



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: November 3, 2020

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	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 October 6, 2020 meeting – Not submitted

A. Update Pass/No Pass Options for the 2020-2021 year – Dr. Keith Curry stated this item needs to go back to the Academic Senate based on the resolution that was approved last spring. Barbara Perez said based on the Chancellor’s Resolution, the Pass/No Pass option was never taken off the courses. Dr. Curry said we should just let it go for this semester. Barbara Perez asked if the students have been notified of deadlines to make the decision as to whether they want a letter grade or the pass or no pass. Dr. Curry stated that the Senate has to approve this. Barbara Perez stated that he needs to relook at the California Community Colleges Chancellor’s Resolution as to whether or not that is a Senate decision, or if he basically granted it to everybody.

Barbara Perez stated that as a result of the Chancellor’s Office extending it, we never went back in and did it. We manually have to go into every class and take it off, and we were going to do that when the Chancellor’s Office extended the ability for courses to stay in Pass/No Pass mode due to COVID. As soon as we make the determination that Pass/No Pass is no longer a viable option, we have to go back and remove it prior to any registrations. Barbara Perez said as far as she knows the Chancellor’s Resolution covers the entire 2021 Academic Year.

Barbara Perez stated that the problem is that an email needs to go out to students, because, depending on where they are planning to go, there are limitations on what the school will accept. Dr. Curry instructed Dr. Cesar Jimenez to start drafting a communication to students.

2. Areas of Focus

A. Admissions and Records – Richette Bell

Richette Bell stated that Heather Parnock has already talked about the diploma paper, so they just

need to get trained. The goal right now is to get the diplomas mailed out by the end of this month. Once they get trained on how to do everything, the goal would be to make sure diplomas get mailed out after each term since they are able to print them in-house.

Richette Bell reported they are having issues with Credentials and student transcript requests not being processed. They are in a kind of holding pattern and she has a ticket in with Ellucian. So, he is having to print them in-house and sent letters to the schools letting them know why there is a delay so the students' admission to that college is not jeopardized. Richette Bell reported that she is scheduling a meeting with Credentials and Ellucian to resolve this problem.

Richette Bell reported that on Friday she is meeting with Banner and Barbara Perez to talk about Articulation. Felicia Hattan is finalizing the evaluations for the fall graduation applicants and has completed the evaluations for summer. They have received 188 via the online Microsoft form. The IDT ones were sent directly to Felicia Hattan but Richette Bell is not sure of the total count.

Richette Bell said she is still working with Shane Livingston, from Ellucian, to get the online graduation application active and live for spring. There is a concern that there used to be an area in Banner 8 that would give the students directions – what to do, how to do it. But this new Banner 9 does not allow for that; so maybe they are thinking it is intuitive for students to navigate through the online graduation application. It is a go for now, for students to utilize the online graduation application through Banner.

Richette Bell commented that Felicia Hattan has given them a lot of suggestions for updates regarding DegreeWorks and catalog edits. Richette Bell said she needs to meet with Heather Parnock because Felicia Hattan is finding things, as she is doing these evaluations, that we need to be mindful of. Some are minor things that are throwing other things off. Heather Parnock said that Maya Medina is the person to contact. Richette Bell will get this information to Maya Medina to make sure the changes are made in the catalog.

Richette Bell further reported that her team is working on scanning transcripts. She said that she has found some instructional tools that she shared with Andrei Yermakov and his team for two purposes; to create an inhouse training tool for her team, as well as, something that might be able to be online to help people understand and navigate through BDM (Banner Document Management)

Richette Bell stated that she recently sent a list of items to Shane Livingston at Ellucian, to make sure we get addressed and taken care of. She wants to make sure to finalize things like the workflow for graduation changes and to make sure the Associated Student Body opt-out fee is ready to go for Spring 2021.

Richette Bell stated that she will be putting together the proposed production calendar for the upcoming year, and she has been having some great meetings with Financial Aid, Admissions and Records, and Fiscal Services about all things related to the enrollment process. Upcoming now, the 16th of November we will be running the fee hold and the probations hold process because winter registration starts on November 17th and she will be using the same threshold that has been given in the past. If there are changes in that threshold amount from Cabinet, please let her know, and she will be running that because the last day to drop is next Friday, November 13th, so she will be placing the hold after that. Richette Bell said she is working with Keith Cobb to make sure that the Compton College Promise students and students who have initiated the Financial Aid process don't get the fee hold placed on them If they have outstanding fees prior,

that is a different thing because it adds up to the threshold amount. We are working together to make sure we don't negatively impact those students.

B. Academic Affairs – Sheri Berger/Keith Curry

No report

C. Student Services – Dr. Cesar Jimenez

Dr. Jimenez said Dr. Nelly Alvarado will provide an update on orientation. Dr. Alvarado reported they are done with the Spanish translation of orientation. They went through the translation that Comevo provided and some of the wording was high level Spanish, so they reworded some content to bring it down to elementary Spanish. They are currently also working on translating the steps to enrollment. Dr. Alvarado said that she reached out to the Ellucian consultant to let him know they will be trying out the free integration. She has not heard back from him but will follow-up.

Dr. Jimenez reported that the last time he pulled up CRM Advise Early Alerts, there were well over 1,000 early alerts and 60 faculty participants. Dr. Jimenez said that Lauren Sosenko did provide some data regarding the Early Alerts. About 29% of the students who received alerts passed their classes, while 21% of the students who received an alert did not. Dr. Jimenez stated that about 48% of the student population who received early alerts had Early Withdrawals.

Dr. Jimenez reported he has had meetings that have included Institutional Effectiveness, specifically, Sean Whaley. They are looking at confirming and making sure they standardize their naming conventions in CRM Advise and are looking into coding and seaming some of the notes that the advisors and counselors are putting in for those different early alerts to see how they can additionally provide some proactive timely interventions. Dr. Jimenez said last semester they had about 79 full-time faculty submitting alerts. Maybe by the end of November, or the middle of November, they will definitely see a spike in Early Alerts. So, there may be more than 79 faculty and well over 1,000 Early Alerts.

Dr. Curry asked how many faculty actually participated in those 1,000 Early Alerts. Dr. Blonshine responded that about two weeks ago about 61 faculty has submitted alerts, but there may be more now. Dr. Curry asked if they can generate a report showing which faculty, how many and from what divisions; it would be good for the deans to know which faculty are doing it. Dr. Jimenez responded they can disaggregate that information by Guided Pathways Divisions. He said that as of last Wednesday then they had 60 unique faculty participate, out of about 400.

Lauren Sosenko asked how many math and English faculty are participating. Dr. Jimenez replied that he doesn't know, but he will disaggregate that data and provide it. Dr. Paul Flor mentioned that at a previous meeting he asked if this data could be disaggregated by Guided Pathways Divisions.

Dr. Jimenez reported that with DegreeWorks, which is where our student educational plans are housed, he will be asking the counselors to move the program maps that they created, along with discipline and instructional faculty, academic deans, and other stakeholders, to move their program maps into DegreeWorks.

Lauren Sosenko asked if they are able to get information out of DegreeWorks yet. Dr. Jimenez responded, no. He said he has emailed them asking them if we can track the number of student educational plans we have, who created them, and we still cannot pull that information.

Barbara Perez asked if Dr. Jimenez has reached out to other schools to see if any of them are pulling that type of data. Dr. Jimenez responded that he has not; he does not know who else might be a DegreeWorks SAS environment college. Barbara Perez commented that the question is, if anybody was using DegreeWorks and pulling that information at all, it would give us a starting point as to whether or not we may be able to do it.

Dr. Jimenez mentioned that **Sheri Berger** was leading a CRM Advise meeting and she received an email from Long Beach where they proactively emailed her based off her student plan and said, we recommend you enroll in these classes and they have an algorithm that was setup. Dr. Jimenez reported he shared the screenshot of the Ellucian help desk ticket that he has emailed them numerous times about the pulling the reports, for just basic information, and they said they said they would report back, and they would check in with the cloud teams. Barbara Perez recommended that Dr. Jimenez attend Thursday's SAS meeting at 11:00, because the meeting is in regards to open tickets. So, if you have open tickets it's imperative that you attend.

D. Business Services – Keith Curry , No Report

E. Communications – Heather Parnock

Heather Parnock reported that Admissions and Records have received the diploma paper stock and will be finalizing the wording for the diplomas this week. They have samples of what El Camino used to use, what Compton Community College used to use, and a couple of other samples the vendor provided. They will be getting training on how to print diplomas in-house. Heather Parnock said they spoke about the individuals who would be receiving these diplomas. She has a basket of returned mail, so between Richette Bell and Felicia Hattan, they will send out communications to the students who will be getting diplomas and certificates, and asking them to make sure their mailing address is correct in Banner.

Heather Parnock reported that the website task force met for the first time, last week and there was a great turnout of faculty, staff, and a couple of students. The next step is to finalize the RFP, the selection of the vendor. The next meeting is in early December, and they will review samples of other colleges that they like so they have an idea of what they want in terms of the design and navigation of the site. The Academic Program web pages are finally in progress. There were many webpages and folders to create but the academic deans, division chairs and administrative assistants all have access to those to start populating content. Once they are ready to go, we will link them to the Guided Pathways web pages. The goal is to have that done before the end of the semester including the deletions, and permanent removals of the old division folders so they are no longer searchable.

F. Financial Aid – Keith Cobb

Keith Cobb reported that Financial Aid has disbursed \$2,274,000 in Pell Grant as of today. Financial Aid is continuing to process through the semester and disperse aid every Friday. The dollar amount for this semester is starting to go down, due to the semester coming to an end. Dr. Curry asked about the cash flow for Financial Aid. Keith Cobb responded that Financial Aid sends the file to the feds and it's a cash flow in the account. When they send a file, they see what student and how much we're paying them and they make that money available to the Business Office. Dr. Curry asked if the Business Office is reconciling. Keith Cobb stated that they are currently working on that and are still trying to better it as they learn more information.

Keith Cobb reported Financial Aid is planning to do Cash for College events and are finalizing a

letter to send out to the Promise Program schools that Dr. Daisy Alfaro and Dr. Alvarado reach out to. They will send out letters offering them cash for college events, specialized for each of the 13 high schools, where they will do virtual workshops for FAFSA and the Dream Act. They have finished the PowerPoint presentation, and the whole Financial Aid staff went through training by the Cash for College Committee. They are also going to provide an in-reach Cash for College event, which will be coming up shortly, probably after we return from the holidays.

Keith Cobb reported that the scholarship application is open and it looks like we are getting a lot of hits. Students are starting the applications but are not completing them, so the applications are being accessed. There are about 80 open applications at the moment. The deadline is not until February and students will periodically get reminders to complete their application. The FAFSA application is open, but we can't monitor that. SAP appeals for Financial Aid for fall ended yesterday. Projected Years Income (for instance, student having COVID financial distress) the deadline for that is November 27th.

Keith Cobb stated that thanks to Dr. Curry, Financial Aid was able to disperse \$500,000 in CARES Act money for fall. That money has been exhausted for fall and will reopen for spring.

Dr. Curry asked Keith Cobb if he has updated the Policies and Procedures to reflect that the page numbers were off. Keith Cobb responded that he has, and he will send it to Dr. Curry.

G. Information Technology – Andrei Yermakov

Andrei Yermakov reported that they have successfully started to utilize Banner Document Management in one department. The Admissions and Records Office started scanning college transcripts and those are available to counselors campus-wide. The ATS Department is finalizing the training manuals and going through fine-tuning the process, and it is going well.

Andrei Yermakov reported that he and Richette Bell attended a meeting and they have made some progress on configuring the National Student Clearinghouse My Hub Account, which provides the students with the capability to print certain certificates of attendance and other documents.

Andrei Yermakov reported they are still having some issues with the Student Self Portal and IOP. They still have issues with provisioning Banner to Canvas, and it has been a long time struggle with Ellucian to get it fixed completely.

Andrei Yermakov reported that he met with Ellucian a couple of times in the last month regarding the ASB fee opt-out process. He stated that he does not see a suitable solution that Ellucian can provide that the process will work seamlessly without disrupting the registration process for our students. He said he doesn't know the final outcome, but all the propositions that they have are either very cumbersome to use, which we are afraid the student will get lost in the system and drop the registration process. Or the process that Ellucian is offering, does not offer a solution, but a work-around, which requires extensive training of staff.

Andrei Yermakov said he still needs to have a meeting to make a decision on what is to be done with the Legacy Datatel records. The server is in a critical state and they need to decide how to migrate that data somewhere to be preserved. Dr. Curry instructed Dr. Jimenez to schedule a meeting with Andrei Yermakov on this and come up with a recommendation. Andrei Yermakov reported that we are not the only ones looking for that type of response from Ellucian. He stated that at the last conference, there were many districts looking for similar solutions, but he thinks

one does not exist.

Lauren Sosenko asked Andrei Yermakov if he has a time limit for the Analytics implementation. Andrei Yermakov replied that he does not. Barbara Perez stated that they should bring this up at Thursday's meeting and it will, at least get it back on their radar. Andrei Yermakov stated that he thinks this is an internal implementation and it was discussed at their last meeting. Andrei Yermakov said he thinks Dr. Curry wanted to start this next year. Dr. Curry stated that he does not recall. Barbara Perez stated that based on the contract, it should be done his year, and it is Professional Services that will be doing it.

Lauren Sosenko asked what is it she needs to do and when. Andrei Yermakov said an email needs to be sent to Christina Baxter, the Ellucian Success Manager, with a request to be put in the schedule for Analytics Implementation. Barbara Perez suggested also including in that email, asking what do we need to do to prepare for that process. Andrei Yermakov will send Lauren Sosenko, Christina Baxter's email.

H. Police Services – Chief Ramund Box

Chief Ramund Box reported he has 12 applicants ready for the physical agility test scheduled for November 21st. One applicant is just about done with the pre-employment process, he will be scheduled for the Police Chief's interview and should be done in December 2020.

Chief Box reported that his Body One Camera project is going well. In the beginning of 2021 these Body One cameras should be deployed by all field personnel. So, you should see a little camera on any police officer out in the field to record everything that happens.

Chief Box reported that the Mobile Data Computer project was set back a little because of COVID-19. However, he is back on track and is outfitting two patrol cars with the Mobile Data Computers. So, basically the field officers will not need to come back into the Police Station; they can do everything in the field and just stay out there.

Chief Box reported that the draft of his 711-page Police Manual is done and should be ready for the January 2021 Board Report.

Chief Box said that with Dr. Curry's approval he would like to recruit Police Officer trainees from the local community. To do this he needs Dr. Curry's approval to hire trainees. These people will be sponsored in the Police Academy by Compton College. Chief Box mentioned that El Camino has already done this. Chief Box spoke with Chief Trevis and they have two recruits that are just about done. Chief Box asked Dr. Curry for his authority to submit his research based on hiring police recruits for Compton College. Dr. Curry responded that we are not there yet, but

Chief Box should write up how this will work and what is the budget for it.

Dr. Curry said he needs to meet with Chief Box regarding the Call to Action Response. He will have Catalina Delgado schedule a meeting with Chief Box and Tina Kuperman to discuss items that Chief Box is responsible for.

Chief Box reported that the audit went well and the auditor from Post will be back on November 6th to finish grading the Department.

Dr. Curry commented, he doesn't know about Chief Box's request for equipment; he is

concerned about giving guns away. Chief Box stated that his concern is that they're just sitting and in another two years they won't be worth anything. Dr. Curry stated that those guns were brought with line-of-credit dollar, and part of the debt we're paying off through 2028-2029 is for those guns. Chief Box responded that old guns depreciate and the longer we keep them the more they depreciate, where we won't even be able to even get fair market value. Ammo Brothers will give us cash credit or surplus credit of \$230-\$250 for these old, worn weapons. Dr. Curry asked what would be the current cost for these guns. Chief Box responded they would cost between \$500-\$600 for the Glock 40's. Next year we won't be able to get that much. Dr. Curry suggested maybe selling them and have that money go to reimbursing the Line-of-Credit. Dr. Curry said he will have to think about this, because it is more tricky than he thought it would be. Chief Box asked Dr. Curry to come take a look at the Police space – it is neat and everything is accounted for. Dr. Curry said he will figure out how to do that.

H. Nursing – Dr. Abiodun Osanyinpeju

No Report

3. Compton College Articulation Update

No update

4. Other items

None

5. Next steps

No discussion

**Next scheduled meeting:
Tuesday, December 1, 2020 at 2:30 p.m. via Zoom**