



GROSSMONT COLLEGE
Budget Committee
Thursday, March 14, 2019,
3:00 p.m. – 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"/> Mario Boroquez	<input checked="" type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Judd Curran, Faculty Co-Chair	<input checked="" type="checkbox"/> Carlos Espinoza	<input checked="" type="checkbox"/> Marsha Gable
	<input checked="" type="checkbox"/> Blanca Valdez	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> June Yang, Proxy for Sara Ferguson	<input type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Wayne Branker
<input checked="" type="checkbox"/> Richard Schaper	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Michael Copenhaver
	<input checked="" type="checkbox"/> Carol Rapolla	<input checked="" type="checkbox"/> Genie Montoya

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

ROUTINE BUSINESS	
1. Public Comment	Natalie Ray thanked the Committee for being welcoming and stated she is here to learn and observe.
2. Welcome and Introductions	Guest: Natalie Ray, Steve Davis, Nabil Abu- Ghazaleh, Catherine Webb Guests and members introduced themselves and their representation on the Committee
3. Additions/Deletions to Agenda	No Additions
4. Approve Meeting Notes & Follow-up	Approved

NEW BUSINESS	
<p>5. Review meeting participant Roles (pp.10 – 12 of Handbook)</p>	<p>Reviewed member definitions and responsibilities.</p> <p>Definitions and responsibilities can be found in pp.10 – 12 of the Governance and Decision-Making Handbook. A summarized version provided with the minutes</p> <p>No Action Taken</p>
<p>6. Budget 101</p> <ul style="list-style-type: none"> - Student Centered Funding formula - Role of Grossmont Budget Analyst (Carol Rapolla) - Role of Grossmont Business Communications Services Supervisor (Genie Montoya) 	<p>Budget 101 – McGreevy Reported Vision for Success (PowerPoint Provided with Meeting Notes)</p> <p>Action taken: Discussion prompted a request to have Michael Copenhaver provide information on student resources/financial aid and how that plays into the equity piece of the Student Centered Funding Formula.</p> <p>Budget Analyst – Carol Rapolla The Budget Analyst provides and assists with all accounting aspects of categorical resources, such as EOPS, CARE, DSPS and specialty funding that is annually funded.</p> <p>Budget Analyst is responsible for the following:</p> <ul style="list-style-type: none"> - Post budget augmentations, journal entry, supplier invoice requests, for the Grossmont Site - Tentative Budget preparation – starts this month for next year’s budget - Adoption Budget preparation – Starts in June - Review Tentative and Adoption Budgets for accuracy - Support the categorical/restricted program managers with budget preparation, budget revisions, monitoring of fiscal guidelines and reports - Monitor categorical programs’ revenue and expenditures - File monthly and quarterly reports and final expenditure claims and invoices - Review auxiliary contracts and invoices - Provide reports and back up documents to the auditors as needed - Assist faculty and staff with Workday/Colleague problems and answer budgetary questions - Year-closing review <p>POCOs defined – Purchase order carry overs, funds moved to the next year’s budget to cover encumbered purchases not paid for in current year allocation. Categorical/Restricted Funds defined – Categorical/Restricted Ongoing Funding is allocation that are required to be spent for a designated program (for example EOPS, CARE); Restricted/One time funding limited to a time-line</p> <p>Business Communications Services (BCS) Supervisor, Grossmont College – Genie Montoya</p> <p>The BSC Supervisor assists with the following:</p> <ul style="list-style-type: none"> - Monitors expenditures - Ensures the correct smart keys and spend categories are utilized - Posts Budget Amendments and Journals, i.e., Budget Transfers, Expenditure Transfers - Oversees expenditures for Travel and Food Catering Services - Provides budget information for faculty, staff and administrators - Ensures all general fund expenditures are reviewed for accuracy

<p>7. Off Cycle Budget Augmentation Requests Form (Item Tabled to the next meeting)</p> <p>Annual Unit Planning (AUP) Current Requests</p>	<p>(Item Tabled to the next meeting)</p> <p>Annual Unit Planning Process – Catherine Webb Webb discussed next steps regarding Annual Unit Planning, they are:</p> <ul style="list-style-type: none"> - Develop a process that takes a look back and see what was done - How we are doing now - How funding requests will look like for the future. <p>Resources request will be pulled from plans to the appropriate committee, i.e., staffing requests to Staffing Committee, etc.</p> <p>Discussion points: Increases to general object code may come to the Budget Committee</p> <p>Funding resources allocated as appropriate. This may be ongoing budget requests.</p> <p>TracDat has the capabilities to be manipulated to use but maybe not this year.</p>
<p>8.</p>	
<p>9.</p>	

COMMITTEE REPORTS	
<p>10.</p>	
<p>11.</p>	

DISCUSSION ON PREVIOUS AGENDA ITEMS	
<p>12. Future agenda items</p>	<p>Off Cycle Budget Request Form Using Canvas to develop a container for Budget Committee Resources How this Committee address enrollment trends Michael Copenhagen to provide Financial Aid Budget Presentation (tentative for the April Budget meeting.)</p>
<p>13. Meeting Summary, Parking Lot, and Follow-up Assignments</p>	<p>Parking Lot – helping students with employment</p>

FOR CONSENSUS	
<p>14.</p>	
<p>15.</p>	

FOLLOW-UP		
Who	Item	Timeline
Michael Copenhaver	Financial Aid Resources Presentation	Possibly April's Budget Committee Meeting

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

NEXT MEETING: April 11, 2019,

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.