



GROSSMONT COLLEGE
Budget Committee
Thursday, May 9, 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 |
|---|---|--|
| <input checked="" type="checkbox"/> Bill McGreevy | <input type="checkbox"/> Mario Boroquez | <input checked="" type="checkbox"/> Mike Reese |
| <input checked="" type="checkbox"/> Steve Davis for Judd Curran, Faculty Co-Chair | <input checked="" type="checkbox"/> Carlos Espinoza | <input checked="" type="checkbox"/> Marsha Gable |
| | <input type="checkbox"/> Blanca Valdez | |

| ACADEMIC SENATE | CLASSIFIED SENATE | ADMINISTRATORS' ASSOCIATION |
|---|---|--|
| <input checked="" type="checkbox"/> Sara Ferguson | <input checked="" 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 checked="" type="checkbox"/> Carol Rapolla | <input checked="" type="checkbox"/> Genie Montoya |

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

| ROUTINE BUSINESS | |
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| 1. Public Comment (5-Minutes) | Student Representative Espinoza requested a moment of silence for Dr. Naomi Young, adjunct instructor in the Communication Department, who passed away on Sunday, May 5. |
| 2. Welcome and Introductions | Guest: Natalie Ray |
| 3. Additions/Deletions to Agenda | No additions. |
| 4. Approve Meeting Notes & Follow-up | Ferguson Motioned to adopt the meeting notes, Schaper Seconded. Committee approved April's meeting notes as final. |

| NEW BUSINESS | |
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| 5. Annual Unit Planning (AUP) and Relationship to Budget – Ahrens | Ahrens provided a PowerPoint Presentation and explained what a faculty driven AUP would look like. The AUPs will be looking to assess what was done the previous year, use that data to plan the next fiscal year including resource requests. It was further explained goal for resource requests will come from our planning, i.e., staffing requests, technology requests, budget requests through the new governance process. |
| 6. Budget 101 –Rapolla - District Budget Calendar - District end-of-year memo - Campus end-of-year memo | Rapolla explained the District has its time-line for year-end budget deadlines and College provides its own. The College will have earlier deadlines to avoid having funds from the next fiscal year to be utilized for the current year expenses. 2019/20 Purchase Requests cannot be entered until after July 1. Rapolla provided a brief report on her end-of year responsibilities as well as assisting the District with the next fiscal year’s development. Both the District and College end-of-the year memos were distributed via email campus wide. Special Projects defined as well as budget stages, S-1, S-2 and Working Budget. |
| 7. Cash Handling - McGreevy | The two-page Cash Handling Quick Reference sheet was provided to the Committee for review. The process was developed to ensure a universal procedure. The Committee was requested to provide feedback if any. |
| 8. Canvas container for Budget Committee - All | Committee agreed to have a Canvas container as a “working” container. It will not be used for communications between members. Members agreed to use District email. |

| COMMITTEE REPORTS | |
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| 9. | |
| 10. | |

| DISCUSSION ON PREVIOUS AGENDA ITEMS | |
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| 11. Future agenda items | |

| FOR CONSENSUS | |
|-------------------------|---|
| 12. April Meeting Notes | Approved. |
| 13. Canvas Container | Committee agreed to utilize a container as a “working” container with the caveat district email will be utilized for communication between members. |
| 14. Next Meeting Date | The Committee agreed to not meet during the summer as faculty are off contract. The next meeting date is September 12, 2019. |

NEXT MEETING: September 12, 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.