



GROSSMONT COLLEGE
Budget Committee
Thursday, May 6, 2021
3:30-5:00 p.m.

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

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 Erika Lopez Pena	X 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	<input type="checkbox"/> Bryan Lam	X Sara Varghese
<input type="checkbox"/> Judd Curran	X Michele Martens	<input type="checkbox"/> Eric Klein
X Patricia Chow	X Ruth Ramirez Ruiz	X Genie Montoya

RECORDER	GUESTS
X Patty Sparks	X Loren Holmquist X Joan Ahrens

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments.
2. Welcome and Introductions	Introductions made. New student representative, Erika Lopez Pena.
3. Additions/Deletions to Agenda	No additions or deletions to the Agenda.
4. Approve Meeting Summary & Follow-up	March 11, 2020 meeting summary moved as final via acclamation.

NEW BUSINESS

<p>5. Rotation of co-chair</p>	<p>Academic Senate and Classified Senate members rotate serving as co-chairs. After discussion, it was determined that Sara Ferguson will serve as the faculty co-chair in the fall. Bill McGreevy thanked Michele Martens for her service to the Committee and stated that she had done a great job and he enjoyed working with her.</p>
<p>6. Immediate Action Budget Package</p>	<p>Aaron Starck stated that the State Chancellor’s Office issued an Immediate Action Budget Package (SB85) in March, with allocation of one-time funds to be utilized in three areas:</p> <ul style="list-style-type: none"> - Financial Assistance Grants for Students - for Grossmont College, that equates to approximately \$1.1 to \$1.2 M - Provide support for students to apply for CalFresh – for Grossmont, that equates to approximately \$31,000 - Student retention and outreach efforts - for Grossmont, that equates to approximately \$208,000 <p>Financial Assistance Grants: The Student must be in at least 6-units, be low income, and have at least a 2.0 GPA.</p> <p>CalFresh: Funding to provide outreach and application support for students to receive CalFresh. Funds may be used to hire students to help in these efforts.</p> <p>Retention and Outreach: Intent is to support marketing efforts and to engage students who may have dropped out due to COVID.</p> <p>These are one-time funds that likely will not be available in the future. Deadline to allocate funds is not determined, however it is encouraged to get the funds to students as soon as possible.</p>
<p>7. Audit Findings</p>	<p>Bill McGreevy reported that the annual District Audit was completed by the CWDL accounting firm. There were no deficiencies in controls and the District received clean, unmodified opinions, which is the best status possible. There were two minor record-keeping findings not related to how we do things, but how we report them. This will be resolved prior to the scheduled follow-up meeting.</p> <p>In addition, the District received an insurance rebate of \$500,000 for effective handling of its worker’s comp claims program.</p>

DISCUSSION OF PREVIOUS AGENDA ITEMS

<p>8. CARES/CRRSAA/MSI funding update</p>	<p>Bill McGreevy reported that in addition to CARES funding, we are receiving Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding in the amount of \$12.2M in Institutional funds, and \$3.5M in Support to Students. CRRSAA is also providing \$880,000 in Minority Serving Institution (MSI) funds.</p> <p>There was originally a deadline to allocate funds by the end of this month, but the District received notice that CRRSAA funds can be rolled over and now must be spent by March of 2022.</p> <p>President’s Cabinet members are working with their respective areas to gather proposals and requests to fund expenditures that are directly pandemic-related. Proposals will go to President’s Cabinet then ultimately to Chancellor’s Cabinet.</p>
--	--

	<p>There is a specific campus SmartKey assigned to these funds. If a purchase requisition is entered in Workday for an approved CRRSAA purchase, users must state the direct correlation to the COVID pandemic in the memo field.</p> <p>It was discussed that there needs to be more transparency as to how the funds are being used and clear explanations if proposals are denied. Further, there was discussion on using the student support portion of funds to assist students with EW expenses. Aaron Starck responded that there was some confusion regarding this at the Chancellor’s Cabinet level, however it was cleared up and is now being considered.</p>
<p>9. Status of searches</p>	<p>Bill McGreevy reported that the Sr. Director of Purchasing position has been filled by Nahid Razi, who began employment at the District in March. The Grossmont President applicant finalists were to be considered at the Special Governing Board meeting held yesterday, May 5, 2021 in closed session. No decisions were announced.</p> <p>It was reported that Lorena Ruggero, Director of College and Community Relations has accepted another position and will be leaving Grossmont College.</p>
<p>10. Facilities and planning update</p>	<p>Loren Holmquist provided an update on some of the work being done or completed by the Facilities, Maintenance, and Operations staff as follows:</p> <ul style="list-style-type: none"> - Responded and disinfected 8-cases of COVID-19 (people who reported to the campus they had COVID – but did not contract it on campus) - Replaced HVAC Filters - Power washed student desks - Installing 400 wall-mounted hand sanitizers - Weekly flushing of drains (toilets and water sources) - Washing second-story windows - Sanitizing nightly - Sanitizing restrooms during the daytime - Installed appliances – Culinary Arts - Updated door locks - Restroom repairs - Campus PPE supplies - Fixed major irrigation breaks - Gained back vegetation control - Pest control <p>Pictures and examples of 6’ distancing in classrooms, labs and offices was shared with the Committee.</p> <p>Outdoors Classrooms - There was discussion regarding outdoors classroom spaces, but no summer classes will be held outdoors.</p> <p>Bill McGreevy and Committee members commended Loren and the efforts of his staff for all the work being done on the campus. The Committee discussed custodial coverage and two custodian positions are in the process for hire. No other positions are to be filled until after July.</p>
<p>11. Handbook review process</p>	<p>Joan Ahrens displayed documents that will be made a part of these meeting notes.</p> <p>The timeline for the Governance Handbook to be completed was shared, as follows:</p> <ul style="list-style-type: none"> - Jan/Feb – Develop “Handbook” survey using findings from Phase 1 to inform questions - March – incorporate feedback and recommendations for improvement into second edition of the Handbook - April/May - Review and discuss draft of second edition of Handbook in

	<p>committees & with constituents. Finalize draft</p> <ul style="list-style-type: none"> - June – Publish and distribute second edition <p>We are off schedule due to the accreditation visit as well as COVID-related issues.</p> <p>The Spring 2019 feedback from the initial survey included:</p> <ul style="list-style-type: none"> - Role of the Recorder – need to establish whether recorders can vote - Clarity needed on the number of proxies per constituency group - Summer meeting schedule – should there be a summer meeting schedule? - Meeting Guests – clarity on their roles and participation - Ex-officio/advisory members – clarity needed on who can appoint these members - Term length – Constituency members and co-chairs. There is some concern that the term length is too short. <p>Joan expressed that although we are a bit behind in the schedule, the work can be completed by fall.</p>
--	---

FOR CONSENSUS

Meeting summary – What should committee members report out from this meeting?	<p>All committee members to share out:</p> <ul style="list-style-type: none"> - Budget Committee Co-Chair for fall is Sara Ferguson - Information relating to the Immediate Action Budget Package <p>Suggestions discussed: The information and pictures shared by Loren Holmquist should be shared campus wide.</p> <p>Graduation: Sara Varghese stated that there will be a “drive-by” graduation celebration on July 8 from 9 to 11 a.m. An email with details will be sent college-wide in the next couple of days.</p>

FOLLOW-UP

Who	Item	Timeline

WORK AHEAD

- Announcements

NEXT MEETING: Thursday, August 12, 3-4:30 p.m.

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.