



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

Facilitator: Dr. Abiodun Osanyinpeju

Recorder: C. Edwards

Date of Meeting Recorded: January 25, 2022, 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> </u> Jose Bernaudo	<u> X</u> Amber Gillis	<u> X</u> Dr. Abiodun Osanyinpeju
<u> X</u> Keith Cobb	<u> </u> LaVetta Johnson	<u> </u> Eboni Trapp
<u> X</u> Lorena Fonseca	<u> </u> Janette Morales	<u> X</u> Dr. Jose Villalobos

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

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 1:08 pm by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of October 26, 2021 were approved Ms. Gillis, Dr. Jose Villalobos (moved/seconded). The vote was 5 in favor, 0 opposed, and 0 abstentions. The motion passed.
- The minutes of November 25, 2021 were approved Ms. Gillis, Dr. Osanyinpeju (moved/seconded). The vote was 4 in favor, 0 opposed, and 1 abstentions. The motion passed.

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

Dr. Nasser shared the 2021-2022 Budget to Actuals, as of October 31, 2021. He indicated that revenues are \$28 million compared to \$47 in the budget so we are doing more than 50%, which is

good and then the expenditures budget is \$15 million, and we spent \$18 million so far. We have a balance of \$31 million, so we are within the budget at this point. The way it is going, we should be good and be within the budget.

Dr. Villalobos mentioned that we have \$28 million and wanted to know how much was paid. Dr. Nasser indicated that we already earned \$28 million and we budgeted \$50 million, and we spent \$18 million, so we are on point unless something happens. We are not predicting, and we should be good for the end of the fiscal year.

IV. FCMAT Report

Dr. Nasser stated that the FCMAT team came in and performed what is called a Fiscal Health Risk Analysis. He mentioned that this was presented to the Board of Trustees. He stated that FCMAT have this questionnaire. The first question is “has the independent audit report been completed on time?” As a result of a lot of turnover we completed our audit report in April. It was supposed to be completed in February. FCMAT looks at all the responses that we give them if it does not work to our benefit. The yeses all worked for our benefit and so you are welcome to read, each one of the questions and you can see the topics.

Dr. Nasser indicated that FCMAT looked at budget and cash management. The different aspects of the collective bargaining agreements were different aspects that have financial impact. He scrolled to the bottom line, which was good news. So, after accumulating all of that, FCMAT does scoring for us and the score is 10.7%. What they basically saying is we fall in this low risk category. There are schools that are 40% or higher which means at high risk. Moderate risk is lower, so we are way below the scale, which is good news. FCMAT will then provide you the summary and they spoke quite a bit about enrollment being an issue. The faculty and enrollment number trends, this is a major topic that give us statistics on and then the 50% law and retirement contributions.

This is important for us, because when it comes to the recommendations, the first one is to have a Board of Trustees with full oversight of the District. This is super good news because we have a Special Trustee assigned to us and basically, they are saying we believe that the way you are operating is solid enough that we can take oversight of the District. Another important item is we want you to do a five-year fiscal analysis is a Fiscal Plan. The Fiscal Plan will be the revenues that do not include the hold harmless provision. Take a look at the expenses, because FCMAT wants to know what our bottom line looks like if we had fiscal cuts.

The Governor's budget proposal in January, talks about 2024-2025 becoming the bottom base year, which means that the hold harmless issue will go away. The legislature and that is who we are going to be fighting and we will see how that goes, and FCMAT still wants us to produce five-year budget. It also talked about a plan about freezing all hiring. Dr. Nasser scrolled down in the report where the five-year plan talked about us and the hold harmless funds for one-time needs. Basically, this is their report. The other big item is to continue to suspend the Personnel Commission until 2030.

V. Planning and Budget Calendar

Ms. Sosenko stated that the Planning and Budget Calendar can be located at https://www.compton.edu/district/board_of_trustees/policies_and_procedures.aspx, under AR-6200. We have been following the planning process, and now we are in January. She indicated that Dr. Nasser already talked about our assessment of where we are in our budget and we are starting to think about what next year may look like.

VI. Annual Plans

Ms. Sosenko commented that we are in the process of collecting Unit and Annual Plans. The annual Plans roll up across the campus into Unit Plans which are due at the end of this month. We are going to probably have a little extension because we are still working on some of the rolling up of the Program Plans. The rest of the Unit Plans across the campus are due at the end of the month, then after that we will roll everything up into Area Plans in March, and then we will work through the College Plan. So, rolling all the Area Plans up in April/May helps to have a College Plan ready in time for the next fiscal calendar year.

Ms. Sosenko mentioned that we touched on this in the previous meeting. However, it is important to know that the planning process is in place and we are moving through it. She stated that she heard some feedback this fall that some people were a little frustrated, I guess, with the content. We asked folks to complete two different forms, one is to identify their recommendations, these are often times simply just the request, this is what I want to pay for, and I want money for that. But in addition to that we asked people to complete a logic model and the purpose of the logic model is not just to create more work, I promise but to connect those requests to the resources that you are requesting for student outcomes. Connection to how people think through like what am I trying to do with this. Why is this such a critical resource, as we roll up all these recommendations across our campus. We have to prioritize right, we cannot pay for everything, and having that link to student outcomes is fundamentally important. That is why we are looking through all the program plans. She mentioned that we probably have approximately 85%-90% complete with submission and Program Plans, helping folks get through the Unit Plan, and then moving forward to the Area and College Plan. Ms. Gillis thanked Ms. Sosenko for this information and agreed with the alignment.

Dr. Osanyinpeju inquired about eLumen. Ms. Sosenko mentioned that we have eLumen as our assessment and planning platform. We have implemented the assessment platform for two semesters, spring 2021 and fall 2021 so we are headed into our third term of data collection. We are going to be able to present data desegregated, that is outcome data and hope that it will make it more meaningful for our faculty. The other side of the eLumen implementation is the planning side we had originally intended to put the Annual Plan on that platform, but then decided not to because of limitations, with the platform itself. We have collected a significant amount of information as we are planning the logic models. A perfect example is this idea of connecting our requests to outcomes. However, the platform cannot support that part, so we are going to continue with the process that we have in place. It is an excel file, in a word document, it works, people are doing it. It seems to fit our needs, so we are going to continue to do that offline. However, we are building the infrastructure on eLumen to integrate our program reviews so that is the process. Our staff and faculty are required to do it every two to four years. We are building that into eLumen and hope to launch that in spring. Ms. Sosenko mentioned that she is working with Dr Jesse mills to integrate the information or that structure and hopefully that will be ready to go in the spring.

Dr. Osanyinpeju inquired that Dr. Nasser mentioned that we are transitioning away from PeopleSoft and asked what we are looking into regarding planning. Dr. Nasser indicated that we are moving away from PeopleSoft to another software called Best Advantage.

The Los Angeles County Office of Education (LACOE) started implementing this approximately three years ago. So, LACOE has what is called the wave one-week, two-week, and three-week wave. One group of entities, and I say entities, I mean both K through 12 and Community College. For example, service is already on this new software. Dr. Nasser commented that there are three ways that people have been using the software for three years. Maybe that is good news and so they have cleaned up and cleared up all the bugs. He indicated that in terms of timeline, we are going to start working on

the budgets and the budget module goes live January 31st for us to do the workings of the budget. The actual financial system goes live July 1st. The next fiscal year will be on the new system, and as I mentioned yesterday and will keep hearing from me, that is folks take a look at your budgets. Make sure the budgets are clean as much as possible, because usually during transition there are bumps in the road that is expected and we want to minimize those as much as possible. I do not know how the transition is going to happen. Dr. Nasser stated that LACOE is going to keep PeopleSoft open while they work in the new system for us to close the current fiscal year. How they're going to do it is still to be decided.

Dr. Osanyinpeju inquired if the new system is going to be better than what we currently have, and do we still have to stop our spending at the end of March because that is a big issue that deprives us of managing our budget. Dr. Nasser stated that the ordering through March will not change, but when you talk about software, usually, when the software comes online folks go why in the world, did we go through this software, this is a headache. He mentioned that changes are hard, and people do not like it.

VII. Planning and Budget Committee Annual Goals

Dr. Osanyinpeju stated that Professor Gillis, give us a template and we did some homework on it. We were lucky enough to bring down the nine numbers to five that he feels is manageable for the committee. He indicated that at the last meeting the group went through the list and streamlined it and he thinks it is much better. Dr. Osanyinpeju commented that the next step is to confirm that we are adopting these goals and then we can move forward.

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.

There was a motion to adopt the Planning and Budget Committee Goals by Mr. Cobb/Dr. Villalobos (moved/seconded). The vote was 5 in favor, 0 opposed, and 0 abstentions. The motion passed.

VIII. Adjournment

The meeting was adjourned at 1:46 pm. There was a motion to adjourn the meeting by Ms. Gillis/Dr. Villalobos (moved/seconded). The vote was 5 in favor, 0 opposed, and 0 abstentions. The motion passed.