



GROSSMONT COLLEGE
Budget Committee
Thursday, Dec 10, 2020
3-4:30 p.m.

<https://cccconfer.zoom.us/j/91682526548>

Meeting Summary

Purpose The Budget Committee encourages transparency and constituency understanding of the budget, works to ensure that the budget allocation process is driven by college-wide planning and strategic priorities, and provides recommendations to the College Council on issues related to budget development and management.

In addition, the Budget Committee provides ongoing oversight in relation to budget changes and information at the State and District levels.

Quorum – Quorum is achieved when 50% plus one of voting members are in attendance.

Consensus – Consensus is reached when 75% of those present are in agreement.

Proxies – Each constituency may send up to two proxy attendees per meeting. Proxy attendees are given full discussion and decision-making rights.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
X Bill McGreevy – Co-Chair	X King Wong	<input type="checkbox"/> <i>Marsha Gable</i>
X Michele Martens, Classified Professional Co-Chair	X Kaelyn Mastronardi	X <i>Marshall Fulbright</i>
	<input type="checkbox"/> ASGC representative	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
X Sara Ferguson	X Bryan Lam	X Sara Varghese
X Judd Curran	X Michele Martens	X Eric Klein
X Patricia Chow	X Ruth Ramirez Ruiz	X Genie Montoya
		Guests: Joan Ahrens Aaron Starck

RECORDER
X <i>Patty Sparks</i>

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments.
2. Welcome and Introductions	Welcome to the last meeting of this calendar year.
3. Additions/Deletions to Agenda	No additions or deletions reported.
4. Approve Meeting Notes & Follow-up	November 12 meeting notes approved via acclamation.

NEW BUSINESS

<p>5. Report on College Council/ Co-chairs session</p>	<p>Bill McGreevy stated that the College Council/Co Chairs planning meeting went well. Lida Rafia provided a refresher as to how our Governance Committee structure was established. Joan Ahrens reported on the Co-Chair/Member survey results as follows:</p> <p>Highlights: Two surveys were sent out. One to the co-chairs and one to the governance committee members; all governance committees were asked to participate.</p> <p>Who took the survey? 34% FT Faculty, 6% PT Faculty, 33% Classified Staff, 21% Administrative and 4% Students.</p> <p>Ahrens provided survey results details regarding Communication.</p> <p>Next Steps: Another survey will go to committee members/co-chairs in the spring, focused on improving the handbook, i.e., what kind of information we need to add, etc. Once the data is collected (from both surveys), an analysis will be provided in the fall, 2021.</p> <p>Discussion/comments:</p> <p>30% of survey respondents indicated that communication was poor or very poor. Ahrens noted that it is important to have communication from constituencies to the committees and committee members must report information back to their constituency groups.</p> <p>Communication and means of communication were discussed when the governance structure was being developed. Can we (committees) develop helpful communications, i.e. PowerPoint presentations or fact sheets for members to share? This would help communication and provide guidance and help in addressing the communication gap.</p> <p>McGreevy stated that the Budget Committee has to inform the campus about difficult and sometimes confusing budget issues that can be hard to convey. We will need to develop a way to communicate other than providing spreadsheets.</p> <p>Will the committees receive the survey results for review? Yes. Joan will send the survey data to Patty Sparks to distribute.</p> <p><i>Action taken: Ahrens will provide the survey results to Patty Sparks and she will share the information with Budget Committee members.</i></p>
<p>6. Review/Discuss Budget Committee Purpose & Responsibilities</p>	<p>McGreevy displayed the Budget Committee purpose (page 23 Governance Handbook). It has been some time since the Committee reviewed the charge and he would like to review the charge each semester.</p> <p>McGreevy specifically asked Ahrens to reflect on the Annual Unit Plan (AUP) language/process as to the Budget Committee’s responsibilities. In part, the charge reads, “Review ongoing discretionary department budget requests...”</p> <p>Ahrens stated the AUPs will come to her office for review and then any requests for funding will go to the appropriate committee, e.g., Facilities Committee, Staffing committee, etc. Ahrens further noted that this will be the first time the updated AUP process will be used in conjunction with our new/current governance structure.</p> <p>The AUPs were due on October 1, 2020 and came to Ahrens’s office with various</p>

	<p>resource requests attached. Those resource requests were sent to the appropriate committees to prioritize: technology resource requests were sent to the Technology Committee, facility resource requests were sent to the Facilities Committee, etc.</p> <p>When resource requests were sent to the appropriate committees, the entire AUP document was attached. The question is, does the Budget Committee review each resource request? Our committees are structured to review and prioritize resource requests. Ahrens reminded the Committee that this is the first run-through and there are areas that need attention as to the new process. McGreevy suggested that the wording needs to be changed to reflect the responsibility of the Budget Committee regarding ongoing discretionary department budget requests.</p> <p>Curran stated that maybe the idea or intent was for the Budget Committee to review the requests as an increase in the on-going budget for a particular department versus looking at each request. The Committee discussed the term “on-going” and its intent. Examples were given that suggested the need for on-going increases that were necessary, e.g., beakers for labs, chlorine for the pool, etc.</p> <p>McGreevy spoke to the responsibility of compiling evidence regarding at least one Accreditation Standard. If we are gathering information as we go, it would be just a matter of compiling evidence when necessary.</p> <p>Ramirez Ruiz spoke to the bullet point that reads “Ensuring ongoing attention to equitable educational outcomes and that the needs of underrepresented populations and students with special needs are considered and addressed in the budget development process.” Ramirez Ruiz stated that this ties strongly to the AUPs and how those goals are achieved. When we report back to our constituency groups we need to provide information on how we are achieving these goals through effective allocation (financial implications).</p> <p>Ahrens stated that the AUPs and resource requests are for the following year, however we have long-term planning as well through the Educational Master Plan (EMP). A request for a Partnership Resource Team (PRT) to help with developing an EMP is currently in the works.</p> <p>Ahrens was invited by McGreevy to attend the next Budget Committee meeting to review and go over an AUP with a resource request.</p> <p>McGreevy briefly reviewed Standard IIID and requested the Committee members to review Standard IIID and assess what we should be gathering as evidence.</p> <p><i>Action Taken: McGreevy requested that the committee members review and look at Standard IIID to familiarize themselves. Standard IIID will be made a part of these meetings notes and uploaded to the Budget Committee webpage.</i></p>
<p>7. Canvas Refresher/Discussion</p>	<p>Curran shared his screen and displayed the Budget Committee’s webpage for the Committee to review. In creating a Canvas container, it was not intended to replace the webpage, but he explained that the webpage lists the charge, schedule, meeting notes and agendas. Please request Canvas permissions through Dave Dillon or Dawn Heuft.</p> <p>Curran displayed the Canvas container for the Budget Committee and explained that there is some cross over like meeting notes and agendas; a link is provided to the Budget Committee webpage. The Canvas container includes opportunities to continue discussions through discussion boxes and can be utilized for questions and answers of Committee members. The resource module includes a budget glossary of terms (acronyms) that are related to budget and/or frequently used terms, adoption budgets, quarterly reports.</p>

	<p>The Canvas container can be a place to link accreditation evidence and create PowerPoint presentations to distribute to constituency groups when members report out. Folders can be created. McGreevy stated this is a great resource and is underutilized. Curran offered assistance to those members who may need help accessing the Canvas container</p> <p>It was recommended that future agendas include discussions on what needs to be reported out to respective constituency groups.</p> <p><i>Action Taken: To access the Canvas container, please contact Dave Dillon and/or Dawn Heuft for assistance. Seek Curran's assistance if needed.</i></p>
<p>8. Excused Withdrawal (EW) update</p>	<p>Aaron Starck noted that the State Chancellor's office provided relief for students with the Excused Withdrawal (EW) option. The EW was created to allow students to withdraw from classes for documented circumstances. The State Chancellor opted to use the EW to allow students to withdraw for COVID-related circumstances for the previous spring, summer, and fall. The EW option expires at the end of this semester, unless there is an additional executive order from the State Chancellor's Office. In the spring, a student will not be allowed to request an EW, however a student may request an EW for classes in the previous spring, summer, and fall. There were some issues as to letting students claim EW on Self Service as it conflicted with federal requirements.</p> <p>A reminder was sent to students in November regarding the COVID EW petition process. Typically, the Petitions Committee hears approximately 85 petitions each week. Since COVID EWs were implemented, the number increased considerably, with the committee hearing up to 200 COVID EW petitions each week, and approximately 600 in November. To put it into perspective, Admissions and Records have had 6,900 requests to hear petitions which will result in approximately \$950,000 of funding going back to students. We are able to keep the FTES allocations. Starck clarified that the COVID EW option will expire at the end of the semester, however regular EWs (that require documentation) are still available. New EW requests with no connection to COVID will be denied. Starck commended Ramirez Ruiz for her outstanding work in scheduling these petitions.</p> <p>Fulbright stated that we are limited with resources and are trying to find faculty to teach high-impact sections that were affected by EWs. Deans were asked to think outside the box and conversations are happening. Judd stated that trying to predict what is going to happen semester-to-semester regarding demand, especially for lab-based classes, is hard to know.</p> <p>Michele Martens inquired about Veterans who have to pay back the VA for courses from which they withdraw. Starck noted that the VA has a slightly different avenue for veterans but discussions are on-going.</p> <p>So far, there is no further direction from the State Chancellor's Office regarding the COVID EW; however, with the new wave of COVID-related cases, that may change. There is a need for the Federal and State regulations to align and not upset services to students.</p> <p><i>No Action taken.</i></p>
<p>9. CARES Funding Expenditures</p>	<p>McGreevy provided a draft break-down of funding expenditures as requested at the last meeting. He displayed a document of categories for funding. He will provide information regarding what has been spent or approved for spending at the February meeting.</p> <p><i>Action Taken: McGreevy will provide actual allocation numbers at the next committee meeting.</i></p>

DISCUSSION ON PREVIOUS AGENDA ITEMS

Prop 15 outcome	Martens reported that Proposition 15 did not pass. This means no funds will come to the district as a result of this initiative. The state reported higher state tax revenue collection than originally predicted. There is hope that this additional state revenue will offset impending deferrals.
ASGC open office hour	As a note, Kaelyn Mastronardi, ASGC President held his first open office hour. McGreevy stated it was a great experience and well attended.

FOR CONSENSUS

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FOLLOW-UP

Who	Item	Timeline

- 5. WORK AHEAD**
- **Announcements**

NEXT MEETING: Thursday, February 11, 2021 / 3-4:30 p.m.
(No January meeting as faculty are off contract until January 25th)

Budget Committee Norms

Established February 14, 2019

Updated August 13, 2020

- Members agree to raise hands to speak and wait to be called
- Members agree to use the thumbs up, side or down as a way to vote
- Members agree to participate and ask questions before moving on to the next agenda item
- Members understand all questions are welcome
- Members agree to be aware of time when meeting
- Members agree to stick to the agenda – utilize parking lot for items to be discussed at a later time
- Members agree to explain acronyms
- Member agree that food is allowed at meetings
- Members agree to plan a social event once a year
- Members agree to educate proxies
- Members agree that if someone is out of the room for a few minutes, the Committee will wait until they return before votes are taking
- Members agree to communicate with co-chairs/and or note-taker regarding absences when possible
- Members agree to start meetings on time
- Members agree to always be mindful of our purpose in serving students.

Added 8/13/2020:

- Use the “raise hand” feature in the Zoom participant window to avoid talking over each other.
- Mute microphone unless talking.
- For consensus items, the Recorder will type the consensus item in the chat window and voting members (by constituency group) will enter: “Yes” for yes votes, “No” for no votes and “Sideways” for a neutral vote.
- Members are responsible to report and share information to their constituency groups on Budget Committee-related items.

Committees are to establish norms

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
- Once consensus is reached after deliberation, council/committee members will support the group's recommendation.