

Budget and Planning Committee Meeting
Minutes
March 16, 2023

Attendees: Karol Mason, Cat Alves, Justin Barden, Anthony Carpi, Shu-Yuan (Demi) Cheng, Susannah Crowder, Ajisa Dervisevic, Mark Flower, Oswald Fraser, Maki Haberfeld, Susan Kang, Karen Kaplowitz, Yusuf Khaled, Erica King-Toler, Sandra Lanzone, Vicente Lecuna, Marie-Helen Maras, Jean Mills, Ketura Parker, Raymond Patton, Allison Pease, Kelvin Pineda, Shania Roseborough, Doug Salane, Andrew Sidman, Savannah Smith, Ed Snajdr, Katherine Stavrianopoulos, Ellen Sexton, Robert Till, Nancy Velazquez-Torres and Alison Orlando (recorder).

Guests: Holly Clarke, Kinya Chandler, and Alena Ryjov

1. Approval of minutes for August 25, 2022 and December 19, 2022 meetings. The minutes were approved as proposed.
2. Approval of the proposed FY2024 Savings Plan. Karol M. started the meeting and spoke about our Middle States visit. She explained that the visit concluded with a positive oral report from the visiting team that included ten commendations. Mark F. moved on to speak about the budget. He explained that CUNY has asked us to reduce our budget by \$4,147,000 for FY2024. He said that this is in addition to the \$2,370,000 budget reduction for FY2023 and accounts for a total reduction of \$6,517,000, or 5.5% of our total budget. Mark F. said that the college has been able to come up with a plan to reach these savings that still support our strategic priorities. He then gave an overview of the FY 2024 Savings Plan. He first spoke about revenue and how we are working to increase our revenue by improving our collection rates to yield an additional \$500,000. He then gave some context to this issue and how the college aims to achieve this. He explained that in Fall 2022 the college had a collection rate of 95.7% and that the college used some of the HEERF funding in the form of scholarships to achieve this rate. He said that there has been some concern on how the college can continue to maintain and improve the collection rates without the HEERF funding. However, a plan is now in place to achieve this where CUSP and EMSA will work together with the students who owe money along with offering financial literacy courses. He then spoke about additional revenue from tuition. He said that we are anticipating additional revenue from tuition due to a projected increase in enrollment by 313 FTE between FY2023 and FY2024 with the possibility of yielding 2,000 incoming freshmen. Mark F. then moved to talk about the expense side. On the expense side, there will be a total savings of \$3.6 million in PS regular, adjunct costs, and temporary services. He then went over each of these areas in more detail. On the PS regular side, there will be a savings of \$1.1 million from reductions in facilities staffing, retirement/separation savings, and departmental restructuring from positions not being replaced. He also spoke about adjunct savings that are due to a significant decrease in the number of sections being taught by adjuncts. This is primarily because of the increase in the number of sections being taught by full-time faculty because of the ongoing hiring of 40 new faculty lines. This will result in a total savings of \$1.6 million for the fall and spring semester. The last area that we will have savings is temporary services with a reduction of \$936,000, which is mostly due to positions in the theatre as theatre rentals have not returned to the pre-pandemic levels. He explained that the decision has been made to still rent out the theatre but those renting it will need to go through Local One for staffing. Karol M. made a motion to submit the proposed FY2024 Savings Plan to CUNY Central. The motion was seconded and approved unanimously.