



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: November 23, 2021, 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.

<u>PRESENT</u>		
<input checked="" type="checkbox"/> Jose Bernaudo	<input type="checkbox"/> Amber Gillis	<input checked="" type="checkbox"/> Dr. Abiodun Osanyinpeju
<input checked="" type="checkbox"/> Keith Cobb	<input type="checkbox"/> LaVetta Johnson	<input type="checkbox"/> Eboni Trapp
<input type="checkbox"/> Lorena Fonseca	<input type="checkbox"/> Janette Morales	<input checked="" type="checkbox"/> Dr. Jose Villalobos

OTHERS ATTENDING: Dr. Curry, Dr. Nasser, Lauren Sosenko, Owen Yu, and Dorrett Lambey

Handouts

- 2021-2022 Budget to Actuals, as of October 31, 2021
- FY 2022 Restricted General Fund Cashflow Analysis as of October 31, 2021
- FY 2022 Unrestricted General Fund Cashflow Analysis as of October 31, 2021

Meeting Minutes

I. Call to Order

The meeting was called to order at 2:13 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of October 26, 2021 were deferred as there was no quorum.

III. 2021-2022 Budget to Actuals, as of October 31, 2021

Dr. Nasser shared the 2021-2022 Budget to Actuals, as of October 31, 2021. He indicated that our expenditures are on track so far this year. The purpose of the of this report is to say, we are tracking what was budgeted, the revenues we are earning. This is basically our status as of October 31.

Mr. Bernaudo indicated that he has asked before, but he will ask it again. He sees academic salaries and classified salaries listed in expenditure. He asked if there is an administrative salaries category too? Dr. Nasser thanked Mr. Bernaudo for the question and stated that if we follow the Budget and Accounting Manual that is put out by the Chancellor's Office where the Chancellor's Office have grouped expenditures into what we call 1000 category 2000, 3000, 4000, 5000, and so on, this is how it is structured. So, within the category the academic salaries actually include both administrators and faculty.

Ms. Sosenko asked if it were also true for classified salaries, because she is a classified administrator. Dr. Nasser replied that she was correct because she was a part of academic salaries, the cost of the 2000 category. Ms. Sosenko clarified if she would be in the 2000 category. Dr. Nasser responded no, the 1000 category as a classified administrator. Ms. Sosenko stated that all administrators are in the 1000. Dr. Nasser mentioned that within the structure there is a break down and that is how we know in a granular level who is charged, but this is the broad categories.

Ms. Sosenko mentioned that she put the link for the Budgeting and Accounting Manual in the chat for everyone.

IV. Unrestricted and Restricted Funds Cashflow as of October 31, 2021

Dr. Nasser shared the FY 2022 Unrestricted General Fund Cashflow Analysis as of October 31, 2021. He stated that this is where we added the fiscal year and why we look at cash is because we want to be able to pay bills.

The revenues, the inflows of cash slowed down for whatever reason, but we have a healthy cash balance. There is enough cash balance to meet payroll for the next two or three months, and certainly we can do that with the current level of cash. Dr. Nasser then moved onto the FY 2022 Unrestricted General Fund Cashflow Analysis as of October 31, 2021. He stated that the balances are much smaller, because these are to meet certain programs, we have a certain level of income that needs to be spent during the fiscal year.

Ms. Sosenko asked what is the ADN Program? Dr. Osanyinpeju indicated that he would look into the enrollment growth for ADN Program. Ms. Sosenko asked what is under other restricted programs. Dr. Nasser responded small grants amounts that we receive that if we were to enumerate all of them, the report we would be very, very large. An example, we got something for The Michaelson Foundation, I believe, is about \$20,000. Ms. Sosenko asked Dr. Nasser to scroll down to the federal programs and ask if the dollars shown were available for the COVID-19 Block Grant and the American Rescue Plan. Dr. Nasser replied "no," it was cash. Ms. Sosenko inquired if that meant we do not have active dollars. Dr. Nasser responded that we have not drawn down, that is how the federal government works. We spend first and then we draw down. Ms. Sosenko stated that we have been using dollars from this report for these different programs. Dr. Nasser explained that what happens is we draw down after the expense, so it will show up because it is coming in, right now, so we do not have the cash available. Ms. Sosenko mentioned that if we want to understand these funding, we should go to the reports, so the quarterly or annual reports for the dollars that we receive from the Federal Government. Dr. Nasser stated either that, or you go to the budget reports that we have access to. Ms. Sosenko thanked Dr. Nasser and mentioned that she was curious and from this committee's perspective, we are trying to get a sense of all of the federal dollars that our institution is getting.

V. Planning and Budget Committee 2021-2022 Goals

Dr. Osanyinpeju provided an overview of the Planning and Budget Committee 2021-2022 Goals. He asked the group to review the goals for the year. A question-and-answer session followed.

Dr. Osanyinpeju asked the committee to look at numbers four and five, which he indicated were the same thing. He stated that number five is good as it covers number four. This is all about communication, related decisions and important decisions, our recommendations to our constituents, and improve communication all around.

Mr. Bernaudo asked if Dr. Osanyinpeju could say it in his own words. Dr. Osanyinpeju mentioned that one of the goals that we have is about how we need people to know about Planning and Budgeting. Which is one of the things policies we have put in place to do our planning process and our plans for recommendations to be funded or supported. So that's that is number five. Dr. Osanyinpeju stated that how we make the decisions, or what decisions are made, based on our Planning and Budgeting processes. Mr. Bernaudo indicated that he feels it would be okay to combine numbers four and five. Dr. Osanyinpeju asked the committee if we should combine the two or use one of them. Mr. Bernaudo mentioned that would be okay and inquired who was going to do it. Dr. Osanyinpeju stated that he went with the improved communication of PBC related decisions or recommendation, so all groups which will be number five. So, Dr. Osanyinpeju recommended that we take number four and pick out number five.

Mr. Cobb indicated that it is the other way around, number five includes number four and he wants to remove number four. Dr. Osanyinpeju mentioned that was fine as he had number four on his list. However, if it is better to use number five he was good. Dr. Osanyinpeju indicated that the issue right now is which one we want to use. Mr. Cobb and Mr. Bernaudo commented that number 4 was fine and Dr. Osanyinpeju mentioned that he had number four on his list.

Dr. Osanyinpeju stated that we follow the prioritization we do not conduct it, but we follow it and make sure that the process has been followed and we monitor the funding and implementation of the recommendations. The last item is to improve communication of PBC related decisions and recommendations to all groups. Committee members who report to their constituencies and then, if we are able get the time slot on Academic Senate. Our Academic Senate representatives will go back and reports to Academic Senate. Dr. Osanyinpeju asked what do we want to say about the "in progress" under status? He mentioned that we should continue to say in progress or goals are being achieved. Mr. Bernaudo wanted to know where we are supposed to do "in progress and status." Dr. Osanyinpeju commented that these are specific tasks and as we go through the year, maybe we just continue to check whichever one we have completed or are completing. We just continue to monitor what we are doing, what we are supposed to be doing until we have a situation where we think we are not meeting, and then we can probably identify that and then place it here. Mr. Bernaudo suggested that we write down our progress and status after every meeting or during the meeting. Dr. Osanyinpeju indicated we could review the goals at every meeting or every other meeting to ensure we are on task and we are doing what we are supposed to be doing. For example, when it is time to approve the budget for the District, we want to go back to this and see did we approve the budget, or did we not get the opportunity to approve the budget? Then we can record that on our progress report.

Dr. Osanyinpeju indicated that there are five goals which we should have voted on, to adopt today, but we do not have quorum. He mentioned that we will bring this item back, but these are the ones we are moving forward with.

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. – Year Round.
 - a. Review the annual unit plans.
 - b. Review budget assumptions for the District.
 - c. Review the tentative draft of District’s budget.
 - d. Approve the final District budget.
2. Collaborate with the IE office in the development of the strategic plan/environmental scan for the district by the Core Planning group. – Year Round.
 - a. Participate in Planning summits.
 - b. Review and analyze scan.
 - c. Contribute ideas for the strategic plan.
3. Develop action plans that address any areas of improvement related to campus concerns that arise from yearly governance evaluations.
 - a. Review budget information from the Business Office and planning data from the Institutional Effectiveness Office.
 - b. Recommend action plans to the President/CEO.
4. ~~Improve communication of PBC related decisions and recommendations to all constituent groups.~~
 - a. All committee members report back to their constituencies at least twice a semester on recommendations moved forward by the PBC.
 - b. Request a standing report slot at Academic Senate for reporting actions taken by PBC.
5. Improve the communication around the importance between planning and budgeting and how allocations are informed by College planning processes.
6. Support faculty and staff in the completion of their annual plans in eLumen during the planning process.
 - a. Monitor the completion of program reviews.
 - b. All committee members remind their constituencies to attend training and complete annual plans.
 - c. Follow the prioritization of the recommendations from program reviews.
 - d. Monitor the funding and implementation of the recommendations.

VI. Annual Plans

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 mentioned that the Annual Planning Process for the 2022-2023 academic and the fiscal year has started. She commented that she sent out instructions and an invitation to all of the planning authors identified across the campus that if anyone would like to review can access it on their website. So, if we go to compton.edu; under the “about us” tab; institutional effectiveness, the planning icon and about halfway down, you'll see annual planning resources for the 2022-2023 planning cycle. We have the instructions and then they're part of the plan we are asking authors to create a logic model, this is an exercise to help authors really connect their activities and resources that they're recommending.

Ms. Sosenko said two outcomes we are really trying to be driven by what kind of impact is this work going to have? So, the plan includes a logic model And then the recommendations template which is simply an excel file and it lists out all of the descriptions of the recommendation that we've collected

for several years. It's the same exact processes, last year we used to collect this information through Nuventive and we just are doing it through an excel template now. If you click on the instruction, it will take you to a document, where I outline how you complete the plan, starting with collecting, gathering, and reflecting on your materials map.

Mapping your goals through the logic model and I give an example, and then entering your research recommendations into the excel template. At the back in the appendix it gives you an outline of all the program plans that are assigned across the campus by guided pathway divisions. And then also across all the other departments student services administrative services across the campus We are doing the rollout process so as program plans are completed they'll roll up into unit plans. This describes how we are going to do that and then the unit plans from across the campus are also listed.

Ms. Sosenko mentioned that our Guided Pathway Divisions are Unit Plans, Health and Public Service has a Division and Dr. Osanyinpeju has disciplines that write Program Plans underneath some of the Unit Plans. Some do not have those Program Plans underneath them, they just are standalone. All Unit Plans will then roll up again. There is a rollout process that described the roll up Area Plans and then the Area Plans will ultimately roll up into our College Plan that will be determined and then posted publicly around June, according to our Administrative Regulation 6200 Planning and Budget calendar. She mentioned that she hosted several trainings and all of the authors were invited to those trainings via zoom to help people complete the plans. We already have plans being submitted this year and we are asking for submission through a SharePoint site under "My Compton".

There are shared files under Institutional Effectiveness Annual Plan. Ms. Sosenko shared the location of the different folders for the Program Plans, Unit Plans, Area and ultimately College Plans. So, all the authors have access to the site and as you can see, folks are already starting to submit plans for their areas. She asked if anybody has any questions or comments about the planning process. She mentioned that she will be sending out an evaluation survey to those people and disciplines programs that were funded last year. If you are interested in understanding or knowing what was funded, go back to the planning website, and you will see the 2021-2022 planning cycle that the annual planning report offers.

Ms. Sosenko indicated that an evaluation of the process of how it went, who participated, and what was ultimately funded. We have several items that were funded through the Planning Process, there were 34 and then we also had the teaching and learning professional development, proposals that happened the same time. Then we had an evaluation of the year before, what was completed or not completed. So, if anyone wants historical information on what was done it is available publicly.

Dr. Nasser mentioned that he would like to add something to answer/question that Ms. Sosenko asked earlier about the Augmentation for the Financial Aid edition of the BFAB?? The program and Director Cobb is here, and he may be able to share more on that, but it is augmentation of BFAB Program which is student financial aid SF 80%. Mr. Cobb: stated that we are required to match with a 2% of the total allocation. Ms. Sosenko asked what kind of Financial Aid? Mr. Cobb stated that we receive an allocation for food which was almost 300,000, to help pay for salaries and the function of the office from the Chancellor's Office and the District will match 2% of the total allocation.

VI. Adjournment

The meeting was adjourned at 2:54 pm.