

## College of San Mateo – Finance Committee

May 16, 2025 10am-11am

Building 10 Room 421

### 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	Y
Dianne Fernandez	Detail Buyer, General Services/Classified Staff Member selected by Classified Senate (approved by CSEA)	N
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	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>Find out the criteria for prioritizing students in the new student housing project.</li></ul>	<ul style="list-style-type: none"><li>Gerardo Ramirez</li></ul>	<ul style="list-style-type: none"><li>June Meeting (TBD)</li></ul>
<ul style="list-style-type: none"><li>Provide an update on the transportation solutions discussion at the IPC meeting.</li></ul>	<ul style="list-style-type: none"><li>Gerardo Ramirez</li></ul>	<ul style="list-style-type: none"><li>June Meeting (TBD)</li></ul>

## **Minutes**

Committee reviews and approves of minutes from April.

Gerardo Ramirez says that the FY26 budget is being finalized by the Business Office at this time.

The Committee discusses updates on facilities, budget planning challenges, and the impact of recent federal policy on hiring.

## **Discussion on Student Housing**

Regarding the student housing project, David Crafts enquires about how the campus will prioritize housing for housing-insecure students, and what the criteria for applicants will be to get into the housing.

Gerardo explains that the housing project is district-led, not CSM-led, so the details of how the housing will be assigned are still being determined, but there will likely be certain criteria for student applications. The groundbreaking for student housing is scheduled for fall 2025, so more conversations will arise as that time comes closer. The housing will be reasonably priced to cover operational expenses. The housing will be located in Lot B near the Athletic Center.

## **Resource Request**

The presentation was presented to the Institutional Planning Committee (IPC) by Vice President of Instruction Danni Redding Lapuz and Vice President of Administrative Services Gerardo Ramirez, and outlines the resource request process, including the prioritization of personnel and non-personnel requests. The budget augmentation process involved prioritizing essential requests, with a focus on safety and compliance. In total, 346 non-personnel requests were submitted and on Friday, May 9, the approved requests were finalized. The decision-making process involved deans, cabinet members, and IPC, and has resulted in significant budget reductions.

## **Transportation**

The Committee looks over the status of the transportation program, including the CSM shuttle service and the Lift program. Data on shuttle ridership shows high usage, particularly in the fall, with an average of 200 riders per day. President Manuel Alejandro Perez and VPAS Gerardo Ramirez presented these findings to IPC:

- The shuttle service is more cost effective than the Lyft program at \$19.47/ride vs \$33.42/ride.
- The highest percentage of Lyft rides originate in Hayward, which is outside of the District service area.

- The number of Lyft rides shows an increase year over year that is predicted to keep growing for FY25.

The cost of the transportation programs is significant, with estimates for the next fiscal year exceeding \$1 million. The COVID Block grant funding is no longer available, so funding for FY26 will need to be identified to keep these programs running.

### **Financial Strain & Reserve Usage**

Gerardo discusses the financial strain, with expenses exceeding revenue by \$3.5 million in the current fiscal year FY25, versus the ending deficit of \$1.5 million in FY24. The college has a contingency fund of \$2.5 million, which will be used to cover the current fiscal year's deficit.

- SIED had been paid by a grant, but ran out and had to be funded in Fund 1 for part of FY25.
- The Math-Science and Kinesiology, Athletics, and Dance Divisions had lowest increase in expenses FY25 from FY24.
  - Stephen Heath asks what will we do for FY26? How will we make cuts or cover gaps?
    - Gerardo says that CSM has seen true reductions by departments in FY25. Many of the jumps in spending are due to funding reductions for programs (SEAP, Promise, etc.).
    - VPAS and VPI and VPSS working w Deans on strategies to reduce expenses.
      - Adhering to strict class size minimums.
      - We have latitude to adjust overload or adjunct hours, especially for Spring 2026.
        - Over-budget in departments due to adjunct hours, not full-time faculty hours—hours/benefits are the biggest expense areas overall for the College.

### **Documents & Presentations**

[IPC Resource Request Process, Timeline, and Approvals Presentation – May 7, 2025](#)

[IPC Transportation Analysis and Recommendations Presentation – May 7, 2025](#)

[CSM Fund 4 Balances](#)