



GROSSMONT COLLEGE
Budget Committee
Thursday, April 14, 2022
3:00-4:30 p.m.

Zoom: <https://cccconfer.zoom.us/j/94920715570>

MINUTES

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

RECORDER	GUEST
X <i>Graylin Clavell</i>	X <i>Denise Whisenhunt</i>

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	N/A
2. Welcome and Introductions	The meeting started at 3:06pm.
3. Additions/Deletions to Agenda	N/A
4. Approve Meeting Summary & Follow-up	Approve February 10 and March 10, 2022 meeting summaries – Approved by acclamation.

NEW BUSINESS

5. Constituent reps report out how they shared information from the December meeting.

Constituent representatives:
 Academic Senate – Nothing to share out at last meeting.
 Classified Senate – Shared out at the March 18 Senate meeting.
 Admin Association – The meeting is this evening and Sara will share out then.

DISCUSSION ON PREVIOUS AGENDA ITEMS

6. Quarterly report – 3rd quarter

Bill McGreevy shared the following information regarding the 3rd Quarter Grossmont College budget:

- Academic Salaries are up 4%
- Classified Salaries are up 3%
- Benefits are up 4%
- Supplies are up 117% (Due to campus re-opening)
- Rents, Utilities, etc. are up 35% (Due to hike in utility prices and return to campus)
- Capital Outlay is up 94% (Improvements of grounds, construction from campus funds, additions to/remodeling of buildings, and equipment purchases/leases which include leasing digital copier equipment in printing department and replacing A&R staff and supervisor computers)
- Outgo is up 2574% (Solar Projects, building 10 chiller repair, Gizmo’s kitchen work, perimeter road repair, and outdoor installations)

The percentages are based off of unrestricted general funds. This budget does not reflect HEERF funds.

The % of budget spent year to date is 62.4% which is 2.2% less than last year at this time (64.6%).

The hold harmless ends in 2025-2026 school year.

President Whisenhunt added that with the hold-harmless ending in the near future we need to examine our expenses, enrollment management, as well as looking at how to increase revenue. Conversations on these matters are taking place now. President Whisenhunt also mentioned the Student Funding Formula, CCAP, and capitalizing money that the school brings in, and really examining what the school is purchasing. These are all factors in ensuring the school meets budget goals. Sara Varghese mentioned looking at outdated job descriptions and workloads to look at to level off/equalize these expenses.

Last year’s percentage of the benefits was 94% and this year it is currently at 88% so it is moving in the right direction.

Bryan asked about the FTES during the 2017/18 school year and is it realistic to meet by 2024-2025. Bill did not have that information. Denise added that we will need to look at retention, enrollment, and more.

It was suggested to look at the home school students and marketing for that group.

Grossmont is within the budget for the current year.

<p>7. Update re: March 24 College Council</p>	<p>Bill McGreevy mentioned the edits and changes that this committee made and submitted to CPIE at the March College Council meeting. The major development of those changes would formalize that this committee would become a prioritization committee.</p> <p>Bill also shared that the other government committees will be sharing their edits at the April College Council meeting.</p> <p>Of the comments made at the College Council the comments were favorable on the changes made.</p>
<p>8. Discussion of resource allocation process/planning</p>	<p>Sara Ferguson / All – Sara shared the Modesto Junior College with regards to resource allocation models. With the Budget Committee moving in the direction of being a prioritization committee it is a good idea to review these type of allocation models.</p> <p>Sara mentioned that she would like this body to formulate an outline that identifies questions and guiding principles, resources available, and procedures for resource allocation to assist this body with the work ahead.</p> <p>This would identify which resources this body would review and prioritize. The timeline would align with the College’s Annual Unit Planning.</p> <p>Sara shared the College of the Sequoias next which was more detailed than Modesto’s. College of the Sequoias shares information on the source of funds for the requests, expenditures, the base budget development, and step by step procedure for the Budget Committee to follow. At the end they have a timeline, charge and membership.</p> <p>Sara mentioned that her and Bill were considering forming a workgroup of a few members of the committee to review these models and pull together input for this Budget Committee to form a manual in the fall and move forward with this.</p> <p>The workgroup would aim to start an outline that showcase the following to discuss at the May 2022 meeting date:</p> <ul style="list-style-type: none"> - Questions - Guiding Principles - Timeline <p>The workgroup would regroup in the fall to build the outline and manual even more.</p> <p>Tasks for May for the outline of the Resource Allocation Model (RAM) include the following:</p> <ul style="list-style-type: none"> - Read sample RAMs from Modesto and College of Sequoias - Outline: agree on features/elements of a RAM for GC Budget Committee - Identify outstanding questions and concerns to be addressed in the Budget Committee before writing the RAM <p>Dana, Graylin, and Bryan will form the workgroup to create this outline and Dana will organize the meeting times for the workgroup to meet.</p>
<p>9. HEERF deadline update</p>	<p>Bill McGreevy gave a brief update on the HEERF deadline. The original date was June 2022 for student aid and institutional funds expended but it was extended to June 2023. The institutional funds were utilized purchase technology, software, and software licenses, and personal protective equipment and cleaning supplies.</p>
<p>10. May meeting date / Schedule conflict</p>	<p>Bill suggested moving the May meeting date due to the College Recognition Ceremony taking on May 12 during the Budget Committee meeting time. All agreed to move the meeting to Friday, May 13 at 11am-12:30pm.</p>

	ACTION Item: Please email Bill and Sara as to where you would like to meet for lunch and hold the meeting at the same time.
11. Breakout constituency discussions	Discussion: What will committee members report out to constituent groups and how will they do so? Bill ended the meeting by breaking out the constituent groups into breakout rooms to review what to share out from this meeting with their respective constituency groups.

FOR CONSENSUS	

FOLLOW-UP		
Who	Item	Timeline

5. WORK AHEAD <ul style="list-style-type: none">• Announcements
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The meeting ended at 4:15pm. NEXT MEETING: May 13, 2022 (11am-12:30pm)

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.