G R O S S M O N T
C O L L E G E

GROSSMONT COLLEGE
Budget Committee
September 8, 2022
3-4:30 p.m.

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	☐ TBD	☐ *Marsha Gable*
X Dawn Heuft – Co-Chair	☐ TBD	☐ *Marshall Fulbright*
	☐ TBD	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
X Sara Ferguson	X Janet Shipstead	X Sara Varghese
X Todd Meyers	X Juliana Bertin	☐ TBD
☐ Patricia Chow	X Dawn Heuft	☐ Loren Holmquist

RECORDER	GUEST
☐ *Patty Sparks*	*Graylin Clavell*

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comment.
2. Welcome and Introductions	Bill McGreevy welcomed new committee members. Members introduced themselves and identified which constituency group they represent. President Whisenhunt joined the meeting, thanking members for their participation on this important Committee.

		Sara Varghese informed the Committee that the Associated Students are working diligently in filling student representatives for Committees.
3.	Additions/Deletions to Agenda	No additions/No deletions.
4.	Approve 5/13/22 Meeting Summary	Approved via acclamation.

NEW BUSINESS

5. Constituent reps report out how they shared information from the May meeting.	Academic Senate – No reports made Classified Senate – New members (unsure if reports were made) Administrators Association – No reports made
6. Discussion and election of 22/23 Budget Committee co-chair	Constituency Groups (Faculty and Classified) determine who from that group will be the co-chair. Sara Ferguson briefly described duties. Dawn Heuft volunteered. No objections from the Classified representatives.
7. Review Budget Committee norms	Bill McGreevy reviewed the Budget Committee Norms with the committee. Committee agreed to no additions, deletions, or edits.
8. Review Grossmont budget development process	Bill McGreevy provided a PowerPoint Presentation for the Committee regarding the College's Budget Development. Highlights shared: District closed the 2021/22 fiscal year budget. The 2022/23 Adoption Budget (AB) will go the September Governing Board Meeting for ratification. The AB includes projected payroll and benefit costs as well as projected dedicated income. Salaries and Benefits make up approximately 88.1% of the budget leaving approximately 11% to fund all other expenses. Bill McGreevy explained how the Income Allocation Model (IAM) is allocated to each college and the District. For Fiscal Year 2022/23 Grossmont College will receive approximately $77,524,994. Student Center Funding Formula (SCFF) Currently, we are being funded under the State's "Hold Harmless Agreement." Note: We have had positive ending balances the last couple of years, however there is an anticipated "fiscal cliff" in 2024/25, as the Hold Harmless Agreement will end. Our funding will again rely on the number of Full-time Equivalent Students (FTES) and other factors. There are concerns as the SCFF funding for 2024/25 will result in ongoing expenses exceeding the revenue income (leaving us with a deficit). As a College, we need to be judicious regarding hiring and most importantly focus on retention/enrollment. Next steps include: The District and colleges committing to a strong focus on enrollment management as we track out of the Hold Harmless Agreement; Initiate concerted marketing and outreach efforts, and; Continued student support services.

10. Breakout constituency discussions.	NA

COMMITTEE REPORTS	
9. Report from Resource Allocation Model (RAM) workgroup	Resource Allocation Model (RAM) Workgroup Members: Graylin Clavell, Bryan Lam, and Dana Mints Graylin Clavell provided a brief review of the Workgroup's tasks and the outcome. The Workgroup was tasked to review the Resource Allocation Models from the College of the Sequoias and Modesto Community College. The workgroup favored the College of the Sequoias model. From there they developed an outline and identified questions for discussion at the Committee level. Graylin Clavell shared the document, *Resource Allocation Model Outline,* including approximate timelines, developed by the Workgroup for review. (This document will be made part of these Meeting Notes.) Graylin Clavell shared: The Workgroup's Guiding Principles and questions the Workgroup used in creating their draft outline. (Pg 2.) Types of Allocations (Pg 2, 3) Timelines (Pg .3,4) Rubric – using a 1-5 scale that aligns with the College's Strategic Plan. (Pg.5) Bill McGreevy shared a document with the Committee, reviewing the work of this committee last spring. He highlighted the following: The Budget Committee is a "Prioritization Committee." Above-base Budget Augmentation: To increase a baseline budget one-time only. Base-Budget Augmentation: Request for increases to ongoing base budgets. One-time Fallout: Use of surplus funds from above-base requests. The Resource Allocation Model will align with the Annual Unit Plan processes. The Committee discussed the necessity to assign timelines ensuring the work is done timely.

DISCUSSION ON PREVIOUS AGENDA ITEMS	

FOR CONSENSUS	

FOLLOW-UP		
Who	**Item**	**Timeline**

WORK AHEAD
- **Announcements**

NEXT MEETING: Thursday, October 13, 2022 / 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.