

College of San Mateo
Finance Committee Meeting Minutes
Thursday, April 14, 2022
2:30 PM – 4:00 PM
Via Zoom

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

Staff: Chantal Sosa and Luz Román-Amaro

Guests: Perla Rumayor and Tiffany Zammit

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

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

Linda Allen	Luz Román-Amaro
Arianna Avendano	Perla Rumayor
Stephen Heath	Chantal Sosa
Steven Lehigh	Tiffany Zammit
Micaela Ochoa	

Welcome, Introductions and Review Agenda

Micaela welcomed committee members and guests, introduced Chantal Sosa and presented the April 14, 2022 agenda for review and approval. The April 14, 2022 agenda was approved as presented.

Review and Approval of March 10, 2022 Minutes

The group reviewed the minutes from the March 10, 2022 meeting. After review, the March 10, 2022 minutes were approved as presented.

Announcements

Rise in Revolution Conference, April 25-29

Micaela shared the link to the Rise in Revolution Conference webpage and invited all to attend.

<https://collegeofsanmateo.edu/100/rise.php>

Lyft Services and Shuttle Service RFP

Micaela communicated that our Lyft services for students are fully running from the coastal communities to CSM and back. This is a pilot program. CSM is also participating with Skyline and Canada in an RFP for shuttle services from a selected number of Bart stations to the different campuses. Depending on the estimates for the shuttle services, CSM might continue with the Lyft services or a combination of Lyft and shuttle services

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

Dual Enrollment and Middle College Presentation

Micaela introduced Tiffany Zammit. Tiffany communicated that she will focus her presentation on dual enrollment, but she can answer any questions regarding Middle College. Tiffany explained the difference between concurrent enrollment, dual enrollment and middle college:

Concurrent Enrollment: High school students that register and enroll in classes for enrichment or advancement. They receive college credit but may not receive high school credit.

Dual Enrollment: High school students that take CSM specific courses within their high school day, on the high school campus and they receive dual credit for the courses and a grad bump for the courses if they are UC/CSU transferable. The target population is marginalized students who don't know that they can take college courses for free. Dual enrollment is the bridge to other CSM programs.

Middle College: currently they have 180 High School students from San Mateo Union High School District in the program. They take English and social studies with their high school faculty and the rest of their classes with CSM faculty. The students do receive dual credit and they are housed in building 12.

Tiffany also offered a brief overview of the Dual Enrollment target population:

- First-generation students that might or might not be college bound.
- First in their family to earn a HS diploma
- Members of a minority group
- English language learner
- Socioeconomically disadvantage student
- Homeless or Foster Youth
- AB540, nonAB50, and dreamers in our K12 system
- Special Education students

The goal of the concurrent enrollment program is to expand the number of offerings and increase the number of students enrolled.

Chantal Sosa asked if the dual enrollment students are considered CSM students.

Tiffany responded that their number of students does count towards their FTE, but since the program falls under basic aid, they do not receive additional funds for it.

Micaela communicated that they do qualify for additional revenue under the categorical programs.

Chantal asked about the type of agreement that they have with their partners.

Tiffany responded that Dual Enrollment Program has College and Career Pathways (CCAP) agreements and Middle College has Memorandum of Understanding (MOUs) with their partners.

Steven Lehigh asked about the difference between AP Math in High School and the dual enrollment classes. Tiffany responded that the biggest difference between AP classes and dual enrollment is the length of the courses (YR length vs semester). Also, the DE classes are free, transferable and you get a credit.

Steven Lehigh asked about the difference for students between being in a Middle College classroom versus being in a dual enrollment. Similarly, what is the experience of teachers working in a classroom with high schoolers and trying to transport or modify their classes to a high school level.

Tiffany communicated that part of their work is bringing students into the classroom that otherwise would not have the opportunity. The program is opening doors for students to be able to attend college. Steven Lehigh asked about funding sources for the program since they are planning for expansion. Micaela communicated that the high school district has asked CSM to fund a bigger portion of the Middle College program. CSM will start working on the agreement for next school. In addition, every student that we serve fall under one of the categories of the categorical programs. We get the funding that comes with that student population (AB19). Through the resource allocation model, the college receives more funding from the district based on FTES. If we grow our enrollment, we do receive more money through the FTES. The Finance Committee might want to look at the history of enrollment for each categorical program and how that enrollment translates into dollars.

Stephen Lehigh asked if there is a built-in safety net for students that are not ready for the program and would fail, and what is infrastructure to support those students. Tiffany communicated that that High Schools have a Response to Intervention Team (RTI) to identify and support students that are struggling with their classes by offering mentoring, supplemental instruction and other resources as needed.

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

Resource Requests: Budget Augmentations

Micaela communicated that during the fall they received budget augmentation requests for personnel, facilities and materials. The approvals for all the positions for Faculty and classified staff were sent by Jennifer Taylor-Mendoza in December. The notifications for approvals of Instructional materials also went out. The facilities related requests were communicated with the respective deans. The total amount for the budget augmentation request was \$1.8 M. Micaela provided a summary of the budget augmentation requests and the amounts that were approved. She will provide a more user-friendly report of the budget augmentation requests at the next Finance Committee meeting in May.

No comments, questions or feedback were offered on this item.

Year-End Review of Bylaws

Micaela presented the idea of making changes to the bylaws to include the resource request process and a college reserve.

Micaela requested committee members to consider the following questions:

- Do we want resource requests to come to the committee before getting approved at the cabinet level?
- CSM currently has approximately \$1Mm in Fund 4. Do we want to set aside or make a recommendation to IPC to have a required reserve level?

Linda Allen asked if the institution borrows money from the reserve, would there be a contingency plan in case they cannot restore the money in one year?

Micaela responded that the resource allocation model could be set up to support a restoration. Micaela offered to draft some language to bring to the committee in regards to a reserve. Stephen Lehigh clarified that the district is already holding 15% of revenue in their reserve. However, it will be beneficial for our campus to outline a transparency policy.

Micaela communicated that she could create a draft for a future policy to be reviewed at the next meeting and bring it for review, discussion, and approval in the fall. The finance committee members agreed. Micaela asked committee for their thoughts in terms of the Finance Committee involvement in the resource request process

Arianna Avendano communicated that it would be a good experience to participate in the resource request process instead of just being informed of what was approved.

Stephen Lehigh asked if the augmentations and Fall positions requests were done at the cabinet level.

Micaela explained that after the requests are submitted, the deans meet to review and vote on them. Thereafter, the requests go to Cabinet for review and approval. The President makes the final decision. For facilities requests, Micaela meets with the different requestors to clarify any questions and with facilities, and then presents recommendations to cabinet.

Micaela communicated that she could make some draft modifications to the budget approval cycle and bring it to a future meeting for discussion and then for further discussion in the fall.

Stephen suggested to revise our 22-23 meeting calendar to align with the resource requests calendar.

Micaela communicated that she could ask David McLain about the schedule and create a modified calendar.

Micaela reminded the FC members that they also need to talk about the committee's vacant positions.

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

Review Items for May 12, 2022 Meeting

- Draft Fiscal (reserve) Transparency Policy
- FC Role in the Resource Request Process
- FC Committee Vacant Positions
- Year-End Estimated Actuals

No additional items were added by the members of the committee.

Micaela adjourned the meeting at 3:35PM

Next meeting date: May 12, 2022