

## College of San Mateo – Finance Committee

**April 9, 2025 2pm-3pm**

**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	Y
David Lau	Interim Dean of Language Arts/At-Large Administrator selected by Management Council	N
Kohya Lu	Ombudsperson/At-Large Member of Management Council	Y

### 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

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"><li>Create and bring drafted FY26 budget to next Committee meeting</li></ul>	<ul style="list-style-type: none"><li>Victoria Lin</li></ul>	<ul style="list-style-type: none"><li>5/16/25</li></ul>
<ul style="list-style-type: none"><li>Bring comparison over the last couple of years to determine how much our actual expenses increased vs. our revenues</li></ul>	<ul style="list-style-type: none"><li>Victoria Lin</li></ul>	<ul style="list-style-type: none"><li>5/16/25</li></ul>

## Minutes

March meeting minutes are reviewed and approved by the Committee.

Gerardo Ramirez gives a high-level overview of Facilities projects:

1. Long-term projects are usually funded by the margins left after fiscal year end. When we come in over-budget, this will affect our funding for these projects.
2. Library updates are planned, mostly cosmetic repairs so that the College can avoid the lengthy permitting process.
3. Building 30 athletics locker room by fields will be undergoing construction because the program size is out-pacing the capacity of the building—lockers with ventilation will be installed; teams will have separated space; project likely to begin in December 2025.
4. Student housing project will likely begin at end of summer 2025 or beginning of fall 2025
  - District housing—so we are using District Office funds, any student in SMCCCD can access; will have large positive impact on students who are housing insecure, or have unmet transportation needs.
5. A sand volleyball court will be added in the tennis court area.
6. Facilities master plan amendment will be made
  - A bond measure was a funding source for big projects, but the funding is no longer available. There is a possibility to get private funding, or to go out for more public funding—this will be determined by how much we need as shown by the Master Plan.

Gerardo gives an update on planning for the budget for next fiscal year FY26:

1. Gerardo and the College Business Officer, Victoria Lin, have been meeting with deans and department heads to review financial targets for end-of-year. This information will inform the budget for FY26.
  - a. Some departments are coming in under target, which is good to balance out those who cannot.
  - b. Since most classes are scheduled a year in advance, some impacts won't be felt or seen until the end of FY26.
  - c. They are working with deans to strictly adhere to class size minimums and cancel sections that are not full.
2. A significant number of interim leaders over the last few years at CSM might have inadvertently lengthened the amount of time permanent positions were not filled.
  - a. This is in part due to the “domino” effect that happens when acting and interim leadership cannot hire permanent employees.

- b. The District Office has asked CSM and Skyline to close positions after 6 months if the role is not filled like Cañada does.
3. The District is looking closely at travel and conference reimbursements, and will potentially limit per-person expenses for Professional Development unless there is supervisor approval.

### **Federal Policy Impact on College Funding**

There is a temporary pause on hiring full-time positions for federally grant-funded positions (such as those funded under HSI, AANAPISI) until we get more information on the status from the District and/or federal government.

Kohya Lu asks if we may get to a point where we need to re-name events that are DEI specific (such as Puente Graduation, etc.), even though for now Chancellor Moreno has stated that the names can stay as long as everyone is explicitly invited. In the February Board of Trustees meeting, the District's legal counsel found that SMCCD is complying with the federal government.

Gerardo says that since there has been no change in actual laws, we are not at risk as an institution—we also have strong State support, and California is not recommending or asking us to change our diversity programs or initiatives. The President's Cabinet has discussed that if we try to rename such things, this would be a fundamental rejection of CSM's identity and mission—the College will *not* change DEI-oriented wording simply to avoid attracting federal attention, as our events have always been inclusive of all.

### **Topics for Future Meetings**

The Committee would like to look at actual expenses from previous years to determine some projections for the next fiscal year FY26.

There are also cultural changes that will have to be made in how CSM makes decisions, such as with travel and moving away from things that may have been approved in years prior—fewer exceptions to policy will be accepted, such as with our Facilities Rental, to decrease unnecessary expenses. These cultural changes include changing the strictness of compliance in requirement of pre-conference approvals and procurement card policy. The goal is to eliminate such issues as late procurement card packets, not increasing credit limits as a work-around. There are many years of exceptions to undo, so we must start now to change our processes.

Gerardo discussed the Library hotspots with ASCSM. He explains that there was special funding for this during the COVID-19 pandemic, which is no longer available. ASCSM had many questions and suggestions and concerns. This is an example of how we are negotiating and researching through dialogue to support students, but also revise budgetary expenses—potentially to have a need-based system instead of first-come-first-serve

Meeting adjourns at 2:54pm