GROSSMONT
COLLEGE

GROSSMONT COLLEGE
Budget Committee
Thursday, February 14, 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	☒	Mario Bojorquez	☒	Mike Reese
☐	Judd Curran	☒	Carlos Espinoza	☒	Marsha Gable
☐	**ACADEMIC SENATE**	☐	Student		
☒	Sara Ferguson		**CLASSIFIED SENATE**		
☒	Richard Schaper	☒	Bryan Lam		
	ADMINISTRATORS' ASSOCIATION	☒	Michele Martins		
☒	Wayne Branker	☒	Carol Rapolla		
☒	Michael Copenhaver				**RECORDER**
☒	Genie Montoya			☒	Patty Sparks

	ROUTINE BUSINESS	
1.	Welcome and Introductions	Guests: Nabil Abu-Ghazaleh, Steve Davis Members introduced themselves.
2.	Additions/Deletions to Agenda	
3.	Approve Meeting Notes & Follow-up	
	NEW BUSINESS	
4.	President's Comments	Nabil Abu-Ghazaleh welcomed and thanked the members for their participation in the new governance structure and emphasized the importance of the work to be done.

ROUTINE BUSINESS	
5. Handbook Review - Budget Committee Charge / Responsibilities - Rules of Engagement - Establish Norms	Action Taken: Budget Committee reviewed purpose and discussed responsibilities of representatives. Page 8, Governance and Decision Making Handbook – Meeting Rules of Engagement reviewed and discussed. Norms Established: 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.
6. Vision for the Budget Committee for the Semester - Budget 101 - Budget Development - Off-Cycle Budget Augmentations Requests - Group Discussion and Input	Action Taken: Committee agreed to have "Budget 101" as a standing Agenda item; Committee agreed to have guest speakers/presenters, including committee members, provide insight and expertise regarding impacts to the general fund, restricted and restricted categorical funding sources; Committee discussed funding sources and the differences between unrestricted funds, restricted funds and categorical funds; Committee reviewed the Off-Cycle Department/Program Budget Augmentation Request Form; Committee agreed to provide feedback on the form. Members provided their input on what they want from the Committee: Understand budget development processes and decision makers involved; Focus on why we are here and how budget recommendations serve students; Feel confident in sharing budget information and educating others outside the committee; Ensure student members can report back to students with clear understanding on topics that affect them Committee members are able address processes and provide improvement as to how we conduct meetings Have the ability to develop changes to processes to ensure transparency Ensure the Committee provides a learning environment

ROUTINE BUSINESS	
7. Ideas for Future Discussions	
8. Meeting Summary, Parking Lot, and Follow-up Assignments	
COMMITTEE REPORTS	
9.	
10.	

DISCUSSION	
11.	
FOR CONSENSUS	
12.	
13.	

FOLLOW-UP

Who	Item	Timeline
Committee Members	Provide Feedback on Off-Cycle Department/Program Augmentation Request form	By next meeting
Bill McGreevy	Provide the draft Standard IIID ISER via email to Members	Six working days
Patty Sparks	Include Budget Committee URL in the Meeting Notes	When posted
Bill McGreevy	Will put together a list of URLs that identify funding resources to Community Colleges	By next meeting

14. Work Ahead:
- Announcements
- Preparations for futures meetings

Next Meeting: March 14, 3 – 4:30 p.m., College Conference Room

https://www.grossmont.edu/college-info/participatory-governance/budget-committee/default.aspx