



GROSSMONT COLLEGE
Budget Committee
Thursday, September 9, 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	<input type="checkbox"/> Erika Lopez Pena	X Marsha Gable
X Sara Ferguson, Faculty 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 Todd Myers	X Dana Mints	X Jacob Angelo for Eric Klein
X Patricia Chow	X Ruth Ramirez Ruiz	<input type="checkbox"/> Genie Montoya

RECORDER	GUESTS
X Patty Sparks	X President Whisenhunt X Joan Ahrens

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments
2. Welcome and Introductions	Introductions were made and new members welcomed. Sara Ferguson will be co-chair for the 2021-2022 academic year.
3. Additions/Deletions to Agenda	No additions.
4. Approve Meeting Summary & Follow-up	Approved May 6, 2021, Meeting Notes via acclamation.

NEW BUSINESS

<p>5. President comments</p>	<p>President Whisenhunt expressed the importance of the Budget Committee and thanked the members for their participation. She expressed that, “Concerns are real” and making the best decisions regarding our resources is extremely important.</p>
<p>6. Review Budget Committee norms</p>	<p>Last year the Committee established additional norms for Zoom meetings. Members agreed to plan a social event for the committee, however, due to the campus closure no events were planned. Bill requested members to review the meeting norms and provide their input. No information regarding in-person meetings or when they may return.</p> <p><i>Action taken: Members to review the norms and provide input and/or edits.</i></p>
<p>7. Budget status update/ Stimulus funds update</p>	<p>Bill McGreevy provided a brief budget update and included an overview of stimulus funds, HEERF, I, II, and III, for the Committee. The PowerPoint presentation will be made a part of these meeting notes. Highlights included:</p> <ul style="list-style-type: none"> • The District recently completed closing the books for fiscal year 2020/2021 <p>For fiscal year 2021/2022 the District included:</p> <ul style="list-style-type: none"> • Calculated projected payroll and benefits • Projected dedicated local income (Facility rentals, transcript charges, etc.) • Determined college budgets utilizing the Income Allocation Model (IAM) – The IAM divides the State allocation between the campuses using the state’s base allocation and a split between campuses based on resident FTES percentages. This year, that is 67.91% to Grossmont and 32.09% to Cuyamaca. Grossmont College’s unrestricted general fund for 2021/22 is \$79,266,926. <p>It is important to understand that salary and benefits comprise 88.7% of Grossmont College’s unrestricted general fund. The final Adoption Budget for 2021/2022 goes to the Governing Board for ratification on September 14, 2021.</p> <p>Bill McGreevy provided information on the how budgets are funded, what next steps are for the college and District, and an overview of resources.</p> <p><u>Higher Education Emergency Relief Funds (HEERF) I, II, III</u></p> <p>HEERF I (CARES) Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law in March 2020. Provided funds to students (in the form of financial assistance via emergency grants) and funds to support institutional expenses due to disruption. Additional funds of \$469,303 were received as a Minority Serving Institution (MSI). The student apportionment was \$3,570,781 and the institution apportionment was also, \$3,570,781. The District provided \$500,000 from the institutional funds to students. These funds have been expended.</p> <p>HEERF II (CRRSAA) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) was signed into law December 2020. These funds were provided to students and institutions, but with more flexibility. MSI funds were also included. We are operating under these funds now. Grossmont College, \$3,570,781, to be allocated to students. Institutional Award, \$12,229,499 MSI: \$880,394 Funds to be expended by March 3, 2022. There is a possibility to extend the date to 2023. (The deadlines were recently updated to 6/20/2022 for institutional and student support funds, and 8/2/2022 for MSI funds.)</p>

	<p>HEERF III (American Rescue Plan) American Rescue Plan was signed into law March 2021. These funds were provided to students and institutions. MSI funds were also included.</p> <p>Grossmont College received \$13,979,856 to award as emergency grants to students. The institutional award was \$13,377,451 and MSI, \$1,482,576.</p> <p>These funds must be expended by March 3, 2022. (The deadlines were recently updated to 6/20/2022 for institutional and student support funds, and 8/2/2022 for MSI funds.)</p> <p>Discussion: Can the funds be used to offset student debt?</p> <p>Answer: This question needs clarification and President Whisenhunt will look into this and provide the information.</p> <p>Dr. Gable stated that there is a process for emergency grants to students through financial aid. As far as disbursement amount, we are working on that in collaboration with Cuyamaca. Students will have to provide a statement and/or check a box regarding their emergency. Information on the emergency grants for students is on the Financial Aid webpage.</p> <p><i>Action taken: Bill McGreevy will provide a link to the Adoption Budget once ratified by the Governing Board.</i> 2021/22 Adoption Budget available online: www.gcccd.edu/district-business-services</p> <p><i>Then, click on "Adoption Budget"</i></p>

DISCUSSION ON PREVIOUS AGENDA ITEMS	
<p>8. Governance/Handbook review process</p>	<p>Dr. Marsha Gable reported that we kicked off the new shared governance structure/process at Grossmont College in January 2019. In the Governance Handbook it states that we should do an evaluation and review annually. The goal was to do the initial review/evaluation after our first semester (Spring, 2019.) We did not accomplish that goal, but will be doing it this semester. We will be moving rather quickly to get through the evaluation and review process. The timeline for this process was provided to College Council, August 26, 2021.</p> <p>On Friday, September 10, 2021, 9 – 10:30 a.m., there will be training for committee co-chairs, College Council members, with Dr. Gable and CPIE dean, Dr. Joan Ahrens. Training will include a review of the timeline and expectations for all the Committee’s to review their responsibilities, the purpose, the composition, and the roles of members, and the Governance handbook. All committee members are welcome to attend.</p> <p>We will review a rubric to evaluate committee structures. Each committee will be able to use the Governance Handbook (provided in Word Format) to make track changes and comments. From that, information will be pulled at the end of the semester. Track changes and edits will be made to the Governance Handbook. We will have a training in January 2022.</p> <p>In addition, we will have a mid-year check in on October 15, to see where the committees are as far as evaluating their purpose, charge and composition.</p>

	<p>On November 19, all the review/evaluation feedback will be due to the convener of College Council from Committee Co-Chairs to be approved by College Council in December. We will then kick off with training on the updated governance structure on Friday January 28.</p> <p>Question: Were previous co-chairs invited to the training? Answer: No, but a great idea to include them.</p>
<p>9. Strategic Planning 2022-2028: Vision & Mission Adoption Process</p>	<p>Dr. Joan Ahrens provided an update on where Grossmont College is regarding the Strategic Planning process. The PowerPoint Presentation will be made a part of these meeting notes.</p> <p>We are in the final year of our current Strategic Plan.</p> <p>The new Strategic Plan, 2022 – 2028 Hierarchy:</p> <p>We will review our Vision and Mission Statements, Values and Strategic Goals. Dr. Ahrens explained:</p> <p>Mission Statement – Why we exist/What we do Vision Statement – What we want to be Values – What we believe in Strategic Goals – What we must achieve to get there.</p> <p>Strategic goals are determined by looking at external and internal scan data for key findings and what we need to address. The concerns and feedback from that data are the main components of the Strategic Plan, then we have various action plans that help us achieve the Strategic Goals.</p> <p>Work began Spring 2021 at the Virtual Planning Forum wherein the theme was “Focus on our Why.” Our “Why” is our students! How we focus on our “why” is how we ensure student success. We monitor institutional effectiveness through program review processes, our outcomes assessment and annual unit planning. Our ultimate goal is to eliminate equity gaps.</p> <p>Dr. Ahrens stated that we are a part of a larger system. Our State Chancellor’s Office charged us with a very specific call to action, the Vision for Success. Dr. Ahrens reviewed with members the six goals relating to the Vision for Success core commitments.</p> <p>In the past, the District designed their Strategic Plan first however, for this cycle, Grossmont and Cuyamaca College will draft their strategic plans first and the District will follow.</p> <p>Drafts of the Vision and Mission Statements went out as part of the campus-wide survey sent on August 9 thru 20, 2021. Dr. Ahrens provided insight on the processes on how another draft of the Vision and Mission Statements were developed. It was decided that the participatory governance leadership would take those versions of the vision and mission statements to their constituent groups to get feedback, then provide that feedback to the CPIE Office.</p> <p>Dr. Ahrens is requesting that constituent groups request the drafts from the constituent leaders, they are:</p> <p>Michele Martens – Classified Senate President (Classified Professionals) Wayne Branker – Administrators Association (Administrator, Supervisors) Pearl Lopez – Academic Senate President (Faculty)</p> <p>Dr. Ahrens reviewed the timeline and noted that the final draft of the Vision and</p>

	<p>Mission Statements will be presented to the College community October 8 -10.</p> <p><i>Action Taken: Constituent group leaders to share the Vision and Mission Statements, both drafts for review and feedback.</i></p>
<p>10. Status of search for Vice Chancellor for Business Services</p>	<p>Bill McGreevy updated the committee on the Vice Chancellor Business Services (VCBS) search. This position oversees the fiscal operations of the District including budget development, accounting, purchasing, maintenance operations, CAPS, and payroll, and more. The position is currently filled by Interim VCBS, Sahar Abushaban.</p> <p>Applications closed on August 31. Screening committee is currently reviewing applications. The process was delayed, but back on track. Looking to fill the position by the end of the year. There may be public forums, but that is to be determined.</p>
<p>11. Future planning</p>	<p>We have an opportunity to take a long look at what kind of committee we are, look at it in a larger lens. It was suggested that a task force be created to research other multi-college institutions and review their charge and responsibilities. The idea is to not copy another college, but to research structures used that prove successful.</p> <p><i>Action taken: Sara Ferguson, Ruth Rameriz and Dana Mints volunteered to research other colleges and report back to the Committee next month.</i></p>

FOR CONSENSUS	
<p>Meeting summary – What should committee members report out from this meeting?</p>	<p>PowerPoints presented by Bill McGreevy and Joan Ahrens will be forwarded for members to share with their constituents and other committees they may sit on.</p> <p>Summary page provided for committee members.</p>

FOLLOW-UP		
Who	Item	Timeline

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

<p>NEXT MEETING: Thursday, October 14, 3-4:30 p.m.</p>

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.