



GROSSMONT COLLEGE
Budget Committee
Thursday, October 12,
2023
3-4:30 p.m., Via Zoom

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
<input checked="" type="checkbox"/> Chris Yatooma, Inter Co-Chair	<input type="checkbox"/> Evelyn Villa	<input type="checkbox"/> <i>Marsha Gable</i>
<input checked="" type="checkbox"/> Co-Chair, Dawn Heuft	<input type="checkbox"/> Asuka Mogi	<input type="checkbox"/> <i>Agustin Albarran</i>
	<input type="checkbox"/> TBD	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input type="checkbox"/> Sara Ferguson	<input type="checkbox"/> Melissa Benton	<input checked="" type="checkbox"/> Courtney Williams for Sara Varghese
<input type="checkbox"/> Todd Meyers	<input checked="" type="checkbox"/> Juliana Bertin	<input type="checkbox"/> Luma Shamon
<input checked="" type="checkbox"/> Jennifer Bergovoy	<input type="checkbox"/> Dawn Heuft	<input checked="" type="checkbox"/> Loren Holmquist
		Guest: President Whisenhunt

RECORDER
<input checked="" type="checkbox"/> <i>Patty Sparks</i>

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No public comments.
2. Welcome and Introductions	Courtney Williams proxy for Sara Varghese
3. Additions/Deletions to Agenda	No additions/deletions
4. Approve Meeting Notes & Follow-up	September 14, 2023,

NEW BUSINESS

<p>1. 3-Yr Budget Plan</p>	<p>Chris Yatooma shared a document, <i>Grossmont College Three Year Budget Plan</i>, for the Committee to review.</p> <p>The 3-yr Budget Plan was presented to College Council and here for the second time.</p> <p>We need to start planning for new reality of a different funding formula, the Student Center Funding Formula (SCFF).</p> <p>The idea behind the plan is to prepare for the anticipated fiscal cliff in 2025/26. Strategies are interconnected and require a combination of revenue improvements and expenditure reductions to achieve the college’s goal of an ongoing balanced budget by 2025/2026.</p> <p>2023/2024 – Grossmont College plans to improve retention in six areas and increase enrollments in eight areas.</p> <p><i>Retention Goals:</i></p> <ol style="list-style-type: none"> 1. Outreach – Hire a coordinator,\$15K 2. In-Reach – spend \$30K, marketing 3. Early Alert – Use \$30K to buy and establish an early alert system 4. Degree/Audit – Establish a system for students to track 5. Gateway Courses – Use \$20K, professional development for faculty to target 12 gateway courses and AB 1705 (Math, English, and ESL) 6. On-line Courses - Expand number of ZTC/OER courses offered on line; \$100K to expand online course review and \$12K to expand book digitization <p><i>New Enrollment Goal – Improve enrollments by 10% each year over the next three years</i></p> <ol style="list-style-type: none"> 1. Dual/Concurrent Enrollment – Hire a coordinator to review internal practices to improve operational excellence to increase dual enrollment (\$75K yearly) 2. Incarcerated Students – Hire a coordinator to increase enrollments with local prisons (\$75K yearly) 3. International Students – Fund staff for out of country travel to increase international student enrollments (one-time funds \$40K for trips, fall and spring 2023) 4. CDCP Enrollment – Hire a contractor, \$50K yearly, to coordinate with strong workforce to research community and business needs. Will also need additional funds to develop curriculum 5. Financial Aid Outreach – Review, revisit and improve website to highlight free tuition opportunities, links to registration. Also provide a Spanish language website, market to parents of high school students, attend high school events for juniors and seniors 6. Outstanding Student Debt – Work with staff and district on processes to waive in state student payments and international student payments 7. Audit of IOPS – Hire a coordinator to conduct audit in fall of 2023 to improve scheduling/production (\$20K) 8. Outreach – New Students – Hire a coordinator (\$30K) and student hourlies (\$50K) between May 2024 thru August 2024 to conduct outreach to students who applied but not yet registered for classes. <p>- Also, hire a researcher to help coordinate these goals and track performance.</p>
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	<p>Expenses – Lower expenses in a combination of the following areas:</p> <ul style="list-style-type: none"> - Review reassigned time – goal is to reduce by \$100K by 2024/2025 - Reduce \$150K of chairs/coordinators expenses - Improve FTES per FTEF by setting a goal of 15 FTES/FTEF by spring 2025/2026 - Seek external help to explore program course offering in partnership with campus leadership in order to meet the needs our greater community (\$50K) - Reduce part-time faculty hours by \$2M - Grossmont did not fill some positions reducing the budget by \$500K - Moved \$30K in VPSS salaries to restricted budgets (SSSSP & Basic Skills) <p>Committee expressed concerns on which positions were not filled. Chris Yatooma stated he would provide this information in an email.</p> <p>Chris Yatooma briefly discussed the next two years of the three-year plan and stated he would be happy to meet with constituent groups if requested.</p> <p><i>Action Taken: Chris Yatooma to provide information on the positions not being filled.</i></p>
2.	
3.	

COMMITTEE REPORTS	
1. Committee Reports	Administrators Association ASGC Classified Senate Academic Senate

DISCUSSION ON PREVIOUS AGENDA ITEMS	

FOR CONSENSUS	

FOLLOW-UP		
Who	Item	Timeline

5. WORK AHEAD

- **Announcements**

NEXT MEETING: Thursday, November 9, 2023, location to be determined.

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.