

College of San Mateo – Finance Committee

January 22, 2024 2-3pm

Building 18 Room 206

Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services/Chair	Yes
David Crafts	Dean of Enrollment and Student Support/At-Large Member of IPC	Yes
David Lau	Interim Dean of Language Arts/At-Large Administrator selected by Management Council	Yes (Zoom)
Dianne Fernandez	Detail Buyer, General Services/Classified Staff Member selected by Classified Senate (approved by CSEA)	Yes (Zoom)
Kohya Lu	Ombudsperson/At-Large Member of Management Council	Yes (Zoom)
Stephen Heath	Professor, Accounting/Executive Committee Member/Officer selected by Academic Senate	No
Diana Kunze	ASCMS Finance Director/Student Representative	No

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, V.P. of Administrative Services Office	Yes
Victoria Lin	Chief Business Officer	Yes

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Add links from Gerardo's December presentation to the Finance Committee website Resources tab 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 1/24
<ul style="list-style-type: none"> Add Deans/Cabinet slides to Resources tab 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 1/24
<ul style="list-style-type: none"> Get committee feedback on the slides and how to pare them down for use in roadshows to different committees and groups 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> 1/31
<ul style="list-style-type: none"> Finance Committee Members invited to participate in upcoming roadshows and College Forum 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> As scheduled

Minutes

Minutes for November and December, 2024 meetings are reviewed and approved by the Committee.

Gerardo Ramirez recaps the Dean & Cabinet budget meeting from 1/21/2025. In the meeting, Gerardo presented an overview of the budget process and issues that were outlined in his previous presentation to the Finance Committee at their 12/16/2024 working lunch. This included a year-to-date review, including discussion about:

- Temporary “plugs” put in place for closing the FY24 budget in June 2024
- Non-personnel resource requests approved in September 2024, with call for FY26 requests going out in October 2024
- Personnel requests approved for FY25 in January 2025
- Budget Revised and loaded into Banner for FY25 in January 2025

Projections for this FY25 show the College going \$3.5 million over-budget. This is after removing 14 personnel requests that were not approved for FY25. District reserve funding is currently off-limits for CSM. Cabinet and Deans have been asked to reduce spending where possible from Fund 1, to monitor their budgets regularly, to start cutting expenses without being prescriptive, and to review FTEF as their departments build academic schedules.

Gerardo emphasizes that although a 10% deficit could be possible if course is not corrected, incremental changes in the long-term will make a difference.

Each department and program may have dozens or hundreds of line items that the CSM Business Office will have to manually correct.

The College-Wide Budget Forum on February 21 will help the CSM community grasp the state of the budget and the changes that may need to be made. The Committee discusses possible

other avenues to do outreach on campus, such as Division meeting roadshows, forums for feedback from faculty and staff.

David Lau suggests that the College-Wide Budget Forum will be a good opportunity to get feedback from faculty as well as to inform faculty of policies that could be adjusted (such as minimum class size).

David Crafts suggests that the Committee may need to do a deep-dive into bigger questions regarding the budget (is Free College ruining us? Is enrollment low? etc.) so that the Committee can properly explain, defend, or reimagine the budget.

Along with these concerns, Gerardo emphasizes that the Committee needs to foster transparency and communicate with the campus, to whatever extent the Committee chooses. David Crafts agrees that presenting to committees and governing bodies on campus would be beneficial, but only as long as those bodies are aware that the Finance Committee doesn't allocate funding, but rather only educates and informs the campus about the budget and process. Kohya Lu asks about the format for these conversations, and the Committee agrees that it should be a two-way conversation to gain feedback from many constituents, and to spread information across as much of the campus as possible.

Meeting adjourns at 3pm.