

College of San Mateo – Finance Committee

April 30, 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	Y
Makiko Ueda	Personal Counselor, At-Large selected by the Academic Senate	Y
Edgardo Molina	Administrative Assistant for PRIE, Classified Staff Member selected by Classified Senate (approved by CSEA)	N
<i>Vacant</i>	<i>Classified Staff Member selected by Classified Senate (approved by CSEA)</i>	-
Moe Thanzin Cho	ASCSM Finance Director, Student Representative	Y
Kohya Lu	Ombudsperson/At-Large Member of Management Council	N
Victoria Lin	Chief Business Officer	Y

Guests & Non-Voting Attendees

Name	Representation/Position	In Attendance
Daniel Keller	English Professor, President of Academic Senate	Y
Peter Fitzsimmons	Chief Financial Officer	Y
Manuel Alejandro Pérez	College of San Mateo President	Y
Renee Liang	Detail Executive Assistant to VP of Administrative Services	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Finalize and share responses to Academic Senate's 4 key questions prior to the May 12th Academic Senate Meeting 	<ul style="list-style-type: none"> Manuel Alejandro Perez 	<ul style="list-style-type: none"> 5/12/2026
<ul style="list-style-type: none"> Finance Committee to review the additional 41 questions and categorize into existing or new themes; forward categorized list to President's office. 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> 5/14/2026
<ul style="list-style-type: none"> Ad hoc faculty and classified subcommittee proposal to remain on hold; revisit after FAQ responses are released. President to check in with committee via email or at next meeting 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> 5/14/2026

Minutes

Minutes from March 26, 2026 were distributed via email for review. Members were asked to reply with any corrections; otherwise minutes will be published as approved.

Update on Flex Day Budget Forum

The committee discussed progress on compiling and responding to budget-related questions gathered from the campus community, including the previously identified 12 question themes and an additional 41 questions submitted during and after the Flex Day Budget Forum. Strong feedback from committee emphasized the need for timely communication, even if responses are incomplete. It was agreed that when the FAQ responses are distributed, it will be shared to the full campus community simultaneously, not released to one constituency before others. The President is scheduled to attend Academic Senate on May 12th to address 4 key questions identified by the Senate.

Proposed Ad Hoc Subcommittees

The President proposed the creation of two ad hoc subcommittees of the Finance — one focused on faculty and one on classified staff — to facilitate structured, direct feedback from each constituency.

- Subcommittees would consist of five to seven representatives and would meet for one to three sessions, with compensation offered for any summer meetings.
- The intent is for each subcommittee to be representative of the broader campus body— not limited to certain divisions or departments.
- Committee members noted that given the late point in the semester, the ad hoc committee concept may be more productive after the initial FAQ responses are published and the community has a chance to respond.

- No formal vote was taken on the ad hoc subcommittee proposal. The Finance Committee placed the item on hold pending review at the next meeting; the committee indicated openness to the proposal but recommended focusing on FAQ publication first.

Presentation – Overview of the District Resource Allocation Model (RAM)

Peter Fitzsimmons presented an overview of the Resource Allocation Model (RAM) used to distribute funds across the five district sites: College of San Mateo, Cañada College, Skyline College, the District Office, and Facilities. The model currently in use covers fiscal year 2025–26; the 2026–27 model is still in development.

- Step 1 – FTES-Based Site Allocation Adjustment
- Step 2 – Central Services / District-Wide Costs
- Step 3 – Facilities Allocation
- Step 4 & 5 – International Student Enrollment Adjustment
- Step 6 – Adjustments (COLA, Benefits, CPI, Technology, Other)
- Step 7 – Balancing and Adjusting Allocations Based on Revenue
- Step 8 – Summary