



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: April 6, 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	Carol DeLilly	Heather Parnock
Richette Bell	Cesar Jimenez	Barbara Perez
Ramund Box	Elizabeth Martinez	Shirley Thomas
Keith Cobb	Abdul Nasser	Andrei Yermakov
Keith Curry		Nelson Shiota

1. Review minutes from December 1, 2020; January 5, 2021, February 2, 2021, and March 2, 2021 meetings – No Completed

A. Banner Issues/Concerns

Dr. Keith Curry asked Andrei Yermakov for a comprehensive list of Banner issues. He asked what the outstanding issues with Banner are now.

Richette Bell responded one is dealing with the transfer courses that are interfering with registration with the ECC transfer courses. They have the team working internally to help resolve that. They're working on RD-grade replacements. Richette Bell reported they are doing some preparation for the upgrade that's coming up, and a big part of that is also making sure they're cloning our production.

Barbara Perez reported they are working on minor issues with Degree Works. They finally upgraded Degree Works to 5.0.3. There were a few problems this morning, and they are ironing out some problems with transfer equivalency, but it does seem to be coming along.

Dr. Curry asked about CRM Recruit. Dr. Nelly Alvarado responded they were able to provide the brand URL, and she has been working to make sure the applications are coming through. She will be meeting with Richette Bell to make sure of full integration. Dr. Alvarado said that they were only getting a few in the past, so the numbers were not matching, and they still need to complete the integration from Comevo to Banner.

Dr. Cesar Jimenez reported that by the third quarter, probably in October, we should have the

credit from orientation, the Comevo transition into Banner, and the integration between Cranium Cafe and Banner. Dr. Jimenez also reported there was an issue with the CDC, OEI integration. Barbara Perez commented that Banner doesn't open up its database, and OEI has to have direct access to the Banner database. Andre Yermakov stated the technical requirements of the integration needed had not been clearly defined.

Dr. Jimenez asked about the Canvas issue of being dropped from a course and not having the course in the show. Barbara Perez said she thinks this issue has been fixed. Andrei Yermakov said the issue was fixed with a patch, but he received another call right after and was told there's been inconsistency again.

Andrei Yermakov reported that he has a continuous problem with Ellucian creating an Office 365 account for new students. He stated that today they fixed it within a few hours, but in the past, we could go for a few weeks trying to troubleshoot the problem. Andrei Yermakov said when CRM was being implemented, Ellucian promised that at some point, the process would change. But how will it change, and who will pay for it? Ellucian was working with the Chancellor's Office on creating an API interface between CCCApply and Banner. Andrei Yermakov continued stating the current process of the way we were importing applications, when we were doing it, Ellucian said it would only work for the first six months, then we would transition to a new API. But it's been already two and a half years since that promise. The process was supposed to change from CCCApply application to CRM Recruit, then from CRM Recruit to Banner. Currently, it's reversed, Banner to CRM Recruit.

Andrei Yermakov commented that if we will be engaging with Ellucian on next year's agreement, he would like to focus on making workflow a priority and build as many of these electronic forms as possible.

Keith Cobb reported they have been waiting for Campus Logic and Ellucian/Banner to read with each other. He said it's been a battle between them and neither of them have budged.

Dr. Curry instructed Andrei Yermakov to make sure to provide him with a comprehensive list of all these outstanding items because he needs to meet with Banner soon about the coming year. Dr. Curry asked Andrei Yermakov to include the issue of the department, the department contact person for the issue, and how long it has been outstanding.

2. Areas of Focus Updates

A. Admissions and Records – Richette Bell reported they had their first semester where they used the online grad application. They received 412 applications online, but some were duplicates. They need to look at tweaking things like the change of major process and she has been working with Ellucian regarding some concerns and complaints from counselors. Richette Bell said she met with Shane Livingston and they put together a document that shows the pros and cons of each option and what can be done. She said she is working with Ellucian on setting-up priority registration, and on issues with the National Student Clearinghouse report.

B. Academic Affairs – No report

B. Student Services – Elizabeth Martinez commented that updates have already been given by Dr.

Alvarado and Dr. Jimenez. Dr. Nelly Alvarado reported she has been meeting monthly with Ellucian, Andrei Yermakov, and Dr. Jimenez and providing status updates. Andrei Yermakov discussed Comevo and Banner's integration and issues.

Dr. Curry commented that he needs to understand what the issues with Ellucian are because he will be having conversations with them and deciding what the District will pay them. Dr. Curry stated that he needs to be specific with Ellucian of what the college will use them for next year and reminded of what they have not done that should have been in the original contract. Dr. Curry said his job is to hold them accountable and protect the District's interest.

Elizabeth Martinez said for various reasons, they have not been able to fully implement all of the things they said they could do and can't use the system to full capacity. Andrei Yermakov commented that one of the biggest challenges we are experiencing as a district and as an Ellucian customer is because a lot of their technologies that are supposed to work do not work. Further issues with Ellucian were reported by Andrei Yermakov, Keith Cobb, and Richette Bell.

- C. Business Services** – Dr. Abdul Nasser said he has no updates with regards to transition. With regards to remodeling of the cafeteria, Dr. Nasser reported the timeline is four or five weeks, but they will be ready to support the folks that will be coming back sooner. He said they have submitted the design for the remodel but have not started on it yet.
- D. Communications** – Heather Parnock reported that she is working on the summer schedule now, then the fall schedule and the catalog is next. There is no Web progress on the academic program pages. Dr. Donald Roach is still finishing them and has the content there; they're just not published.
- E. Financial Aid** – Keith Cobb reported that within the month of April, the Department of Education is providing new software so the files for 2021-2022 can be downloaded. They are still on standby for that and as soon as the software is provided, they can start processing next year's applications, as well as this year's applications. Hopefully by the end of April students will start getting information that we received their financial aid applications for 2021-2022 and have them start completing them. Keith Cobb reported that he has been meeting with each person that oversees a program. They updated their programs with screenshots and so forth, and now we're putting that into the Policies and Procedures for 2021.

As for the Audit findings regarding reporting, Keith Cobb stated that since last year, they have been working with the Banner/Ellucian consultant, and based off the timeline they are doing better at it now than last year. Dr. Curry commented that he and Dr. Nasser have to do a response to the audit next week, so Keith Cobb needs to write up what they are doing differently, to show they are meeting these timelines.

- F. Information Technology** – Andrei Yermakov reported they have finished the technical part after almost two years of working with Ellucian on the disabling inactive students process in Banner that would allow freeing up some of the Microsoft licenses for new students. Ellucian finally developed a process with the built-in technology called Page Builder, so they are in the final phase of testing that technology and also creating a communications plan that he is working on with Heather Parnock. Also working on the emails structure and the web page for students. Andrei Yermakov said hopefully at the end of the spring semester they will be implementing this process for the first time. After this process is established, they will be running it after the end of each semester. Andrei Yermakov reported he is working with Human Resources, Nursing, and

DSPS on expanding our Banner document management.

Andrei Yermakov reminded everyone that this upcoming weekend will be the Banner infrastructure upgrade and all systems will be down from Friday at 6:00 p.m. until the following Monday at 9:00 a.m. The reason is that the new projects Ellucian created with this infrastructure upgrade, they want to implement a better printing server; a new way of printing reports from Banner.

Andrei Yermakov stated the workflow will be launched soon. One workflow is completed and the second one is almost completed and hopefully will catch up with what was promised to be delivered under the original contract regarding workflows.

Andrei Yermakov said he will be asking Dr. Curry for additional funds to perform the Legacy Datatel upgrade. It is required by the Department of Education Code that we keep historical records. The estimated budget will be around \$45,000.

Andrei Yermakov reported he met with Ellucian about the Ellucian Analytics Platform which implementation should start in May or June of this year. Ellucian prepares the platform for us but unfortunately, many times with Ellucian, Ellucian Analytics is not the solution to bring the reports from all Ellucian products. They cannot pull reports from Degree Works or CRM Advise. They can pull reports from Banner and CRM Recruits only at this point in time. Ellucian has given an estimated date of about two years for connecting Degree Works and CRM Advise.

Andrei Yermakov mentioned that Canvas will be shutting down on Saturday morning because it is integrated with Banner. Faculty has asked to keep it up until midnight Friday because they want students to be able to submit their homework by 11:59 p.m. on Friday, so he promised to keep Canvas up until Saturday morning.

H. Police Services – Chief Ramund Box reported he interviewed two applicants who have completed all of the steps of the pre-employment process and recommended both of them for hire. This past Saturday five applicants took the physical agility test and two people passed. One individual had already taken the physical agility test, so he will be interviewing three people on the next scheduled interview session.

Chief Box reported the Body One cameras will be out in the field for testing tomorrow. Training has already been done. Chief Box thanked Andrei Yermakov for being there every step of the way because a lot of technology is involved with retrofitting the campus police station to make sure these are working properly. Everyone in the Campus Police Department will be trained, including the dispatchers.

Chief Box said he hopes to have the mobile data terminals in their cars by June. This couldn't be done at the same time, because the vehicles also have components that are tied to the Body One cameras. They are all retrofitted so hopefully starting in two weeks the vehicles will be retrofitted for the mobile-down terminals. Everyone will be tested on that, but the training and testing is done by L. A. County. Chief Box said he hopes to complete all of this by June.

Chief Ramund Box reported they have an audit coming up in September or October. All the police agencies are being audited every year now, instead of every two years. Chief Box said they had no audit findings last and he is going to make sure there are no findings this year, because this ties into our reimbursements. He commented that last year we took down about

\$4,000 in reimbursements and this year he is going to try to double that. He said it is important that our audit finding comes up zero again, and then we can just keep getting our reimbursement.

- I. Nursing** – Dr. Carol DeLilly reported the Nursing Department Quarterly Progress Report to the Board of Registered Nursing was submitted on February 25th and was well received by their Nursing Education Consultant. She reported they are no longer being monitored by the ELC, just by their Nursing Education Consultant.

Dr. DeLilly reported the quarterly pass rates have not arrived for March and there are few students testing, but there are nursing program graduates that should be testing this month and next month. She reported that 75% of our nursing students have been vaccinated so far and vaccines have been made available to all nursing students.

Dr. DeLilly stated that she is working with Distance Education. Dr. DeLilly and Dr. Matthews have developed their Canvas website which allows the nursing faculty (they are working on nursing students) to have what appears to work as a bulletin board and a resource for electronic communications. They also included the topic of diplomas, so students may now ask for their nursing discipline to be added to their diplomas.

Dr. DeLilly reported she is currently working on the second eight weeks of their clinical rotations and the Board of Registered Nursing has approved them to begin working at St. John's Student Health Center on campus. Our nursing students could be providing COVID vaccinations, maybe to one another. Dr. DeLilly said they are working on new clinical facility orientations, and she hopes to start filling out documents to begin a Kaiser rotation soon.

Dr. DeLilly stated she is working with Andre Yermakov to plan for ongoing electronic student admissions and future files for student's files. She is also working with Dr. Matthews to create a Canvas rubric for an admission grid which is from the Chancellor's Office that Compton College has adopted.

Dr. DeLilly reported they are planning for fall and she has submitted their nursing uniform and lab kit requests. Dr. DeLilly negotiated with the lab kit company to reduce their prices because during this pandemic our students are experiencing hardships and she was able to hold the prices steady for another semester.

Dr. DeLilly reported that she has plans to offer the CNA course this summer and is awaiting approval from the Department of Public Health Services and the Compton College Curriculum Committee. One of their nursing classes, Skills Lab, will begin on campus tomorrow. Dr. DeLilly also reported they are monitoring the fall graduates by offering them an API predictor exam that gives them an opportunity to see what their expectancy for passing the licensure exam on the first attempt is. Fourteen students took the exam this past week and ten of them are in the 98th percentile for passing on their first try. They are working with the other four with remediation and are still offering opportunities for graduates to continue to get support.

Dr. DeLilly said she is also supporting nursing faculty and virtual learning in any areas they may need assistance with.

3. Other items

Barbara Perez commented that the Chancellor's Office is changing the MIS report. Tomorrow there is a state-wide meeting with Banner and all of the Banner schools with regards to what this

request is. What the Chancellor's Office is asking for it is really a very difficult for us to try to produce, since they want data that we haven't been collecting so it's going to be an interesting dilemma. Barbara Perez said she will be sitting in on the call and next week there is another meeting with the Chancellor's Office. She said she will also be participating in a webinar the Chancellor's Office is doing in April.

4. Next steps

No discussion

**Next scheduled meeting:
Tuesday, May 4, 2021 at 2:30 p.m. via Zoom**