



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: June 1, 2021

Recorder: Paula VanBrown
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	Cesar Jimenez	Barbara Perez
Richette Bell	Elizabeth Martinez	Rachelle Sasser
Rebekah Blonshine	Melain McIntosh	Nelson Shiota
Ramund Box	Abdul Nasser	Lauren Sosenko
Keith Cobb	Abiodun Osanyinpeju	Shirley Thomas
Keith Curry	Heather Parnock	Andrei Yermakov
Carol DeLilly		

1. Review minutes from December 1, 2020; January 5, 2021, February 2, 2021, and March 2, 2021, and May 4, 2021 meetings.

Minutes of May 4, 2021 reviewed and approved.

Dr. Keith Curry asked Dr. Cesar Jiménez about the status of the other minutes and Dr. Jiménez said he will follow-up.

A. Banner Issues/Concerns

Dr. Curry reported meeting with Banner last week regarding their contract. Dr. Nasser will send a letter to Ellucian regarding the contract that goes through September because that contract has automatic renewal language and Dr. Curry does not believe in automatic renewal. Dr. Curry said he wants to make sure it is monitored for budget purposes so they will continue to negotiate the new contract that begins in September and wants to make sure to get the assistance we need. Dr. Curry instructed Dr. Nasser to follow-up with this. Dr. Nasser agreed.

Dr. Curry said the meeting with Banner went well and one of the priorities he talked about was the exchange for CVC OEI. Dr. Curry stated that he sent them an email to Ellucian today regarding the next steps. Andrei Yermakov commented that he is concerned about some of the services we are not getting. Dr. Curry said he thinks we still have to work through this.

B. Other Items

None discussed

2. Areas of Focus Updates

A. Admissions and Records

Richette Bell reported she has been working with Shane Livingston two days a week, and meeting with another consultant three days a week on scripts for Page Builder and priority registration set-ups which will be in place for the winter/spring registration.

Richette Bell also reported that another issue is students' expected graduation dates are not being populated which is very problematic when it's time to submit the National Clearinghouse report. They have created a script and a process that can run to populate that date, so they will not get the error messages.

Richette Bell reported that as of May 21st, the Admissions and Records team is caught up on all the scanning of transcripts that had been backlogged, and they are working on an internal process where they will be able to scan transcripts without complications. They had been having some challenges with Banner document management regarding scanning transcripts.

Richette Bell spoke to Vice President Sheri Berger about an issue with the AAP and Elementary Education because students were being told they could not receive financial aid if they had Elementary Education as their degree. Richette Bell stated she verified with Sheri Berger that that degree was approved at the Chancellor's level in August 2019, and this had just been an oversight in checking the box to make sure it was eligible for financial aid.

Richette Bell reported she spoke to Linda Owens about the white storage container that is outside of the Administration Building that needs to be emptied and removed as there are a lot of old Compton Community College District files and records in them. There are also unlabeled boxes on Row F which she has pictures of but has not seen them. They have contacted some companies and one did respond with the information that she will need to provide in order for them to proceed, such as how many boxes are there, how many are able to be scanned, how many would need to be shredded, what is in the boxes, can they be picked up at one location? This will be a challenging task for whoever takes this on. Richette Bell said she is trying to figure out the best way to manage this project as it is time sensitive because it is part of the scope of work for the construction that is going on for the Student Services Building.

Richette Bell asked Dr. Abdul Nasser about the Admissions and Records audit that is typically held in June. Dr. Nasser responded he will forward her that information.

B. Academic Affairs

Sheri Berger reported that she is working to make sure they are coding the students correctly as they had an issue with the first-time students and that has been resolved. They have resubmitted the fall 2020 file and should now have more first-time students.

Andrei Yermakov asked when the file was submitted, was the data corrected in Banner. Sheri Berger responded she doesn't think the information has been corrected in Banner yet. Andrei Yermakov reported that Richette Bell worked with the Ellucian consultants and there is a process which will correct the data in Banner, so for any historical reporting, the database will be correct. Sheri Berger responded that she will connect with Richette Bell and Barbara Perez to see what

has been done.

C. Student Services

Dr. Jiménez reported that every month he meets with Dr. Nelly Alvarado, Andrei Yermakov, and Ellucian to discuss Comevo integration and building an API, as well as, Cranium Café and the API. They are still on track in building that for quarter three. He said he just wants to make sure everything is transparent. Cranium Café and building the API will allow us to have a more seamless opportunity with MIS Data by completing some information within Cranium Café. Our goal is to have some of that mapped into Banner, which will help with our data entry. Andrei Yermakov stated the timeline for both integrations is October 20, 2021.

Dr. Alvarado thanked Richette Bell for providing the list of students who applied to Compton College for fall and spring. Dr. Alvarado stated they are doing the list of students on CRM Recruit and the applications are coming through. She reported there is a problem. In CRM Recruit for spring 2021 they show 1944 students showing as spring applicants, however Richette Bell's report shows 2597 spring applicants, a difference of 653 students. Dr. Alvarado is working with her team to figure out the difference.

Dr. Jiménez commented in regards to CRM Advise it is encouraging to have people getting trained and becoming familiar with CRM Advise and pull reports. He reported that last Friday they had an Early Alerts meeting with Student Services advisors and had about 9000 alerts. Dr. Jiménez also met with the English department and received good feedback from Professor Bernardo and other counselors who said it is very helpful to be able to reach out to students and to connect with them through technology. Dr. Jiménez said he will send this information out that there were about 9,771 alerts, and this is the last week of the semester so they are just combing through all the alerts they have. Last semester there were about 1400 alerts. The majority of alerts submitted by faculty are positive. They are letting students know they are doing well academically, so the best part there is to affirm and validate students. But, we still have a lot of students who are getting alerts for incomplete or missing assignment, missing class or frequent tardiness.

D. Business Services

Dr. Nasser reported construction on the cafeteria is ongoing and expected to be completed by June 11th will be ready to open on June 21st.

E. Communications

Heather Parnock reported she is working on a few edits and additions to the Compton College Communications Guide. The Tartar Success Teams Communications Workgroup is still working to develop the protocols for departments and programs to use – email, text messages, and other methods of communication with students. Academic Affairs has already set the timeline for the 2021-2022 catalog.

Heather Parnock reported that she met with Roy Patterson and Reuben James on the website redesign and they have received six proposals. She will submit these six proposals to the Website Task Force for review this week and will choose a vendor for the website redesign to be submitted on the June 15, 2021, Board of Trustees meeting agenda.

F. Financial Aid

Dr. Curry asked Keith Cobb about the status of the PPA. Keith Cobb reported that he has sent

emails, and his contact responded she has been very busy, but will provide the information soon. Keith Cobb explained that this is our first year receiving financial aid, so they had to submit a request to renew our eligibility to offer financial aid. He was asked to submit a new application which was submitted and approved and they are going through our website to make sure all the proper information is provided.

Keith Cobb reported Financial Aid is working on finalizing the details of the Scholarship Ceremony that will be held on Thursday, June 3, 2021 at 3:00 p.m. He said this year there are only 17 scholarship recipients. There are 164 honor students that will be recognized, at that ceremony, as well.

Keith Cobb reported that all of the HEERF 2 money has been disbursed to students. 1,979 students were awarded \$251. He said Lauren Sosenko and Dr. Nasser will be finishing up that report.

Keith Cobb reported he is working with Dr. Nasser and Erick Salazar to resolve Bank Mobile return funds.

G. Information Technology

Andrei Yermakov reported the first Ellucian workflow has been completed and ready to be published. Ellucian is working on the second workflow, but the work that was not completed by the implementation services and it is still part of the original contract. He reported that Erick is preparing training videos for students and faculty on how to use the first edition but has discovered some issues with the forms that will need Ellucian's help. Andrei Yermakov said this may require additional purchasing or additional licensing.

Andrei Yermakov stated that he finally received a quote from Ellucian to upgrade our Legacy Colleague system and this has been placed on the Board of Trustees agenda. However, he has some concerns about the old server hosting our Legacy data, and we need that data in order to produce student transcripts and hopefully once it is Board-approved, we will be able to migrate it to a newer technology that is sustainable for the college.

Andrei Yermakov reported that finally we are able to make the new Touch One card reader devices work with our student ID cards. TouchNet has agreed to replace the ten terminals which we should receive by the fall semester.

H. Police Services

Chief Ramund Box reported that he has two police department positions open. There are two people in background checks and they should have the reports by the end of August. He reported he has three people in training the first of July and two of the three will be off training.

Chief Box reported the MVPs are installed in the cars and officers will be trained on two separate Fridays.

Chief Box reported that a new racial profiling law started. On March 1, 2022 anytime we detain or stop someone, we have to log in to the Department of Justice website and make an entry. We are good to go. Andrei Yermakov has setup our system so we're behind a firewall and we can go directly to the Department of Justice website. The dispatchers will do all of this because he wants to keep the officers separate from this. Chief Box stated he has reached out to the Police

Advisory Committee about this and Dr. Curry said he wants to discuss this further with Chief Box.

Chief Box reported he still has the old weapons in the armory and Dr. Curry said to keep them there.

Chief Box reported the body cameras are working and have been deployed.

I. Nursing

Dr. Carol DeLilly reported the Nursing Department reported they are ready for the Nurse Pinning Ceremony to be held on June 8, 2021, from 6:00 to 7:30 p.m.

Dr. DeLilly reported that three applicants will be interviewed by the Faculty Hiring Committee on June 8th.

Dr. DeLilly reported the Quarterly Report to the BRN was well received on the 21st with no corrections and the next report to the State is due on August 26, 2021 and will include the annual pass rate for 2020-2021.

Dr. DeLilly reported she has requested some special assignments and is waiting for approval. The fall admission cycle has been completed for 40 spaces. Most of the applicants have responded and accepted admission for fall.

Dr. DeLilly asked about submitting student request all together for including the discipline “Nursing” of their degree, on their diplomas. Dr. Curry and Richette Bell said ideally it would be individual requests. Richette Bell agreed that Dr. DeLilly can send her the list of students requesting the Nursing discipline be included on their diplomas.

Dr. DeLilly thanked Dr. Curry for getting her nursing students in to work at St. John’s clinic.

3. Other items

4. Next steps

No discussion

**Next scheduled meeting:
Tuesday, July 6, 2021 at 2:30 p.m. via Zoom**