

College of San Mateo

Finance Committee Meeting Minutes

Thursday, May 13, 2021

2:00 PM – 4:00 PM

Via Zoom

Members Present: Arianna Avendano, Anthony Frangos, Micaela Ochoa,
Ludmila Prisecar, Jose Rocha

Staff: Stephanie Martinez, Edna Letran

Micaela called the meeting to order at 2:04 PM. The following members and support staff were present:

Arianna Avendano
Arielle Smith
Anthony Frangos
Edna Letran
Stephanie Martinez
Micaela Ochoa
Ludmila Prisecar
Jose Rocha

Welcome and Review Agenda

Micaela welcomed members, and reviewed the agenda. Arielle moved to modify agenda item 8 from a Discussion to an Action item. All members present approved the modification.

Review and Approval of April 8, 2021 Minutes

The group reviewed the minutes from the April 8, 2021 meeting. After review, the April 8, 2021 minutes were approved as presented.

May Revise Update & Budget Update

The May Revise is expected around May 14, 2021. No major changes are expected to the categorical funding from what was previously reported. A summary will be sent to the Finance Committee members once the May Revise is released.

Ludmila provided updated current FY's estimate ending balances for Fund 1 restricted categories. She explained where any remaining balances may be distributed. Final numbers will

be available after Year-End Closing, and will be presented to the Committee when the committee resumes meetings in the Fall.

HEERF I, II, and III and Early Action Update

Micaela presented a summary of how HEERF I, II, and III and Early Action funds are budgeted and/or expended. The amounts listed for HEERF II and HERF III are currently estimates.

HEERF I is almost spent down to \$0. HEERF II and III have expiration dates. Early Action funds do not have an expiration date, though they should be spent on current year students.

CSM did not receive CARES MSI funding.

2021-2022 Meeting Calendar

Micaela presented the proposed meeting schedule for FY 21-22. All committee members moved to approve the 2021-22 Meeting Calendar.

Discuss and Approve Process for Establishing Committees

Arielle and Jose presented the Process for Establishing Committees at College of San Mateo from IPC that outlines how committees become permanent. The Finance Committee unanimously approved the proposed process.

Resource Request Update

Micaela presented the updated items and budgets resulting from Resource Requests. Micaela noted that in reviewing Administrators' Council recommendations, Cabinet considered the ongoing uncertainty related to the pandemic. In February 2021, Acting President Kim Lopez sent an email with the approved positions.

Additional requests from Office of Student Equity (EEC) were submitted outside of the resource requests process. Some of those requests were approved and others were placed on hold until more is known about post-COVID planning and returning to campus.

In addition to the resource requests approved in February, 56 requests were approved for a total of \$521,019. Micaela shared the list of One-Time Non-Facilities, One-Time Facilities, and Ongoing request that were approved. Facilities has begun with the implementation of approved projects.

An update will be presented in Fall 2021 along with the multi-year projects.

Review Finance Committee Membership, Mission Statement, and Website

The committee reviewed the committee's memberships, mission statement, and committee website.

Arianna noted that the Classified Senate will vote in May on the committee member appointed to serve for FY 2021-22 – FY 2022-23. Arielle noted that, according to Academic Senate Bylaws, the Academic Senate Treasurer should also be part of the Finance Committee. Jose noted that there is currently an even number of members serving on the Finance Committee which may present an issue in committee votes should a tie-breaker be needed.

The following modification to membership was presented –
2 members from IPC will be modified to 1 Classified member from IPC, and 2 Faculty members selected by the Academic Senate – 1 at-large, 1 Academic Senate executive member.

All members present moved to approve the changes to membership.

Micaela will prepare the modifications to the Finance Committee membership based on items addressed during the meeting. She will take them to IPC for approval.

The FY 2021-22 Schedule has been added to the committee website.

Conduct 2021-21 Year-End Review

Ludmila showed appreciation for the organization of the website and requested feedback for any needs that the Business Office can help with.

Arianna thanked the Business Office staff for preparing the charts and information in detail to better understand the campus budget. Arianna also thanked the committee members for bringing transparency and answers to the campus community.

Micaela will continue to provide budget updates, resources, and transparency at various meetings. Micaela offered presentations and information for each member's constituency groups. Micaela also thanked the committee members for their support, feedback, and guidance for community presentations noting that approximately 13 presentations were presented in FY 2020-21.

Micaela adjourned the meeting at 3:17 p.m.

Next meeting date: Thursday, September 9, 2021