

January 13, 2025

Greetings CSM Community.

Welcome to the Spring 2025 semester! As part of our commitment to integrated planning, I am pleased to share the following update to personnel resource requests that emerged from our Fall 2024 resource request submission process.

Fifty-two (52) personnel requests were submitted through our Fall 2024 integrated planning process for resource requests. Each of the prioritized lists of positions from our Academic Senate, Classified Senate, and Deans were reviewed based on the pre-determined criteria of our College process. The review considered the following factors: safety requirements, State & Federal compliance standards, alignment with the Education Master Plan and College/District goals, as well as consideration of existing fiscal commitments.

We are excited to share the approved list of positions below:

Art Photography Faculty
Communication Studies Faculty
Computer Information Systems (CIS) Faculty
Director of CSM Coastside (pilot)

General Counselor
Instructional Aide II, Integrated Science Center
Pride Center Coordinator (.48 FTE)
Staff Assistant, Cosmetology (.48 FTE)

Our collective efforts have contributed to a transparent process that is thoughtful about our College needs as well as our existing fiscal resources. Of the above approved positions, grant funds will be used to fund two of the classified staff positions. The faculty positions will be funded through a re-prioritization of existing funds from faculty positions that were vacant and unfilled for more than two years. Our budget process, as a College, will be to strategize how we fund personnel requests that will allow the College to slow the rate at which our expenses grow year after year, while still meeting the needs of our college community. I value and see your focus and care for our students and our College – these processes will ultimately strengthen our efforts to serve our community.

Much appreciation to our staff, faculty, and administrators for their participation, insights, and engagement in submitting these resource requests. Our integrated planning process is our commitment to transparency in funding requests for resources that align with our College vision, mission, values, goals, and priorities. To that end, I have asked our Executive Leadership team members to meet with Deans and Directors whose resource requests were not funded in this planning cycle to determine how we may use existing resources to meet the demonstrated need. For all other non-personnel resource requests, the College will engage in a prioritization process that will begin this Spring 2025 semester. Final updates regarding non-personnel resource requests will be communicated in May 2025 or sooner.

Pending Board approval, we hope to welcome the above positions to our campus community at College of San Mateo.

In community.



Dr. Manuel Alejandro Pérez
President, College of San Mateo



APPENDIX I

Integrated Planning Process & Overview of Approved Positions

The integrated planning process is an important opportunity for College of San Mateo to carefully reflect on the data from program review in alignment with the District and College priorities, such as the CSM Education Master Plan. The process allows the College to review program and department needs that align with the College vision, mission, and values in order to be clear, transparent, and thoughtful as we allocate resources to better support our students.

For the Fall 2024 integrated planning process, all position requests were reviewed with the following criteria in mind:

Safety & Compliance

Does the request maintain the safety and compliance of our college environment?
(e.g., State and Federal mandates)

Education Master Plan (EMP)

Does the request include a justification that aligns with our EMP priorities, objectives, and goals?

Alignment with Goals, Outcomes, and Priorities

Does the request include a justification that aligns with Program Review goals, Learning Outcomes, or College/District priorities?

Each of the requests were also reviewed for available resources and alignment with our existing financial commitments to our strategic priorities and educational goals, which included any available funds (categorical funds, grant funds, etc.). Additional information and details about the College's current financial status are included in the December 11, 2024 Budget Presentation to IPC (see links in "Additional Resources" section of Appendix II).

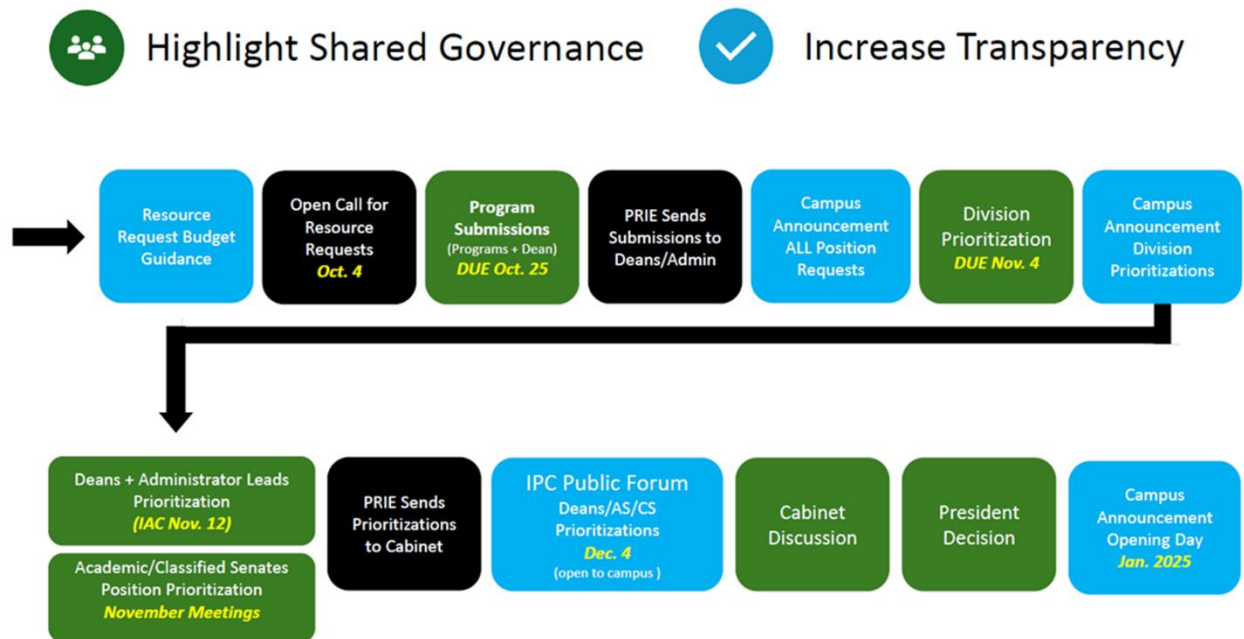
The above criteria were used to fund the positions with the indicated funding source listed below:

Type of Personnel/Position	Funding Source	Start Date
For pre-approved new programs		
Director of CSM Coastside (pilot)	One-time funding	Spring 2025 - Spring 2026
Pride Center Coordinator (.48 FTE)	Grant-funded	Fall 2025
For existing programs with demonstrated need or growth		
Communication Studies Faculty	Fund 1	Fall 2025
General Counselor	Fund 1	Fall 2025
Instructional Aide II, Integrated Science Center	Grant-Funded	Fall 2025 – Spring 2028
Staff Assistant Cosmetology (.48 FTE)	Fund 1	Fall 2025
Replacement position for existing programs with demonstrated need or growth		
Art Photography Faculty	Fund 1	Fall 2025
Computer Information Systems (CIS) Faculty	Fund 1	Fall 2025



APPENDIX II

Integrated Planning Process & Participatory Governance Flow Chart



Additional Resources

[College Memo](#) – Fall 2024 Resource Request Process for Fiscal Year 2025-2026

[CSM Program Review & Resource Request Landing Page](#)

[December 4 IPC Meeting Resources](#) (list of all prioritizations, including resource request overview)

[IPC Budget Presentation](#) – December 11, 2024