

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

May 12, 2022  
2 PM – 4 PM

**Members:** Linda Allen, Arianna Avendano, Stephen Heath, Steven Lehigh, Micaela Ochoa, Chantal Sosa and Andreas Wolf

**Staff:** Luz Román-Amaro

**Invited Guests:** Perla Rumayor

**MEETING AGENDA**

<b>Item #</b>	<b>Item</b>	<b>Lead(s)</b>	<b>Time</b>	<b>Documents</b>	<b>Action</b>
1.	Welcome and Review Agenda	Micaela Ochoa & Steven Lehigh	3 Minutes	None	Action
2.	Review and Approve Minutes from April 14, 2022	Micaela Ochoa	3 Minutes	<a href="#">Attached</a>	Action
3.	<b>Estimated 2022-23 Ending Balances</b> <ul style="list-style-type: none"> <li>▪ Fund 1</li> <li>▪ Fund 4</li> </ul>	Micaela Ochoa	15 Minutes	<a href="#">Attached</a>	Information and Discussion
4.	<b>Finance Committee Membership</b> <ul style="list-style-type: none"> <li>▪ Review and confirm vacancies</li> <li>▪ Discuss actions to fill vacancies</li> </ul>	Micaela Ochoa	20 Minutes	<a href="#">Attached</a>	Information and Discussion
5.	Approved Budget Augmentations	Micaela Ochoa	10 Minutes	<a href="#">Attached</a>	Information and Discussion
6.	Finance Committee Role in the Resource Request Process	Micaela Ochoa	20 Minutes	None	Discussion
7.	Agenda Items for September 2022 Meeting <ul style="list-style-type: none"> <li>▪ Review sample reserve policies</li> <li>▪ Review actual ending balances</li> </ul>	Micaela Ochoa	10 Minutes	None	Information
8.	Adjourn	Micaela Ochoa	2 Minutes	None	Action

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

FY2021-22 Estimated Ending Balances (Fund 1)									
as of 4/04/2022									
Fund	Title	Adopted Budget	Budget	Accounted Budget	Accounted Budget (January)	Year To Date (a/o April 4, 2022)	Commitments ** (April-Jun 2022)	Estimated YE Transfers*	Available Balance
10004	Current Unrestricted-CSM	47,646,714	4,520,931	52,167,644	\$50,887,283	34,784,822	12,118,830	4,762,450	501,542
10494	Site Facility Set-Ups CSM	154,250	52,694	206,945	\$ 206,945	9,354	\$ 9,354		188,238
11002	Educ Protection Acct Prop 30/55	399,649	2,788	402,437	\$ 399,649	424,737			0
12004	Apprenticeship - CSM^^	1,116,510	481,461	1,597,971	\$ 1,597,971	21,917	\$ 287,722		1,288,332
14004	Faculty Professional Dev. - CSM	183,432	146,185	329,617	\$ 329,617	8,436	\$ 8,436		312,746
15401	Mgmt Development - CSM	22,161	13,049	35,210	\$ 35,210	3,374	\$ 3,374		28,462
15402	Classif Development - CSM	99,641	34,603	134,244	\$ 134,244	5,355	\$ 5,355		123,535
16001	Trustees Designated Projects	58,412	18,478	76,890	\$ 76,890	7,658	\$ 9,158		60,074
16427	Free College Initiative - PSP	0	794,182	794,182	\$ 794,182	1,335	\$ 56,400		736,447
16428	Free College Initiative - Dual Enr	0	601,561	601,561	\$ 601,561	0	\$ 118,746		482,815
16429	Free College Initiative - OER ZTC	0	638,318	638,318	\$ 638,318	0	\$ 192,518		445,800
17004	Summer School - CSM	2,313,600	-472,457	1,841,143	\$ 1,768,946	1,841,143	\$ -		0
18002	One-Time General Purpose Funding	2,262,138	0	2,262,138	\$ 2,262,138	102,092	\$ 190,719		1,969,327
18035	Emergency Preparedness	1,237,517	0	1,237,517	\$ 1,237,517	66,470	\$ 66,470		1,104,577
18050	Telecommunications Agreements	70,455	19,423	89,877	\$ 70,455	941	\$ 31,863		57,074
18052	Equipment Surplus Sale	599	0	599	\$ 599	0	\$ -		599
18054	Science Sales	4,866	0	4,866	\$ 4,866	0	\$ -		4,866
18401	Proctoring Service - CSM	19,233	210	19,443	\$ 19,233	0	\$ -		19,443
18403	CSM PE Games Fund	103,197	74,615	177,811	\$ 103,197	57,652	\$ 65,902		54,257
18408	CSM Fitness Ctn College Support^	513,378		0	\$ 513,378	0	\$ 513,378		0
18410	CSM VROC Resources	11,516	0	11,516	\$ 11,516	0	\$ -		11,516
18411	CSM Special Allocations	1,843,116	0	1,843,116	\$ 1,843,116	7,592	\$ 7,592		1,827,932
18413	CSM Facilities Rental Fund^	1,028,106	-430,874	597,232	\$ 1,028,106	1,197	\$ 515,250		80,785
18504	Indirect Cost Allocation - CSM	1,066	0	1,066	\$ 1,066	-34,320	\$ -		35,385
		<b>\$59,089,555</b>	<b>\$ 6,495,165</b>	<b>\$65,071,342</b>	<b>\$64,566,001</b>	<b>\$37,309,754</b>	<b>\$ 14,201,064</b>	<b>\$4,762,450</b>	<b>\$9,333,753</b>
<b>NOTES</b>									
^Reserved for CSM funding for B5									
^^Reserved for CSM Contribution to B19 (\$265,805)									
**Estimates and figures will change as we near year-end									
				<b>\$ 5,263,992</b>	<b>\$ 5,263,992</b>				
<b>*Transfers from fund 10004 to other funds</b>									
Fund 4	College Contingency			\$ -					
Fund 4	Equipment Funds			\$ -					
Fund 4	For CSM Fields			\$ 4,000,000					
Fund 4	Ergonomics			\$ -					
Fund 1	3 Year Funding for RR Program			\$ 762,450					
				<b>\$ 501,542</b>					

College of San Mateo

Fund 4

2021-22 Estimated Ending Balances

<b>Funds Available</b>		<b>CSM</b>	
Fund 40000	General Capital Projects Fund		
<b>Fund 40001</b>	<b>Contingency Capital Fund</b>	<b>15,198,141</b>	
<b>Fund 40006</b>	<b>College One-Time Fund Reserve</b>	<b>1,700,000</b>	
<b>Fund 43x83</b>	<b>Technology &amp; Equipment</b>	<b>1,247,398</b>	
<b>Fund 44435</b>	<b>CSM Ergonomics</b>	<b>14,454</b>	
<b>Fund 44464</b>	<b>CSM Capital Improvement Projects</b>	<b>1,000,000</b>	
<b>Fund 44465</b>	<b>CSM Small Projects</b>	<b>629,452</b>	
Fund 44466	CSM B10 Emergency Generator		
Fund 44467	CSM B5 Health Center Relocation		
Fund 46112	Facilities Excellence (Foundation)		
	<b>Total Capital Outlay</b>	<b>19,789,444</b>	-
Excludes State Schedule Maintenance / Bond Funds			
<b>Fund</b>	<b>Description</b>	<b>Amount</b>	
Fund 40001	Contingency Capital Fund	15,198,141	
Fund 40006	College One-Time Fund Reserve	1,700,000	
Fund 43x83	Technology & Equipment	1,247,398	
Fund 44435	CSM Ergonomics	14,454	
Fund 44464	CSM Capital Improvement Projects	1,000,000	
Fund 44465	CSM Small Projects	629,452	

Finance Committee Membership	2021-22	2022-23	2023-24	2024-25	Notes
<b>1 member from IPC</b>					In April-May 2021, the Finance Committee discussed modifying the membership to have 1 IPC member at large, and 2 selected from Academic Senate and 2 from Classified Senate. In September 2021, the Finance Committee agreed to make the recommended changes to IPC. The Finance Committee agreed to present the changes for information and discussion to IPC (October 6) and then Action (October 20).
IPC Member 1	Linda Allen*				
<b>2 faculty members selected by the Academic Senate</b>					
Academic Senate Member 1	Steve Lehigh				
Academic Senate Member 2	Steven Heath	Steven Heath			
<b>2 classified staff members selected by Classified Senate (approved by CSEA)</b>					
Classified Senate Member 1	Ariana Avendano	Ariana Avendano			
Classified Senate Member 2	*^				
<b>1 student selected by the Associated Students</b>	Tania Farjat				
<b>1 administrator selected by Management Council</b>	Andreas Wolf	Andreas Wolf			
Vice President of Administrative Services	Micaela Ochoa				
Ex-Officio: College President, College Business Officer	Jia Chung				

\*Replacing Jose Rocha who completed year 1 appointment in 2020-21

\*^To support staggered schedule, suggest 1 year appointment in 2021-22



Fall 2021 College of San Mateo  
 Budget Augmentation Requests  
 Effective 2022-23, as noted

	Summary		Summary of Cabinet Actions			
	Total Requested		One time (2022-23)	Ongoing	Hybrid (2 or 3 Year)	Denied
	\$	%				
<b>Administration</b>	\$ 195,039	11%	\$ 195,039	\$ -	\$ -	\$ -
<b>ASLT</b>	\$ 783,402	43%	\$ 145,315	\$ 418,093	\$ 196,674	\$ 23,320
<i>Umoja</i>	\$ 110	0.01%	\$ 110	\$ -	\$ -	\$ -
<i>Puente</i>	\$ 58,000		\$ -	\$ -	\$ 55,000	\$ 3,000
<i>Puente(*)</i>	\$ 8,880	0.49%	\$ -	\$ -	\$ -	\$ 8,880
<b>Business &amp; Technology</b>	\$ 32,000	2%	\$ -	\$ 32,000	\$ -	\$ -
<b>CASS</b>	\$ 45,400	3%	\$ 31,000	\$ -	\$ -	\$ 14,400
<i>CASS (other)^*</i>	\$ 875	0.05%	\$ -	\$ 500	\$ -	\$ 375
<b>LAD</b>	\$ 2,985		\$ -	\$ 2,985	\$ -	\$ -
<b>Counseling</b>	\$ 111,465	6%	\$ 34,030	\$ -	\$ 55,000	\$ 22,435
<b>Dual Enrollment and Middle College</b>	\$ 92,985	5%	\$ 72,985	\$ -	\$ -	\$ 20,000
<b>ESR</b>	\$ 103,531	6%	\$ 77,131	\$ -	\$ -	\$ 27,000
<b>KAD</b>	\$ 238,920	13%	\$ -	\$ 186,770	\$ -	\$ 52,150
<b>Math &amp; Science</b>	\$ 68,885	4%	\$ 21,885	\$ 800	\$ -	\$ 46,200
<i>Math &amp; Science (other)^</i>	\$ 40,681	2%	\$ -	\$ -	\$ -	\$ 40,681
<b>Student Services</b>	\$ 30,377.00	2%	\$ 30,377	\$ -	\$ -	\$ -
<b>Total</b>	\$ 1,813,534	97%	\$ 607,872	\$ 641,148	\$ 306,674	\$ 258,440