



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

Facilitator: Holly Schumacher

Recorder: C. Edwards

Date of Meeting Recorded: February 25, 2020, 2:00 pm – 3:00 pm

Location: Board Room

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:

<input type="checkbox"/> Jose Bernaudo	<input checked="" type="checkbox"/> LaVetta Johnson	<input checked="" type="checkbox"/> Holly Schumacher
<input checked="" type="checkbox"/> Keith Cobb	<input checked="" type="checkbox"/> Dr. Abiodun Osanyinpeju	<input checked="" type="checkbox"/> Dr. Jose Villalobos
<input type="checkbox"/> Stephanie DeWitt	<input type="checkbox"/> Wendy Rodriguez	

OTHERS ATTENDING: James Grivich and Lauren Sosenko

Handouts - None

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:07 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of January 28, 2020 were approved with the following changes: Ms. Schumacher, Dr. Villalobos (moved/seconded). The motion passed unanimously.

- Page 1, item 3, second paragraph, fifth line down, change “Quadrics Ranking System” to “Qualtrics Survey”.

III. Prioritized Unit Annual Plans

Ms. Sosenko provided an overview of the Prioritized Unit Annual Plans. A question and answer session followed.

Dr. Osanyinpeju stated that Ms. Lauren Sosenko was unable to attend today’s meeting for personal reasons. He indicated that in November the different areas, departments, and programs were requested to put in their request along with the materials and resources for the coming year for 2020-2021. He mentioned that one new thing that the Institutional Effectiveness Committee did was send out Qualtrics Survey. This will allow everyone in the program to have an opportunity to rank the requests/ recommendations that have been placed into the system. Dr. Osanyinpeju stated that the ranking for the Program Reviews ended on January 27, 2020. He indicated that the other requests are currently being reviewed by the Department Chairs, Department Deans, and Program Deans.

The Deans and Department Chairs are expected to complete their own ranking using the results from members of their program. This should be completed by March 7, 2020. We want to ensure that everyone is participating in budgeting.

- Dr. Osanyinpeju indicated that it is important to link each of your recommendation to the program review.
- By clicking on the plus sign, you are able to select which components of the program review is connected to that recommendation.
- Then you enter the specific recommendation that is in your program review.
- Then provide a justification for why you are submitting this recommendation, then reference the year of the program review.
- Dr. Osanyinpeju stated that the Program Review is submitted every four years. He indicated that for this year training, management is asking whoever enters the recommendations to provide the linkage between the recommendation and Program Review components. Once the recommendations are submitted, the individual is asked to generate a report for the Vice Presidents, Deans, and Directors.
- Dr. Osanyinpeju stated that once the Program submits its recommendation, the program provides its own ranking for each recommendation and each expense category will get passed on to the Deans who will provide their own ranking once it goes to the unit level.
- Dr. Osanyinpeju stated that we want to be able to connect what we see here with funding - for each of the departments and that it is in their program plan – this is how we know what is or is not funded.
- Then it goes to the next level and the next level until it gets to the division, Deans, Vice President's Office, and the CEO.
- Mr. Grivich requested a copy of the Planning and Budget Calendar. Ms. Johnson will provide Mr. Grivich with a copy of the calendar.

IV. Budget Assumptions

Mr. Grivich stated that he had just learned that he was responsible for providing the Budget Assumption and was not prepared to provide any information. He indicated that one of the items in the Budget Assumptions are basic bench mark numbers that shape the budget. This includes balances, how much is expected to be spent, new expenditures, cost of retirement which will increase by a certain percentage, and utilities costs. All of this is going into the budget prior to providing the departments with their respective budgets. This item will be provided at the next meeting.

V. Other Business

- Ms. Johnson asked what happened to the Self-Evaluation for the PBC and the 2019-2020 Goals that were tabled at the October 22, 2019 meeting? Dr. Osanyinpeju inquired if she was referring to the evaluation results and Ms. Johnson responded yes. She indicated that the Planning and Budget Committee used to evaluate itself on how the committee members thought the committee was doing. Dr. Osanyinpeju stated that the evaluation was for the entire campus in terms of Collaborative Governance and was not specifically for the PBC. Ms. Johnson indicated that the PBC has done its own evaluation designed for PBC and wanted the clarify which evaluation was it supposed to be.
- Dr. Villalobos asked what is the exact amount that is in the reserves? Mr. Grivich indicated that there was a budget reserve and wanted to know what reserve he was inquiring about. Dr. Villalobos stated that he wanted to know the current actual dollars amount in our reserves. He mentioned that last time it was at 30 percent. Mr. Grivich stated that at the end of August 2019, the reserve was approximately \$12 million dollars. However, Mr. Grivich indicated that he did not know the exact percentage and could be found in the budget book. The reserve is something that is not allocated to be spent. The reserve is there for emergencies.

VI. Adjournment

The meeting was adjourned at 2:55 pm. Dr. Villalobos moved the motion for adjournment.