



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

Zoom: <https://cccconfer.zoom.us/j/99453565061>

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	<input type="checkbox"/> King Wong	<input type="checkbox"/> Aaron Starck
X Michele Martens, Classified Professional Co-Chair	<input type="checkbox"/> ASGC representative	X Marshall Fulbright
	<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
		Guest: Loren Holmquist

RECORDER
X Patty Sparks

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments.
2. Welcome and Introductions	
3. Additions/Deletions to Agenda	No additions/deletions.
4. Approve Meeting Summary & Follow-up	February 11, 2021 Meeting Summary approved via acclamation.

NEW BUSINESS

<p>5. 2nd Quarter report FY20-21</p>	<p>Bill McGreevy displayed the 2nd Quarter budget report (Fiscal Year 2020/2021) and indicated that this report will be made a part of these meeting notes. Grossmont expended approximately 43.8% of the overall budget through December 31, 2020. Last year, the College had expended 48.7% at the end of the second quarter.</p> <p><i>No action taken.</i></p>
<p>6. CRRSAA MSI funding update</p>	<p>CARES = Coronavirus Aid, Relief, and Economic Security Act HEERF = Higher Education Emergency Relief Fund CRRSAA = Coronavirus Response and Relief Supplemental Appropriations Act MSI = Minority Serving Institution Bill McGreevy reported on the CARES HEERF I, and CRRSAA HEERF II, and MSI: Minority Serving Institution funding.</p> <p>In addition to the CRRSAA funds (institutional and student funds), Grossmont College will be receiving \$880K in MSI funds. We have one year to expend CRRSAA funds.</p> <p><i>No action taken</i></p>
<p>7. Status of searches</p>	<p>Bill McGreevy stated that a candidate was selected through a national search for the Director of Purchasing position, but an official announcement has not yet been made. In addition, the Grossmont College President search is moving forward and the search committee is meeting tomorrow. The IT Director’s position announcement also is forthcoming.</p> <p><i>No action taken</i></p>
<p>8. Enrollment and scheduling</p>	<p>Dr. Marshall Fulbright stated that scheduling for return to campus is on-going. The fall schedule will remain online with some exceptions. We increased FTES to 92.2% of our FTES target of 5018. There are some short-term classes starting soon and we are doing well, however will not meet the target. Course scheduling is proceeding.</p> <p><i>No action taken</i></p>
<p>9. Facilities and planning</p>	<p>Loren Holmquist reported on Grossmont College’s Draft Re-Open Plan. A copy of the Draft Re-Open Plan will be attached as part of this meeting summary. Some highlights include hand sanitizers that will be mounted just inside the doors (350 units were ordered). Please email Grossmont.maint.andOPS@gccd.edu if additional hand sanitizers are needed. Furniture in classrooms, conference, and meeting rooms will have 6’ distancing. Alternate schedules for staff are being considered if 6’ distancing is not possible in their work areas. Staff is responsible for cleaning their work areas (custodial staff are not to clean staff desks). No aerosols are to be used, only disinfecting wipes provided by the District.</p> <p>All HVAC systems increased to 100% outside air or the highest possible level (CDC suggestion). There are some buildings that cannot be at 100% as some systems cannot cool air quickly enough, which stresses the system. Air filters are changed on a six-month cycle. Exhaust systems will run 24 hours-a-day rather than just during occupancy. The American Society of Heating, Refrigeration, and Air-conditioning Engineers (ASHRAE) recommends using the filter MERV 8 to MERV 13, if possible. There are restrictions to some buildings. An engineering firm has been contracted to assess the campus systems. Water supplies will continue to be flushed (run water through faucets, etc.) and filters changed.</p> <p>The committee discussed the current changes to campus, i.e. sneeze guards and how these affect the campus. Also, discussed whether some or part of the changes will remain after the pandemic ends.</p> <p><i>No action taken.</i></p>

DISCUSSION ON PREVIOUS AGENDA ITEMS

Handbook review	Bill McGreevy / Committee. Committees will be responsible for reviewing their sections of the governance handbook. The Annual Unit Plan information and the Budget Committee's responsibilities are in need of clarification.
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FOR CONSENSUS

Meeting summary – What should committee members report out from this meeting?	All committee members will share the 2 nd Qtr. Report, MSI funding allocation information, and the Draft Re-Open Plan provided by Loren Holmquist.

FOLLOW-UP

Who	Item	Timeline

5. WORK AHEAD

- Announcements

NEXT MEETING: Thursday, April 8, 2021 / 3-4:30 p.m. Possible conflict for the May meeting with the Campus Virtual Recognition Ceremony.

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.