

College of San Mateo

Finance Committee Meeting Minutes

Thursday, March 11, 2021

2:00 PM – 4:00 PM

Via Zoom

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

Staff: Stephanie Martinez

Micaela called the meeting to order at 2:07 PM. The following members and support staff were present:

Arianna Avendano
Anthony Frangos
Steven Lehigh
Stephanie Martinez
Micaela Ochoa
Ludmila Prisecar
Jose Rocha
Arielle Smith
Andreas Wolf

Welcome and Review Agenda

The members present approved the agenda as presented.

Review and Approval of January 28, 2021 Minutes

The group reviewed the minutes from the January 28, 2021 meeting. After review, the January 28, 2021 minutes were approved as presented.

Provide Update on 2021-22 Resource Requests

Micaela reviewed the Resource Requests that were approved by Acting President Kim Lopez.

Position Control requests include 7 new faculty positions, and 2 vacated faculty positions deemed essential for replacement. In addition, 2.5 staff positions were approved. The .5 staff position is a staff member who is partially funded by an expiring grant and will be absorbed into the College's Fund 1 budget, beginning October 1, 2021.

Also listed on the Resource Allocation Requests are the approved instructional equipment and material allocations.

Non-Position Control requests are currently under review, with an update to the Finance Committee at the April 8, 2021 meeting.

Micaela then provided details related to the facilities requests that were approved for FY 2021-22, not listed in the Resource Request document. The approved items include retrofitting 135 student stations to include shelving and locking doors, installing locks on the lab office door to secure confidential items and equipment, and the installation of ceiling extension cords to facilitate the work in the facial room, in the Cosmetology department. In addition, the College will replace sink backsplashes and install plexiglass barriers in various areas of the Cosmetology department as the current setups raised health and safety concerns. In the Art building, a permanent solution to the air conditioning system will be installed to reduce heat in the late Spring and early Fall semesters. In the Library, furniture and seating previously removed will be replaced. A Book Drop for the Library, and a display case in the Library lobby will also be added. The current estimated impact to the College is \$112,078 in one-time funding. This amount may differ once final quotes and bids are received and approved. In addition, Micaela indicated that Facilities is installing MERV-13 filters in all buildings across the college that will be occupied, and facilities will cover those costs.

Andreas explained the newest trend of E-Sports, and the developmental stages of an intercollegiate certificate/degree program. He noted that E-Sports is currently the 8th fastest growing industry in the United States, which he anticipates will create a demand in the workforce. A team that includes Facilities and ITS will be reviewing plans to outfit the former KCSM TV studio as a permanent solution. There is no current fiscal impact to the college's Fund 1 (Strong Workforce has communicated that they can fund the facilities costs).

Several other items requested were discussed, however, placed "on-hold" and were not included in the above-mentioned estimated amount.

Provide Update on HEERF II Funds

Micaela provided an update on the HEERF II Funds. As a reminder, Micaela reviewed the distribution of the \$5 M Federal CARES Funding (HEERF I Funds) from Spring 2020. For Spring 2021, the colleges received \$13.4 M, with CSM receiving just under \$4.6 M. The District Office will get 22% of the college's allocation. The colleges will get 78% of the allocation, or approximately \$10.4 M. Of this, \$1 M has been set aside to address non-resident fees for

students with fewer than 6 units, ESL and undocumented students. More details will follow in April. \$2.1 M will be dedicated to Institutional expenses such as technology, MOUs, and the Child Development Center deficit. \$7.3 M has been dedicated to direct student aid --Pell and Non-Pell students, similar to how the College distributed funds from CARES/HEERF I Funds in Spring 2020, with an increase to allocations by 50%. Micaela also provided details regarding how the Colleges determine eligible students.

Review Expenditures

Ludmila presented information related to the approximately 8% increase in Faculty expenses from Q1 2019 to Q1 2020. Ludmila explained that Summer expenses from work done outside of contract, otherwise known as Overload, plays a large role, in addition to COVID-related expenses. CSM saw an increase of \$350,609 due to a 39% FTES increase and 10% load increase for Summer 2020 over Summer 2019. The COVID-related expenses in Fund 18035 saw an increase of \$143k at the start of the pandemic. The various reasons for the differences in expenses from campus to campus were discussed, such as Math Labs, Learning Center courses, etc., and a brief explanation of how FTES are calculated. Ludmila mentioned that, per the last Board Meeting, the Adjunct Faculty salary schedule is being revised to include additional Steps. This may affect the College's budget.

April 8, 2021 Meeting Draft Agenda Items

- Smartsheet presentation by PRIE
- Finance Committee Member Schedule and Recruitment
- Finance Committee Membership

Micaela adjourned the meeting at 3:28 p.m.

Next meeting date: Thursday, April 8, 2021