

College of San Mateo
Finance Committee Meeting Minutes
Thursday, December 9, 2021
2:00 PM – 4:00 PM
Via Zoom

Members Present: Linda Allen, Arianna Avendano, Steven Lehigh and Micaela Ochoa

Staff: Luz Román-Amaro

Micaela called the meeting to order at 2:06 PM.

The following members, support staff, and guests were present:

Linda Allen	Micaela Ochoa
Arianna Avendano	Perla Rumayor
Steven Lehigh	

Welcome and Review Agenda

Micaela welcomed committee members and introduced guest, Perla Rumayor.

Micaela presented the December 9 agenda and the October 14 minutes for review and approval.

The December 9 agenda was approved as presented.

Review and Approval of October 14, 2021 Minutes

The group reviewed the minutes from the October 14 meeting. After review, the October 14, 2021 minutes were approved as presented.

Report Out: October 20, 2021 IPC Meeting

Micaela introduced Steven Lehigh to talk about the presentation at the IPC meeting on October 20, 2021.

Steven reported that his presentation at the IPC included the following:

- The basics of SMCCCD's Accounting Methodology
- Budget Calendar
- The role of the Finance Committee.

Micaela asked about completing a year-end presentation at IPC.

Steven agreed that providing a year-end presentation about major budget updates, year-end rap up and forecasts for the upcoming year will be very helpful. He also suggested replacing the financial literacy presentation at IPC with a self-paced onboarding using CANVAS.

Micaela thanked Steven for the feedback.

Micaela communicated that the May revise will be available in January and it can be presented at the Finance Committee meeting. Micaela also offered to do a presentation about the May revise at the next IPC meeting.

Steven asked when was the Governor's budget proposal coming out.

Micaela responded that the Governor's proposal usually comes out around the 2nd week of January. The actual budget is approved in June.

No further comments, questions or feedback were given on this agenda item.

New State Funding

Micaela communicated that there are additional categories of state funding and presented the breakdown of CSM's additional state funding for the following categories:

- New Full-time faculty
- Basic Needs
- Mental Health Services Support
- Student Retention and Enrollment Outreach

She mentioned that each of the three college campuses will receive the same funding categories, but different amounts.

Steven asked if the allocation of funds for each campus are based on the basic allocation models or FTEs.

Micaela responded that the Basic Needs and Mental Health Services Support funding were determined by the State. On the other hand, for the Student Retention and Enrollment Outreach funding, the District used the same formula that the state used.

No other questions or comments were made on this item.

HEERF III and Hyflex Project and Spaces

Micaela communicated that HEERF is money that we received from the federal government for purposes related to the pandemic; a minimum of 50% of the funds need to be used for direct student aid, the other 50% can be used for other institution expenses related to the pandemic.

A portion of HEERF III will be used to fund the new Hyflex spaces. A million dollars have been designated for this new technology. The VP of Instruction and ITS prepared a recommended list of 28 spaces which was supported by the VPA and presented to the Academic Senate. Some of the criteria that was used to determine the new Hyflex spaces was:

- Classroom usage
- The state of the technology in the space
- The lack of technology infrastructure in some spaces
- The need to add more Hyflex spaces in teaching areas

Micaela presented the list of the planned new Hyflex spaces (28 spaces are attached to the agenda). She explained that these new spaces give the flexibility of remote instruction and communications and for students to participate in class when they can't attend in person. The amount allocated for each space is approximately \$35,000. The project went out to bid, but facilities rejected the bids. One of the requirements of the balance of HEERF II & HEERF III is that we need to spend the money by May 2022.

We can ask for an extension as long as the items are encumbered and committed to spend the money. The goal is to have the project completed by Summer 2022. This information has not been presented yet to IPC.

Linda Allen communicated that wiring needed to be done asked why our IT department can't do it.

Micaela explained that there is specialized work that needs to be done that we do not have the capacity to do. Money has been allocated to do this work. However, where ITS needs to do work to support this project, funds will be allocated (as available).

No further questions were offered on this item.

Tentative 22-23 Meeting Dates

Micaela communicated that this is an informational item. The proposed 22-23 schedule includes the summer months in case the committee would like to start meeting earlier. Otherwise, we could meet on the regular schedule from September to May.

Linda Allen asked if there is a need to meet in July and August.

Micaela responded that there is no need to meet during those months, and it's just an option.

Steven Lehigh said that he will not be teaching during the Summer months and suggested to keep the September to May schedule.

No further questions, comments or feedback were offered on this item. The 2022-23 meeting calendar will be scheduled for September through May. (It will be brought back for action in March.)

Agenda Items for February 10, 2022 Meeting

- 2021-2022 Fund 1 Estimated Ending Balances
- Strong Workforce Program
- Resource Request

Micaela adjourned the meeting at 2:44pm

Next meeting date: Thursday, February 10, 2022 due to CSM's Flex Day on January 13, 2022