



GROSSMONT COLLEGE
Budget Committee
Thursday, February 11, 2021
3-4:30 p.m.

Zoom: <https://cccconfer.zoom.us/j/94881713542>

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	X Aaron Starck
X Michele Martens, Classified Professional Co-Chair	<input type="checkbox"/> Kaelyn Mastronardi	<input type="checkbox"/> Marshall Fulbright
	<input type="checkbox"/> ASGC representative	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
X Sara Ferguson	X Bryan Lam	<input type="checkbox"/> Sara Varghese
<input type="checkbox"/> Judd Curran	X Michele Martens	X Niko Crumpton proxy for Eric Klein
X Patricia Chow	X Ruth Ramirez Ruiz	X Genie Montoya
		Guests. Interim President, Dr. Marsha Gable CPIE Dean, Dr. Joan Ahrens

RECORDER
X Patty Sparks

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments.
2. Welcome and Introductions	McGreevy welcomed Interim President, Dr. Marsha Gable.
3. Additions/Deletions to Agenda	No additions or deletions to the Agenda.
4. Approve Meeting Summary & Follow-up	December 10, 2020 meeting summary approved via acclamation.

NEW BUSINESS

<p>5. Budget Committee role</p>	<p>Dr. Gable reported that we are in our second-year of the new governance process. The Budget Committee is currently providing data and educating members as to the different funding resources, budget updates, and other budget-related topics. The governance structure is missing two key budget components: 1) How to effectively facilitate resource allocation for our Annual Unit Plans funding requests; and 2) How the Budget Committee is involved in that process.</p> <p>We need to address these issues prior to editing our Shared Governance Handbook. Next steps include reviewing other colleges' processes, creating a resource allocation process that aligns with our Educational Master Plan (EMP), and determining the Budget Committee's role in that process. Gable reminded the Committee that the college is requesting a Process Resource Team (PRT) to help us construct an EMP.</p> <p>District-wide Campus Repopulation Teams: Teams will provide recommendations to the Chancellor's Office for review and direction/approval, then to college presidents to share with President's Cabinet regarding what is approved, then to Governance Committees for information.</p> <p><i>No action taken.</i></p>
<p>6. AUP process / Resource requests</p>	<p>Dr. Joan Ahrens, Interim Sr. Dean of College Planning and Institutional Effectiveness (CPIE), displayed a PowerPoint, <i>Annual Unit Planning (AUP) – Information Flow</i>. The Budget Committee currently is not included in the chart. AUPs are submitted for the following fiscal year. The model assists in establishing a participatory process and documenting institution-wide needs.</p> <p>Units include Academic Affairs, Student Services, Administrative Services, and other programs, departments, divisions, etc. Changes for this cycle (from the first cycle) include AUPs going through the appropriate academic deans and vice presidents managing the units/programs, then to the CPIE office for review and processing. If AUPs are requesting resources such as staffing, equipment, technology or facilities, the AUPs will go to those designated committees. If no resources are requested, the AUPs will go directly to CPIE with a copy to their appropriate dean and/or vice president.</p> <p>AUPs are due on October 1st. Staffing requests are forwarded to the staffing committees as soon as the next day.</p> <p>Next Steps: Determine what the Budget Committee's role is within the flow chart.</p> <p>Discussions: Off-Cycle Budget Request - A process will need to be developed and then put in a manual. After clarification of that process, it will be included in the <i>Governance and Decision-Making Handbook</i>.</p> <p>Implementation of funding for Innovation Projects - A process will need to be developed and included in a manual.</p> <p>Note: The College is working with a company called Inventive to implement the AUP process electronically.</p> <p><i>No action taken.</i></p>

<p>7. CARES/CRSSA funding update</p>	<p>Bill McGreevy displayed a document, <i>Higher Ed Emergency Relief Fund HEERF 1 Under Coronavirus Aid, Relief, and Economic Security Cares Act</i>. *This document will be made a part of the meeting notes.</p> <p>Allocations go directly to the district. Grossmont is participating in Institutional funding, grants directly to students (at least half of the Institutional Funds), and funds to Minority Serving Institutions (MSI). Funding amounts and dates that funds need to be expended were discussed. Federal and State block grant funding was discussed and when those funds must be expended.</p> <p>Requests for funding flow from the departments through their deans/supervisors to the vice presidents for discussion at President’s Cabinet. The President takes requests and forwards to Chancellor’s Cabinet for discussion. If approved, the President authorizes the appropriate vice president to move forward to make purchases using the campus assigned CARES SmartKey(s). Funding for expenses are transferred from the district to the college’s SmartKey(s).</p> <p>Projections through the end of this fiscal year were shared (\$1,732,000), noting that all expenses must be related to the pandemic. Allowable expenses include moving classes to on-line instruction and services to students, lab kits, equipment, software, technology, PPE, etc.</p> <p>Lost revenue was explained as loss of revenue from auxiliary services such as the bookstore, food services, and facilities rentals.</p> <p>Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) New relief funding is coming, and like the original CARES funding, includes funds for institutional and student aid, along with funds for Minority Serving Institutions (MSI). Pandemic-related expenses incurred after December 27, 2020 are eligible for this funding. This new funding comes with less restrictions. The College is required to provide at least the same amount of funding in financial aid grants to students as in the original CARES funding.</p> <p>Students can use the aid grants for any component of the cost of attending college or emergency costs due to coronavirus, including tuition, food, housing, healthcare and mental health care, and child care. On the institutional side, funding is to defray expenses associated with coronavirus, including technology, transitioning faculty and staff, and training. Discussions are on-going regarding how requests will be made. Funding amount for students is at least \$3.5 million, and approximately \$12 million for institutional needs. The MSI funding is just over \$880,000.</p> <p><i>No action taken.</i></p>
<p>8. 2nd Quarter report for FY20-21</p>	<p>McGreevy will present the 2nd Quarter Report at the March meeting.</p> <p><i>Action taken: McGreevy to present the 2nd Quarter Report at the March meeting.</i></p>
<p>9. Governor’s proposed 2021-22 budget</p>	<p>McGreevy displayed a document titled <i>2021-2022 Governor’s January Budget Issued January 8, 2021 - Funding for California Community Colleges</i>. The Governor will provide a May revise to this proposal.</p> <ul style="list-style-type: none"> - The proposal includes a 111.1 million (1.5% COLA) with GCCCD receiving approximately \$1.7 million. This amount will not cover step and column or benefit cost increases. - .5% for enrollment growth, which will not be met at our district. - 1.5% COLA for certain categorical programs including CalWORKs, Campus Childcare, DSPS, EOPS, and apprenticeship programs. <p>One-time payments include \$250 million for emergency financial aid grants for students, including an early action package intended to go out this spring and \$100</p>

	<p>million to address students' basic needs for food and housing insecurities over three years, to name a few.</p> <ul style="list-style-type: none"> - Proposal includes paying back \$1.1 billion in deferrals. The referrals are going to be maintained and we are still going to have to proceed with tax revenue anticipation notes – loans to maintain operations (we will have to pay interest on these loans). <p>Policy direction includes an expectation that community college districts submit actionable plans to close equity gaps to be eligible to receive COLA. Negotiations are on-going. The proposal also includes increasing distance education courses by 10% above the 2018-2019 level.</p> <p>The above are proposals and should not be considered the final Governor's Budget.</p> <p><i>No action taken.</i></p>
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DISCUSSION ON PREVIOUS AGENDA ITEMS	
Accreditation Standard IIID – Process for moving forward.	

FOR CONSENSUS	
Meeting summary – What should committee members report out from this meeting?	<p>Michele Martens stated that Classified Senate developed a document/guide on how their members can share information with classified professionals. Martens was asked to share this document with members of this committee.</p> <p><i>Action taken: Michele Martens will provide the “guide” to Patty Sparks via email to share with Committee members. That information will be included with this meeting summary.</i></p>

FOLLOW-UP		
Who	Item	Timeline

<p>5. WORK AHEAD</p> <ul style="list-style-type: none"> • Announcements

<p>NEXT MEETING: Thursday, March 11, 2021 / 3-4:30 p.m.</p>
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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.