GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Budget Committee
Thurs, December 12, 2024, 3 – 4:30 pm

Zoom

Meeting Summary
https://gcccd-edu.zoom.us/j/85629478456

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
☒ Co-Chair, Sheree Stopper	☐ Lina Jasim	☐ *Nancy Saks*
☒ Co-Chair, Jennifer Bergovoy	☐ Amir Jasim	
	☐ Jason Alvarado	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Perla Lopez (2022 – 2025)	☒ Dawn Heuft (2022 – 2025)	☒ Sara Varghese
☒ Kaiya Rainbolt (2024 – 2027)	☒ Bryan Lam for Janice Fischer (2023 – 2026)	☐ Luma Shamon
☒ Jennifer Bergovoy (2023 – 2025)	☒ Debora Hanssen (2024 – 2027)	☒ Loren Holmquist
RECORDER		Guest: Joan Ahrens
☒ *Patty Sparks*		

ROUTINE BUSINESS	
1. Public Comment (5 Minutes)	No Public Comments
2. Welcome and Introductions	Jennifer welcomed members.
3. Additions/Deletions to Agenda	Clarification on Agenda provided to members. Sheree Stopper related that the Agenda Item titled Facilities Project Requests to be changed to Facilities Update.
4. Approve Meeting Notes & Follow-up	Members moved the November Meeting Summary as final with no changes/edits.

	NEW BUSINESS	

1.	1st Quarter Budget to Actuals	Sheree Stopper (Stopper) shared slide deck, *Grossmont College General Fund Expenditure Overview 1st Quarter Fiscal year 20241/25*. Stopper focused on expenditure trends and significant increases in academic salaries and utilities. She highlighted the impact of solar installation on utility costs and the need for substantial energy savings from the solar power to offset the equipment costs/lease. She further reminded the members that there will be a reduction of solar savings because there will be less sunlight hours in the next few months. Water, gas, and trash have increased which impacts the budget. Stopper further noted a trend of higher academic salaries (15% increase) and benefit expenses (4% increase) compared to the previous year and current budget. She presented a graph of the budget and actuals for a better understanding. *No action taken.*
2.	Working Budget Clean-up	Stopper discussed the need for a budget cleanup, focusing on realigning discretionary spending codes, (4,000, 5,000, and 6,000 object codes) to the operational spending plan. She highlighted the importance of operating within allocated budgets and the need for budgetary accountability. Stopper has and will continue to meet with deans to review their budgets, 4-digit smart key, to operate within budgetary means. She further emphasized the importance of budget alignment and fiscal responsibility, and that the budget cleanup is a multi-year process. Sheree explained that there are no budget controls in Workday like in the old system used, IFAS. Workday has budget control capabilities that were not implemented and would need further exploration by district staff to determine functional viability with current system configuration. Stopper briefly discussed Amazon accounts, the need for a requisition for the anticipated need, and budget manager controls. She further mentioned that the Office Depot accounts do not have a budget control feature as Amazon accounts do have. Stopper provided an example of a budget account and the need for cleaning up and realigning budgets due to operational needs. This insures solvency and allows for better planning for the next year's budget needs. *No action taken*.
3.	New Budget Allocations	Stopper provided information on two new funding sources for the College, they are: • AB928 – Associates Degree for Transfer. The funding is to maximize the probability that students will transfer into a 4-yr or post-secondary educational institution. Each college will receive the same allocation of $565,000. The allocation implementation plan has not yet been fully divvied up, however we need to determine a budget plan for this funding. • AB111 – Common Course Numbering. The goal is for California Community Colleges to streamline transfer from two-to four-year postsecondary educational institutions and reduce excess credit (unit) accumulation. Each college will receive $913,043. This is a new initiative and we have not yet started conversations about the implementation of these new funds. *No action taken*.
4.	3-YR Strategic Plan	Stopper discussed the college's 3-Yr Strategic Budget Plan with the focus on non-contract academic salaries. She explained that the budget is not aligned with operational needs, leading to a significant increase in costs. The goal was to reduce part-time faculty hours by $2M, but this was not

		achieved.
		Stopper also mentioned that the productivity rate has decreased contrary to the goal of improving FTES per FTF. She presented a chart showing the budget to actual spending, highlighting the overage in the current year.
		Stopper related that the projected forecast of our expenditures, mentioning she is unaware of any actions or trajectories that have changed in spending or staffing patterns, is an approximate $5M deficit (this includes the benefits costs that are tied to the forecast).
		Stopper attended the Dean's Retreat today, December 12, 2024. They have this same information and the deans and their administrative support were requested to come up with recommendations to bring to President's Cabinet on how we can achieve a measureable impact to address this issue.
		To recap, Stopper discussed the financial situation of the organization, highlighting a structural deficit of $676,000 and a projected deficit of $4- 5M. We are eating into reserves to balance the budget. The impact of the current situation will be felt more in February and March. A backup plan is being developed to mitigate the impact in a fiscal-minded approach.
		No action taken.
5.	Revisit AUP Budget Augmentation Rubric	Jennifer Bergovoy (Bergovoy) discussed the value of a rubric for the AUP process, seeking feedback on its effectiveness and potential modifications.
		Dawn Hueft inquired about "previous funding allocations" and what that means as to impacts of prioritization. Stopper related that she believes the question refers to whether the requester, program or discipline demonstrated a responsible use of their current funding allocations, e.g., is this a cost above and beyond their control.
		Suggestions by members:
		• Providing the strategic goals for Grossmont College to make it easier for users to understand and utilize the rubric
		• Separating program function from safety and compliance, as they are managed differently.
		• Rephrasing the 'previous funding usage' question to focus on how the requested funding will be used responsibly and effectively, rather than performance.
		Members discussed the need for more detailed explanations and examples to help programs align their requests with the given criteria. Members agreed that while some requests might not have supporting data, they should demonstrate alignment with strategic goals. Stopper related that she could provide examples/footnotes for some rubric criteria to provide clarity.
		Members discussed the scoring and prioritization of requests for funding. They agreed that requests demonstrating efficient use of resources or potential for cost savings should be considered cost-effective. They also discussed the importance of sustainability and the need for requests to demonstrate thoughtful use of resources.
		Members agreed that higher priority should go to requests that:
		• Impact on student success
		• Impact on enrollment
		• Sustainability
		• Ability to bring more operational revenue
		Action taken: Stopper to provide examples/footnotes on the AUP Form.
6.	Facilities Update	Loren Holmquist Reflection
		Approved projects:
		• Mediation room (not officially named yet) new location, Building 60, Room 110.

ASGC Office area.

- New gymnasium. Provided an IPP (Initial Project Plan) in 2022– Draft to state to help fund the project. The Final FPP (Final Project Proposal) was submitted and approved. The state will provide $11.2M and our match amount is $10.9M. This entails demoing Building 43, but to receive the funding we also have to demo Building 42. Highlights for the new gym will include a stage, floor seating (728 floor seats), bleachers, and office space. Construction will start in the summer of 2027 with an anticipated completion date in the summer 2029.

Stopper shared that not many projects get approved at the State level. This gives us free money to squeak out one more project with the remaining bond dollars to be used for the matching requirement.

No action taken

COMMITTEE REPORTS	
1. Report-out Language	Report back to constituent groups.

FOR CONSENSUS	
November Meeting Summary	Member voted to approve as final.

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

NEXT MEETING: Thursday, February 13, 2025, 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.