

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

Thursday, May 13, 2021  
2 PM – 4 PM

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

**Staff:** Ludmila Prisecar and Stephanie Martinez

**Invited Guests:** Fauzi Hamadeh, Aaron Schaefer

**MEETING AGENDA**

Item #	Item	Lead(s)	Time	Documents	Action
1.	Welcome and Review Agenda	Micaela Ochoa	5 Minutes	None	Action
2.	Review and Approve Minutes from April 8, 2021	Micaela Ochoa	5 Minutes	Attached	Action
3.	May Revise Update & Budget Update	Micaela Ochoa & Ludmila Prisecar	10 Minutes	None	Information
4.	HEERF I, II, and III and Early Action Update	Micaela Ochoa	10 Minutes	Attached	Information
5.	2021-2022 Meeting Calendar, 2 PM – 4 PM <ul style="list-style-type: none"> <li>▪ Thursday, September 9</li> <li>▪ Thursday, October 14</li> <li>▪ Thursday, November 18*</li> <li>▪ Thursday, December 9</li> <li>▪ Thursday, January 13</li> <li>▪ Thursday, February 10</li> <li>▪ Thursday, March 10</li> <li>▪ Thursday, April 14</li> <li>▪ Thursday, May 12</li> </ul> *the 11 <sup>th</sup> is Veteran’s Day	Micaela Ochoa	10 Minutes	None	Action
6.	Discuss and Approve Process for Establishing Committees	Arielle Smith & Jose Rocha	10 Minutes	Attached	Action
7.	Resource Request Update	Micaela Ochoa	15 Minutes	Attached	Information
8.	Review Finance Committee Membership, Mission Statement, and Website	Micaela Ochoa	15 Minutes	Attached	Discussion
9.	Conduct 2020-21 Year-end Review <ul style="list-style-type: none"> <li>▪ What worked?</li> <li>▪ What didn’t?</li> <li>▪ What can we improve?</li> <li>▪ Did we meet the purpose and functions as outlined in our committee purpose document (item #8)?</li> </ul>	Micaela Ochoa	15 Minutes	None	Discussion
10.	Adjourn	Micaela Ochoa	2 Minutes	None	Action

College of San Mateo

**Finance Committee Meeting Minutes**

Thursday, April 8, 2021

2:00 PM – 4:00 PM

Via Zoom

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

**Staff:** Stephanie Martinez

Micaela called the meeting to order at 2:05 PM. The following members and support staff were present:

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

**Welcome and Review Agenda**

The members present approved the agenda as presented.

**Review and Approval of March 11, 2021 Minutes**

The group reviewed the minutes from the March 11, 2021 meeting. After review, the March 11, 2021 minutes were approved as presented.

**Smartsheet Presentation by PRIE**

Hilary Goodkind and Mary Vogt presented the Smartsheet capabilities and how Smartsheets could benefit the Finance Committee.

**Facilities Funding Needs**

Steven presented the discussion of Capital Funding Needs for CSM.

Ludmila explained that College capital needs were previously covered by the District Office

through approved bond measures, but the District no longer has bond funds; therefore, the expenses for upgrades and needs are now passed to the Colleges. Consistency and clarification are needed for the College to better understand the difference between District and College responsibilities. Micaela explained the need to spend down issued funds based on bond language.

### **Finance Committee Membership and Recruitment**

The committee reviewed upcoming openings and concerns with the 2-year membership time constraints. If membership limits are changed, the committee bylaws for the other IPC committees will need to be reviewed to determine if their time limits can be extended past the current limits.

### **May 13, 2021 Meeting Agenda Items**

- HEERF III
- FY 2021-22 Budget Update
- 2021-22 Finance Committee Meeting Schedule
- Finance Committee Membership and Recruitment Update
- Review Finance Committee Website

Micaela adjourned the meeting at 2:32 p.m.  
Next meeting date: Thursday, May 13, 2021

- The following data is as of April 2021
- Approximately \$45 M in HEERF I (CARES and MSI), HEERF II, HEERF III, and Early Action funds have been allocated to SMCCCD
- Of the \$45 M, at least \$25.8 M, or 58%, is planned for direct student aid

San Mateo County Community College District	Total Allocation	Direct Student Aid Allocations	Other Institutional
<b>Early Action: Emergency Financial Assistance to Low-Income students</b>	<b>1,336,363</b>	<b>\$ 1,048,208</b>	<b>288,155</b>
Canada College <sup>^</sup>	305,773	\$ 230,100	75,673
College of San Mateo <sup>^</sup>	465,428	\$ 360,582	104,846
Skyline College <sup>^</sup>	565,162	\$ 457,526	107,636
<b>HEERF III*</b>	<b>\$ 23,949,000</b>	<b>\$ 11,974,500</b>	<b>\$ 11,974,500</b>
Canada College	\$ 5,275,000	\$ 2,637,500	\$ 2,637,500
College of San Mateo	\$ 8,217,000	\$ 4,108,500	\$ 4,108,500
Skyline College	\$ 10,457,000	\$ 5,228,500	\$ 5,228,500
<b>HEERF II**</b>	<b>\$ 13,361,763</b>	<b>\$ 8,358,584</b>	<b>\$ 5,003,179</b>
Canada College	\$ 2,937,222	\$ 682,728	\$ 2,254,494
College of San Mateo	\$ 4,571,602	\$ 1,062,623	\$ 3,508,979
Skyline College	\$ 5,852,939	\$ 1,360,457	\$ 4,492,482
<b>HEERF I CARES***</b>	<b>\$ 5,633,375</b>	<b>\$ 4,225,031</b>	<b>\$ 1,408,344</b>
Canada College	\$ 1,098,544	\$ 823,908	\$ 274,636
College of San Mateo	\$ 2,042,860	\$ 1,532,145	\$ 510,715
Skyline College	\$ 2,491,971	\$ 1,868,978	\$ 622,993
<b>CARES MSI*<sup>^</sup></b>	<b>\$264,814</b>	<b>\$191,250</b>	
Canada College	\$82,650	\$ 55,151	
Skyline College	\$ 182,164	\$ 136,099	
<b>TOTAL CARES MSI, CARES HEERF I, II, III, Early Action</b>	<b>\$ 44,545,315</b>	<b>\$ 25,797,574</b>	<b>\$ 18,674,177</b>
<b>NOTES:</b>			
<sup>^</sup> Other institutional category includes Cal Fresh and Student Retention.			
* Minimum Required Direct Student Aid (DSA) is 50%. Budgeted amounts only.			
** DSA includes 8% of total amount that is reserved for 6 or fewer units and ESL initiative. Budgets amounts amounts.			
*** Minimum DSA is 50%, however, allocated 75%. Estimated actuals.			
<sup>^</sup> \$191,250 includes DSA distributed/allocated as of April 2021. Estimated unspent funds are \$73,564. No amount allocated for college institutional.			

# Committees at College of San Mateo

College of San Mateo's committee structure allows for input into the College's planning and decision-making processes by faculty, staff, students, and administrators. It also provides collaboration, continuity, and collegiality in addressing campus programs, initiatives, and concerns. Several different types of committees carry out these functions. There may also be a need from time to time to establish new committees or disband existing committees.

As per District policy and the Education Code, committee appointments are the responsibility of each campus constituency through their governance groups. The Academic Senate make faculty appointments, CSEA, with consultation from the Classified Senate, make classified appointments, and the Associated Students make student appointments.

## **TYPES OF COMMITTEES**

### **Administrative Committees**

Administrative committees are management groups that provide input and consultation in the College's administrative matters. They are advisory to individual administrators and may develop policies and procedures in their areas of responsibility. Examples include President's Cabinet, Administrator's Council, Management Council, and Student Services Council.

### **Governance Committees**

As per California Assembly Bill 1725 (1988), governance committees are part of the College's participatory governance structure and represent specific constituencies. They have specific operating procedures (bylaws) and function independently. Governance committees may establish or disband their own committees in accordance with their respective governance documents. Examples include Academic Senate, Associated Students, and Classified Senate.

### **Institutional Planning Committees**

Institutional planning committees are part of the College's planning process and have responsibility for specific areas (such as accreditation) or college initiatives (such as equity or technology). These groups feed into the College's institutional planning process, are part of the College's Education Master Plan (EMP), and have responsibility for specific institutional plans (see the College Planning Manual). They are usually comprised of representatives from each of the College's constituencies as well as area experts. Examples include the Institutional Planning Committee (IPC), Accreditation Oversight Committee, Finance Committee, Educational Equity Committee (EEC), and Technology Advisory Committee.

### **Standing Committees**

Standing committees address specific operational needs on campus. They are established per a college or district policy or serve as an advisory group to a department or program. Examples include the College Auxiliary Services Advisory Committee (CASAC), International Education Committee, Learning Support Centers Coordination Committee (LSCCC), Safety Committee, and Scholarship Committee.

### **Ad Hoc Committees**

Ad hoc committees address specific short-term issues or needs, examine an identified concern, and produce a work plan or report. Ad hoc committees may also be the precursor to establishing a standing committee. Examples include the IPC Transportation Task Force and Textbook Task Force.

### **ESTABLISHING COMMITTEES**

College or district policy may establish new administrative and institutional planning committees. A college administrator may also create new standing or institutional planning committees.

Members of the campus community may start an ad hoc committee. The ad hoc committee should include appropriate representation from each of the College's constituency groups (students, faculty, staff, and administrators) and hold regular meetings. It should also have a written purpose or mission that aligns with the College's Mission and Values statements, EMP, and strategic initiatives. The group should maintain agendas and minutes of its meetings for recordkeeping purposes.

An ad hoc committee may petition for establishment as a standing committee after four semesters of being active. The group must submit a Committee Information Form that outlines the group's proposed purpose, functions, membership, reporting structure, etc. IPC will review the form, and campus constituencies will provide feedback. IPC may also request a presentation highlighting the proposed committee's purpose, goals, and other pertinent information. IPC will measure the group's petition against several factors, including institutional need and alignment with the College's Mission and Values statement, strategic priorities, and EMP. IPC will subsequently determine whether to establish the group as a standing committee.

### **DISBANDING COMMITTEES**

Generally, committees function for the long-term. Committees should not be decommissioned or disbanded except in extreme circumstances (i.e., the College's realignment of its planning process in 2008). If a committee's membership feels that the group has fulfilled its mission or is no longer needed, the committee's chair(s) should inform IPC. IPC will then review the mission, structure, and other information about the committee and decide whether the committee should be discontinued, restructured, or have its responsibilities assigned to another group.

# Resource Requests

Update to Finance Committee  
May 13, 2021

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College of San Mateo

# 2020-21 Resource Request Process and Timeline

September - November 2020

Resource Requests were submitted, reviewed, and prioritized based on CSM's Mission & Vision, and equity lens

\* \* \*

Administrators' Council (AC) met to review, prioritize and make recommendations to Cabinet. Senate Presidents joined meetings as observers of the process.

December 2020 – April 2021

Cabinet reviewed AC's recommendation and approved based on CSM's Mission and Vision, equity, ongoing uncertainty related to COVID, latest budget projections, and other fiscal considerations

\* \* \*

Interim President communicated approvals related to positions

\* \* \*

Additional requests were submitted from Office of Student Equity and were considered

\* \* \*

Some requests were put on hold until we know more about post COVID planning and return to campus

\* \* \*

Vice Presidents met with Deans to share final cabinet decisions

April – May 2021

Final decisions presented to Institutional Planning Committee (IPC) and Finance Committee, and in the Bulldog Bulletin



# 2021-22 Resource Requests

The following table summarizes the \$521K in resource requests that have been approved

Request Status	No. of Requests	Estimated Fiscal Impact
Approved Requests	56	\$ 521,019
One-time: Non-Facilities	16	\$ 187,676
One-time: Facilities (approved or on hold)	15	\$ 121,078
Ongoing	25	\$ 212,264

**Note:** Requests that are in review and/or on hold will be updated in the near future.

# Approved: One-time

- \$188K of one-time resource requests have been approved as noted in the table to the right
- Where necessary, the one-time budget augmentations will be incorporated in the 2020-21 year

Program or Department	Description	Total One-Time Amount
Art: History	Examples of master artist's work for the art history classroom.	\$ 500
Business and Accounting	1 Student Assistant for VITA program; 6 HR/Week 4 Months	\$ 1,920
Chemistry	CHEM DRAW Professional	\$ 2,203
Dual Enrollment	Supplemental Instruction	\$ 24,000
English & Literature	A banner for the English Department events	\$ 250
Health Services	Kiosk Stand (for iPad)	\$ 362
Integrated Science Center	Integrated Science Center Drop-in Tutors (to cover Science Subjects in ISC)	\$ 30,000
Mathematics	Additional Funding for Math Resource Center Tutors	\$ 20,000
Middle College	Recruitment Material	\$ 390
Office of Student Equity (EEC)	Ethnic Studies Lecture Series Fall 2021	\$ 6,000
Office of Student Equity (EEC)	Anti-Fascism Lecture Series Spring 2022	\$ 6,000
Office of Student Equity (EEC)	Student Social Justice Conference Spring 2022	\$ 8,000
Office of Student Equity (EEC)	Adjunct Personal Counselor for Black Students (Umoja) Spring 2022	\$ 50,000
Office of Student Equity (EEC)	Funding and sustaining for student-led equity initiatives Fall 2021	\$ 3,750
Office of Student Equity (EEC)	Student Assistants	\$ 14,301
Umoja	Umoja Peer Mentor (5)	\$ 20,000
<b>Estimated One-time Total</b>		<b>\$ 187,676</b>

# Approved: Facilities

- The table to the right highlights the facilities related resource requests that have been approved with estimated timelines for implementation
- As noted, a few are still in review pending additional information

Division or Department	Description	QTY.	Estimated Materials and Labor Costs	Estimated Start Date	Estimated Completion Date
COSM	Retrofit Student Stations	135	\$ 25,750	5/3/2021	8/6/2021
COSM	Replace 5-260 -280 sink backsplash w/brushed stainless steel	2	\$ 2,575	3/15/2021	4/16/2021
COSM	Locking door for Lab office 5-270C	1	\$ 7,725	3/29/2021	5/15/2021
COSM	Plexiglass social distancing barriers (1) for front desk 5-251, (1) for Dispensary 5-270A (facilities has measurements)	2	\$ -	3/29/2021	4/9/2021
COSM	Facial Room 5-220 Wiring fixed in floor - Remove daisy-chain extension cords	20	\$ 20,600	5/17/2021	7/30/2021
LAD	HEPA Air Purifiers <i>[Note: MERV 13 filters are being installed in every building that is occupied and the expense is being covered by Facilities, not CSM.]</i>	11	-	In process	In process
BIOL	In Lab sink pedal controls rooms 36-223, -217, -204, -200, -221	5	\$ 9,000	4/12/2021	5/15/2021
KAD	Permanent classroom space for Esports club, intercollegiate program and certificate/degree program in progress	1	In review	In review	In review
ART 2D	Portable AC <i>[Note: Rather than portable AC, we will install a permanent AC.]</i>	1	\$ 36,050	4/12/2021	6/30/2021
CA/SS	Small room air filters for rehearsal and studio spaces <i>[Note: MERV 13 filters are being installed in every building that is occupied and the expense is being covered by Facilities, not CSM.]</i>	6	\$ -	7/1/2021	7/30/2021
CA/SS	Medium/large room air filters for rehearsal and studio spaces <i>[Note: MERV 13 filters are being installed in every building that is occupied and the expense is being covered by Facilities, not CSM.]</i>	3	\$ -	7/1/2021	7/30/2021
LIBR	Library Book Drop	1	\$ 6,726	6/1/2021	6/11/2021
LIBR	Student furniture and seating for 2nd FL	12	\$ 8,652	TBD	TBD
LIBR	Display cases	2	\$ 4,000	TBD	TBD
KAD	Sand Volleyball Courts		In review	TBD	TBD
<b>Estimated Total (not including "In Review" items)</b>			<b>\$ 121,078</b>		

Note: COSMO Plexiglass will be done by April 16. Retrofitting student stations will include programmable digital locks for an additional \$15 K which will be paid for by SWP.

# Approved: Ongoing

- \$212K of ongoing resource requests have been approved as noted in the table to the right
- These budget augmentations will be reflected in the 2021-22 budget

Program or Department	Description	Total Ongoing Annual Budget Increase, Starting July 1, 2021
Computer Information Science	One IEEE Computer Society Membership for CIS department (yearly)	\$ 208
Music	Guest Experts in the Classroom	See Note Below**
Anthropology	Student Assistant Support for Anthropology 127 (lab class), 1 semester annually	\$ 960
Dream Center	Student Development, Scholar Interns	\$ 38,400
Financial Aid & Scholarships	OT for Outreach Work w/Feeder HS to promote FA; Support to Parents & Students	\$ 8,000
Financial Aid & Scholarships	Supplies and College Membership to NASFAA	\$ 2,200
Personal Counseling	Movies for Mental Health (M4MH)	\$ 2,000
Personal Counseling	Personal Counseling Interns	\$ 20,000
Personal Counseling	Increase Paid Hours for Personal Counseling Adjunct Position	\$ 45,850
Personal Counseling	Mental Health Peer Educators (MHPE)	\$ 32,200
A&R	Parchment	\$ 22,500
Kinesiology, Athletics, and Dance	Operational Costs for baseball	\$ 1,200
Kinesiology, Athletics, and Dance	Operational Costs for softball	\$ 1,200
Softball	Own the zone license renewal and wristbands (communications device)	\$ 261
English & Literature	Speakers and Performers	See Note Below**
English & Literature	Marketing Material - Brochures and Printing	\$ 750
English, Comm, ESL	Online Scheduling System for three LAD Centers	\$ 591
Film	Film Streaming Costs -- through Library, so ASLT and not LAD	\$ 1,600
Biology & Health Science	Family Science Day - BIOLOGY LIVING MUSEUM	\$ 500
Biology & Health Science	Cadaver Prosection	\$ 9,845
NURS	Extended Warranties on 3 Existing Nursing Skills Lab Manikins.	\$ 13,140
PHYS	EdPuzzle Subscription	\$ 302
PHYS	Chegg Subscription	\$ 393
PHYS	Vernier Video Analysis Subscription	\$ 163
** Add to VPI Budget, separate account exclusively for speakers		\$ 10,000
<b>Total Ongoing</b>		<b>\$ 212,264</b>

# Additional Items and Next Steps

- Facilities has begun with the implementation of projects as noted on slide 6
- Please see your dean and/or VP for additional information
- Additional updates will be provided in the fall 2021

**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 Wolf	Andreas Wolf				
Vice President of Administrative Services	Micaela Ochoa	Micaela Ochoa				
Ex-Officio: College President, College Business Officer	Ludmila Prisecar	Ludmila Prisecar				

## Finance Committee

<b>Purpose</b>	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.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Monitoring the overall fiscal condition of the College on a periodic basis and recommending corrective actions if necessary.</li> <li>• Ensuring that long-term and short-term financial plans are integrated with college planning processes.</li> <li>• Establishing regular communications with College stakeholders regarding College financial matters.</li> <li>• Assessing the effectiveness of the Finance Committee on an annual basis and implementing recommended changes to committee processes and procedures.</li> </ul>
<b>Recommends to</b>	IPC
<b>Chair Selection</b>	Committee election among members
<b>Membership</b>	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
<b>Term Limits</b>	2 years staggered
<b>Staff</b>	Administrative Assistant to Vice President of Administrative Services
<b>Quorum</b>	Same as IPC
<b>Brown Act</b>	Same as IPC
<b>Type of Decision Making</b>	Consensus
<b>Accreditation Standards/Institutional Priorities</b>	Standards I, III, and IV