

College of San Mateo  
**Finance Committee Meeting Minutes**  
Thursday, October 13, 2022  
2:00 PM – 4:00 PM  
Via Zoom

**Members Present:** Arianna Avendano, Anthony Djedi, Linda Allen, Steven Lehigh and Andreas Wolf.

**Staff:** Yung Nguyen and Luz Román-Amaro

Anthony called the meeting to order at 2:16PM.

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

Andreas Wolf  
Anthony Djedi  
Arianna Avendano  
Linda Allen  
Luz Román-Amaro  
Steven Lehigh  
Yung Nguyen

**Welcome and Review Agenda**

The agenda was reviewed but not approved due to the lack of quorum.

**Review and Approve Minutes from September 8, 2022**

The September 8, 2022 minutes were approved at the end of the meeting by the committee members present without any request for changes or additions.

**Flex Day January 12, 2023:**

- Budget Overview Presentation

Anthony Djedi changed to order of the agenda to discuss item#4: Flex Day, before Item#3: CSM's Reserve Policy.

Anthony communicated that he will be meeting with Steven Lehigh to plan an activity for January's Flex Day. He also asked for activity ideas from committee members.

Steven Lehigh indicated that the topic of budgets it's very complex and broad. He recommended to define what aspects of the budget (s) should be part of the presentation and to reach out to the CSM community to get preliminary questions ahead of time.

Anthony proposed to do the presentation at the Flex Day in April.

Linda Allen commented that doing an activity during Flex Day would be a good idea. She reminded the committee that the previous VPAS used to do several budget presentations throughout the year.

Steven Lehigh clarified that previous VPAS used to do budget presentations to the different constituency groups, but not on Flex Day.

Steven shared the CSM 5YR budget Summary presentation that was presented in 2019 as an example of what could be done during Flex Day. This PowerPoint presentation will be included in the minutes.

Andreas Wolf communicated that Flex Day is primarily focused on professional development. He suggested to do a Town Hall meeting at another date. He also suggested to consult with IPC on what type of activity to do in the Spring.

Arianna Avendano agreed on the idea of a town hall meeting and proposed to talk about SB893.

Anthony will ask Carla Grandy to add this topic to the next IPC meeting agenda.

Steven proposed to use one of the Finance Committee's monthly meetings to host a town hall.

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

### **CSM's Reserve Policy**

Anthony offered a quick overview about what a reserve policy for CSM will entail. He mentioned that most colleges keep a 5%-7% reserve.

Steven Lehigh communicated that we already have a 5% reserve from Fund 1. He presumes that what the college will need to do is set aside an additional 5% from any future revenue.

Anthony communicated that the main concern with establishing a reserve policy will be how to replenish the funds when they are spent.

Steven Lehigh asked Andreas Wolf to provide some historic perspective of what the college has done in the past to address revenue issues.

Andreas wolf communicated that during the 2008-2009 fiscal crisis the college cut 25% of the budget. There were college wide discussions about program viability in order to determine what programs to cut. Nowadays, the college has some healthy reserves that allow the college to continue with its capital improvement projects even with the declining enrollment.

Steven Lehigh expressed his concern of using 6 million dollars of the reserve to fund SB893 without an established plan on how to continue funding the program.

Anthony proposed to continue the conversation at the next meeting.

Steven suggested to Anthony to present at the next meeting a visual conceptualization of what a CSM

reserve would look like.

Steven asked if an additional reserve is created, would the district be able to take those funds? Should the college be autonomous of their own reserve?

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

#### **Agenda Items for November 10, 2022 Meeting**

Anthony asked for agenda items for the next meeting.

Steven and Andreas informed Anthony that they will not be able to attend the November 10 meeting due to all day interviews and asked if the meeting could be cancelled.

Anthony decided to keep the November meeting as scheduled.

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

#### **Adjourn**

The meeting adjourned at 3:27PM.