

College of San Mateo

Finance Committee Meeting Notes

Thursday, September 10, 2020

2:00 PM – 4:00 PM

Via Zoom

Members Present: Anthony Frangos, Steven Lehigh, Micaela Ochoa, Ludmila Prisecar, Arielle Smith, Andreas Wolf

Staff: Jane Wong

Micaela called the meeting to order at 2:04 pm. The committee welcomed its newest member, student representative Anthony Frangos.

After reviewing the agenda, members approved the agenda as presented.

The group reviewed the minutes from the May 14, 2020 meeting. After review, the May 14 minutes were approved as presented.

Review and Discuss Recommended Changes to IPC Bylaws

Micaela reported that IPC is revising and updating its Bylaws and has asked for feedback from its constituents and subcommittees (see attached).

Discuss and Approve Finance Committee Appointee To IPC

In addition, Micaela noted that Jose Rocha volunteered himself to serve as the IPC representative from IPC to the Finance Committee for this year. Discuss and approve Finance Committee Appointee to IPC.

Review and Discuss Finance Committee Bylaws

- Discuss purpose and role
- Do we want to make any updates and or changes?

Micaela presented the Finance Committee Mission Statement for discussion. After review and discussion, the Finance Committee agreed to changes to the chair selection section to state: Co-Chairs: Vice President of Administrative Services and one member from Academic Senate or Classified Senate (selected annually by Finance Committee). Micaela and Arielle will present changes to IPC for approval.

(see attached Finance Committee Mission Statement)

Community College Budgeting Overview and Training

Ludmila provided an overview of Fund 1 revenue components, recap of prior revenue and future budget projections relating to revenue, expenditure categories, and ending and beginning balances. (see attached)

Ludmila also presented District fund account listing and reviewed the fund, org, account, and program (FOAP) details (see attached).

Agenda items for Next Meeting (October 22):

- 5 years Trend of Actuals, 60 Minutes
 - Revenues
 - Expenditures
 - Ending Balances
- 3-year Multi Year projections, 30 Minutes

The meeting adjourned at 4:07 PM

Institutional Planning Committee (IPC)

Purpose	The mission of the Institutional Planning Committee is to ensure the implementation and ongoing assessment of the institutional planning process.
Functions	<ul style="list-style-type: none"> • Reviews and recommends changes to policies and procedures at CSM • Reviews and recommends changes to implementation of policies and procedures at the District Office • Develop institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan • Ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment • Establish measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and Innovation (PRI), establish targets for those indicators, and monitor progress in meeting those targets • Ensure that participatory governance is properly followed across all participatory governance committees • Ensure the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationships among institutional plans • Establish regular communication with the campus community regarding the institutional planning process • Assess on an annual basis the effectiveness of the Institutional Planning Committee and institutional planning process • Receive and provide feedback on annual reports from Equity Committee, Technology Committee and Finance Committee
Recommends to	College President
Chair selection	Tri-chair: Academic Senate president, Classified Senate president, Vice President (designated by Cabinet annually)
Membership	<p>IPC shall be made up of the following members:</p> <p>Administrators</p> <ol style="list-style-type: none"> 1. President (ex-officio, non-voting) 2. 6 administrators appointed by Management Council <p>District Office</p> <ol style="list-style-type: none"> 1. District Office Representative on an as needed basis (non-voting) <p>Faculty</p> <ol style="list-style-type: none"> 1. Coordinator (ex-officio), Student Learning Outcomes 2. Coordinator (ex-officio), Professional Development 3. Chair (ex-officio), Curriculum Committee 4. Faculty Representative (ex-officio), Educational Equity Committee 5. Faculty Coordinator (ex-officio), DE 6. Past President (ex-officio), Academic Senate <p>Staff</p> <ol style="list-style-type: none"> 1. 6 at-large classified employees <p>Students</p> <ol style="list-style-type: none"> 1. President (ex-officio), ASCSM 2. Vice President (ex-officio), ASCSM 3. Finance Director (ex-officio), ASCSM <p>Subcommittee Representatives (can fulfill dual roles)</p> <ol style="list-style-type: none"> 1. Representative, Equity Committee 2. Representative, Technology Advisory Committee 3. Representative, Finance Committee
Term Limits	2-year staggered or by virtue of position

Staff	President's Administrative Assistant
Quorum	50% of members plus one
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	AP 2.75.1 Institutional Planning and Effectiveness
Additional Notes	No action of IPC shall impinge on the due process rights of faculty and the responsibilities of constituencies outlined in Title IV and Board Policy

Revisions Presented to IPC: September 2, 2020

Finance Committee

Purpose	The purpose of the Finance Committee is to ensure that the College maintains fiscal stability and that financial resources are allocated in accordance with the College’s Mission, Vision, Strategic Priorities, Educational Master Plan goals, Program Review, and other plans. The Finance Committee recognizes its stewardship role with respect to financial resources and is committed to maintaining the fiscal health of the College. Also, the Finance Committee is committed to fiscal transparency; the committee is responsible for providing accurate, timely and accessible financial information to Collegestakeholders.
Functions	<ul style="list-style-type: none"> • Developing long-term and short-term financial plans that are aligned with the College’s strategic priorities, educational master plan goals, program review and other plans. • Monitoring the overall fiscal condition of the College on a periodic basis and recommending corrective actions if necessary. • Ensuring that long-term and short-term financial plans are integrated with college planning processes. • Establishing regular communications with College stakeholders regarding College financial matters. • Assessing the effectiveness of the Finance Committee on an annual basis and implementing recommended changes to committee processes and procedures.
Recommends to	IPC
Chair Selection	Committee election among members
Membership	<ul style="list-style-type: none"> ▪ 2 members from IPC ▪ 1 faculty member selected by the Academic Senate ▪ 1 classified staff member selected by Classified Senate (approved by CSEA) 1 student selected by the Associated Students ▪ 1 administrator selected by Management Council ▪ Vice President of Administrative Services ▪ Ex-Officio: College President, College Business Officer
Term Limits	2 years staggered
Staff	Administrative Assistant to Vice President of Administrative Services
Quorum	Same as IPC
Brown Act	Same as IPC
Type of Decision Making	Consensus
Accreditation Standards/Institutional Priorities	Standards I, III, and IV

College of San Mateo

FY 1819 & FY1920 Actual Revenue and Expenses

as of 09/10/2020

	<u>Prior Format (04/08/2020)</u>		<u>New Format</u>
	10004/17004/18411/35064	All fund 1	All fund 1
	FY 1819	FY 1819	FY 1920
Revenues			
PY Ending Balance	\$768,856	\$ 6,743,124.00	\$ 7,123,950.74
Transfer to 40001		\$ (3,100,000.00)	\$ (3,000,000.00)
Beginning Fund Balance	\$768,856	\$ 3,643,124.00	\$ 4,123,950.74
Site Allocation	\$ 45,176,363.00	\$ 45,176,363.00	\$ 49,028,086.00
Other Revenue*	\$1,792,481	\$ 3,257,124.00	\$ 4,958,579.26
Total Revenues (Accounted Budget)	\$ 47,737,700.00	\$ 52,076,611.00	\$ 58,110,616.00
Expenses			
Administrator	\$2,598,065	\$ 2,704,984.91	\$ 2,699,803.07
Classified	\$8,584,589	\$ 8,799,150.75	\$ 9,332,448.85
Faculty	\$20,923,731	\$ 20,743,532.44	\$ 21,097,477.63
Benefits	\$10,684,867	\$ 10,731,951.61	\$ 11,248,719.51
Operational Expenses	\$1,069,041	\$ 1,362,708.95	\$ 1,254,653.92
Total Expenses	\$43,860,293	\$ 44,342,328.66	\$ 45,633,102.98
Transfers Out (7310)**	\$ 107,486.00	\$ 567,344.00	\$ 942,873.00
Total Expenses and Transfer Out	\$ 43,967,779.00		
Subtotal	\$ 3,769,921.00	\$ 7,166,938.34	\$ 11,534,640.02
Encumbrances		\$ (42,987.60)	\$ (20,020.01)
Ending Balance	\$ 3,769,921.00	\$ 7,123,950.74	\$ 11,514,620.01
Transfer to 40001	(2,708,593.00)		
Ending Balance	1,061,328.00		

* Office Hours, Cosmo revenue, Foreign Student Services Application Fees, COLA, etc.

** Insurance, CDC, Health Services, etc.

Row Labels	Available Balance		Type
	FY 18-19	FY 19-20	
18000 - Position Control Holding Fund	\$ 8,142.45		One Time
18002 - One-Time General Purpose Funding	\$ 783,164.79	\$ 2,131,573.56	One Time
18026 - Special Program Initiatives	\$ 157,783.15	\$ 155,927.29	One Time
18035 - Emergency Preparedness	\$ 39,435.23	\$ 1,161,149.05	One Time
18052 - Equipment Surplus Sale	\$ 371.15	\$ 599.46	One Time
18054 - Science Sales	\$ 4,866.33	\$ 4,866.33	One Time
18407 - CSM ASCSM Library Fund	\$ -		One Time
18408 - CSM Fitness Ctn College Support	\$ 611,877.94	\$ 611,877.94	One Time
18411 - CSM Special Allocations	\$ 879,487.38	\$ 1,439,204.73	One Time
Subtotal One Time	\$ 2,485,128.42	\$ 5,505,198.36	
10004 - Current Unrestricted-CSM	\$ 133,325.46	\$ 0.00	Ongoing
10494 - Site Facility Set-Ups CSM	\$ 79,967.48	\$ 102,818.91	Ongoing
12004 - Apprenticeship - CSM	\$ 903,377.13	\$ 1,329,024.18	Ongoing
14004 - Profess Development - CSM	\$ 43,029.34	\$ 97,994.65	Ongoing
15401 - Mgmt Development - CSM	\$ 7,307.84	\$ 11,618.61	Ongoing
15402 - Classif Development - CSM	\$ 59,751.37	\$ 74,639.39	Ongoing
16001 - Trustees Designated Projects	\$ 43,583.03	\$ 47,042.33	Ongoing
18050 - Telecommunications Agreements	\$ 45,952.32	\$ 54,848.24	Ongoing
18401 - Proctoring Service - CSM	\$ 12,404.30	\$ 19,232.96	Ongoing
18403 - CSM PE Games Fund	\$ 110,080.42	\$ 89,380.30	Ongoing
18410 - CSM VROC Resources	\$ 7,196.23	\$ 11,516.23	Ongoing
18413 - CSM Facilities Rental Fund	\$ 28,633.42	\$ 999,267.52	Ongoing
18504 - Indirect Cost Allocation - CSM	\$ 164,213.98	\$ 20,430.54	Ongoing
Subtotal Ongoing	\$ 1,638,822.32	\$ 2,857,813.86	
Total Ending Balance	\$ 4,123,950.74	\$ 8,363,012.22	
Transfer to Contingency	\$ 3,000,000.00	\$ 3,151,608.00	
Total Ending Balance	\$ 7,123,950.74	\$ 11,514,620.22	



Accounting Methodology

San Mateo County Community College District

College of San Mateo

September 9, 2020

Accounting Methodology

- Purpose

- Distribution & Tracking

- Methodology: 10004-4413-4510-150100

- Fund

- Organization

- Commodity or Account

- Program

Governmental Funds

- Fund 1: General Fund - Unrestricted
- Fund 3: General Fund - Restricted
- Fund 4: Capital Projects Fund
- Fund 6: Special Revenue – Child Development

Proprietary Funds

- Fund 2: 25 Internal Service – Self-Insurance
- Fund 5: Enterprise (Bookstore/Cafeteria/Assoc'd Students/SMAC/CCC)

Fiduciary Funds

- Fund 7: Expendable Trust (Financial Aid)
- Fund 8: Expendable Trust (Reserve for Post-Retirement Benefits/Housing Loan Program)

Fund 1—Unrestricted General Fund

- 10000's—General District Funds
 - 10000—Central Services
 - 10001—Chancellor's Office
 - 10002—Skyline College
 - 10003—Cañada College
 - **10004—College of San Mateo**
- 11000's—Lottery Funds/EPA
- 12000's—Apprenticeship Funds
 - 12001—Chancellor's Office
 - 12002—Skyline College
 - 12003—Cañada College
 - **12004—College of San Mateo**

Fund Hierarchy Fund 1 Decoding

- 13000's—not used
- 14000's—Professional Development Funds
 - 14001—Chancellor's Office
 - 14002—Skyline College
 - 14003—Cañada College
 - **14004—College of San Mateo**
- 15000's—Mgmt/Classif/Faculty Development Funds
 - 15100's—Chancellor's Office
 - 15200's—Skyline College
 - 15300's—Cañada College
 - **15400's—College of San Mateo**
 - 15401-Mangement Development
 - 15402-Classified Development
 - 15403-Faculty Development

Fund Hierarchy Fund 1 Decoding

- 16000's—Trustee Designated Projects
- 17000's—Summer School Funds
 - 17001—Chancellor's Office
 - 17002—Skyline College
 - 17003—Cañada College
 - **17004—College of San Mateo**
- 18000's—One time funds/enterprenorial
- 19000's—not used

Fund Hierarchy Fund 3 Decoding

30000's—Restricted General Fund

- 30000's—Federal Funds
- 31000's—State Funds
- 32000's—Local Funds
- 35000's—Miscellaneous Funds
- 38000's-Middle Collge
- 39000's—Restricted Fees
- 33000's, 34000's, 36000's and 37000's—Not Used

Organization Hierarchy

10004-~~4413~~-4510-150100

Organization Hierarchy

- 1000's Chancellor's Office
- 2000's Skyline College
- 3000's Cañada College
- 4000's **College of San Mateo**
 - 4000's—General Administration
 - 4100's—President's Office
 - 4200's—Operations (Business Services)
 - 4300's—Student Services
 - 4400's—Instruction
 - 4500's—Broadcast Services

Account Hierarchy

- 1000's—Academic Salaries/Certificated Salaries
- 2000's—Non-Academic Salaries/Classified Salaries
- 3000's—Employee Benefits
- 4000's—Supplies and Materials
- 5000's—Other Operating Expenses and Services
- 6000's—Capital Outlay
- 7000's—Books/Tuition Fees/Transportation/Transfers
- 8000's—Revenue and Other Financial Sources

Program Hierarchy

10004-4413-4510-150100

- 01000's—59000's-Instruction (all major instructional disciplines)
- 60000's—Instructional Administration (admin support and mgmt)
- 61000's—Instructional Support Services (e.g. library, media)
- 62000's—Admissions and Records
- 63000's—Counseling and Guidance
- 64000's—Other Student Services (e.g. financial aid admin, health services)
- 65000's—Operation & Maintenance of Plant (utilities, custodial, facilities)

Program Hierarchy

10004-4413-4510-150100

- 66000's—Planning & Policy Making (e.g. research, college presidents, budget office)
- 67000's—General Institutional Support Services (personnel management, staff development)
- 68000's—Community Services (community use of facilities)
- 69000's—Ancillary Services (e.g. bookstores, child development center, student clubs)
- 70000's—Auxiliary Operations (e.g. public broadcasting, special events)
- 71000's—Physical Property & Related Acquisitions

Deciphering the Accounting Code

10004-4413-4510-150100

- CSM, General Unrestricted Fund
- Language Arts
- Misc Supplies
- English, General

31142-4333-5690-648001

- Restricted General Fund
- Admissions and Records
- Other Contracted Services
- Veterans Services and Outreach

- Budget & Accounting Manual
(BAM): <https://www.cccco.edu/-/media/CCCCO-Website/Files/Finance-and-Facilities/budget-and-accounting-manual-2012-edition-ada.ashx>

Questions, Comments, Feedback

