



## PLANNING & BUDGET COMMITTEE (PBC) MEETING MINUTES

**Facilitator:** Dr. Abiodun Osanyinpeju

**Recorder:** C. Edwards

**Date of Meeting Recorded:** November 24, 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:**

X Mr. Bernaudo

X Amber Gillis

X Dr. Abiodun Osanyinpeju

X Keith Cobb

X LaVetta Johnson

X Dr. Jose Villalobos

X Stephanie DeWitt

X Janette Morales

   Queen Juarez-Ward

**OTHERS ATTENDING:** JoAnn Higdon and Lauren Sosenko

**Handouts**

- Budget vs Actuals Report Fund 01.0
- Planning and Budget Committee Goals
- Restricted General Fund Cash Flow Analysis
- Unrestricted General Fund Cash Flow Analysis

**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 October 27, 2020 were approved with the following changes: Mr. Bernaudo, Ms. Gillis (moved/seconded). The motion passed unanimously.

- Page 1, Present Box, remove the “Mr.” for Dr. Villalobos name.

III. Annual Plan

Ms. Sosenko provided an in-depth discussion of the Annual Plan. A question and answer session followed. Ms. Sosenko stated that the Annual Plan for the 2021-2022 academic year planning process has been kicked off. She indicated that we always start around this time of year and the program plans

are going to be due December 14<sup>th</sup>. She stated those roll up to unit plans which roll up to area plans which roll up to ultimately the college plan in late spring of next year.

Ms. Sosenko indicated that the instructions are on the Institutional Effectiveness Planning website. So, to get to our website, you go to the about us page, and Institutional Effectiveness is the second to last option. I like to call this my little landing page and there's one icon that moves and that is the planning page and about halfway down this page, we have the Annual Planning Resources for the planning cycle. First are the Annual Plan instructions which is a step by step set of instructions as well as an appendix that has all the plans listed for the college.

Ms. Sosenko mentioned that there are two templates that are going to be used for the planning submission. There is a logic model template and then a recommendations template that is an Excel. This year, because the college is transitioning to the eLumen platform from Nuventive as it did not make sense to have people try to enter information into Nuventive when we are moving away from that platform. So, she asks folks to complete the plan in the logic model, which is a Word document, and then the recommendations template, which is an Excel file.

Ms. Sosenko shared with the group the instructions which talks about how to submit which is by email to her for the 2021-2022-year Annual Plan, it's from July 1, 2021 through June 30, 2022. She stated as a reminder about Tartar Completion by Design. It starts off with step one gathering materials. This is data from last year's plan, their last program review, SLO data, current budget, and any changes in the industry. Then, if the individual wants to do a research request for more data and institutional set goals, the instructions will walk you through mapping out your goals. This is the whole idea behind this logic model exercise. It is sort of a jargon term, but it really is about mapping. Ms. Sosenko stated that most people once they get a hold of this and understand that they are backward mapping to the outcomes you are trying to accomplish. However, we really are trying to get folks to do a couple of things with this logic model. The first is to clearly define the outcomes that folks are trying to achieve--whether that is in your classroom, a student services department, and what outcomes are you trying to accomplish in the year. How is that connected to long-term outcomes, whether those long-term outcomes are defined by the College, or in our institutional set goals?

Ms. Sosenko mentioned that if the goals are defined in your program review, long-term goals are when you do something this year. How is that connecting to your long-term goals? It defines not just your outcomes, but also then links your process to your outcomes. So again, mapping out if I want to accomplish this and what do I have to do to accomplish it? What resources do I need to be able to do the activities that will then results in my outcomes? So, it is clearly articulating out the resource request that is linked to your activities, linked to outcomes, and that is the logic model. The last step in the annual plan is Step three, the Excel template. Ms. Sosenko shared the instructions on how to complete the Excel template.

She stated that if you have done an annual plan in the past, the fields are the same. The Excel template are the same as they were in the Nuventive platform. So, there is nothing new or crazy. We are trying to avoid folks from having to enter items into Nuventive and then immediately take it out again. Ms. Sosenko indicated that the one slight change this year is you; you only need to enter a recommendation into the Excel file if you are requesting new funds. If you have mapped out things that you are going to use existing resources for. For example, say you are looking in your budget and you decide that you are not going to do an activity this year, you can repurpose those funds. Ms. Sosenko mentioned that this is a new idea. She indicated that you only fill out the Excel file if it is new funds over and above your existing budget.

Ms. Sosenko mentioned that the instructions go on after all those elements to the appendix which lists out the very specific plans. So again, these are the program plans that are due in December. Then there are those that roll up and we will go through the voting process like we did last year, to help inform the Deans decisions on what to prioritize in their Unit Plans. Ms. Sosenko mentioned that there is also a list of the unit plans and assigned responsible parties that are due January 31, 2021. We will do the voting rollout process and then the area plans that are due March 15, 2021, and those will be culminated into the college plan.

#### IV. Planning Calendar

Ms. Sosenko provided an overview of the Planning Calendar. She indicated that she wanted to draw attention to the Planning and Budget Calendar which is in the district policies and procedures AR 6200. We have done the November activities, and this is where we are at right now, to review and revise planning priorities and the departments should meet at least once to develop, revise, and finalized plans for the next academic year. Ms. Sosenko stated that Departments are also encouraged to work with IT staff to finalize measurable goals. Those are the outcomes that we were just talking about.

Ms. Sosenko stated that if anyone is struggling with the annual plan and would like more training, please have them reach out to her or an Institutional Effectiveness Research Analyst. We are happy to provide more help if folks need it. We are on schedule and we are moving forward. So, I just want to draw your attention to the existing calendar that is in AR 6200.

#### V. eLumen Transition

Ms. Sosenko spoke about the transitioning to eLumen. A question and answer session followed.

She mentioned that this was a faculty request that came forward to make our Student Learning Outcomes (SLOs) and Planning Learning Outcomes (PLOs) data collection, a little bit more user friendly for faculty. There are several accreditation items which are not requirements, but are like recommendations, which were in our self-study. I believe, Amber, can correct me if I'm misquoting that we should be collecting SLO and PLO data at the student level. The reason why that is so important is because if we have SLO and PLO data at the student level, we can then look at the data in different ways. We can sort of disaggregate it in different ways that is not possible if you just collect it at the aggregate level. For example, we look at how many students met by ethnicity and so that you can see if there are any gaps by ethnicity within your classroom across a course, a group of courses, or across the program.

We can also aggregate for when we are back into normal circumstances which follows in Student Learning Outcomes (SLO's) if we have Distance Education Students who are taking the courses by distance education versus in person to see if there are any gaps between how students are receiving the class. Inform our continuous improvement, evolution and development to try and best serve students across the campus. We have known for a long time that this is a goal. We want to be able to collect the data in this way, but Nuventive was not getting it done. First, the platform was difficult to maneuver. There are several faculty facilitators and a faculty coordinator who have been working on SLO's and they're great at this. It is hard, especially for part time faculty who may not be totally engaged. It has been a challenge for us to collect data systematically across our campus. This whole idea of, okay we have to do it systematically, but we also want to do it at the student level. It just was not working with Nuventive.

Ms. Sosenko mentioned that eLumen will integrate into our canvas system where a faculty member who is going use the gradebook and Canvas can do the SLO assessment right then and there at the same time as the faculty are doing their grading; and we believe that in the end it is literally checking yes/no boxes. The student roster will already be there. It is going to be a lot more seamless for faculty to do this data collection. The bottom line is we want to be able to collect this data because it can be much more powerful for us to be able to say how we can improve and it was not feasible to do it with the current system, so we are transitioning to eLumen.

Ms. Sosenko indicated that her team has been working with the eLumen team to lay the groundwork. She mentioned that her team are creating files that are getting uploaded into the eLumen platform that will be the structure. Then we will be working with eLumen staff to provide professional development across our campus in spring 2021, so faculty will be required to complete their data collection for fall 2020 a little early this year. I believe it is December 21<sup>st</sup>.

Dr. Osanyinpeju inquired about the Fall. Ms. Sosenko stated that the fall 2020 SLO and PLO data collection needs to be in Nuventive by December 21<sup>st</sup>. Dr. Osanyinpeju indicated that December 21<sup>st</sup> is a week after the end of school. Ms. Sosenko stated that the reason why we are needing faculty to do that is because as of January 2021, we will not have the Nuventive platform anymore. She mentioned that her team is going to go in and run some reports that will pull as much data out of Nuventive as we possibly can to make sure that we are archiving it and then if anybody needs it, we can pull it up and make it accessible. Ms. Sosenko stated that as of spring 2021, we will transition to the eLumen System. She mentioned that there will be faculty training in spring and we're focusing on the SLO/PLO assessment module.

Ms. Sosenko indicated that once we have that squared away, then we will move on to the planning module, but we are not going to be focusing on the planning right away. We are doing this bridge into Word, Excel, right now, but by next year for the planning cycle, we will be up and running with eLumen. The other thing is that we will be working with the Institutional Effectiveness Committee to make sure that program is now entered into eLumen. Also, to ensure that they're not done as a separate process outside that and will all be captured.

## VI. 2020-2021 Budget to Actuals

Mr. Leung provided an overview of the 2020-2021 Budget to Actuals. He mentioned that accountants are the keepers of history and information gets outdated very quickly. Obviously, this is a report that was shared with the board at the last meeting. So, as stated in November, we understand that salaries are mostly paid out on the 10<sup>th</sup>. For example, so obviously we did not capture all the expenses that we have incurred in the month of October. It does, however, convey a relatively healthy financial picture. So, here is the \$16.9 million of unrestricted revenues that we have received primarily coming from the State. So, it seems like the State is on schedule in terms of injecting funds into the school systems. This is a primary indicator of the fact that the State is continuing to fund the community colleges on schedule.

The second is that we are relatively conservative in terms of consuming our resources because of our fear of cash shortfall. For example, let me point to line 7000. For example, this is \$1.7 million, most of which is a repayment associated with a loan that we previously received. Mr. Leung stated that as you can see the account lines are zero. This means that we owe the state, but we have not paid out and speaks to the fact that we are trying to conserve our cash. This, by the way is connected to the discussion on the unrestricted cash fund.

## VII. Unrestricted and Restricted Funds Cashflow as of November 2, 2020

Mr. Leung provided an overview of the Unrestricted and Restricted Funds Cashflow as of November 2, 2020. Once again, we look at our cash balance for our unrestricted fund at the beginning of our academic year. We started out with \$14.8 million, we have receipts, including the state funding the 13 points, while several lines are related to state funding and basically, we have a total of \$31.7 million and we have spent \$9.6 million which was reflected in the previous table. So, what it means is as of November 2<sup>nd</sup>, we had a cash balance of \$22 million. Mr. Leung stated that we are concerned about two things: One is to make sure that we can pay our bills and the second is that we want to make sure that the State will continue to fund us as it has committed initially.

Mr. Leung indicated that the state can issue an IOU, and this is certainly not the case now. This conveys a relatively healthy picture, despite the recessionary situation that we are dealing with the restricted funds. We begin with \$5.2 million in our bank account. He mentioned that we have state funding for the various programs at the end of October, or the beginning of November. We had a cash pool of \$6.2 million. So, once again it conveys a relatively healthy cash flow situation, but it also speaks to the fact that our program managers should be looking at their programs, their budgets, and ensuring that they have plans for the execution on how to spend their monies over time for items that are needed.

Mr. Bernaudo asked what is going on with the million dollars gift that is to be used as a book grants for our students? I think you guys recall, a couple of years or two ago, a very generous donor left us several millions of dollars. Ms. Sosenko mentioned it was the Oliver W Connor. Mr. Bernaudo indicated that was correct and wanted to know the status. He would like to know if there is a balance, how much we have used, and how is that being distributed or disbursed at all anywhere?

Mr. Leung ask if he could get the name of the grant, so he can confirm the numbers. Mr. Bernaudo stated that it was a gift that the college received from a very generous donor and Dr. Curry decided he would use it to give grants right to the students. Ms. Sosenko stated that she believes Mr. Bernardo is talking about the Oliver W. Connor gift that was basically funded for the College Promise Program. Originally, they had said it was going to cover books and she did not know the status.

Mr. Leung stated that he wanted to make sure that he got the facts and ask Mr. Bernaudo if he was referring to someone's estate? Mr. Bernaudo replied yes. Mr. Leung indicated that there is a couple of million dollars being valued and that the monies are supposed to come in to us over time, as these values are currently contained in real estate. Mr. Leung ask if that is the one that he was referring to? Mr. Bernaudo clarified that we did not receive the cash. Mr. Leung responded no and mentioned that it was his understanding that the money's in real estate until it can be disposed at the appropriate time. Ms. Sosenko mentioned that if you go to BoardDocs from our last board agenda and the November 17<sup>th</sup> agenda, she believes there is a standing item. It is under the information section, item 18.07, and the Oliver W Connor estate update can be located under item 18.07.

## VIII. Planning and Budget Committee Annual Goals

### 1. Planning and Budget

***Purpose:*** The Planning and Budget Committee (PBC) serves as the steering committee for campus-wide planning and budgeting. The PBC assures *the integration of* ~~that the~~ planning and budgeting ~~are interlinked~~ and that ~~the~~ *this* process is driven by the institutional priorities outlined in the *Compton 2024 Comprehensive Educational Master Plan* and other plans adopted by the District. *Per the Collaborative Governance process at the College,* ~~t~~*The PBC receives and*

reviews all planning and budget requests to ensure that all plans are developed using data from academic and administrative program review and that these plans are linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President/CEO concerning all global College and District planning and budgeting issues. The PBC regularly reports all PBC committee activities to the campus community.

References: ACCJC Standard 1.A.3, 1.B.9, 3.D.2-3, 4.A  
 Collaborative Governance at Compton College  
 BP3250 – Integrated Planning  
 AR3250 – Integrated Planning  
 BP6200 – Budget Preparation  
 AR6200 – Budget Calendar

**Membership: 9**

Cobb, Keith; **Osanyinpeju, Abiodun** (Management Representatives)  
 Bernaudo, Jose; Gillis, Amber; Morales, Janette; **Villalobos, Jose**; (Faculty Representatives)  
 Johnson, LaVetta; DeWitt, Stephanie (CCCFE - Classified Representatives)  
 Juarez-Ward, Queen (Associated Student Body Representative)  
 Edwards, Colleen (Staff assistance)

**Meetings: Every 4<sup>th</sup> Tuesday of every month at 21:00 p.m.**

The ~~Strategic Planning Committee~~ Core Planning Team will be a workgroup reporting to the Planning and Budget Committee.

**2. Planning and Budget Committee 2020-2021 Goals**

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

1. Function as a steering committee in a collaborative process to support the Business office in ~~achieving~~ maintaining the fiscal solvency of Compton College.
2. ~~Develop an annual planning & budgeting calendar for publication.~~ - COMPLETED
3. ~~The Planning and Budget Committee members will strive to~~ Determine strategies for the implementation of recommendations from the College's Annual Planning Summit.
4. ~~Participate in, review and discuss results from the evaluation of the campus governance structure and the Institutional Standing Committees.~~ Develop action plans that address any areas of improvement related to campus concerns that arise from yearly governance evaluations.
5. Improve communication of PBC related decisions and recommendations to all constituent groups.
6. Improve the communication around the importance linkage between planning and budgeting and how allocations are informed by College planning processes.
7. Support the work of the Strategic Planning Committee/Core Planning Team.
8. Support faculty and staff in the completion of their annual plans into Nuventive/eLumen.
9. Support the Office of Institutional Effectiveness (OIE) with the transition from Nuventive to eLumen

Compton College Planning and Budget Committee Goals 2020-2021				
Goal	Alignment to Strategic Initiative	Timeline/Completion Date	Specific Tasks	Progress/Status

	and ACCJC Standard			
Function as a steering committee in a collaborative process to support the Business office in <del>achieving</del> maintaining the fiscal solvency of Compton College.				
<i>Determine strategies for the implementation of recommendations from the College's annual planning summit.</i>				
Participate in review and discuss results from the evaluation of the campus governance structure and the Institutional Standing Committees.			<ol style="list-style-type: none"> <li>1. Review data/results of the evaluations with the Office of Institutional Effectiveness</li> <li>2. Brainstorm action plans and review with constituent groups.</li> <li>3. Develop action plans into recommendations to submit to the President/CEO</li> </ol>	
Improve communication of <i>PBC-related decisions and recommendations</i> to all constituent groups.			<ol style="list-style-type: none"> <li>1. All committee members report back to their constituencies at least twice a semester on recommendations moved forward by PBC.</li> <li>2. Request a standing report slot at Academic Senate for reporting actions taken by PBC.</li> <li>3. Publish a newsletter (one</li> </ol>	

			page or so) each semester on the PBC website that summarizes actions taken during	
Improve the linkage between planning and budgeting.				
Support the work of the Strategic Planning Committee.				
Support faculty and staff in the completion of their annual plans into Nuventive/eLumen.				
Support OIE with the transition from Nuventive to eLumen.				

IX. Adjournment

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