



**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

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>		
<u>X</u> Jose Bernaudo	<u> </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>X</u> Janette Morales	<u>X</u> Dr. Jose Villalobos

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

Shared Documents

- Planning and Budget Calendar
- Planning and Budget Committee 2022-2023 Goals
- 2021-2022 Compton College Committee Evaluation - Planning and Budget Committee

Meeting Minutes

I. Call to Order

The meeting was called to order at 1:03 pm by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

- The minutes of September 6, 2022, was approved by Dr. Osanyinpeju, Mr. Cobb, (moved/seconded). The vote was 7 in favor, 0 opposed, and 0 abstention. The motion passed.

III. Planning and Budget Calendar

Dr. Nasser provided a brief overview of the Planning and Budget Calendar, which is located under the Board Policies and Procedures AR-6200. A question-and-answer session followed.

July

- Tentative Budget for the starting fiscal year is rolled into active status (purchasing can begin) on July 1.
- Planning and Budget Committee (PBC) reviews revenue and expenditure budget adjustments.

August

- Review and discussion of the final budget assumptions and line items with PBC

September

- Final Budget submitted to ComptonCommunity College District Board.
- Review and discuss the status of Accreditation Recommendations

October

- PBC conducts annual self-evaluation, reviews accreditation recommendations relevant to fiscal (e.g., planning agendas), and sets annual goals.
- Four trainings for faculty, staff, and administration to complete the planning documentation for the next fiscal year.

Dr. Nasser asked Dr. Sosenko if she could shed some light on this item. Dr. Sosenko responded yes. She mentioned that every year her department hosts trainings for faculty, staff, and administrators who are authoring Annual Plans for their departments, their programs, and for Unit Plans. We will walk you through step by step, the process of creating an annual plan. Which will be the same as last year, it will include a discussion about the outcomes. Whether those are learning outcomes or service area outcomes and mapping the activities for the different programs or Unit Plans to achieve those outcomes, and then linking recommendations. Those are the resource requests. Sometimes they are recommendations of another sort, but recommendations to those activities and outcomes, and then listing out those recommendations and detail about them. So, describing how they are linked to those outcomes, describing how they are linked to Strategic Initiatives, how much they will cost, what type of cost it is, providing a prioritized list, and those Annual Plans.

We will host the trainings at the end of October. The annual plans will be due for programs mid-December, for Unit Plans at the end of January, and then unit plans create our College Plan, which I am hopeful this year to be on time. The June timeframe this last year, as I described to this committee last time, we were able to fund many recommendations across the campus. Dr. Sosenko indicated that it was approximately \$2 million in Grant funding or outside funding and \$338,000 in general fund recommendations. She mentioned that was exciting. So, now we are building out plans for the next fiscal and academic year for 2023-2024.

November

- Review and revise planning priorities. Departments should meet at least once in-person to develop, revise, and finalize plan for the next academic year.
- Departments also are encouraged to work with IE staff to finalize measurable goals.
- Two open house/support working meetings. Meet with IE staff to complete your plan.
- Assess Program Review cycle to make sure program reviews are being completed in a timely manner.

December

- Submit prioritized department/ discipline annual plans, budget, and planning for next fiscal/academic year **Due December 14.**

January

- Determine preliminary revenue estimates for next fiscal/academic year.
- Begin assessment of key budget issues for next fiscal/academic year.
- Identify budget development assumptions for next fiscal year.
- Submit prioritized **Unit Annual Plans** for next fiscal/academic year **Due by January 30.**

February/March

- Determine enrollment targets, sections to be taught, and full-and part-time FTEF.
- President/CEO determines ongoing operational costs including:
 - a. Full-time salaries
 - b. Benefits, utilities, GASB (General Accounting Standards Board)
 - c. Legal and contract obligations
- Develop Line-Item budgets for next fiscal year.
- Submit prioritized Area Annual Plan recommendations for next fiscal year for Cabinet review. **Due by March 15**

April

- Initial planning and budget assumptions for the next fiscal year are finalized and College Annual Plan is defined. **Due by April 15.**
- Tentative budget information for the next fiscal year completed for PBC. **Due by April 30.**

May

- PBC reviews and provides input about priorities in the College Plan and tentative budget for the next fiscal year. **Due by May 15.**
- Final evaluation of the current year goals and objectives are recorded. **Due by May 15.**

June

- Finalized College Plan for next fiscal year is presented to the board at their June meeting.
- Tentative budget for next fiscal year is presented to the Board at their June meeting.

Ms. Johnson asked Dr. Nasser if this item was previously bought and approved by this committee? She wanted to know why we are revisiting it, or did something change? Dr. Nasser commented that it was March 16, 2021, and that the Budget Calendar stayed the same. It was brought in here as a reminder and if we wanted to make recommendations to the Consultative Council for the revision of this committee.

Ms. Morales asked Dr. Nasser if he could please share this file. Dr. Nasser replied yes and that it could be found on the district website. Dr. Sosenko indicated that she had placed the following link for the Planning and Budget Calendar in the Chat:

https://www.compton.edu/district/board_of_trustees/doc/AR_6200_BudgetCalendar_031621.pdf

IV. Update on eLumen related to the Annual Plan

Dr. Sosenko provided an update on eLumen related to the Annual Plan. A question-and-answer session followed.

Dr. Sosenko stated that we are not doing the Annual Plan through eLumen. We are continuing with the process that has been established for the last several years. It is done through a word document and Excel.

Dr. Sosenko commented that she will be exploring for next year ways that we might be able to integrate parts of that into eLumen in the future. However, as reported before, eLumen has a limited capacity of information that it can hold, and it could not capture all the fields that we wanted. She is going to spend this year playing with it a little bit more to try and figure out how we can get what we need out of it. Otherwise, we are going to continue to use the process that has been working and has been able to collect all the information that we need for the annual planning process, eLumen is up and running for program review. All the upcoming program reviews will now be completed in eLumen, which is great, and she mentioned that she is grateful to our eLumen hosts, and to Dr. Jesse Mills for helping her get all those templates into the eLumen platform, and we introduced the eLumen platform to the Institutional Effectiveness Committee members who are the program report reviewers.

Dr. Sosenko stated that her group will be conducting the reviews in the eLumen platform. The Program Review is going to be housed there, and we are on our way to getting that implemented. We did pilot with the first Program Review, which was Institutional Effectiveness, and she was able to submit the Program Review by the platform, and reviewers are currently looking at it. Also, our Student Learning Outcome data is collected through the eLumen platform as well and we are currently working on a Service Area Outcome. So, those are for departments that are not collecting Student Learning Outcomes, but Service Area Outcomes. We are collecting them by word document and PDF. She mentioned that another goal of hers over the next year is to build the Service Area Outcome template into eLumen. So, we can then collect the data in that platform, and then the assessment part of the Service Area Outcome and the plan into eLumen. So, this is where we are with the eLumen platform and how we are trying to integrate all our planning into that. Method.

Dr. Villalobos asked if it was the same company or separate companies. Dr. Sosenko indicated that there are two separate companies. So, eLumen is access by the MyCompton page, and they host it themselves. The one thing that we might be able to do in the future which we have not been able to do. Dr. Villalobos commented that he figured it out and that it is a bit more complicated than they had promised us, at the beginning is a canvas integration, so faculty could access the grade book. Dr. Sosenko mentioned that SLO data collection would be a bit more seamless from the faculty perspective. Dr. Villalobos stated that you go through canvas, but it has it again. It has been a little bit more complicated than they first sold it to us, and I do not want it to be confusing for faculty. We cannot have some people entering their SLO data through eLumen and other people use the canvas integration. It is all or nothing. Dr. Sosenko stated that they want to make sure that we are prepared so that it is seamless for faculty and not confusing.

Dr. Osanyinpeju wanted to know if it is possible for faculty to access dashboard? Get their data and everything through eLumen, or must they get data from dashboard, and then come back to eLumen? He asked if dashboard is not integrated into eLumen. Dr. Sosenko indicated that it is not possible to do that. Unfortunately, the process is to use the dashboard and for faculty and academic disciplines we have the Program Review Dashboard. Dr. Osanyinpeju clarified that the template was built based on the Program Review. The Academic Program Review template that Dr. Mills had authored a few years back. The data is presented in a way that it is supposed to like, answer each question, and people will not have to search for things. It is right there. However, they will have to copy a picture or the content, and then upload it into eLumen into the right place.

Dr. Osanyinpeju mentioned that once you learn how to do it, it is quick, and it does transfer. He indicated that he could show you an example with the Institutional Effectiveness Program Review. If you are interested and if there is time at some point. He stated that he has not gone through the new template for a Program Review since it was released and have not looked at the details of it. Dr. Sosenko commented that the benefits of having it in eLumen is that we have a repository. That is a

historical repository of our information, and that it is not tied to a person. So, as you know, we have a turnover of staff that happens sometimes, and it becomes problematic.

Dr. Osanyinpeju clarified that it is in our eLumen platform, and then, as you know, if there is transition, then it is available. Dr. Sosenko stated that is the key benefit. A secondary benefit is that multiple people can you work on a document without version control issues. So, if you had a couple different, full-time faculty in a particular discipline, and they wanted to work on different aspects of the program review.

V. 2022-2023 Goals

Dr. Osanyinpeju stated that the committee needs to first look at our purpose statement at the top of the page. He commented that this is what we do, and asked if anyone had any questions, suggestion, or comments that you think we need to add to these goals. He mentioned that we will then look at how we are going to monitor the progress and the status of our goals.

1. Function as a steering committee in a collaborative process to support the Business Office in maintaining the fiscal solvency of Compton College.
2. Collaborate with the IE office in the development of the strategic plan/ environmental scan for the district by the Core Planning group.
3. ~~Develop action plans~~ *Make recommendations* that address any areas of improvement related to campus concerns that arise from yearly governance evaluations.
4. Support faculty and staff in the completion of their annual plans ~~in eLumen~~ during the planning process.
5. Improve communication of PBC related decisions and recommendations to all constituent groups.

VI. 2021-2022 Compton College Committee Evaluation - Planning and Budget Committee

1. Which of the following Compton College Committees are you a member of? Planning and Budget Committee.
2. What group best describes your position at Compton College?
 - a. Administrator or Manager – 1
 - b. Classified Staff – 3
 - c. Full-time Faculty – 2
 - d. Part-time Faculty – 0
 - e. Student - 0
3. How many committee meetings did you attend this year?
 - a. None – 0
 - b. 1-2 – 0
 - c. 3-4 – 1
 - d. 5 or more – 5

4. Goal Setting

- a. Did you help draft goals? – 100%
- b. Did committee establish goals – 100%
- c. Has committee met goals
50% - Yes 50% - I don't know

5. Committee Composition

- a. Number of members is appropriate
20% - Strongly Agree 60% - Agree 20% - Disagree
- b. Representation appropriate
20% - Strongly Agree 60% - Agree 20% - Disagree
- c. Committee is represented by roles and positions to be effective
20% - Strongly Agree 60% - Agree 20% - Disagree

6. Membership Support

- a. Adequate introduction
20% - Strongly Agree 80% - Agree
- b. Adequate information and communication
25% - Strongly Agree 75% - Agree
- c. Workload appropriate
25% - Strongly Agree 75% - Agree
- d. Workload equitably distributed to members
20% - Strongly Agree 60% - Agree 20% - Strongly Disagree
- e. The workload is equitably distributed with respect to the
25% - Strongly Agree 75% - Agree
- f. Workload equitably distributed with respect to calendar
25% - Strongly Agree 75% - Agree

7. Committee Effectiveness

- a. Tasks and responsibilities for committee appropriate in
20% - Strongly Agree 80% - Agree
- b. Number and duration of meetings appropriate
40% - Strongly Agree 60% - Agree
- c. Committee leadership effective
40% - Strongly Agree 60% - Agree

8. Is there anything the co-chairs should know to improve this committee's function or work?
 - a. Work on having faculty representatives agree on more budget recommendations instead of abstaining.
 - b. We should work on having committee member show up in a consistent manner so we can have quorum. We need to contact and check to see if they are going to be present.
 - c. Meeting invitations and documents should be emailed a day before, sometimes the link or docs is emailed an hour before.

9. Is there anything else we should know about this committee?
 - a. The committee needs quorum to meet in summer and winter when faculty members are on break.
 - b. Dr. Osanyinpeju does a great job!! We should be able to contribute to the assumptions each year as part of the committees' tasks.
 - c. Good chairperson. Always gets the job done. Very knowledgably about the committee goals before him.

VII. Adjournment

The meeting adjourned at 2:02 pm.