities outlined in the Educational Master Plan and other plans adopted by the District. The PBC ensures that all plans are developed using data from program review and are linked to the College's mission statement and strategic initiatives. The PBC makes recommendations concerning all global College and District planning and budgeting issues. The PBC reports all committee activities to the campus community.

#### *Planning and Budget Committee 2020-2021 Goals*

Suggestions for goals of the Planning and Budget Committee for the 2020-2021 year:

- Function as a steering committee in a collaborative process to support the Business office in achieving the fiscal solvency of Compton College.
- Develop an annual planning & budgeting calendar for publication.
- The Planning and Budget Committee members will strive to implement recommendations from the Annual Planning Summit.
- Participate in, review and discuss results from the evaluation of the campus governance structure and the Institutional Standing Committees.
- Improve communication to all constituent groups
- Improve the linkage between planning and budgeting.

Dr. Osanyinpeju ask the group to look at goal number two. He pulled this from one of the goals that we have set in previous years. He asked the committee members to take a look at this goal to see what we thought about this goal or if we need to change, add to it, or if we have to take something out. Dr. Osanyinpeju asked the group for recommendations of all of the goals or should we rewrite the goals.

Let's spend the next couple of Minutes to look at the goals in place and make recommendations. He mentioned that we can changes to the goals or rewrite them.

Ms. Gillis mentioned that the first goal “Function as a steering committee...” and thinking about our Board Policy defined steering committee and indicated that the goal is the essence of it. However, the way it is written she did not think we would be able to say that because the term has not been defined by the College.

Ms. Gillis ask what are we steering? There was an in-depth discussion. She suggested that perhaps the committee members should work on these and submit suggestions to the chairs for review at the next meeting. Dr. Osanyinpeju stated that we should bring this back again to talk about it briefly at the next meeting. Ms. Gillis recommendation was that perhaps we work on these offline and that the committee members submit to the chairs any revisions for these and then bring them back for discussion and take a vote.

#### VI. Trainings for Faculty, Staff, and Administration to Complete the Planning Documentation for the Next Fiscal Year in Nuventive

Ms. Sosenko provided an update regarding training for faculty, staff, and administration to complete the planning documentation for the next fiscal year. She mentioned that we have trainings this week and because we have decided to transition to eLumen she is a little behind schedule. A question and answer session followed.

Ms. Sosenko stated that it did not make sense to do use Nuventive when we are going to stop using that platform halfway through the planning process. So, she is focusing on trainings developing how we pull our information that we already have in Nuventive out to archive it, so we don't lose anything and then how do we create annual plans for the 2021-2022 fiscal year and we are going to use Excel. This year it is going to be very basic. It is going to be a little bit more basic than the new Vantage System. She stated that she did not want users to get frustrated or to lose any information. She is hopeful that to have the training materials out by next week and with three or four different dates and times where authors of the plans can participate in the training. Ms. Sosenko mentioned that November 13 is the planning summit and part of that time from 9am to 12 noon will be reserved to review the instructions for the annual plan. Dr. Osanyinpeju indicated that he believes some information may be forthcoming, so everyone can participate in all the trainings, as we move forward. He stated that is was exactly two o'clock.

Mr. Bernaudo stated that he would like to mention one small thing. He indicated that he had read early last week that the Community California Community Colleges would received 100 million dollars gift for scholarships for their students. He asked if our CEO has or administration gotten this news. He indicated that it is going to be a tremendous amount of money for the California Community Colleges for scholarships and we are part of that decision making in some way.

Mr. Cobb indicated that this would probably come through him, but he has not heard anything. He asked Mr. Bernaudo where did learn of this information? Mr. Bernaudo mentioned that he read it in LA Times. He mentioned that it is the biggest gift ever given to community colleges of \$100 million dollars to all the California Community Colleges scholarships as high \$17,000 per student. Mr. Cobb stated that he would do some research. Mr. Bernaudo stated that it would be great for our students.

Dr. Osanyinpeju mentioned that we are supposed to meet on November. November 24<sup>th</sup> and indicated that it was the day of Tartar Talks. So, that date is going to either change or we are going to move it to next Thursday. The next Tuesday, is not going to be available because we will be holding division meetings, but we will keep you updated as we get close to that day and the

following Thursday, is Thanksgiving.

Dr. Osanyinpeju mention holding the meeting on Monday and Dr. Villalobos indicated that he was available on Monday. Ms. Gillis stated that she was available on November 24<sup>th</sup> at four o'clock, but she would have to leave a smidge early, but that's good for her. Ms. Johnson indicated that she would be on vacation. Dr. Osanyinpeju mentioned that she could still join us for the meeting. Dr. Osanyinpeju stated that we would not be meeting in December, so we need to meet for this November, to finalize our Goals for the year.

VII. Adjournment

The meeting was adjourned at 2:04 pm. Dr. Villalobos, Ms. Gillis (moved/seconded). The motion passed unanimously.