



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: September 1, 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:

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

1. Review minutes from August 4, 2020 meeting – Approved, with correction

Correction: Item F, Financial Aid: The first disbursement was the 28th, not 21st.

A. Pass/No Pass Options for the 2020-2021 Year

Richette Bell stated the pass/no pass option is in effect as long as COVID-19 is here. Barbara Perez– students have an option; It is not that simple; you have to understand the ramifications. Richette Bell commented, that is why we have to continue these conversations. Dr. Curry said that the policies are in place. We need to do when Dr. Cesar Jimenez gets the information about CSU and UC to inform the students about their options. Before we put out any communication, we need to understand the issues, and we need to see what CSU and UC are doing. Dr. Curry asked Dr. Jimenez to follow-up on this concern.

Dr. Curry stated to Richette Bell that the policies are in place so that we will follow that. However, we're not going to put any communication out until we see what USC and UC are doing, and we need to get something out within the next week and a half.

Richette Bell responded that she would have to work with Academic Affairs to figure out how to distinguish between the second eight weeks and the first eight weeks and put that in place. She said she could put in on her site in term and asked if she has to do something with the class or do her part on the term, and that takes care of everything. Barbara Perez responded that Richette Bell does her part on the term, then the student goes into the system and makes the changes. Richette Bell said okay, based on feedback from Dr. Jimenez. Dr. Curry stated Richette Bell needs to send him an email letting him know the 25% day. So that would be what the 25% day for the 16th week - what's that date. What's the date for the 8th week, what's the date for the 12th week, what's the date for the 14th week. You send that to us so we can then

say, okay, we know that we have to communicate that to campus.

Barbara Perez commented that 25% for the first eight weeks is Friday, so they will probably have to do a little mishmash for the semester. Richette Bell stated that she likely could extend it maybe for a week to give a different percentage. She will look at that for the first eight weeks and propose a date and see if that works for everyone.

2. **Compton CCD 2016-2021 Partnership Transition Plan** – Dr. Curry shared the updated document.

3. **Areas of Focus**

A. **Admissions and Records** – Richette Bell

They find some challenges with dual enrollment students and how they interface between a screen in Banner and CCCApply applications. Some applications are being pushed through from CCCApply, and coding them as high school students when they are barely over 18 is problematic. As a benefit of our new system, we did not require high school students to have to reapply every term. How do we address this issue with students being allowed to not having to reapply? How do we identify those students after they graduate from high school and have them reapply? We need to figure out a process.

We have been working with Ellucian consultants to figure this out because we have had some students who have been taking classes this summer and even this fall that are still coded as high school students. They have not been required to submit a new application, and some have not even acquired fees, so we are working on that.

We have proposed several things working with Shane Livingston, but we are not sure of the best option right now. The challenge is reaching out to some of my colleagues in regards to what they are doing. We have a screen, which is specifically just for our college, where we process applications that come in through CCCApply, and other colleges don't have that screen, so it's challenging to figure out how they are managing. This is a significant challenge. In doing some MIS clean-up for spring, I identified some of those students and had to change their status and ended up making sure that some students did get some billing in place for them.

Another significant thing that just came up is the online graduation applications. To back up a little, we should have been upgraded to Banner 9 from Banner 8. When they did the upgrades, a number of links in the Student Services portal disappeared. The students couldn't register; they couldn't figure out how to drop classes. This also impacted the faculty self-service, and faculty are still having to email our office because they can't drop students, so we have to do that manually now.

The other thing that also changed is graduation applications online. Richette Bell worked on getting the information to get the online graduation applications active. Still, Banner also upgraded all of the links and graduation information, so everything she did on is gone. She now has to input all of that information into the new Banner 9 system as the links no longer work. The Ellucian/Banner consultants are aware of this and are working on it. Needs to send out communication to students to let them know that there will be a delay in processing the graduation applications. The time for submitting their applications will be extended. We will make sure this communication gets posted on our website and sent out to everyone. It is

critical that when Ellucian is implementing upgrades to our system that it is not done during critical periods. That was a huge thing that derailed a lot of things and created a lot more work.

Richette Bell further reported that Admissions and Records have to finish the final testing for the grade change workflow, and then it will be ready to go forward. They also did testing regarding the Viatron transcripts. All the old Compton College transcripts in Viatron have been uploaded into Banner.

Richette Bell is now working on the final piece for the National Student Clearinghouse. This student self-service link allows students to get access to their enrollment verification information at any time. Reports will be submitted every term.

Richette Bell reported that she is also working with Barbara Perez on the MIS edits for summer. We still need to get info for auditors for our audit.

The Admissions and Records Office is working with students remotely. Many students are having challenges understanding how to access their classes remotely with zoom, canvas, etc. They don't know what to do next once they have registered. We need to do better with that on our website or emailing something to students, so they understand. She has been talking with Dr. Alvarado's team, and they are also having challenges in that area.

Barbara Perez said there is information on the back page of the schedule regarding using canvas. Richette Bell reported that most students don't look at the last page of the schedule, so we need to do a better job getting information out to students.

Barbara Perez asked about the field for high school students fees rates; should there be a "Y" there. What happens if it is not? Richette Bell responded, yes, if the fee is to be waived. If the "Y" is not there, they should be assessed a fee.

Dr. Curry said he would meet with Ellucian on Friday and discuss the upgrades they made without prior notification before signing their contract.

B. Academic Affairs

Sheri Berger - absent

C. Student Services – Dr. Nelly Alvarado

Dr. Alvarado reported the Spanish translation of the new orientation is complete. Still, she wants someone from Academic Affairs or someone from the Spanish Department to review to ensure it's okay. Dr. Curry suggested asking Juan Tavares, Spanish Faculty, for assistance. Dr. Alvarado has been in conversations with Ellucian and will be meeting with them and Andrei Yermakov on Friday to discuss integration.

Dr. Cesar Jimenez reported he has been working with Dr. Rebekah Blonshine on creating a timeline for CRM early alerts. They also created a database for early and afternoon college for early alerts. So far, in 2020, we have had over 150 early alerts. We also connected with Lauren Sosenko to pull the alerts' information and look at the student outcomes. In the next couple of weeks, we will be reaching out to faculty to help support them with early alerts.

Dr. Curry asked Dr. Jimenez about accessing MyPath. Dr. Jimenez will send the link to Dr.

Curry.

D Business Services

Steven Kibui – Absent

E. Communications

Heather Parnock reported the updated catalog was posted online on August 20, 2020. The estimated delivery date of 500 hard copies will be next Thursday, September 10, 2020.

Heather Parnock said she would figure out, between the mailroom and the copy center, how to distribute copies to everybody.

Heather Parnock reported the blanket purchase order for the District seal was approved on August 14, 2020, and she is not sure of the status of the order, but the vendor has the artwork and everything they need.

Heather Parnock reported she expects edits to the Communications Guide from the Communications workgroup on September 16, 2020, and that will be finalized.

Dr. Curry asked about Twitter accounts. Heather Parnock said they do not approve any individual Twitter, Facebook, or Instagram budgets due to the lack of content for the current college-approved account and maintaining accounts. Heather Parnock talked about making this a communications tool for programs, but they would have to develop a plan, discuss it with her and review it with Dr. Curry. Dr. Curry asked if the Communications Guide has been posted. Heather Parnock reported that she is waiting for edits. Dr. Curry asked Heather Parnock to send him the Communications Guide.

Richette Bell added that we are meeting to make sure we get a new Purchase Order to start the process for printing on-demand diplomas. They have received the final paper samples, and Richette Bell will share them with Heather Parnock to make a final decision.

- F. Financial Aid** – Keith Cobb reported that Financial Aid first disbursements were on August 28th and they will disburse this Friday again. They have paid to 853 total students, with the total amount of Pell Grants being \$805,810.00. Within the first two weeks Financial Aid has disbursed a little under \$1M, and they will continue to disburse every Friday throughout the semester.

The Financial Aid Office has disbursed the following funds for Compton College Cares Act Grant Program:

- \$485,800.00 in CARES Act to 1,389 students for Spring 2020
- \$180,960.00 in CARES Act to 580 students for Summer 2020

Moving into the fall, we're going to disburse and do the application process a little bit differently. Throughout the campus, we have just one application that goes out to the students, and it asks questions about their needs. From there, it goes to whoever is responsible for that area. Financial Aid gets requests for CARE Grants, and Financial Aid follows-up to see if the student is eligible. For the fall of 2020, they have a \$500,000 in CARES Act money distributed.

Keith Cobb also reported that the Banner upgrades also affected all the Financial Aid links. The students were not able to see their files or their awards.

Dr. Curry commented on the Cal Grant Audit and that there were audit findings in the federal and state audit for Financial Aid. Keith Cobb responded that he would be following-up with information to be included in his board letter. This audit was for 2018-2019 and was just the communication between the Business building and Financial Aid of the reconciliation of stale-dated checks. The process of stale-dated checks wasn't a written policy.

Keith Cobb said he has responded to the audit and it has been approved. He reported that we're at high risk and are being monitored for 2020-2021. That's a policy between the Business Office and Financial Aid. When Compton College transitioned from El Camino Compton Center, the El Camino Business Office was doing the reconciliations between the Financial Aid Office. When we transitioned over, we didn't have a written policy. Keith Cobb said he is in the process of getting the Policies and Procedures written with the SIG or ACL Company, and that has almost been finalized. The auditor will approve that in about a month. Dr. Curry instructed Keith Cobb to tell them the college president would like them to provide him with a written update on the procedures, and he would like it by this Friday. Keith Cobb agreed to do so. Dr. Curry also asked Keith Cobb to state in his board letter that he is working with this firm on helping to develop the policy and procedure.

G. Information Technology – Andrei Yermakov stated we have completed the migration of the legacy scanned records from the Viatron to the Banner Document Management (BDM) system. The grade change workflow is completed. We need to work with Ellucian to create the second workflow per the original scope of work. The latest board-approved Advisory Agreement will not cover new workflows. Ellucian could not deliver the ASB Opt-Out functionality, and it is unknown if the new Advisory Agreement will cover the technical work needed. We could not complete the creation of the e-forms for the student statement and tax form. We continue working with Ellucian on developing a process of removing inactive and spam records from the Banner system. ITS Department will start training A&R on BDM usage. Ellucian presented two options on how to preserve historical Datatel records. We need to have an internal meeting to select one of the two options."

Dr. Curry instructed Andrei Yermakov to work with Elizabeth Martinez and Richette Bell on this.

H. Police Services – Chief Ramund Box reported they had made progress. The new guide needs two more weeks of training. Human Resources has scheduled interviews for the 19th and has advanced one applicant. There are seven more new applicants.

H. Nursing – Shirley Thomas reported the Nursing Department is posting two additional positions for the nursing program. Has a part-time faculty interested in one position. NCLEX testing on backlog because of COVID-19. The Self-Study is to be done in November to ensure compliance. They are currently working to meet their regulations and to be sure they comply.

Linda Garcia is the new Administrative Assistant for the Nursing Department and needs to come on campus to organize some files. Dr. Thomas asked where students can get identification from because they need them for their clinical rotations. Dr. Curry said they would have to work this out to observe social distancing. Elizabeth Martinez said she would help figure this out.

4. Compton College Articulation Update – No report

5. Other items

A. Heather Parnock said regarding the Nursing Pinning Ceremony, she sent all the information she had on July 28, 2020 to Kimberly but received no response. Shirley Thomas said she would reach out to Kimberly Harris because it may just be miscommunication.

6. Next steps

No discussion

**Next scheduled meeting:
Tuesday, October 6, 2020, at 2:30 p.m. via Zoom**