



TRANSITION PLANNING TEAM MEETING NOTES

Facilitator: Keith Curry, President/CEO
Date: June 5, 2018

Recorder: Paula VanBrown
Location: Board Room

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.

Present:

Dr. Stephanie Atkinson-Alston
Richette Bell
Dr. Keith Curry
Keith Cobbs
Jihoon Ahn

Elizabeth Martinez
Dr. Abiodun Osanyinpeju
Richelle Penalba
Chief Michael Trevis
Andrei Yermakov

Participating by telephone:

Arthur Leible
Dr. Dena Maloney
Ross Miyashiro
Heather Parnock

1. Follow-up Items:

Ms. Bell reported on the data-share agreement; she has met with Ross and Elizabeth Martinez to identify time to send out electronic information. Form Stack will be used – for all students to agree with data sharing; also to communicate what’s going on to students, and who to submit forms to. They need to come up with a process, timeline, and format (scanned or hard copy).

Ms. Perez stated the last week in June – data mapping to fields for Banner. El Camino College will prepare files. Electronic process, not hard copy. Two uploads planned; third may be need after spring.

Ms. Bell stated that she needs to identify what information will be sent over for data-sharing.

Ms. Perez reported that data will not be moved until September or October.

Dr. Curry stated that the information/timeline needs to be sent out to students,

Ms. Perez said that will be done the first week of fall semester.

Ms. Martinez stated that the first week of school faculty and staff need to know process in order to help students.

Dr. Curry stated that Ms. Bell needs to meet with Heather Parnock on formulating a communication timeline.

Ross Miyashiro stated that Ellucian should coordinate with Banner because there is still a lot of information outside of Banner to consider.

Ms. Perez mentioned ECC information coming over as transcripts., mapped into Banner; just needs transcript information.

Ross (?) Said okay, but information will not be complete. Needs to check federal code, because it is

not the same as the state code, and the federal is the only opinion that matters.

Heather Parnock – Sharing communications by mail, email, and website.

Dr. Curry stated that the RFP for the bookstore has been reviewed by the attorney, and should be ready to go out by Friday.

2. Update on Compton College Substantive Change Proposal

Dr. Curry – reported the Substantive Change Proposal should be ready to submit to El Camino and Compton boards in June, 2018.

3. Transition Committee Updates:

A. Admissions & Records:

Ms. Bell discussed CCCApply, and implementation with Banner. Said she has met with Ms. Perez and Mr. Yermakov, and is working on implementation with Banner; would like to have the set-up by November. Ms. Bell reported that she attended the Veterans' Summit in April, will be going to WAVE (veterans) training and hopes that by September the college will be able to certify veterans. She stated that she will be attending another veterans' meeting in July.

Dr. Curry stated that he would like to meet with Elizabeth Martinez and Richette Bell regarding veterans.

Ms. Martinez said she is looking at veteran's programs at other colleges.

Dr. Curry stated he is concerned with staffing and funding.

Ms. Bell stated that the costs for enrollment, transcripts, and transcript paper, need to be in place. She also mentioned staff training, because procedures currently being done by ECC now need to be done by Compton. The evaluator is still going to ECC twice a week, and reviewing hard copies; still working out details for transition.

Mr. Ross stated that prior to June 2019 these items will still go through ECC; after summer 2019, Compton will handle.

Ms. Perez stated that all courses taken prior to summer 2019 belong to ECC.

Ms. Bell stated that we need to be able to help students understand taking classes here, but the records are at ECC.

Mr. Ross stated that ECC will have a contact person at ECC Student Records. He also commented on having transcripts able to be sent out or retrieved, and enrollment verification.

Dr. Curry stated they need to look at all scanning operations; may consider outsourcing all student records, since the partnership began in 2006, should be scanned, coded, and identified before the end of the partnership. There are a lot of hard-copy records here that actually belong to ECC and need to be scanned so the hard copies can be destroyed. He will meet with Mr. Ross, Ms. Martinez, Ms. Bell, and Dr. Atkinson-Alston regarding Class I and Class III records. Compton records need to be identified.

Mr. Ross stated that ECC will pay for scanning of those records. Also needs to look at records, and how long student has been gone – turn into Class III records.

Ms. Bell states concern on ECC application processing; how to determine priority registration (by board policy).

- B. Academic Affairs: Dr. Atkinson-Alston – Reported that she be meeting with the Chancellor’s Office regarding the curriculum.
- C. Student Services: Ms. Martinez’ comments under follow-up items.
- D. Business Services: Steve Haigler reported that he is scheduling PeopleSoft training from LACOE and Compton will go live with PeopleSoft on July 1, 2018.
- E. Communications: Dr. Curry commented that first-round interviews for Director of Community Relations will be held next week, and the selected candidate’s name should be ready to submit to the July 2018 board meeting. Need to identify internal communications, and need to meet with each department by the end of July. Will update Accreditation Process by August in the community newsletter after July 14th.
- F. Financial Aid: Keith Cobbs said he is waiting for curriculum information. He has to take a one-day training (also Dr. Curry) to be approved as a separate Financial Aid office (from ECC).
- G. Information Technology Systems: Andrei Yermakov reported that Office 365 has been launched, and there were two half-hour training sessions by Banner. Financial Aid training will be held on June 19, 2018. 90% of the training on Office 365 has been completed.
- H. Police Services: Chief Trevis reported the selected candidate for Police Chief for Compton College is now going through the hiring process. Lieutenant and Sergeant positions are to be advertised.
- Dr. Curry reported that Koff & Associates are doing the salary study, review of job descriptions, which will need board approval.
- I. Nursing: Dr. Peju reported that applications for the Director of Nursing closed last month. Also there is a proposal to offer the Certified Nursing Assistant (CNA) program, which needs to be approved. He will be attending the Compton College Curriculum Committee meeting today.
- Ms. Perez reported that the CNA curriculum has been approved by ECC, but needs to be approved for Compton for fall 2019.

The next Consultative Council meeting is scheduled for Tuesday, July 3, 2018 at 2:30 p.m. in the District Board Room