

# College of San Mateo – Finance Committee

**March 26, 2026, 2-3 pm**

**Building 18, Room 206**

## Voting Members

| Name            | Representation/Position   | In Attendance |
|-----------------|---|---------------|
| Gerardo Ramirez | Vice President of Administrative Services, Chair  | Y             |
| Steven Lehigh   | Economics Professor, Executive Committee Member selected by the Academic Senate                           | N             |
| Makiko Ueda     | Personal Counselor, At-Large selected by the Academic Senate  | Y             |
| Edgardo Molina  | Administrative Assisat for PRIE, Classified Staff Member selected by Classified Senate (approved by CSEA) | Y             |
| <i>Vacant</i>   | <i>Classified Staff Member selected by Classified Senate (approved by CSEA)</i>                           | -             |
| Moe Thanzin Cho | ASCSM Finance Director, Student Representative  | N             |
| Kohya Lu        | Ombudsperson/At-Large Member of Management Council  | Y             |
| Victoria Lin    | Chief Business Officer  | Y             |

## Guests & Non-Voting Attendees

| Name          | Representation/Position                         | In Attendance |
|---------------|---|---------------|
| Daniel Keller | English Professor, President of Academic Senate | Y             |

| Action Items  | Lead Responsible      | Due Date  |
|---|-----------------------|-----------|
| Upload all budget forum questions (from Academic Senate, Classified Senate, and community members) into shared document for Committee review and editing. <a href="#">2026 Budget Questions Submitted_FinanceCommittee.docx</a> | Gerardo Ramirez       | 3/26/2026 |
| Review and provide feedback/edits on compiled budget forum questions document   | All Committee Members | 4/1/2026  |
| Send finalized questions to cabinet/leadership to begin preparing answers for Flex Day Budget Forum   | Gerardo Ramirez       | 4/1/2026  |

|  |                 |           |
|--|-----------------|-----------|
| Discuss process for filling vacant IPC at-large committee position (vacated by David Crafts)                       | Gerardo Ramirez | 4/30/2026 |
| Attend ASLT meeting to gather division feedback on budget  | Daniel Keller   | 4/6/2026  |
| Attend Counseling division meeting to gather feedback on budget  | Daniel Keller   | 4/9/2026  |
| Continue to gather feedback from faculty in Enrollment and Support Services and report back to the committee       | Makiko Ueda     | 4/30/2026 |
| Coordinate presentation on resource allocation model for next Finance Committee meeting (invite Peter Fitzsimmons) | Gerardo Ramirez | 4/30/2026 |

**Minutes**

Minutes from February 24, 2026 reviewed and approved.

**Update on Committee Members**

The committee reviewed membership updates and noted that David Crafts has left College of San Mateo and will no longer serve on the committee. This leaves the At-Large IPC position vacant. Members discussed either consulting with IPC tri-chairs regarding the appointment process or requesting volunteers at the next meeting.

**Update on Annual Budget Cycle**

- Victoria Lin provided an overview of the annual budget cycle, noting that preliminary budgets must be submitted to the district by May 15th, with final approval typically occurring in September.
- Regarding the annual budget cycle for fiscal year 2026–27, the business office is currently reviewing permanent positions and resource allocation amounts. Victoria Lin confirmed that a preliminary/tentative budget must be submitted to the district by May 15th, with final adoption expected by the end of August or early September.

**Non-Personnel Resource Requests and Budget Updates**

- Gerardo provided an update on the non-personnel resource request process. Requests covering facilities, instructional materials, and augmentation are approximately 80–90% complete. The majority of approved requests are funded through lottery funds or other non-Fund 1 sources.

**Budget Status General Questions and Comments**

The district is tracking revenue throughout the year, with final numbers expected in July. Recent legal issues involving County of San Mateo and Genentech will reduce the County’s revenue by approximately \$18 million, affecting all agencies that receive funding, including SMCCCD.

- The College of San Mateo is currently over budget and expects to exceed its allocations. Ongoing negotiations with unions may further affect projections.

## **Faculty Feedback and Division Outreach**

The committee discussed summarizing themes from faculty feedback received to date and identified divisions that had not yet been formally consulted, including Counseling and ASLT. Outreach plans were confirmed:

- Daniel Keller, or designee, will attend the ASLT meeting on April 6th to gather budget-related feedback and forward to Finance Committee.
- Daniel Keller, or designee, will attend the Counseling division meeting on April 9th, and forward feedback to Finance Committee.
- Makiko Ueda will continue gathering feedback from faculty in Enrollment and Support Services and will report back to the committee.

## **April Flex Day Budget Forum Planning**

The committee discussed preparation for the upcoming Flex Day Budget Forum scheduled for April 16, 2026 from 1:50PM to 3:20PM.

Committee agreed to compile dozens of questions received into a smaller number of representative questions, since there were a lot of repeating themes and questions.

## **Emerging key themes and questions for FAQ Document** *(to be updated once list of additional questions are received)*

The committee reviewed questions gathered from faculty, students, staff, Academic Senate, and Classified Senate.

1. Clarify why there seems to be a discrepancy or misalignment between messages from District and CSM regarding finances.
2. Address the rumor that the deficit is getting worse.
3. Clarification on source of additional funding added to CSM to cover deficit.
4. Are there things happening behind the scenes that would inform us about the action leadership is taking to remedy the situation?
5. Clarify source of funding for capital construction like volleyball courts and student housing. How will the student housing project affect ongoing staffing costs once complete?
6. Communication on class size cuts, when will those be clearly communicated campus-wide?
7. Questions regarding Coastside expenses
8. Construction related questions and funding

The committee agreed to consolidate all submitted questions into a shared document) for review and finalization. Preliminary answers will be shared with the Finance Committee before the forum for review.

## **Resource Allocation Model Presentation at Next Meeting**

Gerardo Ramirez will coordinate with Peter Fitzsimmons to present on the resource allocation model at the next Finance Committee meeting.