GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Budget Committee
Thursday, September 12, 2019
3:00 p.m. – 4:30 p.m.
College Conference Room

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.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
☒ Bill McGreevy	☒ Benjamin Blevins	☒ Mike Reese
☐ Judd Curran	☒ Kassandra Nieves	☐ Marsha Gable
	☒ Nhi Nguyen	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Gary Johnson	☒ Bryan Lam	☐ Wayne Branker
☒ Richard Schaper	☒ Michele Martens	☐ Michael Copenhaver
	☐ Carol Rapolla	☒ Genie Montoya

RECORDER
☒ Patty Sparks
Guest: Nabil Abu-Ghazaleh

ROUTINE BUSINESS	
1. Public Comment	No public Comments
2. Welcome and Introductions	
3. Additions/Deletions to Agenda	No additions.
4. Approve Meeting Notes & Follow-up	May Meeting Notes approved.

BUDGET COMMITTEE - NEW YEAR ITEMS	
5. Review Committee Charge	The College has a new Governance System created to facilitate effective participation by all constituencies. Governance committee recommendations are made by consensus. Each governance committee is advised to conduct their work with an equity perspective and to focus on student outcomes. Seven governance committees make recommendations to the College Council. Each governance committee is composed of constituency representatives and ex-officio and advisory members. The seven standing governance committees are: • Budget Committee • Facilities Committee • Planning & Institutional Effectiveness Committee (PIEC) • Professional Development Committee (PD) • Staffing Committee • Student Success and Equity Committee • Technology Committee. Each committee reports recommendations to the College Council for their respective area of focus. The College Council is the apex governance body which provides guidance and recommendations to the College President regarding institutional policies, planning, and processes in support of the college mission. See the Governance Structure Handbook, **https://www.grossmont.edu/college-info/participatory-governance/docs/2018-handbook-final-approved.pdf**. The Budget Committee composition was reviewed by the Committee. See, **https://www.grossmont.edu/college-info/participatory-governance/budget-committee/members.aspx**. Committee reviewed norms established February 14, 2019. The committee had unanimous consensus to continue the norms with no additions or revisions made. See norms on the last page of this document. Committee discussed the first six months (first semester) of the Budget Committee. The Committee discussed among other things: • Budget 101 – The "Budget 101" agenda item was developed to provide an educational component to each meeting. In the first semester of the committee, this included presentations by staff including Bill McGreevy, Vice President of Administrative Services; Carol Rapolla, Budget Analyst who oversees grants and restricted accounts; and Genie Montoya, Supervisor, Business Communication Services. • Annual Unit Plan – Senior Dean of Planning and Institutional Effectiveness Catherine Webb met with the committee and detailed the progress on planning for an Annual Unit Plan through which departments will present information and make resource requests. Joan Ahrens provided a PowerPoint presentation and provided an example of what an Academic Affairs AUP would look like. It was explained that resource requests will come through the AUP process to the respective governance committees, which will make recommendations to College Council. • Off Cycle Budget Augmentation Requests – It was discussed that this temporary process was developed for departments to request budget augmentations while the AUP is being developed. The committee reviewed the request template and provided feedback and input that was used to update the document. • Cash Handling - The District cash handling procedures were reviewed and discussed. Members received copies of the Cash Handling Quick Reference sheet, which was reviewed at the meeting. • Canvas – The committee agreed to utilize Canvas to develop a "working" container, where documents and resources could be shared by committee members. Budget 101 will continue as an agenda item for each meeting. This ensures that the Committee receives data and information on budget-related issues.

NEW BUSINESS	
6. What do the Budget Committee members want to cover this semester?	Committee members would like the following: • Continued education-based presentations from budget managers • Information about budget processes and relevant deadline dates • Detailed information on how the college gets funded Department budgets were discussed, including how departments can work within their budgets to allocate and/or transfer funds. The Committee discussed budget oversite specific to audits. Audits are conducted annually by both external and internal auditors. See Annual Audit Information Page, **https://www.gcccd.edu/district-business-services/annual-audit-reports.html**, Accreditation Website, **https://www.grossmont.edu/college-info/accreditation/default.aspx** Standard Related to Budget, see Standard III ISER, **https://www.grossmont.edu/college-info/accreditation/2019-site-visit/Grossmont-College-ISER---July-2019-links.pdf** **(See pages 113 -169)**
1. Budget 101	State Budget Timelines Bill provided handouts to the committee regarding the California Community Colleges budget timeline, and the Student Centered Funding Formula timeline. Bill also reviewed the GCCCD budget timeline and explained where we currently are at in the process. He requested that members review the budget for a more thorough discussion at the October meeting. The Committee discussed the fluidity of the budget and Bill explained that we will not know our final allocation amount for the 2019-20 budget year until February of 2020.

2. Student Centered Funding Formula (SCFF)	Bill provided an overview of the history of the Student Centered Funding Formula (SCFF). He noted that California Community Colleges currently are in a "hold harmless" status, meaning that they are guaranteed to receive an amount at least equal to the 2017-18 allocation, plus COLA; or apportionment based on the SCFF calculation, whichever is greater. The SCFF currently is structured as follows: **70% Base** (enrollment) – how many students we serve. **20% Equity/Supplemental** - Counts of low-income students, i.e., Pell Grant recipients, California College Promise Grant recipients and AB 540 students. **10% Performance** - Based on state-defined student success factors, including: • Associate Degrees for Transfer (ADT)/degree/certificate completion • Transfers • Transfer math/English completion in 1st year • 9+ CTE units • Attainment of regional living wage **Changes for 2019-20:** • Keeps performance funding at 10% • Counts only the highest award conferred per year (student must be currently enrolled) • Counts transfer only if the student completes 12+ units • Based on 3-year averages • Caps student success allocation @ 10% • Hold harmless provision extended through the 2021-22 fiscal year.

COMMITTEE REPORTS
3.   No Committee Reports

DISCUSSION ON PREVIOUS AGENDA ITEMS	
4. See Items above	
5. Canvas Container for Budget Committee	Judd to work with Dawn Heuft.
6. Annual Unit Planning (AUP)	

CONSENSUS		
Who	**Item**	**Timeline**
VPAS	Put together a sheet that identifies acronyms and budget terms.	Next Budget Committee Meeting (October)

7. **WORK AHEAD**
   - **Announcements**
   - **Preparations for future meetings**

NEXT MEETING: Thursday, October 10, 3 – 4:30 p.m.
College Conference Room

Second Thursday of each month

BUDGET COMMITTEE NORMS

(Established at the 2/14/19 BC Meeting)

- Members agree to raise hands to speak and wait to be called.
- Members agree to use the thumbs up, sideways, or down as a way to vote.
- Members agree to participate and ask questions before moving on to the next agenda item.
- Members understand that 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 taken.
- 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.
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