



GROSSMONT COLLEGE
Budget Committee
Wednesday, November 10, 2021
3:00-4:30 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	<input type="checkbox"/> <i>Marsha Gable</i>
x Sara Ferguson, Faculty Co-Chair	<input type="checkbox"/> ASGC representative	<i>x Marshall Fulbright</i>
	<input type="checkbox"/> ASGC representative	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input type="checkbox"/> Sara Ferguson	x Bryan Lam	<input type="checkbox"/> Sara Varghese
x Todd Myers	x Pat Murray for Dana Mints	x Eric Klein
x Patricia Chow	<input type="checkbox"/> Ruth Ramirez Ruiz	<input type="checkbox"/> Genie Montoya

RECORDER
<i>x Patty Sparks</i>

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments made.
2. Welcome and Introductions	Bill welcomed the members.
3. Additions/Deletions to Agenda	No additions/deletions
4. Approve Meeting Summary & Follow-up	Approved October 14, 2021 meeting summary via acclamation.

NEW BUSINESS

<p>5. Constituent reps report out how they shared information from the October meeting.</p>	<p>Constituent representatives briefly reported as follows: Academic Senate: Sara Ferguson took notes to provide an update and provided representatives' names and emails to Academic Senate. Classified Senate: Classified Senate reps alternate providing monthly updates to Classified Senate. Normally, the minutes and notes taken are used to provide updates. Administrators Association: NA. Will report next month.</p>
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DISCUSSION ON PREVIOUS AGENDA ITEMS

<p>8. Report regarding discussions with other colleges</p>	<p>Bill McGreevy reported that he is attempting to meet with other colleges' CBOs, but has been challenged with scheduling issues. He displayed the <i>Modesto Junior College Resource Allocation Model</i> for Committee members to review. (This document will be made a part of this Meeting Summary.)</p> <p>Committee members reviewed and discussed the document, highlighting their questions and guiding principles; resource allocation line items, i.e. funding for instructional equipment. The members reviewed the procedures for resource allocation including processes for emergency requests.</p> <p>Bill McGreevy and the members discussed that Grossmont College does not have a formal process established for allocation requests to get to the Budget Committee.</p> <p>Bill will follow up with the College of the Sequoias CBO to discuss their processes.</p>
<p>9. Breakout groups meet re: handbook review for Budget Committee section</p>	<p>NA</p>
<p>10. Discussion re: breakout group conversations / Develop recommendations</p>	<p>Task: Members were provided a shared document via chat enabling them to review the Budget Committee Charge and Responsibilities and provide input, suggestions, and/or revisions.</p> <p>Question to guide member discussion on how to include diversity, equity, inclusion, and anti-racism (IDEA or DEI); reduce the number of listed responsibilities or combine them; and whether there are duties not being fulfilled now that should be.</p> <p>Members reviewed the document and discussed that one goal is to remedy the disconnect with the Budget Committee as to allocation recommendations from prioritization committees, and documenting it clearly within the Charge and Responsibilities.</p> <p>Next steps: How do we get our edits to the handbook?</p> <p>Sara Ferguson and Bill McGreevy will develop a draft for the members to review at the next scheduled Budget Committee Meeting.</p> <p><i>Action taken: Sara Ferguson and Bill McGreevy will develop a draft for the members to review at the December 9, meeting.</i></p>
<p>11. Breakout constituency discussions</p>	<p>Discussion: What will committee members report out to constituent groups and how will they do so? Not discussed/no time.</p>

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FOR CONSENSUS

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FOLLOW-UP

Who	Item	Timeline

- 5. WORK AHEAD**
- **Announcements**

NEXT MEETING: Thursday, December 9, 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.