



**GROSSMONT COLLEGE**  
**Budget Committee**  
**Thursday, October 14, 2021**  
**3:00-4:30 p.m.**

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

**Meeting Notes**

**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 <i>Marsha Gable</i>
x Sara Ferguson, Faculty Co-Chair	<input type="checkbox"/> ASGC representative	<input type="checkbox"/> <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 Todd Myers	x Dana Mints	x Eric Klein
x Patricia Chow	x Ruth Ramirez Ruiz	x Genie Montoya

<b>RECORDER</b>	x <i>Patty Sparks</i>
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ROUTINE BUSINESS	
1. <b>Public Comment</b> (5 Minutes)	No comments.
2. <b>Welcome and Introductions</b>	No introductions made.
3. <b>Additions/Deletions to Agenda</b>	Sara Ferguson requested to reschedule the November 11, meeting date as it falls on a Holiday.  <i>Action taken: An email will be sent providing dates and times to reschedule the November 11, meeting.</i>
4. <b>Approve Meeting Summary &amp; Follow-up</b>	Approved September 9, 2021 meeting summary approved via acclamation.

**NEW BUSINESS**

**5. Quarterly Report (1<sup>st</sup> quarter of 21/22)**

Bill McGreevy shared the document, *Grossmont College General Fund Expenditure Overview 1<sup>st</sup> Quarter Fiscal Year 2021/22*, and will be made a part of these meeting notes. Some highlights:

- Salaries and Benefits are approximately 92% of our overall budget
- Supply costs increased 6% from the previous year – this is due to increased expenditures as we return to campus and Purchase Order Carry Overs (POCOs) from the previous fiscal year.
- Other Outgo amounts reflect financial aid payments when overpayments occur
- Overall budget is \$10M more than the previous year due to a positive ending balance and savings from the Supplemental Early Retirement Plan (SERP)

The State’s allocation came in more than anticipated and there were health benefit savings from some bargaining groups along with offsetting expenses with COVID-related stimulus funding.

*No action taken.*

**DISCUSSION ON PREVIOUS AGENDA ITEMS**

**8. Review of structures from other colleges**

It was discussed at the previous meeting to review other community colleges governance structures specific to their Budget or similar committee. Sara Ferguson, Ruth Ramirez and Dana Mints volunteered.

Sara Ferguson provided a report on her review of Yosemite, Columbia, Modesto and other community colleges, and it will be made a part of these meeting notes. She highlighted that structures varied and some processes can be useful.

Dana Mints provided a report on her review of San Bernardino Community College District, specific to Crafton Hills College and San Bernardino Valley College, which will be made a part of these meetings notes. She highlighted that each of these colleges’ webpages were outdated and hard to gather data needed for a thorough review.

Ruth Ramirez provided a report on the College of San Mateo and Skyline College. This report will be made a part of these meeting notes. She highlighted that College of San Mateo’s “Budget Committee” was absorbed into another Committee (Planning and Resources Committee) with little information as to why.

Skyline College’s Budget Committee reviews both their “Score Card” information and the Apportionment Attendance Report as budget development tools. Skyline also has a Planning and Resource Council which makes recommendations to the College President.

After discussion, Bill McGreevy thanked the presenters for the work shared.

*Action taken: All reports shared will be made a part of these meeting notes.*

<p><b>9. Governance/Handbook review</b></p>	<p>Bill McGreevy provided the draft Governance Handbook via email and is requesting members to provide their input/suggestions specific to the Budget Committee pages.</p>
<p><b>10. Discuss survey results / Purpose, charge &amp; composition</b></p>	<p>Sara Ferguson displayed a document, <i>Review and Evaluation of Budget Committee Purpose, Responsibilities, and Membership</i>, survey results for the Committee to review. This document will be made part of these meeting notes. The Committee discussed the content and discussion highlights included:</p> <ul style="list-style-type: none"> <li>• Determine responsibilities and develop timelines to complete them</li> <li>• Agenda items should align with responsibilities</li> <li>• Responsibility “bullet points” should be lessened to a manageable amount</li> <li>• Include equity in the model</li> <li>• Ensure recruitment of student membership on the Committee</li> </ul> <p>Bill is requesting each member provide their suggestions on the Word version provided via email and submit to him.</p> <p><i>Action taken: Committee members to review the draft Governance Handbook and provide edits/suggestions using Track Changes and send back to Bill McGreevy.</i></p>
<p><b>11. Breakout constituency discussions</b></p>	<p>Discussion: What will committee members report out to constituent groups and how will they do so?</p> <p>Academic Senate/Classified Senate/Admin Association representatives broke into groups to develop what they will share out to their constituency groups, how they share, and they will report back at the November Budget Committee meeting.</p>

**FOR CONSENSUS**

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**FOLLOW-UP**

Who	Item	Timeline

**5. WORK AHEAD**

- Announcements

**NEXT MEETING: Wednesday, November 10, 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.