



GROSSMONT COLLEGE
Budget Committee
Thursday, March 10, 2022
3:00-4:30 p.m.

Zoom: <https://cccconfer.zoom.us/j/91662308304>

AGENDA

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	<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
<input type="checkbox"/> Todd Myers	X Dana Mints	X Eric Klein
X Patricia Chow	<input type="checkbox"/> Ruth Ramirez Ruiz	X Loren Holmquist

RECORDER
X <i>Graylin Clavell</i>

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	N/A
2. Welcome and Introductions	The meeting began at 3:05pm.
3. Additions/Deletions to Agenda	Ruth Ramirez-Ruiz is currently in an interim supervisor position and will not be serving on this committee moving forward.
4. Approve Meeting Summary & Follow-up	Approve February 10, 2022 meeting summary – Did not meet quorum. Will review/approve at the April meeting.

NEW BUSINESS

<p>5. Constituent reps report out how they shared information from the December meeting.</p>	<p>Constituent representatives:</p> <p>Academic Senate – Sara briefed the committee on how she informed the Academic Senate on an upcoming budget training and to keep an eye out for an email. Sara also mentioned that she sent out revisions of the Budget Committee charge out and that there will be upcoming Governance Review and Evaluations forums.</p> <p>Classified Senate – N/A, next meeting on March 18</p> <p>Administrators Association – No report. Sara Varghese did give thanks to Jacob Angelo as serving as her proxy while Sara has been assisting with building up the ASGC.</p> <p>ASGC – Sara Varghese gave a brief report that they are building the ASGC back up and working on recruiting. ASGC has a small but mighty group of 5 students currently. An ASGC Open House was scheduled for today but due to technical difficulties it will need to be rescheduled to next week.</p> <p>Sara Ferguson recommended speaking with Todd Meyer regarding recruiting some of his political economy students to participate in ASGC. Sara Varghese said she would reach out to him.</p>
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DISCUSSION ON PREVIOUS AGENDA ITEMS

<p>6. State budget and campus budget preparation update</p>	<p>Bill McGreevy briefed the committee on the following:</p> <ul style="list-style-type: none"> - The Governor put forward his state budget proposal for the fiscal 2023 year this past January, 2022. Negotiations are currently taking place in legislature so a May revised budget which could be different from what he proposed in January. - Initial steps to create a tentative 2022-2023 budget will begin later this month. - District is scheduled to issue to campuses dedicated local income year to date actuals from out of state students and more for 2021-2022 tomorrow. - Projections for dedicated local income for 2022-2023 will be done later this month - Tentative Budget Payroll Forecast to be run later this month through Workday. Each line item of the report needs to be checked and possibly edited to ensure accuracy.
<p>7. Budget training update</p>	<p>Bill McGreevy – Bill informed the committee that he had hoped to have the dates of the training and announce them at today’s meeting but there was a little coordination issue with Cuyamaca College and getting together is still in the planning stages.</p>
<p>8. Discussion of proposed budgeting prioritization structure</p>	<p>Bill McGreevy briefed the committee on the revised structure.</p> <ul style="list-style-type: none"> - Original handbook verbiage: <ul style="list-style-type: none"> o Original: “Budget Committee will review ongoing, discretionary, department budget requests submitted through the Annual Unit Plan (AUP) based on college priorities and submit recommendations to College Council.” There was no process put into place to communicate AUP budget requests to Budget Committee. o Proposed New which was submitted to CPIE on March 4, 2022:

“The Budget Committee reviews budget requests submitted through the AUP process and provides prioritized recommendations to the College Council on issues related to budget development and management.” The Budget Committee would then become a Prioritization Committee

- Sara F. submitted the Governance Handbook revisions to Graylin Clavell before the due date of Friday, March 11.

- **3 Types of Budget Committee prioritization/reviews:**

- **Above-base funding requests (Prioritization)** = One-time only requests made each year. College administration would determine an annual amount to be set aside for this purpose. The amount would be taken off the top in initial budget development. The Budget Committee would develop a scoring rubric to prioritize and rank the requests. Committee co-chairs would take recommended requests to College Council.
- **Base-budget augmentation requests (Review)** = Requests for increases to ongoing base budgets. These requests would be made by Divisions or Departments and must have been included in the AUPs. President’s Cabinet reviews them and ranks them determining how much they can allot for the following budget year. Proposals then go to the Budget Committee and then to College Council.
- **One-time fallout (Review)** = If there is a surplus from above-base requests, President’s Cabinet could then choose to put a portion in the fund balance and the rest into one-time types of purchases. The recommendation would go to the Budget Committee for review/questions.

- **Base Budgets:** Recommend to continue the same process which is departments begin the fiscal year with the same base budget as they had they previous year;
- **AUP Financial Requests:** Work with CPIE to put in place a mechanism for above-based requests.;
- **Align Budget Committee prioritization/review process with AUP schedule:** This lead to a discussion on what the best process would be. Loren briefed the committee on how there is feasibility study for facility requests that go to the Facilities Committee. Through the feasibility study Loren works with the department and helps them build their case and give a better budget reality of what the request might cost. The proposals that stick and go through are then prioritized (not by budget) by purpose. Could the Budget Committee adopt something similar? Bill mentioned that if the committee did it would need to have a process to know how much “we have to work with and what is the bottom money that we’re giving out so we can prioritize.” That would “give the Budget Committee a lot of power” according to Bill. To balance such power Loren suggested having proposals go to the College Council first. This led to more discussion on the process at College Council. Bryan liked the idea of adopting the feasibility study and then it goes to College Council concurrently and reduce wait times.

Sara Varghese suggested a streamline process for one-time augmentation requests and your budget augmentation be spelled out in your AUP.

ACTION: Sara Ferguson will bring some examples of what other colleges processes are and she will bring them to the next Budget Committee meeting. Bill will meet with Joan Ahrens regarding governance and prioritization committees.

ACTION: Have conversation at College Council regarding processes of prioritization ranking and what happens then.

<p>9. Governance review update</p>	<p>Sara Ferguson</p> <ul style="list-style-type: none"> ○ The committee has sent in the revised governance handbook to Dr. Gable; ○ Present PowerPoint to College Council meeting on March 24, 2022 ○ Campus Forums coming up in April
<p>10. Breakout constituency discussions</p>	<p>Discussion: What will committee members report out to constituent groups and how will they do so?</p> <p style="text-align: center;">This was tabled for next meeting.</p>

FOR CONSENSUS	

FOLLOW-UP		
Who	Item	Timeline

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

<p>The meeting concluded with both Eric and Patricia giving praise to all of Loren’s hard work and the hard work of the Facilities Department. The meeting ended at 4:12pm.</p> <p>NEXT MEETING: Thursday, April 14, 2022, 3-4:30 p.m.</p>
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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.