



## **Financial Planning Subcommittee**

### **Meeting Agenda**

**February 1, 2021**

**2:00-3:00pm – Zoom (details are in the calendar invite)**

1. Approval of Minutes for November 9, 2020 meeting
2. Budget Update
3. CARES Update
4. 12/27/21 Stimulus Update

**FPS  
Minutes  
February 1, 2021**

**Present members:** Mark Flower (FPS Chair), Yi Li, Ned Benton, Karen Kaplowitz, Jay Gates, Brian Cortijo, Kim Chandler, Andrew Sidman, Saaif Alam, Franklyn Bernabe

**Guests:** Alison Orlando, Allison Pease, Ajisa Dervisevic, Roger Szajngarten, Rulisa Galloway-Perry, John Paul Narkunas, Janet Winter, Henry Chan, Gina Foster, Holly Clarke, Alena Ryjov (*Recorder*)

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1. **Approval of Minutes from November 9, 2020 meeting:** the minutes were approved unanimously.
  2. **Budget Update:** Mark F. started the meeting by sharing a budget presentation on his screen. He said that we still do not have an official budget yet and believes that CUNY will be approving the budget at their March Board of Trustees meeting, as well as a preliminary budget for FY 22. He also said that the state was originally withholding 20% of revenue, but now it looks like the State will only hold back 5%. He mentioned that we reduced our revenue target by 5% to reflect the withholding. He then talked about energy savings, CUNY loan, and CARES MSI money that the college plans to apply to 870 student accounts with outstanding balances once the funds are released. Ned asked if we'd be allowed to spend some of the residual CARES money in ways to meet our budget. Mark answered yes. Roger S. asked to clarify enrollment numbers, which seem to be higher than reported. Mark agreed that the enrollment numbers are indeed dropping and he would adjust the report. Roger also asked for a clarification on the CARES distribution process. Mark said that the funds were released to CUNY, however CUNY wants to have the Board of Trustees approve the plan on how they are spending the money, and they are looking for feedback from the State, so there is still a lot of ambiguity. Saaif A. added that CUNY is expecting to get more in federal CARES Act funding, \$21.2 billion compared to last year's \$16.9 billion. He said he has a draft budget request for 2022 and can share it with Mark. Paul N. asked if Mark is the point person for JJ on the CARES money. Mark said yes, him and Ajisa. Paul N. asked how much of the CARES HSI money we have received so far. Mark said that we have only received a small portion of HSI and MSI because the BOT has not approved the use of this money. He said we reached out to CUNY to express our intent to use this money for student holds. Although, he said, the outstanding balances are still showing, we pushed out those holds to future dates to allow students to register. Hopefully, as soon as CUNY approves the MSI money on the March 1<sup>st</sup> Board of Trustees meeting, we'll then be able to take it and apply it towards their accounts. Rulisa asked if there is an updated budget picture of this year vs. last for perspective. Mark said yes. He then talked about expenses as they relate to adjuncts, class size reduction, increase in number of sections for the spring semester, and paying the FT counselling staff for providing services on evenings and weekends as NTAs. He said that we still have \$11M deficit, but since last year we ended with a \$2.5M surplus, we will be able to apply that to this year. Added \$1.7M from CARES money for last year's expenses, hopefully with the second round of funding we will be able to end the year in a positive situation. Then Mark shared a slide showing current enrollment numbers confirming there is a decline. Brian added that we are still registering a small number of students. Mark shared the actual numbers for previous semesters and projections for next three semesters. He said he is concerned about continuously dropping enrollment numbers and our expenses that continue to go up, and he said that he raised this issue at the last SEG meeting. Saaif asked what JJ can do to engage prospective students to apply and current students to stay on. Mark said the administration team is working on a budget right now to

increase their marketing campaign. Mark continued the enrollment discussion, including freshmen numbers and retention efforts, transfers, revenue projections and allocation targets. Ned made a comment regarding the second stimulus portion, saying that it looks like if we got it, we would be ok for the year. Mark agreed. Roger asked why can't students apply to multiple colleges at CUNY if SAT is no longer required. Mark answered that they can, but that the enrollment numbers are down across all CUNY. Brian explained that another issue that compounds the problem is that CUNY's application no longer includes the ranking of the schools by applicant's preferred choice. Ned added that because of less strict testing, more students go to senior colleges where they may be getting remediation, that is why the community colleges numbers experience a devastating drop. Saaif reiterated that we need to increase visibility and marketability of our school.

- 3. CARES Update:** Mark showed slides on the CARES funds. He said that the institutional portion of our CARES money is \$8.8 million. \$6.8 million is what we have that was available to the campus. CUNY dictated that \$819,000 was going towards health and wellness. We got an additional \$1.1 million from an MSI portion of that. He also shared a spreadsheet with the different categories of where the campus was going to spend the money, with about \$900,000 going towards campus safety, instructional costs and increasing hours of operations, such as overtime for campus security in order to be able to open. There were expenses related to DoIT in order to be able to help improve the availability of computers for students and for faculty and staff. \$3 million for additional emergency funds to students was used to help students with their tuition and help close the budget gap. He said that the college submitted a total of \$3.18 million, and we have almost \$6 million of money that we have not submitted in terms of claims yet at this point, and we need to spend that money by May 14, which is the deadline for spending. We are getting \$27 million in the second round of money. \$7.6 million is going directly towards students, the same amount of money that went on in the first CARES act. The students will be getting money again directly paid to them, and that will leave almost \$20 million available for the institution to be able to spend.
- 4. Stimulus 12/27 Update:** There is MSI money coming out in the stimulus package. We do not know what that MSI money amount is at this point, but there will be almost \$20 million that we'll have in order to be able to spend both in this year and in fiscal FYI 22. Brian C. noted that it looks like we have enough money coming in to cover the gap. Mark confirmed. The committee then discussed the guidelines for using the funds, lost revenue from the EHS contract, Cafeteria, space rentals and Auxiliary Corporation. Mark announced the BPC meeting on 2/9 at which Karol will present a budget update to the BPC/SPS/FPS groups. Saaif asked if international students qualify for the Federal grants. Mark said he did not believe so. Paul N. asked if the money could be spend to improve online learning and teaching for reduced size classes. Mark said that the Fall re-opening committee is discussing all possible options for summer and fall. He ended the meeting and said he would share his presentation with the committee.