

**College of San Mateo
Finance Committee
College of San Mateo**

Thursday, April 8, 2021
2 PM – 4 PM

Members:

Arianna Avendano, Anthony Frangos, Steven Lehigh, Micaela Ochoa, Arielle Smith, Andreas Wolf

Staff:

Ludmila Prisecar
Stephanie Martinez

Invited Guests:

Fauzi Hamadeh, Aaron Schaefer

MEETING AGENDA

Item #	Item	Lead(s)	Time	Documents	Action
1.	Welcome and Review Agenda	Micaela Ochoa & Steven Lehigh	5 Minutes	None	Action
2.	Review and Approve Minutes from March 11, 2021	Micaela Ochoa	5 Minutes	Attached	Action
3.	Smartsheet Presentation by PRIE	Hilary Goodkind & Mary Voigt	30 Minutes	None	Information & Discussion
4.	Facilities Funding Needs	Steven Lehigh & Micaela Ochoa	20 Minutes	Attached	Information & Discussion
5.	Finance Committee Membership and Recruitment for: <ul style="list-style-type: none"> ▪ 1 IPC Member ▪ 1 Classified Member selected by Classified Senate ▪ 1 Student selected by Associated Students ▪ 1 Administrator selected by Management Council 	Micaela Ochoa & Steven Lehigh	20 Minutes	Attached	Information & Discussion
6.	May 13 th Meeting Agenda Items	Micaela Ochoa & Steven Lehigh	5 Minutes	None	Discussion
7.	Adjourn	Micaela Ochoa	1 Minute	None	Action

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

FY 2021-22 - FY 2023-24 CAPITAL BUDGET NEEDS

DISTRICT COMMITTEE ON BUDGET & FINANCE
MARCH 16, 2021



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Capital Budget Needs



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

- ▶ Progress Update
- ▶ Maintenance & Operations Needs
 - ▶ FY 2021-22 Top Priorities
- ▶ Athletic Fields
 - ▶ FY 2022-23 – FY 2023-24
- ▶ Capital Projects Needs
 - ▶ FY 2021-22 – FY 2023-24
- ▶ Summary
 - ▶ FY 2021-22 – FY 2023-24

Capital Budget Needs

Progress Update	Activation / Move-In
SKY 1 Face Lift (\$15.5M)	Sep 2023
SKY 2 Modernization (\$51.2M)	Mar-Apr 2023
SKY 19 (PH) Swing Space (\$5M)	May 2021
CAN 1 Kinesiology - Partial (\$120M)	Apr-May 2021
CAN 13 Modernization (\$27.2M)	Jan-Feb 2023
CAN 22 Swing Space (\$5.6M)	May-June 2021
CSM Water Tank Replacement (\$7.15M)	June - Dec 2021
CSM Edison Lot (\$6.7M)	Mar2021
CSM 19 Face Lift (\$12.5M)	Feb-Mar 2023
CSM 36 HVAC (\$5.5M)	TBD

Capital Budget Needs



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Maintenance & Operation Needs FY 2021-22 (Top Priorities)	
DO Liebert AC Unit Replacement	\$200,000
DO Carpet Replacement	\$150,000
Total DO	\$350,000
SKY B7 AC Units / Exhaust Fan Replacement	\$250,000
SKY B7 AHU HW Coil Replacement	\$35,000
SKY B3 Exhaust Fan Replacement	\$200,000
Total SKY	\$485,000
CAN B2 Package Unit	\$150,000
CAN Athletic Stairs	\$75,000
CAN Speed Bumps	\$50,000
Total CAN	\$275,000
CSM 12 Elevator Replacement	\$750,000
CSM Fire Pump Replacement	\$350,000
CSM 36 Floor Replacement	\$200,000
Total CSM	\$1,300,000
Total DW	\$2,410,000

Capital Budget Needs

Athletic Fields (FY 2022-23 - FY 2023-24)	
SKY (3 fields)	~\$3,000,000
CAN (2 fields)	~\$2,000,000
CSM (3 fields)	~\$3,000,000
Total Estimated Need	~\$8,000,000

Capital Budget Needs

FY 2021-22 through FY 2023-24 Capital Projects Needs	
SKY 2 Modernization / Structural Retrofit	~\$10,000,000 - \$13,000,000
CAN 13 Modernization FF&E	~\$1,000,000
CSM Water Tank	~\$600,000
CSM 19 Facelift Shortfall	~\$5,500,000
CSM 36 HVAC	~\$600,000
Total Estimated Need	~\$17,700,000 - ~\$20,700,000

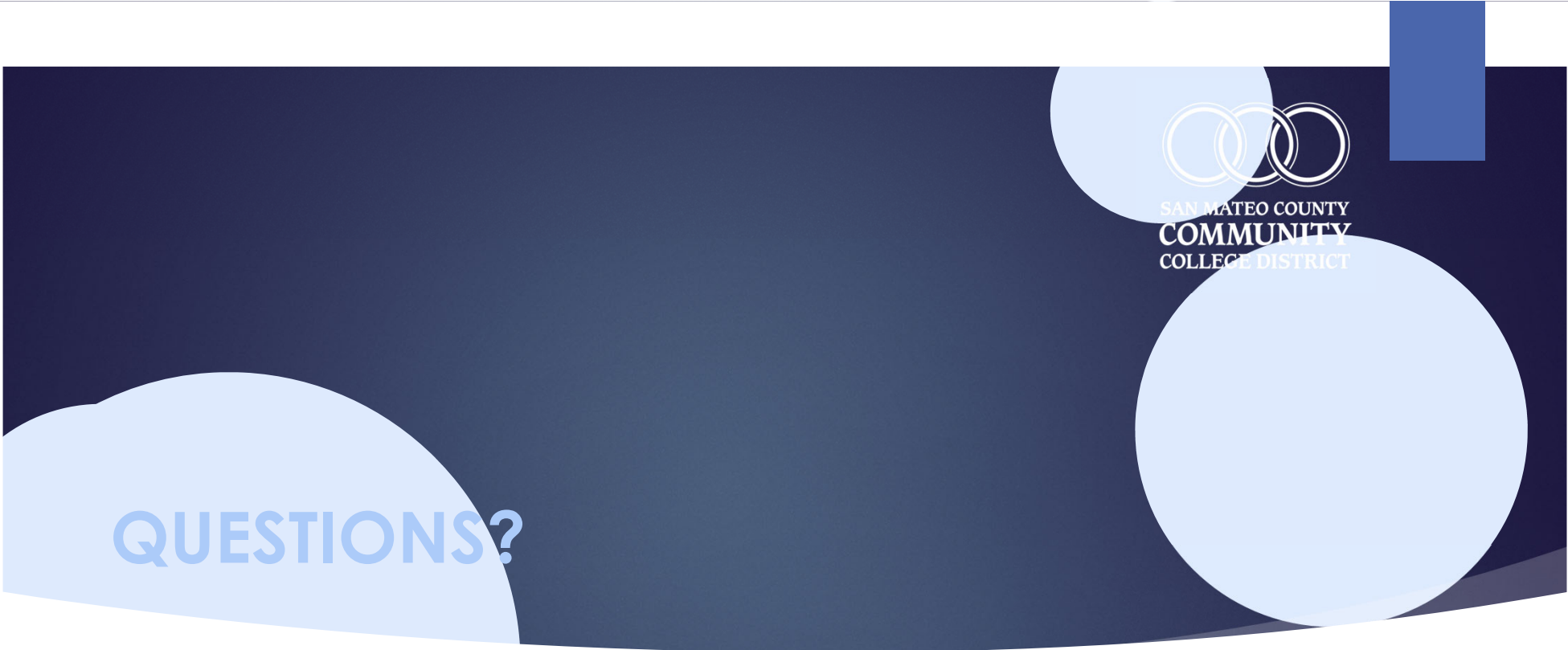
Capital Budget Needs

FY 2021-22 through FY 2023-24 Summary	
District Office	\$350,000
Skyline	~\$13,485,000 - ~\$16,485,000
Canada	~\$3,275,000
College of San Mateo	~\$11,000,000
Total Estimated Need	~\$28,110,000 - ~\$31,110,000

FY 2022-23 Final Project Proposals

(matching funds not yet identified)

	State Funded	District Funded	Total Project Cost
CAN B3	\$19,397,000	\$ 20,529,000	\$ 39,926,000
CSM B9	\$18,474,000	\$ 18,008,000	\$ 36,482,000
SKY B5	\$17,006,000	\$ 16,587,000	\$ 33,593,000
Total	\$54,877,000	\$ 55,124,000	\$ 110,001,000
Add'l FF&E		\$ 6,000,000	\$ 6,000,000
Add'l Structure		\$ 5,000,000	\$ 5,000,000
Grand Total	\$54,877,000	\$ 66,124,000	\$ 121,001,000



Thank You!

College of San Mateo

Finance Committee Membership

Finance Committee Membership	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
2 members from IPC						
IPC Member 1	Arielle Smith	Arielle Smith				
IPC Member 2	Vacant	Jose Rocha	Jose Rocha			
1 faculty member selected by the Academic Senate	Steve Lehigh	Steve Lehigh	Steve Lehigh			
1 classified staff member selected by Classified Senate (approved by CSEA)	Ariana Avendano	Ariana Avendano				
1 student selected by the Associated Students	Marc Wong	Anthony Frangos				
1 administrator selected by Management Council	Andreas Wolff	Andreas Wolff				
Vice President of Administrative Services	Micaela Ochoa	Micaela Ochoa				
Ex-Officio: College President, College Business Officer	Ludmila Prisecar	Ludmila Prisecar				