



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: January 5, 2021

Recorder: Nathalie Sevilla
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 environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Attendees:

Nelly Alvarado	Keith Curry	Barbara Perez
Richette Bell	Paul Flor	Lauren Sosenko
Rebekah Blonshine	Cesar Jimenez	Shirley Thomas
Ramund Box	Heather Parnock	Andrei Yermakov
Keith Cobb		

1. Review minutes from December 1, 2020 meeting – Incomplete

2. Areas of Focus

A. Admissions and Records – Richette Bell

Richette Bell reported that the new contract with credentials a monthly minimum that we must meet regarding transcript request and if we do not meet this request, they will cancel the contract. Parchment bought out credentials. Parchment connected with their board and they agreed to allow the current contract to cover both new and old Compton college, so we do not have to pay monthly amounts anymore.

Richette Bell reported that we are at the final stages for the national student hub, which is the portal that we use for student enrollment verifications. There were some issues, Richette Bell reported that she will meet with Andrei Yermakov to see how to fix the issues.

Richette Bell reported that she has been working on the diplomas, the diploma paper came in. now it is working on diplomas that are in demand and Richette Bell must populate students' names. This is a new process and some of the final touches are confirming the accuracy on the data and Dr. Keith Curry's signature as well. Hopefully, diplomas will be mailed very soon. Dr. Curry asked what the timeline is because students have been reaching out regarding their diploma. Richette stated that once she finalizes the naming convention that they use to populate the student names. Richette mentioned that after the official signatures, students can receive the diploma in 4-6 weeks. Dr. Curry asked if Heather Parnock has seen the final product. Heather Parnock agreed that she has. Dr. Curry wants to make a statement in his newsletter on Thursday, to talk about how we are at the final piece and hopefully resolve this in the next couple of weeks. If students have issues, to please be patient. Dr. Curry wants to share the timeline for the

diplomas. Heather Parnock asked what semesters these diplomas would be for. Richette mentioned they are from Summer 2019, Fall 2020, and Spring 2021.

Richette Bell mentioned that she tested the graduation application with a student. Richette Bell presented a video of how the student applies to graduate in Banner. The student can only apply for one major at a time. The student must keep their first and last name, but they can edit or add their middle name, or a suffix last name they can make the change in the system. The student can choose the address that is on file or they can add an address that is only for the diploma, it will not change their address on their student file. If a student wants to submit a new graduation application, they can go back to their student profile and apply. If they want to check their status, they can log in their student file, the graduation information will post the status. Richette Bell mentioned that they want to move the Apply to Graduate link up so that is it easily viewable. Sheri Berger asked if she applies for the IGETC certification will they generate a certificate for the IGETC. Richette Bell states that they do not have an automatic process yet. Barbara Perez indicated to keep in mind that students can apply for a certificate that we do not offer so you can put it in the system because the city requires setting up an entire system. For example, we have students who apply through ECC, they will be awarded a certificate we do not offer. Richette Bell agreed and this is in her radar and will be working on this progressively. Sheri Berger mentioned that in her prior institution, when a student applied for certification, which was its own separate form, there was a box on that form that indicated that in applying certification you will be granted a certificate, then a student is able to opt out of this option. Richette Bell agrees that we can do this in the future. Richette Bell is also working on an instructional document to help guide students on how to guide them with graduation application.

B. Academic Affairs – Sheri Berger

Sheri Berger reported on the catalog. We posted the catalog agenda, the 2020 is posted online. Sheri stated that we have a lot of work to do. We are working through scheduling. Sheri stated that we have courses that were transferred over from El Camino were transferred over and they need to be reviewed to see if we need to modify the courses. The catalog includes administration process.

Richette Bell asked Sheri Berger is we have any changes to the catalog that we need to contact Maya.

C. Student Services – Dr. Cesar Jimenez

Dr. Cesar Jimenez started with Dr. Nelly Alvarado and the student orientation. Dr. Alvarado has a meeting with Comevo this Friday, he said the publishing is only a matter of copying and pasting. The next time we meet, Dr. Nelly Alvarado believes it will be up and running. Regarding the social sciences, Dr. Curry asked if Comevo has fixed the social science. Dr. Nelly Alvarado sent an email to Jonathan and he returns on Wednesday.

Dr. Jimenez reported on CRM Advise. For the end of Fall 2020, we had 1478 total alerts, 65 faculty submitted those alerts, the majority alerts were incomplete or missing assignment and students engaged. Summer of 2019, we did an automated alert to students who are not logged Canvas within seven days. Dr. Jimenez will follow up with Sheri Berger to see how that will look like. Dr. Curry asked Dr. Jimenez if we did the CRM dates for Winter. Dr. Jimenez believes its for both. Sheri Berger thought we had something for winter that would go out during the second week of the semester. Sheri Berger will double check. Dr. Curry stated that Thursday he

needs to put in his newsletter about the CRM advise early alerts and how faculty need to do alerts since it is in their contract. Dr. Curry wants to say something connected to the tentative agreements, that was signed off and approved by the board where it is now obligated by faculty. Dr. Curry stated that this in the contract for faculty and would prefer a generated email to those faculty who are not submitting alerts. Dr. Curry suggested we have one generated letter and a list of faculties that did not do it, will receive the email. Dr. Curry suggested Dr. Jimenez and Dr. Blonshine to meet to talk about a timeline on the responsibilities for faculty with alerts. Dr. Curry stated we need to document in their personnel files when they are not submitting alerts. Dr. Jimenez asked Dr. Curry if faculty know if they are aware that it is part of their contract. Dr. Curry stated it was in the TA. Lauren Sosenko asked if we have a quick video of how to use or get into CRM Advise. Dr. Curry reminded that there are trainings being conducted. Dr. Blonshine suggested that that we will set up an individual appointment for faculty if they're unable to attend a training. Dr. Curry suggested we should do a video on the website and available, so faculty are able to watch it on their own time. Dr. Blonshine reported that the step by step guide with the screenshots are helpful, but a video would be helpful as well.

Action Item: Dr. Blonshine to send step by step guide for CRM advise early alerts to Dr. Curry

Sheri Berger suggested to Dr. Blonshine that the draft letter should include the article seven that was approved. Dr. Curry wants the deans to keep track of which faculty do the early alerts and who do not so we can make a note of this during their evaluations.

Dr. Jimenez reported that he had a meeting with Texas A&M, connected with them regarding degree works to help with some scripts. Scripts to run Argos Reports. Andrei Yermakov stated if they are using Argos you can ask them to export the report and the report to order to have scrips and all the map fields that you can import.

Dr. Jimenez emailed El Camino to see when they can pick up the boxes of documents and followed up this week to see if they can pick up the documents.

D. Business Services – Keith Curry

Dr. Curry reported that there will be a new director of accounting beginning January 18, 2021.

E. Communications – Heather Parnock

Heather Parnock reported that all the old academic division web pages have been deleted. The only pages that are available right now is the guided pathways divisions. Heather is working on the RFP for the website redesign. Heather reported that this project is still ongoing.

F. Financial Aid – Keith Cobb

Keith Cobb reported that they're waiting on Ellucian to upgrade banner for Financial Aid. Andrei comments that he found out the problem about he manual process this morning and he has submitted a ticket and is getting updates every hour. Keith Cobb reached out to the high schools and we are providing an event to Vista High School and Paramount High school. Keith Cobb reported that they will send the event information to other high schools. Dr. Curry commented on the events for high school and open workshop to the community. Keith Cobb stated that they will have a financial aid workshop. Dr. Curry wants to make sure Keith Cobb ensures students are aware with workshops on how to apply for financial aid. Dr. Curry suggested we give away gift cards and do a raffle to encourage students to apply for financial aid. Dr. Curry wants us to be more strategic about it. Keith Cobb has created a flyer and ordered grub hub gift cards to gift out to students who attend the workshops.

Action Item: Keith Cobb to write up a draft on the future financial aid workshops for students. We must be able to connect our activities to their age. We need to have a board letter, so the board knows what we are doing.

G. Information Technology – Andrei Yermakov

Andrei Yermakov reported that the Human Resources department expressed their interest with using banner document management. Human Resources can be digitizing files using vendor document management. Dr. Curry is on board with this plan and is excited to see the files in Human Resources digitized. Andrei Yermakov stated that we can reduce the amount of file cabinets and is aware of other departments that are interested in this process as well. Andrei Yermakov suggests we need to digitize more files from Admissions and Records.

Andrei Yermakov reported that we do not know when the license expires for Ellucian. Unfortunately, this has caused issues with critical processes for financial aid, clearing student holds. He noted that he will continue working on the process of Ellucian inactivating students, students with no academic history for one year. Ellucian does not have a strong solution for this, which is really concerning for Andrei Yermakov. Andrei Yermakov reported we will continue making progress on the workflows, which Ellucian owes us two workflows but he hopes that moving forward we will be able to utilize some of the CARES fund to take advantage of the workflow. Andrei Yermakov reported that during the Technology committee, there was a discussion of faculty and staff want to get a method of notification if Banner is down, so they discussed options on how to keep the employees up to date with changes in Banner and we agreed that we will develop an internal portal where we will post those dates. Moving forward, we will create an internal portal of keeping reports of when Ellucian is down.

Andrei Yermakov noted that we need to create a solution for parking solution. Andrei Yermakov noted that the form fusion is a ability to build those like a web form connectivity that will be posted in the student portal and then the students will be able to download and print their tax forms and payment receipts.

Andrei Yermakov reported on the records that are from El Camino. One option to preserve the records is to reduce PDF reports and store them in better document management and the other option is to upgrade the data system and keep it the way we do it today. If we create PDF records in EDM, we believe it will not be complete, we will not be able to charge for transcripts. Moving forward, Andrei believes that we should simply upgrade the grade system. The estimated cost Ellucian shared with Andrei was \$55,000 estimated for complete this project. Andrei is waiting on an updated proposal soon to move forward. Dr. Curry confirmed that it will cost \$55,000 estimated to update the grade system. Andrei stated that there were multiple concerns about converting the records. To be able to produce transcripts, we decided not to convert the records so currently we have an old system and it is our responsibility to maintain and we need to preserve it. Dr. Curry asked if we pay the \$55,000 is it one time for the upgrade. Andrei Yermakov commented that once we get out of the old hardware, we can create a virtual server to be able to maintain the backup.

Andrei Yermakov mentioned that we need to address the recovery fund money because he ran the budget report in the fund and currently, he does not see the dollar amounts necessary to pay ongoing banner support invoices. Dr. Curry confirmed that they are waiting on the cash to pay the invoices, he also confirmed that we have the money and the entire amount will be paid by the end of the week. Andrei stated one of the bills is from SAS and it is \$700,000. Dr. Curry stated

that next week, he will figure the transfer of funds once we receive our CAREs act funds. Andrei Yermakov reported on that Sheri Berger and Lauren Sosenko attended the analytics demo and currently there is no connectivity to CRM advice and degree works, which is very unfortunate. This means we will not be able to use the Ellucian analytics with these two platforms. They do have integration with banner and CRM recruit. Andrei Yermakov mentioned that Lauren Sosenko needs to store additional data to do the complete analysis. Dr. Curry confirms that Lauren Sosenko has been asking for data warehouse. Andrei Yermakov stated that our best option is create a custom solution, we can build additional database where we store from college. Dr. Curry asked who will set up the database. Andrei Yermakov stated it will be our responsibility to create the database, we want to connect the database analytics to store data. Dr. Curry stated that he wants to find a third party vendor to create the database for us to be able to be our warehouse and then we will have Ellucian work with us, like the vendor to make sure it is able to connect to analytics. Andrei Yermakov mentioned that any third-party vendor will not be able to move forward without Ellucian's involvement.

H. Police Services – Chief Ramund Box

Chief Ramund Box reported that 5 applicants were interviewed and the panel advanced 3 candidates. The 3 candidates dropped their background checks today. This Thursday, the background investigator will start the background process. Chief Ramund Box spoke to the vice president of human resources today and we will reopen the position the first week of February.

Chief Ramund Box reported zero audit findings for our police department.

Chief Ramund Box reported that on the reimbursement, that they received a check back for some training. Another check is on the way for \$397, it is not a huge amount but over the years it will add up.

H. Nursing – Dr. Abiodun Osanyinpeju

Dr. Abiodun Osanyinpeju reported that spring cohort of nursing students, we have a total of 37 students to look forward in starting in the spring semester. Our first semester, the nursing students completed their clinical activities successfully, everyone was able to finish their clinical requirement for the fall semesters. We are awaiting on responses on what facilities we may use. Martin Luther King hospital is interested in having Compton college student. Dr. Osanyinpeju will report on Martin Luther King update in the following weeks. Dr. Osanyinpeju hopes we can have a contract with St. Johns hospital. The contract was sent to Colleen according to Sheri Berger. Dr. Osanyinpeju believes that Dr. Curry signed the contract for St. John's already. Dr. Curry stated that the contract needs to be signed today, Dr. Osanyinpeju to reach out to Colleen Edwards.

Dr. Abiodun Osanyinpeju reported on Charles Drew university, he would like our students to participate in their community activities that they organize. We are including the hiring of nursing faculty and the associate dean of nursing program director position.

3. Compton College Articulation Update

No update

4. Other items

Dr. Curry mentioned for everyone to look at the plan document and see if we need to make purchases because he wants to look over the COVID-19 budget. Is there any other thing that is out there that we need to think about that connects to the transition that we can tie to these funds.

5. Next steps
No discussion

**Next scheduled meeting:
Tuesday, February 2, 2021 at 2:30 p.m. via Zoom**