

College of San Mateo – Finance Committee

December 16, 2024 11pm-2pm

Building 18 Room 206

Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services/Chair	Y
David Crafts	Dean of Enrollment and Student Support/ At-Large Member of IPC	N
Dianne Fernandez	Detail Buyer, General Services/Classified Staff Member selected by Classified Senate (approved by CSEA)	Y
Stephen Heath	Professor, Accounting Executive Committee Member/Officer selected by Academic Senate	Y
Diana Kunze	ASCSM Finance Director/Student Representative	N
David Lau	Interim Dean of Language Arts/At-Large Administrator selected by Management Council	Y
Kohya Lu	Ombudsperson/At-Large Member of Management Council	Y

Guests

Name	Representation/Position
Peter Fitzsimmons	SMCCD Chief Financial Officer

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, V.P. of Administrative Services Office	Y
Victoria Lin	Chief Business Officer	Y
Kim Aviles	Interim Business Operations Analyst	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Send meeting minutes and presentations to the Committee 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 12/20/2024
<ul style="list-style-type: none"> Develop a reference section on Committee webpage for links to District and Board resources/documents 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 12/23/2024
<ul style="list-style-type: none"> Provide feedback & questions for further analysis of budget process 	<ul style="list-style-type: none"> All members 	<ul style="list-style-type: none"> 1/15/2025
<ul style="list-style-type: none"> Develop a follow-up presentation with further breakdown of various expense categories (particularly those that significantly increased) so the Committee can start analyzing data and make recommendations to IPC and college leadership. 	<ul style="list-style-type: none"> Victoria Lin, Gerardo Ramirez 	<ul style="list-style-type: none"> 1/22/2025

Minutes

Introduction of attendees and guest.

The goal for the meeting is to get the Committee up-to-speed on current College budget status, trends, concerns, and process of budget creation. Committee proceeds with presentations from guest and Committee chair.

Presentation: Adopted Budget 2024-25

Guest Peter Fitzsimmons presents slideshow from the Board of Trustees meeting on September 11th, 2024, which presents the fiscal year budget that the Board adopted at that meeting. This presentation covered the creation of the College’s budget, including how state and county funding is allocated, laws governing use of funds, the basic needs status of the College, and how Board priorities are planned for in the budget process.

One constant expense increase is the cost of insurance and utilities. The College usually keeps reserve funds, but has had to use these for Capital Projects in recent years.

Peter Fitzsimmons reminds Committee that the annual budget reports are located on the District website. Gerardo Ramirez considers that the Committee might want to link these on the Financial Committee webpage, for ready access from the CSM website, as a way to increase transparency and help the community find such information.

Presentation: Finance Committee Financial Updates

Gerardo Ramirez presents a slideshow from a recent IPC meeting, in which he explains the trends in the College's expenditures and revenue over several fiscal years, as well as projected expenses over the next several fiscal years.

This presentation shows data on enrollment trends over several years, and members of the Committee want to see if there is any correlation between increased expenses and student outcomes (enrollment, completion, transfer, etc.), as one dimension of seeing This question will be explored and explained in further detail in future Committee meetings.

Discussion of College reserves funds or "rainy day" funds. The FY24 budget was balanced, but because expenses exceeded revenue, there was a "gap" filled by reserve funds. Expense vs revenue projections into FY27 show that the current trend is not sustainable, as expenses are outpacing revenue.

Kohya Lu asks about emergency building repairs and where that funding comes from, which would likely be from College funds if it costs less than \$200K (therefore requiring Board of Trustees approval).

Looking at types of expenses, the Stephen Heath asks if we can get data on the percentage of instructional and non-instructional faculty included in the position control expenses. Gerardo Ramirez and Victoria Lin will provide information on the categories of employees in each group (position control, non-position control, instructional, non-instructional).

Gerardo calls for Committee feedback on the budget topics discussed at this meeting so that the Committee can dedicate time to addressing questions in future meetings.

NOTE: Corrections have since been made to slide #33 of this presentation, to reflect the following information:

From FY2018-19 to FY2023-24:

- *Expenses increased by 44% vs revenue by 31%*
- *Benefits for Position Control increased by 63%*
- *Benefits for Non-Position Control increased by 77%*

Presentations & Documents

[Adopted Budget 2024-25](#)

[Finance Committee Financial Updates Presentation](#)