



GROSSMONT COLLEGE
Budget Committee
Thursday, November 14, 2019,
3–4:30 p.m.
College Conference Room

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.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> Bill McGreevy	<input checked="" type="checkbox"/> Benjamin Blevins	<input checked="" type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Judd Curran, Faculty Co-Chair	<input checked="" type="checkbox"/> Kaelin Mastronardi	<input type="checkbox"/> VPSS
	<input checked="" type="checkbox"/> Nhi Nguyen	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input type="checkbox"/> Gary Johnson	<input type="checkbox"/> Bryan Lam	<input type="checkbox"/> Wayne Branker
<input checked="" type="checkbox"/> Richard Schaper	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Michael Copenhaver
	<input type="checkbox"/> Carol Rapolla	<input checked="" type="checkbox"/> Genie Montoya

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

ROUTINE BUSINESS	
1. Public Comment	No public comment.
2. Welcome and Introductions	Guest: Catherine Webb, Dean of College Planning & Institutional Effectiveness (CPIE)
3. Additions/Deletions to Agenda	AUP Presentation – Catherine Webb Accreditation Update – Catherine Webb
4. Approve Meeting Notes & Follow-up	Approved

NEW BUSINESS

Annual Unit Plan (AUP)
Catherine Webb

Annual Unit Plan (AUP):

Units will submit their AUPs to the College Planning and Institutional Effectiveness (CPIE) office, including resource requests (if applicable). The CPIE office will direct the flow of resource requests to the appropriate governance committees with a copy of the AUP. Example: If an AUP has a technology resource request, it will be forwarded to the Technology Committee with the AUP attached in order to ensure that the committee has the data/information needed to make an informed recommendation when prioritizing their list for College Council to review. Required compliance requests may be pulled and addressed separately, as necessary.

Governance committees are advisory to the College Council and will have processes in place to prioritize resource requests received through the AUPs.

The goal will be to get through an initial round of AUPs and then review where the process worked and where it may need improvement. Feedback will be essential for an efficient and well-functioning process.

Tentative timeline:

November 25, 2019	AUP forms will be made available, along with FAQs.
December – February	CPIE staff will be available to help facilitate departmental completion as needed.
Feb 28, 2019	All forms due to the CPIE Office with manager’s signature.
March	CPIE begins analysis to identify institutional “themes” emerging from the AUPs.
Mid-April	College convenes for Annual Planning Forum. Agenda will include institutional-level themes. Feedback will be requested at the forum on how to improve the AUP process.

Budget Committee:

The Budget Committee will need to analyze funding sources and available balances. The Budget Committee will provide their findings regarding available funds, both restricted and unrestricted, and bring that information to the College Council. The College Council will make recommendations to the President on the allocation of funds after considering governance committees’ prioritized lists.

Outside the AUP arena, the Budget Committee may look at patterns regarding high-cost needs and determine set-aside funding if necessary, as the college did with athletic field repair/replacement funds.

<p>Accreditation Update Catherine Webb</p>	<p>Feedback from the accreditation team and Budget Committee participants included statements such as, “It was a smooth process.” The accreditation site visit team made comments regarding how they were impressed with our work in equity.</p> <p>It is unlikely that we will receive a perfect evaluation, and may receive a few recommendations, but nothing is expected that will rise to the level of sanctions.</p> <p>McGreevy added that he was proud of Grossmont College’s staff.</p> <p>Timeline: The Commission will meet in January and during that meeting our site visit team’s report will be reviewed. It is expected that they will inform us (and other colleges) of their findings in early February.</p>
<p>5. Adoption Budget</p>	<p>At the October Budget Committee meeting, the 2019-2020 Adoption Budget was discussed. At the November meeting, committee members were asked whether they had any further questions, and encouraged to review the full budget online.</p>
<p>6. Quarterly Report</p>	<p>Funding provided for Prop- and/or Bond-funded construction projects are not included on the quarterly report as they are not General Fund dollars. Some construction projects are funded by General Fund dollars, e.g., the athletic field, and they are included in the report.</p> <p>Solar: The current plan is that funding for photovoltaic (solar) conversion would come from bond funds. However, this is still uncertain and is yet to be finalized.</p>
<p>7. Annual Unit Plan</p>	<p>See above</p>
<p>8. Accreditation Site Visit</p>	<p>See above</p>
<p>9. Budget Committee Canvas site</p>	<p>The resource section on the Budget Committee Canvas site was reviewed.</p>

COMMITTEE REPORTS	
10.	
11.	

DISCUSSION ON PREVIOUS AGENDA ITEMS	
12. Future agenda items	<p>Off-Cycle Budget Augmentation Request Form How this committee addresses enrollment trends Invite Sahar Abushaban to discuss the Income Allocation Model (IAM)</p>
13. Meeting Summary, Parking Lot, and Follow-up Assignments	<p>Parking Lot – helping students with employment</p>

FOR CONSENSUS

14.	
15.	

FOLLOW-UP

Who	Item	Timeline
Sahar Abushaban	Provide information regarding the Income Allocation Model (IAM)	December BC meeting.

16. WORK AHEAD

- **Announcements**
- **Preparations for future meetings**

NEXT MEETING: February 13, 2020

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.