



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

**Facilitator:** Dr. Abiodun Osanyinpeju

**Recorder:** C. Edwards

**Date of Meeting Recorded:** August 23, 2022, 1:00 pm – 2:00 pm

**Location:** Zoom

<p><b>Vision</b> Compton College will be the leading institution of student learning and success in higher education.</p>
<p><b>Mission Statement</b> 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>

<b><u>PRESENT</u></b>		
<u>X</u> Jose Bernaudo	<u>X</u> Amber Gillis	<u>X</u> Dr. Abiodun Osanyinpeju
<u>X</u> Keith Cobb	<u>X</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, Dr. Lauren Sosenko, Dorrett Lambey, and Owen Yu

**Shared Documents**

- AR 6200 Budget Calendar
- 2022-2023 Compton District Final Budget Assumptions
- 2022-2023 Enacted Budget Joint Analysis

**Meeting Minutes**

I. Call to Order

The meeting was called to order at 1:05 pm by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of July 21, 2022, was approved by Ms. Johnson, Ms. Gillis, (moved/seconded). The vote was 6 in favor, 0 opposed, and 1 abstention. The motion passed.

III. Next Schedule Meeting

Dr. Nasser mentioned that the next PBC meeting is scheduled for September 27, 2022. However, the final budget will be ready for public viewing on August 29, 2022. The Board will act on September 12, 2022. Dr. Nasser requested another committee meeting prior to September 12<sup>th</sup>. The committee members agreed on September 6, 2022, at 1:00 p.m.

#### IV. Review the Report on the 2022-2023 Annual Planning Cycle

Dr. Sosenko provided an overview of the 2022-2023 Review the Report on the 2022-2023 Annual Planning Cycle. If you go to the about us, page and you select Institutional Effectiveness, then you select the Planning icon, about halfway down the page, 2022-2023 Annual Planning Cycle, and the first bullet is the planning report or click on the following link:

[https://www.compton.edu/adminandoperations/institutional-effectiveness/2022-2023\\_Annual\\_Plan\\_FINAL\\_081122.pdf](https://www.compton.edu/adminandoperations/institutional-effectiveness/2022-2023_Annual_Plan_FINAL_081122.pdf). A question-and-answer session followed.

Dr. Sosenko mentioned that later this week she is going to be posting the feedback report. This is the excel file which has all the recommendations for last year, and it has the notes on why something was prioritized, or why it was not prioritized and there is a lot of the detail. When you click on the report, the first bullet going to bring up the outlines for the planning cycle. It describes first lessons learned from last year that we tried to address this time, including major grants. Now, looking at our planning process related to our eLumen platform that we are going to continue to use logic models. It includes a description of what happened, the implementation of the 2022-2023 Planning Cycle, including all of the Program Plans and a status of whether those Program Plans were completed or not, and all of the plans that roll up into Area Plans. Finally, the College Plan. It includes a description of the roll up process. So, for all the plans that did roll up to a higher-level, we integrated a voting process. To have more voices represented in the recommendations that were moved forward, that process is described. Finally, it lists out the results of the plan. So, in 2022-2023 Planning Cycle we had 340 recommendations across the campus, including there were 238 recommendations that are identified for funding.

The recommendations may need additional information about them that were not identified for funding. These recommendations may require additional information, or they are using existing resources, so they may be approved, but they were used for using existing resources. Those are not getting any new money, or they may be prioritized, or not be prioritized at this time. So, that is where that feedback report comes into play. If you are an author of one of those reports, and you want to figure out what happened, how your team or your Vice President was looking at that and prioritizing it. You can look at that feedback report. We were able to fund an enormous number of requests, so, that was very exciting. There is going to be a lot of resources available across the campus.

Dr. Nasser mentioned that we funded 70 recommendations totaling \$1.2 million dollars from different grants or different funding sources, and then we funded \$338,000 worth of recommendations through the general fund.

Dr. Sosenko commented that when they identified 5 recommendations for State for Outreach and Retention dollars. So, as you can see, web designer work, wi-fi hotspots for educational partnerships, or survey out of my office, which is a students' survey. Then providing, additional monies to our Tartar success teams as a uniform student tracking system for the Student Success Center. This will help us gain apportionment for positive attendance.

We have identified 5 recommendations for the American Rescue Fund. So, we have new software for canvas. We have printing for the student success center, software for search of key phrases, content in software that will assist with the development management of accessible documents for students and hiring a full-time Student Services Adviser for the transfer center on a provisional basis were identified from Capital Outlay. So, webcams for desktop computers, fixing the book drop at the library and wi-fi and Ethernet upgrades. Items were identified for Scheduled Maintenance, soundproofing study rooms, removing and replacing the carpet in the Student Success Center as well as the Child Development Center and continuing to build the campus camera system for the police, a grant writing support for my

office, the Stem Center funding to incentivize student participation in tutoring and workshops through the Student Equity and Achievement (SEA) dollars.

One item was recommended for the Statewide Associative Community Colleges Fund. That was the police increasing the number of shuttles in operation. One item was funded for Perkins to build student lockers and there was one item for funding, and that was part of the police's installation and fully implement the Police Department Communications equipment. There were a number of items, but she is not going to go through all of them: Business, Industrial Studies, and equipment for classrooms. There are a number of items for lottery across our academic programs. These are items are used in the classroom with students. Dr. Nasser indicated that we have Strong Workforce funding for 2020-2021 and 2021-2022, mainly across our Business and Industrial Studies, Health and Public Services, and a couple for Education and Childhood Education.

Dr. Sosenko commented that there were three items that were referenced for funding through our Enrollment Management Committee. So, we had student ambassadors funding for A-Frame signs to display around campus to create a presence for the ESL department and implementing a campaign of emails, ads, and texts for ESL students. Then, we get to the eighteen recommendations approved through general fund that were over \$330,000. We have approval for part-time provisional Evaluator in Admissions and Records funding. For our eLumen platform complete installation and fully implement the Police Department communication systems. This was split from Fund 19, this is second part of what's going to come out of general fund additional funding to assist with the database management across the campus. The Acquire EZ Proxy via OCLC for the library, bike patrol equipment, uniforms, and training for the police station.

Dr. Sosenko indicated that our Argos's professional development for Institutional Effectiveness (IE) staff, installing a Ring Security System for the Child Development Center, purchasing first aid kits in case of an emergency for chemistry, Tableau upgrades for IE, new spill cats place retrofitting. They are bringing in a local artist to paint a mural on campus from our Arts Department, Chemistry purchase new spill Home Lab Kits, Childhood Education establish a stipend for the CDTC Administrator to fulfill all the requirements of the Instructional Contract, add one new police vehicle, and then for Facilities and Maintenance purchase new mowers and a scissors lift.

Dr. Sosenko said the report also provides an evaluation of last Year's Planning Process. So, you'll see all of items that were funded last year, and an update on where they are, whether they were implemented, and whether there is any other feedback, items that need to move, roll over, et cetera. Dr. Nasser mentioned that the teaching and learning Professional Development proposals are presented here with the Cabinet recommendation.

Dr. Sosenko said we have the Teaching and Learning proposals from last year and a status update. Many of them were not implemented, and whether they were implemented or not. Comments on what we have learned over the process, and satisfaction. Findings from our teaching and learning of these projects were intended to look at process, satisfaction, and outcomes of the impact. Not many of the cited were able to evaluate yet. So, it's a recommendation to continue that evaluation, work and future funding should be dependent upon demonstrating outcomes. Again, lessons learned from this planning process that we hope to integrate the next year, which will start in October. There is an appendix of our Goals, and then the Teaching and Learning Evaluation Plan and Report template that the campus was using.

Dr. Sosenko stated that this is a huge report and has a ton of information in it. She wanted to make sure that we were all aware of what has been funded. Dr. Nasser indicated that it is going to be a lot of work for Deans and for department managers to make sure that all of those funds are expended. We will be

doing an evaluation again in early December timeframe, and then a follow up in June, on what was actually implemented and spent out.

Dr. Sosenko stated that the ones that were not funded for any particular reason did not have enough money. It wasn't enough information provided for what they wanted was the reason for at the end of the report, and some of those that were not? Dr. Nasser mentioned that there were various reasons why the faculty leaders on those projects decided not to do the projects. For example, from 2021-2022 the Student Success Center continued tutoring online, tutoring services, and it was allocated \$1,800 dollars. What we found was actually the State sponsored it. The State paid for it in this academic year, but they are not going to pay for it moving forward. We have a credit from the company for this year, but we will need funding for the future. So, the Student Success Center is going to have to put that back in their plan and explain. They know that it is needed moving forward and some of these things happened. Some departments had a hard time accessing much needed items because of supply chain delays, delays getting equipment, or even being able to locate equipment. So, some of those things happened as well.

Dr. Sosenko commented that just to sort of try and connect the dots and integrated planning was an IEPI project for the campus. Ms. Gillis was a part of the quality, focus, essay, and accreditation last time. So, this this type of reporting, and connecting all of this work to our budgeting process, is a product of that intentional work. So, I hope that it is helpful, transparent, and we are now getting out to a lot of the different departments on campus, and that is really rewarding.

Dr. Osanyinpeju mentioned that it is part of our responsibility to go back to our constituency groups to share this information with our colleagues, so, that they know what we are doing with the money. Pay attention to those items that have been approved, and those ones that were not, and that we all know why they were not approved. So, we can plan better for the next year, since we are going to start very soon.

## V. 2022-2023 Final Budget Assumptions

Dr. Nasser provided an overview of the 2022-2023 Final Budget Assumptions recommended by the President/Chief Executive Officer. A question-and-answer session followed.

I. The 2022-2023 Compton Community College District Final Budget Assumptions reflect information available at this time from the California Community Colleges Chancellor's Office, Governor's Proposed Budget, and District Management.

### II. Unrestricted General Fund Budget Guidelines

- A. Estimated beginning balance: \$25,809,893 (2022 Estimated Ending Balance)
- B. Estimated revenue including state and local sources: \$48,393,750
- C. Budget the General State Apportionment based on generation of 5,980 FTES (Hold Harmless)
- D. Offering 1,431 sections for the 2022-2023 year.
- E. Cost of Living Adjustment (COLA) increase: 6.56% (Governors Budget Proposal)
- F. Budget for the GASB "pay as you go" costs for Retiree Benefits: \$600,000 (Estimate based on annualized 2022 actual costs)
- G. Pension contributions: Public Employee Retirement System (PERS) employer contributions at 25.37% and State Teachers Employee Retirement System (STRS) at 19.10% (Chancellor's Office Analysis of January).
- H. Unemployment Insurance at 0.5% (LACOE Estimate)

- I. Budget for projected utility increases of 18%.
- J. Budget to fill the following full-time faculty positions:
  - 1. American Sign Language
  - 2. Anatomy/Biology
  - 3. Art
  - 4. History/Ethnic Studies
  - 5. Sociology
  - 6. Spanish
  - 7. Theater Arts
- K. Budget to fill the following vacant full-time faculty positions:
  - 1. Guided Pathways Counselor
  - 2. Guided Pathways Counselor - CalWorks (Restricted Fund)
  - 3. Heating Ventilation, and Air Conditioning (HVAC) and Refrigeration
  - 4. History/Ethnic Studies
  - 5. Nursing
- L. Budget to transfer the following full-time staff positions in Information Technology Department from the Compton Recovery Fund to the Unrestricted Fund (\$185,000).
  - 1. Business Analyst
  - 2. Helpdesk Supervisor
- M. Budget for the following one-time Augmentations/Enhancements (\$905,000):
  - 1. Enrollment Management Plan (\$600,000)
  - 2. Budget Augmentations and Enhancements (\$350,000)
  - 3. Summer Enrichment Activities (\$55,000)
- N. Budget for Line of Credit debt expense of \$1,681,841, which includes a one-time augmentation of \$500,000.
- O. Budget for Other Postemployment Benefit (OPEB) contribution of \$850,000, which includes one-time augmentation of \$600,000.
- P. Budget for the California Public Entity Pension Stabilization Fund (PERS/STRS) contribution of \$200,000.
- Q. Reserve the following expenditures from the ending balance (\$4,450,000):
  - 1. Compton College Enterprise Resource Planning System (\$3,700,000)
  - 2. Compton Community College District Personnel Commission (\$400,000)
  - 3. One-time augmentations for future Compton College Fire Academy equipment (\$350,000).
- R. Budget for an inter-fund transfer out:
  - 1. Transfer \$400,000 to the Property & Liability Fund to pay cost of property and liability insurance.
  - 2. Transfer \$150,000 to the Child Development Fund to support the operational costs for the Child Development Center.
  - 3. Transfer \$1,300,000 to the Capital Outlay Fund to pay for Computer Equipment Replacement.
  - 4. Transfer \$300,000 to the Capital Outlay Fund to pay anticipated additional cost for the Visual & Performing Arts Replacement Project.
  - 5. Transfer \$3,000,000 to the Capital Outlay Fund to pay anticipated additional cost for the Physical Education Complex Replacement Project.
  - 6. Transfer \$215,000 to the Capital Outlay Fund for Student Housing California Environmental Quality Act (CEQA) Study.
  - 7. Transfer \$40,000 to the Capital Outlay Fund for Biotechnology Laboratory Classroom Renovation Project.

Ms. Johnson wanted to know if the new Biotechnology just came up because it was not in the beginning stages. Where did it come from? Dr. Nasser stated that we have been discussing the lab. What are we going to do? Where is it going to be located? What is it going to be the cost? All of that was still under discussion, what we were doing was determining which budget assumptions. We have more information today than we did two weeks ago and we are meeting on this topic with the architects today at 3:00 p.m., so it is new information. We did not have it at the time of presenting the previous budget assumptions.

Dr. Osanyinpeju commented that we have been at the for a while and are supposed to be situated in the Math Science Building. However, because the Science Building is going to be renovated very soon, we are not going to continue to put money into that structure. Dr. Curry have us moved to Tartar Village (TV)-23, and that is where we are going to be placing our new biotech lab. The program took off last semester. He indicated that approximately \$300,000 will go into the lab. It is programs like this that will lead our students to completion of certificates, and hopefully get jobs as quickly. We have companies that are waiting for us to produce graduates of this program.

The motion to move to support the 2022-2023 Final Budget Assumptions were approved Dr. Abiodun Osanyinpeju, Ms. Gillis (moved/seconded). The vote was 6 in favor, 0 opposed, and 1 abstention. The motion passed.

## VI. Other Items

Ms. Gillis asked if at our next regularly scheduled meeting could we please review, update, and discuss our 2022-2023 Goals? We will need those to follow back up and there is all the information, because we need to start working on our evaluation for the committee, and that is a year-long process, so we probably should start looking at that next time.

Ms. Johnson inquired if the goals were on the Planning and Budget Calendar. She stated that the committee cannot do it but is that a part of the calendar and does every committee has a responsibility like ours. The Committee implemented some goals that we set up some last year but did not think we ever really follow it back up. So, at this point it should be a good time to review or we adopt the ones that are existing. She mentioned that there will be some that will not change, and we should probably review those. We should take a little time to review the responsibilities and start our self-evaluation. Ms. Johnson mentioned that she was not aware that we did not finish the goals because we had so many along with several conversations. Dr. Osanyinpeju mentioned that we computed the goals into sections. We probably will have one or two that we still need to work on.

Ms. Gillis commented that is a good idea and we could take a look at the next meeting, since we are actually going to meet again on the sixth. We will spend that time for the budget and the assumptions, and then, when we meet at our regularly scheduled meeting, we can discuss the goals.

Dr. Sosenko asked if she could request a couple of urgent items? It is the committee self-evaluation report. She stated that we had been working on the goals, but actually want to post the self-evaluation reports. She requested a copy of last year report. She commented that would be helpful and if there is anything you need her help to facilitate to complete the new one. Dr. Sosenko mentioned that she is going to be sending out an email to Dr. Osanyinpeju and Dr. Villalobos as the co-chairs of this committee via email with a copy of the evaluation report. The Core Planning Team is meeting tomorrow, which is a subgroup of this committee.

Ms. Gillis mentioned that she was going to have them review the draft of the evaluate self-evaluation report just to offer any recommendations on edits and then get that out.

Dr. Sosenko, in reference to the results. That was why earlier this year we had all those surveys that came out of all the various committees that this is one of them, I mean it's several. Is that the particular savings you're speaking of regarding the core planning. Yes, so we did. We do this survey annually. We conduct it in the in the spring, and then we get the results in the fall. So that's what I am going to be sending out. I just I am trying to do it as all as one package, and I have this core planning team meeting tomorrow. I wish I had to have it all for you all today. but you certainly will have it in time for your next regularly scheduled meeting. I know you're having an and another meeting to deal with Budget, but that's that is going to be focused on that. So, this will be ready for your next regularly scheduled meeting. Those survey results from last spring.

Dr. Osanyinpeju stated that we are going to declare this meeting adjourned until we meet again. September 6, 2022 at one o'clock. We thank you all for your contribution and for your time. Please keep coming. We appreciate it. I will see you soon.

## VII. Adjournment

The meeting adjourned at 1:47 pm.